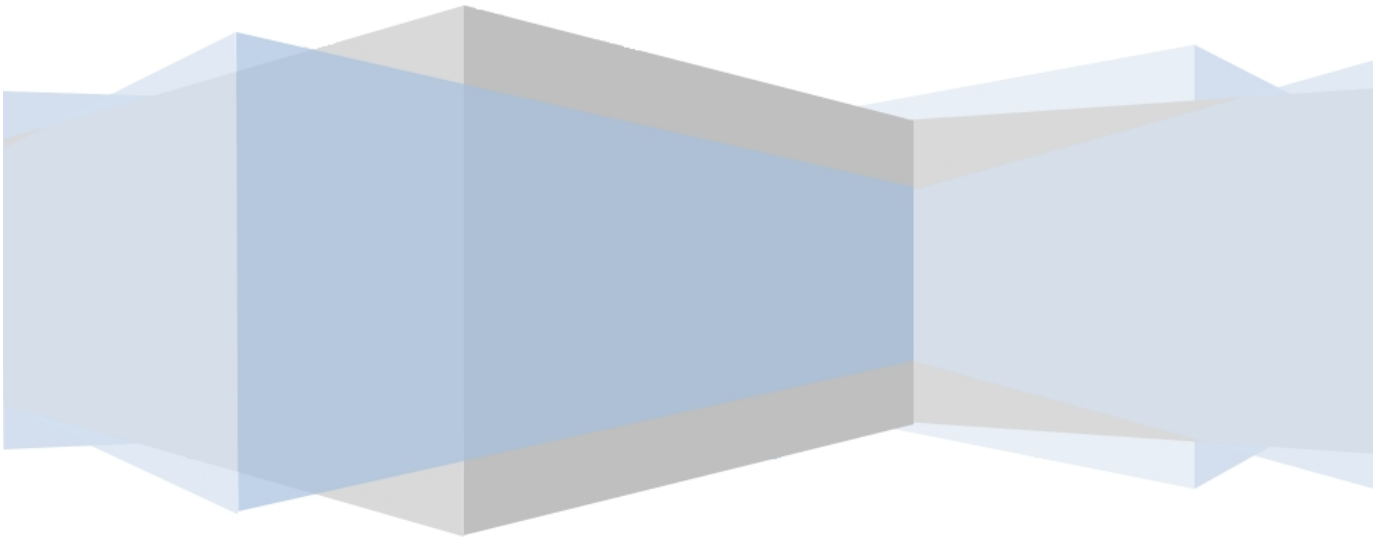
Maintenance and Utilization

Enterprise Logistics Management System



Printed Manual

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Enterprise Logistics Management System (ELMS) Maintenance and Utilization (M&U) Module

Welcome to the Enterprise Logistics Management System (ELMS) Maintenance and Utilization (M&U) Help System.

ELMS Summary

Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.
It is the Accountable Property System of Record (APSR) for DoD Agencies and Military Services and non-DoD Agencies.
The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

M&U Summary

The ELMS M&U module is designed to provide a comprehensive solution to big-ticket equipment tracking and upkeep needs.
From this module, the asset has any repair or preservation work planned and ordered, as well as dispatching and returning the asset.
It is designed to manage the paperwork involved with use and care of military assets.

M&U Key Functions

There are several key functions within the Maintenance and Utilization Module:

- **Catalog** —
  - Stock Number
  - Manufacturer Part Nbr
  - Maintenance Attribute Management

- **Maintenance** —
  - Maintenance
    - Maintenance Asset Master
    - Work Order

    - Work Plan
    - Work Plan Detail
    - Work Plan Assoc
    - Maintenance Movement
    - Inbound Resolution
  - Sched Prevent Maint
    - Maint Sched/Work Plans
    - Asset Assignment
  - Wrnty/Svc/Subscrip
    - Terms/Conditions
    - Asset Assoc

- **Utilization** —
  - Maint Asset Util
  - Dispatch

- **Requisition** —
  - Requisition
    - Requisition
  - ILS-S
    - Order
    - Inquiry

- **Master Data** —
  - Master Data
    - Points of Contact
    - Equip Pool
    - Cert/License
    - Labor Category
    - Operation/Technician
    - Maintenance Team
    - Contractor
    - Contract
    - Dispatch Category
    - Dispatch Rate
    - Maintenance Program
    - Maint Sched Id Prefix
    - Maintenance Activity
  - Maintenance Readiness Set Up
    - Site Report Setting
    - Site Close Out

- **Accounting** —
  - Job Order Nbr

- **Forms-Reports** —
  - View Reports
  - Schedule Reports

- **Utilities** —
  - Fleet
    - FAST Outbound Dspl
  - File Upload
    - Dispatch Rates
    - GSA Rates
    - GSA Fleet
    - Telematics
    - DLA Fuel
    - Vehicle Diagnostics
    - Driver Behavior

- **Inquiries** —
  - Inquiries
    - Statistics
    - Job Order Nbr
    - View Inquiry Extract
  - Maintenance
    - Asset Prvn Maint Sch
    - Maint Asset
    - Equip Pool
    - Work Order
    - Work Plan
    - Due In
    - Work Order Lgcy Hist
    - NMC
    - Asset Deferred Parts
  - Wrnty/Svc/Subscrip
    - Terms/Cond
    - Asset Assoc
  - Utilization
    - Asset Utilization
    - Dispatch
  - Master Data

- Contractor
- Contract
- Dispatch Ctgry
- Labor Category
- Operator/Technician
- Maint Activity

- Catalog
  - Stock Nbr Inquiry
  - Agency Catalog Inquiry
- History
  - Audit Viewer
  - Dispatch Journal
  - Work Order Journal

M&U User

Maintenance and Utilization is role-based, similar to all other ELMSmodules.
User access is based on one or more roles, allowing for "need to know" and "separation of duty" access.
The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- ELMS Maintenance and Utilization Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Enterprise Logistics Management System (ELMS) M&U Module Navigation

Overview

This page describes the primary features found on the Maintenance and Utilization pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

Additional information about ELMS can be found at the ELMS Support Site.

Navigation

ELMS M&U Module > Any Process Page >

Blue Menu Bar

The Blue Menu bar is at the very top of the page.
The items on the left side are:

- **ELMS logo** **—**
  Returns to the home page.

  The item next to that is:

- **Module Name** **—**
  Shows which module is currently open.

The items on the right side are:

- **Activity Nm—**
  Shows the current users associated site.

- **Open Actions —**
  Shows the amount of work the user has scheduled.

- **User ID —**
  Shows the current users identification name.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

1. Click on a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*

2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a Help link.

- Select Help. *The **Instructions** drop-down panel appears.*
- *A basic overview and terms on the page appears.*

Help

On the right side of the Instructions panel is the Help button View DPAS Help.

- Select View DPAS Help. *The **Help System** opens in a separate tab.*
- *The Overview topic for the current Process page appears.*

Search Criteria

Most M&U Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*

Use the Search Criteria panel

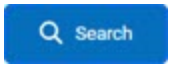
1. Enter the available information in the fields.
2. Use the field assistance available:
   - Use the drop-down to select the field entry.
   - Start entering characters in the fields with .

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

- Use to open the Browse pop-up window.

3. Select  to perform the search, or select to clear the fields.

Search Results Grid

Each Process page displays the corresponding data in a Search Results Grid.
Each Search Results Grid has basic properties that are always the same.
Those include:

- **Title Bar —**

Shows the overall Results Grid buttons.

- **Column Header —**

Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records —**

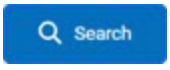
Shows the rows of data in the Results Grid.

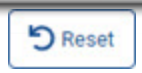
- **Bottom Scroll —**

Standard Buttons

Each M&U process page has some basic buttons that are always the same.
Those include:

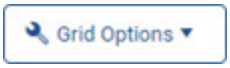
Search Criteria

- **Search**  **—**
Searches the data within the process results grid.

- **Reset**  —
  Erases the entered fields and starts over.

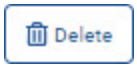
Results Grid

- **Add** —
  Creates a new record in the process results grid.

- **Grid Options**  —
  Changes the way information appears in the Results Grid. See Grid Options Overview for additional information.

Individual Records

- **Edit** —
  Revises a record in the process.

- **Delete**  —
  Erases a record in the process.

Related Topics

- Welcome
- Contact Us
- ELMS Property Accountability Overview
- Using ELMS Help Overview
- Using ELMS Help Menus
- Using ELMS Help Topics

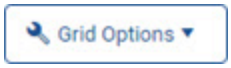
Enterprise Logistics Management System (ELMS) Maintenance and Utilization (M&U) Module Grid Options

Overview

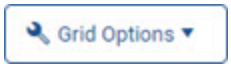
This page describes the features of the Grid Options within the Search Results Grid in the Maintenance and Utilization module:

- Clear Filters
- Columns

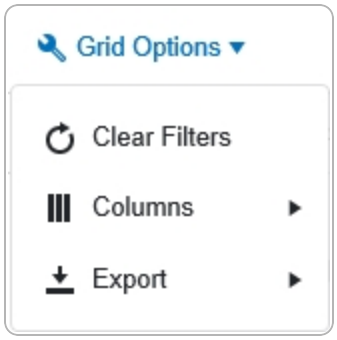
Navigation

ELMS Maintenance and Utilization (M&U) Module > Any Process Page > Search Results Grid > Title Bar > 

Grid Options

Select 

. The Grid Options drop-down menu appears:



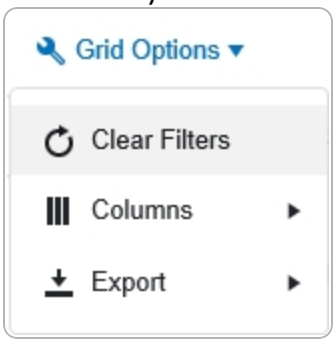
Note

The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:

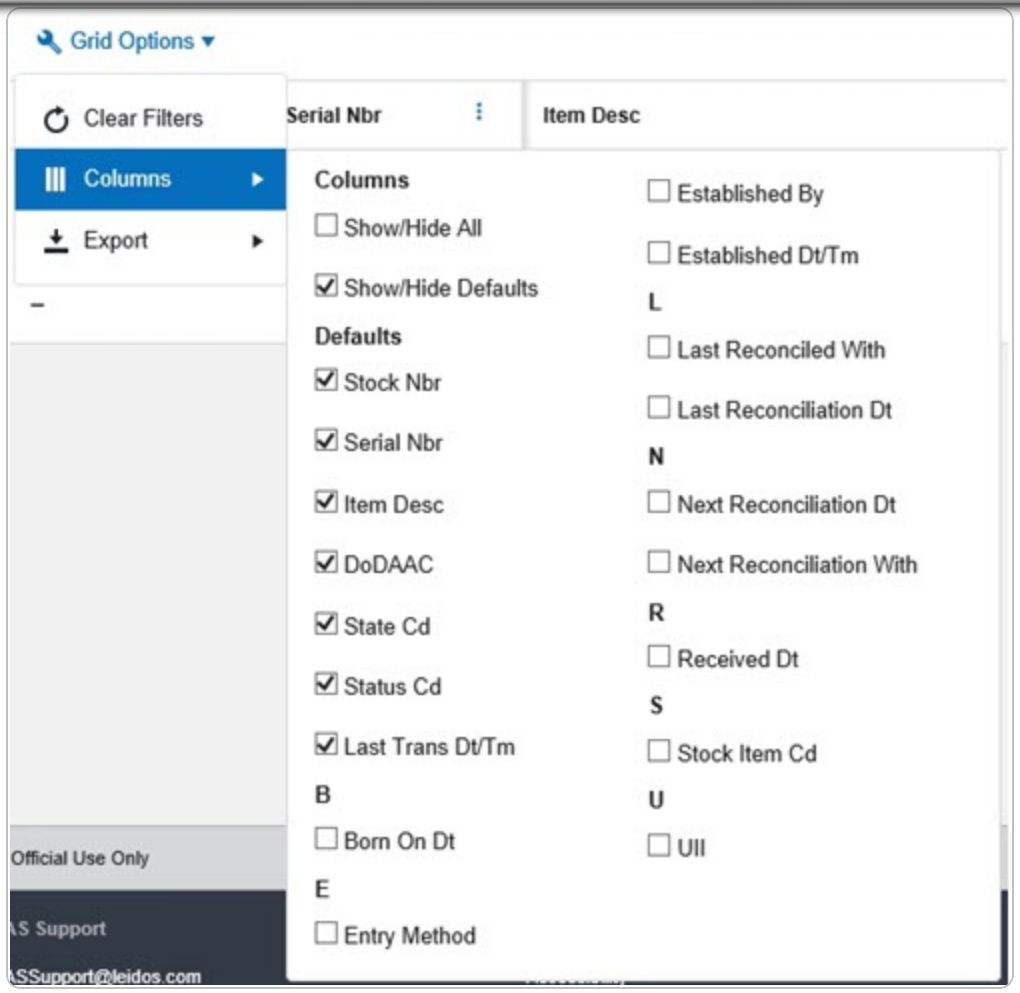
Clear Filters

Erases any filters used within the Results Grid columns.



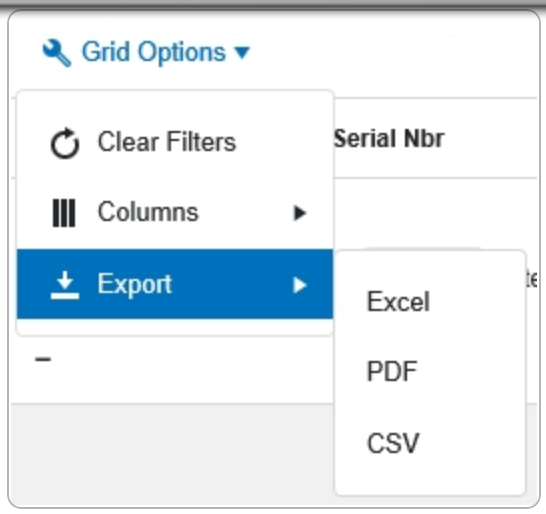
Columns

Changes what columns are viewed in the Results Grid.



Export

Saves the Inquiry Grid in a different format.

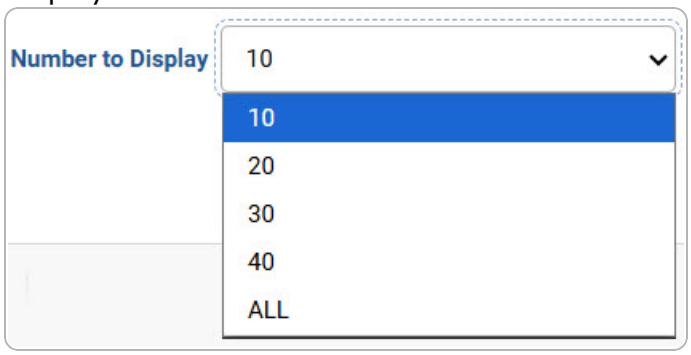


The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

Number to Display

Displays the selected amount of records in the Search Results grid.



Related Topics

- Welcome
- Contact Us
- ELMS FSM Overview

- ELMS FSM Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Search for a Stock Number

Overview

The Maintenance and Utilization module Stock Number Search process provides the ability to add, update, or delete a stock number record in the catalog.
Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog.
There are five types of stock numbers identified by the STOCK ITEM CD:

- **A - NSN** (National Stock Number)
  — from FEDLOG or TDMS or other DOD lists.
- **J - MCN** (Management Control Number)
  — created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
  — created by either the manufacturer or the local level.
- **I - Intangible** (Intangible)
  — created for Software and other stock that has no physical presence.
- **L - Local** (Local)
  — created at the local level.

ELMS interfaces with the DOD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows ELMS to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows ELMS to access NSN data in the Marine Corps standard catalog information.
The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Catalog > Stock Number > STOCK NBR Search page

Page Fields

The following fields display on the **STOCK NBR Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Stock Item Cd
Reportable Commodity Type
Item Desc
Type Asset Cd
Mgmt Cd
LIN/TAMCN
FSC

Search Results Grid

All
Primary Attachment
Stock Nbr
Interface System Code
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type

Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

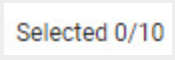
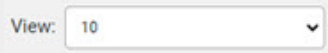
Optional

Using Svc Cd
Established By
Established Dt/Tm
Last Updtd By
Last Transaction Dt/Tm
Program Id
Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current item number.
	Display how many items retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	View the current row selection.
	Display the previous or next page selection.
	View the current row entry count. Use to select the desired view count.

Procedures

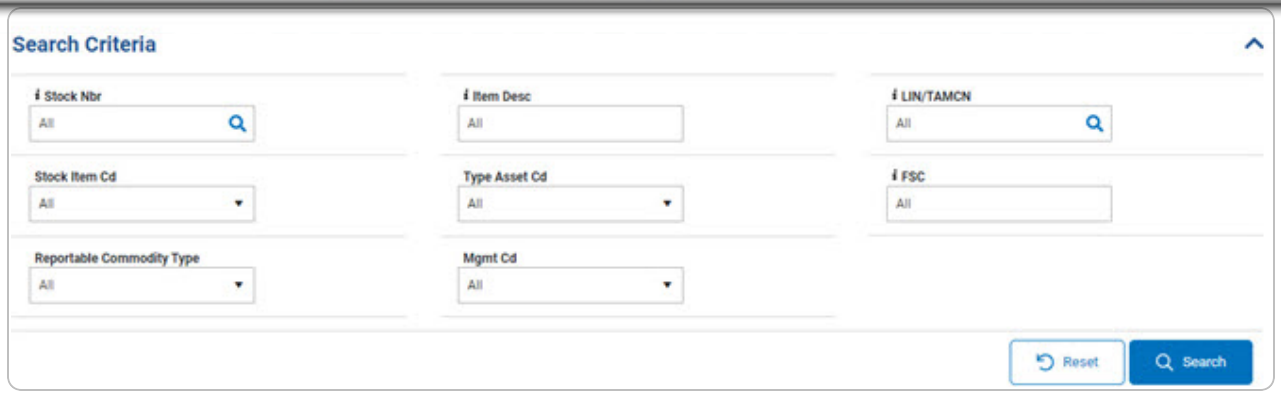
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Stock Number

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. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

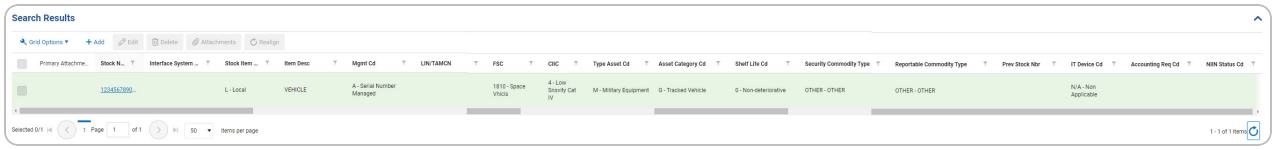


- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Use to select the Stock Item Cd.
- Use to select the Reportable Commodity Type.
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use to select the Type Asset Cd.
- Use to select the Mgmt Cd.
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse
- Enter the FSC, using to assist with the entry. *This is a 4 alphanumeric character field.*

2. Select Search. *The results display in the **Stock Number Search Results** grid.*



Add a Stock Number

Select + Add. *The **New Stock Nbr** page appears.*

View the Manufacturer Part NBR Details

Select the STOCK NBR hyperlink. *The **Manufacturer Part Nbr Details** pop-up window appears.*

Update a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Edit. *The **Modify Stock Nbr** page appears.*

Delete a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Delete. *The **Confirm Delete** pop-up window appears.*

Attach a Document to a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Attachments. *The **Stock Nbr Attachments** pop-up window appears.*

Realign a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*

2. Select

. *The **External Catalog Realignment** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Add Attachments to a Stock Number
- Update a Stock Number
- Realign a Stock Number
- Delete a Stock Number
- Stock Number Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse

Add a Stock Number

Overview

The Stock Number Add process provides the ability to create a new stock number in the catalog.

Helpful Tip

Each Stock Number is unique to a specific catalog within each logistics program. A Stock Number can only be cataloged one time for each Site Catalog Name.

There are two tabs on the page to create a new stock number record. The tabs are:

1. **ELMS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Phrase Codes**
     —appears for FLIS stock numbers
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Property Book**
   — location specific information, which includes:
   - **Property Book**
     — location details for the asset

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Catalog > Stock Number > Stock Number Search > + Add > New STOCK NBR page

Page Fields

The following fields display on the **New Stock Nbr** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results page.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Catalog Source Panel

Stock Item Type *
Item Desc *
NCB Cd
Catalog Source *
FSC *
Item Nbr
Stock Number *
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Gender
LIN/TAMCN
Type Asset Cd *
AAC
UI *
Stocking UI *
Util Service Life
Managing Shelf Life Cd *
Shelf Life Type
CMC
Sply Cat Mat Cd
DODIC
IT Device Cd
CIC
Reportable Cd *
Haz Mat Cd *
Source of Supply RIC

Length (In)
Unit Cube (Ft)
Reportable Commodity Type *
Color
NIIN
Asset Category Cd *
Mgmt Cd *
Unit Price *
UI Conversion Factor *
Util Measure Cd
Imported Shelf Life Cd
Expiration SLC (Mos)
LCC *
Mat Cat Cd
ARC *
Dmil Cd *
Class Cd
Recover Cd *
ADPE ID Cd *
UIT Dsg
Width (In)
Unit Wt (Lbs)
Catalog Item Desc
Size
NIIN Sts Cd
UII Rqd?
Qty per Unit Pack
Stocking UI Price
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Chapter
CIIC *
Precious Mtl Cd *
Height (In)
Freight Desc

Add Edit Remarks Panel

Remarks
History Remarks

Property Book Panel

Athrztn Cd *
ECC
Min Percent Util
Calibration Cd
Attribute(s) Template
Type Dsg
Maint Grp Id *
Obj Percent Util
Equivalence

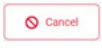
(*) Asterisk identifies mandatory fields.

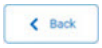
Procedures

ELMS Navigation Helpful Tips

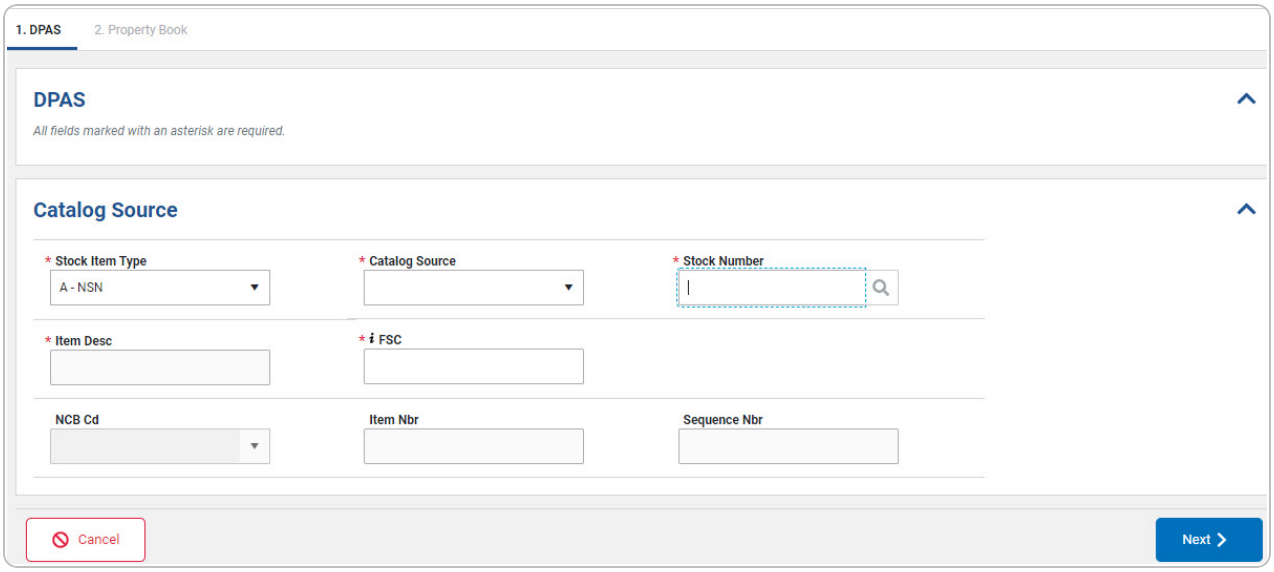
Click the following link to display M&U Navigation Tips.

Add a Stock Number

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

Selecting  *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The **New Stock Nbr** page appears, open to the ELMS tab.*



2. *Complete the **Catalog Source** panel.*

A. Use ▾ to select the Stock Item Type.

B. Enter the Item Desc in the field provided. *This is a 256 alphanumeric character field.*

C. Use ▾ to select the NCB Cd.

D. Use ▾ to select the Catalog Source.

E. Enter the FSC, using ℹ to assist with the entry. *This is a 4 numeric character field.*

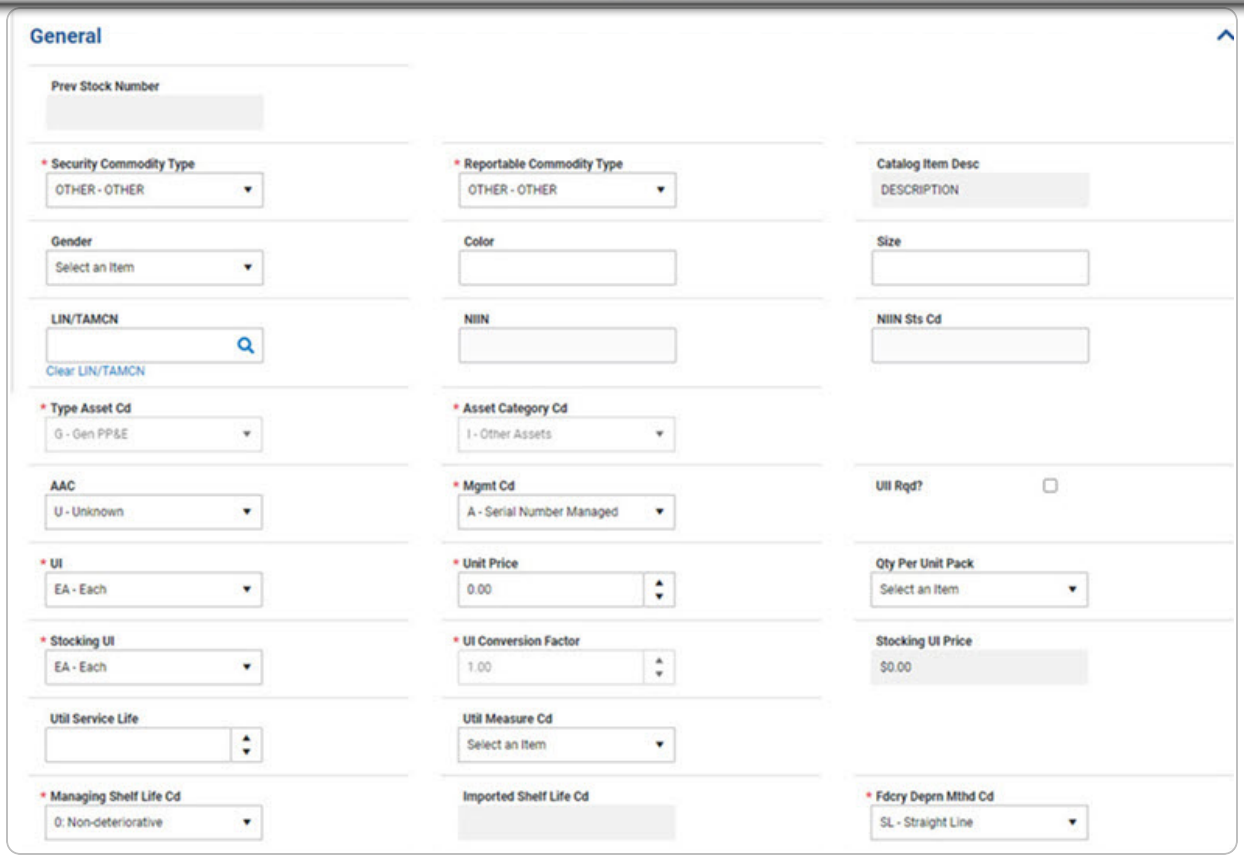
F. Enter the Item Nbr in the field provided. *This is a 3 alphanumeric character field.*

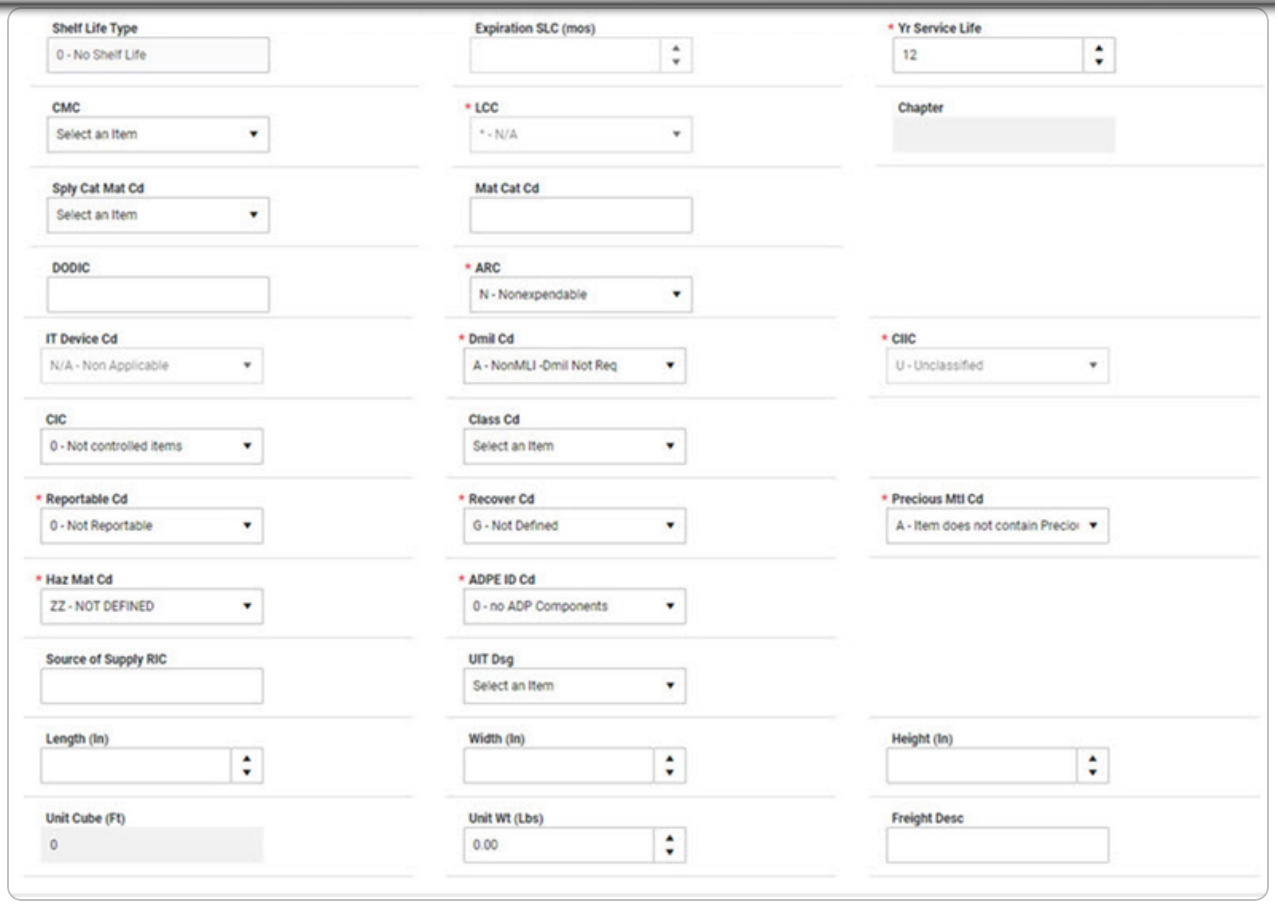
G. Enter the Stock Nbr, or use 🔍 to assist with the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

H. Enter the Sequence Nbr in the field provided.

I. Select Next >. *The **General** and **Add / Edit Remarks** panels appear.*


General
Prev Stock Number
* Security Commodity Type
OTHER - OTHER
* Reportable Commodity Type
OTHER - OTHER
Catalog Item Desc
DESCRIPTION
Gender
Select an Item
Color
Size
LIN/TAMCN
Clear LIN/TAMCN
NIIN
NIIN Sts Cd
* Type Asset Cd
G - Gen PP&E
* Asset Category Cd
I - Other Assets
AAC
U - Unknown
* Mgmt Cd
A - Serial Number Managed
UII Rqd?
* UI
EA - Each
* Unit Price
0.00
Qty Per Unit Pack
Select an Item
* Stocking UI
EA - Each
* UI Conversion Factor
1.00
Stocking UI Price
$0.00
Util Service Life
Util Measure Cd
Select an Item
* Managing Shelf Life Cd
0: Non-deteriorative
Imported Shelf Life Cd
* Fdcry Deprn Mthd Cd
SL - Straight Line



a. *The PREV STOCK NBR automatically populates and is not editable.*

b. Use ▾ to select the Security Commodity Type.

c. Use ▾ to select the Gender.

d. Enter the LIN/TAMCN, or use 🔍 to assist with the entry. *This is a 10 alpha-numeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

e. Use ▾ to select the Type Asset Cd.

f. Use ▾ to select the AAC.

g. Use ▾ to select the UI.

h. Use ▾ to select the Stocking UI.

i. Use to choose the UTIL SERVICE LIFE.

j. Use to select the Managing Shelf Life Cd.

k. *The Shelf Life Type automatically populates and is not editable.*

l. Use to select the CMC.

m. Use to select the Sply Cat Mat Cd.

n. Enter the DODIC in the field provided. *This is a 4 alphanumeric character field.*

o. Use to select the IT Device Cd.

p. Use to select the CIC.

q. Use to select the Reportable Cd.

r. Use to select the Haz Mat Cd.

s. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*

t. Use to choose the Length (IN).

u. *The Unit Cube (FT) field automatically calculates once the previous four fields are populated.*

v. Use to select the Reportable Commodity Type.

w. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

x. *The NIIN automatically populates and is not editable.*

y. Use to select the Asset Category Cd.

z. Use to select the Mgmt Cd.

aa. Use to choose the Unit Price.

ab. *The UI Conversion Factor automatically populates and is not editable.*

ac. Use to select the Util Measure Cd.

ad. *The Imported Shelf Life CD automatically populates and is not editable.*

ae. Use to choose the Expiration SLC (mos).

af. Use to select the LCC.

ag. Enter the MAT CAT CD in the field provided. *This is a 5 alphanumeric character field.*

ah. Use to select the ARC.

ai. Use to select the Dmil Cd.

aj. Use to select the Class Cd.

ak. Use to select the Recover Cd.

al. Use to select the ADPE ID Cd.

am. Use to select the UIT Dsg.

an. Use to choose the Width (IN).

ao. Use to choose the Unit WT (LBS).

ap. *The Catalog ITEM DESC automatically populates and is not editable.*

aq. Enter the Size the field provided. *This is a 15 alphanumeric character field.*

ar. *The NIIN STS CD automatically populates and is not editable.*

as. Click to select the UII RQD?. *This changes the UII field to required.*

at. Use to select the Qty per Unit Pack.

au. *The STOCKING UI Price automatically populates and is not editable.*

av. Use to select the Fdcry Deprn Mthd Cd.

aw. Use to choose the YR SVC LIFE.

ax. *The Chapter automatically populates and is not editable.*

ay. Use to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*

az. Use to select the Precious Mtl Cd.

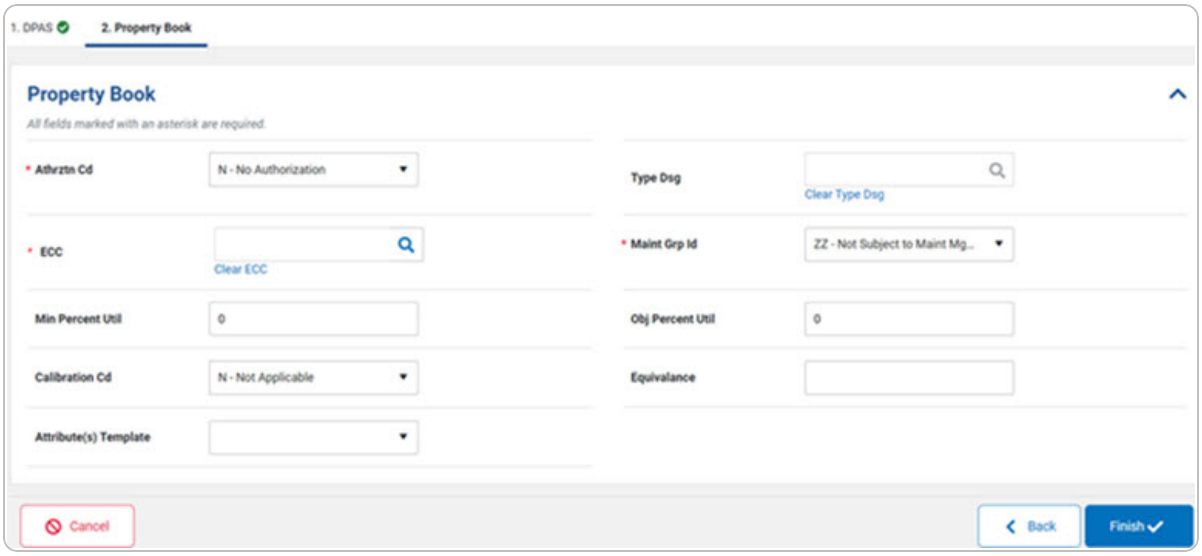
ba. Use to choose the Height (IN).

bb. Enter the Freight DESC in the field provided. *This is a 256 alphanumeric character field.*

bc. *Complete the **Add/Edit Remarks** panel.*

1. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

bd. Select Next. *The **Property Book** panel appears.*



1. Use to select the Athrztn Cd.

2. Enter the ECC, or use to assist with the entry. *This is a 2 alphanumeric character field.*

   Equipment Category Code Browse help

3. Enter the MIN PERCENT UTIL in the field provided. *This is a 3 numeric character field.*

4. Use to select the Calibration Cd.

5. Use to select the Attribute(s) Template.

6. Enter the TYPE DSG, or use to browse for the entry. *This is a 20 alphanumeric character field. The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.*

Type Designation Browse help

7. Use ▾ to select the Maint Grp Id.
8. Enter the OBJ PCT UTIL in the field provided. *This is a 3 numeric character field.*
9. Enter the Equivalence in the field provided. *This is a 20 numeric character field.*
10. Select Finish. *The **NEW STOCK NBR** page closes, and the new Stock Number appears at the top of the Search Results grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	

13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Type Asset Cd*.	
13 — Mandatory Entry: *Mgmt Cd*.	
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Unit Pack Price*.	
13 — Mandatory Entry: *Managing Shelf Life Cd*.	
13 — Mandatory Entry: *Dmil Cd*.	
13 — Mandatory Entry: *CIIC*.	

13 — Mandatory Entry: *Storage Requirement Cd*.	
13 — Mandatory Entry: *Util Svc Life when Util Measure Cd is provided.*.	Missing Entry. If either Util Svc Life or Util Measure Cd is entered, the other is mandatory.
13 — Mandatory Entry: *Util Measure Cd when Util Svc Life is provided.*.	
92 — Entry must be numeric: *Unit Price*.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
92 — Entry must be numeric: *Yr Svc Life*.	
92 — Entry must be numeric: *Util Svc Life*.	
92 — Entry must be numeric: *Length*.	
92 — Entry must be numeric: *Width*.	
92 — Entry must be numeric: *Height*.	

92 — Entry must be numeric: *UNIT WEIGHT*.	
92 — Entry must be numeric: *UNIT CUBE*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.

xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using i to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.
295 — First position must be alpha; positions 2 - 3 must be numeric.	Invalid Entry. The ITEM NBR field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.
2215 — An error occurred when adding/editing the stock number. If the problem persists, please contact the help desk.	Contact the ELMS Call Center
316 — FSC must be the first 4 positions of the NSN or MCN.	Invalid Entry. The Stock Number must start with the FSC. Re—enter the Stock Number.
xxxx — Stock Number must have a length of 13.	Invalid Entry. The Stock Number must have 13 numeric characters. Re—enter the Stock Number.
xxxx — Stock Number must be numeric.	Invalid Entry. The Stock Number must be numeric. Re—enter the Stock Number.
xxxx — FSC must be the first characters of the Stock	Invalid Entry. The FSC must start the Stock Number. Re—enter the Stock Number.

Number.	

Related Topics

- Search for a Stock Number
- View the Manufacturer Part Nbr Details
- Add Attachments to a Stock Number
- Update a Stock Number
- Realign a Stock Number
- Delete a Stock Number
- Stock Number Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse

Update a Stock Number

Overview

The Stock Number Update process allows editing a stock number in the catalog.

Attention

FEDLOG generated data is not editable during the Update process.

There are two tabs on the page to update a stock number record. The tabs are:

1. **ELMS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Property Book**
   — location specific information, which includes:
   - **Property Book**
     — location details for the asset

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Catalog > Stock Number > Search Criteria > Search > Search Results > (desired record) > Edit > Modify STOCK NBR page

Page Fields

The following fields display on the **Modify Stock Nbr** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results page.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Catalog Source Panel

Stock Item Type *
Item Desc *
NCB Cd
Catalog Source *
FSC *
Item Nbr
Stock Number *
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Gender
LIN/TAMCN
Type Asset Cd *
AAC
UI *
Stocking UI *
Util Service Life
Managing Shelf Life Cd *
Shelf Life Type
CMC
Sply Cat Mat Cd
DODIC
IT Device Cd
CIC
Reportable Cd *
Haz Mat Cd *
Source of Supply RIC

Length (In)
Unit Cube (Ft)
Reportable Commodity Type *
Color
NIIN
Asset Category Cd *
Mgmt Cd *
Unit Price *
UI Conversion Factor *
Util Measure Cd
Imported Shelf Life Cd
Expiration SLC (Mos)
LCC *
Mat Cat Cd
ARC *
Dmil Cd *
Class Cd
Recover Cd *
ADPE ID Cd *
UIT Dsg
Width (In)
Unit Wt (Lbs)
Catalog Item Desc
Size
NIIN Sts Cd
UII Rqd?
Qty per Unit Pack
Stocking UI Price
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Chapter
CIIC *
Precious Mtl Cd *
Height (In)
Freight Desc

Add Edit Remarks Panel

Remarks

Property Book Panel

Athrztn Cd *

ECC *
Min Percent Util
Calibration Cd
Attribute(s) Template
Type Dsg
Maint Grp Id *
Obj Percent Util
Equivalence

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

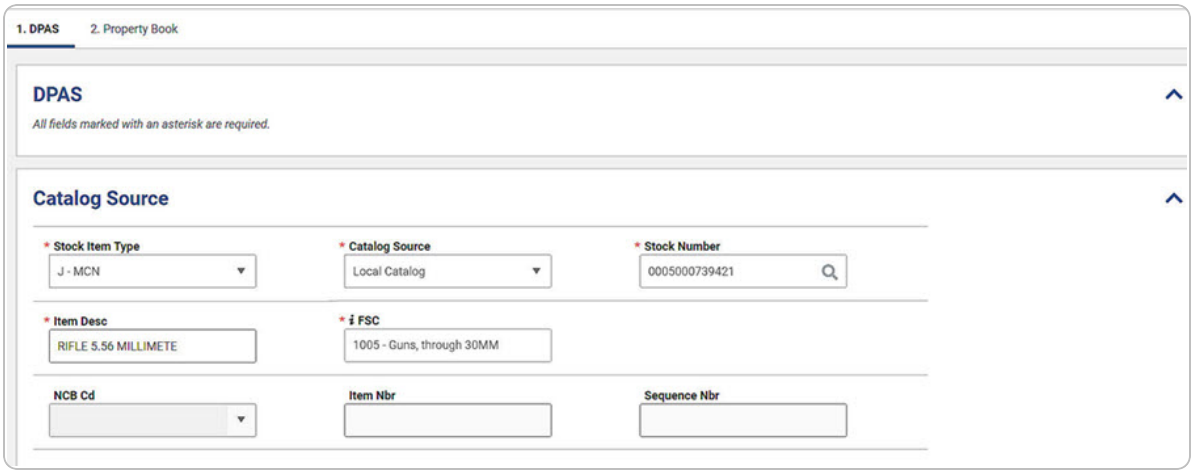
Click the following link to display M&U Navigation Tips.

