



# Search for a Work Order Legacy History Inquiry — Criteria

## Overview

The Maintenance and Utilization (M&U) module Work Order Legacy History Inquiry process provides the ability to search for a work order record from the Legacy System.

## Navigation

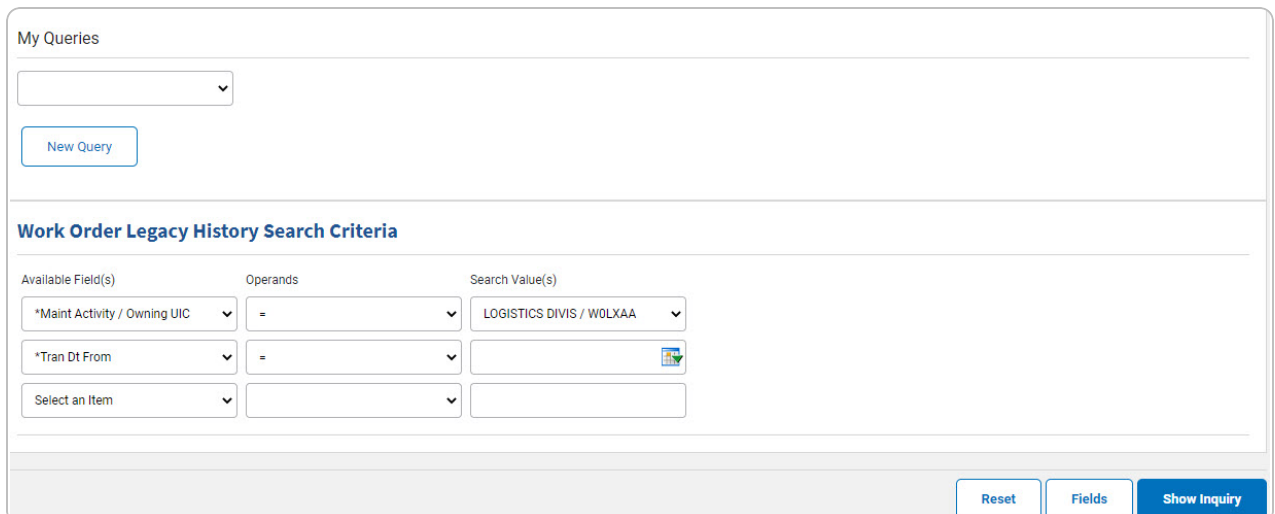
Inquiries > Maintenance > Work Order LGCY HIST > Work Order Legacy History Inquiry Search Criteria page

## Procedures

### Search for a Work Order Legacy History Inquiry — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'Work Order Legacy History Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the main search criteria section, which is titled 'Work Order Legacy History Search Criteria'. It contains three rows of search criteria, each with an 'Available Field(s)' dropdown, an 'Operands' dropdown, and a 'Search Value(s)' dropdown. The first row has '\*Maint Activity / Owning UIC' as the field, '=' as the operand, and 'LOGISTICS DIVIS / WOLXAA' as the search value. The second row has '\*Tran Dt From' as the field, '=' as the operand, and an empty search value field with a calendar icon. The third row has 'Select an Item' as the field, '=' as the operand, and an empty search value field. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	LOGISTICS DIVIS / WOLXAA
*Tran Dt From	=	
Select an Item	=	

2. Choose which Available Field(s) to use in the search.






## Help Reference Guide

- A. The first Available Field(s) option (MAINT ACTIVITY / OWNING UIC) automatically populates and is not editable.
- B. The second Available Field(s) option (TRAN DT FROM) automatically populates and is not editable.


### Note





Adding another Available Field  automatically populates an additional search criteria row.

### Note





Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*


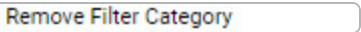
3. Choose which Operands to use in the search.

- A. Use  to select the first Operands.
- B. Use  to select the second Operands.

4. Choose which Search Value(s) to use in the search.

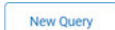
- A. Use  to select the first Search Value.
- B. Use  to select the TRAN DT FROM, or enter the date (MM/DD/YYYY) in the field provided.

