Search for a WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module WRNTY/SVC/SUBSCRIPTION — TERMS/COND Inquiry process provides the ability to search for Terms and/or Conditions of a Warranty, Service, or Subscription.
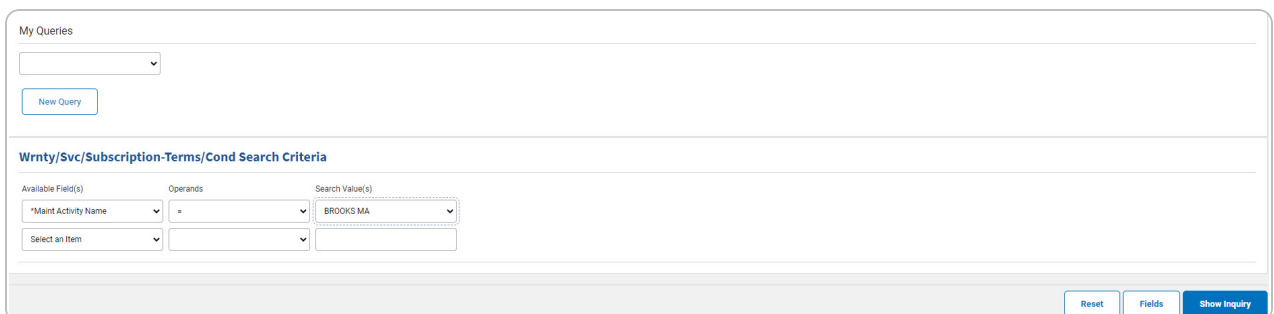
Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > WRNTY/SVC/SUBSCRIPTION — TERMS/COND Search Criteria page

Procedures

Search for a WRNTY/SVC/SUBSCRIPTION - TERMS/COND 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 NAME) automatically populates and is not editable.*

Unclassified

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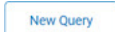
   A.   Use ⌄ to select the first Search Value.

       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* **Wrnty/Svc/Subscription - Terms/Cond 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]

Wrnty/Svc/Subscription-Terms/Cond Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity Name ▾	= ▾	BROOKS MA ▾
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.*

      Select [Fields]. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

4.

      OR

      Select [Show Inquiry]. *The **Wrnty/Svc/Subscription - Terms/Cond 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.*

My Queries

[dropdown]

[New Query]

Wrnty/Svc/Subscription-Terms/Cond Search Criteria

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

[Reset] [Fields] [**Show Inquiry**]

Select [Fields]. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

2.

OR

Select [Show Inquiry]. *The **Wrnty/Svc/Subscription - Terms/Cond 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]
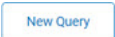
Wrnty/Svc/Subscription-Terms/Cond Search Criteria

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

[Reset] [Fields] [Show Inquiry]

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

Select [Fields]. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields*** *page appears.*

3.

OR

Select [Show Inquiry]. *The* ***Wrnty/Svc/Subscription - Terms/Cond 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.*

Unclassified

My Queries

Test 2

[New Query] [Update Query] [Delete Query]

Wrnty/Svc/Subscription-Terms/Cond Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity Name	=	BROOKS MA
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 **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

Search for a WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry — Results

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > [Show Inquiry] > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Search Results page

Procedures

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND 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.*