Update a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The* STOCK NBR *is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Edit. *The* ***Modify STOCK NBR*** *page appears, open to the ELMS tab.*

A. *Update the **Catalog Source** panel.*



a. *Verify the Stock Item Type.*

b. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

c. *Verify the NCB Cd.*

d. *Verify the Catalog Source.*

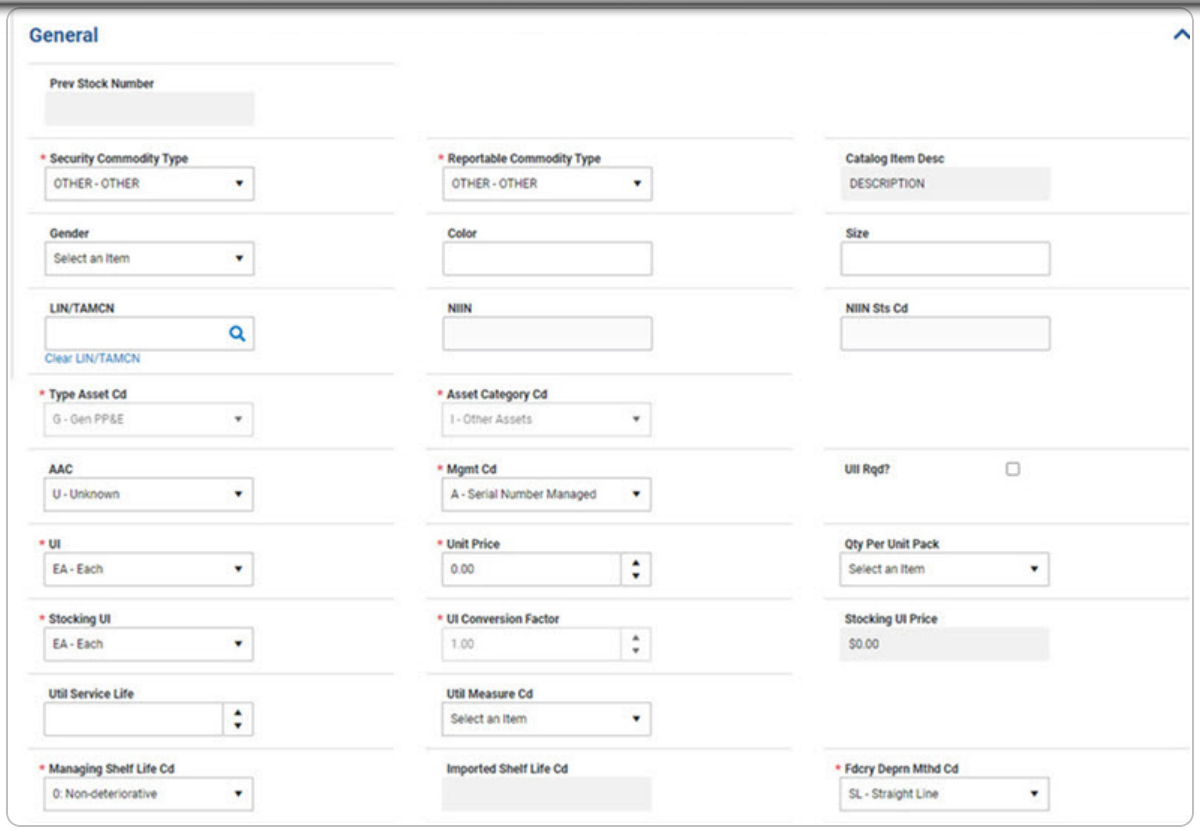
e. *Verify the FSC.*

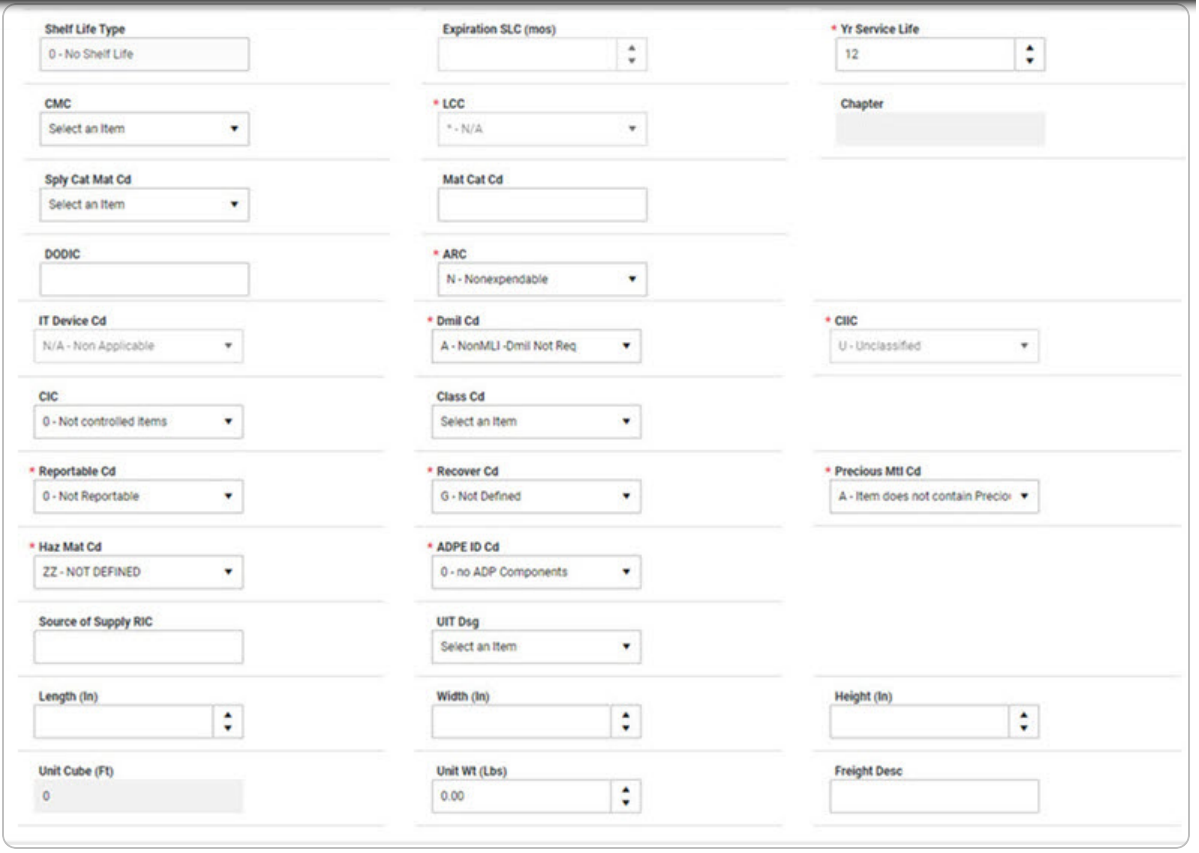
f. *Verify the ITEM NBR.*

g. *Verify the STOCK NBR.*

h. *Verify the Sequence NBR.*

B. *Update the **General** panel.*


General
Prev Stock Number
* Security Commodity Type
OTHER - OTHER
* Reportable Commodity Type
OTHER - OTHER
Catalog Item Desc
DESCRIPTION
Gender
Select an Item
Color
Size
LIN/TAMCN
Clear LIN/TAMCN
NIIN
NIIN Sts Cd
* Type Asset Cd
G - Gen PP&E
* Asset Category Cd
I - Other Assets
AAC
U - Unknown
* Mgmt Cd
A - Serial Number Managed
UII Rqd?
* UI
EA - Each
* Unit Price
0.00
Qty Per Unit Pack
Select an Item
* Stocking UI
EA - Each
* UI Conversion Factor
1.00
Stocking UI Price
$0.00
Util Service Life
Util Measure Cd
Select an Item
* Managing Shelf Life Cd
0: Non-deteriorative
Imported Shelf Life Cd
* Fdcry Deprn Mthd Cd
SL - Straight Line



a. *Verify the PREV STOCK NBR.*

b. Update the Security Commodity Type, using ▾ to select the desired type.

c. Update the Gender, using ▾ to select the desired value.

d. Update the LIN/TAMCN, using 🔍 to browse for the revised identifier. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

e. *Verify the TYPE ASSET CD.*

f. Update the AAC, using ▾ to select the desired code.

g. Update the UI, using ▾ to select the desired unit.

h. Update the Stocking UI, using ▾ to select the desired unit.

i. Update the UTIL SERVICE LIFE, using ▲▼ to choose the revised amount.

j. Update the Managing Shelf Life Cd, using to select the desired code.

k. *Verify the Shelf Life Type.*

l. Update the CMC, using to select the desired code.

m. Update the Sply Cat Mat Cd, using to select the desired code.

n. Update the DoDIC, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

o. *Verify the IT Device Cd.*

p. Update the CIC, using to select the desired code.

q. Update the Reportable Cd, using to select the desired code.

r. Update the Haz Mat Cd, using to select the desired code.

s. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

t. Update the Length (In), using to choose the revised amount.

u. *Verify the Unit Cube (Ft).*

v. Update the Reportable Commodity Type, using to select the desired type.

w. Update the Color, entering the revised shade in the field provided. *This is a 15 alphanumeric character field.*

x. *Verify the NIIN.*

y. *Verify the Asset Category Cd.*

z. Update the Mgmt Cd, using to select the desired code.

aa. Update the Unit Price, using to choose the revised amount.

ab. *Verify the UI Conversion Factor.*

ac. Update the Util Measure Cd, using to select the desired code.

ad. *Verify the Imported Shelf Life Cd.*

ae. *Verify the Expiration SLC (mos).*

af. Update the LCC, using to select the desired code.

ag. Update the Mat Cat Cd, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

ah. *Verify the ARC.*

ai. *Verify the DMIL CD.*

aj. Update the Class Cd, using ▾ to select the desired code.

ak. Update the Recover Cd, using ▾ to select the desired code.

al. Update the ADPE ID Cd, using ▾ to select the desired code.

am. Update the UIT Dsg, using ▾ to select the desired code.

an. Update the Width (IN), using ▲▼ to choose the revised amount.

ao. Update the Unit Wt (LBS), using ▲▼ to choose the revised weight.

ap. *Verify the Catalog ITEM DESC.*

aq. Update the Size, entering the revised value in the field provided. *This is a 15 alphanumeric character field.*

ar. *Verify the NIIN STS CD.*

as. Verify the UII RQD? contains the appropriate ☐ or ☑. *This determines if the UII field is required.*

at. Update the Qty per Unit Pack, using ▾ to select the desired amount.

au. *Verify the STOCKING UI Price.*

av. Update the Fdcry Deprn Mthd Cd, using ▾ to select the desired code.

aw. Update the YR SERVICE LIFE, using ▲▼ to choose the revised amount.

ax. *Verify the Chapter.*

ay. Update the CIIC, using ▾ to select the desired code.

az. Update the Precious Mtl Cd, using ▾ to select the desired code.

ba. Update the Height (IN), using ⋮ to choose the revised amount.

bb. Update the Freight DESC, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

C. *Complete the **Add/Edit Remarks** panel.*

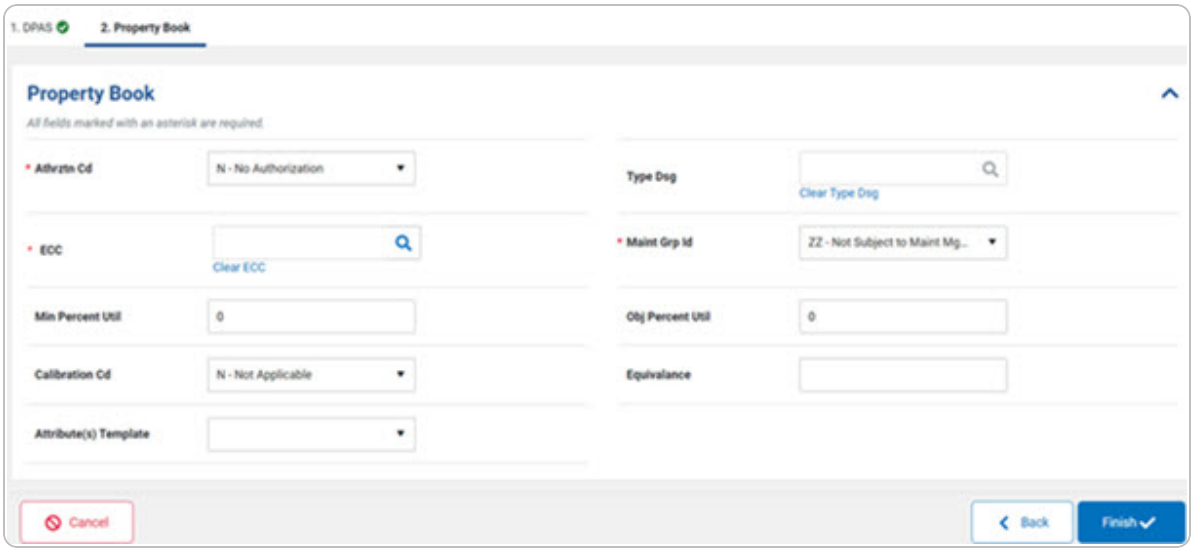
a. Update the Remarks, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

Select Finish to complete updating the stock number. *The **STOCK NBR Modify** page closes, and the revised stock number appears in the Search Results grid, high-lighted in green.*

D.

OR

Select Next. *The **Property Book** tab appears.*



a. Update the Athrztn Cd, using ▾ to select the desired code.

b. Update the ECC, using 🔍 to browse for the revised code. *This is a 2 alpha-numeric character field.*

Equipment Category Code Browse

c. Update the MIN PERCENT UTIL, entering the revised value in the field provided. *This is a 3 numeric character field.*

d. Update the Calibration Cd, using ▾ to select the desired code.

e. Update the Attribute(s) Template, using to select the desired template.

f. Update the TYPE DSG, using to browse for the revised entry. *This is a 20 alphanumeric character field. The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.*

Type Designation Browse

g. Update the Maint Grp Id, using to select the desired identifier.

h. Update the OBJ PCT UTIL, entering the revised value in the field provided. *This is a 3 numeric character field.*

i. Update the Equivalence, entering the revised value in the field provided. *This is a 20 numeric character field.*

E. Select Finish. *The **STOCK NBR Modify** page closes, and the revised stock number appears in the Search Results grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

Stock Nbr.	in the desired field.

13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Type Asset Cd*.	
13 — Mandatory Entry: *Mgmt Cd*.	
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Unit Pack Price*.	
13 — Mandatory Entry: *Managing Shelf Life Cd*.	

13 — Mandatory Entry: *DMIL CD*.	
13 — Mandatory Entry: *CIIC*.	
13 — Mandatory Entry: *STORAGE REQUIREMENT CD*.	
13 — Mandatory Entry: *UTIL SVC LIFE when UTIL MEASURE CD is provided.*.	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 — Mandatory Entry: *UTIL MEASURE CD when UTIL SVC LIFE is provided.*.	
92 — Entry must be numeric: *Unit Price*.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
92 — Entry must be numeric: *YR SVC LIFE*.	
92 — Entry must be numeric: *UTIL SVC LIFE*.	
92 — Entry must be numeric: *Length*.	

92 — Entry must be numeric: *Width*.	
92 — Entry must be numeric: *Height*.	
92 — Entry must be numeric: *Unit Weight*.	
92 — Entry must be numeric: *Unit Cube*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
161 — Remarks must be alphanumeric with sup-ported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
252 — Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Add an Attachment to a Stock Number
- Realign a Stock Number
- Delete a Stock Number
- Line Item Number / Table of Authorized Materiel Control Number Browse

- Equipment Category Code Browse
- Type Designation Browse

Delete a Stock Number

Overview

The Stock Number Delete process allows removal of a stock number record from the catalog.

Attention

A Stock Number record **cannot be deleted** if the record is associated with any equipment records.

Navigation

Catalog > Stock Number > Search Criteria > Search > Search Results > (desired record) > Delete > Confirm Delete (STOCK NBR Delete) pop-up window

Page Fields

The following fields display on the **Confirm Delete (STOCK NBR Delete)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete (STOCK NBR Delete) Grid

History Remarks

Procedures

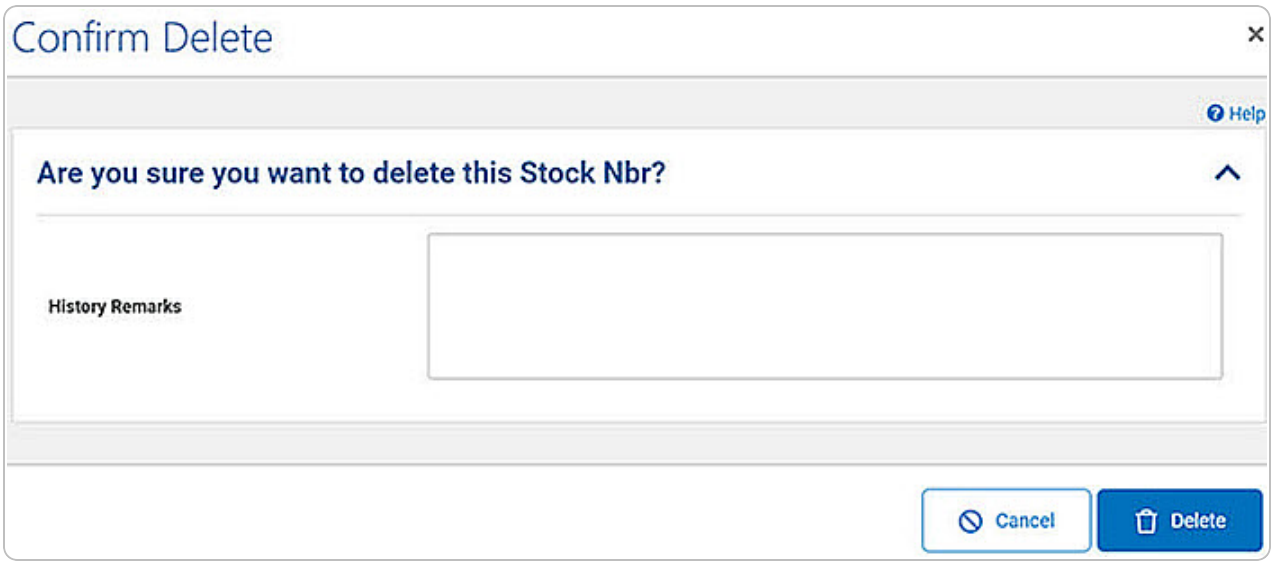
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

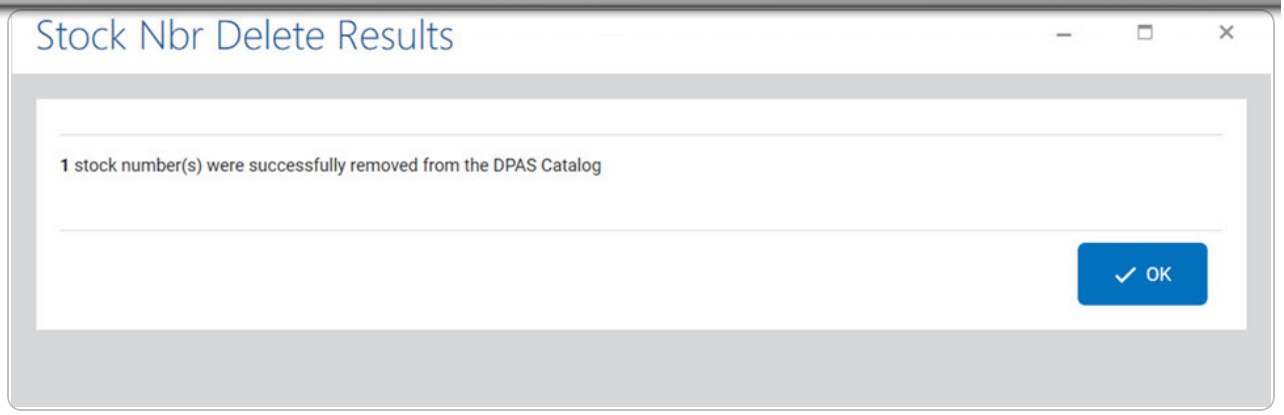
Delete a Stock Number

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

1. Click ☐ to select the desired entry. *The* ***Stock Nbr*** *is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Delete. *The* ***Confirm Delete (Stock Nbr Delete)*** *pop-up window appears.*



3. Enter comments in the History Remarks field. *This is a 256 alphanumeric character field.*
4. Select Delete. *The* ***Stock Nbr Delete Results*** *pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.*



5. Select OK. *The deleted record(s) are removed from the STOCK NBR grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
162 — STOCK NBR cannot be deleted. *Document record (s)* exist for this STOCK NBR.	Invalid deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
162 — STOCK NBR cannot be deleted. *Document Transaction record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *ICN record(s)* exist for this STOCK NBR.	

162 — STOCK NBR cannot be deleted. *Inventory Request record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Location CONDITION CD Default record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Master Issue List record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Pick Detail record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Quality Control Header record(s)* exist for this STOCK NBR.	

162 — STOCK NBR cannot be deleted. *Return Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Return Stage record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Detail record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Disassemble record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Header record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Planning record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be	

deleted. *Stock Item record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Issue Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Outstanding Items record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Post Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Return Detail record(s)* exist for this STOCK NBR.	

Related Topics

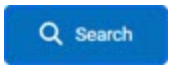
- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Add an Attachment to a Stock Number
- Update a Stock Number
- Realign a Stock Number

View the Manufacturer Part NBR Details

Overview

The Manufacturer Part NBR Details process allows viewing of a stock number record from the catalog.

Navigation

Catalog > Stock Number > Search Criteria > 

> Search Results > STOCK NBR hyperlink > Manufacturer Part NBR Details pop-up window

Page Fields

The following fields display on the **Manufacturer Part NBR Details** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results Grid

STOCK NBR Summary Grid

Stock Nbr
Item Desc

Search Results Grid

Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr

Procedures

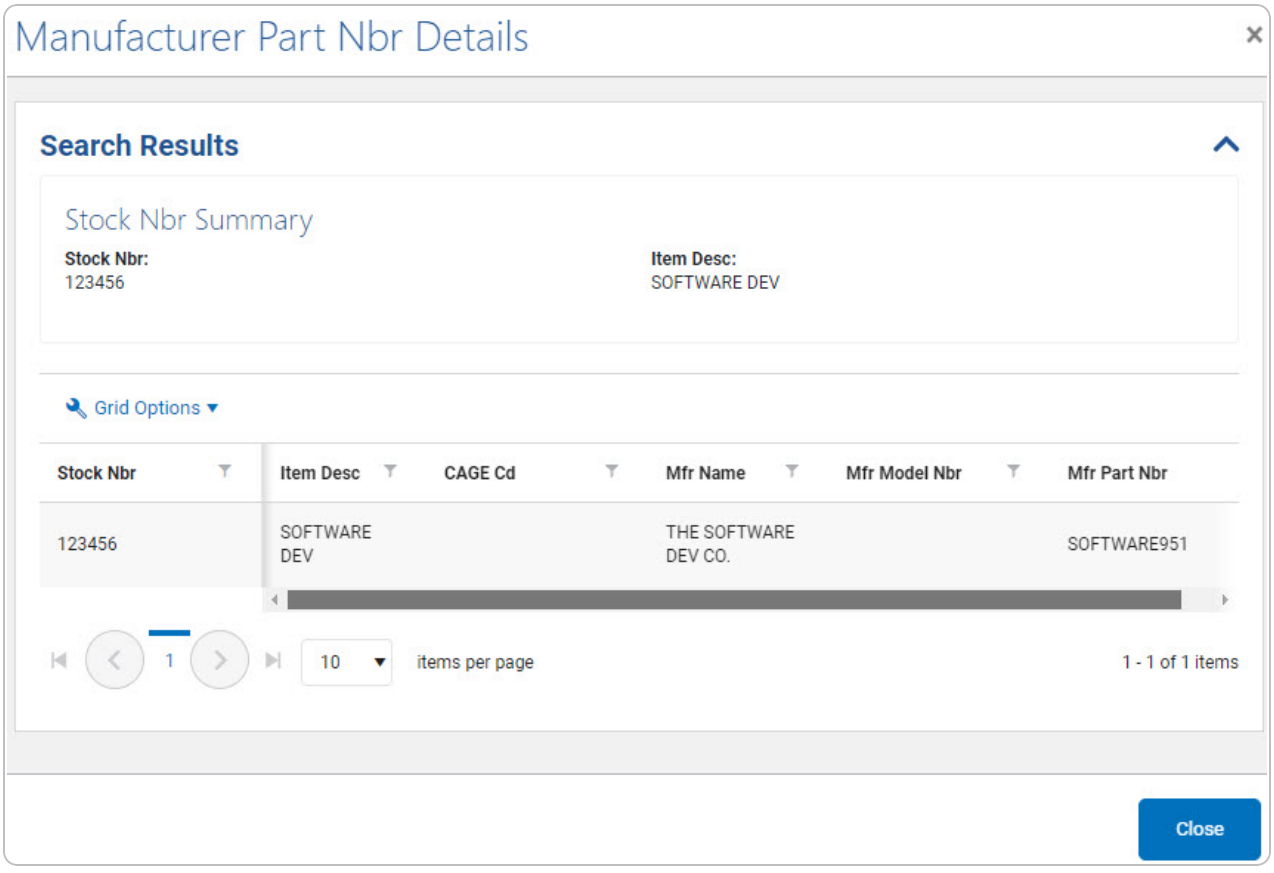
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Manufacturer Part NBR Details

Selecting Close *or* ✕ *at any point of this procedure removes all revisions and closes the page.*

1. Select the STOCK NBR hyperlink. *The **Manufacturer Part NBR Details** pop-up window appears.*



2. *Verify the STOCK NBR Summary.*

A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

3. *Verify the Search Results grid.*

A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the CAGE CD.*

D. *Verify the MFR NAME.*

E. *Verify the MFR MODEL NBR.*

F. *Verify the MFR PART NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Close or ✕. *The previous page reappears.*

Related Topics

- Search for a Stock Number
- Add a Stock Number
- Add an Attachment to a Stock Number
- Update a Stock Number
- Realign a Stock Number
- Delete a Stock Number

Realign a Stock Number

Overview

The External Catalog Realignment process provides the ability to update or change the Interface System Cd and Using Service Cd of a stock number, if the options are available for the stock number.

Navigation

Catalog > Stock Number > Search Criteria > Search > Search Results > (desired record) > Realign > External Catalog Realignment pop-up window

Page Fields

The following fields display on the **External Catalog Realignment** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Realign Grid

Stock Number
Interface

Search Results Grid

Externally Sourced Stock Nbrs

Stock Nbr
Item Desc
Stock Item Cd

Interface
Using Svc Cd

Procedures

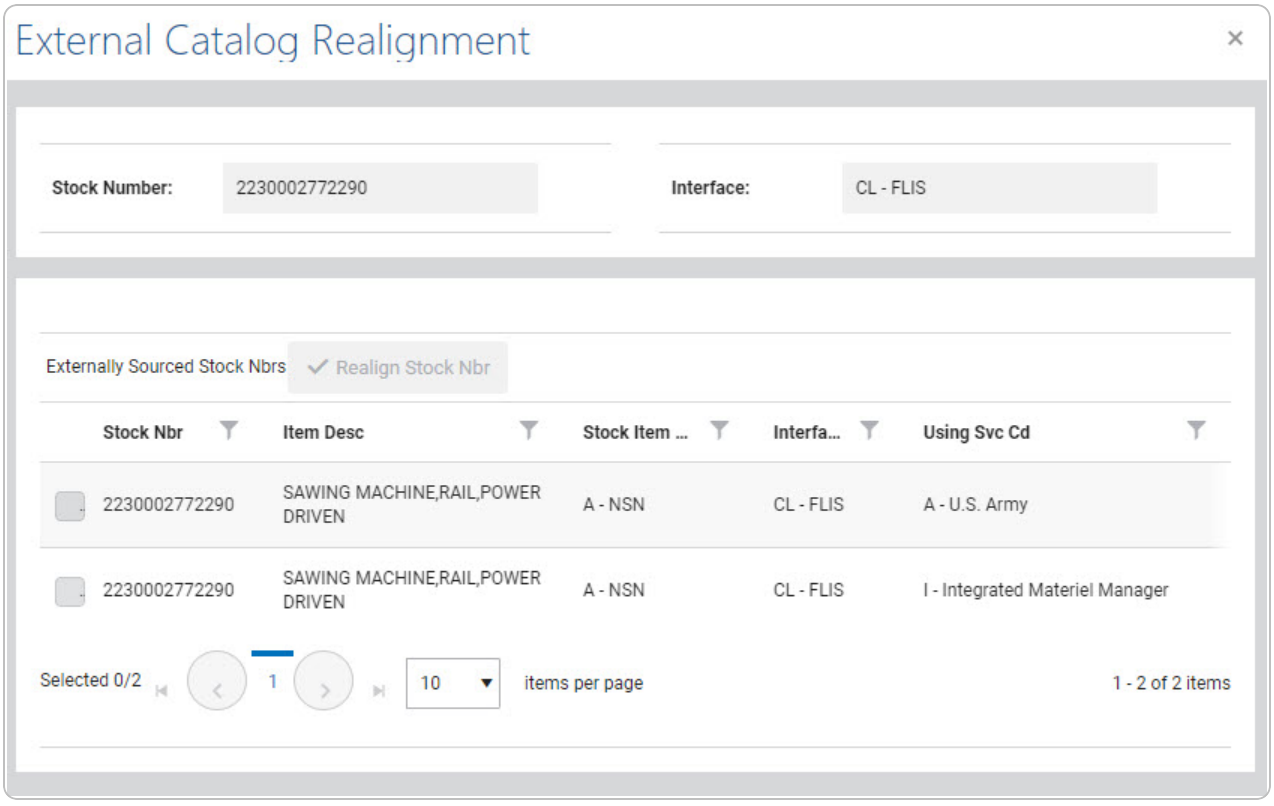
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Realign a Stock Number

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

1. Select Realign. *The* ***External Catalog Realign*** *pop-up window appears.*



2. *View the* ***External Catalog Realignment*** *Grid.*

A. *The Stock Number automatically populates and is not editable.*

B. *The Interface automatically populates and is not editable.*

C. *The Externally Sourced Stock Nbrs automatically populates and is not editable.*

D. Click ☐ to select the Stock Number. *The* ✓ Realign Stock Nbr *becomes available.*

E. Select ✓ Realign Stock Nbr. *The* ***External Catalog Realignment*** *pop-up window closes and* Stock Number successfully realigned. Awaiting Catalog Update. ✕ *appears in the right hand corner. The realignment appears in the Interface System Cd column of the selected stock number row on the* ***Stock Number Search Results*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Add Attachments to a Stock Number
- Update a Stock Number
- Delete a Stock Number

Add Attachments to a Stock Number

Overview

The Stock Number Add Attachments process provides the ability to attach documents to the stock number in the catalog.

Navigation

Catalog > Stock Number > Search > (desired record) > Attachments > STOCK NBR Attachments pop-up window

Page Fields

The following fields display on the **STOCK NBR Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attached Files Grid

Add Attachments Grid

Attachment Browse
Description

Procedures

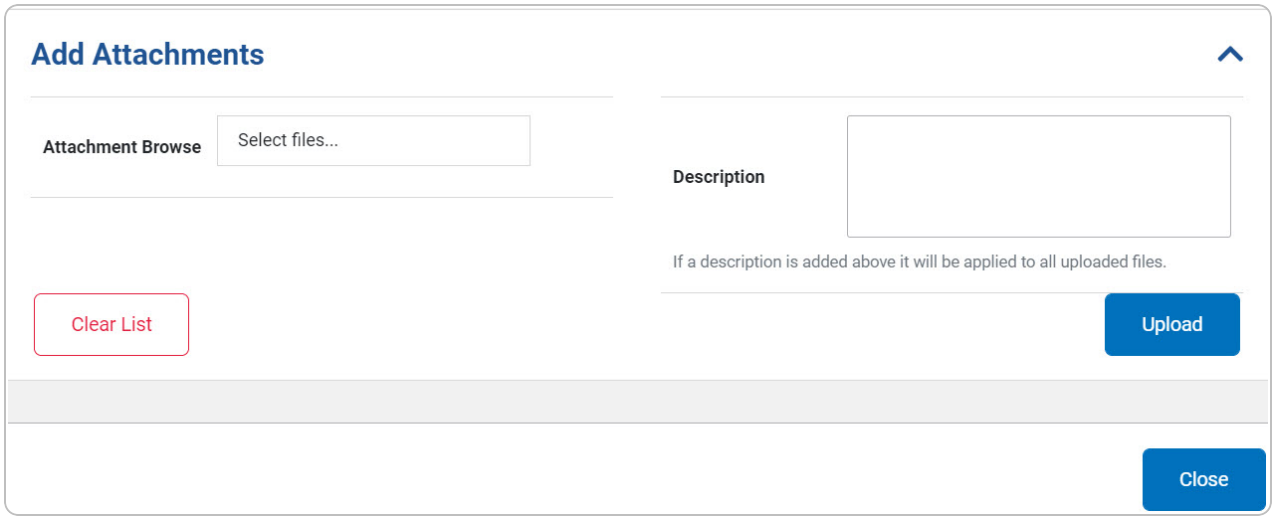
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

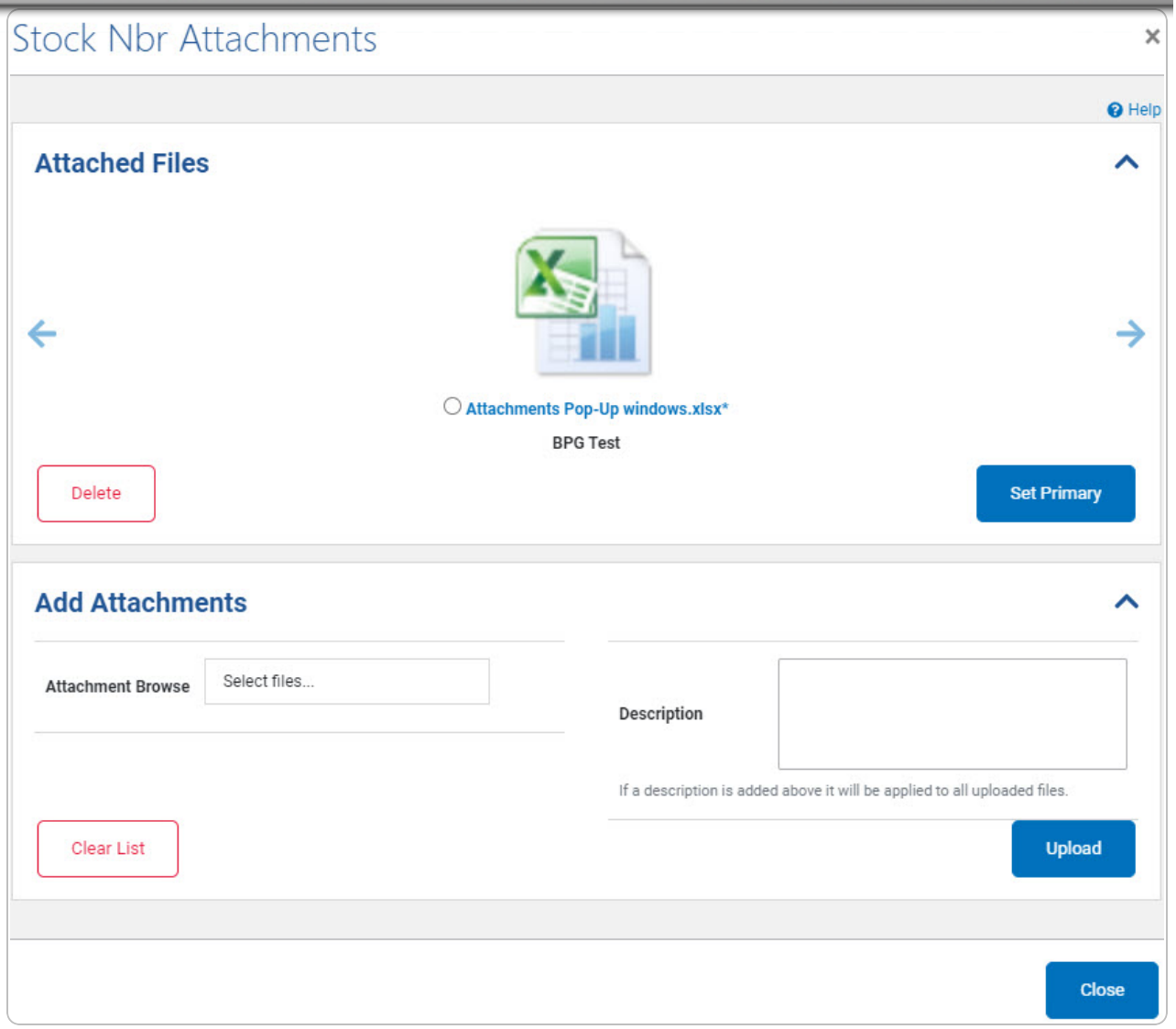
Attach a Document to a Stock Number Record

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

1. Select Attachments to add any additional files to the record. *The* ***Stock Nbr Attachments*** *pop-up window appears.*



2. Select Select files... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*
5. Enter the Description in the field provided. *This is a 256 alphanumeric character field.*
6. Select Upload . *The file uploads and attaches to the Stock Number.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select ○ beneath the main attachment.
9. Select Set Primary . *The attachment is marked as the main attachment to the stock number.*

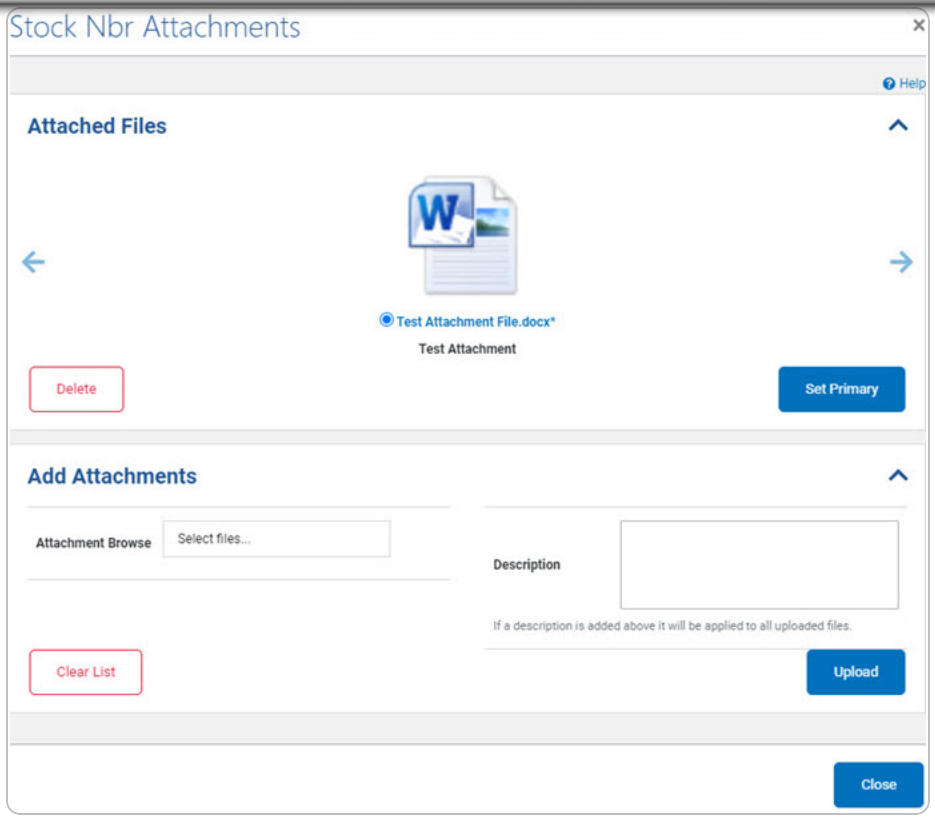


10. Select Close. *The **Stock Nbr Attachments** pop-up windows closes, and the file(s) appears in the Primary Attachments field Search Results grid.*

Delete an Attachment

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

A. Select ○ beneath the attachment.



B. Select Delete. *The attachment is removed permanently from the stock number, and the initial **Stock Nbr Attachments** pop-up window appears.*

C. Select Close. *The **Stock Nbr Attachments** pop-up window closes, and the file(s) is removed from the Primary Attachments field Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Realign a Stock Number
- Delete a Stock Number

Search For a Manufacturer Part Nbr

Overview

The Catalog - Manufacturer Part Nbr Search process provides the ability to add, update, or delete a manufacturer of a Stock Number and initiates the creation of a Stock Number. Information for adding a Stock Number is mandatory before an asset can be added. In the ELMSCatalog, the Manufacturer data provides a central reference to the Commercial and Government Entity (CAGE), Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This information is added to each Stock Number in the ELMSCatalog. For this process, the Stock Number must exist on the local ELMSCatalog.
Adding a Stock Number to the ELMSCatalog must use the Manufacturer Add process to assign manufacturer information to that specific Stock Number. Multiple manufacturers can be assigned to a Stock Number. Doing this allows the use of fewer Stock Numbers and provides the visibility of the Manufacturer, Make and Model of every asset.
For example, an Agency that uses *3/8" drills* would assign multiple manufacturers to the *3/8" drill* Stock Number.

Navigation

Catalog > Manufacturer > Manufacturer Part Nbr Search page

Page Fields

The following fields display on the **Manufacturer Part Nbr Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Manufacturer Part Nbr Search Results.

526	Select "Reset" to clear the MANUFACTURER PART NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the MANUFACTURER PART NBR data.
528	Select "Add" to create a new MANUFACTURER PART NBR record.
529	Select "Edit" to update the selected MANUFACTURER PART NBR record(s).
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).

Search Criteria Grid

Stock Nbr
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
UPC
Item Desc
CAGE Cd
FAST Reportable
Non Accountable

Search Results Grid

All
Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr

UPC

Optional

Active
Contract License Managed
Established By
Established Dt/Tm
FAST Reportable
History Remarks
Last Transaction Dt/Tm
Last Updated By
Non Accountable
Product Service Code
Program Id
Remarks
SNaP-IT Desc
SNaP-IT Id
Software Catalog Name
Software Management Type Code
System Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current item number.

of 9717 items	Display how many items retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
Selected 0/10	View the current row selection.
	Display the previous or next page selection.
View: 10	View the current row entry count. Use to select the desired view count.