### Remove an Available Field Row

- a. Use  to select desired Available Field.
- b. Select . *The desired row is removed.*

5. Select . *The **Work Order Legacy History Inquiry — Results** page appears.*

## Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





## Help Reference Guide

My Queries

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**Work Order Legacy History Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	LOGISTICS DIVIS / WOLXAA
*Tran Dt From	=	<input type="text"/>
Select an Item		<input type="text"/>

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*


3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select  to disregard the Query.

Select . The **Work Order Legacy History Inquiry — Select Fields** page appears.

4. OR

Select . The **Work Order Legacy History Inquiry — Results** page appears.

### Select a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





## Help Reference Guide

My Queries

[New Query](#)

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**Work Order Legacy History Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	LOGISTICS DIVIS / WOLXAA
*Tran Dt From	=	<input type="text"/>
Select an Item		<input type="text"/>

[Reset](#) [Fields](#) [Show Inquiry](#)


Select [Fields](#). The **Work Order Legacy History Inquiry — Select Fields** page appears.

2.

OR

Select [Show Inquiry](#). The **Work Order Legacy History Inquiry — Results** page appears.

### Update a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.





## Help Reference Guide


My Queries

Test 2 ▼

[New Query](#) [Update Query](#) [Delete Query](#)

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**Work Order Legacy History Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC ▼	= ▼	LOGISTICS DIVIS / WOLXAA ▼
*Tran Dt From ▼	= ▼	
Select an Item ▼	▼	

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Update Query](#). The query information is updated.
- Select [Fields](#). The **Work Order Legacy History Inquiry — Select Fields** page appears.
3. OR
- Select [Show Inquiry](#). The **Work Order Legacy History Inquiry — Results** page appears.

### Delete a My Queries Inquiry

1. Use ▼ to select the desired saved query. The page refreshes, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.





My Queries

Test 2

New Query Update Query Delete Query

**Work Order Legacy History Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	LOGISTICS DIVIS / WOLXAA
*Tran Dt From	=	
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#). The query information is removed.

### Revise the Fields for the Inquiry

Select [Fields](#). The **Work Order Legacy History Inquiry — Select Fields** page appears.





# Search for a Work Order Legacy History Inquiry — Results


## Navigation

Inquiries > Maintenance > Work Order LGCY HIST > Search Criteria > [Show Inquiry](#) > Work Order Legacy History Inquiry Search Results page

## Procedures

### Export the Work Order Legacy History Inquiry Results

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

Rows Retrieved = 5000

<

1

>

of 117

### Note



To reach the optional fields, refer to the Work Order Legacy History Inquiry — Field Selection page.

2. Select [Cancel](#). The **Work Order Legacy History Inquiry — Criteria** page appears.





### Search the Results

1. Select the empty field  Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

### View the Work Order Legacy History Detail

Select the desired MAINT ACTIVITY/OWNING UIC row. The **Work Order Legacy History Inquiry Detail** page appears.





# Select Fields for the Work Order Legacy History Inquiry

## Navigation

Inquiries > Maintenance > Work Order LGCY HIST > Search Criteria >  > Work Order Legacy History Inquiry Fields Selection page

## Procedures

### Choose the Extracted Inquiry File Details

Selecting  at any point of this procedure removes all revisions and closes the page, whereas selecting  returns all fields to the default "All" setting. **Bold** numbered steps are required.





