



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

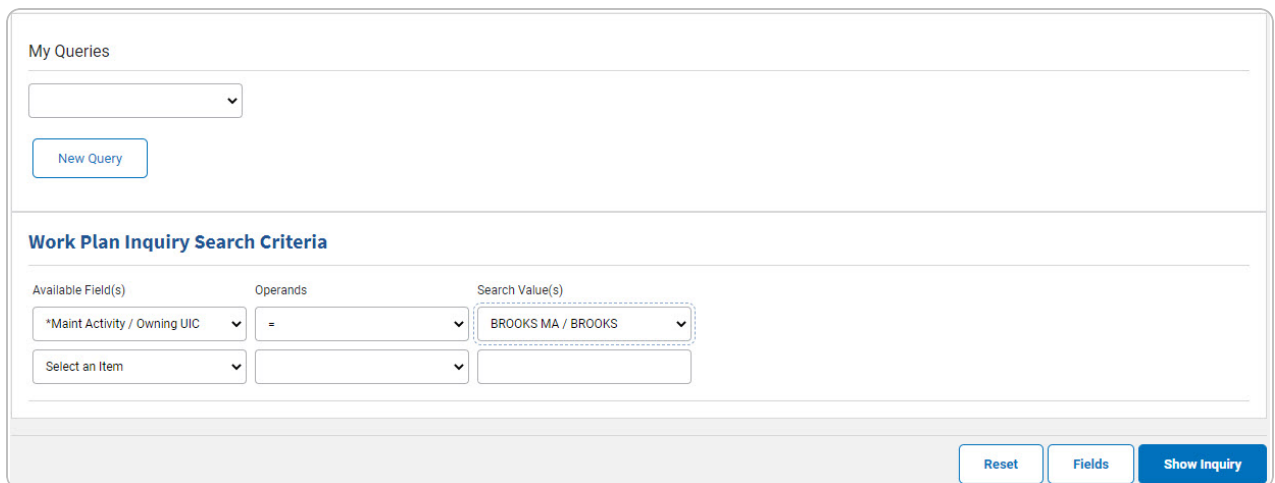
Inquiries > Maintenance > Work Plan > Work Plan Inquiry Search Criteria page

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.



The screenshot shows the 'Work Plan Inquiry 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 'Work Plan Inquiry Search Criteria' section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Maint Activity / Owning UIC' in the first column, '=' in the second, and 'BROOKS MA / BROOKS' in the third. The second row shows 'Select an Item' in the first column, an empty field in the second, and an empty field in the third. At the bottom right, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.


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.



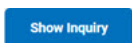
Note



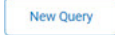
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 . *The desired row is removed.*
5. Select . *The **Work Plan 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

Work Plan Inquiry Search Criteria

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

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.*
 4. Select . *The **Work Plan Inquiry — Select Fields** page appears.*
- OR
- Select . *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.*





Help Reference Guide

My Queries

[New 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 [Fields](#). The **Work Plan Inquiry — Select Fields** page appears.
- 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.

My Queries

Test 2

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

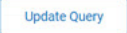


Work Plan Inquiry Search Criteria

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


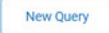
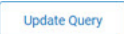
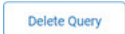
[Reset](#) [Fields](#) [Show Inquiry](#)