Procedures

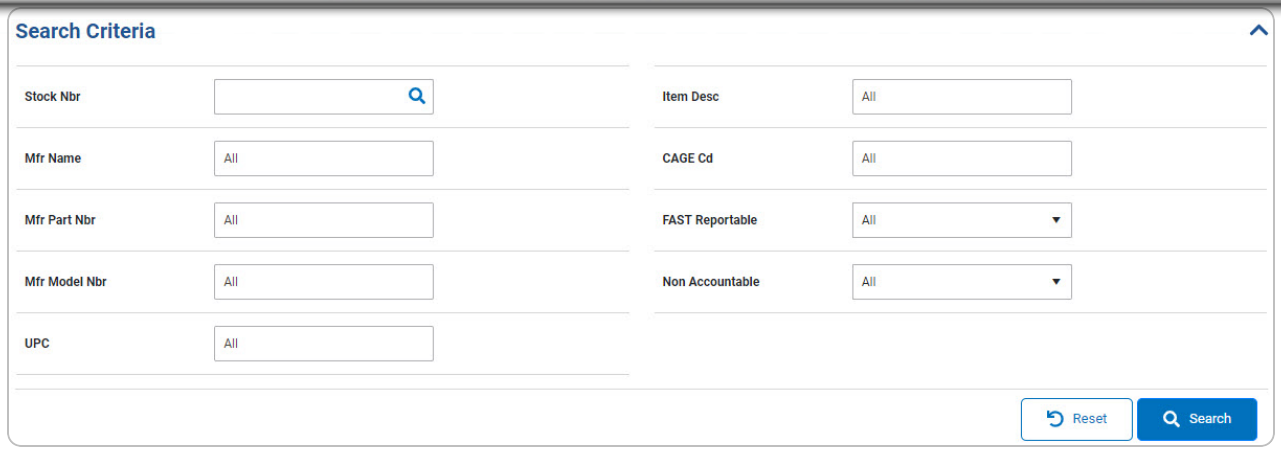
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search For a Manufacturer Part Nbr

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. In the Search grid, narrow the results by entering one or more of the following optional fields:.



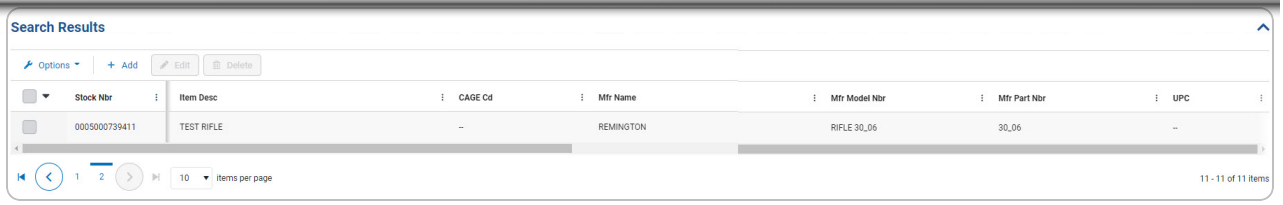
- Enter the STOCK NBR, or use to browse for the entry.

  Internal Stock Number Browse help
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field. When the Stock Item Type CD is B - Part Nbr, the alphanumeric character field length changes to 32.*
- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Use to select the FAST Reportable.

> **Note**
>
> The drop-down filters the Manufacturer Name field, so only FAST manufacturers appear in the search results.

- Use to select the Non Accountable.

2. Click Search. *The results display in the **MANUFACTURER PART NBR Search Results** grid.*



Add a Manufacturer Part Nbr

1. Select + Add. *The **Add Manufacturer Part Nbr** slide-out window appears.*

Update a Manufacturer Part Nbr

1. Click ☐ to select the entry. *The Manufacturer Part NBR is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit next to the desired entry to modify the record. *The **Edit Manufacturer Part Nbr** slide-out window appears.*

Delete a Manufacturer Part Nbr

1. Click ☐ to select the entry. *The Manufacturer Part NBR is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete next to the desired entry to remove the record. *The **Delete Manufacturer Part Nbr** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Manufacturer Part Nbr
- Update a Manufacturer Part Nbr
- Delete a Manufacturer Part Nbr
- Internal Stock Number Browse
- Stock Number Browse

Add a Manufacturer Part Nbr

Overview

The Manufacturer Part Nbr Add process provides the ability to create new manufacturer's information for a Stock Number within the ELMS Catalog. A single Stock Number may have more than one manufacturer's information associated with it. Before adding a manufacturer, it is a good practice to perform a search (see **Manufacturer Part Nbr Record Search**) for the Stock Number to verify manufacturer information has not already been entered.

Navigation

Catalog > Manufacturer > Search Criteria > *Various Procedural Steps* > + Add > Manufacturer Part Nbr Add slide-out window

Page Fields

The following fields display on the **Manufacturer Part Nbr Add** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining

	POS must = alphanumeric except I and O.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Mfr Name *
Mfr Part Nbr
UPC
Status
Item Desc
Mfr Model Nbr
CAGE Cd
FAST Reportable
Non-Actbl

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

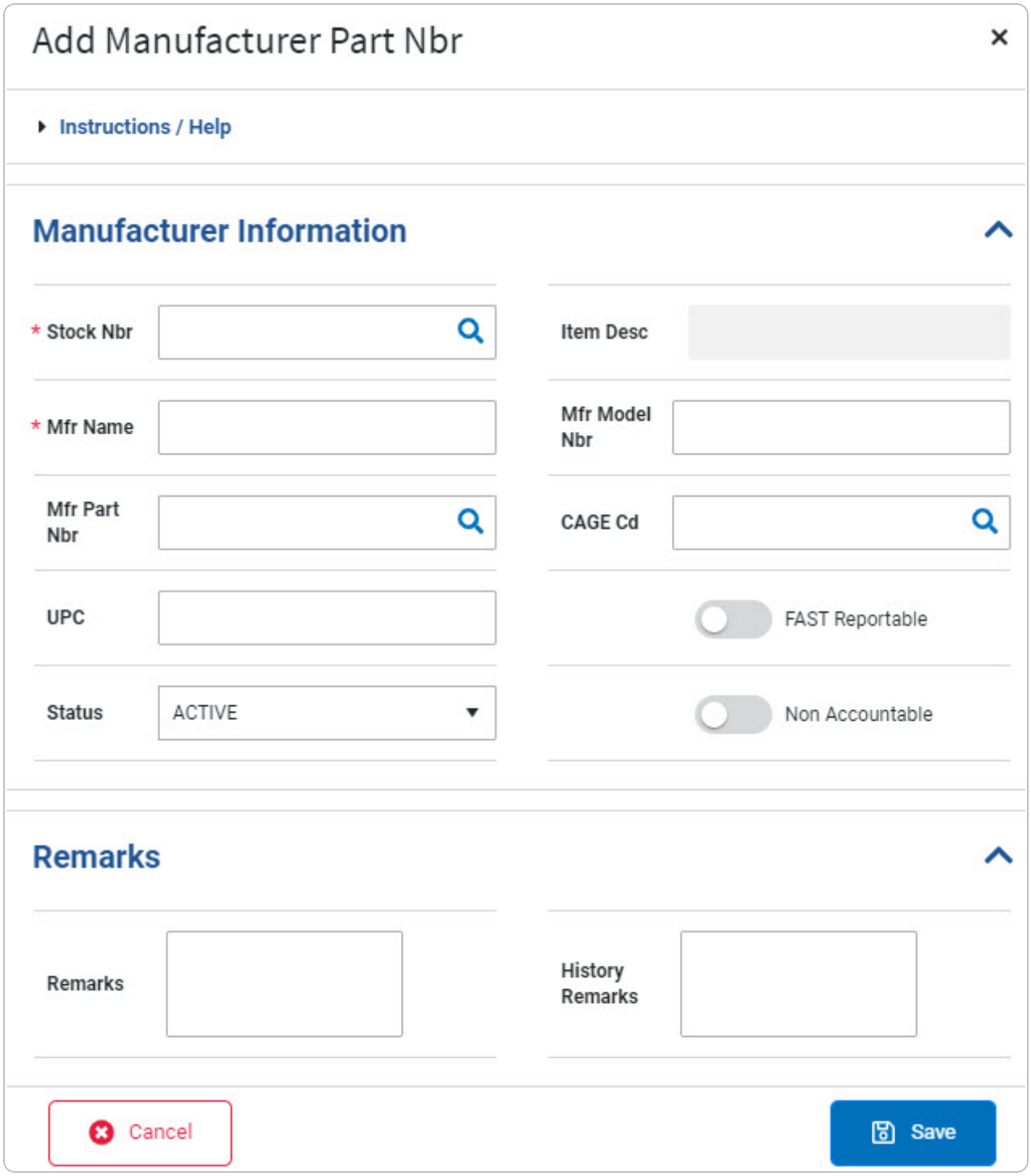
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Manufacturer Part Nbr

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

1. Select + Add. *The **Add Manufacturer Part Nbr** slide-out window appears.*



A. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

C. Enter the MFR PART NBR, or use to browse for the entry. *This is a 35 alpha-numeric character field.*

External Manufacturer Part Number Browse help

D. Enter the UPC in the field provided. *This is a 12 alphanumeric character field.*

E. Use to select the Status.

F. *The Item DESC automatically populates and is not editable.*

G. Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the CAGE CD, or use in the field provided. *This is a 5 alphanumeric character field.*

CAGE Cd Browse help

I. Click to select the FAST Reportable. *This marks the MANUFACTURER PART NBR record as a FAST RPBL vehicle.*

J. Click to select the Non Accountable. *This marks the MANUFACTURER PART NBR record as Non Accountable.*

Note

The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

K. *Complete the Remarks panel.*

a. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Save. *The new MANUFACTURER PART NBR appears at the top of the Search Results Grid on the* ***Manufacturer Part Nbr Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MFR NAME*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *STOCK NBR*.	
181— MFR NAME already exists.	Invalid Entry. First Search for the MFR NAME. If it is not found, enter the MFR NAME again.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alpha-numeric field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not

	"O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
2192 — When MFR NAME is entered, MFR PART NBR, MFR MODEL NBR, or UPC are required.	Invalid Entry. The MFR PART NBR, MFR MODEL NBR, or UPC is needed when the MFR NAME is entered. Re—enter the fields.
2195 — Record already exists for STOCK NBR, MFR NAME, MFR MODEL NBR, CAGE CD, and MFR PART NBR combination.	Invalid Entry. The entry combination already exists. Re—enter a new combination.
xxxx — Entered value is invalid for Stock Nbr.	Invalid Entry. The entered value does not meet the required format for Stock Nbr. The Stock Number must be 15 alphanumeric characters. Re—enter the Stock Nbr.
xxxx — When Mfr Name is entered, Mfr Part Nbr or Mfr Model Nbr are required.	Invalid Entry. The MFR PART NBR or MFR MODEL NBR is needed when the MFR NAME is entered. Re—enter the fields.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

xxxx — MFR NAME must be alphanumeric with supported special character(s) -, /, &, ', and space, and max length of 36.	Invalid Entry. The MFR NAME contains invalid special characters. Re—enter the Mfr Name.
xxxx — When CAGE Cd is entered, Manufacturer Part Number is required.	Invalid Entry. The MFR PART NBR must be entered when the CAGE Cd is entered. Re—try the entry.
2193 — UPC must be numeric.	Invalid Entry. The UPC must only include numbers. Re-enter the UPC.
2194 — UPC must be either 6 or 12 digits long.	Invalid Entry. Incorrect UPC digit length. Re-enter the UPC.
2061 — Invalid entry: *UNIVERSAL PRODUCT CODE*.	Invalid Entry. The UPC entered in the field does not pass the validation rules. Re—enter the UPC.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — When License Managed is checked, Software Name is required.	Invalid Entry. The Software Name is mandatory when License Managed is selected. Re—try the entry.

Related Topics

- Search for a Manufacturer Part Nbr
- Update a Manufacturer Part Nbr
- Delete a Manufacturer Part Nbr

- Stock Number Browse
- External Manufacturer Part Number Browse
- CAGE Cd Browse

Update a Manufacturer Part Nbr

Overview

The Edit Manufacturer Part Nbr process allows editing of a Manufacturer Part Nbr record for a Stock Number.

Navigation

Catalog > Manufacturer > Search Criteria > Search > Search Results > (desired record) > Edit > Edit Manufacturer Part Nbr slide-out window

Page Fields

The following fields display on the **Edit Manufacturer Part Nbr** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Mfr Name *
Mfr Part Nbr
UPC
Status
Item Desc
Mfr Model Nbr
CAGE Cd
FAST Reportable
Non Accountable

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

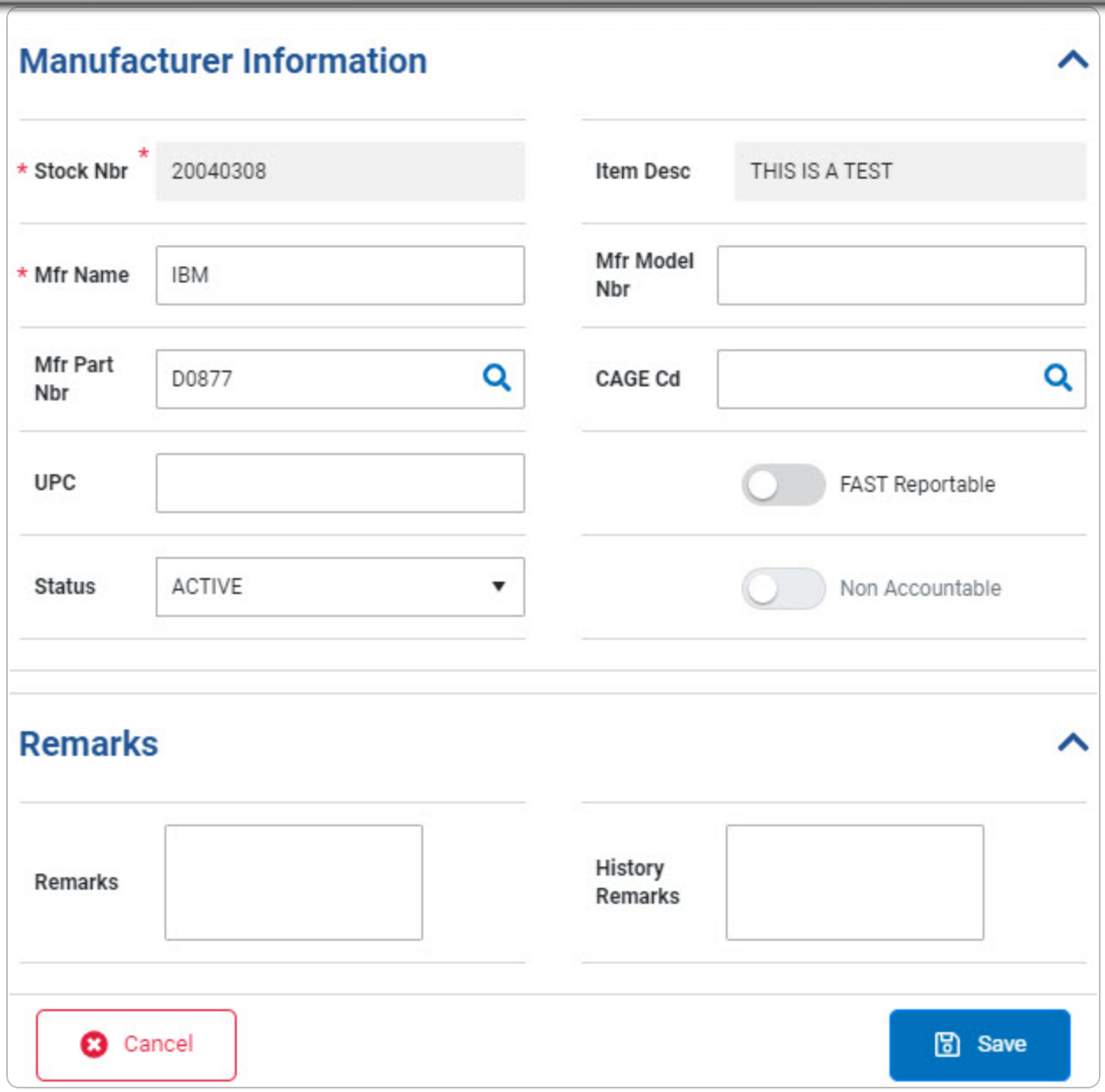
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Manufacturer Part Nbr

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

1. Click ☐ to select the desired entry. *The Manufacturer Part Nbris highlighted, and* + Add, Edit, *and* Delete *become available.*
2. Select Edit. *The* ***Edit Manufacturer Part Nbr*** *slide-out window appears.*



A. *Verify the STOCK NBR.*

B. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

C. Update the MFR PART NBR, using 🔍 to browse for the revised identifier. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse help

D. Update the UPC, entering the revised code in the field provided. *This is a 6 - 12 numeric character field.*

E. Update the Status, using ▾ to select the desired state.

F. *Verify the ITEM DESC.*

G. Update the MFR MODEL NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

H. Update the CAGE CD, using 🔍 to browse for the revised code. *This is a 5 alpha-numeric character field.*

CAGE Cd Browse help

I. Verify the FAST Reportable contains the appropriate *or* *. This marks the MANUFACTURER PART NBR record as a FAST RPBL vehicle.*

J. Verify the Non Accountable contains the appropriate or *. This marks the MANUFACTURER PART NBR record as Non Accountable.*

Note

The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

K. Update the Remarks, using the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

L. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. Select Save. *The revised MANUFACTURER PART NBR appears at the top of the Search Results Grid on the* ***Manufacturer Part Nbr Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *MFR NAME*.	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
2192 — When MFR NAME is entered, MFR PART NBR, MFR MODEL NBR, or UPC are required.	Invalid Entry. The MFR PART NBR, MFR MODEL NBR, or UPC is needed when the MFR NAME is entered. Re—enter the fields.
xxxx — Given MFR NAME is not FAST Reportable.	Invalid Selection. The MFR NAME cannot be labeled FAST Reportable. Re—try the entry.

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — MFR NAME must be alphanumeric with supported special character(s) -, /, &, ', and space, and max length of 36.	Invalid Entry. The MFR NAME contains invalid special characters. Re—enter the Mfr Name.
xxxx — When CAGE Cd is entered, Manufacturer Part Number is required.	Invalid Entry. The MFR PART NBR must be entered when the CAGE Cd is entered. Re—try the entry.
2194 — UPC must be either 6 or 12 digits long.	Invalid Entry. Incorrect UPC digit length. Re-enter the UPC.
2061 — Invalid entry: *UNIVERSAL PRODUCT CODE*.	Invalid Entry. The UPC entered in the field does not pass the validation rules. Re—enter the UPC.
2193 — UPC must be numeric.	Invalid Entry. The UPC must only include numbers. Re-enter the UPC.
2195 — Record already exists for STOCK NBR, MFR NAME, MFR MODEL NBR, CAGE CD, and MFR PART NBR combination.	Invalid Entry. The entry combination already exists. Re—enter a new combination.

185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — When License Managed is checked, Software Name is required.	Invalid Entry. The Software Name is mandatory when License Managed is selected. Re—try the entry.

Related Topics

- Search for a Manufacturer Part Nbr
- Add a Manufacturer Part Nbr
- Delete a Manufacturer Part Nbr
- External Manufacturer Part Number Browse
- CAGE Cd Browse

Delete a Manufacturer Part Nbr

Overview

The Manufacturer Part Nbr Delete process allows removal of a manufacturer's information for a Stock Number within the ELMSCatalog. Manufacturer Part Nbr Records that have assets on hand cannot be deleted.

Navigation

Catalog > Manufacturer > Search Criteria > Search > Search Results > (desired record) > Delete > Manufacturer Part Nbr Delete pop-up window

Page Fields

The following fields display on the **Manufacturer Part Nbr Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
XXXX	Select the "Delete" to remove the selected Manufacturer Part Nbr record(s).
14	Select "Cancel" button to return to previous page.

Manufacturer Information Grid

Stock Nbr
Mfr Name
Mfr Part Nbr

Item Desc
Mfr Model Nbr
CAGE Cd

Remarks Grid

History Remarks

Procedures

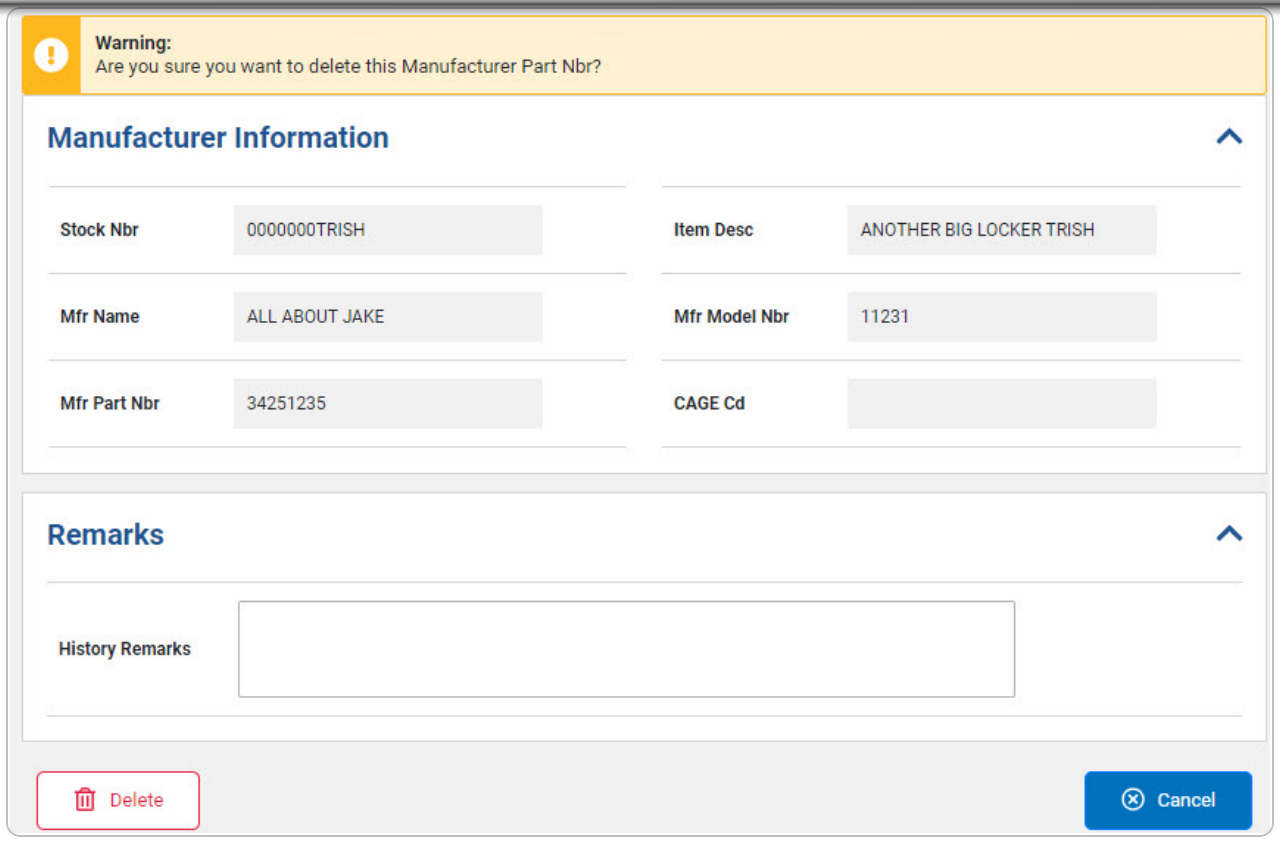
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Manufacturer Part Nbr

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

1. Click ☐ to select the desired entry. *The Manufacturer Part Nbr is highlighted, and* + Add, Edit, *and* Delete *become available.*
2. Select Delete. *The* ***Delete Manufacturer Part Nbr*** *pop-up window appears.*



A. *Verify the STOCK NBR.*

B. *Verify the MFR NAME.*

C. *Verify the MFR PART NBR.*

D. *Verify the ITEM DESC.*

E. *Verify the MFR MODEL NBR.*

F. *Verify the CAGE CD.*

G. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. Select Delete. *The MANUFACTURER PART NBR is removed from the Search Results Grid on the* ***Manufacturer Part Nbr Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
39 — Data requested for deletion exists on other asset records.	Invalid Deletion. The Manufacturer record cannot be deleted if there are any assets still associated with it. Review the Manufacturer again, and remove any remaining associated information so the Manufacturer can be deleted.
xxxx — Manufacturer Part Number cannot be Deleted. Asset Master Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. Records are connected to the Manufacturer Part Number and cannot be deleted. Re—enter the Manufacturer Part Number.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2159 — Cannot delete Manufacturer record with active Software Licenses.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to any assets with current licenses. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
xxxx — Cannot delete Manufacturer record associated to the stock number that is a stock item type = 'B — part number'	Invalid Deletion. The manufacturer record cannot be deleted because it is linked to a B - part number stock number. Re-try the deletion.

xxxx — Manufacturer Part Number cannot be deleted. {0} Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. Records are connected to the Manufacturer Part Number and cannot be deleted. Re—enter the Manufacturer Part Number.
xxxx — Manufacturer Part Number was not deleted. Contact the ELMSCall Center.	Invalid Deletion. Contact the ELMS Call Center.

Related Topics

- Search for a Manufacturer Part Nbr
- Add a Manufacturer Part Nbr
- Update a Manufacturer Part Nbr

Search for a Maintenance Attribute Management

Overview

The Maintenance and Utilization module Maintenance Attribute Management Search process provides the ability to add or update maintenance attribute information in the catalog.

Navigation

Catalog > Maintenance Attribute Management > Maintenance Attribute Management Search page

Page Fields

The following fields display on the **Maintenance Attribute Management Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Stock Number
Item Description
FSC
Attribute
Maintenance Program

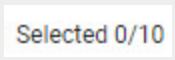
Search Results Grid

All
Maintenance Program
Agency
Stock Number
Item Description

FSC
ECC

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current item number.
	Display how many items retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	View the current row selection.
	Display the previous or next page selection.
	View the current row entry count. Use to select the

	desired view count.

Procedures

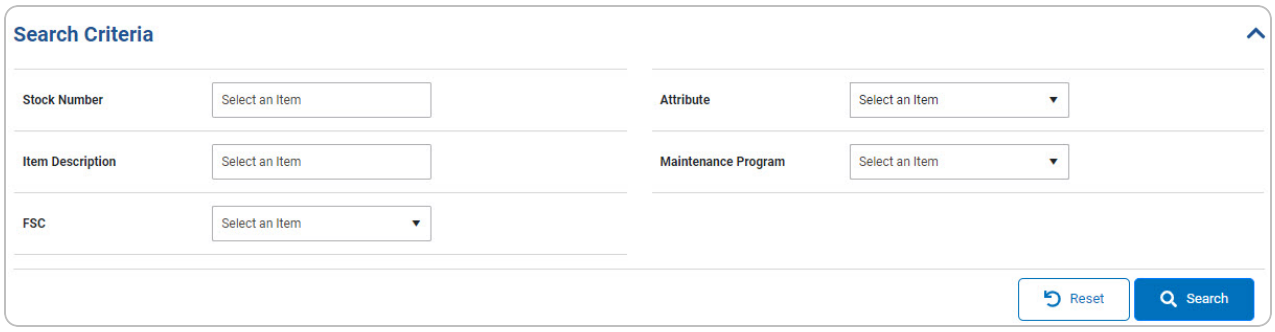
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Attribute Management

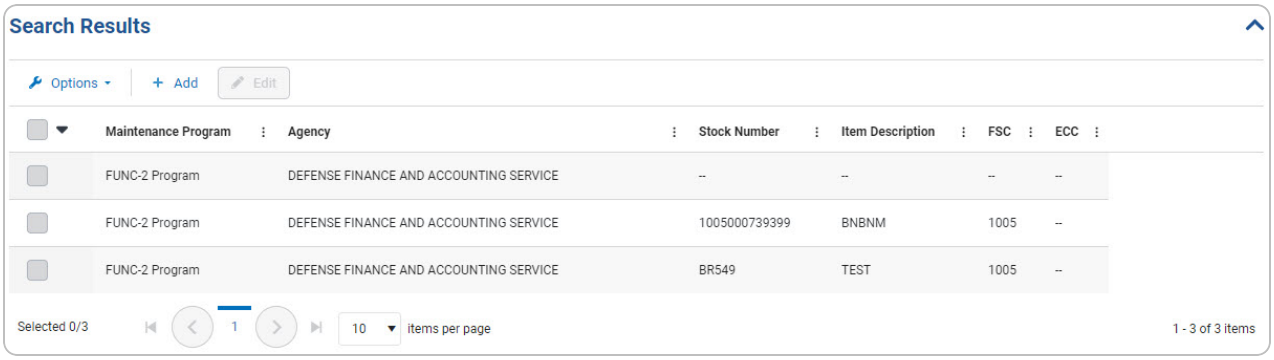
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.



- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ▾ to select the FSC.
- Use ▾ to select the Attribute.
- Use ▾ to select the Maintenance Program.

2. Select Search. *The results display in the **Maintenance Attribute Management Search Results** grid.*



Add a Maintenance Attribute

Select + Add or + Add. *The **Maintenance Attribute Management - Add** page appears.*

Update a Maintenance Attribute

1. Click ☐ to select the entry. *The Maintenance Program is highlighted, and* Edit *becomes available.*
2. Select Edit. *The **Maintenance Attribute Management - Edit** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

- Add a Maintenance Attribute Management
- Update a Maintenance Attribute Management

Add a Maintenance Attribute Management

Overview

The Maintenance Attribute Management - Add process provides the ability to create a new maintenance attribute entry in the catalog.

Navigation

Catalog > Maintenance Attribute Management > + Add > Maintenance Attribute Management - Add page

Page Fields

The following fields display on the **Maintenance Attribute Management - Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Levels Panel

Maintenance Program
Stock Number
Maintenance Program
Stock Number

Summary Panel

Program Name
Agency
Stock Number
Item Description
Corrosion

Nuclear
Number of Bags
Number of Passengers
Reimbursable /Mission Critical

Attributes Tab

Corrosion
Nuclear
Number of Bags
Number of Passengers
Reimbursable /Mission Critical

Procedures

ELMS Navigation Helpful Tips

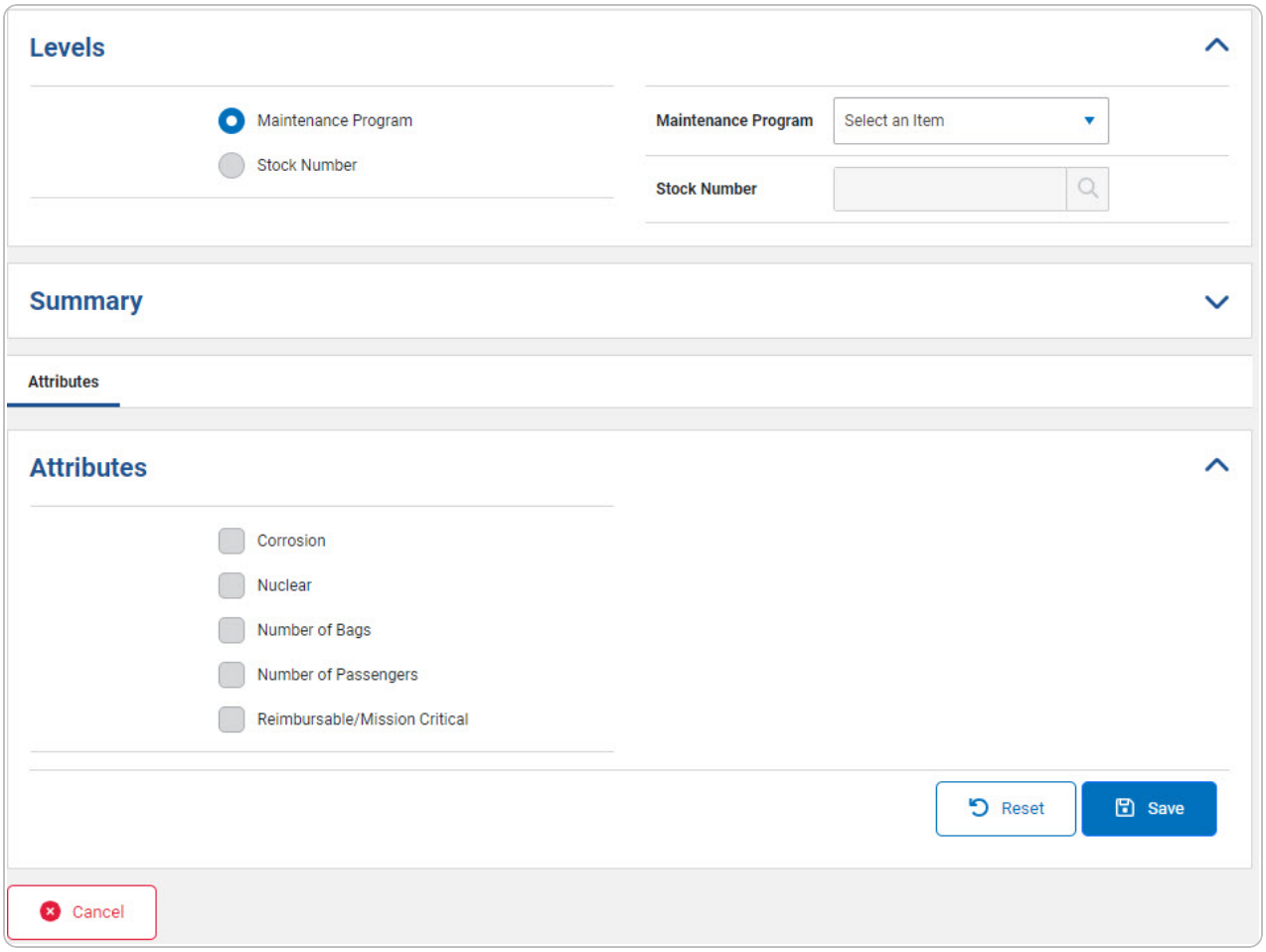
Click the following link to display M&U Navigation Tips.

Add a Maintenance Attribute Management

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

Selecting Reset *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The **Maintenance Attribute Management - Add** page appears.*



2. *Complete the Levels panel.*

A. Select Maintenance Program if adding attributes at the maintenance program level. *The maintenance program drop-down field is available.*

- Use to select the Maintenance Program.

OR

B. Select Stock Number if adding attributes at the stock number level. *The stock number field becomes available.*

- Enter the STOCK NBR, or use to assist with the entry. *This is a 15 alpha-numeric character field.*

  Stock Number Browse help

3. *Verify the Summary panel.*

   A. *Verify the Program Name.*
   B. *Verify the Agency.*
   C. *Verify the Stock Number.*
   D. *Verify the Item Description.*
   E. *Verify the Corrosion.*
   F. *Verify the Nuclear.*
   G. *Verify the Number of Bags.*
   H. *Verify the Number of Passengers.*
   I. *Verify the Reimbursable/Mission Critical.*

4. *Complete the Attributes tab.*

   A. Click to select the Corrosion. *The corrosion designation is assigned to the maintenance program or stock number.*

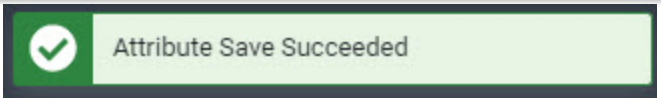
   B. Click to select the Nuclear. *The nuclear designation is assigned to the maintenance program or stock number.*

   C. Click to select the Number of Bags. *The number of bags designation is assigned to the maintenance program or stock number.*

   D. Click to select the Number of Passengers. *The number of passengers is assigned to the maintenance program or stock number.*

   E. Click to select the Reimbursable/Mission Critical. *The reimbursable/mission capable designation is assigned to the maintenance program or stock number.*

F. Select

. *The* 

appears on the bottom right side of ***Maintenance Attribute Management - Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Attribute Management
- Update a Maintenance Attribute Management
- Stock Number Browse

Update a Maintenance Attribute Management

Overview

The Maintenance Attribute Management - Edit process provides the ability to create a new maintenance attribute entry in the catalog.

Navigation

Catalog > Maintenance Attribute Management > Search > (desired record) > Edit > Maintenance Attribute Management - Edit page

Page Fields

The following fields display on the **Maintenance Attribute Management - Edit** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Summary Panel

Program Name
Agency
Stock Number
Item Description
Corrosion
Nuclear
Number of Bags
Number of Passengers
Reimbursable/Mission Critical

Attributes Tab

Corrosion
Nuclear
Number of Bags
Number of Passengers
Reimbursable/Mission Critical

Work Order Configuration Tab

Global Panel

Optional Fields
Required Fields

Work Order Panel

Details Grid

Work Order Reason
Priority Code *
Avail Date *
Approval Date *
Return Date *
Receipt Date *
Cond Code
Est Service End Date *
Storage Type Code
Job Order Number
Document Number
Prep for Shipment Code
Special Instructions

Work Order Panels

Panel Display

Sub Work Order Panel

Overview Grid

Priority Code *
Maintenance Location *

Service Grid

Requested Service *

Service Performed *
Serviced By *
Remarks
Service Start Date *
Service End Date *

Technician Grid

Team
Primary Technician *
Average Number of Techs

Rate Grid

Estimated Labor Hours
Estimated Labor Cost
Estimated Hours to Perform
Estimated Non-Labor Cost

Work Order Panels

Panel Display

Procedures

ELMS Navigation Helpful Tips

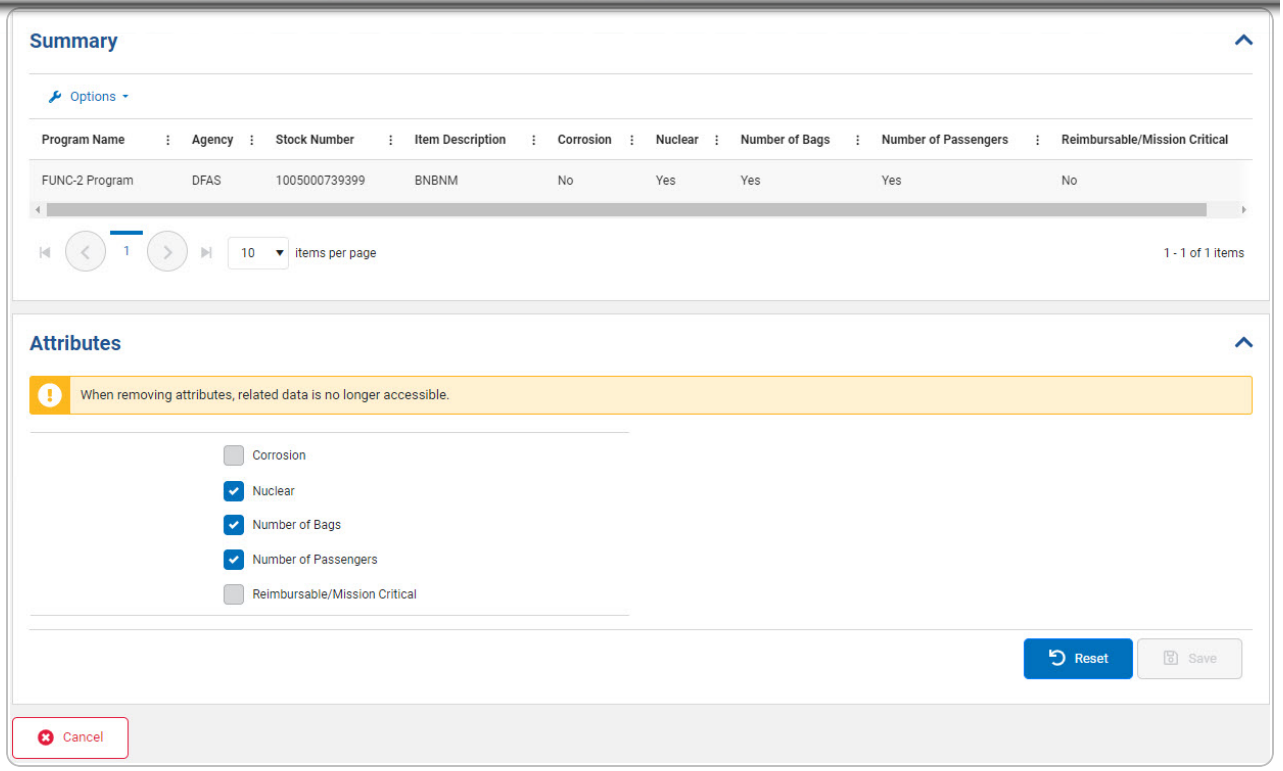
Click the following link to display M&U Navigation Tips.

