



Search for a Maintenance Asset Utilization Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Maintenance Asset Utilization Inquiry process provides the ability to search for maintenance asset utilization records.

Navigation

Inquiries > Utilization > Asset Utilization > Maintenance Asset Utilization Inquiry Search Criteria page

Procedures

Search for a Maintenance Asset Utilization Inquiry

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

My Queries

New Query

Maintenance Asset Utilization Inquiry

Available Field(s)	Operands	Search Value(s)
*Util Rptd	=	Yes
*Status	=	Active
*Util Rptd From Dt	>=	4/1/2023
*Util Rptd To Dt	<=	4/20/2023
*Site Id	=	FUNC-2
Select an Item		

ResetFieldsShow Inquiry

2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (UTIL RPTD) automatically populates and is not editable.
 - B. The second Available Field(s) option (Status) automatically populates and is not editable.
 - C. The third Available Field(s) option (UTIL RPTD FROM DT) automatically populates and is not editable.
 - D. The fourth Available Field(s) option (UTIL RPTD TO DT) automatically populates and is not editable.
 - E. The fifth Available Field(s) option (SITE ID) 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.
- B. Use  to select the second Operands.
- C. Use  to select the third Operands.
- D. Use  to select the fourth Operands.
- E. Use  to select the fifth 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 second Search Value.
- C. Use  to select the third Search Value.
- D. Use  to select the fourth Search Value.
- E. Use  to select the fifth 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 **Maintenance Asset Utilization 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.

My Queries

Add Query
Cancel Query

Maintenance Asset Utilization Inquiry

Available Field(s)	Operands	Search Value(s)
*Util Rptd	=	Yes
*Status	=	Active
*Util Rptd From Dt	>=	4/1/2023
*Util Rptd To Dt	<=	4/20/2023
*Site Id	=	FUNC-2
Select an Item		

Reset
Fields
Show Inquiry

Note



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

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

Note



Create a unique name with a meaningful description, and contains the purpose of the query.

Example: AllAssetsBldg20 or EquipPoolSmallVehicleNoCert

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





Select [Fields](#). The **Maintenance Asset Utilization Inquiry — Select Fields** page appears.

4.

OR

Select [Show Inquiry](#). The **Maintenance Asset Utilization 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

▼

New Query

Maintenance Asset Utilization Inquiry

Available Field(s)	Operands	Search Value(s)
*Util Rptd ▼	= ▼	Yes ▼
*Status ▼	= ▼	Active ▼
*Util Rptd From Dt ▼	>= ▼	4/1/2023 
*Util Rptd To Dt ▼	<= ▼	4/20/2023 
*Site Id ▼	= ▼	FUNC-2 ▼
Select an Item ▼	▼	▼

Reset

Fields

Show Inquiry

Select [Fields](#). The **Maintenance Asset Utilization Inquiry — Select Fields** page appears.

2.

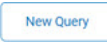
OR

Select [Show Inquiry](#). The **Maintenance Asset Utilization Inquiry — Results** page appears.



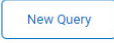
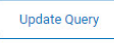
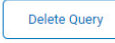


Update a My Queries Inquiry

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

My Queries

Test 2

Maintenance Asset Utilization Inquiry

Available Field(s)	Operands	Search Value(s)
*Util Rptd	=	Yes
*Status	=	Active
*Util Rptd From Dt	>=	4/1/2023
*Util Rptd To Dt	<=	4/20/2023
*Site Id	=	FUNC-2
Select an Item		



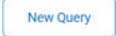
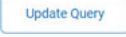


- Select . *The query information is updated.*
 Select . *The **Maintenance Asset Utilization Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Maintenance Asset Utilization Inquiry — Results** page appears.*



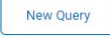
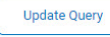
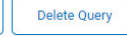


Delete a My Queries Inquiry

- 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.

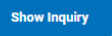
My Queries

Test 2

Maintenance Asset Utilization Inquiry

Available Field(s)	Operands	Search Value(s)
*Util Rptd	=	Yes
*Status	=	Active
*Util Rptd From Dt	>=	4/1/2023
*Util Rptd To Dt	<=	4/20/2023
*Site Id	=	FUNC-2
Select an Item		

- Select . The query information is removed.

Revise the Fields for the Inquiry

Select . The **Maintenance Asset Utilization Inquiry — Select Fields** page appears.



Search for a Maintenance Asset Utilization — Results

Inquiries > Utilization > Asset Utilization > Search Criteria > [Show Inquiry](#) > Maintenance
Asset Utilization Inquiry Search Results page

Export the Maintenance Asset Utilization Inquiry Results

Cancel

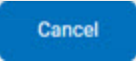
1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

[illegible]

 To reach the optional fields, refer to the Maintenance Asset Utilization Inquiry — Field Selection page.