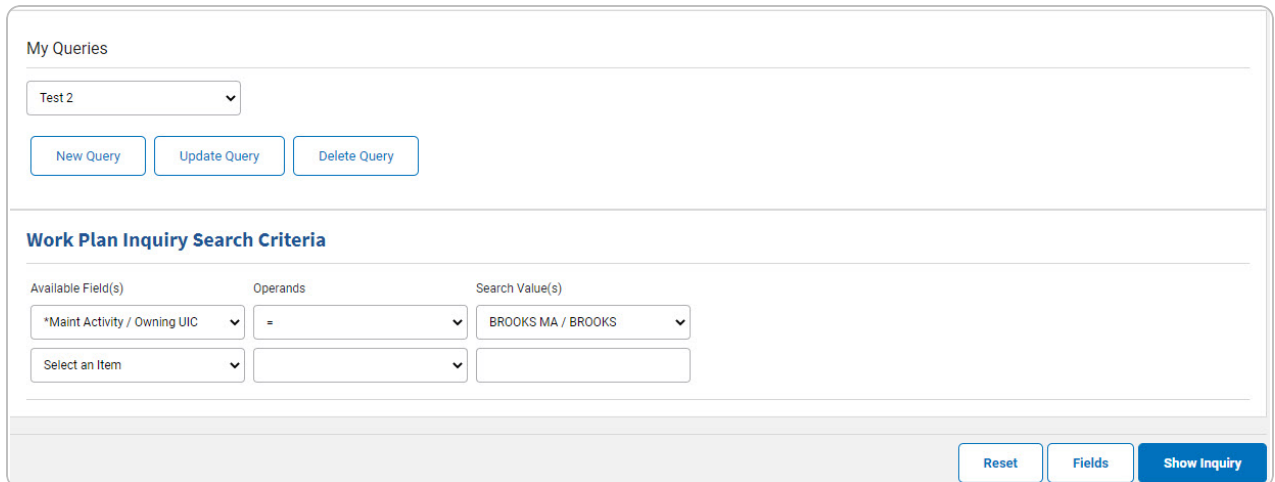





2. Select . *The query information is updated.*
3. Select . *The **Work Plan Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Work Plan Inquiry — Results** page appears.*

Delete a My Queries Inquiry

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



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and three buttons: 'New Query', 'Update Query', and 'Delete Query'. Below this is the 'Work Plan Inquiry Search Criteria' section, which contains a table with three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Maint Activity / Owning UIC' in the first column, '=' in the second, and 'BROOKS MA / BROOKS' in the third. The second row shows 'Select an Item' in the first column, and empty fields in the second and third. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

- Select . *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

Navigation: < 1 of 1 > | < > | < > | < > | Find | Next

Maint Activity Name	Plan Id	Plan Name
BROOKS MA	BROOKSPAN1	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

04/12/2023 14:07
For Official Use Only

1 of 1

[Cancel](#)

Note






To reach the optional fields, refer to the Work Plan Inquiry — Field Selection page.





2. Select . The **Work Plan 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.*

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

Inquiries > Maintenance > Work Plan > Search Criteria > > Work Plan 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.





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

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.

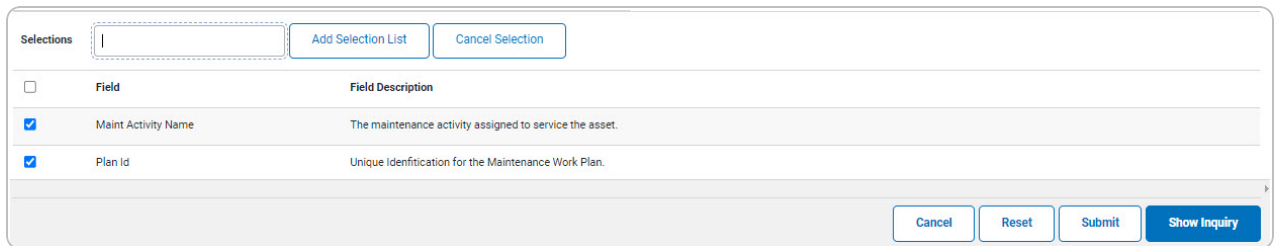




4. Use  to select the Privacy Type.

Add a Selection List


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




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Plan Id	Unique Identification for the Maintenance Work Plan.

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 Plan Inquiry — Results** page appears.

- 3.

OR

Select  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.

Selections

New Selection List


<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Plan Id	Unique Identification for the Maintenance Work Plan.
<input checked="" type="checkbox"/>	Plan Name	Short Name for Maintenance Work Plan.

Cancel

Reset

Submit

Show Inquiry

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

2.


