# Search for a Work Plan Inquiry — Criteria

## Overview

The Maintenance and Utilization (M&U) module Work Plan Inquiry process provides the ability to search for a Work Plan record.
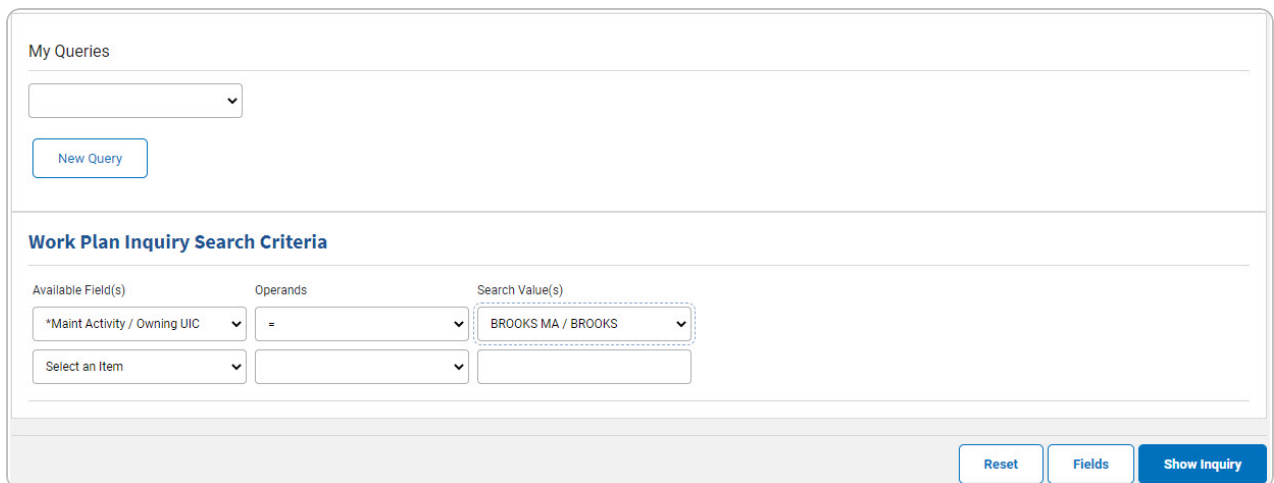
## Navigation

Inquiries > Maintenance > Work Plan > Work Plan Inquiry Search Criteria page

## Procedures

### Search for a Work Plan 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.



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

   A. *The first Available Field(s) option (MAINT ACTIVITY/OWNING UIC) automatically populates and is not editable.*

**Note**

 Adding another Available Field ⌄ automatically populates an additional search criteria row.
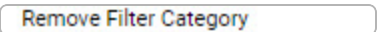
**Note**
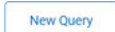
 Select [Fields] to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. *Choose which Operands to use in the search.*

    **A.**  Use ⌄ to select the first Operands.

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

    **A.**  Use ⌄ to select the first Search Value.

    **Remove an Available Field Row**

    a.  Use ⌄ to select desired Available Field.

    b.  Select [Remove Filter Category]. *The desired row is removed.*

5. Select [Show Inquiry]. *The **Work Plan Inquiry — Results** page appears.*

## Add a My Queries Inquiry

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

## My Queries

|                                    |
|------------------------------------|
| Add Query    Cancel Query          |

### Work Plan Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|---|---|---|
| *Maint Activity / Owning UIC ▾ | = ▾ | BROOKS MA / BROOKS ▾ |
| Select an Item ▾ | ▾ | |

Reset    Fields    Show Inquiry

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

3. Select [ Add Query ]. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* [ Cancel Query ] *to disregard the Query.*

4. Select [ Fields ]. *The **Work Plan Inquiry — Select Fields** page appears.*

   OR

   Select [ Show Inquiry ]. *The **Work Plan 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.*

Select [ Fields ]. *The Work Plan Inquiry — Select Fields page appears.*

2.