Update a Maintenance Attribute Management

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

Selecting Reset *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click to select the entry. *The Maintenance Program is highlighted, and* Edit *becomes available.*
2. Select Edit. *The* ***Maintenance Attribute Management - Edit*** *page appears.*

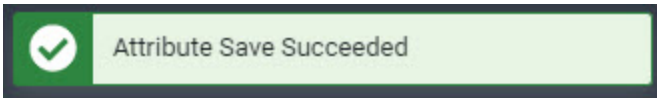


3. *Verify the Summary panel.*
   A. *Verify the Program Name.*
   B. *Verify the Agency.*
   C. *Verify the Stock Number.*
   D. *Verify the Item Description.*
   E. *Verify the Corrosion.*
   F. *Verify the Nuclear.*
   G. *Verify the Number of Bags.*
   H. *Verify the Number of Passengers.*
   I. *Verify the Reimbursable/Mission Critical.*
4. *Update the Attributes panel.*
   A. Verify the Corrosion contains the appropriate ☑ or ☐. *When selected, the corrosion designation is assigned to the maintenance program or stock number.*
   B. Verify the Nuclear contains the appropriate ☑ or ☐. *When selected, the nuclear designation is assigned to the maintenance program or stock number.*

C. Verify the Number of Bags contains the appropriate ☑ or ☐. *When selected, the number of bags designation is assigned to the maintenance program or stock number.*

D. Verify the Number of Passengers contains the appropriate ☑ or ☐. *When selected, the number of passengers is assigned to the maintenance program or stock number.*

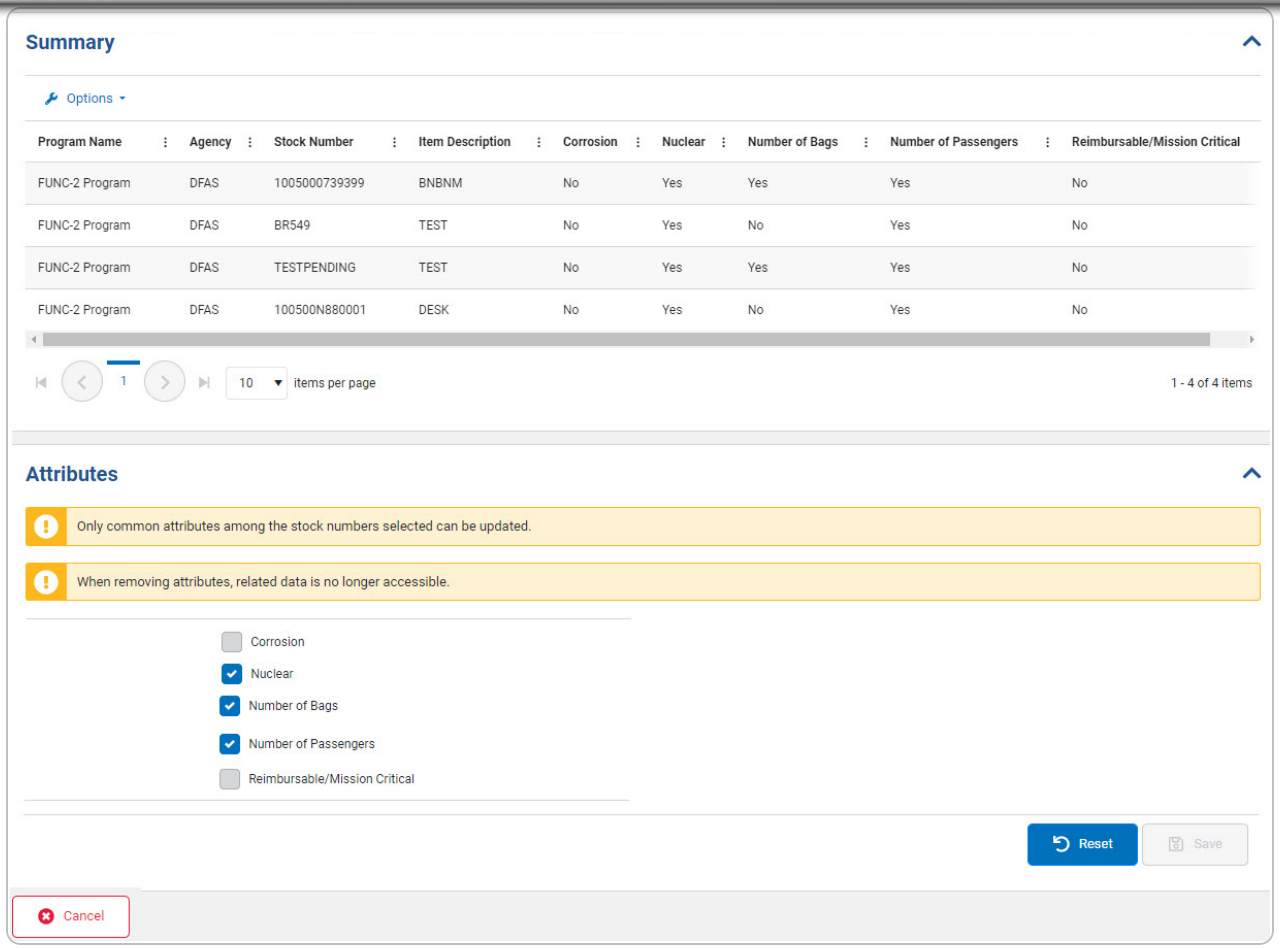
E. Verify the Reimbursable/Mission Critical contains the appropriate ☑ or ☐. *When selected, the reimbursable/mission capable designation is assigned to the maintenance program or stock number.*

F. Select Save. *The* 

appears on the bottom right side of ***Maintenance Attribute Management - Search*** *page.*

Update a Maintenance Attribute Management - Mass Edit

1. Click ☐ to select the entries. *The Maintenance Program is highlighted, and* Edit *becomes available.*
2. Select Edit. *The* ***Maintenance Attribute Management - Mass Edit*** *page appears.*



3. *Verify the Summary panel.*
   A. *Verify the Program Name.*
   B. *Verify the Agency.*
   C. *Verify the Stock Number.*
   D. *Verify the Item Description.*
   E. *Verify the Corrosion.*
   F. *Verify the Nuclear.*
   G. *Verify the Number of Bags.*
   H. *Verify the Number of Passengers.*
   I. *Verify the Reimbursable/Mission Critical.*
4. *Update the Attributes panel.*

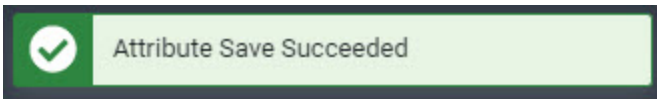
A. Verify the Corrosion contains the appropriate ☑ or ☐. *When selected, the corrosion designation is assigned to the maintenance program or stock number.*

B. Verify the Nuclear contains the appropriate ☑ or ☐. *When selected, the nuclear designation is assigned to the maintenance program or stock number.*

C. Verify the Number of Bags contains the appropriate ☑ or ☐. *When selected, the number of bags designation is assigned to the maintenance program or stock number.*

D. Verify the Number of Passengers contains the appropriate ☑ or ☐. *When selected, the number of passengers is assigned to the maintenance program or stock number.*

E. Verify the Reimbursable/Mission Critical contains the appropriate ☑ or ☐. *When selected, the reimbursable/mission critical designation is assigned to the maintenance program or stock number.*

F. Select Save. *The* 

appears on the bottom right side of ***Maintenance Attribute Management - Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Attribute Management
- Add a Maintenance Attribute Management

Search for Maintenance Asset Master

Overview

The Maintenance and Utilization module Maintenance Asset Master (MAM) process provides the ability to profile assets. Profiling an M&U asset adds descriptive information in regards to the usage, location, equipment needed, certification and licensing, fuel type, as well as other important information.
For more information, view the FAST Reporting.

Helpful Tip

Assets for profiling can also be accessed from the **ELMS MAINT AND UTIL Home** page. Select the Asset expansion link located in the Message of the Day section to view the various asset profile hyperlinks.

Navigation

Maintenance > MAINT ASSET MASTER > Maintenance Asset Master Search page

Page Fields

The following fields display on the **MAINT ASSET MASTER Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Basic Search Grid

Asset Id
Maintenance Management Code
Equipment Pool

Stock Number
Serial Number
Fast Reportable
MC Status Code
In Use

FAST Reportable Options

All
No
Yes

Advanced Search Grid

Search Results Grid

All
Maintenance Management Code
Asset Id
Stock Number
Item Description
Serial Number
Secondary Serial Number
FAST Reportable
Vehicle Type
Acquired for FY 2023
ACC
Originating System

Optional

Color
Corrosion Score
Dispatch Category
Equipment Pool
Last Nuclear Restricted Change Reason
Last Painted Date
Mission Critical
NCE
Nuclear Restricted
POC
Primer
Property Custodian
Refundable
Reimbursable

Topcoat

Procedures

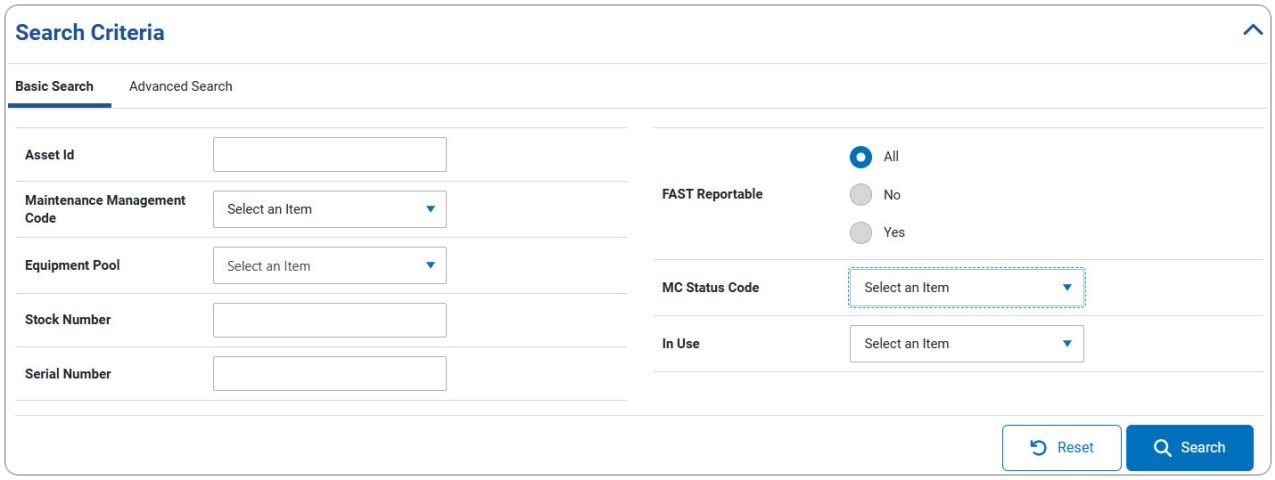
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a MAINT ASSET MASTER

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.*

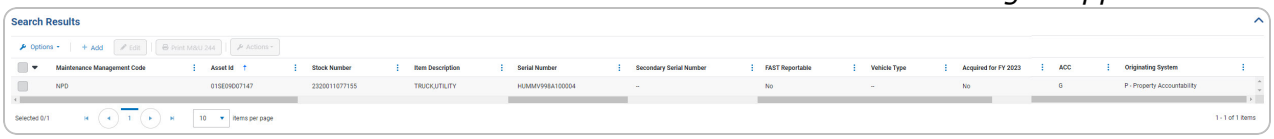
1. In the Search Criteria box, narrow the results using one or more of the following optional fields:.



- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Maintenance Management Code.
- Use to select the Equipment Pool.
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*

- Select FAST Reportable if the entry is FAST Reportable. *Select the appropriate status to determine whether the search results include FAST Reportable entries. The default is set to All.*
- Use to select the MC Status Code.
- Use to select the In Use.

Select Search. *The **Maintenance Asset Master Search Results** grid appears.*



2.

OR

Select the Advanced Search tab.

A. Select And Or. *Selecting the And button includes all rows of criteria in the search results grid. Selecting the Or button includes specified criteria of the selected expressions/groups in the search results grid.*

B. Use to change the criteria. *The data included is based on the Basic Search entry. Select to change the advanced search criteria.*

C. Use to change the Is equal to criteria. *Is equal to is the default option. Select to change to the Is not equal to option.*

D. Use to change the Is false criteria. *Is false is the default option. Select to change to the Is true option.*

E. Select . *Adds another expression row to the search criteria grid.*

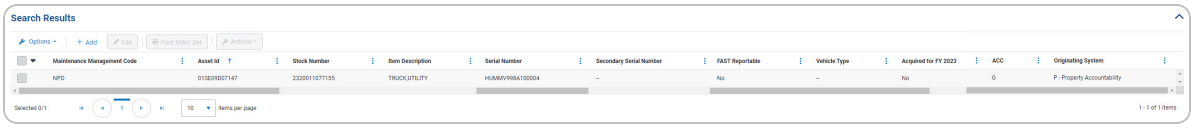
F. Select . *Adds another group row to the search criteria grid.*

G. Repeat Steps A - F as needed.

Delete a Row

a. Select . *The row is removed from the search criteria grid.*

H. Select Search. *The **Maintenance Asset Master Search Results** grid appears.*



Add a Maint Asset Master

Select + Add or + Add. *The **Maintenance Asset Master — Add** page appears.*

Update a Maint Asset Master

1. Click to select the entry. *The Maint Asset Master is highlighted, and* Edit, Print M&U 244, *and* Actions *becomes available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Edit. *The **Maint Asset Master — Edit** page appears.*

Transfer a Maint Asset Master

1. Click to select the entry. *The Maint Asset Master is highlighted, and* Edit, Print M&U 244, *and* Actions *becomes available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Actions. *The drop-down grid appears.*
3. Select Transfer. *The **Maintenance Asset Master — Transfer** slide-out window appears.*

Print an M&U 244

1. Click to select the entry. *The MAINT ASSET MASTER is highlighted, and Edit, Print M&U 244, and Actions becomes available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Print M&U 244. *The procedure leaves the application based on the selection made.*
3. *Follow the prompts provided by the computer.*

Delete a MAINT ASSET MASTER

1. Click to select the entry. *The MAINT ASSET MASTER is highlighted, and Edit, Print M&U 244, and Actions becomes available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Actions. *The drop-down grid appears.*

3. Select Disposal. *The **Maintenance Asset Master — Delete** pop-up window appears.*

Reverse a Maintenance Asset Master Disposal

1. Click to select the entry. *The MAINT ASSET MASTER is highlighted, and* Edit, Print M&U 244, *and* Actions *becomes available.*

> **Note**
> Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Actions. *The drop-down grid appears.*

> **Note**
> The Reverse Disposal option becomes available after a maintenance asset record is disposed.

3. Select Reverse Disposal. *The **Maintenance Asset Master — Reverse Disposal** pop-up window appears.*

Impound a Maintenance Asset

1. Click to select the entry. *The MAINT ASSET MASTER is highlighted, and* Edit, Print M&U 244, *and* Actions *becomes available.*

> **Note**
> Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Actions. *The drop-down grid appears.*
3. Select Impoundment.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
768 — Entry must be alphanumeric with supported special character(s) " — " and "_".	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or a — or a _. Special characters like ! or @ are prohibited.
238 — Date (To) must be > Date (From).	Invalid Date Entry. The NEXT INSPC DT FROM field must be before or the same as the NEXT

	INSPC DT TO field. Re-enter the date.
2 — Invalid entry.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re—attempt, using the correct format.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
xxxx — Selection of multiple rows requires the same Owning System.	Invalid Entry. If more than one row is selected, they must all have the same Owning System. Select Deselect All, and re-select the rows.
xxxx — Selection of multiple rows cannot have one or more assets selected that is mandatory for being FAST RPBL, and one or more assets selected that cannot be FAST RPBL.	Invalid Entry. If more than one row is selected, they must all have the same FAST RPBL status. There cannot be some that are mandatory, and some that are not mandatory. Select Deselect All, and re-select the rows.
714 — Selected rows exceed 50 row maximum.	Invalid Entry. Too many records are selected to proceed. Deselect enough records so that 50 or less are selected to proceed.

Related Topics

- Add a Maintenance Asset Master
- Update the Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Transfer a Maintenance Asset Master
- Delete a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal

Add a Maintenance Asset Master

Overview

The Maintenance Asset Master — Add process provides the ability to create new assets for profiling. The process consists of three tabs: Stock Number, Asset Entry, and Asset Details.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > + Add > Maintenance Asset Master - Add page

Page Fields

The following fields display on the **MAINT ASSET MASTER - Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number

Identification Grid

Stock Number *
Item Description
Unit of Issue

Asset Configuration Grid

Manufacturer Name *
Manufacturer Part Number
Manufacturer Year *
Agency Code
Manufacturer Model Number

CAGE Code
Lease Code
Major Command Code *
FAST Reportable

Asset Entry

Summary Grid

Stock Number
Manufacturer Model Number
Item Description
Manufacturer Part Number
Manufacturer Name
Manufacturer Year

Asset Description Grid

Auto Assign

Auto Assign Selection

Asset Id Prefix
Asset Id *
Serial Number *
Acquisition Date *
Received Date
Secondary Serial Number
Equipment Location
Acquisition Cost *

Asset Review Grid

Asset Id
Serial Number
Secondary Serial Number
Equipment Location
Acquisition Date
Received Date
Acquisition Cost

Asset Details

Summary Panel

Stock Number
Manufacturer Model Number

Item Description
Manufacturer Part Number
Manufacturer Name
Asset Id
Manufacturer Year
Serial Number

Asset Details Panel

Maintenance Management Code *

MNT - Maintenance & NMU - No Maintenance or Utilization

Initial Profiled Date
Equipment Pool *
Maintenance Location *
Dispatch Code *
Dispatch Category
Subcategory
In Use
Number of Passengers
Number of Bags
Possible Days Used
Utilization Target Monthly
Objective Percent
Minimum Objective Percent
Waiver Code

MC Status - Loading Panel

MC Status Totals Since Last FMC

MC Status
Status Start Dt
Status End Dt
Days
Hours

MC Status Changes Since Last FMC Panel

MC Status
Status Start Dt
Status End Dt
Days
Hours

Associated Sub Work Orders Panel

Sub/Work Order Number
Work Plan ID
Work Plan Desc
Work Plan Type
Open Parts Request
Qty Requested
Qty Received

Utilization Panel

Report Date
Utilization Measure Code
End Meter Reading
Utilization on Base
Utilization off Base
Total Utilization Quantity
Days Used
Days Idle
Days Unavailable
Fuel Code
Fuel Type Code
Fuel State Code
Fuel Quantity
Fuel Cost
Total Fuel Cost

Certificates / Licenses Panel

Name
Description

Vehicle Characteristics Panel

Vehicle Type Code *
Vehicle Group Code *
GVWR *
Fuel Configuration Code *
EISA Acquisition Code *
Executive Vehicle Code *
Vehicle Assign Type Code *
Vehicle Armor *
Emergency Response Vehicle
Law Enforcement Vehicle
EPAct 2005 Designation Code *

FAST Location Withheld
EO 13693 Design

Vehicle Costs Panel

Statement Dt
Statement Nbr
Acct Cd
Amt
Sales Cd
Veh Class
Veh Tag

Point of Contact Panel

Contact Id
Name
Email
Phone Number
Mobile
Remarks

Additional Attributes Grid

Corrosion Grid

Corrosion Score
Primers
Topcoats
Color
Last Painted Date

Nuclear Grid

Nuclear Certified Indicator
Nuclear Restricted
Nuclear Restricted Reason

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

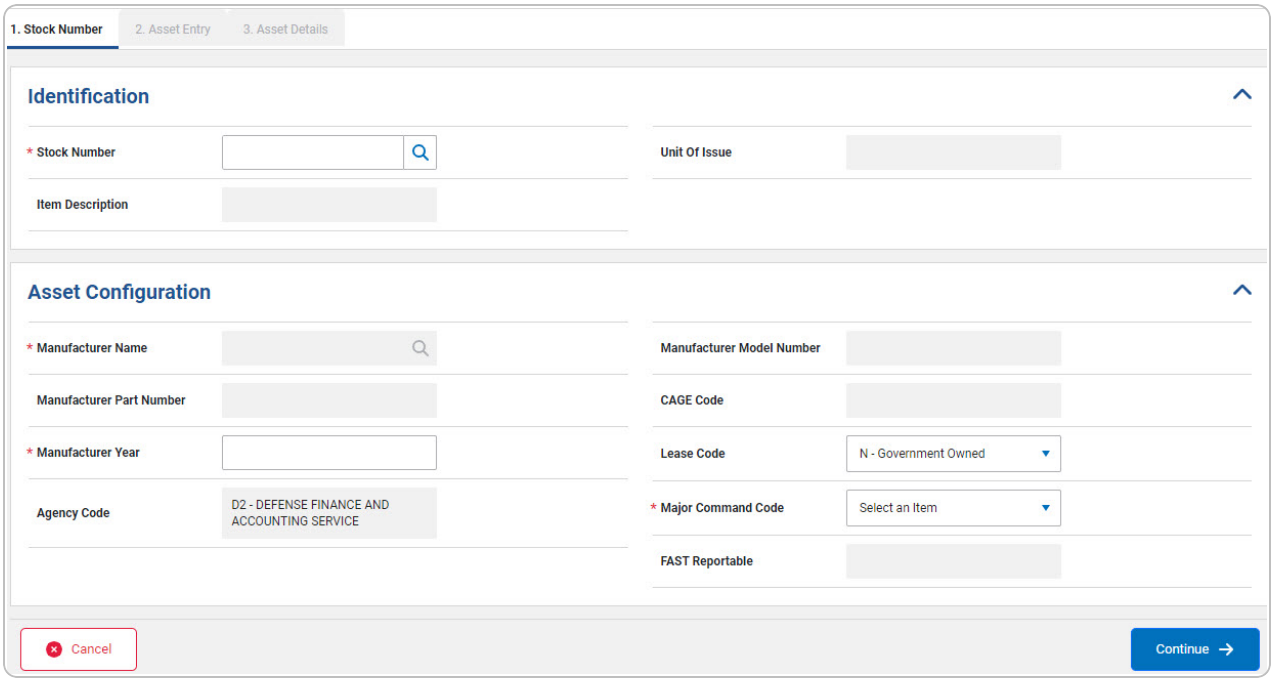
Selecting Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

Add a MAINT ASSET MASTER

Attention

Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields.

1. Select + Add. *The* ***Maintenance Asset Master - Add*** *page appears.*



2. *Complete the Identification grid.*

A. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

B. *The Item Description automatically populates and is not editable.*

C. *The Unit of Issue automatically populates and is not editable.*

3. *Complete the Asset Configuration grid.*

A. Enter the Manufacturer Name, or use to browse for the entry. *This is a 36 alpha-numeric character field.*

Manufacturer Part Number Browse help

B. *The Manufacturer Part Number automatically populates and is not editable.*

C. Enter the Manufacturer Year in the field provided. *This is a 4 numeric character field.*

D. *The Agency Code automatically populates and is not editable.*

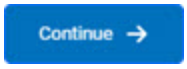
E. *The Manufacturer Model Number automatically populates and is not editable.*

F. *The CAGE CD automatically populates and is not editable.*

G. Use to select the Lease Code.

H. Use to select the Major Command Code.

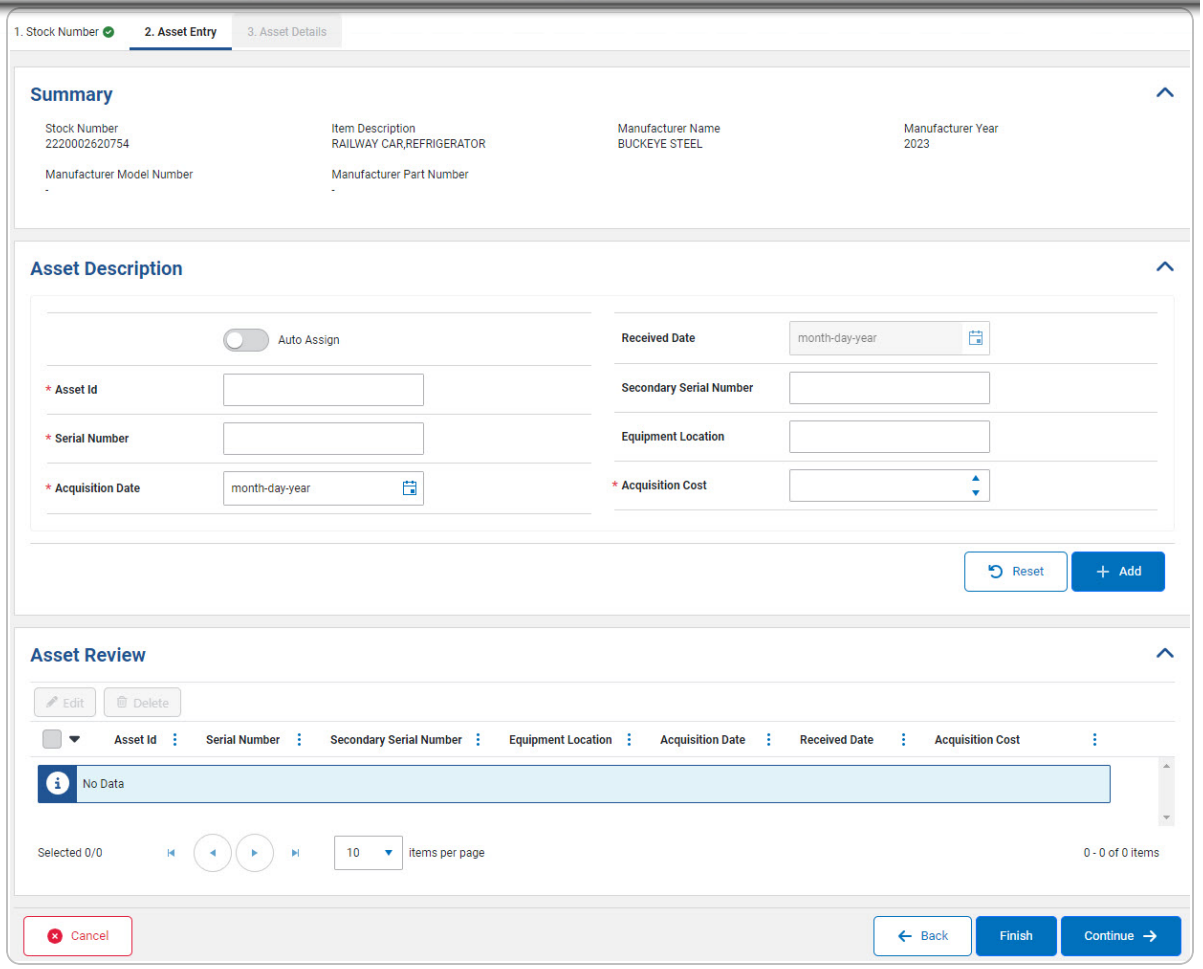
I. *The FAST REPORTABLE automatically populates and is not editable.*

J. Select 

. *The Asset Entry tab opens.*

OR

Select the Asset Entry tab.



a. *Verify the Summary grid.*

1. *The Stock Number automatically populates and is not editable.*
2. *The Manufacturer Model Number automatically populates and is not editable.*
3. *The Item Description automatically populates and is not editable.*
4. *The Manufacturer Part Number automatically populates and is not editable.*
5. *The Manufacturer Name automatically populates and is not editable.*
6. *The Manufacturer Year automatically populates and is not editable.*

b. *Complete the Asset Description grid.*

1. Click to select the Auto Assign. *The asset information is assigned based on the auto-selected ASSET ID. The ASSET ID field changes into*

the ASSET ID Prefix field.

Note

Select ⊗ to removed the entry.

- Use ▼ to select the Asset Id Prefix.

2. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

3. Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*

4. Use 📅 to select the Acquisition Date, or enter the date (MM/DD/YYYY) in the field provided.

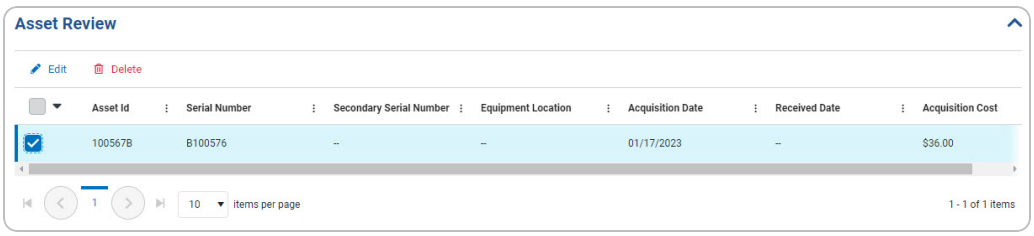
5. Use 📅 to select the Received Date, or enter the date (MM/DD/YYYY) in the field provided.

6. Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

7. Enter the Equipment Location in the field provided. *This is a 20 alphanumeric character field.*

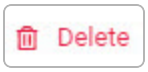
8. Use ▲▼ to choose the Acquisition Cost.

9. Select + Add. *The Asset Description information appears in the Asset Review grid.*



Edit an Asset Id

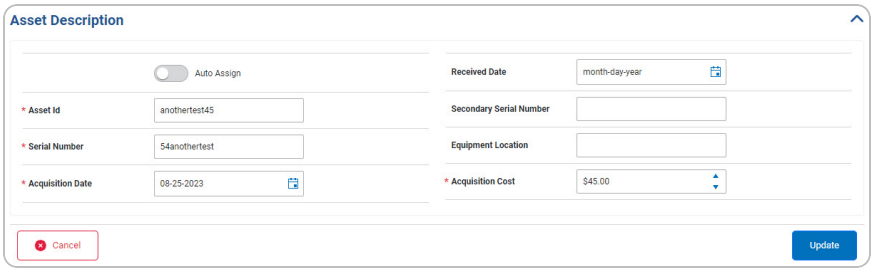
A. Click to select the entry. *The ASSET ID is highlighted, and*

and 

become available.

B. Select

. *The asset information appears in the Asset Description tab.*



a. Verify the Auto Assign contain the appropriate or . *The asset information is assigned based on the auto-selected ASSET ID. The ASSET ID field changes into the ASSET ID Prefix field.*

Note

Select to removed the entry.

- Update the Asset Id Prefix, using to select the desired prefix.

b. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*

c. Update the Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

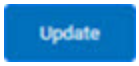
d. Update the Acquisition Date, using or entering the date (MM/DD/YYYY) in the field provided.

e. Update the Received Date, using or entering the date (MM/DD/YYYY) in the field provided.

f. Update the Secondary Serial Number, entering the revised number in the field provided. *This is a 30 alpha-numeric character field.*

g. Update the Equipment Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

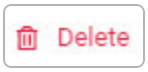
h. Update the Acquisition Cost, using to choose the revised cost.

i. Select 

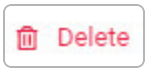
. *The Asset Description information appears in the Asset Review grid.*

Remove an Asset Id

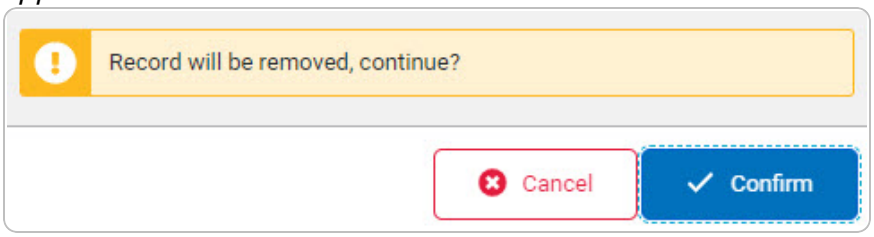
A. Click to select the entry. *The ASSET ID is highlighted, and*

and 

become available.

B. Select 

. *The Delete Confirmation pop-up window appears.*



Select

. *The selected entry is removed from the Asset Review grid.*

a.

OR

Select

. *The Delete Confirmation pop-up window closes and the selected entry remains in the Asset Review grid.*

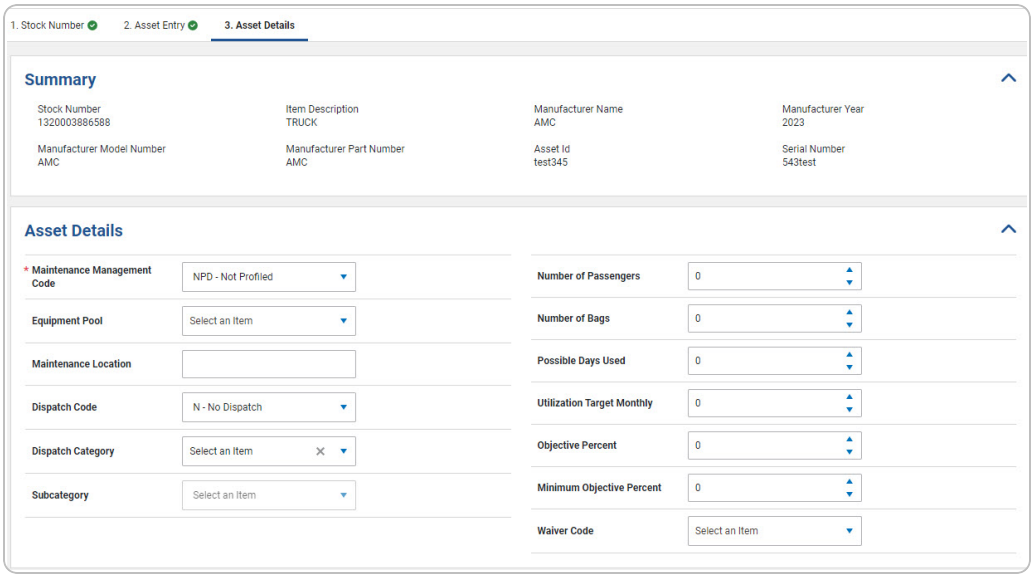
10. Select Finish. *The* ***Search For a Maintenance Asset Master*** *page appears with* Asset(s) Save Succeeded

OR

Select Continue →. *The Asset Details tab appears.*

OR

Select the Asset Details tab.



a. *Verify the Summary grid.*

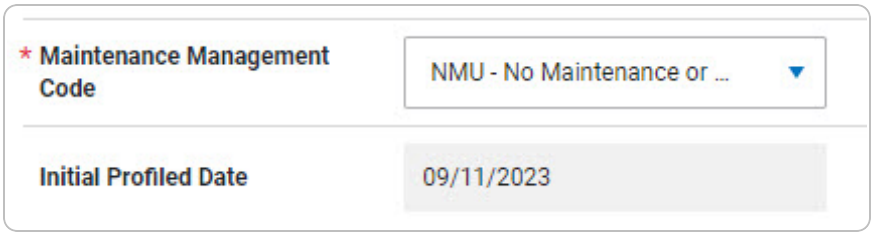
   1. *The Stock Number automatically populates and is not editable.*
   2. *The Manufacturer Model Number automatically populates and is not editable.*
   3. *The Item Description automatically populates and is not editable.*
   4. *The Manufacturer Part Number automatically populates and is not editable.*

5. *The Manufacturer Name automatically populates and is not editable.*
6. *The ASSET ID automatically populates and is not editable.*
7. *The Manufacturer Year automatically populates and is not editable.*
8. *The Serial Number automatically populates and is not editable.*

b. *Complete the Asset Details grid.*

1. Use ▼ to select the Maintenance Management Code.

2. *The Initial Profiled Date automatically populates and is not editable.*



Note

Th Initial Profiled Date field appears when the Maintenance Management Code is MNT - Maintenance or NMU - No Maintenance or Utilization. Additional fields become mandatory based on the selected Maintenance Management Code.

3. Use ▼ to select the Equipment Pool.

4. Enter the Maintenance Location in the field provided. *This is a 20 alphanumeric character field.*

5. Use ▼ to select the Dispatch Code.

6. Use ▼ to select the Dispatch Category.

7. Use ▼ to select the Subcategory.

8. Use to select the In Use.
9. Use to choose the Number of Passengers.
10. Use to choose the Number of Bags.
11. Use to choose the Possible Days Used.
12. Use to choose the Utilization Target Monthly.
13. Use to choose the Objective Percent.
14. Use to choose the Minimum Objective Percent.
15. Use to select the Waiver Code.

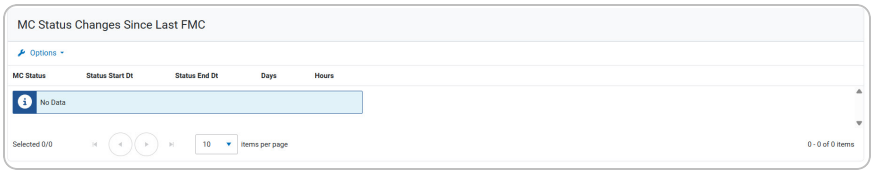
c. *Complete the Utilization grid.*

1. Use to select the Report Date, or enter the date (MM/DD/YYYY) in the field provided.
2. *The Utilization Measure Code automatically populates and is not editable.*
3. Use to choose the End Meter Reading.
4. Use to choose the Utilization On Base.
5. Use to choose the Utilization Off Base.
6. *The Total Utilization Quantity automatically populates and is not editable.*
7. Use to choose the Days Used.
8. Use to choose the Days Idle.
9. Use to choose the Days Unavailable.

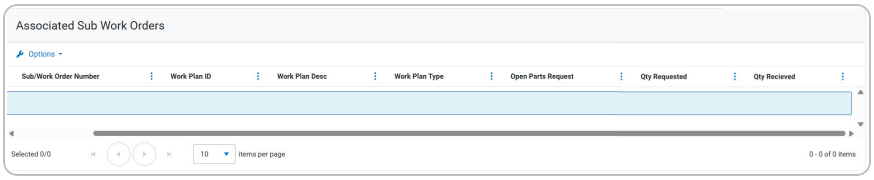
10. Use to select the Fuel Code.
11. Use to select the Fuel Type Code.
12. Use to select the Fuel State Code.
13. Use to choose the Fuel Quantity.
14. Use to choose the Fuel Cost.
15. *The Total Fuel Cost automatically populates and is not editable.*

d. *Complete the MC Status - Loading panel.*

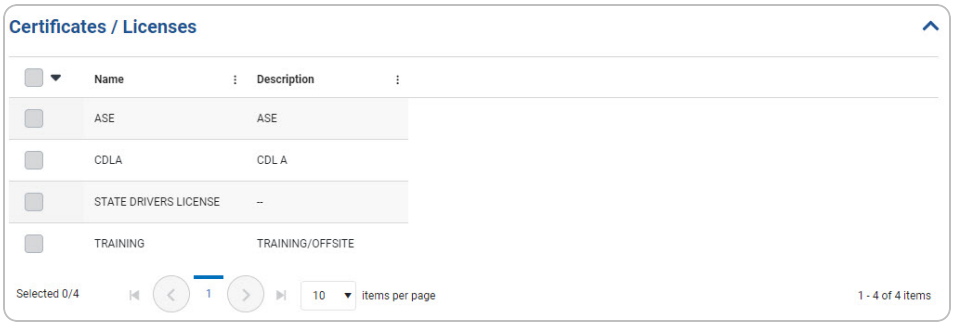
1. *Complete the MC Status Changes Since Last FMC panel.*



2. *Complete the Associated SUB Work Orders panel.*

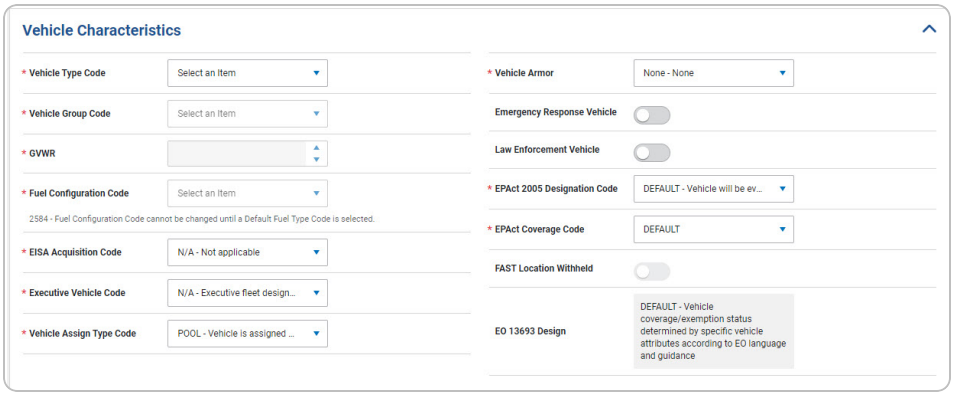


e. *Complete the Certificates / Licenses grid.*



Click to select the Name. *The appears indicating the selected Certificate/License.*

f. *Complete the Vehicle Characteristics grid.*



1. Use ▼ to select the Vehicle Type Code.

2. Use ▼ to select the Vehicle Group Code.

3. Use ▲▼ to choose the GVWR.

4. Use ▼ to select the Fuel Configuration Code.

5. Use ▼ to select the EISA Acquisition Code.

6. Use ▼ to select the Executive Vehicle Code.

7. Use ▼ to select the Vehicle Assign Type Code.

8. Use ▼ to select the Vehicle Armor.

9. Click ⬭ to select the Emergency Response Vehicle. *When selected, this indicates the asset is an emergency response vehicle.*

10. Click ⬭ to select the Law Enforcement Vehicle. *When selected, this indicates the asset is a law enforcement vehicle.*

11. Use ▼ to select the EPAct 2005 Designation Code.

12. Use ▼ to select the EPAct Coverage Code.

13. Click to select the FAST Location Withheld. *When selected, this indicates the FAST location is withheld.*
14. *The EO 13693 Design automatically populates and is not editable.*

g. *Complete the Vehicle Cost grid.*

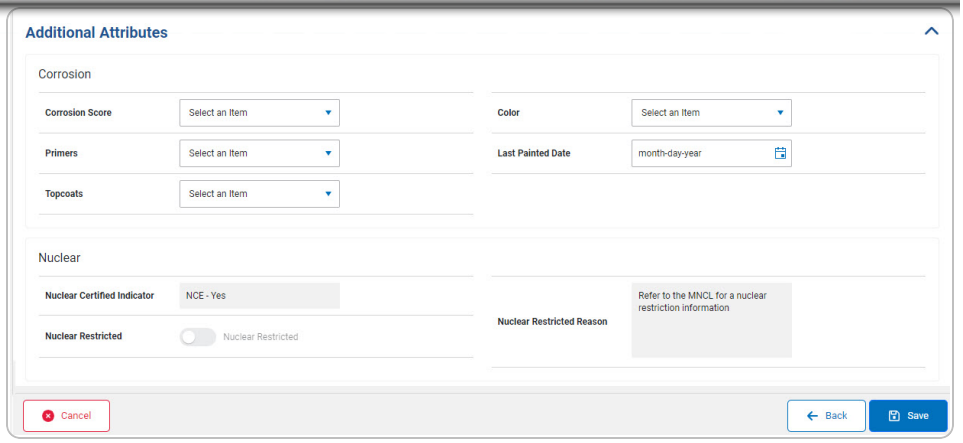
h. *Complete the Point of Contact grid.*

1. Enter the Contact ID, or use to browse for the entry. *This is a 4 numeric character field. Once selected, additional fields appear.*

Points of Contact Browse help

A. *The Name automatically populates and is not editable.*
B. *The EMAIL automatically populates and is not editable.*
C. *The Phone Number automatically populates and is not editable.*
D. *The Mobile automatically populates and is not editable.*
E. *The Remarks automatically populates and is not editable.*

i. *Complete the Additional Attributes grid.*



1. *Complete the Corrosion grid.*

   A. Use ▼ to select the Corrosion Score.

   B. Use ▼ to select the Primers.

   C. Use ▼ to select the Topcoats.

   D. Use ▼ to select the Color.

   E. Use 📅 to select the Acquisition Date, or enter the date (MM/DD/YYYY) in the field provided.

2. *Complete the Nuclear grid.*

   A. *The Nuclear Certified Indicator automatically populates and is not editable.*

   B. Click ⬭ to select the Nuclear Restricted. *When selected, indicates the asset is nuclear restricted.*

   C. *The Nuclear Restricted Reason automatically populates and is not editable.*

11. Select Save. *The **Maintenance Asset Master Search** page appears with* Asset(s) Save Succeeded.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Manufacturer Name*.	
13 — Mandatory Entry: *Major Command Cd*.	
13 — Mandatory Entry: *Manufacturer Year*.	
13 — Mandatory Entry: *Asset Id*.	
13 — Mandatory Entry: *Serial Nbr*.	
13 — Mandatory Entry: *Acquisition Date*.	
13 — Mandatory Entry: *Acquisition Cost*.	

13 — Mandatory Entry: *Maint Mgmt Cd*.	
13 — Mandatory Entry: *Nbr of Passengers* mandatory when *Dispatch Cd* is not 'N'.	
13 — Mandatory Entry: *Nbr of Bags* mandatory when *Dispatch Cd* is not 'N'.	
13 — Mandatory Entry: *Default Fuel Type Cd*.	
13 — Mandatory Entry: *Rptd Dt*.	
13 — Mandatory Entry: *Vehicle Type Cd*.	
13 — Mandatory Entry: *Vehicle Group Cd*.	
13 — Mandatory Entry: *Veh Armor*.	
13 — Mandatory Entry: *Executive Vehicle Cd*.	

13 — Mandatory Entry: *VEH EXEMPT CD*.	
13 — Mandatory Entry: *FUEL CONFIG CD*.	
13 — Mandatory Entry: *EISA ACQ CD*.	
13 — Mandatory Entry: *History Remarks*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
768 — Entry must be alphanumeric with supported special character(s) " — " and "_".	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or a — or a _. Special characters like ! or @ are prohibited.
92 — Entry must be numeric: *MIN OBJECTIVE PERCENT*.	Invalid Entry. MIN OBJECTIVE PERCENT field contains letters, and it must be only numbers. Re-enter the field.
xxxx — Invalid Entry: Selec-	Invalid Entry. Too many entries selected.

ted FUEL ASSOC exceeds maximum allowed FUEL ASSOC of 3.	Deselect enough entries so that 3 or less FUEL ASSOCS are selected.
2094 — Must be alpha-numeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Cost must be a valid dollar amount.	Invalid Entry. The numeric amount entered is not formatted as a monetary amount. Re-enter the field, using the correct format.
xxxx — Field length must not exceed 20 characters.	Invalid Entry. The Equipment Location entry is over 20 characters. Re-enter the field.