Maint Activity Name	CAGE Cd	Cntr Name	Cntr Nbr	Cntr Use Cd	Cntr Type Cd	Dlvy Ord Nbr	CLIN	SLIN	Asset Id	Stock Nbr	Equip Pool Id
BROOKS MA	01PC6	ACME INCORPORATED MARK	N00183008111	S	DCF		3456	78			
BROOKS MA	01PC6	ACME INCORPORATED MARK	1234567BA0654	L	DCF		0001				
BROOKS MA	01PC6	ACME INCORPORATED MARK	BR00KS12D1234	L	DCF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	1234567BA2654	L	DCF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	3DS78238A1005	L	DCF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	DT100122P7045	W	DCF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	12345ABCDEF67	M	NDF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	ABCDEFG1234S7	M	NDF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	123ABC456EFGH	B	NDF						
BROOKS MA	01PC6	ACME INCORPORATED MARK	H922420PC0002	P	DCF		1234	43			
BROOKS MA	01PC6	ACME INCORPORATED MARK	CH012399B9999	P	DCF				BROOKS000120	839757589092	
BROOKS MA	0ACM1	ACME INC	N00001810C3250001	P	DCF						
BROOKS MA	0ACM1	ACME INC	N00001810C3250001	P	DCF		2345	67			
BROOKS MA	0N0B0	INTUIT	N00018150151	L	DCF						
BROOKS MA	1CLHR	ABSOLUTE HOME SERVICES	n00018911x1234	W	DCF		4567	89			
BROOKS MA	1CLHR	ABSOLUTE HOME SERVICES	N00001801A22201	W	DCF		1234	22			
BROOKS MA	1JAS5	JASON	HOWELLS1	M	CSA						
BROOKS MA	1JAS5	JASON	HOWELLS1	M	CSA				LLJH00007	4710LLJH00007	JH
BROOKS MA	1JAS5	JASON	HOWELLS2	W	CSA				LLJH00007	4710LLJH00007	JH
BROOKS MA	1JDB1	JD ENTERPRISES	1234567BA0123	P	DCF		1234	56	JDA12345008	JDS12345	J4
BROOKS MA	5TYW3	CHEVROLET MOTORS	N92T3B12C0001	W	DCF				SAT11M900015	2350SAT11METPRO	
BROOKS MA	5TYW3	CHEVROLET MOTORS	N92T3B12C0001	W	DCF				SATMUW00110	6545014964831	68
BROOKS MA	5TYW3	CHEVROLET MOTORS	N92T3B12C0001	W	DCF				SATMUW00120	6545014964831	68
BROOKS MA	7HLT1	HOLTRYS LANDSCAPING	1234567BA0123	W	DCF	99999999999999999	0001	01			
BROOKS MA	7TTT8	BOBALOU INC	12345678	M	CSA						
BROOKS MA	8ACT0	ACTION INTERNATIONAL	n00018911b2345	P	DCF		6789	12			
BROOKS MA	84D00	ADD ENTERPRISES INC	n00018911c3456	S	DCF		7890	12			
BROOKS MA	8D007	FORD MOTOR COMPANY	N0001888R1234	M	DCF						
BROOKS MA	8D007	FORD MOTOR COMPANY	J0000199B9999	M	DCF						
BROOKS MA	AD0DJ	TRISH	N000185A3422	M	DCF						
BROOKS MA	AD0DJ	TRISH	N000185A3422	M	DCF		5678	90			
BROOKS MA	AD0DJ	TRISH	XP201910H1201	M	DCF		1234	33			
BROOKS MA	AD0DJ	TRISH	XP201910H1202	M	DCF		1234	22			
BROOKS MA	AD0DJ	TRISH	XP201910H1203	M	DCF		1234	44			
BROOKS MA	AD0DJ	TRISH	XP201010H1204	M	DCF		1234	33			
BROOKS MA	AD0DJ	TRISH	XP201010H1205	M	DCF		1234	33			
BROOKS MA	AD0DJ	TRISH	jud007	M	CSA						
BROOKS MA	AD0DJ	TRISH	jud008	M	CSA						
BROOKS MA	AD0DJ	TRISH	TDR001	M	CSA						
BROOKS MA	AD0DJ	TRISH	patm01	M	CSA						
BROOKS MA	C8998	JOE BLOW	J5000099C9999	M	DCF	010203	0001	01			
BROOKS MA	HEBA2	H EDWARD BLACK AND ASSOCIATES PC	n00018911d4567	W	DCF		2468	13			
BROOKS MA	TEST1	TEST1	N00018790Z194	M	DCF						

Rows Retrieved = 51

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Note

    To reach the optional fields, refer to the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Field Selection page.