OR

Select [ Show Inquiry ]. *The Work Plan Inquiry — Results page appears.*

## Update a My Queries Inquiry

1. 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.*

2. Select [ Update Query ]. *The query information is updated.*

3. Select [ Fields ]. *The **Work Plan Inquiry — Select Fields** page appears.*

OR

Select [ Show Inquiry ]. *The **Work Plan 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 Plan Inquiry Search Criteria**

| Available Field(s) | Operands | Search Value(s) |
|---|---|---|
| *Maint Activity / Owning UIC ⌄ | = ⌄ | BROOKS MA / BROOKS ⌄ |
| 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 Plan Inquiry — Select Fields** page appears.*

# Search for a Work Plan Inquiry — Results

## Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry] > Work Plan Inquiry Search Results page

## Procedures

### Export the Work Plan 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 = 14

| Maint Activity Name | Plan Id | Plan Name |
|---|---|---|
| BROOKS MA | BROOKSPLAN1 | PLANBROOKS1 |
| BROOKS MA | DPASANNUAL | DPAS ANNUAL |
| BROOKS MA | LOADTESTPCD | LOAD TEST PCD |
| BROOKS MA | MONTHLYCHECK | MONTHLYCHECK |
| BROOKS MA | MAIN ENGINEERING | GEORDI LAFORGE |
| BROOKS MA | VANOILCHG | VAN OIL CHANGE |
| BROOKS MA | CALIBRATE1 | TIMTESTCALIBRATE |
| BROOKS MA | AKKO12 | AKKO SAYED |
| BROOKS MA | BLK | UPDATE TRUCK |
| BROOKS MA | 20PTINSPECTION | 20 POINT INSPECTION |
| BROOKS MA | SYNCWORKPLANTEST-051721 | SYNCWORKPLANTEST-051721 |
| BROOKS MA | ABCTEST2 | TEST |
| BROOKS MA | NEW TEST INSPEC | NEW TEST INSPEC |
| BROOKS MA | HELP TEST | HELP TEST |

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1 of 1

> **Note**
>
> 🔴❓  To reach the optional fields, refer to the Work Plan Inquiry — Field Selection page.

2.  Select **Cancel** . *The **Work Plan 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 **Find** to search for the entry. *The entry appears highlighted in the file.*

4.  Select **Next** to find the next matching value. *This feature is available if multiple results are found.*

## View the Work Plan Detail

Select the desired Work Order row. *The **Work Plan Inquiry Detail — Basic** page appears.*

# Select Fields for the Work Plan Inquiry

## Navigation

## Procedures

### Choose the Extracted Inquiry File Details

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

1. Select [ Fields ]. *The* **Work Plan Inquiry** *page appears.*

| | Field | Field Description |
|---|---|---|
| ☑ | Maint Activity Name | The maintenance activity assigned to service the asset. |
| ☑ | Plan Id | Unique Idenfitication for the Maintenance Work Plan. |
| ☑ | Plan Name | Short Name for Maintenance Work Plan. |
| ☐ | Est Hrs | Estimated Hours that it will take to complete the Maintenance Work Plan. |
| ☐ | Est Labor Cost | Estimated Labor Dollars that it will take to complete the Maintenance Work Plan. |
| ☐ | Est Non-Labor Cost | Estimated Non-Labor Dollars that will take to complete the Maintenance Work Plan. |
| ☐ | Estbd By | The name of the entity inserting this row. |
| ☐ | Estbd Dt/Time | The date this row was inserted into the database. |
| ☐ | History Remarks | User entered information that describes the reason for the add/change/delete action. |
| ☐ | Last Tran Dt/Time | Date when the last transaction took place. Automatically assigned by the system. |
| ☐ | Last Updtd By | Last updated by (user id). |
| ☐ | Plan Desc | Long Description for Maintenance Work Plan. |
| ☐ | Plan Type Cd | The type of work that is to be performed by the work plan. |
| ☐ | Public | Flag signifies that the Maintenance Work Plan is available for Public use. |
| ☐ | Remarks | A text field available to record local information/reason for change to record. |

**Extract Excel File** ●     **Extract Text, Comma Separated File** ○

**Extract Id** [          ]     **Privacy Type** [ Private ▼ ]

**Selections** [ ▼ ] [ New Selection List ]

[ Cancel ] [ Reset ] [ Submit ] [ Show Inquiry ]

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.*
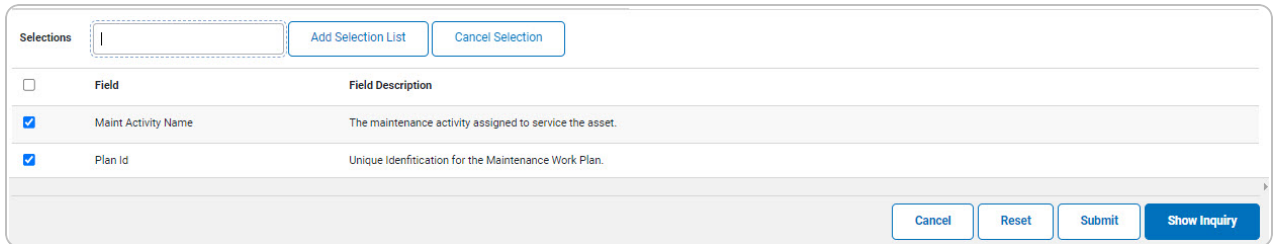
4.     Use ⌄ to select the Privacy Type.