## Help Reference Guide

1. Select [Fields](#). The **Work Order Legacy History Inquiry** page appears.

Extract Excel File
☒

Extract Text, Comma Separated File
☐

Extract Id

Privacy Type

Private

Selections

New Selection List

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/>	Local Id	Locally established identifier used to identify an asset.
<input checked="" type="checkbox"/>	Asset Id	The Asset Id of the asset that the Maintenance Action is being performed.
<input checked="" type="checkbox"/>	Stock Nbr	The Stock Number that was assigned to the asset at the time Maintenance was performed.
<input checked="" type="checkbox"/>	Serial Nbr	Serial Number of asset receiving maintenance action.
<input checked="" type="checkbox"/>	Receipt Dt	Date that an asset was received in the shop for maintenance action.
<input type="checkbox"/>	Cancel Cd	When populated, the work order was cancelled.
<input type="checkbox"/>	Cmpltn Dt	Date that a maintenance action was completed.
<input type="checkbox"/>	Cmrc Repair Cd	When populated, the work order was performed by a commercial source.
<input type="checkbox"/>	Operator Cost Center	Office or activity that used the asset receiving the maintenance action.
<input type="checkbox"/>	End Mtr Rdnng	Actual meter reading when the maintenance action is completed.
<input type="checkbox"/>	Item Desc	Nomenclature from catalog of asset receiving maintenance action.
<input type="checkbox"/>	Labor Cost	Costs expended for labor (hours times hourly rate) for maintenance action.
<input type="checkbox"/>	Labor Hrs	Labor hours expended for maintenance action.
<input type="checkbox"/>	Lo Le Cd	Indicates the Loan / Lease Status of the asset at the time the Maintenance Action was performed.
<input type="checkbox"/>	Local Use	User-defined field used for storing custom data.
<input type="checkbox"/>	Maint Loc	Actual location where maintenance action is to take place.
<input type="checkbox"/>	Maj Custodian Nbr	The Major Custodian of the asset at the time Maintenance was performed.
<input type="checkbox"/>	Mfr Name	Manufacturer name of the asset receiving the maintenance action.
<input type="checkbox"/>	Mfr Part Nbr	Manufacturer part number of the asset receiving the maintenance action.
<input type="checkbox"/>	Mfr Yr	Year that the asset receiving maintenance action was manufactured.
<input type="checkbox"/>	Nbr of Items	Used when performing maintenance actions against bulk-managed assets.





## Help Reference Guide


<input type="checkbox"/>	Next Svc Due Dt	The date that the next preventative maintenance action is due for the asset.
<input type="checkbox"/>	Next Svc Due Mi Hrs	The number of miles/hours when the next preventative maintenance action is due for the asset.
<input type="checkbox"/>	Non-Labor Cost	Costs of materials used for maintenance action.
<input type="checkbox"/>	Phone Nbr Ext	Phone number of user submitting the request for the maintenance action.
<input type="checkbox"/>	Pool Dispatch Nbr	Locally devised number to identify a specific motor pool responsible for dispatching a vehicle.
<input type="checkbox"/>	Pri Cd	User assigned code that designates the urgency of the maintenance action.
<input type="checkbox"/>	Property Book Cd	Identifies whether the asset is on the Property Book.
<input type="checkbox"/>	Start Dt	Date that a maintenance action was started.
<input type="checkbox"/>	Sub Custodian Nbr	The Sub Custodian of the asset at the time Maintenance was performed.
<input type="checkbox"/>	Submitter	Name of user submitting the request for maintenance action.
<input type="checkbox"/>	Svc Cd	Identifies the service code of the asset.
<input type="checkbox"/>	Type Maint Cd	Identifies the type of maintenance being performed.
<input type="checkbox"/>	Unavail Maint Days	The total number of days the asset was out of service while waiting for repairs or being repaired.
<input type="checkbox"/>	Unavail Sply Days	The total number of days the asset was out of service while waiting for parts.
<input type="checkbox"/>	User Loc	Actual location of asset.
<input type="checkbox"/>	Wrrnty Cd	Identifies that the asset receiving maintenance action is covered by a warranty or service agreement.
<input type="checkbox"/>	Work Ctgry	Identifies the category for preventative maintenance that was scheduled.
<input type="checkbox"/>	Work Desc	Work Description of maintenance action.
<input type="checkbox"/>	Work Order Aprvl Dt	Date the work order was approved for work.
<input type="checkbox"/>	Print Cd	Indicates whether the Work Order has been printed.

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

**OR**


Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

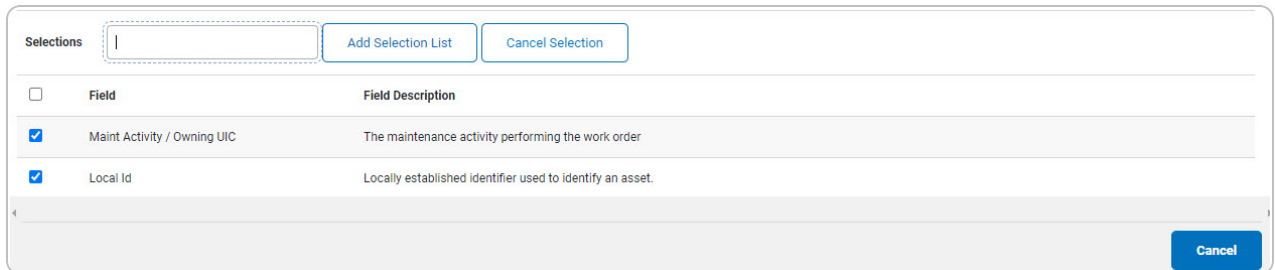
3. Enter an unique identifier in the Extract Id field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
4. Use  to select the Privacy Type.