2.   Select [Cancel]. *The **Wrnty/Svc/Subscription - Terms/Cond 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 WRNTY/SVC/SUBSCRIPTION - TERMS/COND Detail

Select the desired WRNTY/SVC/SUBSCRIPTION - TERMS/COND row. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause Row** page appears.*

Select Fields for the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry

Navigation
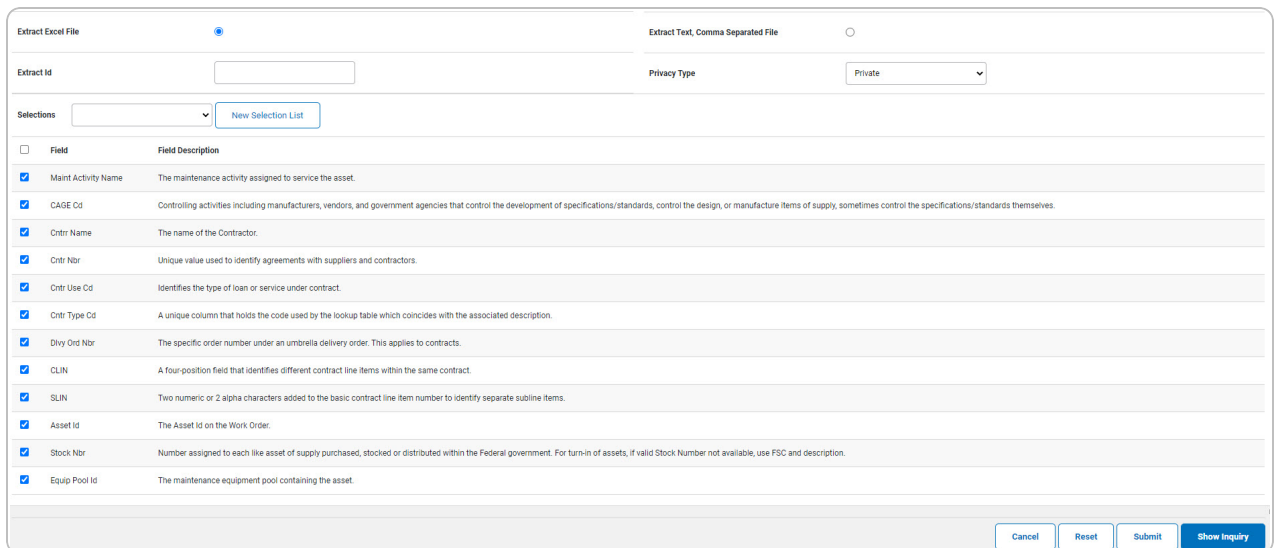
Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > [Fields] > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Fields Selection page

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 WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry page appears.*

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.			
☑	CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.			
			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 **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

3.
OR

Select [Submit] for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

Select **Show Inquiry** for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

2.

   OR

   Select **Submit** for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status** page appears.*

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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.
☑	CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.

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

   Select Show Inquiry *for small volumes of data. The* **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** *page appears.*

3.
   OR

   Select Submit *for large volumes of data. The* **Wrnty/Svc/Subscription - Terms/Cond 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.
☑	CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.

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* ***WRNTY/SVC/SUBSCRIPTION - TERMS/COND 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.
☑	CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☑	Cntrr Name	The name of the Contractor.
☑	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☑	Cntr Use Cd	Identifies the type of loan or service under contract.
☑	Cntr Type Cd	A unique column that holds the code used by the lookup table which coincides with the associated description.
☑	Dlvy Ord Nbr	The specific order number under an umbrella delivery order. This applies to contracts.
☑	CLIN	A four-position field that identifies different contract line items within the same contract.
☑	SLIN	Two numeric or 2 alpha characters added to the basic contract line item number to identify separate subline items.
☑	Asset Id	The Asset Id on the Work Order.
☑	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☑	Equip Pool Id	The maintenance equipment pool containing the asset.