## Add a Selection List

1.     Select [ New Selection List ]. *The page refreshes, and Selections changes from a drop-down field to a text field.*

| Selections | | Add Selection List | Cancel Selection |
|---|---|---|---|
| ☐ | **Field** | **Field Description** | |
| ☑ | Maint Activity Name | The maintenance activity assigned to service the asset. | |
| ☑ | Plan Id | Unique Idenfitication for the Maintenance Work Plan. | |

Cancel   Reset   Submit   **Show Inquiry**

> **Note**
>
> ❓   Selecting [ Cancel Selection ] at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2.     Select [ Add Selection List ]. *The page refreshes, and the selected list is added.* [ Add Selection List ] *is replaced by* [ Update Selection List ] *and* [ Delete Selection List ].

Select [ Show Inquiry ] for small volumes of data. *The **Work Plan Inquiry — Results** page appears.*

3.
       **OR**

Select [ Submit ] for large volumes of data. *The **Work Plan Inquiry Transaction Status** page appears.*

## Use a Predetermined Field Selection List

1.  Use ⌄ to display the Selection List.



| | Field | Field Description |
|---|---|---|
| ☑ | Maint Activity Name | The maintenance activity assigned to service the asset. |
| ☑ | Plan Id | Unique Idenfitication for the Maintenance Work Plan. |
| ☑ | Plan Name | Short Name for Maintenance Work Plan. |

Select **Show Inquiry** for small volumes of data. *The **Work Plan Inquiry — Results** page appears.*

2.
   **OR**
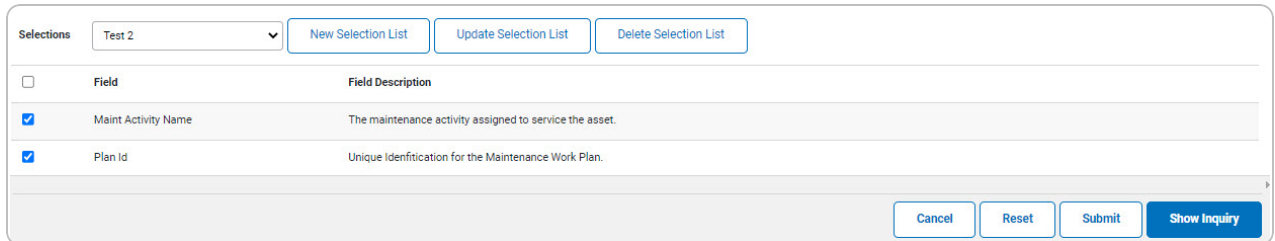
   Select **Submit** for large volumes of data. *The **Work Plan Inquiry Transaction Status** page appears.*

## Update a Selection List

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

| Selections | Test 2 ⌄ | New Selection List | Update Selection List | Delete Selection List |
|---|---|---|---|---|
| ☐ | **Field** | | **Field Description** | |
| ☑ | Maint Activity Name | | The maintenance activity assigned to service the asset. | |
| ☑ | Plan Id | | Unique Idenfitication for the Maintenance Work Plan. | |