2. Select . The **Maintenance Asset Utilization 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 Maintenance Asset Utilization Detail

Select the desired Maintenance Asset Utilization row. The **Maintenance Asset Utilization Inquiry Detail — Asset Utilization** page appears.





Select Fields for the Maintenance Asset Utilization Inquiry

Navigation

Inquiries > Utilization > Asset Utilization > Search Criteria > > Maintenance Asset Utilization 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 **Maintenance Asset Utilization Inquiry** page appears.

Extract Excel File ☒		Extract Text, Comma Separated File ☐	
Extract Id		Privacy Type Private	
Selections New Selection List			
☐ Field	Field Description		
☒ Asset Id	Unique locally assigned code used for identification purposes.		
☒ Agency Name	The name assigned to the agency.		
☒ Status	If the record is marked for deletion, this flag is set.		
☒ Util Rptd From Dt	Date Utilization Last Reported		
☒ Tran Ref Id	The identifier for the transaction in which utilization was recorded.		
☒ Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.		
☒ Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.		
☒ DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.		
☒ Maint Activity Name	The maintenance activity assigned to service the asset.		
☒ Metered	Meter Flag will be displayed as Yes or No.		
☒ Mtr Rng	Identifies the current meter reading data.		
☒ Tran Util Qty	Calculated field. Stores the transaction value between the last time the meter was updated and current meter reading.		
☒ Total Util Qty	Calculated field. Stores the total of all meter transactions for the asset.		
☒ Utilization Measure Cd	Code of the Maint Asset Utilization		
☒ Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.		
☐ Days Not Used	Days Idle		
☐ Days Unavl	The total number of days the asset will be unavailable.		
☐ Days Used	Asset Utilization Days Used		
☐ Equip Pool Name	The name assigned to the maintenance equipment pool.		
☐ Estbd By	The name of the entity inserting this row.		
☐ Estbd Dt	The date this row was inserted into the database.		
☐ Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fiduciary report depreciation as depicted by the Stock Nbr.		
☐ Fuel Qty	The amount of fuel utilization that was recorded.		
☐ Fuel Type Cd	The specific type of fuel recorded for utilization.		
☐ Fuel Unit Cost	The cost of the fuel that was recorded.		
☐ Fuel State Cd	The state code the fuel was acquired from for utilization		
☐ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.		
☐ Last Updtd By	Last updated by (user Id)		
☐ LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.		





Help Reference Guide

☐	Loc	Physical location of an asset.
☐	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☐	Min Obj Percent	Minimum percent of utilization.
☐	Obj Percent Util	Desired percentage of utilization.
☐	Petroleum Dedicated	Indicates whether the vehicle fuel is low green house gas
☐	Pgm Id	Asset Utilization Header
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Replacement Mtr	Replacement Meter Flag will be displayed as Yes or No.
☐	Replacement Mtr Rdnng	Identifies the replacement meter reading data at the time the meter was replaced.
☐	Site Id	The active Site Id the user has access to.
☐	Source Cd	A code and description that identifies the method of input.
☐	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.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Off Base Qty	The amount of utilization recorded off-base for the associated asset.
☐	Util On Base Qty	The amount of utilization recorded on-base for the associated asset.

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

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





Help Reference Guide

Selections

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Agency Name	The name assigned to the agency.

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 **Maintenance Asset Utilization Inquiry – Results** page appears.

3. **OR**

Select for large volumes of data. The **Maintenance Asset Utilization Inquiry Transaction Status** page appears.

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

Selections

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Agency Name	The name assigned to the agency.

Select for small volumes of data. The **Maintenance Asset Utilization Inquiry – Results** page appears.

- 2.



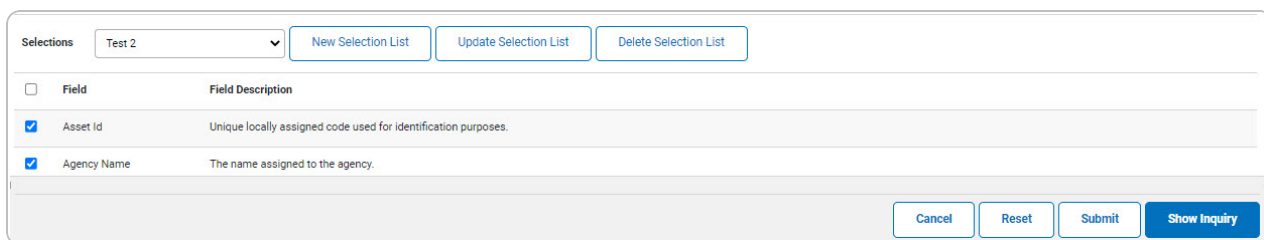


OR

Select  for large volumes of data. The **Maintenance Asset Utilization 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
☒ Asset Id	Unique locally assigned code used for identification purposes.
☒ Agency Name	The name assigned to the agency.