Related Topics

- Search For a Maintenance Asset Master
- Update the Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Transfer a Maintenance Asset Master
- Delete a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal
- Stock Nbr Browse
- Manufacturer Part Number Browse

Update the Maintenance Asset Master

Overview

The Maintenance Asset Master — Edit process allows editing of assets for profiling. The process consists of three tabs: Stock Number, Asset Entry, and Asset Details.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > (desired record) > Edit > Maintenance Asset Master - Edit page

Page Fields

The following fields display on the **MAINT ASSET MASTER — EDIT** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number

Identification Panel

Stock Number *
Item Description
Unit of Issue

Asset Configuration Panel

Agency Code
Manufacturer Name *
Manufacturer Part Number
Manufacturer Model Number

Manufacturer Year *
Lease Code
Major Command Code *
FAST Reportable

Asset Entry

Summary Panel

Stock Number
Manufacturer Model Number
Item Description
Manufacturer Part Number
Manufacturer Name
Property Custodian
Manufacturer Year

Asset Description Panel

Asset Id *
Serial Number *
Secondary Serial Number
Equipment Location
Acquisition Cost *
Acquisition Date *
Received Date

Asset Review Grid

Asset Id
Serial Number
Secondary Serial Number
Equipment Location
Acquisition Date
Received Date
Acquisition Cost

Asset Details

Summary Panel

Stock Number
Manufacturer Model Number
Serial Number
Item Description
Manufacturer Part Number

Manufacturer Name
Property Custodian
Manufacturer Year
Asset Id

Asset Details Panel

Maintenance Management Code *
Initial Profiled Date
Equipment Pool *
Maintenance Location *
Dispatch Code *
Dispatch Category *
Subcategory *
In Use
Number of Passengers *
Number of Bags *
Possible Days Used
Utilization Target Monthly
Objective Percent
Minimum Objective Percent
Waiver Code
Fuel Association
Default Fuel Type Code

Utilization Panel

Report Date
Utilization Measure Code
Meter Reading
Utilization on Base
Utilization off Base
Total Utilization Quantity
Days Used
Days Idle
Days Unavailable
Fuel Code
Fuel Type Code
Fuel State Code
Fuel Quantity
Fuel Cost
Total Fuel Cost

MC Status - FMC Panel

FMC Start Date

MC Status Panel

MC Status Totals Since Last FMC Grid

MC Status
Status Start Dt
Status End Dt
Days
Hours

MC Status Changes Since Last FMC Panel

MC Status
Status Start Dt
Status End Dt
Days
Hours

Associated Sub Work Orders

MC Status
Sub/Work Order Number
Work Plan ID
Work Plan Desc
Work Plan Type
Parts Status
Qty Requested
Qty Received

Certificates / Licenses Panel

Name
Description

Vehicle Characteristics Panel

Vehicle Type Code *
Vehicle Group Code *
GVWR *
Fuel Configuration Code *
EISA Acquisition Code *
Executive Vehicle Code *
Vehicle Assign Type Code *
Vehicle Armor *
Emergency Response Vehicle
Law Enforcement Vehicle
EPAct 2005 Designation Code *

EPAct Coverage Code *
FAST Location Withheld
EO 13693 Design

Vehicle Cost Panel

Statement Dt
Statement Nbr
Acct Cd
Amt
Sales Cd
Veh Class
Veh Tag

Point of Contact Panel

Contact Id
Name
Email
Phone Number
Mobile
Remarks

Additional Attributes Panel

Corrosion Grid

Corrosion Score
Primers
Topcoats
Color
Last Painted Date

Nuclear Grid

Nuclear Certified Indicator
Nuclear Restricted
Nuclear Restricted Reason

Reimbursable/Mission Critical Grid

Reimbursable
Refundable
Mission Critical

Subassemblies Panel

Configuration Description

Direct Subassemblies Grid

Stock Number
Item Description
Asset Id
Serial Number
Configuration Description

Full Assembly

Stock Number
Item Description
Asset Id
Parent Asset Id
Serial Number
Configuration Description
Originating System
Has Open Dispatch
Has Open Work Order

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

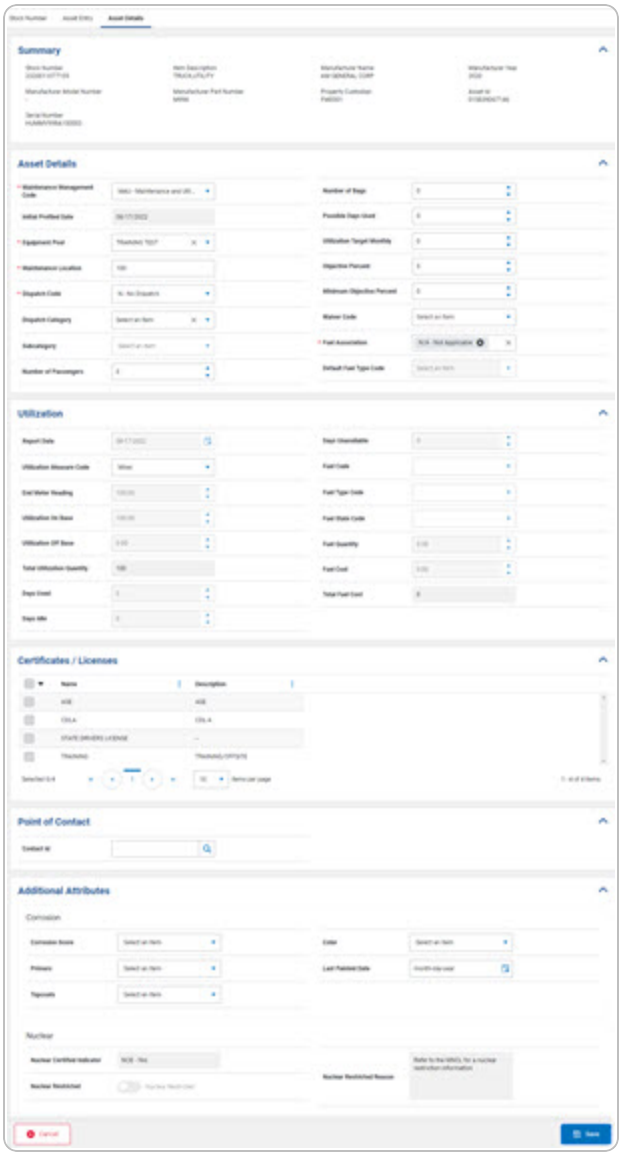
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Update a Maint Asset Master

Attention

Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields. Some fields are disabled if the asset originates outside of Maintenance and Utilization.

1. Select Edit. *The **Maintenance Asset Master — Edit** page appears.*



Note

If the asset originates outside of the Maintenance and Utilization module, the fields are disabled.

A. *Verify the Summary grid.*

a. *Verify the Stock Number.*

b. *Verify the Manufacturer Model Number.*

c. *Verify the Serial Number.*

d. *Verify the Item Description.*

e. *Verify the Manufacturer Part Number.*

f. *Verify the Manufacturer Name.*

g. *Verify the Property Custodian.*

h. *Verify the Manufacturer Year.*

i. *Verify the ASSET ID.*

B. *Update the Asset Details panel.*

a. Update the Maintenance Management Code, using ▼ to select the desired code.

b. *Verify the Initial Profiled Date.*

c. Update the Equipment Pool, using ▼ to select the desired information.

Note

Select ⊠ to removed the entry.

d. Update the Maintenance Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

e. Update the Dispatch Code, using ▼ to select the desired code.

f. Update the Dispatch Category, using ▼ to select the desired category.

g. Update the Subcategory, using ▼ to select the desired category.

h. Update the Number of Passengers, using to choose the revised amount.

i. Update the Number of Bags, using to choose the revised amount.

j. Update the Possible Days Used, using to choose the revised information.

k. Update the Utilization Target Monthly, using to choose the revised information.

l. Update the Objective Percent, using to choose the revised percentage.

m. Update the Minimum Objective Percent, using to choose the percentage.

n. Update the Waiver Code , using to select the desired code.

o. Update the Fuel Association, entering the revised fuel code(s) in the field provided. *This is a 2 alphanumeric character field.*

Note

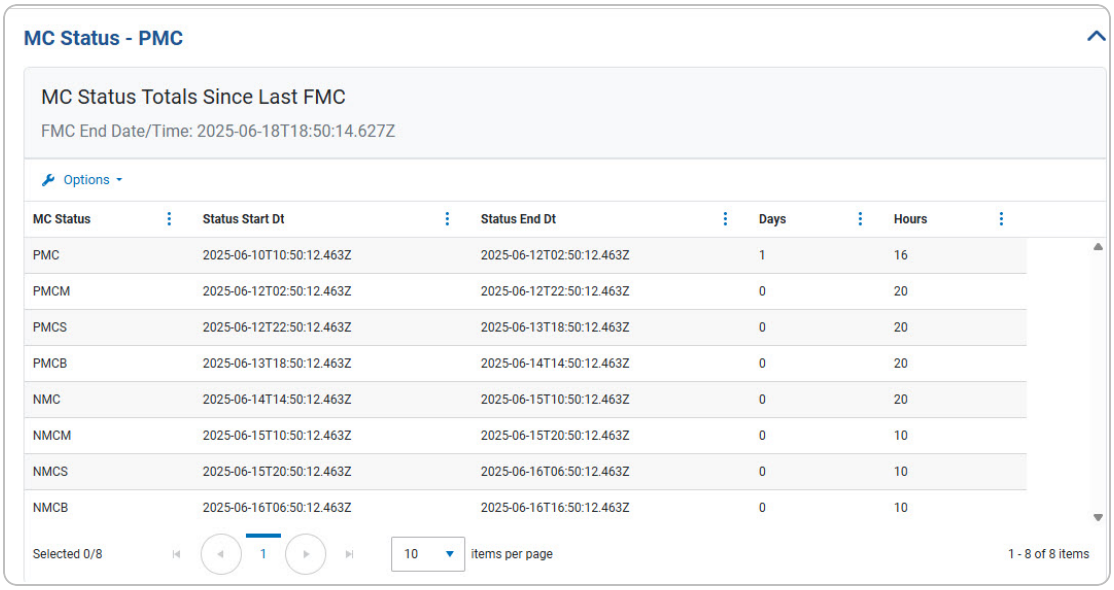
Repeat the process to add additional fuel associations. Selecting removes a fuel association.

p. Update the Default Fuel Type Code, using to select the desired code.

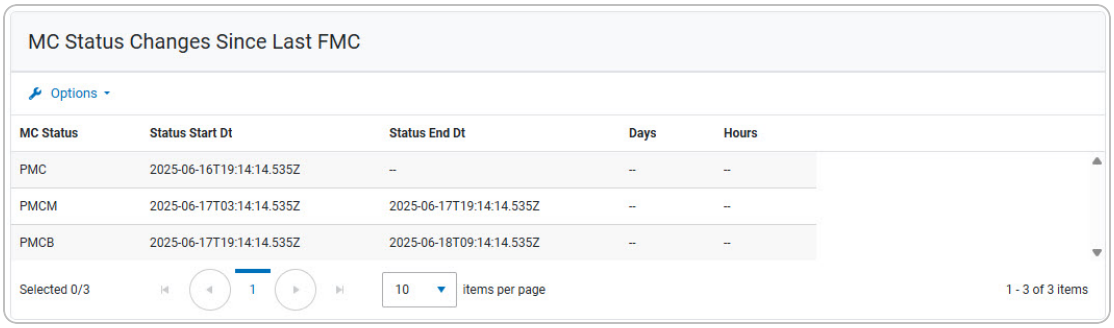
C. *View the MC Status - FMC panel.*

D. *Verify the MC Status - NMCM panel.*

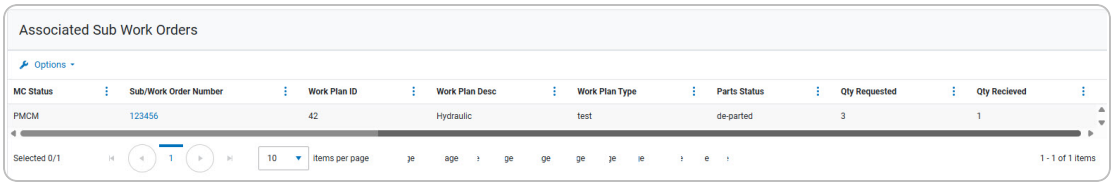
a. *Verify the MC Status Totals Since Last FMC grid.*



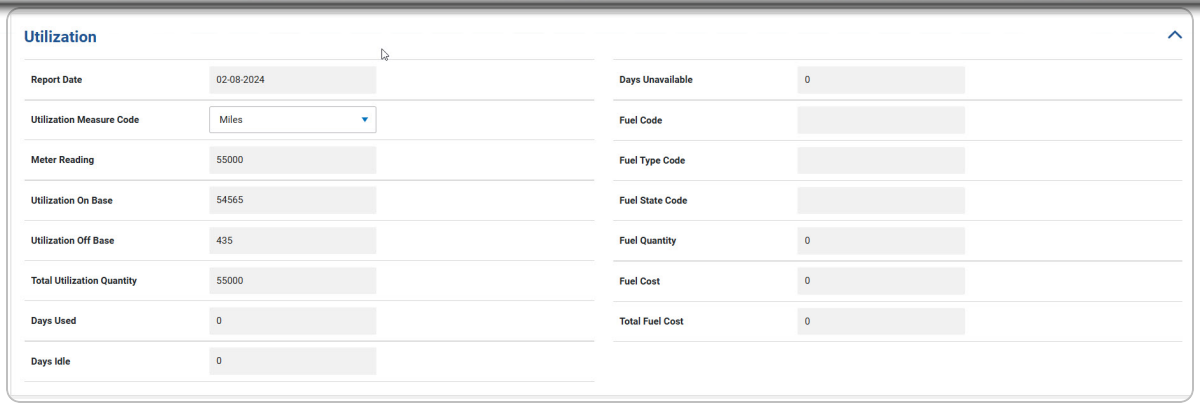
b. *Verify the MC Status Changes Since Last FMC grid.*



c. *Verify the Associated SUB WORK ORDERS grid.*



E. *Update the Utilization panel.*



a. Update the Report Date, using or entering the date (MM/DD/YYYY) in the field provided.

b. Update the Utilization Measure Code, using to select the desired code.

c. Update the Meter Reading, using to choose the revised information.

d. Update the Utilization On Base, using to choose the revised information.

e. Update the Utilization Off Base, using to choose the revised information.

f. *Verify the Total Utilization Quantity.*

g. Update the Days Used, using to choose the revised information.

h. Update the Days Idle, using to choose the revised information.

i. Update the Days Unavailable, using to choose the revised information.

j. Update the Fuel Code, using to select the desired code.

k. Update the Fuel Type Code, using to select the desired code.

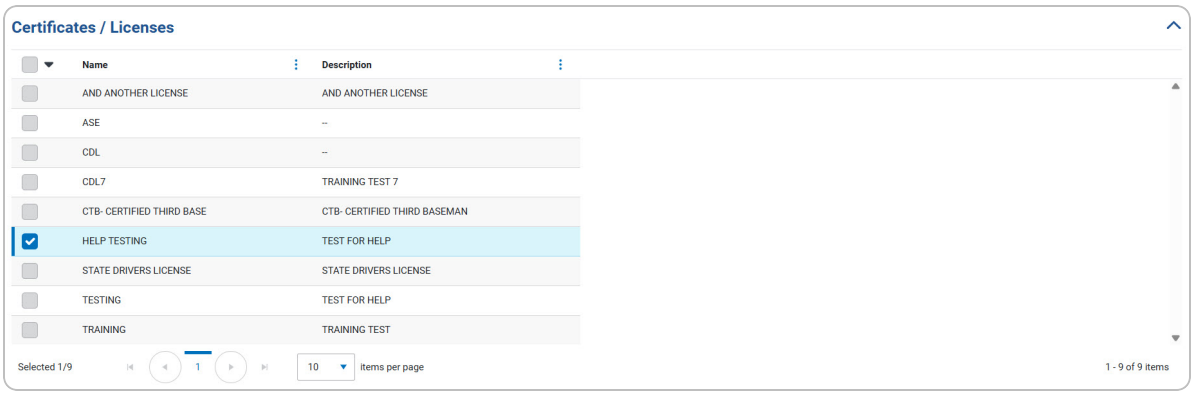
l. Update the Fuel State Code, using to select the desired code.

m. Update the Fuel Quantity, using to choose the revised amount.

n. Update the Fuel Cost, using ▲▼ to choose the revised amount.

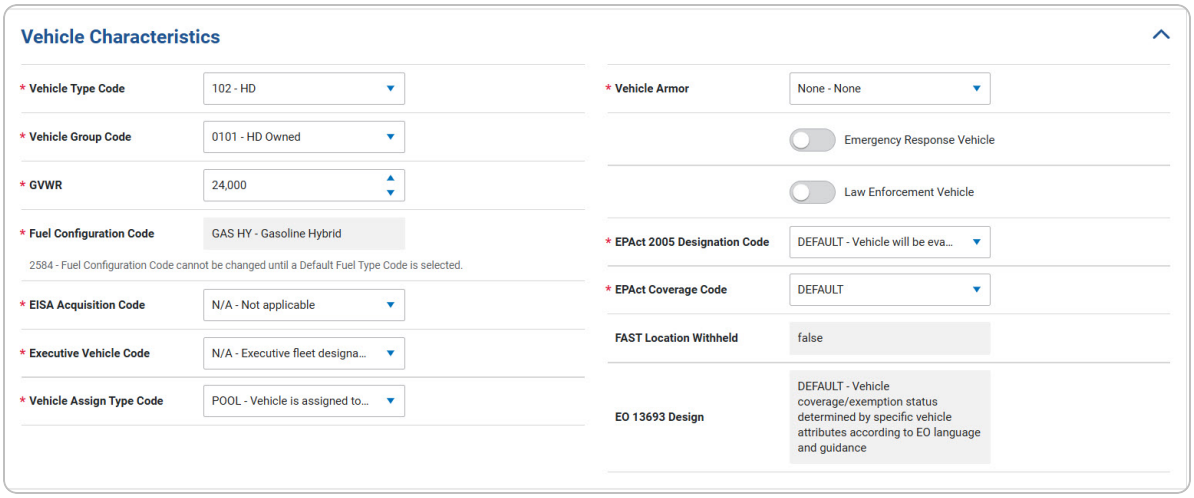
o. *Verify the Total Fuel Cost.*

F. *Update the Certificate / Licenses panel.*



a. Verify the Name contains the appropriate ☑ or ☐. ☑ *indicates the selected Certificate/License.*

G. *Update the Vehicle Characteristics panel.*



a. Update the Vehicle Type Code, using ▼ to select the desired code.

b. Update the Vehicle Group Code, using ▼ to select the desired code.

c. Use ▲▼ to choose the GVWR.

d. Update the Fuel Configuration Code, using to select the desired code.

e. Update the EISA Acquisition Code, using to select the desired code.

f. Update the Executive Vehicle Code, using to select the desired code.

g. Update the Vehicle Assign Type Code, using to select the desired code.

h. Update the Vehicle Armor, using to select the desired code.

i. Verify the Emergency Response Vehicle contains the appropriate or . *When selected, this indicates the asset is an emergency response vehicle.*

j. Verify the Law Enforcement Vehicle contains the appropriate or . *When selected, this indicates the asset is an law enforcement vehicle.*

k. Update the EPAct 2005 Designation Code, using to select the desired code.

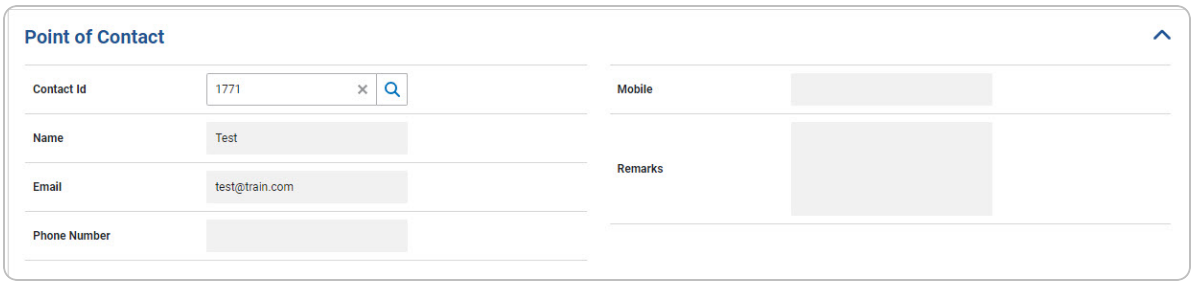
l. Update the EPAct Coverage Code, using to select the desired code.

m. Verify the FAST Location Withheld contains the appropriate or . *When selected, this indicates the FAST location is withheld.*

n. *Verify the EO 13693 Design.*

H. *Verify the Vehicle Costs panel.*

I. *Update the Point of Contact panel.*



a. Update the Contact ID, using to browse for the revised contact information. *This is a 4 numeric character field.Once selected, additional fields appear.*

Points of Contact Browse help

b. *Verify the Name.*

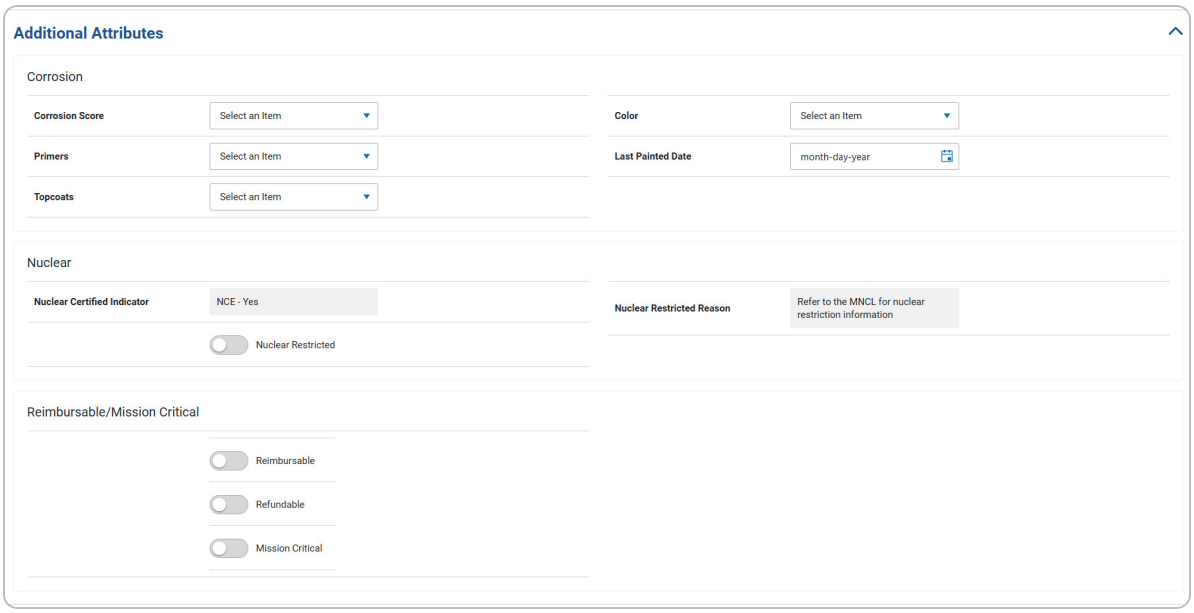
c. *Verify the EMAIL.*

d. *Verify the Phone Number.*

e. *Verify the Mobile.*

f. *Verify the Remarks.*

J. *Update the Additional Attributes panel.*



a. *Update the Corrosion grid.*

1. Update the Corrosion Score, using to select the desired score.

2. Update the Primers, using to select the desired primer.

3. Update the Topcoats, using to select the desired topcoat.

4. Update the Color, using to select the desired color.

5. Update the Last Painted Date, using or entering the date (MM/DD/YYYY) in the field provided.

b. *Verify the Nuclear grid.*

1. *Verify Nuclear Certified Indicator.*
2. Verify the Nuclear Restricted contains the appropriate or . *When selected, indicates the asset is nuclear restricted.*
3. *Verify Nuclear Restricted Reason.*

c. *Verify the Reimbursable/Mission Critical grid.*

1. *Verify the Reimbursable.*
2. *Verify the Refundable.*
3. *Verify the Mission Critical.*

Select

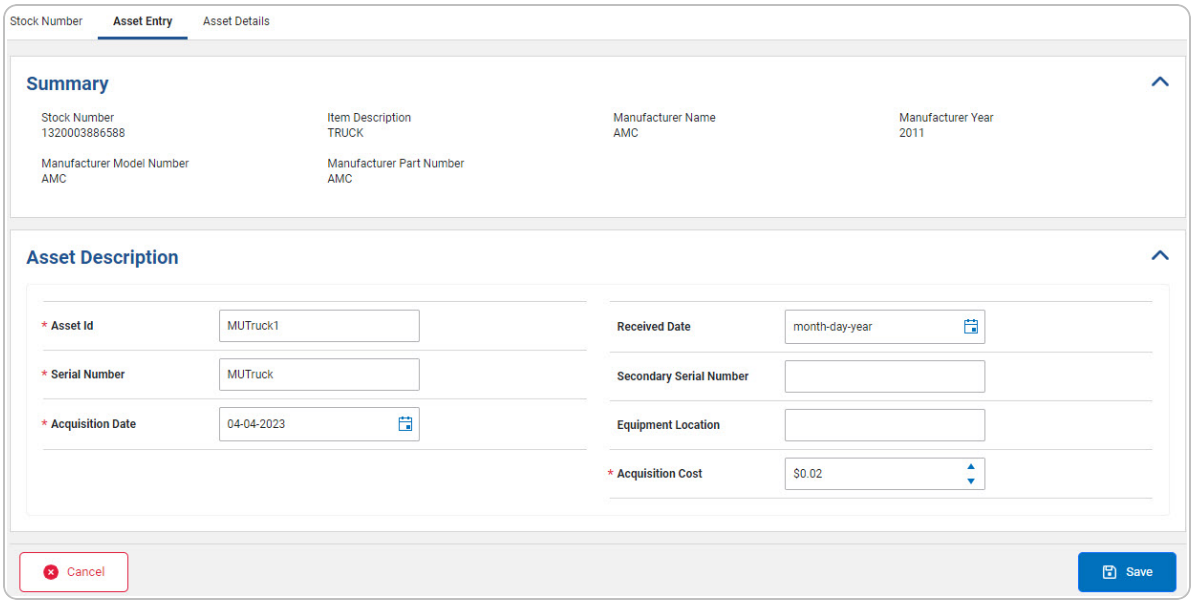
. *The*

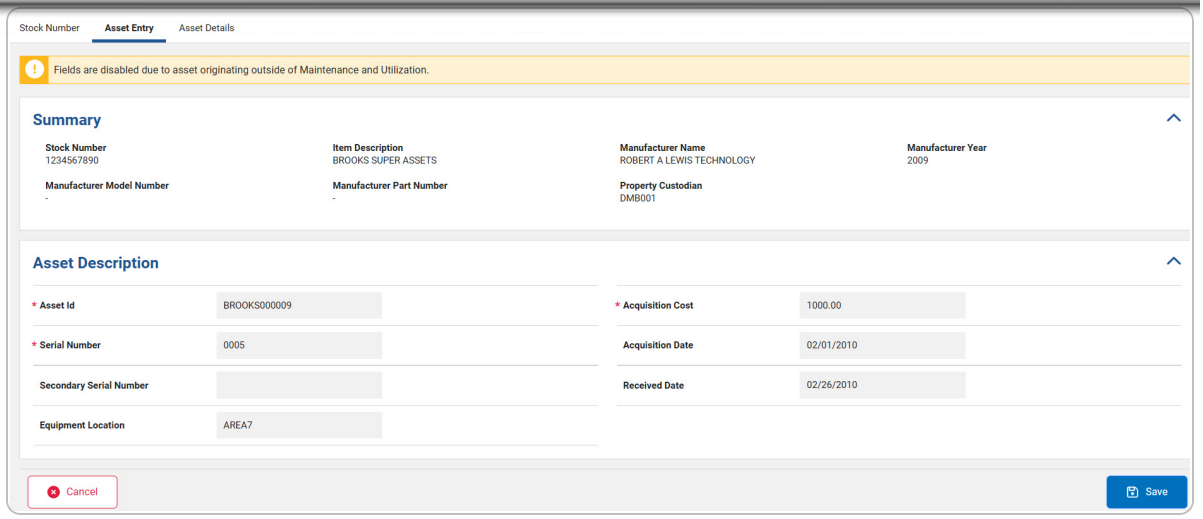
appears on the ***Search For a Maintenance Asset Master*** *page.*

K.

OR

Select the Asset Entry tab.





a. *Verify the Summary Grid.*

1. *Verify the Stock Number.*
2. *Verify the Manufacturer Model Number.*
3. *Verify the Item Description.*
4. *Verify the Manufacturer Part Number.*
5. *Verify the Manufacturer Name.*
6. *Verify the Property Custodian.*
7. *Verify the Manufacturer Year.*

b. *Update the Asset Description grid.*

1. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*

2. Update the Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field*

3. Update the Secondary Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

4. Update the Acquisition Date, using or entering the date (MM/DD/YYYY) in the field provided.

5. Update the Received Date, using or entering the date (MM/DD/YYYY) in the field provided.

6. Update the Secondary Serial Number, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

7. Update the Equipment Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

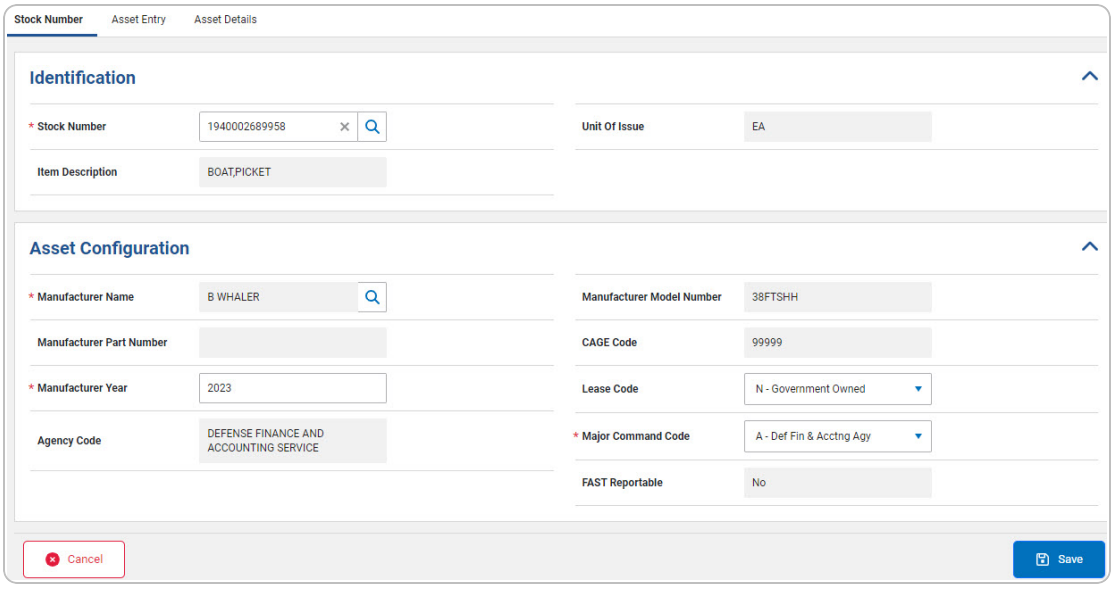
8. Update the Acquisition Cost, using ▲▼ to choose the revised cost.

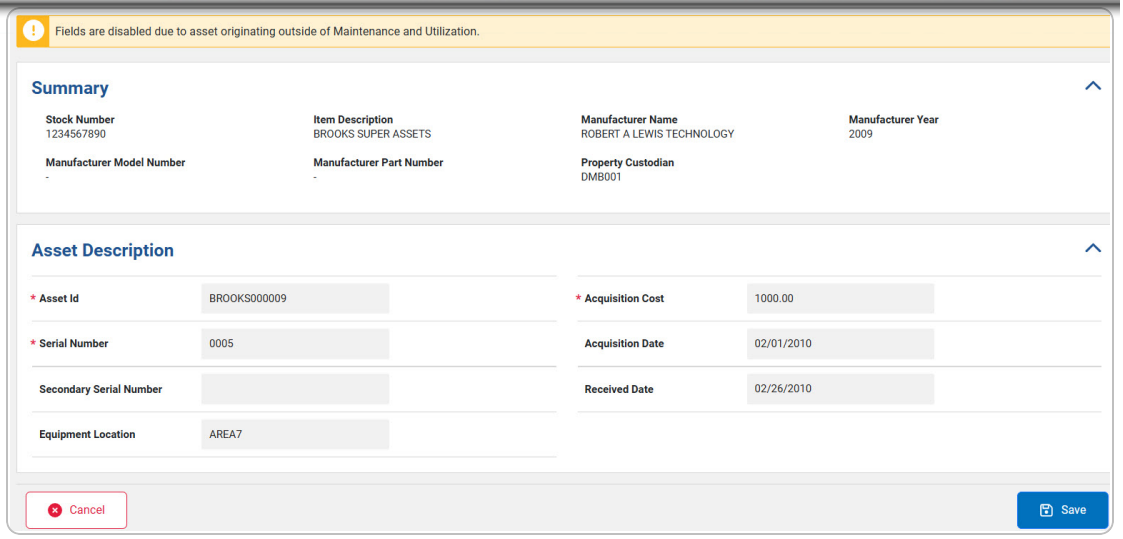
Select Save. *The **Search For a Maintenance Asset Master** page appears with* Asset(s) Save Succeeded

c.

OR

Select the Stock Number tab.





1. *Update the Identification grid.*

   A. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

   Stock Nbr Browse help

   B. *Verify the Item Description.*

   C. *Verify the Unit of Issue.*

2. *Update the Asset Configuration.*

   A. Update the Manufacturer Name, using to browse for the revised name. *This is a 36 alphanumeric character field.*

   Manufacturer Name Browse help

   B. *Verify the Manufacturer Part Number.*

   C. Update the Manufacturer Year, entering the revised year in the field provided. *This is a 4 numeric character field.*

   D. *Verify the Agency Code.*

   E. *Verify the Manufacturer Model Number.*

   F. *Verify the CAGE CD.*

   G. Update the Lease Code, using to select the desired code.

   H. Update the Major Command Code, using to select the desired code.

I. *Verify the FAST REPORTABLE.*

3. Select

. *The **Maintenance Asset Master Search** page appears with*

.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MANUFACTURER NAME*.	
13 — Mandatory Entry: *MAJOR COMMAND CD*.	
13 — Mandatory Entry: *MANUFACTURER YEAR*.	
13 — Mandatory Entry: *ASSET ID*.	
13 — Mandatory Entry: *SERIAL NBR*.	
13 — Mandatory Entry:	

ACQUISITION DATE.	

13 — Mandatory Entry: *Acquisition Cost*.	
13 — Mandatory Entry: *Maint Mgmt Cd*.	
13 — Mandatory Entry: *Dispatch Cd*.	
13 — Mandatory Entry: *Equip Pool*.	
13 — Mandatory Entry: *Dispatch Ctgry*.	
13 — Mandatory Entry: *Sub Ctgry*.	
13 — Mandatory Entry: *Dispatch Unavl Cd*.	
13 — Mandatory Entry: *Nbr of Passengers mandatory when Dispatch Cd is not 'N'*.	
13 — Mandatory Entry: *Nbr of Bags mandatory when Dispatch Cd is not 'N'*.	

13 — Mandatory Entry: *Primary Maint Loc*.	
13 — Mandatory Entry: *Default Fuel Type Cd*.	
13 — Mandatory Entry: *Rptd Dt*.	
13 — Mandatory Entry: *Vehicle Type Cd*.	
13 — Mandatory Entry: *Vehicle Group Cd*.	
13 — Mandatory Entry: *GSA Report Utilization*.	
13 — Mandatory Entry: *Veh Armor Cd*.	
13 — Mandatory Entry: *Exec Veh Cd*.	
13 — Mandatory Entry: *Veh Exempt Cd*.	
13 — Mandatory Entry: *Fuel Config Cd*.	

13 — Mandatory Entry: *EISA Acq Cd*.	
13 — Mandatory Entry: *History Remarks*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
768 — Entry must be alphanumeric with supported special character(s) " — " and "_".	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or a — or a _. Special characters like ! or @ are prohibited.
92 — Entry must be numeric: *Min Objective Percent*.	Invalid Entry. Min Objective Percent field contains letters, and it must be only numbers. Re-enter the field.
xxxx — Invalid Entry: Selected Fuel Assoc exceeds maximum allowed Fuel Assoc of 3.	Invalid Entry. Too many entries selected. Deselect enough entries so that 3 or less Fuel Assocs are selected.
2094 — Must be alphanumeric with supported special characters $, -, /, #, &,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter

;, (,), comma, period, and space.	alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Cost must be a valid dollar amount.	Invalid Entry. The numeric amount entered is not formatted as a monetary amount. Re-enter the field, using the correct format.

Related Topics

- Search For a Maintenance Asset Master
- Add a Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Transfer a Maintenance Asset Master
- Delete a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal
- Points of Contact Browse
- Stock Nbr Browse
- Manufacturer Name Browse

Update the Maintenance Asset Master — Mass Edit

Overview

The Maintenance Asset Master — Mass Edit process allows mass editing of assets for profiling.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > (desired records) > Edit > Maintenance Asset Master — Mass Edit page

Page Fields

The following fields display on the **MAINT ASSET MASTER — MASS EDIT** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Summary Grid

Asset Id
Errors
Originating System
Stock Number
Item Description
FAST Reportable

Asset Details Grid

Maintenance Management Code *
Initial Profiled Date
Equipment Pool *

Maintenance Location *
Dispatch Code *
Dispatch Category *
Subcategory *
Dispatch Unavailable Code *
Number of Passengers *
Number of Bags *
Utilization Measure Code
Utilization Target Monthly
Waiver Code
Fuel Association
Default Fuel Type Code

Certificates/Licenses Grid

Vehicle Characteristics Grid

Vehicle Type Code *
Vehicle Group Code *
GVWR *
Fuel Configuration Code *
EISA Acquisition Code *
Executive Vehicle Code *
Vehicle Assign Type Code *
Vehicle Armor *
Emergency Response Vehicle *
Law Enforcement Vehicle *
EPAct 2005 Designation Code *
EPAct Coverage Code *
FAST Location Withheld *
EO 13693 Design
FAST Disposition Reason

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

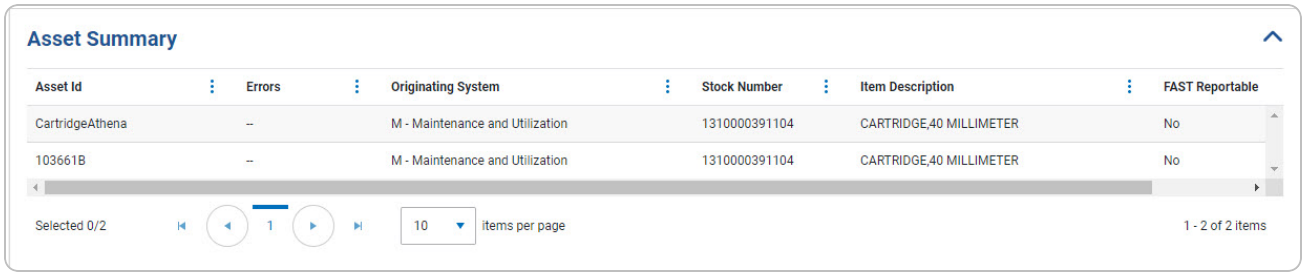
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

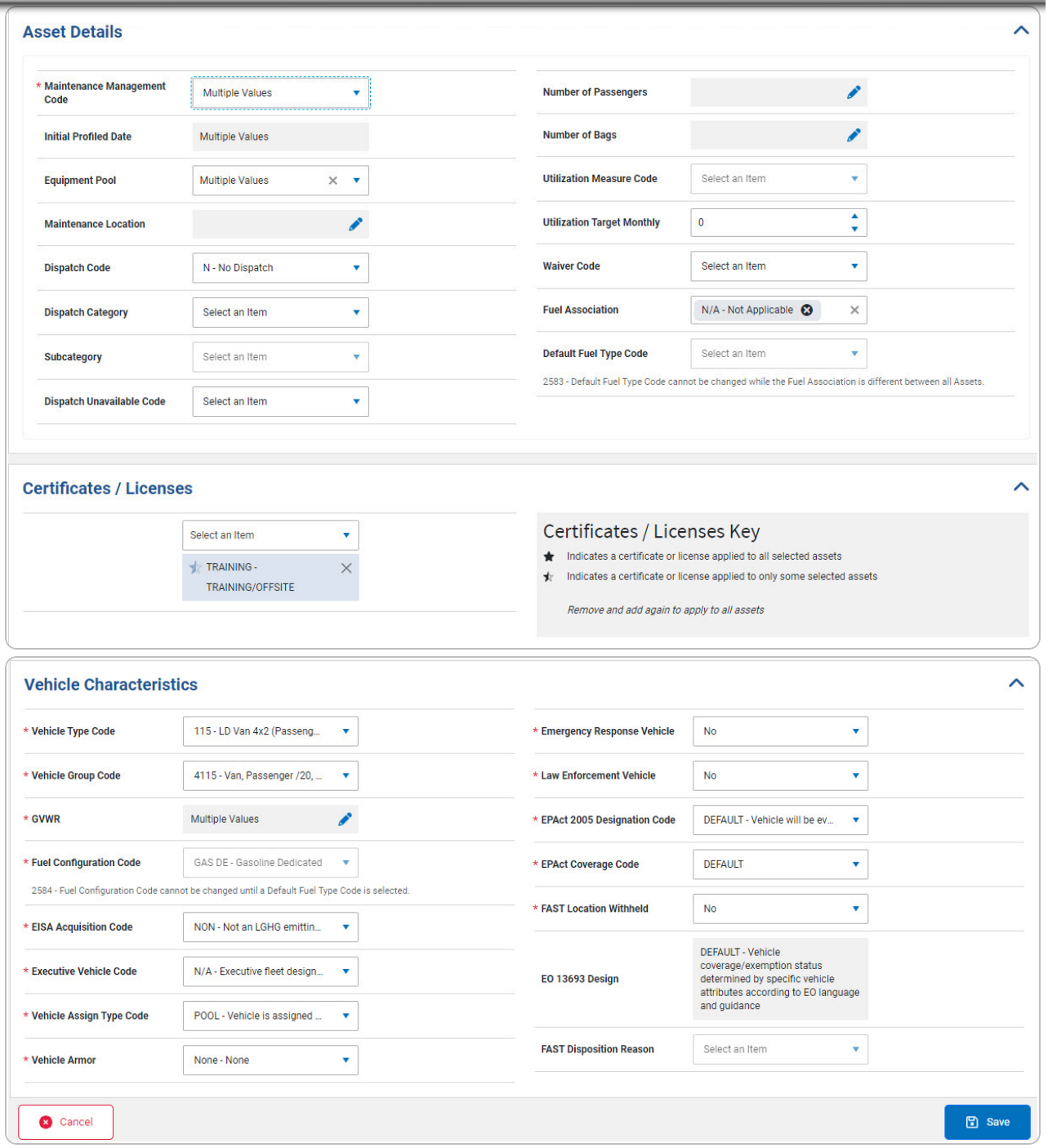
Update a MAINT ASSET MASTER — Mass Edit

Attention

Having multiple assets selected for updating limits the available fields for editing. Profiling an asset into the M&U module presents many empty fields. The Mass Edit screens appears when the selected assets are from the same originating system.