Cancel    Reset    Submit    **Show Inquiry**

2. Select Update Selection List . *The page refreshes.*

   Select **Show Inquiry** for small volumes of data. *The* **Work Plan Inquiry — Results** *page appears.*
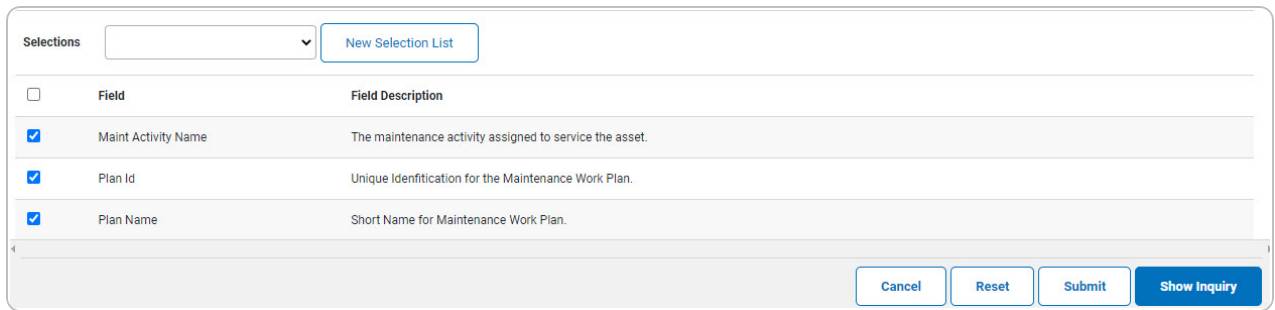
3. 
   **OR**

   Select Submit for large volumes of data. *The* **Work Plan Inquiry Transaction Status** *page appears.*

## Delete a Selection List
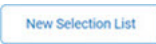
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List .

| Selections | Test 2 ⌄ | New Selection List | Update Selection List | Delete Selection List |
|---|---|---|---|---|
| ☐ | **Field** | | **Field Description** | |
| ☑ | Maint Activity Name | | The maintenance activity assigned to service the asset. | |
| ☑ | Plan Id | | Unique Idenfitication for the Maintenance Work Plan. | |

Cancel    Reset    Submit    **Show Inquiry**

2. Select Delete Selection List . *The page refreshes and the list is immediately deleted.*

## Modify the Fields Used for the Inquiry

*Selecting* [Cancel] *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* [Reset] *at any point of this procedure returns all fields to the*
*default "All" setting.*

1. Select [Fields]. *The* **Work Plan Inquiry** *page appears.*

| Extract Excel File | ● | | Extract Text, Comma Separated File | ○ |
|---|---|---|---|---|
| Extract Id | | | Privacy Type | Private |

| Selections | | New Selection List |
|---|---|---|

| ☐ | Field | Field Description |
|---|---|---|
| ☑ | Maint Activity Name | The maintenance activity assigned to service the asset. |
| ☑ | Plan Id | Unique Idenfitication for the Maintenance Work Plan. |
| ☑ | Plan Name | Short Name for Maintenance Work Plan. |
| ☐ | Est Hrs | Estimated Hours that it will take to complete the Maintenance Work Plan. |
| ☐ | Est Labor Cost | Estimated Labor Dollars that it will take to complete the Maintenance Work Plan. |
| ☐ | Est Non-Labor Cost | Estimated Non-Labor Dollars that will take to complete the Maintenance Work Plan. |
| ☐ | Estbd By | The name of the entity inserting this row. |
| ☐ | Estbd Dt/Time | The date this row was inserted into the database. |
| ☐ | History Remarks | User entered information that describes the reason for the add/change/delete action. |
| ☐ | Last Tran Dt/Time | Date when the last transaction took place. Automatically assigned by the system. |
| ☐ | Last Updtd By | Last updated by (user id). |
| ☐ | Plan Desc | Long Description for Maintenance Work Plan. |
| ☐ | Plan Type Cd | The type of work that is to be performed by the work plan. |
| ☐ | Public | Flag signifies that the Maintenance Work Plan is available for Public use. |
| ☐ | Remarks | A text field available to record local information/reason for change to record. |

[Cancel] [Reset] [Submit] [Show Inquiry]

2. Select the fields required for the inquiry. *The first 3 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.

3.

Select [ Show Inquiry ] for small volumes of data. *The* ***Work Plan Inquiry — Results*** *page appears.*
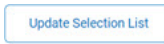
**OR**

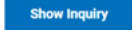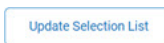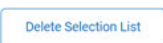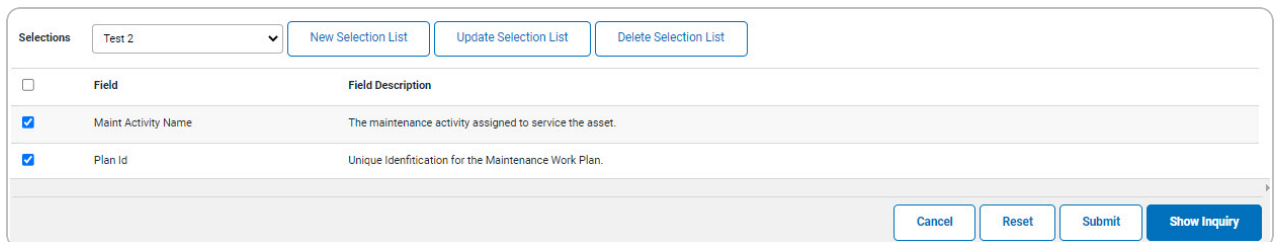Select [ Submit ] for large volumes of data. *The* ***Work Plan Inquiry Transaction Status*** *page appears.*