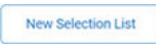
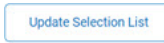

OR

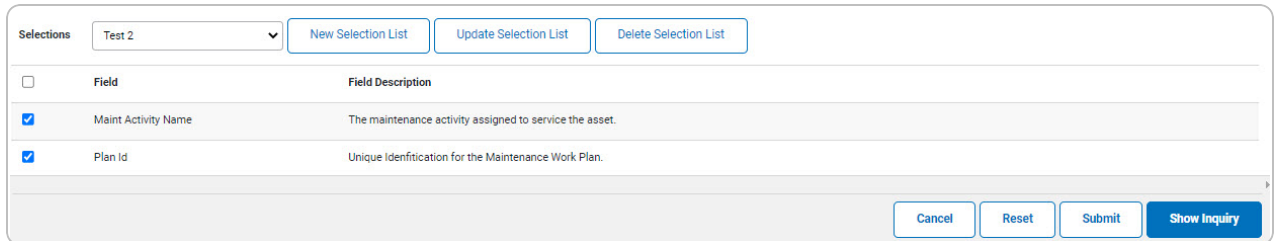
Select  for large volumes of data. The **Work Plan Inquiry Transaction Status** page appears.






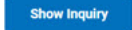
Update a Selection List

- 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 Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Plan Id	Unique Identification for the Maintenance Work Plan.



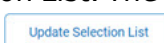
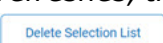
- Select . *The page refreshes.*

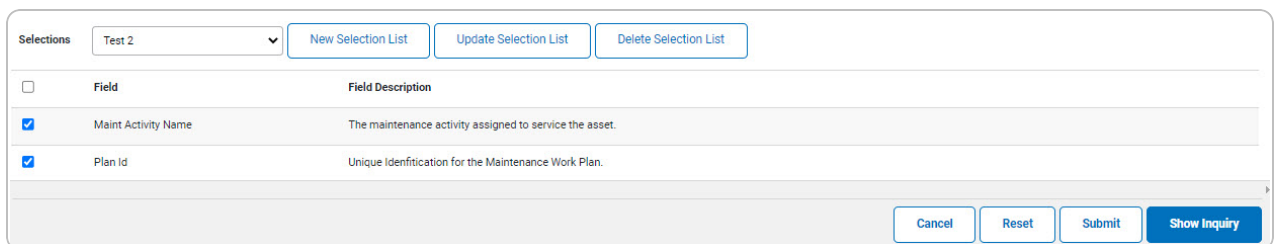
Select  for small volumes of data. *The **Work Plan Inquiry — Results** page appears.*

- OR

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

Delete a Selection List

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



- 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.

1. Select . The **Work Plan 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 Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Plan Id	Unique Identification for the Maintenance Work Plan.
<input checked="" type="checkbox"/>	Plan Name	Short Name for Maintenance Work Plan.
<input type="checkbox"/>	Est Hrs	Estimated Hours that it will take to complete the Maintenance Work Plan.
<input type="checkbox"/>	Est Labor Cost	Estimated Labor Dollars that it will take to complete the Maintenance Work Plan.
<input type="checkbox"/>	Est Non-Labor Cost	Estimated Non-Labor Dollars that will take to complete the Maintenance Work Plan.
<input type="checkbox"/>	Estbd By	The name of the entity inserting this row.
<input type="checkbox"/>	Estbd Dt/Time	The date this row was inserted into the database.
<input type="checkbox"/>	History Remarks	User entered information that describes the reason for the add/change/delete action.
<input type="checkbox"/>	Last Tran Dt/Time	Date when the last transaction took place. Automatically assigned by the system.
<input type="checkbox"/>	Last Updtd By	Last updated by (user id).
<input type="checkbox"/>	Plan Desc	Long Description for Maintenance Work Plan.
<input type="checkbox"/>	Plan Type Cd	The type of work that is to be performed by the work plan.
<input type="checkbox"/>	Public	Flag signifies that the Maintenance Work Plan is available for Public use.
<input type="checkbox"/>	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 database. The more data returned, the longer the inquiry takes.

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

3.