1. Select Edit. *The **Maintenance Asset Master — Mass Edit** page appears.*





A. *Verify the Asset Summary grid.*

a. *Verify the ASSET ID.*

b. *Verify the Errors.*

c. *Verify the Originating System.*

d. *Verify the Stock Number.*

e. *Verify the Item Description.*

f. *Verify the FAST Reportable.*

B. *Update the Asset Details panel.*

a. Update the Maintenance Management Code, using ▼ to select the desired code.

> **Note**
> Additional fields become mandatory based on the selected Maintenance Management Code.

b. *Verify the Initial Profiled Date.*

c. Update the Equipment Pool, using ▼ to select the desired information.

d. Select ✎ to update the Maintenance Location. *The field becomes editable. This is a 20 alphanumeric character field.*

e. Update the Dispatch Code, using ▼ to select the desired code.

f. Update the Dispatch Category, using ▼ to select the desired category. *When selected, the Subcategory field becomes available.*

g. Update the Subcategory, using ▼ to select the desired category.

h. Update the Dispatch Unavailable Code, using ▼ to select the desired code.

i. Select ✎ to update the Number of Passengers. *The field becomes editable and ▲▼ becomes available to choose the revised number.*

> **Note**
> Select ↺ to reset the field to the default.

j. Select to update the Number of Bags. *The field becomes editable and becomes available to choose the revised number.*

k. Update the Utilization Measure Code, using to select the desired code.

l. Update the Utilization Target Monthly, using to choose the revised target.

m. Update the Waiver Code, using to select the desired code.

n. Update the Fuel Association, entering the revised fuel code(s) in the field provided. *This is a 2 alphanumeric character field.*

Note

Repeat the process to add additional fuel associations. Selecting removes a fuel association.

o. Update the Default Fuel Type Code, using to select the desired code.

C. *Update the Certificates/Licenses panel.*

a. Update the Certificates/Licenses, using to select the desired information.

Note

The following key applies to Certificates/Licenses:

★	Indicates a certificate or license applied to all selected assets
★	Indicates a certificate or license applied to only some selected assets

D. *Update the Vehicle Characteristics panel.*

Note

The Vehicle Characteristics panel appears when the FAST Reportable = Yes.

a. Update the Vehicle Type Code, using to select the desired code.

b. Update the Vehicle Group Code, using ▼ to select the desired code.

c. Select ✎ to update the GVWR. *The field becomes editable and* ▲▼ *becomes available to choose the revised amount.*

Note

Select ↺ to reset the field to the default.

d. Update the Fuel Configuration Code, using ▼ to select the desired code.

e. Update the EISA Acquisition Code, using ▼ to select the desired code.

f. Update the Executive Vehicle Code, using ▼ to select the desired code.

g. Update the Vehicle Assign Type Code, using ▼ to select the desired code.

h. Update the Vehicle Armor, using ▼ to select the desired code.

i. Update the Emergency Response Vehicle, using ▼ to select the desired designation.

j. Update the Law Enforcement Vehicle, using ▼ to select the desired designation.

k. Update the EPAct 2005 Designation Code, using ▼ to select the desired code.

l. Update the EPAct Coverage Code, using ▼ to select the desired code.

m. Update the FAST Location Withheld, using ▼ to select the desired code.

n. *Verify the EO 13693 Design.*

o. Update the FAST Disposition Reason, using ▼ to select the desired code.

E. Select Save. *The* ***Maintenance Asset Master Search*** *page appears with*

Assets Save Succeeded

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Maintenance Management Code*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Equipment Pool*.	
13 — Mandatory Entry: *Maintenance Location*.	
13 — Mandatory Entry: *Dispatch Code*.	
13 — Mandatory Entry: *Dispatch Category*.	
13 — Mandatory Entry: *Subcategory*.	
13 — Mandatory Entry: *Dispatch Unavailable Code*.	
13 — Mandatory Entry:	

***Number of Passengers*.**	
13 — Mandatory Entry: *Number of Bags*.	
13 — Mandatory Entry: *GVWR*.	
768 — Entry must be alpha-numeric with supported special character(s) " — " and "_".	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or a — or a _. Special characters like ! or @ are prohibited.
xxxx — Invalid Entry: Selected Fuel Assoc exceeds maximum allowed Fuel Assoc of 3.	Invalid Entry. Too many entries selected. Deselect enough entries so that 3 or less Fuel Assocs are selected.
2094 — Must be alpha-numeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Cost must be a valid dollar amount.	Invalid Entry. The numeric amount entered is not formatted as a monetary amount. Re-enter the field, using the correct format.
xxxx — Cannot select Sub	Invalid Entry. The Dispatch Category must be

CTGRY without a Dispatch CTGRY.	designated to select the SUB Category. Re-enter the field.
xxxx — min: 500, max: 80000.	Invalid Entry. The GVWR must be from a minimum of 500 to a maximum of 80000. Re-enter the field.

Related Topics

- Search For a Maintenance Asset Master
- Add a Maintenance Asset Master
- Update a Maintenance Asset Master
- Transfer a Maintenance Asset Master
- Delete a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal

Delete a Maintenance Asset Master

Overview

The Maintenance Asset Master Delete process allows removal of a maintenance asset.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > (desired record) > Actions > Disposal drop-down option > Disposal pop-up window

Page Fields

The following fields display on the **MAINT ASSET MASTER Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a MAINT ASSET MASTER

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

1. Click to select the entry. *The Maintenance Management Code is highlighted, and* Edit, Print M&U 244, *and* Actions *become available.*

Note

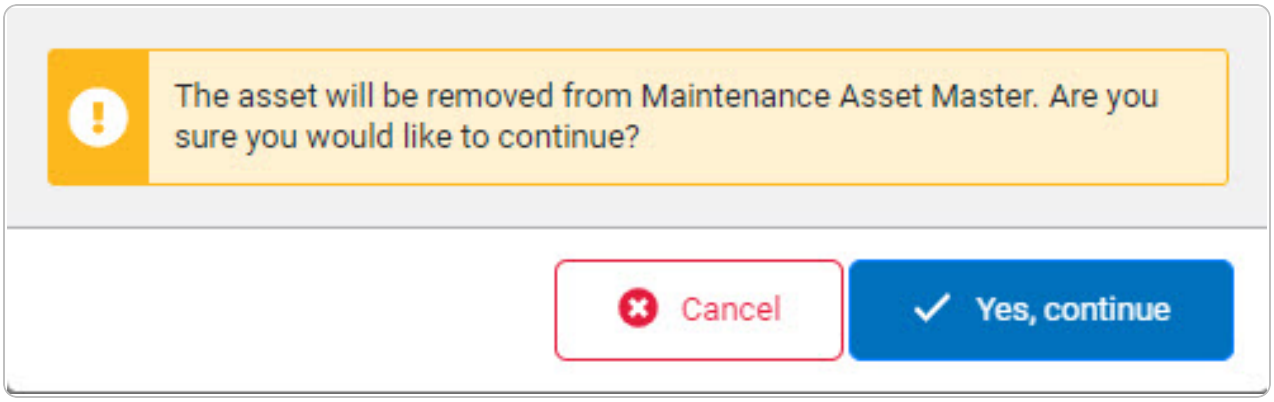
Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

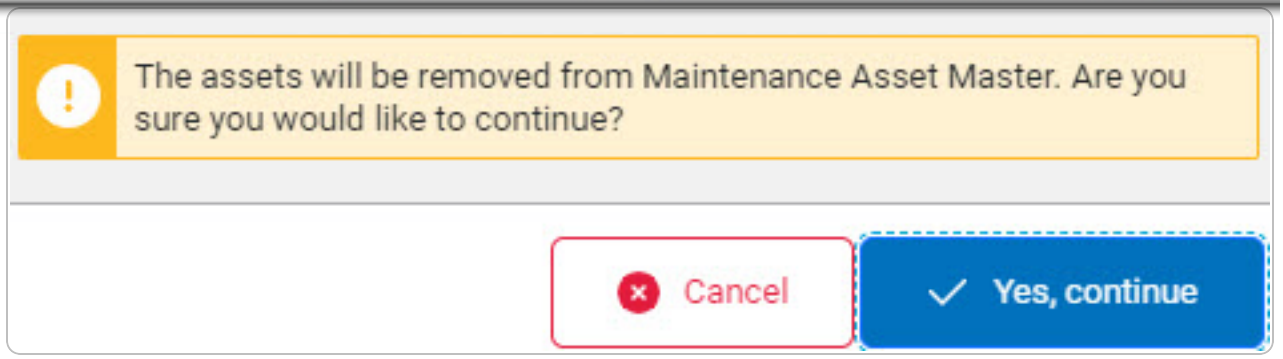
2. Select Actions. *The drop-down options appear.*

3. Select Disposal. *The* ***Maintenance Asset Master - Delete*** *pop-up window appears.*

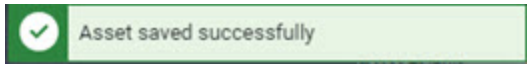
Note

The Delete process is the same for single and mass deletion.





4. Select

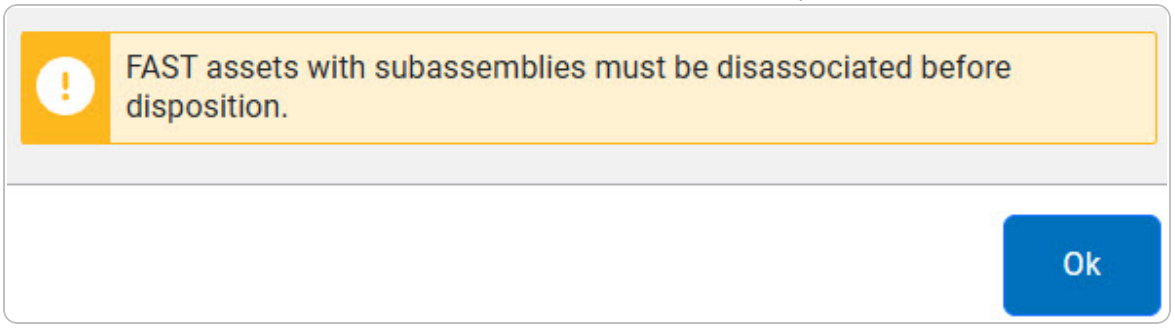
. *The **Maintenance Asset Master - Delete** pop-up window closes and* 

or

appears.

Note

If the selected asset is a FAST asset with subassemblies,



appears.

Select

. *The **Maintenance Asset Master Search** grids reappear.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search For a Maintenance Asset Master
- Add a Maintenance Asset Master
- Update the Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Transfer a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal

Dispose a FAST Asset

Overview

The FAST Asset Disposal process allows removal of a maintenance asset by reason.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > (desired record) > Actions > Disposal drop-down option > FAST Asset Disposal slide-out window

Page Fields

The following fields display on the **FAST Asset Disposal** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

FAST Disposal Grid

Reason *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Dispose a FAST Asset

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

1. Click to select the entry. *The Maintenance Management Code is highlighted, and* Edit, Print M&U 244, *and* Actions *become available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

2. Select Actions. *The drop-down options appear.*

3. Select Disposal. *The* ***FAST Asset Disposal*** *slide-out window appears.*

4. Use to select the Reason.
5. Select Save.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search For a Maintenance Asset Master
- Add a Maintenance Asset Master
- Update the Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Transfer a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal

Reverse a Maintenance Asset Master Disposal

Overview

The Maintenance Asset Master Reverse Disposal process allows for the reversal of a deleted maintenance asset.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > (desired record) > Actions > Reverse Disposal drop-down option > Reverse Disposal pop-up window

Page Fields

The following fields display on the **MAINT ASSET MASTER Reverse Disposal** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reverse Disposal Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Reverse a MAINT ASSET MASTER Disposal

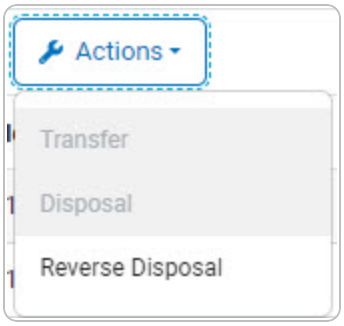
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry. *The Maintenance Management Code is highlighted, and* Print M&U 244 *and* Actions *become available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record. All options are not available for every record.

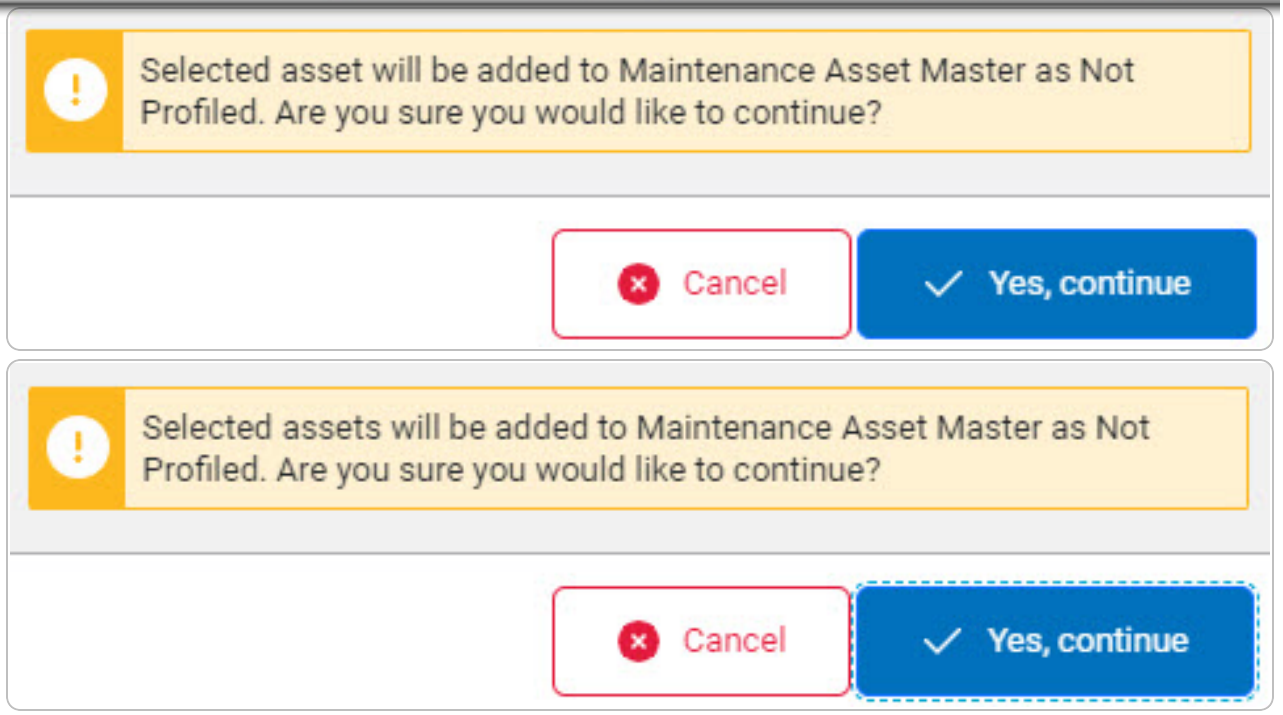
2. Select Actions. *The drop-down options appear.*



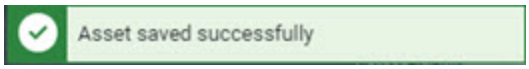
3. Select Reverse Disposal. *The* ***Maintenance Asset Master - Reverse Disposal*** *pop-up window appears.*

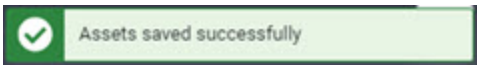
Note

The Reverse process is the same for single and mass reversal.



4. Select

. *The **Maintenance Asset Master - Reverse Disposal** pop-up window closes and* 

or 

appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search For a Maintenance Asset Master
- Add a Maintenance Asset Master
- Update the Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Transfer a Maintenance Asset Master
- Delete a Maintenance Asset Master

Transfer a Maintenance Asset Master

Overview

The Maintenance Asset Master Transfer process allows the transfer of maintenance assets.

Navigation

Maintenance > MAINT ASSET MASTER > Search Criteria > Search > Search Results > (desired record) > Actions > Transfer drop-down option > Transfer (Maintenance Asset Master) slide-out window

Page Fields

The following fields display on the **MAINT ASSET MASTER Transfer** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transfer Grid

Equipment Location *
Owner Id *
Transferred Date *
Activity *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Transfer a MAINT ASSET MASTER

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

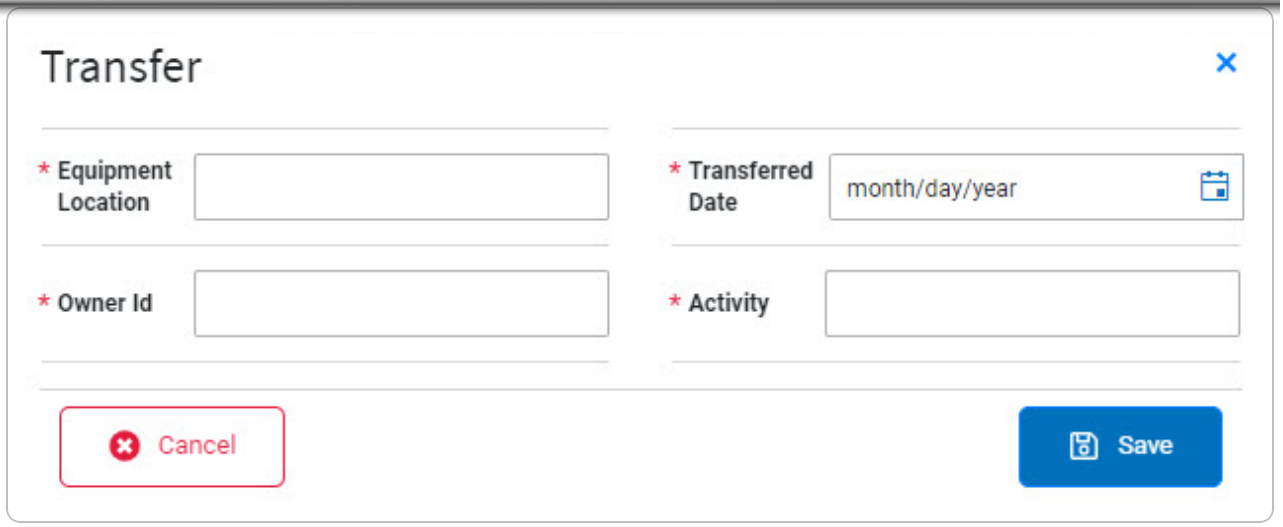
1. Click ☐ to select the entry(s). *The Maintenance Management Code is highlighted, and* Edit, Print M&U 244, *and* Actions *become available.*

Note

Edit, Print M&U 244, and Actions become available based on the selected maintenance asset record(s). All options are not available for every record. Select ☐ next to the desired records to transfer multiple records at the same time.

2. Select Actions. *The drop-down options appear.*

3. Select Transfer. *The* ***Transfer a Maintenance Asset Master*** *slide-out window appears.*



A. Enter the Equipment Location in the field provided. *This is a 20 alphanumeric character field.*

B. Enter the OWNER ID in the field provided. *This is a 6 alphanumeric character field.*

C. Use to select the Transferred Date, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Activity in the field provided. *This is a 50 alphanumeric character field.*

4. Select Save. *The **Transfer a Maintenance Asset Master** slide-out window closes and* Asset transferred successfully *appears as the asset is updated in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search For a Maintenance Asset Master
- Add a Maintenance Asset Master
- Update the Maintenance Asset Master
- Update a Maintenance Asset Master — Mass Edit
- Delete a Maintenance Asset Master
- Reverse a Maintenance Asset Master Disposal

Search for a Work Order

Overview

The Maintenance and Utilization module Work Order process provides the ability to manage the maintenance of the assets, and track all of the work involved.

Helpful Tip

Assets for profiling can also be accessed from the **ELMS MAINT AND UTIL Home** page. Select the Asset expansion link located in the Message of the Day section to view the various asset profile hyperlinks.

Navigation

Maintenance > Work Order > Work Order Search page

Page Fields

The following fields display on the **Work Order Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
359	To Add a Work Order, all fields must be blank.
360	Enter at least one value to perform Search.
21	Select "Add" button to create a new record.

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Basic Search Grid

Asset Id
Work Order Status Code
Has Assets

Has Assets Grid

All
No
Yes

Work Order Id
Stock Number
Maint Sched From
NMC

NMC Grid

All
No
Yes

Advanced Search Grid

Search Results Grid

Work Order ID
Asset ID
Item Desc
Maint Sched From
Priority Code
Secondary Serial Number
Serial Number
Stock Number
Will Update Maint Sched

Work Order Reason
Work Order Status Code

Optional

Compliance Dt
Document Number
Impound Manager
Impounded
Job Order Number
Maint Location
NMC
NMC Status
Primary Tech
Scheduled Maint Dt
TCTO/Service Bulletin
Team Id
Work Order State Code
Work Plan Type Code

Procedures

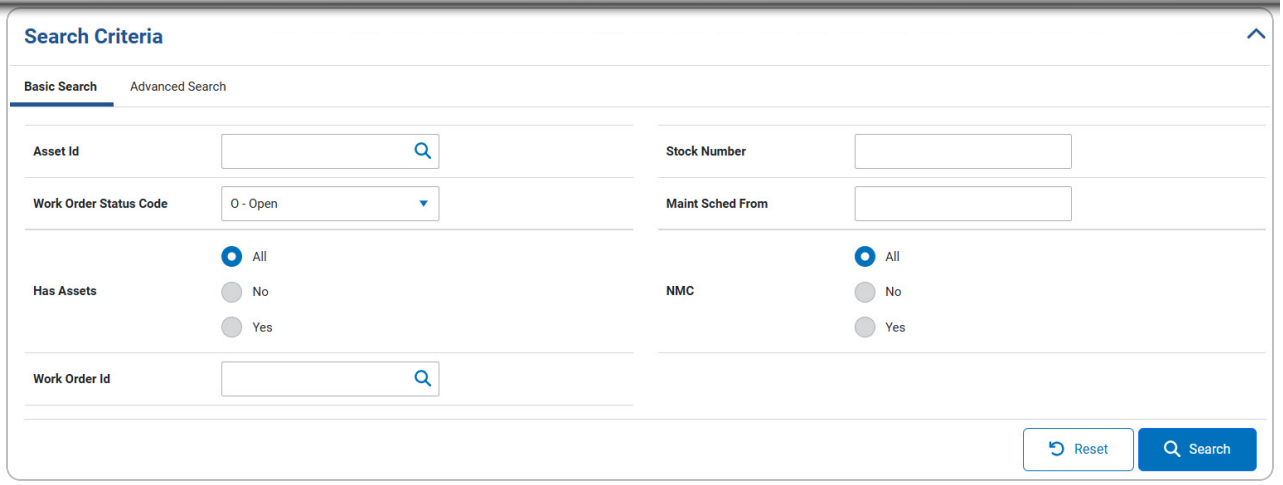
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Work Order

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, narrow the results by entering one or more of the following fields:.



A. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

Asset Id Browse help

B. Use to select the Work Order Status Code.

C. Select Has Assets. *Determines whether the results includes or excludes work orders with assets.*

D. Enter the WORK ORDER ID, or use to browse for the entry. *This is a 20 numeric character field.*

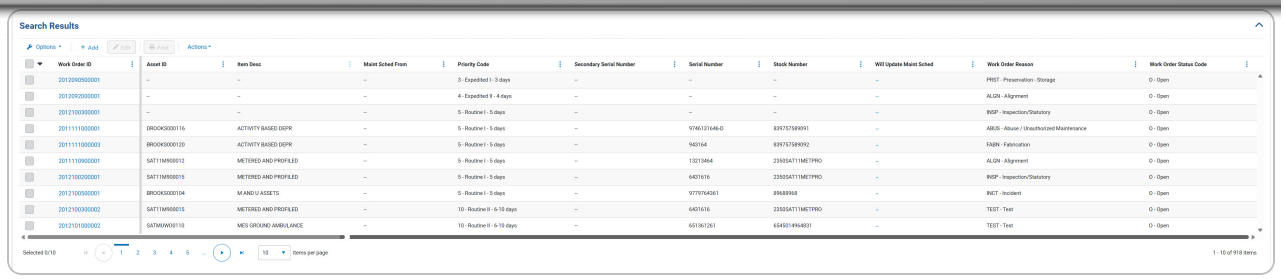
Work Order Id Browse help

E. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

F. Enter the MAINT SCHED From in the field provided. *This is a xx alphanumeric character field.*

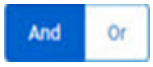
G. Select NMC. *Determines whether the results includes or excludes work orders with NMC assets.*

2. Select Search. *The **Work Order Search Results** grid appears.*



OR

Select the Advanced Search tab.

A. Select 

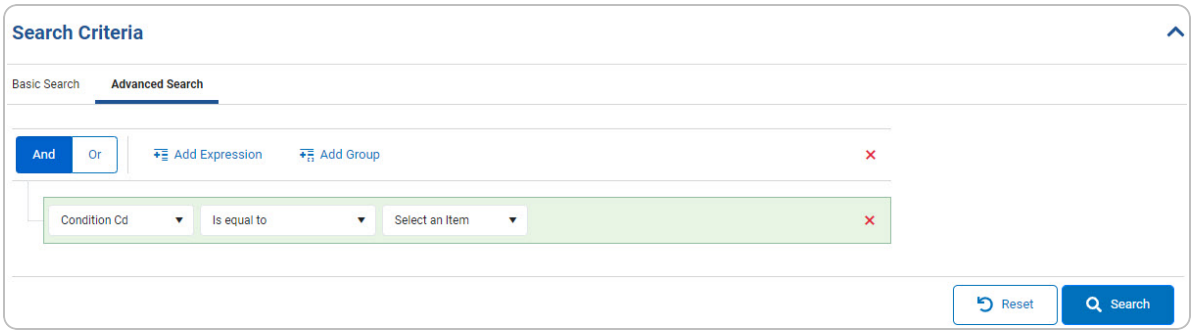
. *Selecting the And button will include all rows of criteria in the search results grid. Selecting the Or button will include specified criteria of the selected expressions/groups in the search results grid.*

B. Select

. *Adds a group row to the search criteria grid.*

C. Select

. *Adds an expression row to the search criteria grid.*



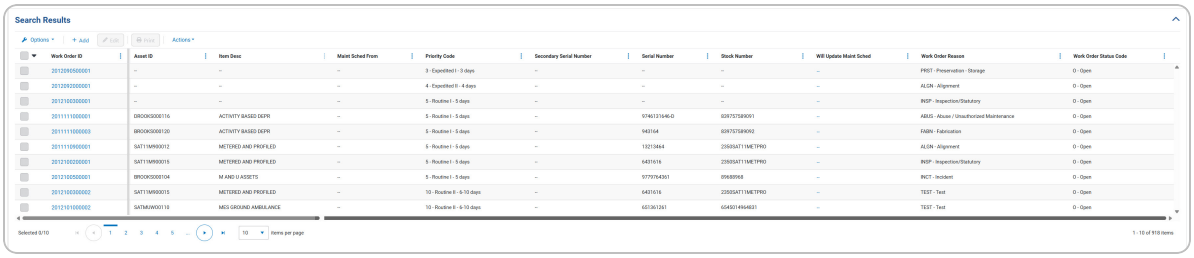
D. Use ▼ to change the criteria. *The data included is based on the Basic Search entry. Select ▼ to change the advanced search criteria.*

E. Repeat the steps as needed.

Delete a Row

- Select . *The row is removed from the search criteria grid.*

F. Select Search. *The **Work Order Search Results** grid appears.*



Add a Work Order

Select + Add. *The **Work Order Add** page appears.*

Update a Work Order

1. Click to select the entry. *The WORK ORDER ID is highlighted, and Edit and Print become available.*
2. Select Edit. *The **Work Order Update** page appears.*

Print a Work Order

1. Click to select the entry. *The WORK ORDER ID is highlighted, and Edit and Print become available.*
2. Select Print. *The **Print Options** slide-out window appears.*

Close Work Order(s) — Mass Updates

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for Close Work Order(s) - Mass Updates.*
2. Select Actions. *The action options appear in a drop-down.*

3. Select Close Work Order(s). *The **Close Work Order(s)** page appears.*

Cancel Parts Request(s)

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for the Cancel Parts Request(s).*
2. Select Actions. *The action options appear in a drop-down.*

3. Select Cancel Parts Request(s). *The **Cancel Parts Request(s)** page appears.*

Assign Work to Sub Work Order — Mass Updates

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for Assign Work — Mass Updates.*
2. Select Actions. *The action options appear in a drop-down.*

3. Select Assign Work. *The **Assign Work to Sub Work Order — Mass Updates** page appears.*

View the Work Order

Select the WORK ORDER ID hyperlink. *The **Work Order Information** slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
501 — Refine Search Criteria to retrieve the allowable maximum of 500 records.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re—enter the Serial Number.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re—enter the date.
712 — All fields must be blank for Add action.	Invalid Entry. No search criteria can be selected

	prior to choosing Add. Delete the entries before selecting Add.

Related Topics

- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates
- Asset Id Browse
- Work Order Id Browse

Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to attach a file to a Work Order record.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > Attachments panel > > Attachments > + Attachments > Maintenance Attachment Add page

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
210	**"Add Attachment" supports only JPG, JPEG, GIF, and PDF files.**

Upload File Grid

Work Order Header
File Path *
Desc *
Primary

Temporary Attachments Grid

Remove
Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

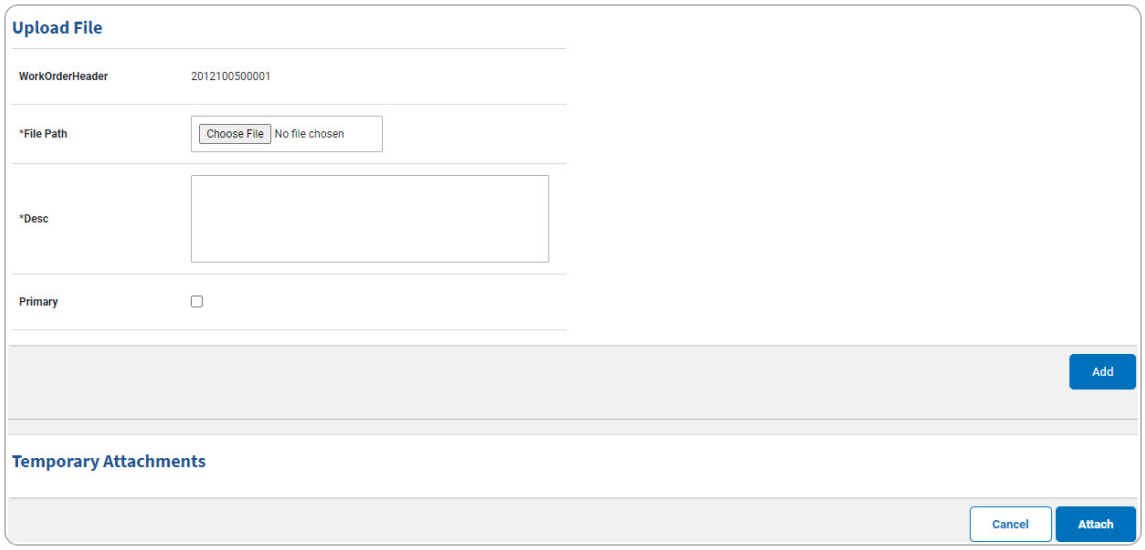
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Maintenance Attachment

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

1. Select + Attachments. *The **Maintenance Attachment Add** page appears.*



2. *The appropriate ID automatically populates and is not editable.*

3. Select Choose File in the File Path field. *The Windows **Choose File to Upload** pop-up window appears.*

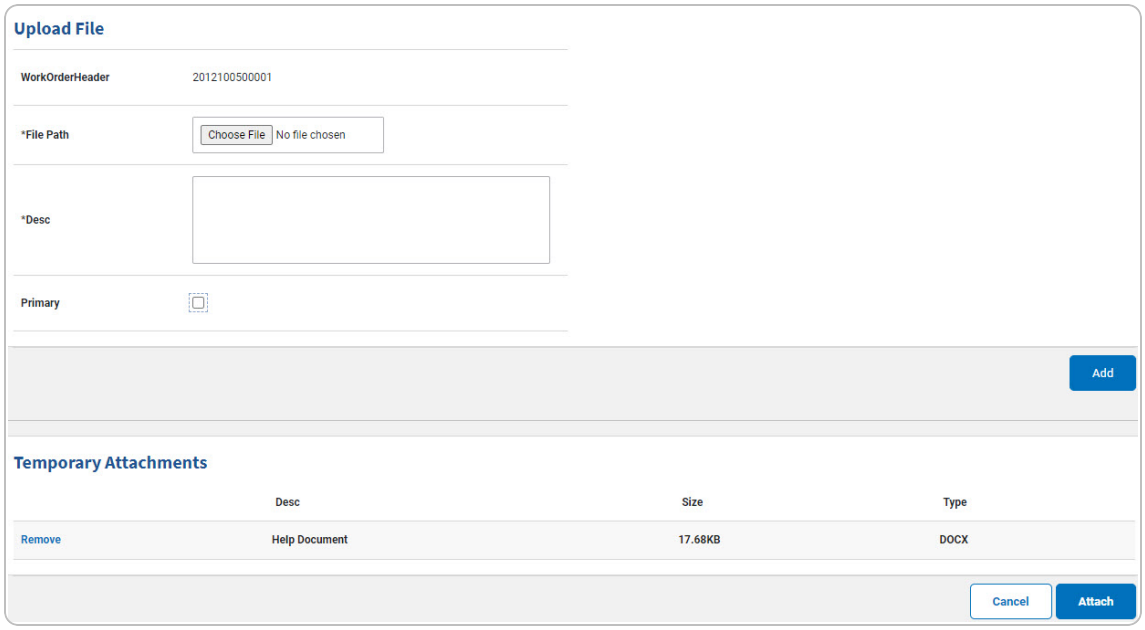
4. Choose the file to attach, and select it.

5. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

6. Enter the DESC in the field provided. *This is a 256 alphanumeric character field.*

7. Click ☐ to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*

8. Select Add. *The file appears in the Temporary Attachments section.*



9. Repeat Steps 3 - 8 to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the screen.*

10. Select Attach. *The **Maintenance Attachment Add** page closes, and the files are attached to the record.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

M&U

- Dispatch Update
- Terms and Conditions
- Work Order

Add a Work Order

Overview

The Work Order Add process provides the ability to create new Work Orders and SUB WORK ORDERS.
Work Orders are created by manually entering all of the information, or by basing it on a previous Work Order. This enables importing of existing Labor, Task(s), Part(s), Tool(s) and Certification(s).

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order Add page

Page Fields

The following fields display on the **Work Order Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Tab

Asset Indicators Panel

Work Order Options Panel

Work Order Id

After Work Order Id is Selected

Sub Work Orders

Sub Work Orders Grid

Sub Work Order (Custom Name)
Include All
Details

Details Grid

Task(s)
Labor
Part(s)
Tool(s)/Equipment
Include All

Details Panel

Asset Id
Serial Number
Work Order Status Code
Work Order Reason
Approval Date
Cond Code
Storage Type Code
Document Number
Special Instructions
Asset Loc
Stock Number
Item Desc
MC Status
Priority Code *
Avail Date
Receipt Date
Est Service End Date *
Job Order Number
Prep for Shipment Code
Remarks

Asset Information Panel

Asset Overview

Stock Number
Serial Number
Secondary Serial Number
Manufacturer Name
Manufacturer Model

Manufacturer Part
Manufacturer Year
Owning Cost Center

Asset Details

Location
Dollar Amount
Meter
Non Accountable
Custodian Id
Custodian Name
Address 1
Address 2
City
Country Code
E-mail Address
APO Phone Number
Phone Number

Misc

Hazmat Code
Demilitarization Code
LIN/TAMCN
ECC
Precious Metal Code
CIIC
RIC
CAGE Code
UII

Asset Certifications

Name
Description

Additional Attributes Panel

Corrosion Score
Primers
Topcoats
Color
Last Painted Date

Point of Contact Panel

Contact

Email
Phone Number
Mobile Number
Remarks

Utilization Panel

Incoming

Meter Reading
Reported Date

Outgoing

Meter Reading
Reported Date

Related Work Panel

Work Order Grid

Work Order ID
Work Order Status Code
Priority Code
Asset ID
Item Desc
Stock Number
Serial Number
Secondary Serial Number
RIC
Condition Code
Work Order Reason

Preventive Maintenance Grid

Maintenance Schedule Name
Services
Occurrence
Recurring Method
Recurring Frequency
Util Frequency
Last Maint Dt
Next Maint Dt
Last Util Qy
Next Util Qy
Current Meter Reading

Sub Work Order 1 Tab

Details Panel

Overview

Work Order State Code *
Sub Priority Code *
Work Plan Desc *
Work Plan Type Code *
Work Plan Id
Maintenance Location *

Service

Requested Service *
Serviced By *
Service Start Date
Service End Date
Service Performed
Remarks

Technician

Team
Primary Technician *
Average Number of Techs

Rate

Estimated Labor Hours
Actual Labor Hours
Estimated Hours to Perform
Actual Hours to Perform
Estimated Labor Cost
Actual Labor Cost
Estimated Non-Labor Cost
Actual Non-Labor Cost

Labor Panel

Tasks Panel

Tools/Equipment Panel

Parts Panel

Certifications Panel

Name
Description

(*) Asterisk identifies mandatory fields.

Procedures

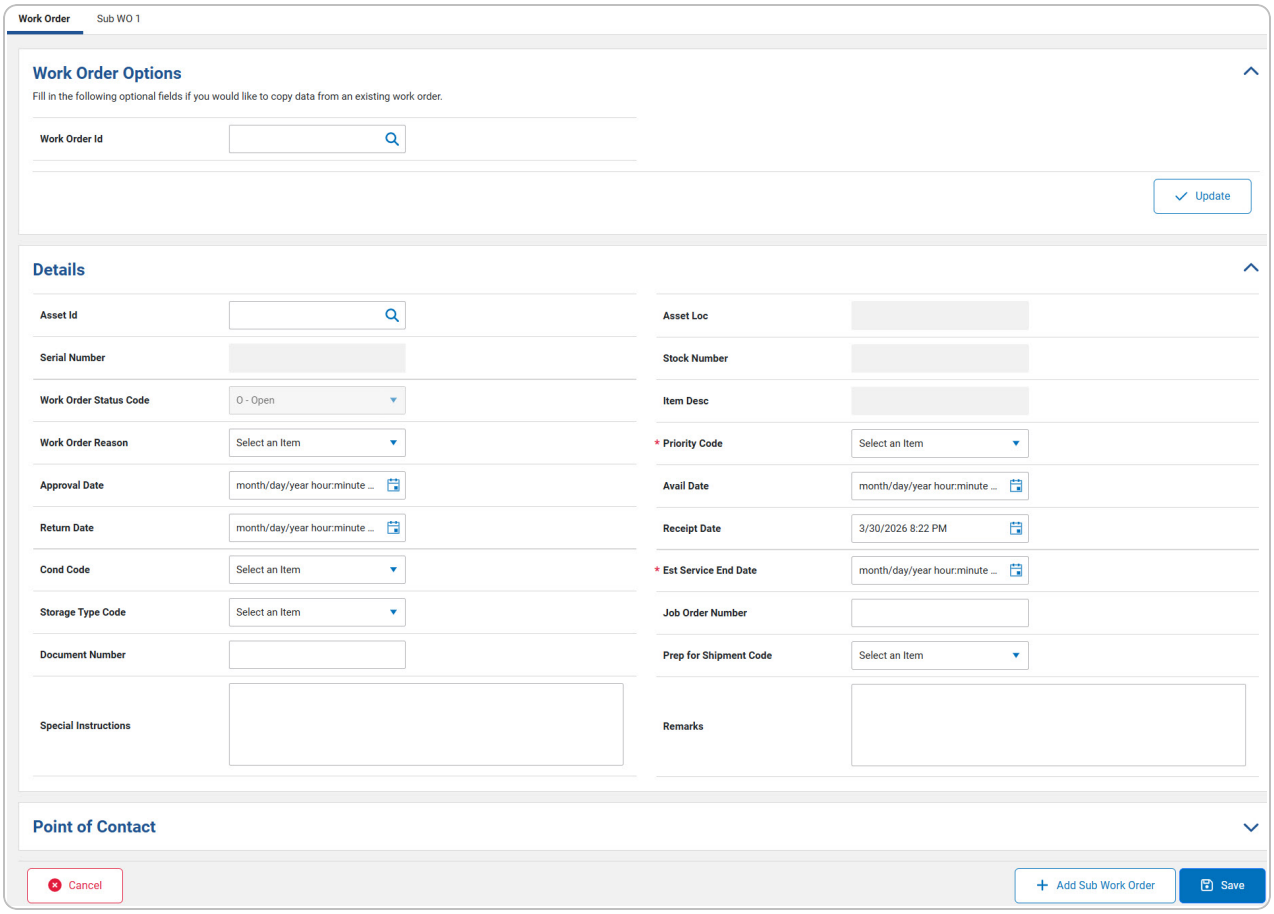
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

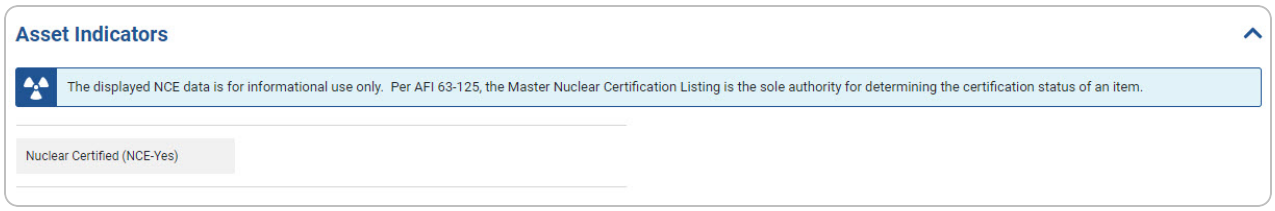
Add a Work Order

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

1. Select + Add. *The **Work Order Add** page appears.*



2. *Verify the Asset Indicators panel.*



Note

The Asset Indicator panel appears when the selected asset is associated with nuclear data.