# View the Work Plan Inquiry Detail — Basic

## Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > [ Show Inquiry ] > Search Results > Inquiry Row hyperlink > Work Plan Inquiry Detail — Basic page

## Procedures

### Export the Work Plan Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*



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.

Select [ Cancel ]. *The **Work Plan Inquiry — Criteria** page appears*.

4.

OR

Select the Task(s) tab. *The **Work Plan Inquiry Detail — Task(s)** page appears.*

OR

Select the Part(s) tab. *The **Work Plan Inquiry Detail — Part(s)** page appears.*

OR

Select the TOOL(S)/EQUIP tab. *The **Work Plan Inquiry Detail — Tool(s)/Equip** page appears.*

OR

Select the Certification(s) tab. *The **Work Plan Inquiry Detail — Certification(s)** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4.  Select Next to find the next matching value. *This feature is available if multiple results are found.*
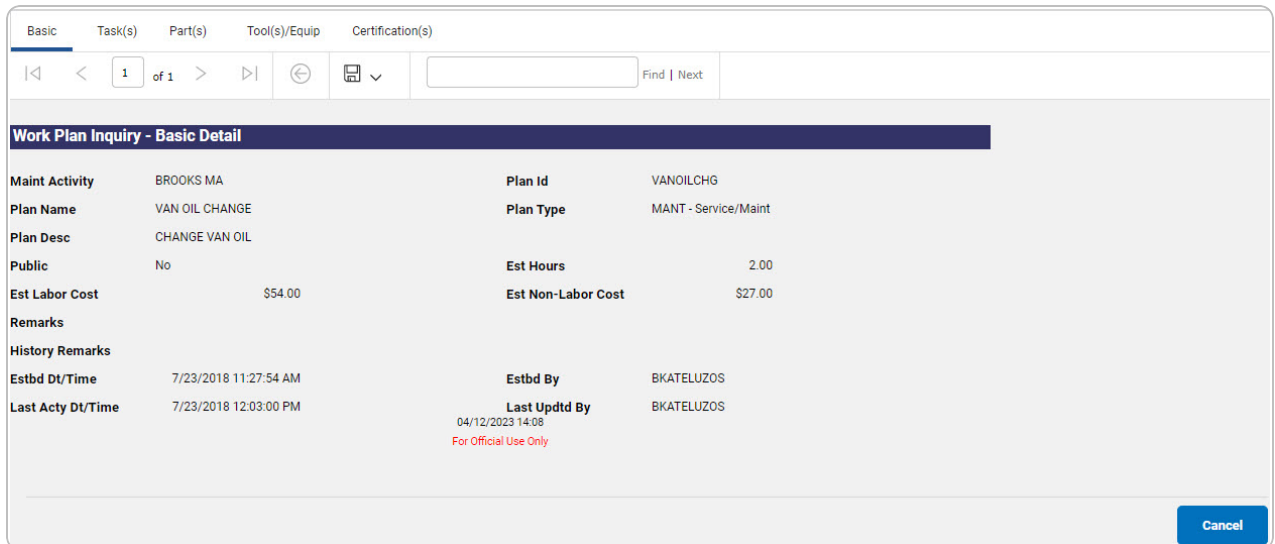
# View the Work Plan Inquiry Detail — Task(s)

## Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > [ Show Inquiry ] > Search Results > Inquiry Row hyperlink > Basic Detail > Task(s) tab > Work Plan Inquiry Detail — Task(s) page

## Procedures

### Export the Work Plan Inquiry Detail — Task(s)

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

1. *Verify the Task(s) Detail tab.*



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 [ Cancel ]. *The* **Work Plan Inquiry — Criteria** *page appears*.