### Add a Selection List


1. Select . The page refreshes, and Selections changes from a drop-down field to a text field.








Field	Field Description
<input checked="" type="checkbox"/> Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/> Local Id	Locally established identifier used to identify an asset.

#### Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select . The page refreshes, and the selected list is added.  is replaced by  and .
- Select  for small volumes of data. The **Work Order Legacy History Inquiry — Results** page appears.

3.

**OR**

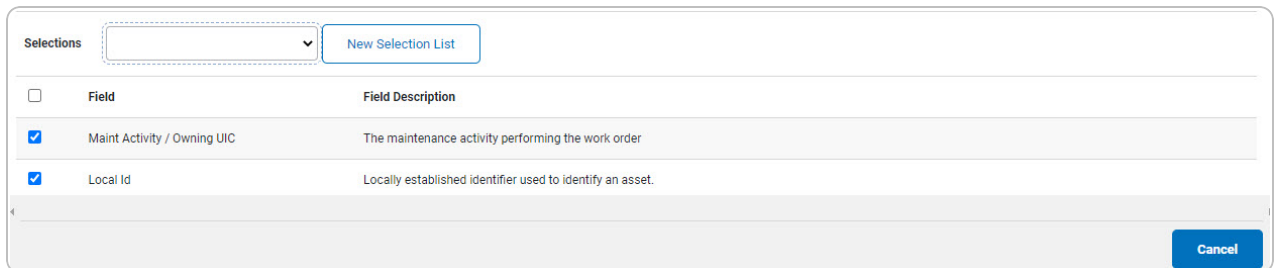
Select  for large volumes of data. The **Work Order Legacy History Inquiry Transaction Status** page appears.






## Use a Predetermined Field Selection List

1. Use  to display the Selection List.



Field	Field Description
<input checked="" type="checkbox"/> Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/> Local Id	Locally established identifier used to identify an asset.





Select  for small volumes of data. *The **Work Order Legacy History Inquiry — Results** page appears.*

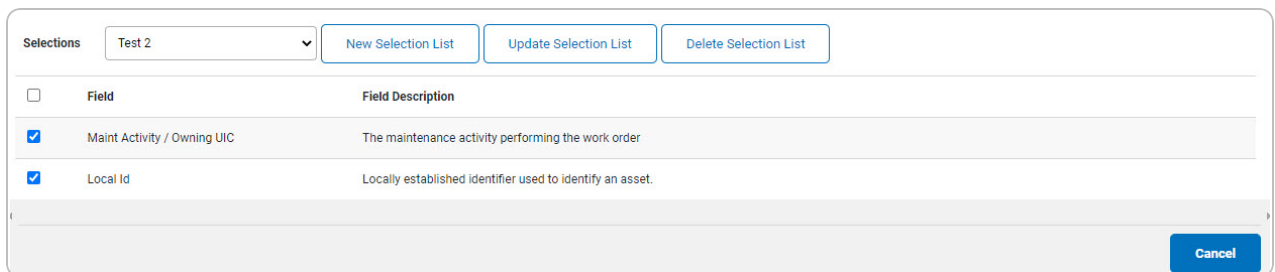
- 2.

**OR**


Select  for large volumes of data. *The **Work Order Legacy History Inquiry Transaction Status** page appears.*

## Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*



Field	Field Description
<input checked="" type="checkbox"/> Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/> Local Id	Locally established identifier used to identify an asset.

2. Select . *The page refreshes.*


Select  for small volumes of data. *The **Work Order Legacy History Inquiry — Results** page appears.*

- 3.