OR

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





View the Work Plan Inquiry Detail — Basic

Navigation

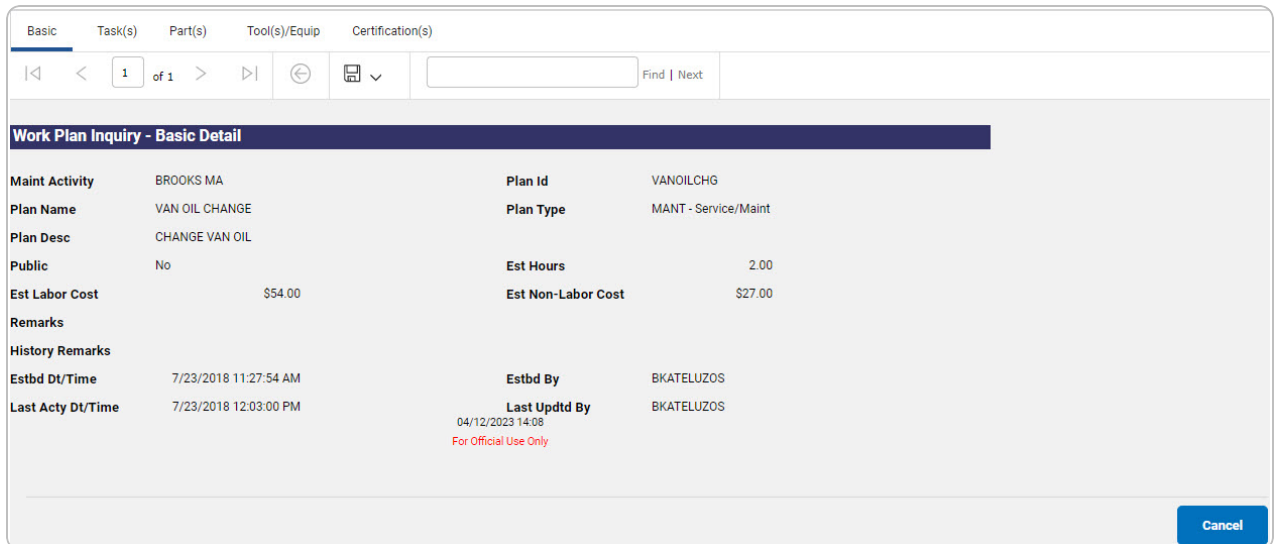
Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Work Plan Inquiry Detail — Basic page


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.
4. Select [Cancel](#). The **Work Plan Inquiry — Criteria** 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.

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 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 Plan Inquiry Detail — Task(s)

Navigation

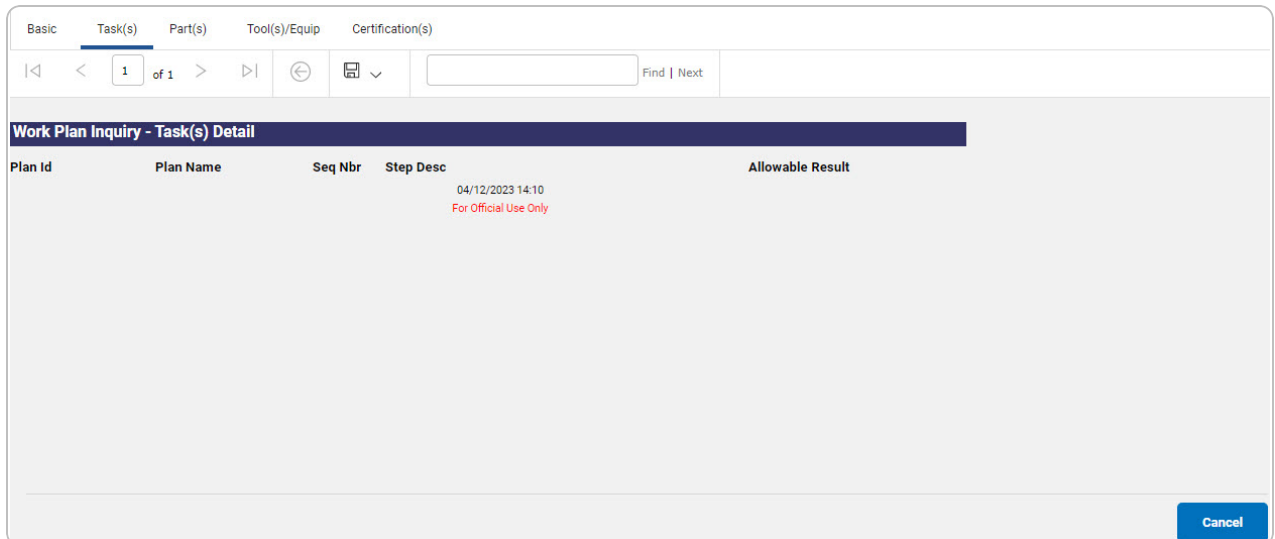
Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Task(s) tab > Work Plan Inquiry Detail — Task(s) page