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

2. Select the fields required for the inquiry. *The first 12 fields are automatically selected.*

> **Note**
>
> ![question icon]
>
> The number of fields selected determines the amount of data returned from the data-
> base. The more data returned, the longer the inquiry takes.
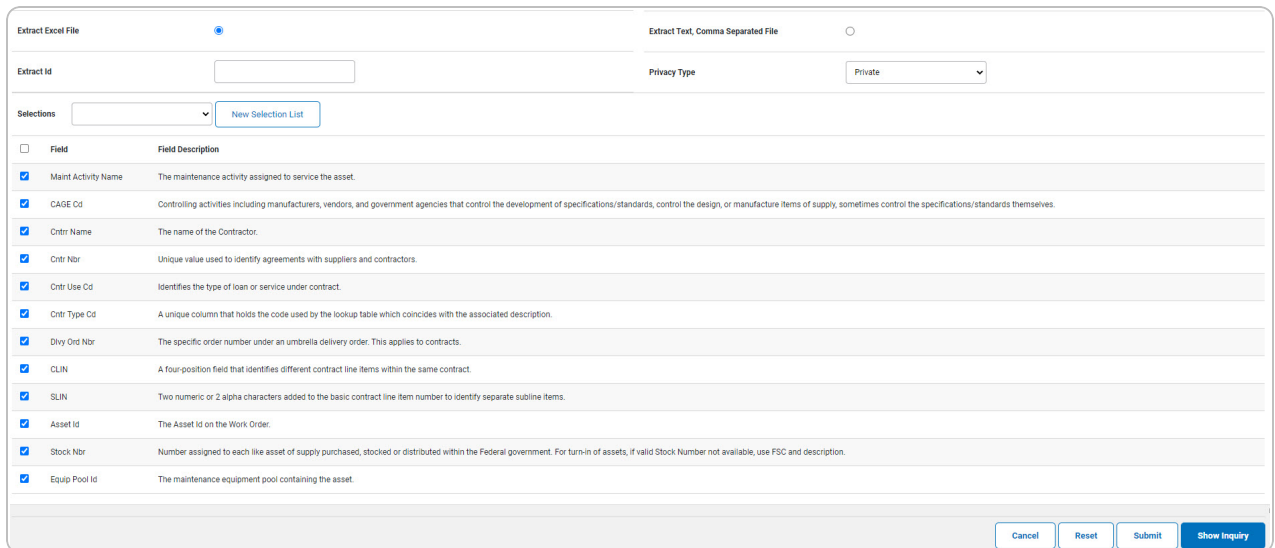
Select [Show Inquiry] for small volumes of data. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results*** *page appears.*

3.

   OR

Select [Submit] for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status** page appears.*

View the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause Row

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail —Clause Row hyperlink

Procedures

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause Row

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

1. *Verify the Clause Detail Row.*

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 **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria** page appears.*

4.

OR

Select the Clause Row hyperlink. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause** page appears*.

OR

Select the Contractor tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contractor** page appears*.

OR

Select the Contract tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract** page appears*.

OR

Select the Asset tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset** 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.*

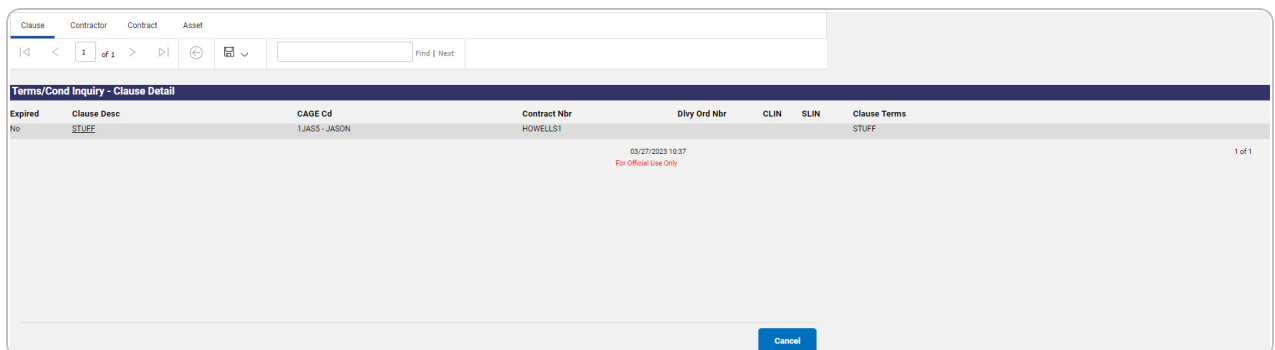# View the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > Clause Row hyperlink > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause page