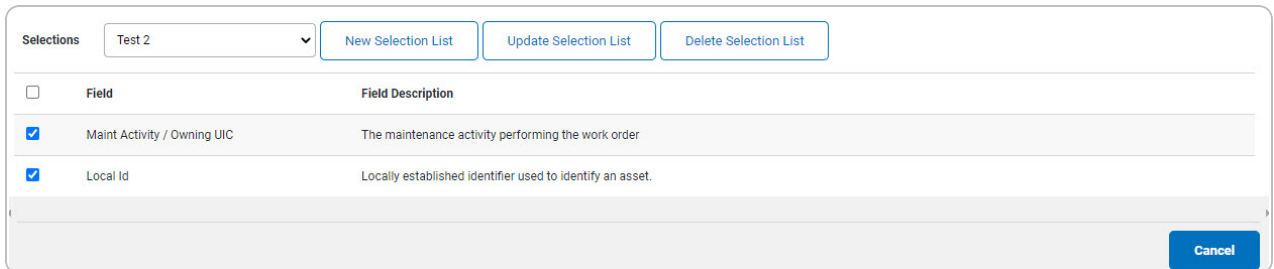


OR

Select  for large volumes of data. The **Work Order Legacy History Inquiry Transaction Status** page appears.

### Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .



The screenshot shows a web interface for managing selection lists. At the top, there is a 'Selections' dropdown menu currently set to 'Test 2'. To its right are three buttons: 'New Selection List', 'Update Selection List', and 'Delete Selection List'. Below this is a table with two columns: 'Field' and 'Field Description'. The table contains two rows, both of which are checked with a blue checkbox in the 'Field' column. The first row is 'Maint Activity / Owning UIC' with the description 'The maintenance activity performing the work order'. The second row is 'Local Id' with the description 'Locally established identifier used to identify an asset.' At the bottom right of the table area is a blue 'Cancel' button.


Field	Field Description
<input checked="" type="checkbox"/> Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/> Local Id	Locally established identifier used to identify an asset.

2. Select . The page refreshes and the list is immediately deleted.

### Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

**Bold** numbered steps are required.

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.





## Help Reference Guide

1. Select [Fields](#). The **Work Order Legacy History Inquiry** page appears.

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

Selections

New Selection List

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity / Owning UIC	The maintenance activity performing the work order
<input checked="" type="checkbox"/>	Local Id	Locally established identifier used to identify an asset.
<input checked="" type="checkbox"/>	Asset Id	The Asset Id of the asset that the Maintenance Action is being performed.
<input checked="" type="checkbox"/>	Stock Nbr	The Stock Number that was assigned to the asset at the time Maintenance was performed.
<input checked="" type="checkbox"/>	Serial Nbr	Serial Number of asset receiving maintenance action.
<input checked="" type="checkbox"/>	Receipt Dt	Date that an asset was received in the shop for maintenance action.
<input type="checkbox"/>	Cancel Cd	When populated, the work order was cancelled.
<input type="checkbox"/>	Cmpltn Dt	Date that a maintenance action was completed.
<input type="checkbox"/>	Cmrc Repair Cd	When populated, the work order was performed by a commercial source.
<input type="checkbox"/>	Operator Cost Center	Office or activity that used the asset receiving the maintenance action.
<input type="checkbox"/>	End Mtr Rdnng	Actual meter reading when the maintenance action is completed.
<input type="checkbox"/>	Item Desc	Nomenclature from catalog of asset receiving maintenance action.
<input type="checkbox"/>	Labor Cost	Costs expended for labor (hours times hourly rate) for maintenance action.
<input type="checkbox"/>	Labor Hrs	Labor hours expended for maintenance action.
<input type="checkbox"/>	Lo Le Cd	Indicates the Loan / Lease Status of the asset at the time the Maintenance Action was performed.
<input type="checkbox"/>	Local Use	User-defined field used for storing custom data.
<input type="checkbox"/>	Maint Loc	Actual location where maintenance action is to take place.
<input type="checkbox"/>	Maj Custodian Nbr	The Major Custodian of the asset at the time Maintenance was performed.
<input type="checkbox"/>	Mfr Name	Manufacturer name of the asset receiving the maintenance action.
<input type="checkbox"/>	Mfr Part Nbr	Manufacturer part number of the asset receiving the maintenance action.
<input type="checkbox"/>	Mfr Yr	Year that the asset receiving maintenance action was manufactured.
<input type="checkbox"/>	Nbr of Items	Used when performing maintenance actions against bulk-managed assets.