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 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 Plan Inquiry Detail — Part(s)

Navigation

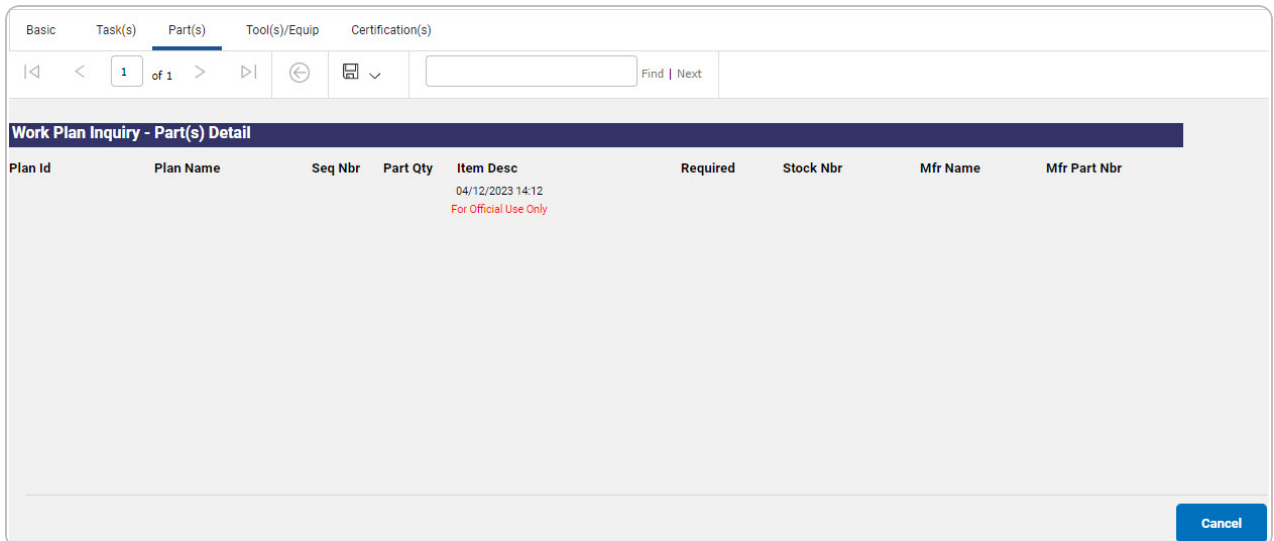
Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Part(s) tab > Work Plan Inquiry Detail — Part(s) page


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.
4. Select [Cancel](#). The **Work Plan Inquiry — Criteria** 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.

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 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 Plan Inquiry Detail — TOOL(S)/EQUIP