2. Select . The page refreshes.
Select  for small volumes of data. The **Maintenance Asset Utilization Inquiry – Results** page appears.

3.

OR

Select  for large volumes of data. The **Maintenance Asset Utilization 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 .





Help Reference Guide

Selections: Test 2 New Selection List Update Selection List Delete Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Agency Name	The name assigned to the agency.

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 **Maintenance Asset Utilization Inquiry** page appears.

Extract Excel File ☒		Extract Text, Comma Separated File ☐	
Extract Id		Privacy Type Private	
Selections New Selection List			
☐ Field	Field Description		
☒ Asset Id	Unique locally assigned code used for identification purposes.		
☒ Agency Name	The name assigned to the agency.		
☒ Status	If the record is marked for deletion, this flag is set.		
☒ Util Rptd From Dt	Date Utilization Last Reported		
☒ Tran Ref Id	The identifier for the transaction in which utilization was recorded.		
☒ Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.		
☒ Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.		
☒ DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.		
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☒ Metered	Meter Flag will be displayed as Yes or No.		
☒ Mtr Rng	Identifies the current meter reading data.		
☒ Tran Util Qty	Calculated field. Stores the transaction value between the last time the meter was updated and current meter reading.		
☒ Total Util Qty	Calculated field. Stores the total of all meter transactions for the asset.		
☒ Utilization Measure Cd	Code of the Maint Asset Utilization		
☒ Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.		
☐ Days Not Used	Days Idle		
☐ Days Unavl	The total number of days the asset will be unavailable.		
☐ Days Used	Asset Utilization Days Used		
☐ Equip Pool Name	The name assigned to the maintenance equipment pool.		
☐ Estbd By	The name of the entity inserting this row.		
☐ Estbd Dt	The date this row was inserted into the database.		
☐ Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fiduciary report depreciation as depicted by the Stock Nbr.		
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☐ Fuel Type Cd	The specific type of fuel recorded for utilization.		
☐ Fuel Unit Cost	The cost of the fuel that was recorded.		
☐ Fuel State Cd	The state code the fuel was acquired from for utilization		
☐ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.		
☐ Last Updtd By	Last updated by (user Id)		
☐ LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.		





Help Reference Guide

☐	Loc	Physical location of an asset.
☐	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☐	Min Obj Percent	Minimum percent of utilization.
☐	Obj Percent Util	Desired percentage of utilization.
☐	Petroleum Dedicated	Indicates whether the vehicle fuel is low green house gas
☐	Pgm Id	Asset Utilization Header
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Replacement Mtr	Replacement Meter Flag will be displayed as Yes or No.
☐	Replacement Mtr Rdn	Identifies the replacement meter reading data at the time the meter was replaced.
☐	Site Id	The active Site Id the user has access to.
☐	Source Cd	A code and description that identifies the method of input.
☐	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.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Off Base Qty	The amount of utilization recorded off-base for the associated asset.
☐	Util On Base Qty	The amount of utilization recorded on-base for the associated asset.

2. Select the fields required for the inquiry. *The 15 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 **Maintenance Asset Utilization Inquiry – Results** page appears.*

3.

OR

Select for large volumes of data. *The **Maintenance Asset Utilization Inquiry Transaction Status** page appears.*





View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization

Navigation

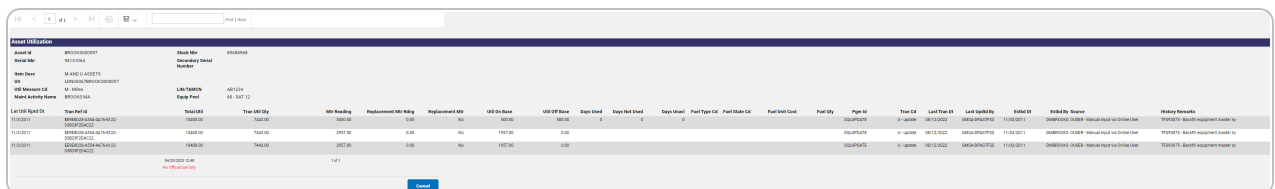
Inquiries > Utilization > Asset Utilization > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Maintenance Asset Utilization Inquiry Detail — Asset Utilization page

Procedures

Export the Maintenance Asset Utilization Inquiry Details — Asset Utilization

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

1. Verify the Asset Utilization Detail tab.



Asset ID	Asset Name	Location	Utilization	...
11111111	11111111	11111111	11111111	...
11111111	11111111	11111111	11111111	...
11111111	11111111	11111111	11111111	...
11111111	11111111	11111111	11111111	...

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 **Maintenance Asset Utilization 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.





Help Reference Guide

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.*