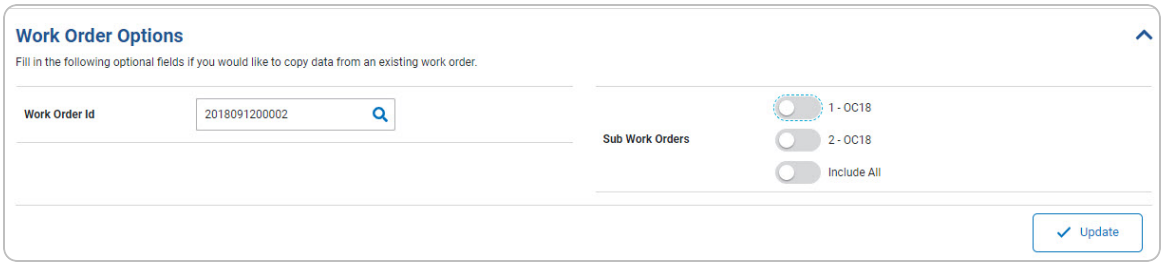
3. *Complete the Work Order Options panel.*

A. Enter the WORK ORDER ID, or use to browse for the number. *This is a 20 numeric character field.*

Work Order Id Browse help

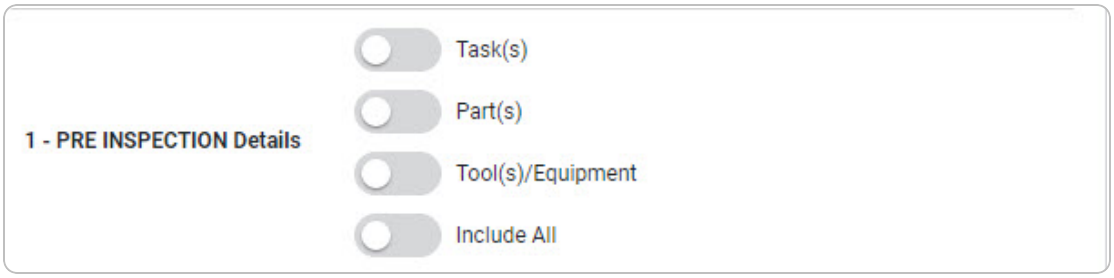
Note

Select the WORK ORDER ID, the SUB WORK ORDERS field appears.



B. Click to select the SUB WORK ORDERS. *Selecting a SUB WORK ORDER displays the available details based on the WORK ORDER ID. Depending on the details selected, additional radio buttons become available.*

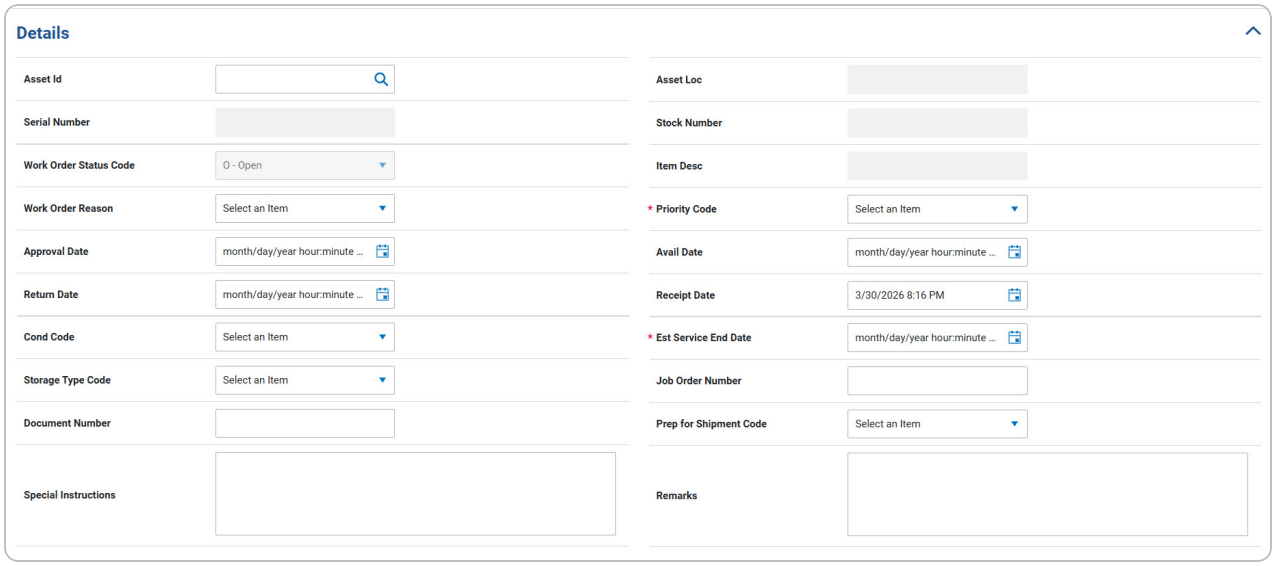
- Details



- Click to select the Task(s). *Selecting includes task(s) in the SUB WORK ORDER pre inspection details.*
- Click to select the Part(s). *Selecting includes part(s) in the SUB WORK ORDER pre inspection details.*
- Click to select the Tool(s)/Equipment. *Selecting includes tool (s)/equipment in the SUB WORK ORDER pre inspection details.*
- Click to select the Include All. *Selecting includes all options in the SUB WORK ORDER pre inspection details.*

C. Select Update. The selected SUB WORK ORDERS appear as SUB WO tabs.

4. *Complete the Details panel.*



A. Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

Asset Identifier Browse help

B. *The Serial Number automatically populates and is not editable.*

C. *The Work Order Status Code automatically populates and is not editable.*

D. Use to select the desired Work Order Reason.

E. Use to select the APPROVAL DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Use to select the RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Use to select the Cond Cd.

H. Use to select the Storage Type Cd.

I. Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*

J. Enter the Special Instructions in the field provided. *This is a 256 alphanumeric character field.*

K. *The Asset LOC automatically populates and is not editable.*

L. *The Stock Number automatically populates and is not editable.*

M. *The ITEM DESC automatically populates and is not editable.*

N. *The MC STATUS Field automatically populates and is not editable.*

Note

The MC STATUS field appears after selecting the ASSET ID.

O. Use to select the desired Priority Cd.

P. Use to select the AVAIL DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the RECEIPT DT, or enter the date (MM/DD/YYYY) in the field provided.

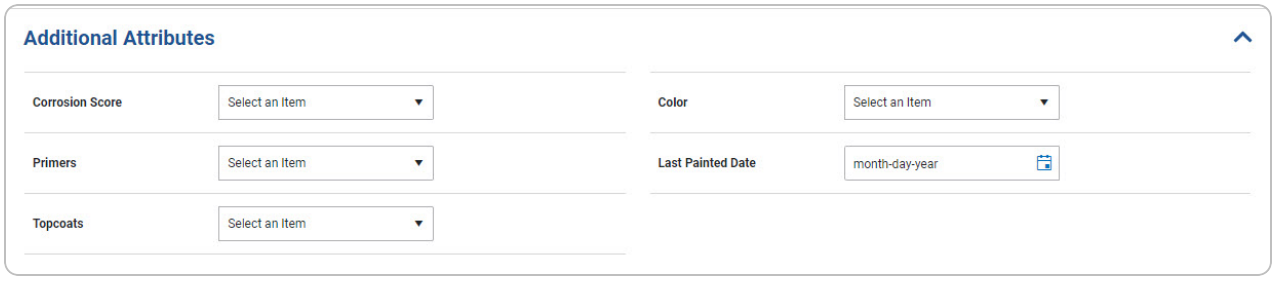
R. Use to select the EST SERVICE END DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

T. Use to select the Prep for Shipment Cd.

U. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

5. *Complete the Additional Attributes panel.*



A. Use to select the desired Corrosion Score.

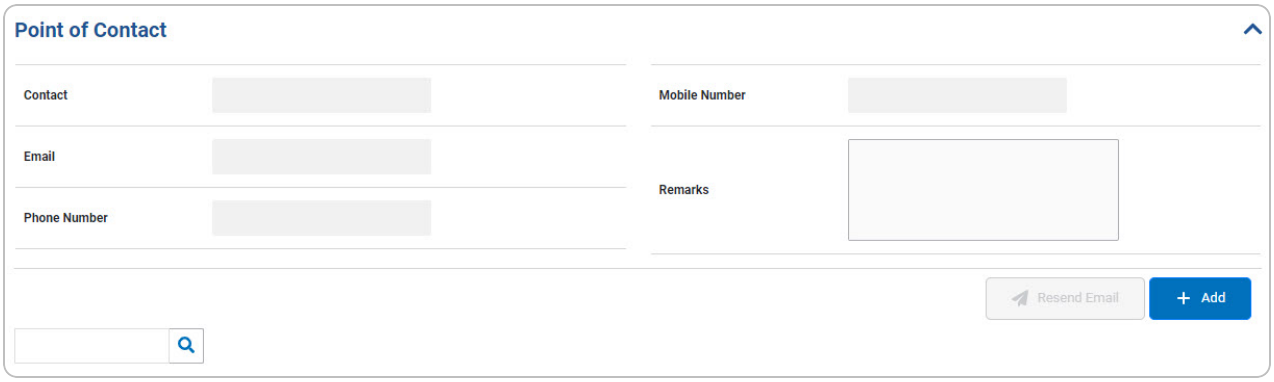
B. Use to select the desired Primers.

C. Use to select the desired Topcoats.

D. Use to select the desired Color.

E. Use to select the Last Painted Date, or enter the date (MM/DD/YYYY) in the field provided.

6. *Complete the Point of Contact panel.*



Select + Add. *The **Point of Contact** pop-up window appears. The Add button turns to* Edit *when information is entered into the fields.*

A.

OR

Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*

B. Enter the Email in the field provided. *This is a 80 alphanumeric character field.*

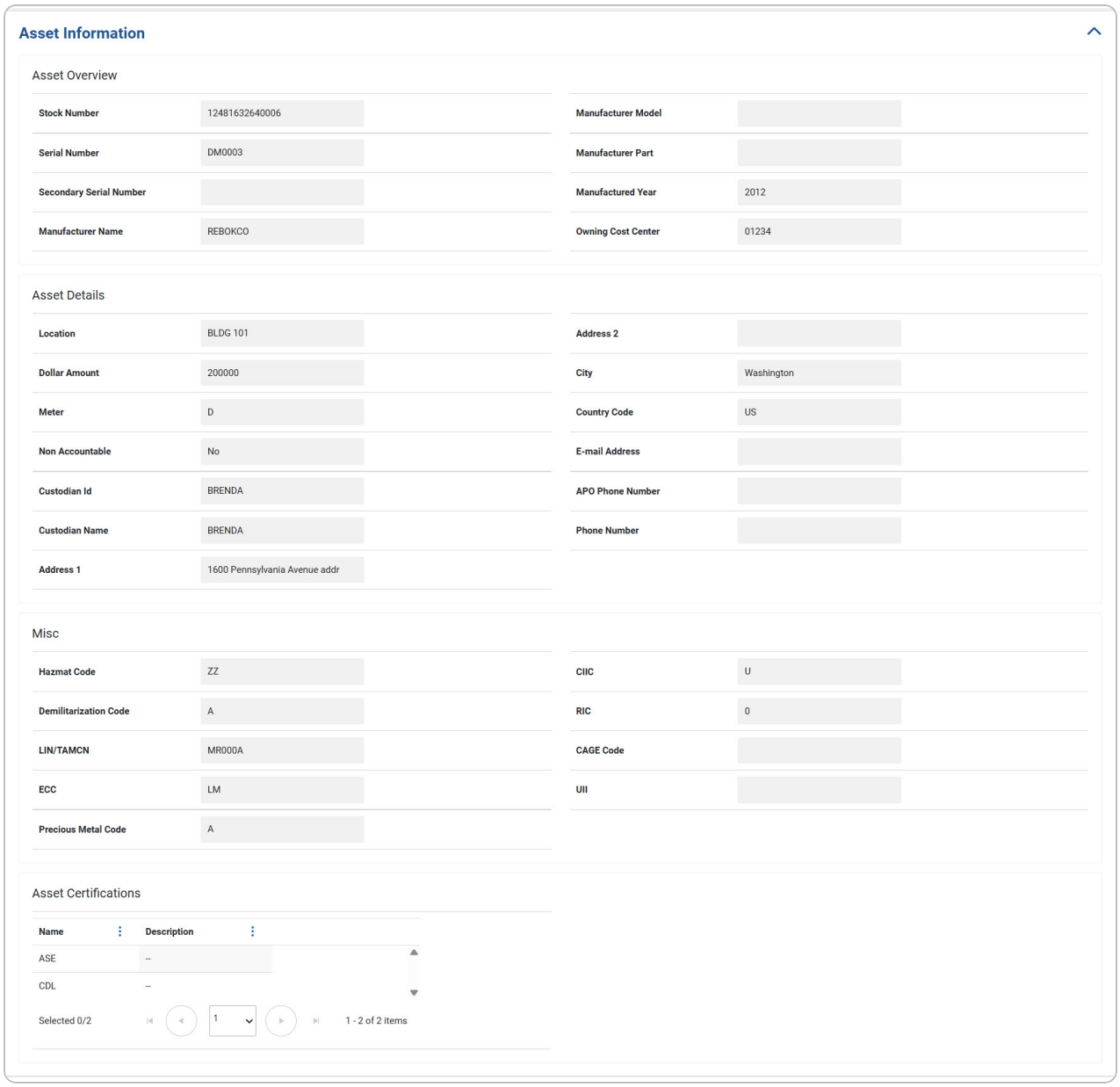
C. Enter the Phone Number in the field provided. *This is a 19 alphanumeric character field.*

D. Enter the Mobile Number in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

F. Select Edit. *The **Point of Contact** pop-up window appears.*

7. *Verify the Asset Information panel.*



A. *Verify the Asset Overview section.*
   a. *Verify the Stock Number.*
   b. *Verify the Serial Number.*
   c. *Verify the Secondary Serial Number.*
   d. *Verify the Manufacturer Name.*
   e. *Verify the Manufacturer Model.*
   f. *Verify the Manufacturer Part.*
   g. *Verify the Manufactured Year.*
   h. *Verify the Owning Cost Center.*

B. *Verify the Asset Details section.*
   a. *Verify the Location.*
   b. *Verify the Dollar Amount.*
   c. *Verify the Meter.*
   d. *Verify the Non Accountable.*
   e. *Verify the CUSTODIAN ID.*
   f. *Verify the Custodian Name.*
   g. *Verify the Address 1.*
   h. *Verify the Address 2.*
   i. *Verify the City.*
   j. *Verify the Country Code.*
   k. *Verify the E-MAIL Address.*
   l. *Verify the APO Phone Number.*
   m. *Verify the Phone Number.*

C. *Verify the MISC section.*
   a. *Verify the HAZMAT Code.*
   b. *Verify the Demilitarization Code.*
   c. *Verify the LIN/TAMCN.*
   d. *Verify the ECC.*
   e. *Verify the Precious Metal Code.*
   f. *Verify the CIIC.*
   g. *Verify the RIC.*

h. *Verify the CAGE CODE.*

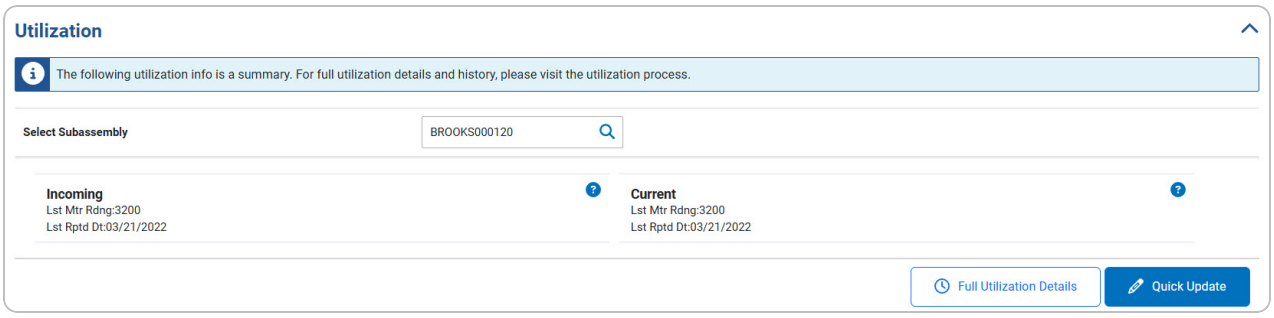
i. *Verify the UII.*

D. *Verify the Asset Certifications section.*

a. *Verify the Name.*

b. *Verify the Description.*

8. *Verify the Utilization panel.*



A. *Verify the Incoming column.*

a. *Verify the Meter Reading.*

b. *Verify the Reported Date.*

B. *Verify the Current column.*

a. *Verify the Meter Reading.*

b. *Verify the Reported Date.*

Select

. *The **Maintenance Asset Utilization Record Search** page appears in another tab.*

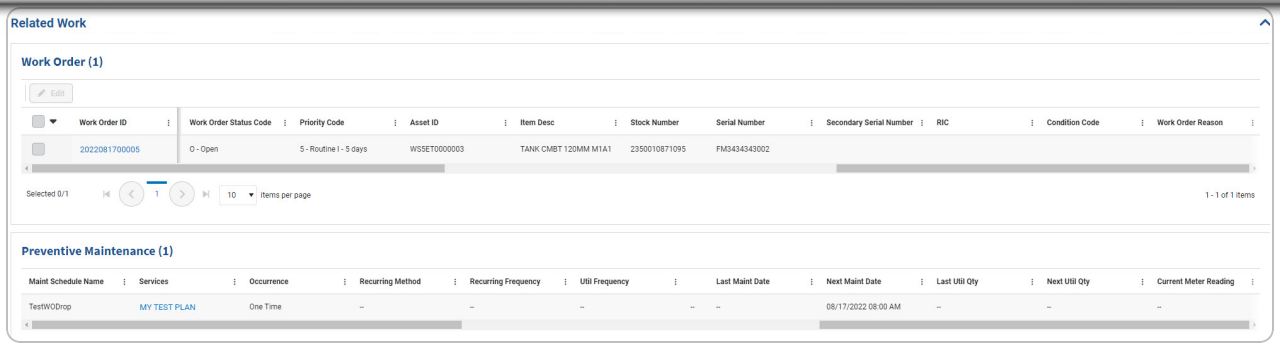
C.

OR

Select

. *The **Edit Utilization** slide-out window appears.*

9. *Complete the Related Work grid.*



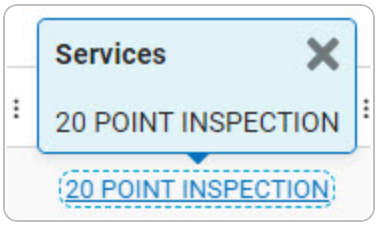
A. Complete the Work Order grid.

a. Click ☐ to select the entry. *The WORK ORDER ID is highlighted, and* Edit *becomes available.*

b. Select Edit. *The selected Work Order appears.*

B. Complete the Preventive Maintenance grid.

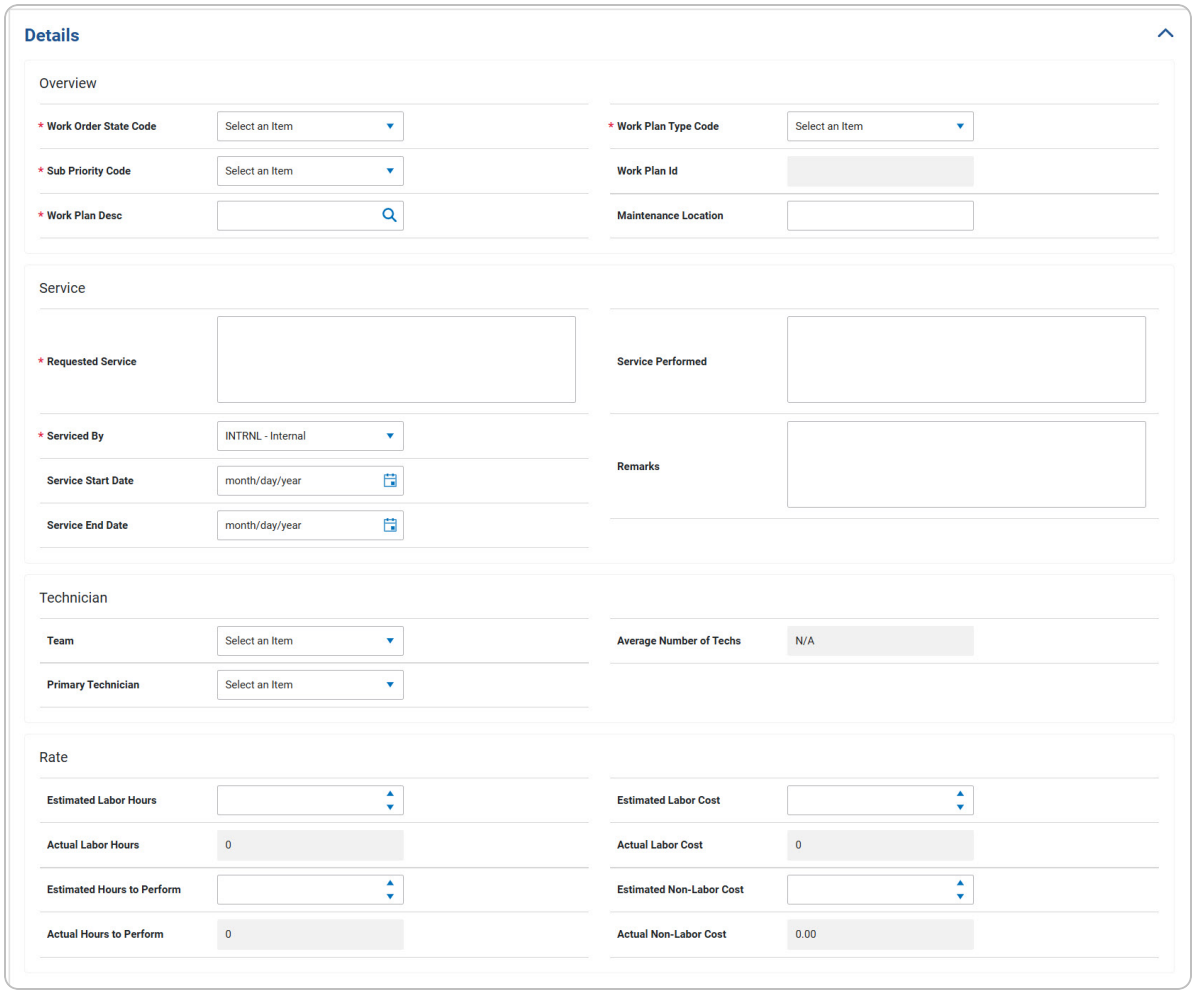
a. Select the Services hyperlink. *The services pop-up window appears.*



Select ✕ to close.

10. Select the Sub WO 1 tab. *The **SUB WORK ORDER** appears.*

A. *Complete the Details panel.*



B. *Complete the Overview section.*

a. Use ▼ to select the Work Order State Code.

b. Use ▼ to select the Sub Priority Code.

c. Enter the Work Plan DESC, or use 🔍 to browse for the entry. *This is a 250 alphanumeric character field.*

Work Plan Browse help

d. Use ▼ to select the Work Plan Type Cd.

e. *The WORK PLAN ID automatically populates and is not editable.*

f. Enter the Maintenance Location in the field provided. *This is a 20 alphanumeric character field.*

C. *Complete the Service section.*

a. Enter the Requested Service in the field provided. *This is a 256 alphanumeric character field.*

b. Use ▼ to select the Serviced By.

c. Use 📅 to select the Service Start Date, or enter the date (MM/DD/YYYY) in the field provided.

d. Use 📅 to select the Service End Date, or enter the date (MM/DD/YYYY) in the field provided.

e. Enter the Service Performed in the field provided. *This is a 256 alphanumeric character field.*

f. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

D. *Complete the Technician section.*

a. Use ▼ to select the Team.

b. Use ▼ to select the Primary Technician.

c. *The Average Number of Techs automatically populates and is not editable.*

E. *Complete the Rate section.*

a. Use ▲▼ to choose the Estimated Labor Hours.

b. *The Actual Labor Hours automatically populates and is not editable.*

c. Use ▲▼ to choose the Estimated Hours to Perform.

d. *The Actual Hours to Perform automatically populates and is not editable.*

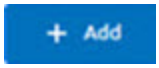
e. Use ▲▼ to choose the Estimated Labor Cost.

f. *The Actual Labor Cost automatically populates and is not editable.*

g. Use ▲▼ to choose the Estimated Non-Labor Cost.

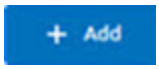
h. *The Actual Non-Labor Cost automatically populates and is not editable.*

F. *Complete the Labor panel.*

Select 

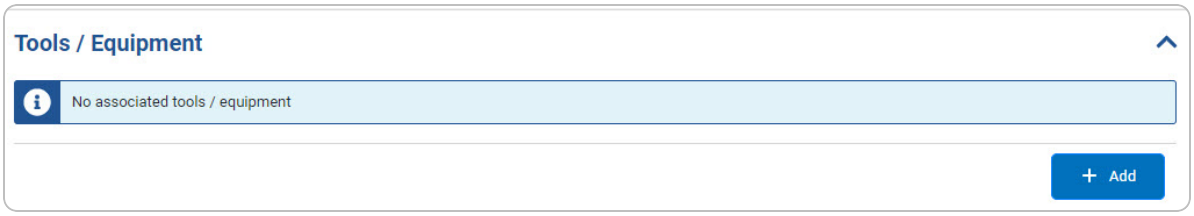
. *The **Add Labor** slide-out window appears.*

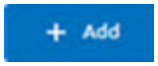
G. *Complete the Tasks panel.*

Select 

. *The **Add Task** slide-out window appears.*

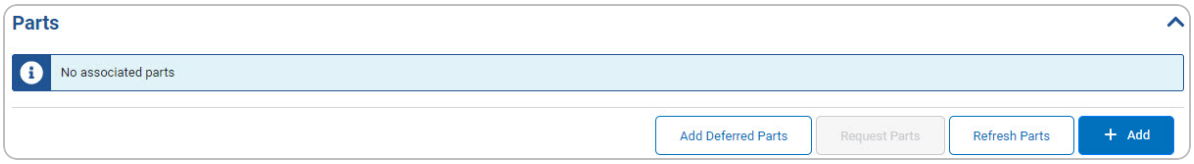
H. *Complete the Tools / Equipment panel.*



Select 

. *The **Add Tools / Equipment** slide-out window appears.*

I. *Complete the Parts panel.*



a. Select

. *The **Deferred Task/Parts** pop-up window appears.*

Note

is editable after the Work Order is saved.

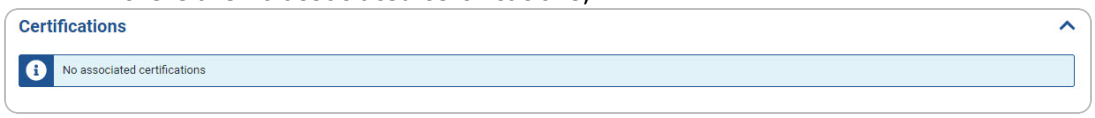
b. Select Refresh Parts. *The parts panel reloads.*

c. Select + Add. *The **Add Parts** slide-out window appears.*

J. *Verify the Certifications panel.*

Note

If there are no associated certifications,



appears.

11. Select + Add Sub Work Order. *Another SUB WO tab appears.*

Note

If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

12. Repeat Steps 10-16.

13. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Approval Dt*.	
13 — Mandatory Entry: *Est Service End Dt*.	
13 — Mandatory Entry: *Return Dt*.	
13 — Mandatory Entry: *Unavl Maint Days*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Work Order Id*.	
13 — Mandatory Entry: *New Work Order*.	
13 — Mandatory Entry: *Using Work Order*.	
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
331 — Entry must be numeric with no embedded spaces.	Invalid Entry. The characters entered in the field include spaces and/or letters. Enter numeric (“0” through “9”) characters.
346 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
722 — UNAVL MAINT DAYS and UNAVL SPLY DAYS cannot be > Days Being Serviced.	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY DAYS must be the same or less than the Days Being Serviced field. Re—enter the dates.
724 — SERVICE END DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE END DT field. Re—enter the date.
741 — Maximum of 50 SUB WORK ORDERS allowed for each Work Order.	Invalid Entry. Only a limit of 50 SUB WORK ORDERS is permitted for each Work Order. Enter 50 or less SUB WORK ORDERS.
XXX — RECEIPT DT must be < SERVICE START DT.	Invalid Date Entry. The RECEIPT DT must occur before the SERVICE START DT. Re—enter the date.
721 — Hours must be entered as .0, .00, .25, .50, .5, or .75.	Invalid Entry. The Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re—enter the hours
723 — SERVICE START DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE START DT

	field. Re—enter the date.
726 — CURRENT MTR RDNG entered will produce negative TOTAL UTIL QTY.	Invalid Entry. The CURRENT MTR RDNG will cause a negative TOTAL UTIL QTY. Re-enter the CURRENT MTR RDNG.
727 — Parts Received must be <= Parts Ordered to Close Work Order(s).	Invalid Entry. To close the Work Order, the Parts Ordered must be more or equal to the Parts Received. Re—enter the quantity.
731 — Tech(s) do not exist in MAINT ACTIVITY. Primary Tech is mandatory on SUB WORK ORDER.	Invalid Entry. MAINT ACTIVITY does not have a technician. For SUB WORK ORDER, Primary Technicians are required. Re—enter the Primary Technician.
732 — PRIORITY CD must be entered when SUB PRIORITY CD is selected.	Invalid Entry. The PRIORITY CD is missing and must be selected when a SUB PRIORITY CD is specified. Enter the PRIORITY CD.
738 — SUB WORK ORDER has labor entered; cannot Delete.	Invalid Deletion. There is labor entered in the SUB WORK ORDER that is preventing deletion. Re—select the desired SUB WORK ORDER to delete.
739 — Parts Received QTY must = zero; cannot Delete.	Invalid Deletion. The Parts Received QTY is not zero. Re-enter the Parts Received QTY to re-try the deletion.
740 — Parts Ordered QTY must = zero; cannot Delete.	Invalid Deletion. The Parts Ordered QTY is not zero. Re—enter the Parts Ordered QTY to re—try

	the deletion.
2208 — Parts Ordered QTY cannot <= 0.	Invalid Entry. The Parts Ordered QTY cannot be less or equal to zero. Re—enter the QTY.

Related Topics

- Search for a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status in a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates
- Work Order Id Browse
- Asset Identifier Browse
- Work Plan Browse

Add Labor to a Sub Work Order

Overview

The Add Labor process provides the ability to create a new labor entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO 1 tab > Labor panel > > Labor > + Add > Add Labor slide-out window

Page Fields

The following fields display on the **Add Labor** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Labor Grid

Technician *
Labor Category *
Rate Type *
Base Rate
Base Hours
Overtime Rate
Overtime Hours

(*) Asterisk identifies mandatory fields.

Procedures

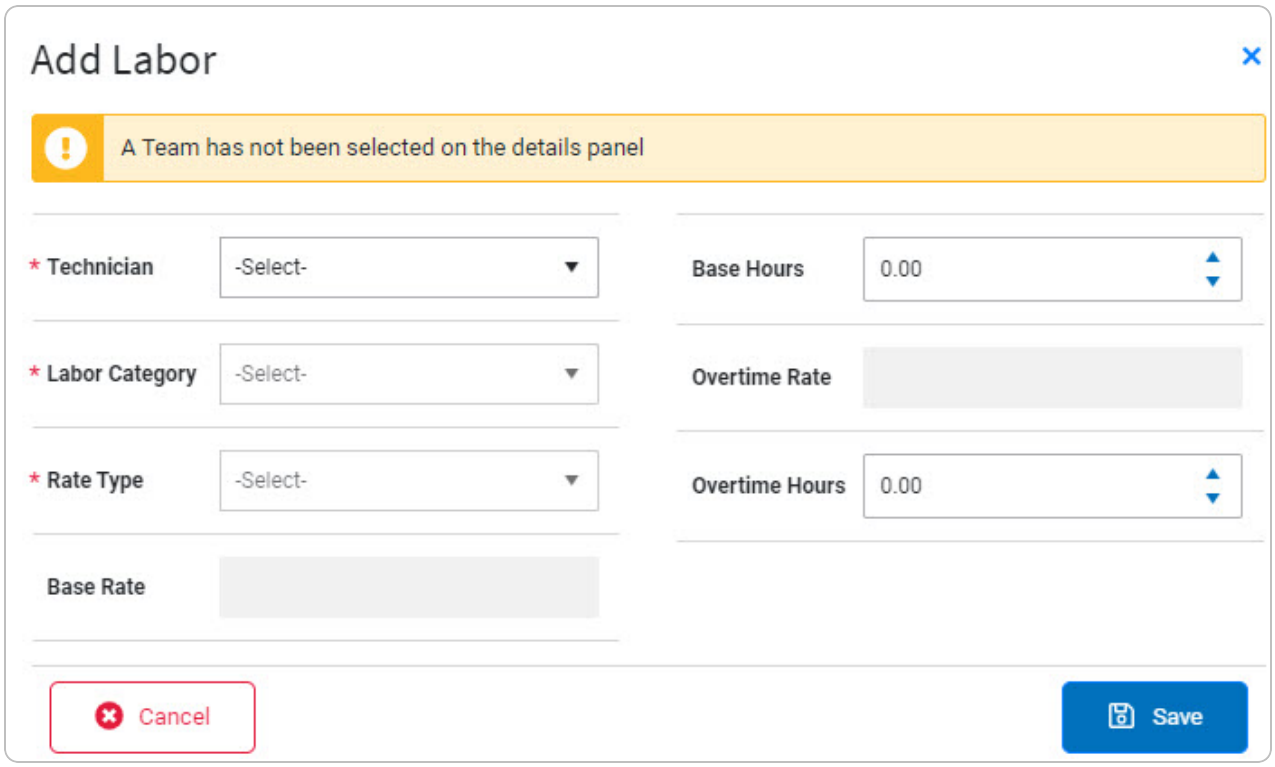
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Add a Labor to a Sub Work Order

1. Select + Add. *The **Add Labor** slide-out window appears.*



Note

The No Team Selected Notice appears if a team is not selected before adding labor information.

A. Use ▾ to select the Technician.

> **Note**
> The fields auto populate and/or become available depending on the Technician and/or Labor Category selected.

B. Use ▾ to select the Labor Category.

C. Use ▾ to select the Rate Type.

D. *The Base Rate automatically populates and is not editable.*

E. Use ▲▼ to choose the Base Hours.

F. *The Overtime Rate automatically populates and is not editable.*

G. Use ▲▼ to choose the Overtime Hours.

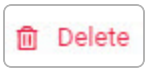
2. Select Save. *The information is saved under the Labor grid.*
3. Select + Add Sub Work Order. *Another SUB WO tab appears in the tab section.*
4.
> **Note**
> If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

5. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Update a Labor in a SUB WORK ORDER

1. Click ☐ to select the row(s) in the Labor grid.
2. Select Edit. *The **Edit Labor** slide-out window appears.*

Delete a Labor in a Sub Work Order

1. Click to select the row(s) in the Labor grid.
2. Select 

. *The **Delete Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Sub Work Order: Labor - Technician*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Sub Work Order: Labor - Labor Category*.	
13 — Mandatory Entry: *Sub Work Order: Rate Type*.	
13 — Mandatory Entry: *Sub Work Order: Labor Tech*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order

- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Add a MC Status to a Sub Work Order

Overview

The Add MC Status process provides the ability to create a new MC Status entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO tab > MC Status panel > + Change MC status > Add MC Status slide-out window

Page Fields

The following fields display on the **Add MC Status** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add MC Status Grid

Header Info Grid

Available Date
Approval Date

MC Record Details Grid

Status Start Date *
Status End Date
Mission Capable Status *
Established By
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

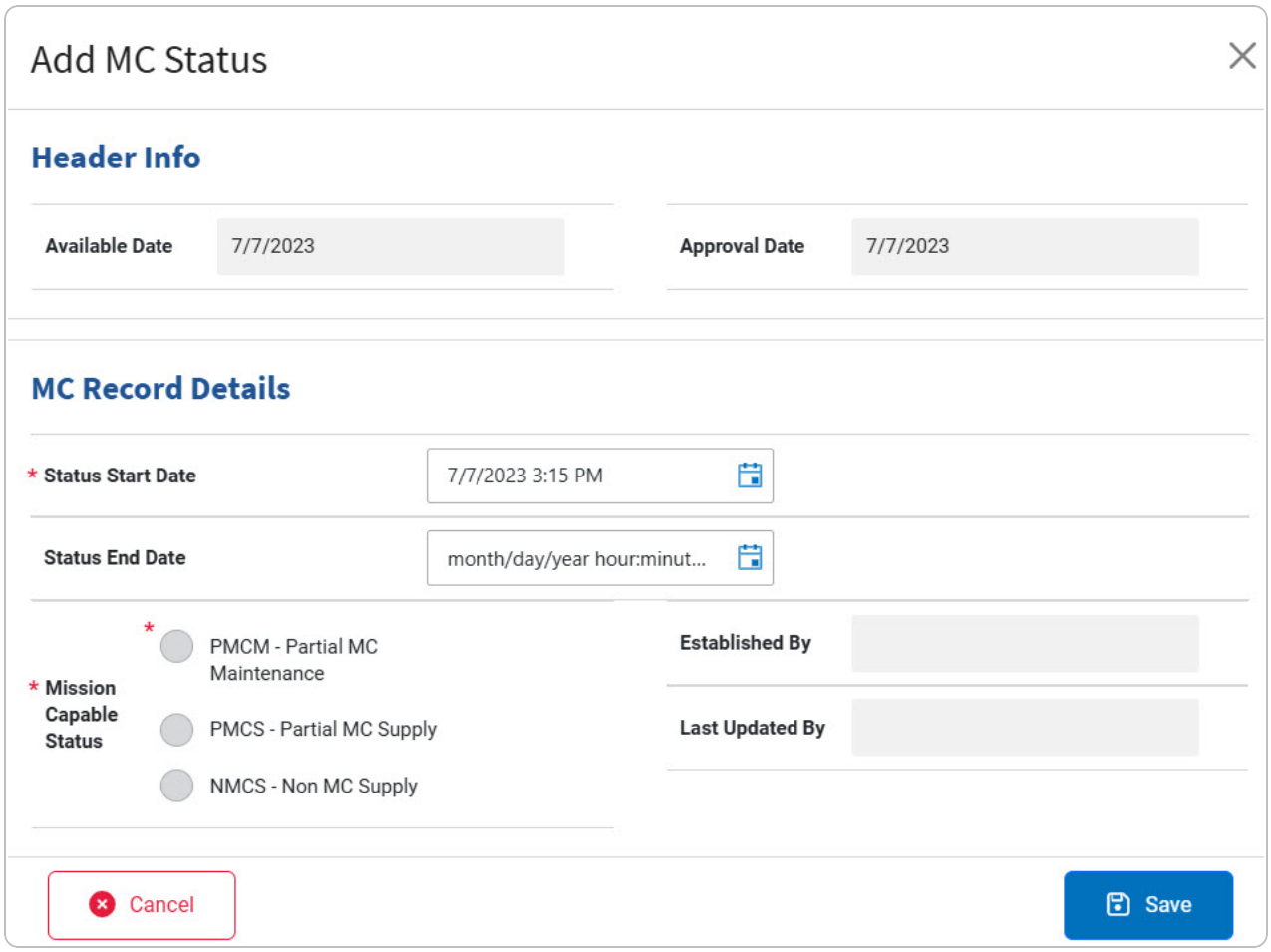
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Add a MC Status to a Sub Work Order

1. Select + Add. *The **Add MC Status** slide-out window appears.*



A. *Complete the Header INFO grid.*

a. *The Available Date automatically populates and is not editable.*

b. *The Approval Date automatically populates and is not editable.*

B. *Complete the MC Record Details grid.*

a. Use to select the Status Start Date, or enter the date (MM/DD/YYYY) in the field provided.

b. Use to select the Status End Date, or enter the date (MM/DD/YYYY) in the field provided.

c. Select Mission Capable Status to pick the status. *The selection indicates the current Mission Capable Status.*

d. *The Established By automatically populates and is not editable.*

e. *The Last Updated By automatically populates and is not editable.*

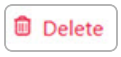
C. Select . *The slide-out window closes and the MC STATUS appears in the **MC Status - FMC** grid.*

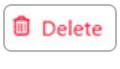
Update a MC STATUS to a SUB WORK ORDER

1. Click to select the row(s) in the MC STATUS grid. *The selected MC STATUS entry is high-lighted, and* *and* *become available.*

2. Select . *The **Edit MC Status** slide-out window appears.*

Delete a MC STATUS in a SUB WORK ORDER

1. Click to select the row(s) in the MC STATUS grid. *The selected MC STATUS entry is high-lighted, and* *and*  *become available.*

2. Select  . *The **Delete Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Status Start Date*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Mission Capable Status*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status in a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Add Parts to a Sub Work Order

Overview

The Add Parts process provides the ability to create a new part entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO 1 tab > Parts panel > > Parts > + Add > Add Parts slide-out window

Page Fields

The following fields display on the **Add Parts** pop-up window page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Parts Grid

Description *
Required Quantity *
Consumed Quantity
Unit Cost *
Manufacturer Name
Manufacturer Part Number
Parts Warranty

(*) Asterisk identifies mandatory fields.

Procedures

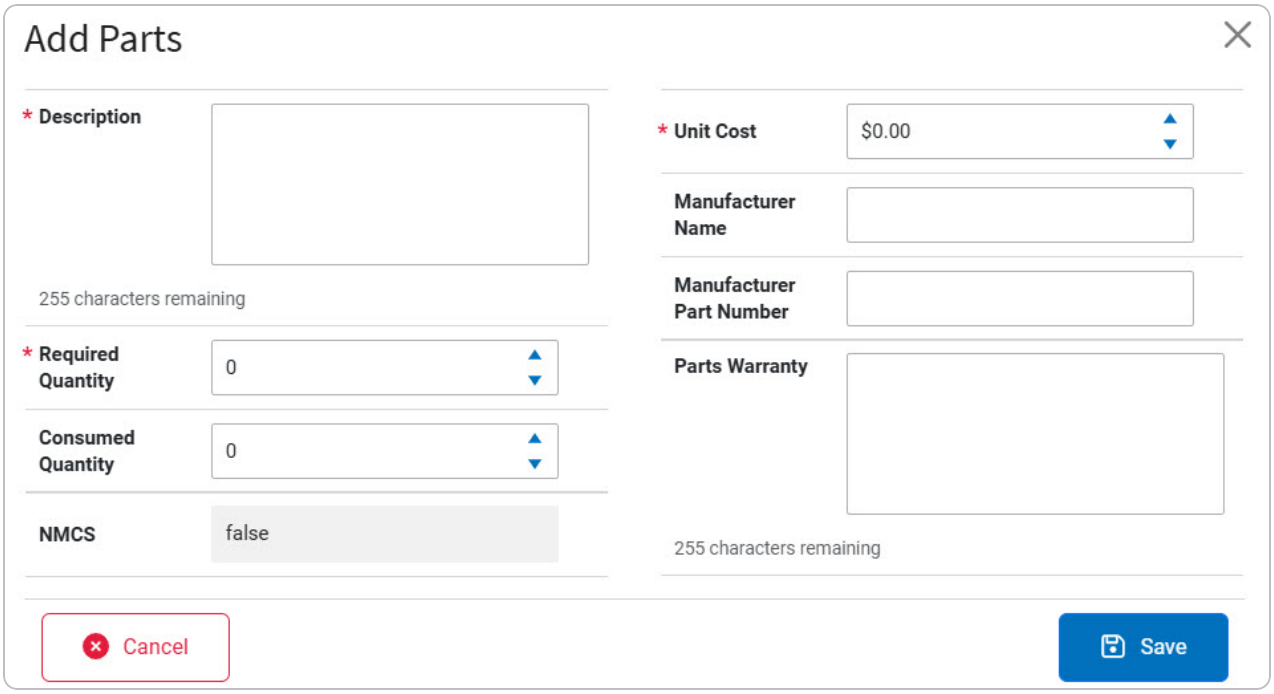
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add Parts to a Sub Work Order

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

1. Select + Add. *The **Add Parts** slide-out window appears.*



A. Enter the Description in the field provided. *This is a 255 alphanumeric character field.*

B. Use ▲▼ to choose the Required Quantity.

C. Use ▲▼ to choose the Consumed Quantity.

D. Use to choose the Unit Cost.

E. Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*

F. Enter the Manufacturer Part Number in the field provided. *This is a 88 alphanumeric character field.*

G. Enter the Parts Warranty in the field provided. *This is a 255 alphanumeric character field.*

2. Select

. *The information is saved under the Parts grid.*

3. Select

. *The* ***Add Requisition*** *page appears in a new tab.*

4. Select

. *The entries reload in the Part grid.*

5. Select

. *Another SUB WO tab appears in the tab section.*

> **Note**
> If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

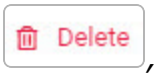
6. Select

. *The*

appears at the button right of the page. The Work Order page refreshes.