Navigation

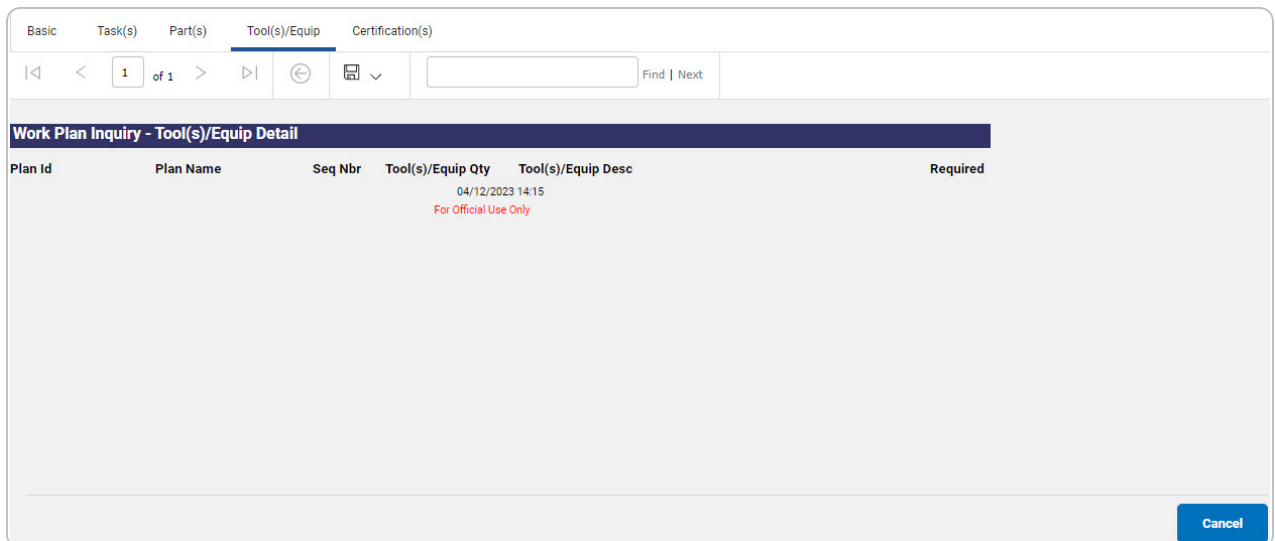
Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > TOOL(S)/EQUIP tab > Work Plan Inquiry Detail — TOOL(S)/EQUIP page


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.



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 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 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 Plan Inquiry Detail — Certification(s)

Navigation

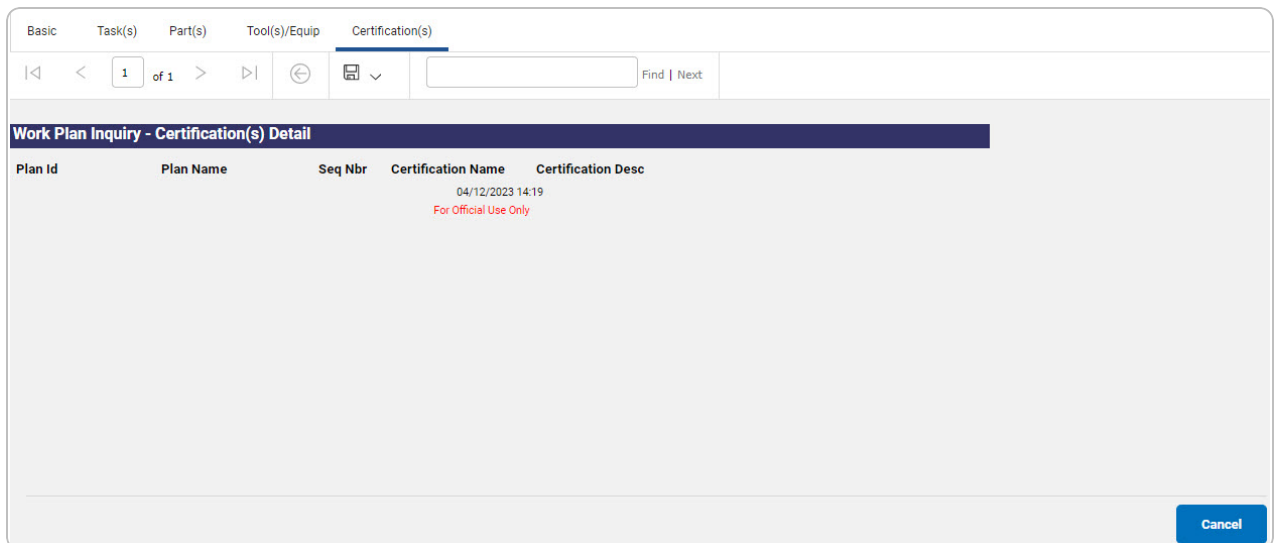
Inquiries > Maintenance > Work Plan > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > Certification(s) tab > Work Plan Inquiry Detail — Certification(s) page


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.



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 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 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.*