OR

Select the Part(s) tab. *The **Work Plan Inquiry Detail — Part(s)** page appears.*

OR

Select the TOOL(S)/EQUIP tab. *The **Work Plan Inquiry Detail — Tool(s)/Equip** page appears.*

OR

Select the Certification(s) tab. *The **Work Plan Inquiry Detail — Certification(s)** page appears.*

OR

Select the Basic tab. *The **Work Plan Inquiry Detail — Basic** 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 Find to search for the entry. *The entry appears highlighted in the file.*

4.  Select Next to find the next matching value. *This feature is available if multiple results are found.*

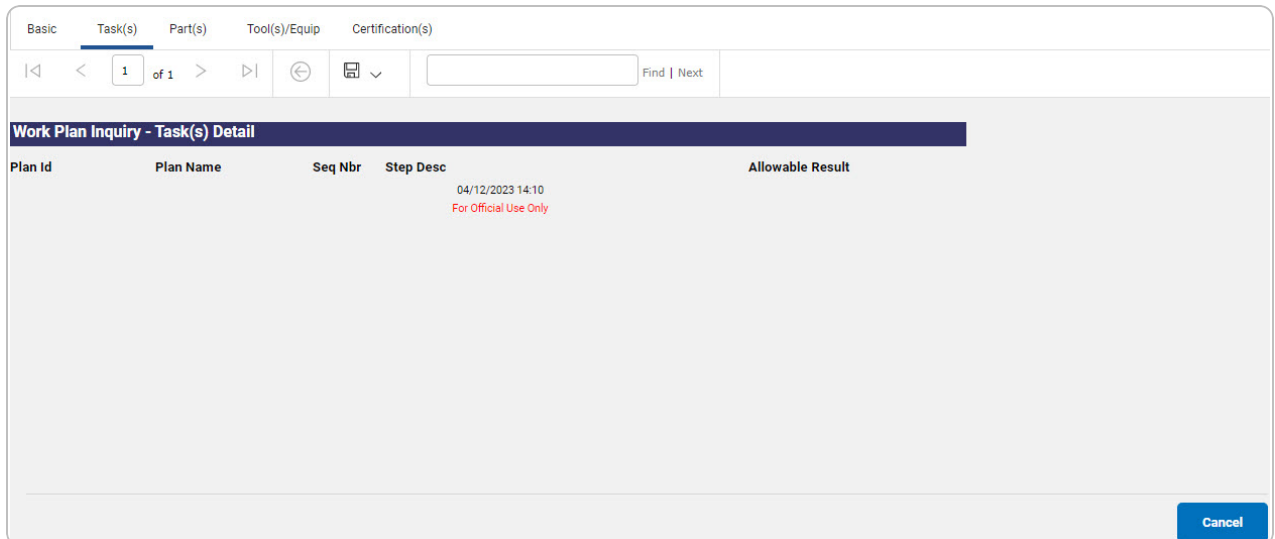# View the Work Plan Inquiry Detail — Part(s)

## Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Basic Detail > Part(s) tab > Work Plan Inquiry Detail — Part(s) page

## Procedures

### Export the Work Plan Inquiry Detail — Part(s)

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

1. *Verify the Part(s) Detail tab.*



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.

   Select [Cancel]. *The **Work Plan Inquiry — Criteria** page appears*.
4.

OR

Select the TOOL(S)/EQUIP tab. *The **Work Plan Inquiry Detail — Tool(s)/Equip** page appears.*

OR

Select the Certification(s) tab. *The **Work Plan Inquiry Detail — Certification(s)** page appears.*

OR

Select the Basic tab. *The **Work Plan Inquiry Detail — Basic** page appears.*

OR

Select the Part(s) tab. *The **Work Plan Inquiry Detail — Part(s)** 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 [Find] to search for the entry. *The entry appears highlighted in the file.*
4.  Select [Next] to find the next matching value. *This feature is available if multiple results are found.*