Procedures

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause

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

1. Verify the Clause Detail tab.

Terms/Cond Inquiry - Clause Desc Detail

|			
CAGE Cd	01PC6 - ACME INCORPORATED MARK	Contract Nbr	H9224209C0002
Dlvy Ord Nbr			
CLIN	1234	SLIN	43
Clause Desc	BPG TEST	Clause Terms	BPG TEST
Clause Procedures			
Util Measr Cd1	D - Days	Util Measr Qty1	5
Util Measr Cd2		Util Measr Qty2	0
Start Dt		End Dt	
Cost Amt	$0.00	Transfer Level Cd	
Provider Web Addr			
Service Loc Cd		Service Loc Name	
Address 1		Address 2	
City		State Cd	
ZIP Cd		Country Cd	
E-Mail Address		FAX Nbr	

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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 **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause Row** 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 WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contractor

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Clause Detail > Contractor tab > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contractor page

Procedures

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contractor

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

1. *Verify the Contractor Detail tab.*
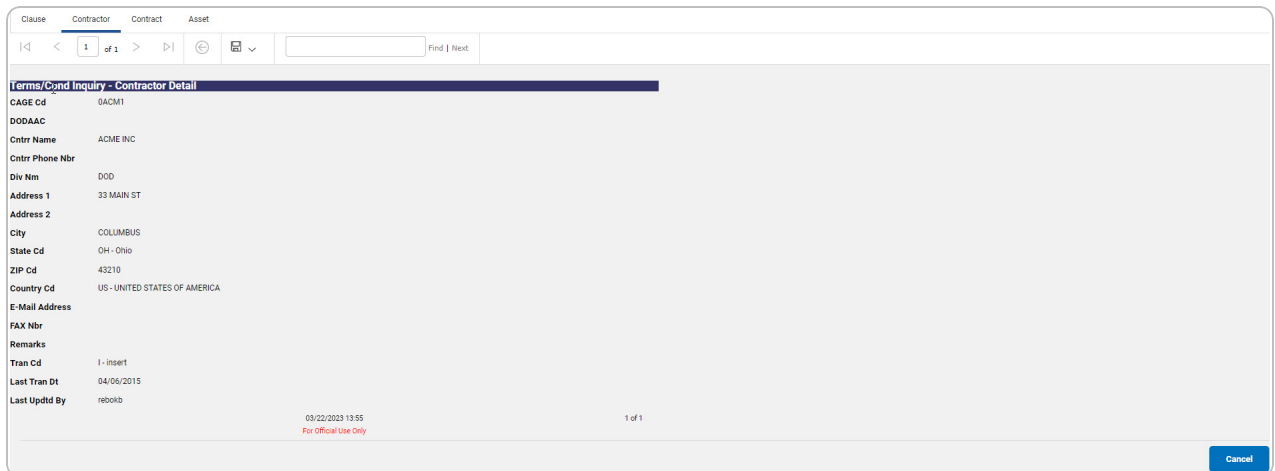

2. Select [💾 ⌄] to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

3. Follow the prompts provided by the computer.

Select [Cancel] . *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria** page appears*.

4.

OR

Select the Contract tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract** page appears*.

OR

Select the Asset tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset** page appears*.

OR

Select the Clause tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause Row** 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 WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contract

Navigation

Procedures

> **Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contract**

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

1. *Verify the Contract 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* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria*** *page appears*.

4.

OR

Select the Asset tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset** page appears*.

OR

Select the Clause tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause Row** page appears*

OR

Select the Contract tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract** 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 WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Details — Asset

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Asset page

Procedures

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Details — Asset

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

1. *Verify the Asset Detail tab.*

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 **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria** page appears.*

   OR

   Select the Contract tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Details — Contract** page appears.*

OR

Select the Contractor tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Details — Contractor** page appears*.

OR

Select the Clause tab. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Details — Clause Row** 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.*