## Help Reference Guide

<input type="checkbox"/>	Next Svc Due Dt	The date that the next preventative maintenance action is due for the asset.
<input type="checkbox"/>	Next Svc Due Mi Hrs	The number of miles/hours when the next preventative maintenance action is due for the asset.
<input type="checkbox"/>	Non-Labor Cost	Costs of materials used for maintenance action.
<input type="checkbox"/>	Phone Nbr Ext	Phone number of user submitting the request for the maintenance action.
<input type="checkbox"/>	Pool Dispatch Nbr	Locally devised number to identify a specific motor pool responsible for dispatching a vehicle.
<input type="checkbox"/>	Pri Cd	User assigned code that designates the urgency of the maintenance action.
<input type="checkbox"/>	Property Book Cd	Identifies whether the asset is on the Property Book.
<input type="checkbox"/>	Start Dt	Date that a maintenance action was started.
<input type="checkbox"/>	Sub Custodian Nbr	The Sub Custodian of the asset at the time Maintenance was performed.
<input type="checkbox"/>	Submitter	Name of user submitting the request for maintenance action.
<input type="checkbox"/>	Svc Cd	Identifies the service code of the asset.
<input type="checkbox"/>	Type Maint Cd	Identifies the type of maintenance being performed.
<input type="checkbox"/>	Unavail Maint Days	The total number of days the asset was out of service while waiting for repairs or being repaired.
<input type="checkbox"/>	Unavail Sply Days	The total number of days the asset was out of service while waiting for parts.
<input type="checkbox"/>	User Loc	Actual location of asset.
<input type="checkbox"/>	Wmnty Cd	Identifies that the asset receiving maintenance action is covered by a warranty or service agreement.
<input type="checkbox"/>	Work Ctgry	Identifies the category for preventative maintenance that was scheduled.
<input type="checkbox"/>	Work Desc	Work Description of maintenance action.
<input type="checkbox"/>	Work Order Aprvl Dt	Date the work order was approved for work.
<input type="checkbox"/>	Print Cd	Indicates whether the Work Order has been printed.

2. Select the fields required for the inquiry. *The first 6 fields are automatically selected.*

### Note



The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

Select  for small volumes of data. *The **Work Order Legacy History Inquiry — Results** page appears.*

3.

**OR**

Select  for large volumes of data. *The **Work Order Legacy History Inquiry Transaction Status** page appears.*





## View the Work Order Legacy History Inquiry Details

### Navigation

Inquiries > Maintenance > Work Order LGCY HIST > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Work Order Legacy History Inquiry Detail page

### Procedures

#### Export the Work Order Legacy History Inquiry Detail

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

1. Verify the Work Order Legacy History Detail tab.

1 of 1

Find | Next

Work Order Legacy History Inquiry Detail

Maint Activity / Owning UIC	CCDC CBC / W6JRAA	Work Ctgry	
Work Order Nbr	MM 1229005	Stock Nbr	
Local Id		Serial Nbr	0112
Work Desc	LTI FOR TURN IN	Asset Id	
Type Maint Cd	7	UIC	W6JRAA
Receipt Dt	09/01/2011	Maj Custodian Nbr	
Start Dt	09/01/2011	Sub Custodian Nbr	
Cmpltn Dt	09/01/2011	Item Desc	TRAILER
Work Order Aprvl Dt		Operator Cost Center	
Maint Loc	EDSI	User Loc	
Cmrc Repair Cd		Svc Cd	
Pri Cd		Print Cd	P
Submitter		Mfr Name	
Phone Nbr Ext	57017	Mfr Yr	
Non-Labor Cost		Mfr Part Nbr	
Labor Cost	37.00	Nbr of Items	1
Labor Hrs	2.0	Lo Le Cd	
Unavail Maint Days		Wrnty Cd	
Unavail Sply Days		Local Use	
Cancel Cd		End Mtr Rdng	
Pool Dispatch Nbr		Next Svc Due Mi Hrs	
Next Svc Due Dt			

06/06/2023 13:08  
For Official Use Only


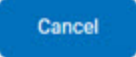
1 of 1

Cancel








## Help Reference Guide

2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select . The **Work Order Legacy History Inquiry – Criteria** page appears.

### Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