# View the Work Plan Inquiry Detail — Tool(s)/Equip

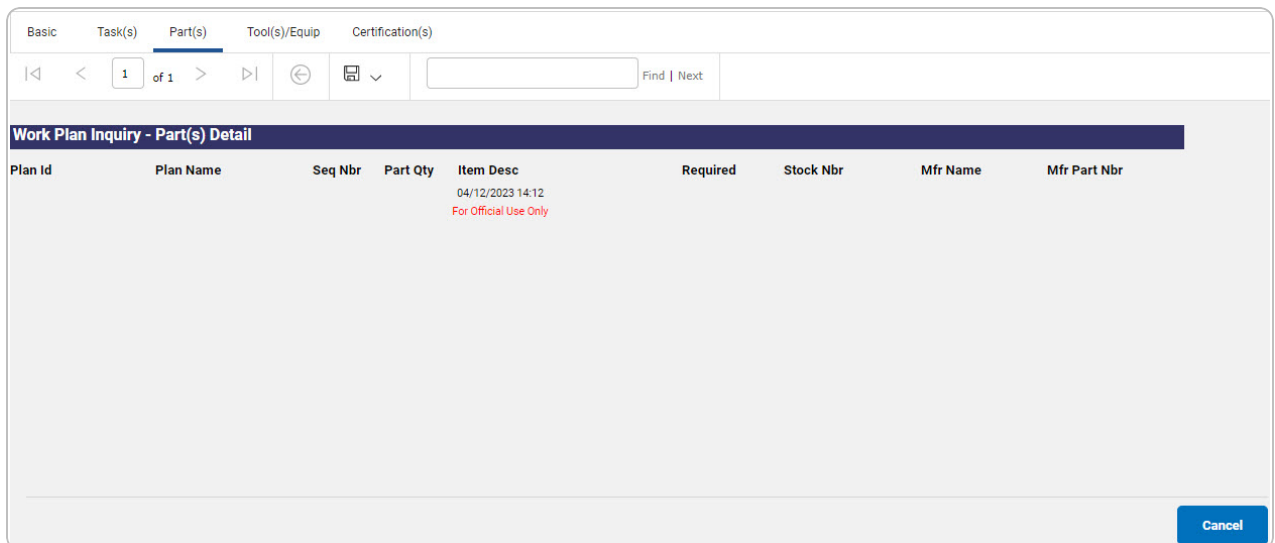## Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > Basic Detail > Tool(s)/Equip tab > Work Plan Inquiry Detail — Tool(s)/Equip page

## Procedures

### Export the Work Plan Inquiry Detail — Tool(s)/Equip

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

1. *Verify the Tool(s)/Equip Detail tab.*



| Basic | Task(s) | Part(s) | Tool(s)/Equip | Certification(s) |
|---|---|---|---|---|

**Work Plan Inquiry - Tool(s)/Equip Detail**

| Plan Id | Plan Name | Seq Nbr | Tool(s)/Equip Qty | Tool(s)/Equip Desc | Required |
|---|---|---|---|---|---|
| | | | 04/12/2023 14:15 | | |
| | | | For Official Use Only | | |

2. Select [save icon] 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 **Cancel**. *The* **Work Plan Inquiry — Criteria** *page appears*.

OR

Select the Certification(s) tab. *The **Work Plan Inquiry Detail — Certification(s)** page appears.*

OR

Select the Basic tab. *The **Work Plan Inquiry Detail — Basic** page appears.*

OR

Select the Task(s) tab. *The **Work Plan Inquiry Detail — Task(s)** page appears.*

OR

Select the Part(s) tab. *The **Work Plan Inquiry Detail — Part(s)** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*
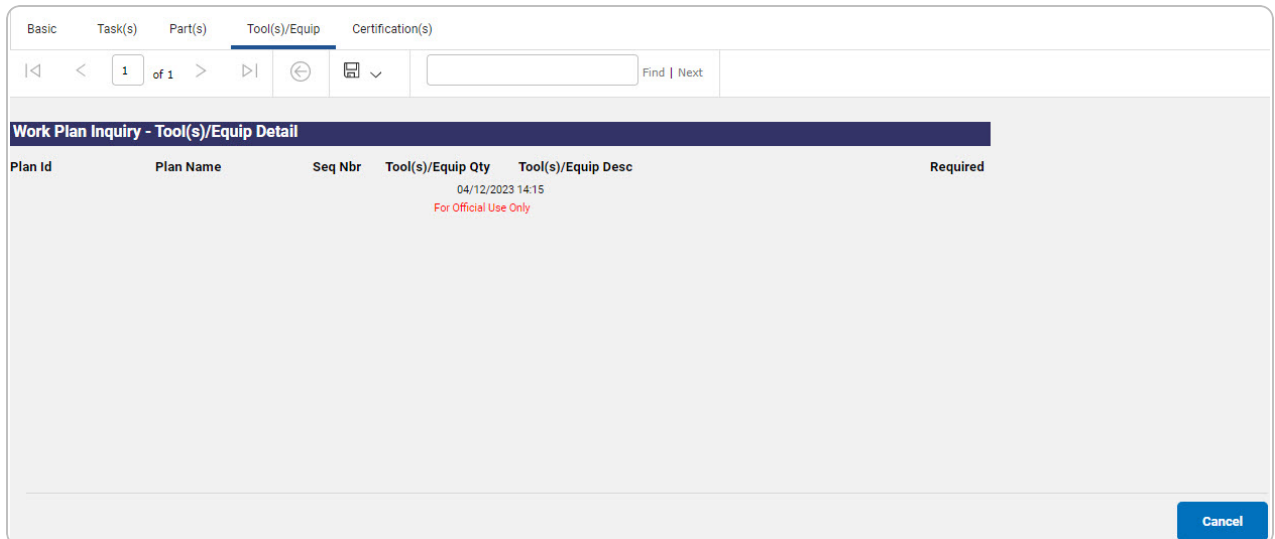
# View the Work Plan Inquiry Detail — Certification(s)

## Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > [ Show Inquiry ] > Search Results > Inquiry Row hyperlink > Basic Detail > Certification(s) tab > Work Plan Inquiry Detail — Certification(s) page
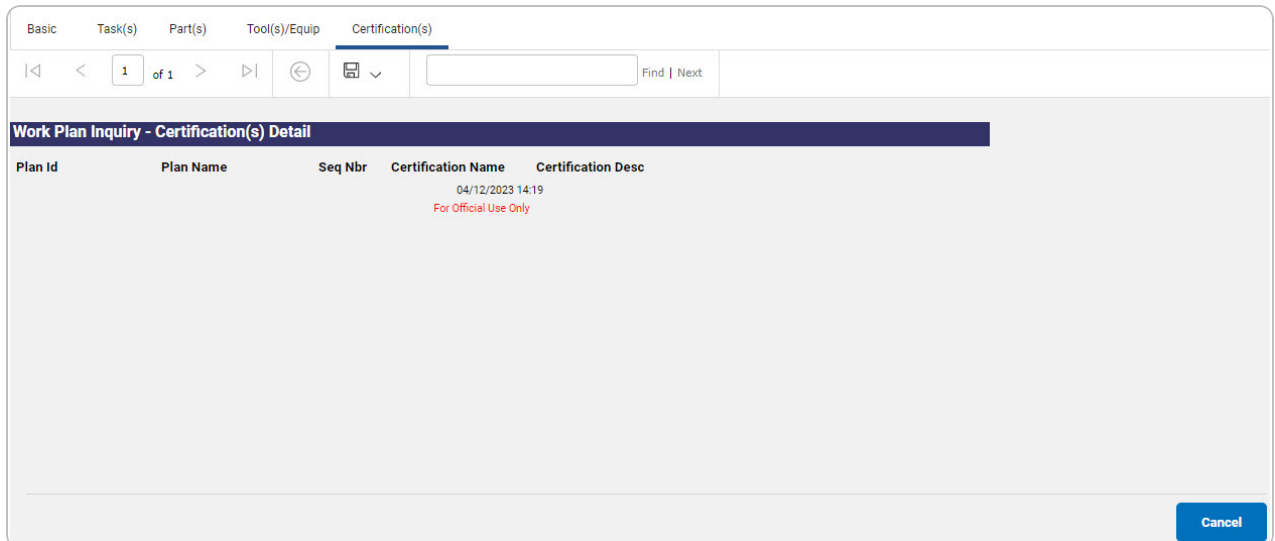
## Procedures

### Export the Work Plan Inquiry Detail — Certification(s)

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

1. *Verify the Certification(s) Detail tab.*

| Basic | Task(s) | Part(s) | Tool(s)/Equip | Certification(s) |
|---|---|---|---|---|

| |◁ | < | 1 | of 1 | > | ▷| | ⟲ | 🖫 ∨ | | | | Find | Next |

**Work Plan Inquiry - Certification(s) Detail**

| Plan Id | Plan Name | Seq Nbr | Certification Name | Certification Desc |
|---|---|---|---|---|
| | | | 04/12/2023 14:19 | |
| | | | For Official Use Only | |

[ Cancel ]

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.

Select [ Cancel ]. *The* **Work Plan Inquiry — Criteria** *page appears*.

4.

OR

Select the Basic tab. *The **Work Plan Inquiry Detail — Basic** page appears.*

OR

Select the Task(s) tab. *The **Work Plan Inquiry Detail — Task(s)** page appears.*

OR

Select the Part(s) tab. *The **Work Plan Inquiry Detail — Part(s)** page appears.*

OR

Select the TOOL(S)/EQUIP tab. *The **Work Plan Inquiry Detail — Tool(s)/Equip** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*