Update Parts in a SUB WORK ORDER

1. Click to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and*

, 

, and

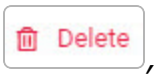
become available.

2. Select

. *The* ***Edit Parts*** *slide-out window appears.*

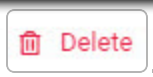
Delete Parts in a SUB WORK ORDER

1. Click to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and*

, 

, and

become available.

2. Select 

. *The **Delete Confirmation** pop-up window appears.*

Add Deferred Parts to a Sub Work Order

1. Select

. *The **Deferred Task/Parts** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Description*.	
13 — Mandatory Entry: *Required Quantity*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Unit Cost*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment

- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Add a Task to a Sub Work Order

Overview

The Add Task process provides the ability to create a new task entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO 1 tab > Tasks panel > > Tasks > + Add > Add Task slide-out window

Page Fields

The following fields display on the **Add Task** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Task Grid

Step Description *
Allowable Result
Actual Result
Actual Hours to Perform

(*) Asterisk identifies mandatory fields.

Procedures

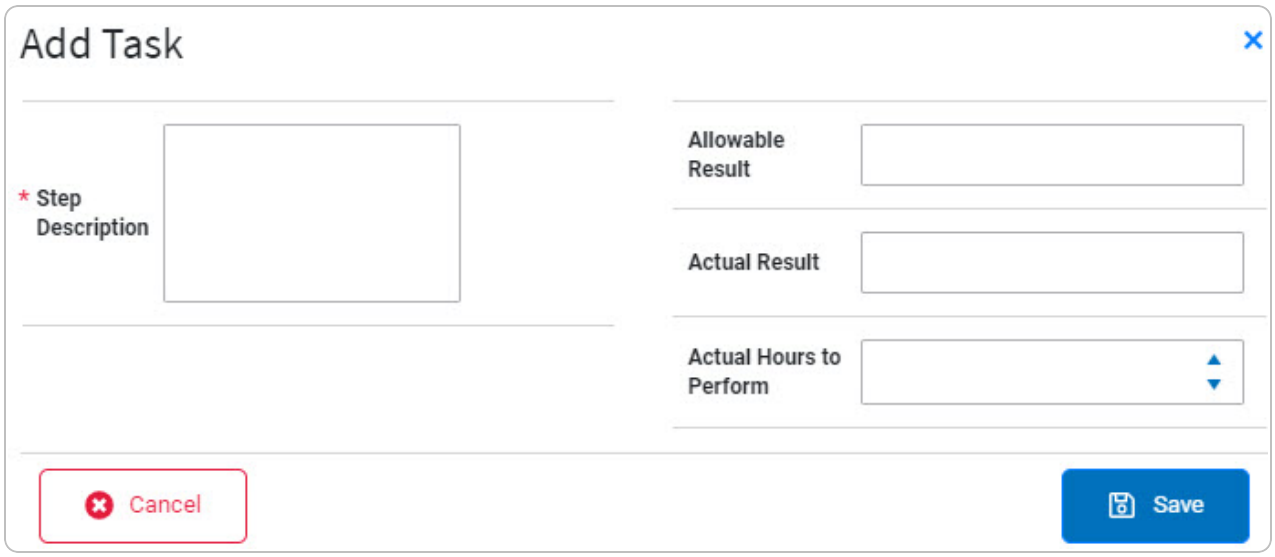
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Add a Task to a Sub Work Order

1. Select + Add. *The **Add Task** slide-out window appears.*



   A. Enter the Step Description in the field provided. *This is a 256 alphanumeric character field.*

   B. Enter the Allowable Result in the field provided. *This is a 50 alphanumeric character field.*

   C. Enter the Actual Result in the field provided. *This is a 50 alphanumeric character field.*

   D. Use ▲▼ to choose the Actual Hours to Perform.

2. Select Save. *The information is saved under the Tasks grid.*

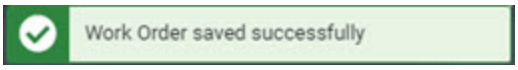
3. Select

. *Another SUB WO tab appears.*

Note

If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

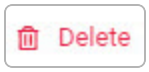
4. Select

. *The* 

appears at the button right of the page. The Work Order page refreshes.

Update a Task in a SUB WORK ORDER

1. Click to select the row(s) in the Tasks grid. *The Tasks entry is highlighted, and*

and 

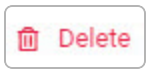
become available.

2. Select

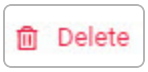
. *The* ***Edit Task*** *slide-out window appears.*

Delete a Task in a SUB WORK ORDER

1. Click to select the row(s) in the Task grid. *The Tasks entry is highlighted, and*

and 

become available.

2. Select 

. *The* ***Delete Confirmation*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SUB WORK ORDER: STEP DESC*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Add Tools/Equipment to a Sub Work Order

Overview

The Sub Work Order Add Tools/Equipment process provides the ability to create a new tool (s)/equipment entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO 1 tab > Tools/Equipment panel > > Tools / Equipment > + Add > Add Tools/Equipment slide-out window

Page Fields

The following fields display on the **Add Tools/Equipment** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Tools/Equipment Grid

Is Required
Tool(s)/Equip Description *
Tool(s)/Equip Quantity *
Asset Tag/Serial Number

(*) Asterisk identifies mandatory fields.

Procedures

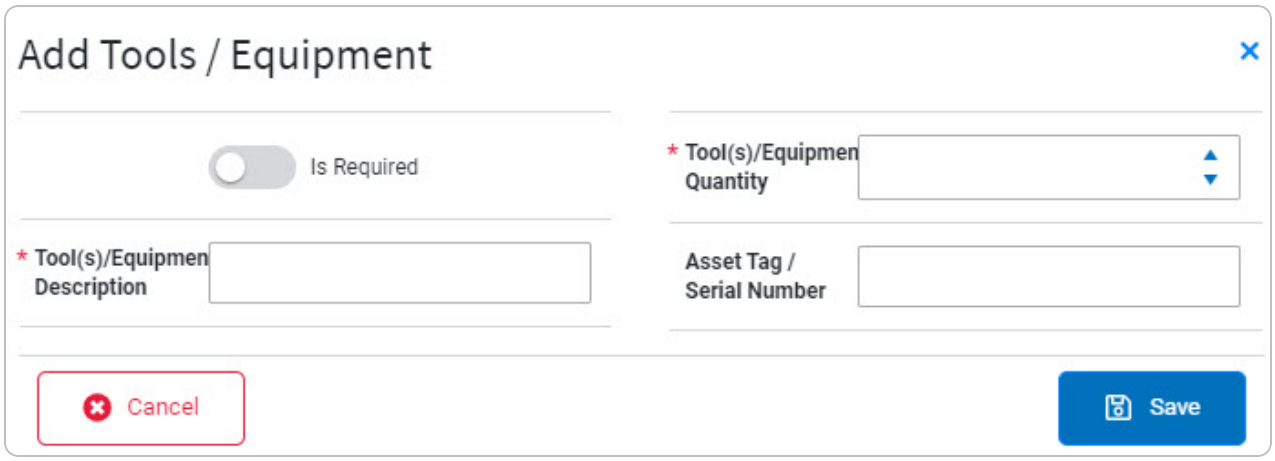
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Add Tools/Equipment to a Sub Work Order

1. Select + Add. *The **Add Tools/Equipment** slide-out window appears.*



A. Click to select the Required. *Select to indicate the tool(s)/equipment is required for the Sub Work Order.*

B. Enter the Tool(s)/Equipmen Description in the field provided. *This is a 255 alpha-numeric character field.*

C. Use to choose the Tool(s)/Equipment Quantity.

D. Enter the Asset Tag/Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*

2. Select Save. *The information is saved under the Tools/Equipment grid.*

3. Select + Add Sub Work Order. *Another Sub WO tab appears.*

Note

If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

4. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Update Tools/Equipment in a SUB WORK ORDER

1. Click to select the row(s) in the Tools / Equipment grid. *The selected Tools/Equipment entry is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Edit Tools/Equipment*** *slide-out window appears.*

Delete Tools/Equipment in a SUB WORK ORDER

1. Click to select the row(s) in the Tools/Equipment grid. *The selected Tools/Equipment entry is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SUB WORK ORDER: TOOL (S)/EQUIP DESC*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Sub Work Order: Tool (s)/Equip Qty*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

View a Work Order Attachment

Overview

The Work Order Attachment Viewer process provides the ability to add attachments to the Work Order.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > Attachments panel > > Attachments > View Attachments > Work Order Attachment Viewer page

Page Fields

The following fields display on the **Work Order Attachment Viewer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Attachment Viewer Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View a Work Order Attachment

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

1. Select View Attachments. *The* ***Work Order Attachment Viewer*** *page appears in another tab.*

2. Select the Attachment. *The selected attachment opens in another window.*
3. Follow the prompts provided by the computer.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The* ***Search for a Work Order*** *page appears.*

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order

- Update the NMC Details
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update Labor in a Sub Work Order

Overview

The Edit Labor process provides the ability to update a labor entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > Sub WO tab > Labor panel > > Labor > (desired record) > Edit > Edit Labor slide-out window

Page Fields

The following fields display on the **Edit Labor** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Labor Grid

Technician *
Labor Category *
Rate Type *
Base Rate
Base Hours
Overtime Rate
Overtime Hours

(*) Asterisk identifies mandatory fields.

Procedures

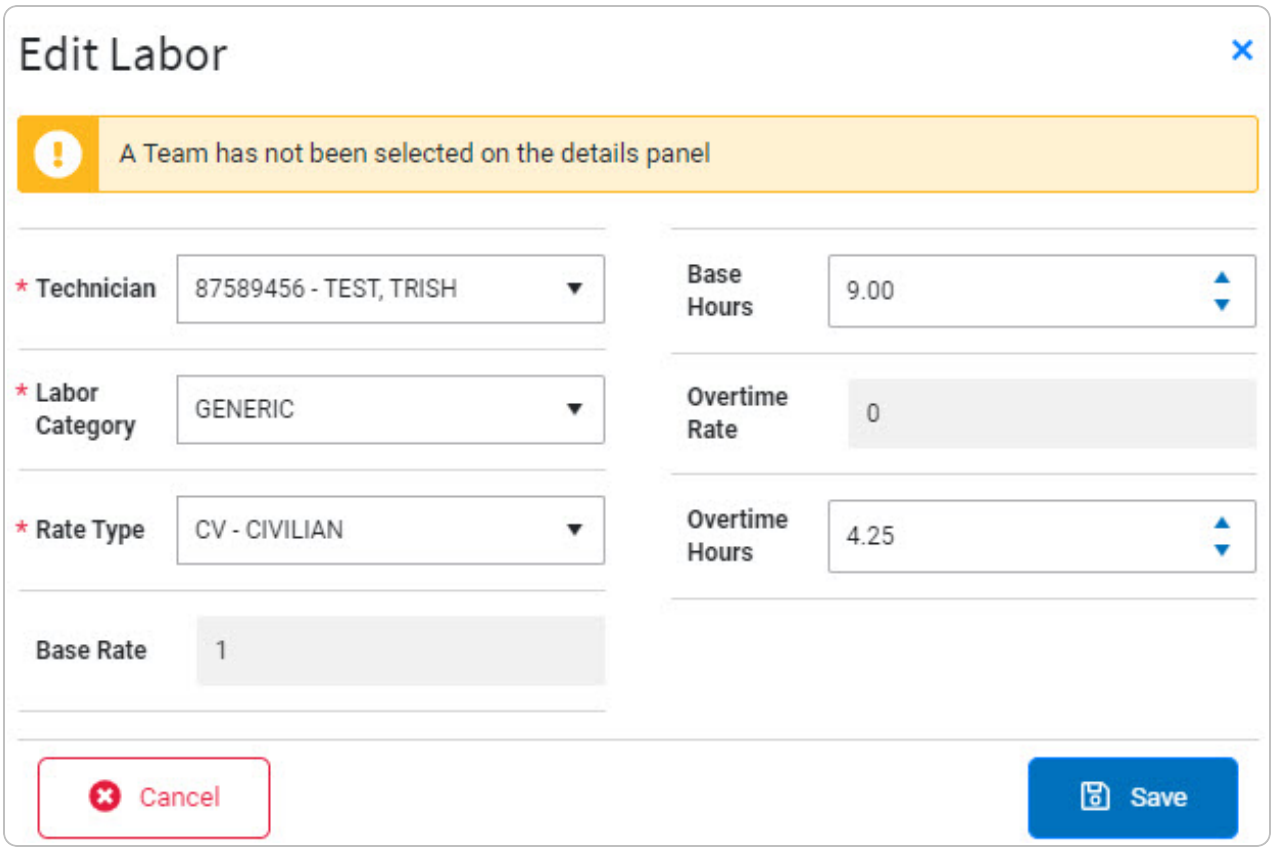
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update Labor in a Sub Work Order

1. Click ☐ to select the row(s) in the Labor grid.
2. Select Edit. *The* ***Edit Labor*** *slide-out window appears.*



A. Update the Technician, using ▾ to select the desired technician.

B. Update the Labor Category, using ▾ to select the desired labor.

C. Update the Rate Type, using ▾ to select the desired rate.

D. *Verify the Base Rate.*

E. Update the Base Hours, using ▲▼ to choose the revised hours.

F. *Verify the Overtime Rate.*

G. Update the Overtime Hours, using ▲▼ to choose the revised hours.

3. Select Save. *The information is saved under the Labor grid.*

4. Select + Add Sub Work Order. *Another SUB WO tab appears in the tab section.*

5. **Note**
   If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

6. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Add a Labor to a SUB WORK ORDER

1. Select + Add. *The **Add Labor** slide-out window appears.*

Delete a Labor in a SUB WORK ORDER

1. Click ☐ to select the row(s) in the Labor grid.

2. Select Delete. *The **Delete Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Sub Work Order: Labor - Technician*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Sub Work Order: Labor - Labor Category*.	
13 — Mandatory Entry: *Sub Work Order: Rate Type*.	
13 — Mandatory Entry: *Sub Work Order: Labor Tech*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment

- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update the Tools/Equipment in a Sub Work Order

Overview

The Sub Work Order Update Tools/Equipment process provides the ability to create a new tool (s)/equipment entry for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > Sub WO tab > Tools/Equipment panel > > Tools/Equipment > (desired record) > Edit > Edit Tools/Equipment slide-out window

Page Fields

The following fields display on the **Edit Tools/Equipment** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Tools/Equipment Grid

Is Required
Tool(s)/Equip Description *
Tool(s)/Equip Quantity *
Asset Tag/Serial Number

(*) Asterisk identifies mandatory fields.

Procedures

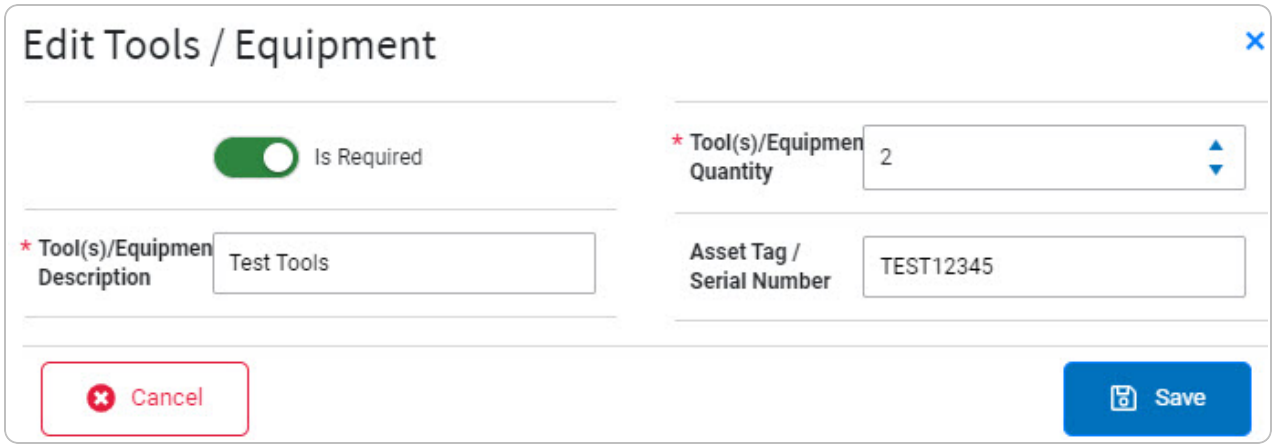
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update Tools/Equipment in a Sub Work Order

1. Click ☐ to select the row(s) in the Tools/Equipment grid. *The selected Tools/Equipment entry is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Edit Task*** *slide-out window appears.*



A. Verify the Required contains the appropriate ⬤ or ◯. *Select to indicate the tool is required for the Sub Work Order.*

B. Update the Tool(s)/Equipment Description, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*

C. Update the Tool(s)/Equipment Quantity, using ▲▼ to choose the revised amount.

D. Update the Asset Tag/Serial Nbr, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

3. Select Save. *The information is saved under the Tools/Equipment grid.*
4. Select + Add Sub Work Order. *Another SUB WO tab appears.*

Note

If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

5. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Add Tools/Equipment to a SUB WORK ORDER

1. Select + Add. *The **Add Tools/Equipment** slide-out window appears.*

Delete Tools/Equipment in a SUB WORK ORDER

1. Click to select the row(s) in the Tools/Equipment grid. *The selected Tools/Equipment entry is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The **Delete Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SUB WORK ORDER: TOOL (S)/EQUIP DESC*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Sub Work Order: Tool (s)/Equip Qty*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Update a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update a MC Status in a Sub Work Order

Overview

The Edit MC Status process provides the ability to update a MC Status in a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO tab > MC Status panel > (desired record) > Edit > Edit MC Status slide-out window

Page Fields

The following fields display on the **Edit MC Status** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit MC Status Grid

Header Info Grid

Available Date
Approval Date

MC Record Details Grid

Status Start Date *
Status End Date
Mission Capable Status *
Established By
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

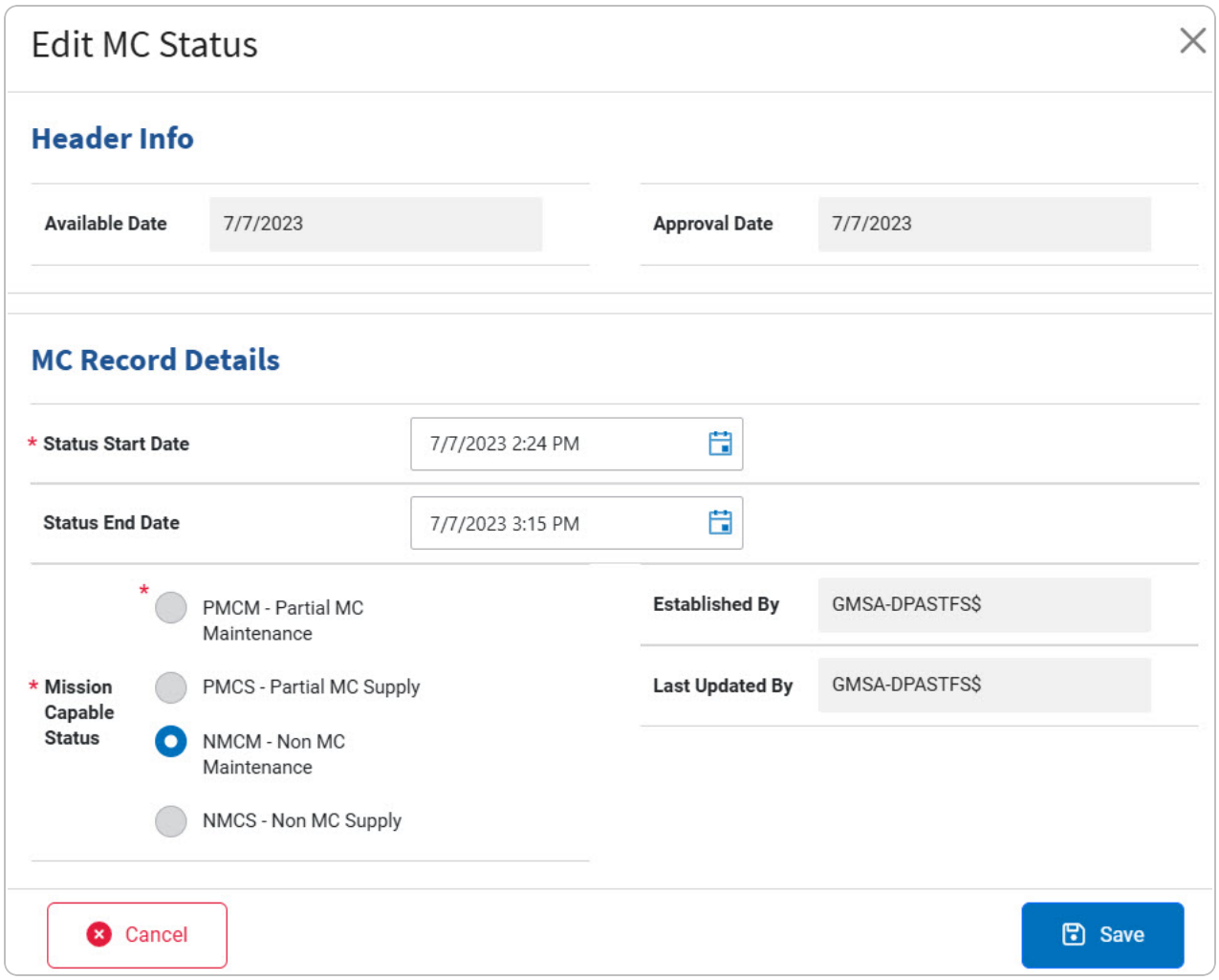
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update a MC Status in a Sub Work Order

1. Select Edit. *The **Edit MC Status** slide-out window appears.*



A. *Verify the Header Info grid.*

   a. *Verify the Available Date.*

   b. *Verify the Approval Date.*

B. *Verify the MC Record Details grid.*

   a. Use to select the Status Start Date, or enter the date (MM/DD/YYYY) in the field provided.

b. Use to select the Status End Date, or enter the date (MM/DD/YYYY) in the field provided.

c. Verify the Mission Capable Status contains the appropriate or . *When checked, the selection indicates the current Mission Capable Status.*

d. *The Established By automatically populates and is not editable.*

e. *The Last Updated By automatically populates and is not editable.*

C. Select

. *The slide-out window closes and the updated MC STATUS appears in the **MC Status - FMC** grid.*

Add a MC STATUS to a SUB WORK ORDER

Select

. *The **Add MC Status** slide-out window appears.*

Delete a MC STATUS in a SUB WORK ORDER

1. Click to select the row(s) in the MC STATUS grid. *The selected MC STATUS entry is high-lighted, and*

and

become available.
2. Select

. *The **Delete Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *STATUS START DATE*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Mission Capable Status*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Add a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update Utilization in a Work Order

Overview

The Edit Utilization process provides the ability to update an utilization record for a Work Order.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > Utilization panel > > Utilization > Quick Update > Edit Utilization slide-out window

Page Fields

The following fields display on the **Edit Utilization** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Utilization Grid

Current Utilization Summary Grid

Utilization Record Type
Current Meter Reading
Reported Date

Utilization Details Grid

Meter Reading *
Utilization Off Base *

Utilization On Base *

Usage Details Grid

Days Used
Days Unavailable
Days Ide

Fuel Details Grid

Fuel Type Code
Fuel State
Fuel Quantity
Fuel Cost

(*) Asterisk identifies mandatory fields.

Procedures

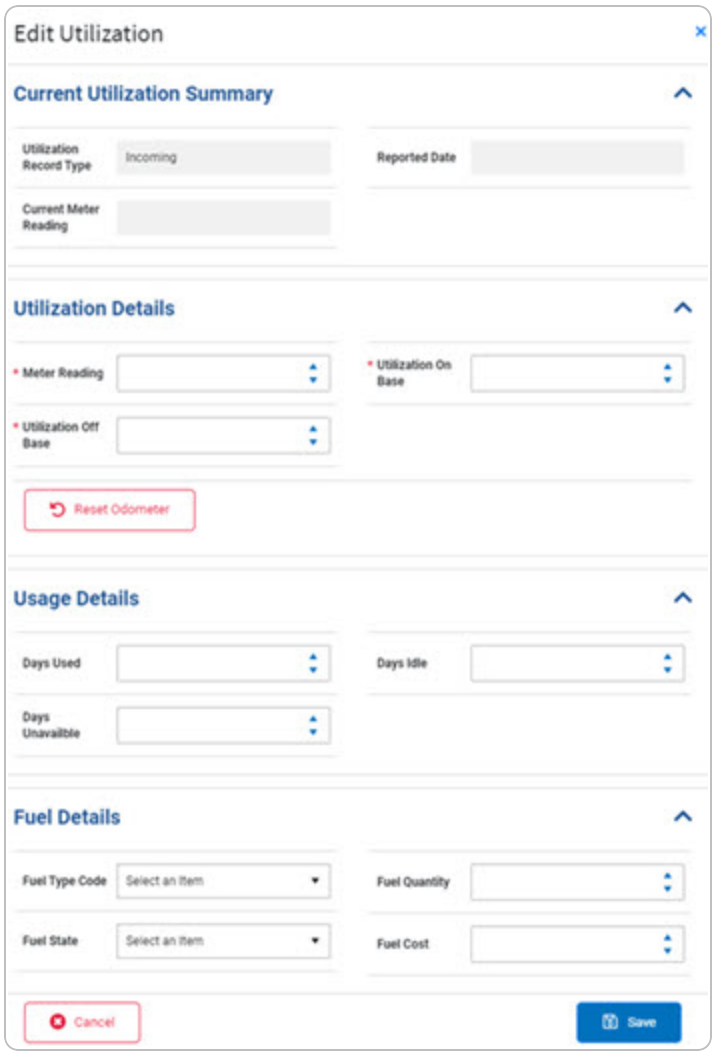
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update Utilization in a Work Order

1. Select Quick Update. *The **Edit Utilization** slide-out window appears.*



2. *Verify the Current Utilization Summary grid.*
   A. *Verify the Utilization Record Type.*
   B. *Verify the Current Meter Reading.*
   C. *Verify the Reported Date.*
3. *Update the Utilization Details grid.*

A. Update the Meter Reading, using to choose the revised information.

B. Update the Utilization Off Base, using to choose the revised information.

C. Update the Utilization On Base, using to choose the revised information.

D. Select Reset Odometer.

Meter reading will be reset. *appears.*

4. *Update the Usage Details grid.*

   A. Update the Days Used, using to choose the revised information.

   B. Update the Days Unavailable, using to choose the revised information.

   C. Update the Days Idle, using to choose the revised information.

5. *Update the Fuel Details grid.*

   A. Update the Fuel Type Code, using to select the desired code.

   B. Update the Fuel State, using to select the desired state.

   C. Update the Fuel Quantity, using to choose the revised amount.

   D. Update the Fuel Cost, using to choose the revised amount.

6. Select Save. *The **Edit Utilization** slide-out window closes and the Utilization panel appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *METER READING*.	
13 — Mandatory Entry: *UTILIZATION OFF BASE*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *UTILIZATION ON BASE*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update a Task in a Sub Work Order

Overview

The Edit Task process provides the ability to update a task for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > Sub WO tab > Tasks panel > > Tasks > (desired record) > Edit > Edit Task slide-out window

Page Fields

The following fields display on the **Edit Task** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Task Grid

Step Description *
Allowable Result
Actual Result
Actual Hours to Perform

(*) Asterisk identifies mandatory fields.

Procedures

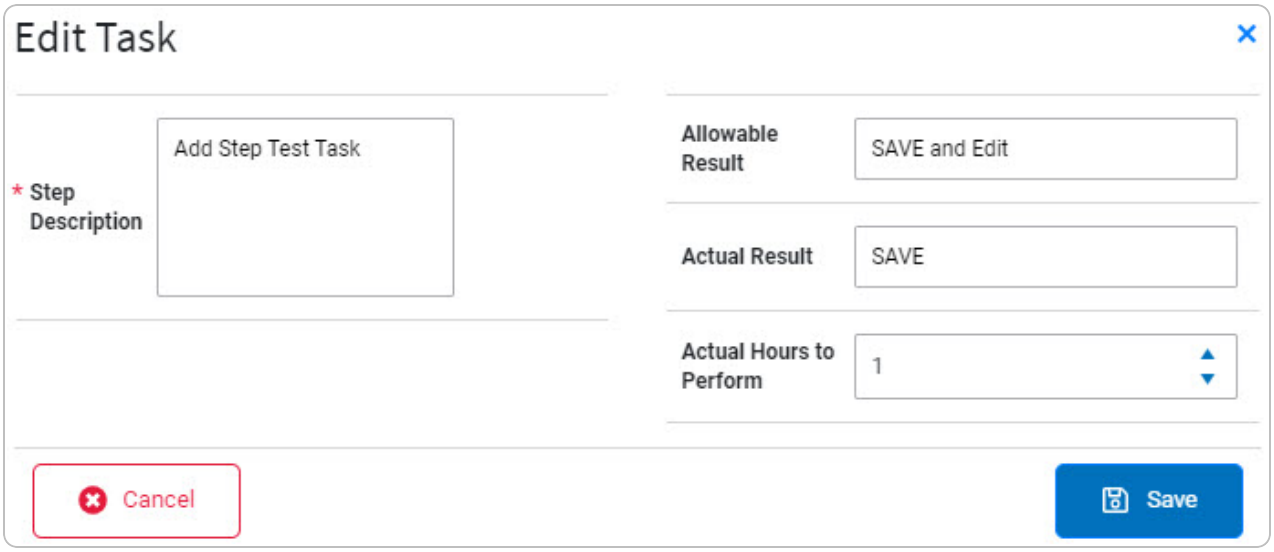
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update a Task in a Sub Work Order

1. Click to select the row(s) in the Tasks grid. *The Tasks entry is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The **Edit Task** slide-out window appears.*



A. Update the Step Description, entering the revised information in the field provided. *This is a 256 numeric character field.*

B. Update the Allowable Result, entering the revised result in the field provided. *This is a 50 numeric character field.*

C. Update the Actual Result, entering the revised result in the field provided. *This is a*

50 numeric character field.

D. Update the Actual Hours to Perform, using to choose the revised hours.

3. Select Save. *The information is saved under the Tasks Results Grid.*

4. Select + Add Sub Work Order. *Another SUB WO tab appears.*

Note

If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

5. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Add a Task to a SUB WORK ORDER

1. Select + Add. *The **Add Task** slide-out window appears.*

Delete a Task in a SUB WORK ORDER

1. Click to select the row(s) in the Task grid. *The Tasks entry is highlighted, and* Edit *and* Delete *become available.*

2. Select Delete. *The **Delete Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *Sub Work Order: Step Desc*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update the NMC Details

Overview

The Edit NMC Details process provides the ability to update a NMC record for a Work Order.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order > NMC panel > > NMC > (desired record) > Edit > Edit NMC Details slide-out window

Page Fields

The following fields display on the **Edit NMC Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit NMC Details Grid

Status
NMC Start Date
NMC End Date
Established By
Last Updated By

Procedures

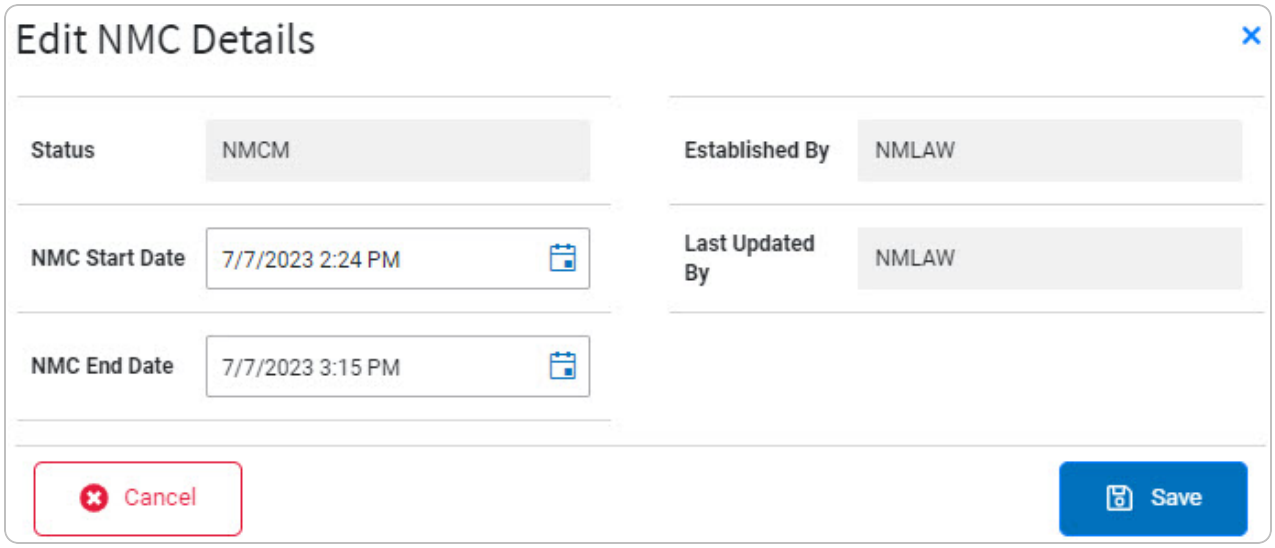
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update the NMC Details

1. Select Edit. *The **Edit NMC Details** slide-out window appears.*



A. *Verify the Status.*

B. Update the NMC Start Date, using or entering the date (MM/DD/YYYY) in the field provided.

C. Update the NMC End Date, using or entering the date (MM/DD/YYYY) in the field provided.

D. *Verify the Established By.*

E. *Verify the Last Updated By.*

2. Select

. *The **Edit NMC Details** slide-out window closes and the revised information appears in the NMC panel.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Update a Work Order

Overview

The Work Order Edit process allows updating of a Work Order entry.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > (desired record) > Edit > Work Order Edit page

Page Fields

The following fields display on the **Work Order Edit** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Tab

Asset Indicators Panel

Details Panel

Asset Id
Serial Number
Work Order Status Code *
Work Order Reason
Approval Date *
Return Date
Cond Code
Storage Type Code
Document Number

Special Instructions
Asset Loc
Equipment Pool Description
Stock Number
Item Desc
MC Status
Priority Code *
Avail Date
Receipt Date
Est Service End Date *
Job Order Number
Prep for Shipment Code
Remarks

Asset Information Panel

Asset Overview

Stock Number
Serial Number
Secondary Serial Number
Manufacturer Name
Manufacturer Model
Manufacturer Part
Manufacturer Year
Owning Cost Center

Asset Details

Location
Dollar Amount
Meter
Non Accountable
Custodian Id
Custodian Name
Address 1
Address 2
City
Country Code
E-mail Address
APO Phone Number
Phone Number

Misc

Hazmat Code

Demilitarization Code
LIN/TAMCN
ECC
Precious Metal Code
CIIC
RIC
CAGE Code
UII

Asset Certifications

Name
Description

Additional Attributes Panel

Corrosion Score
Primers
Topcoats
Color
Last Painted Date

Point of Contact Panel

Contact
Email
Phone Number
Mobile Number
Remarks

Utilization Panel

Select Subassembly

Incoming

Lst Mtr Rdng
Lst Rptd Dt

Current

Lst Mtr Rdng
Lst Rptd Dt

NMC Panel

Status
NMC Start Date
NMC End Date
Established By

Last Update By

Warranty/Services/Subscriptions Panel

Contractor
Contract Number
Contract Use Code
CLIN/SLIN
Clause Terms

Attachments Panel

Maintenance Schedules Panel

Id
Name
Description
Occurrence

Related Work Panel

Work Order Grid

Work Order ID
Work Order Status Code
Priority Code
Asset ID
Item Desc
Stock Number
Serial Number
Secondary Serial Number
RIC
Condition Code
Work Order Reason

Preventive Maintenance Grid

Maintenance Schedule Name
Services
Occurrence
Recurring Method
Recurring Frequency
Util Frequency
Last Maint Dt
Next Maint Dt
Last Util Qy
Next Util Qy

Current Meter Reading

Sub Work Order 1 Tab

Details Panel

Overview

Work Order State Code *
Sub Priority Code *
Work Plan Desc *
Work Plan Type Code *
Work Plan Id
Maintenance Location *

Service

Requested Service *
Serviced By *
Service Start Date
Service End Date
Service Performed
Remarks

Technician

Team
Primary Technician *
Average Number of Techs

Rate

Estimated Labor Hours
Actual Labor Hours
Estimated Hours to Perform
Actual Hours to Perform
Estimated Labor Cost
Actual Labor Cost
Estimated Non-Labor Cost
Actual Non-Labor Cost

MC Status - FMC Panel

MC Status
Start Date
End Date
Established By

Last Updated By
UPNR

Labor Panel

Labor Category
Technician
Rate Type
Base Rate
Base Hours
Overtime Rate
Overtime Hours

Tasks Panel

Step Description
Allowable Result
Actual Result
Actual Hours to Perform

Tools/Equipment Panel

Tool(s)/Equipment Description
Is Required
Tool(s)/Equipment Quantity
Asset Tag/Serial Number

Parts Panel

Description
Consumed Quantity
Required Quantity
Ordered Quantity
Canceled Quantity
Unit Cost
Manufacturer Name
Manufacturer Part Number
Tracking Number
Requisition Status

Certifications Panel

Name
Description

Serviced By Panel

Address Grid

Address 1
UIC Name
DoDAAC
DSN
Phone Nbr
Org Name
Loc
Address 1
Address 2
City
State
ZIP Cd
Country Cd
FAX Nbr
E-mail Address
POC
Doc Nbr

(*) Asterisk identifies mandatory fields.

Procedures

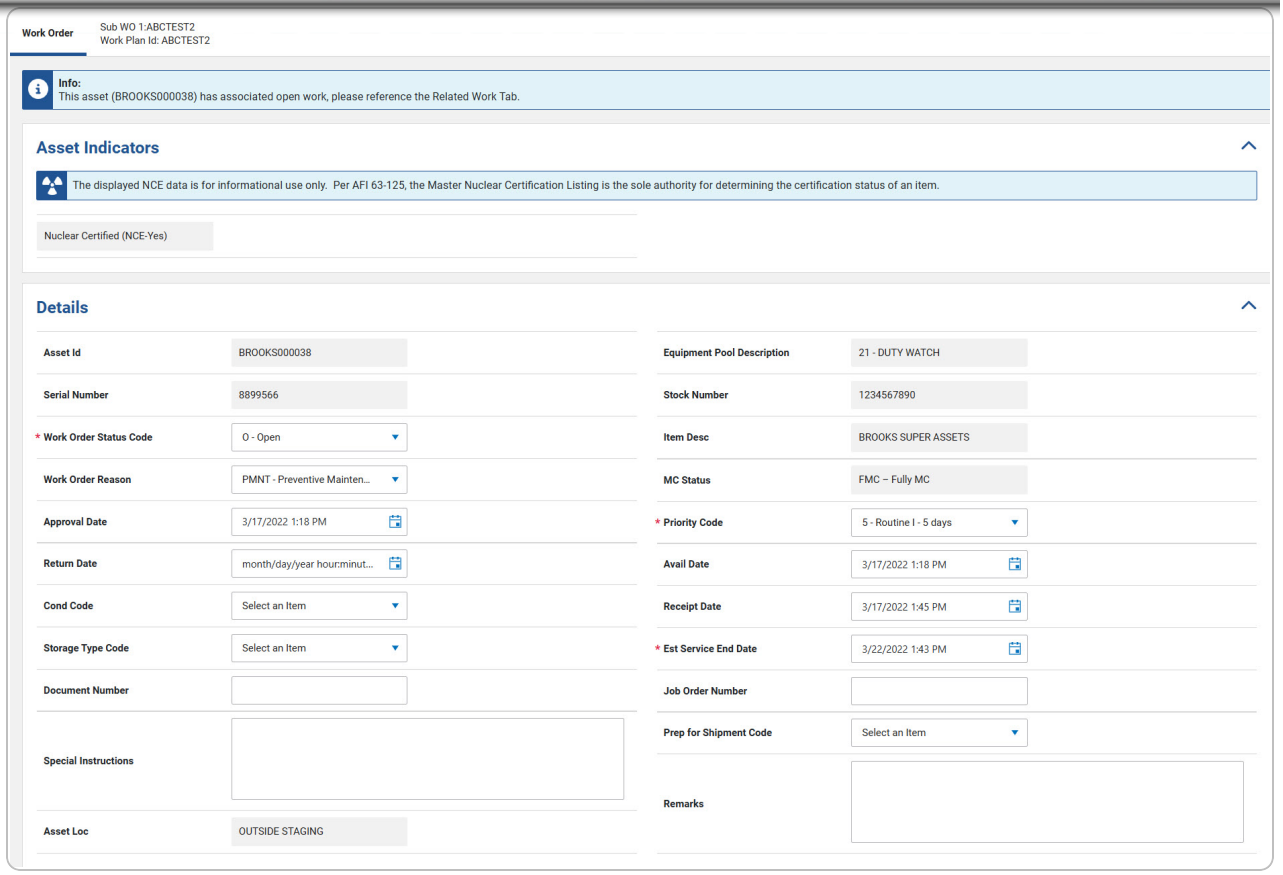
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Edit a Work Order

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

1. Click ☐ to select the entry. *The WORK ORDER ID is highlighted, and* Edit *and* Print *become available.*
2. Select Edit. *The* ***Work Order Edit*** *page appears.*



3. *Verify the Asset Indicators panel.*
4. *Update the Details panel.*
   A. *Verify the ASSET ID.*
   B. *Verify the Serial Number.*
   C. Update the Work Order Status Code, using ▼ to select the desired code.
   D. Update the Work Order Reason, using ▼ to select the desired code.
   E. Update the AVAIL DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   F. Update the APPROVAL DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

G. Update the Return Date, using or entering the date (MM/DD/YYYY) in the field provided.

H. Update the Cond Cd, using to select the desired code.

I. Update the Storage Type Cd, using to select the desired code.

J. Update the Document Number, entering the revised number in the field provided. *This is a 14 alphanumeric character field.*

K. Update the Special Instructions, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

L. *Verify the ASSET LOC.*

M. *Verify the Equipment Pool Description.*

N. *Verify the Stock Number.*

O. *Verify the ITEM DESC.*

P. *Verify the MC Status.*

Q. Update the Priority Code, using to select the desired code.

R. Update the AVAIL DATE, using or entering the date (MM/DD/YYYY) in the field provided.

S. *Verify the NMC Start Date.*

T. Update the NMC End Dt, using or entering the date (MM/DD/YYYY) in the field provided.

U. Update the Receipt Date, using or entering the date (MM/DD/YYYY) in the field provided.

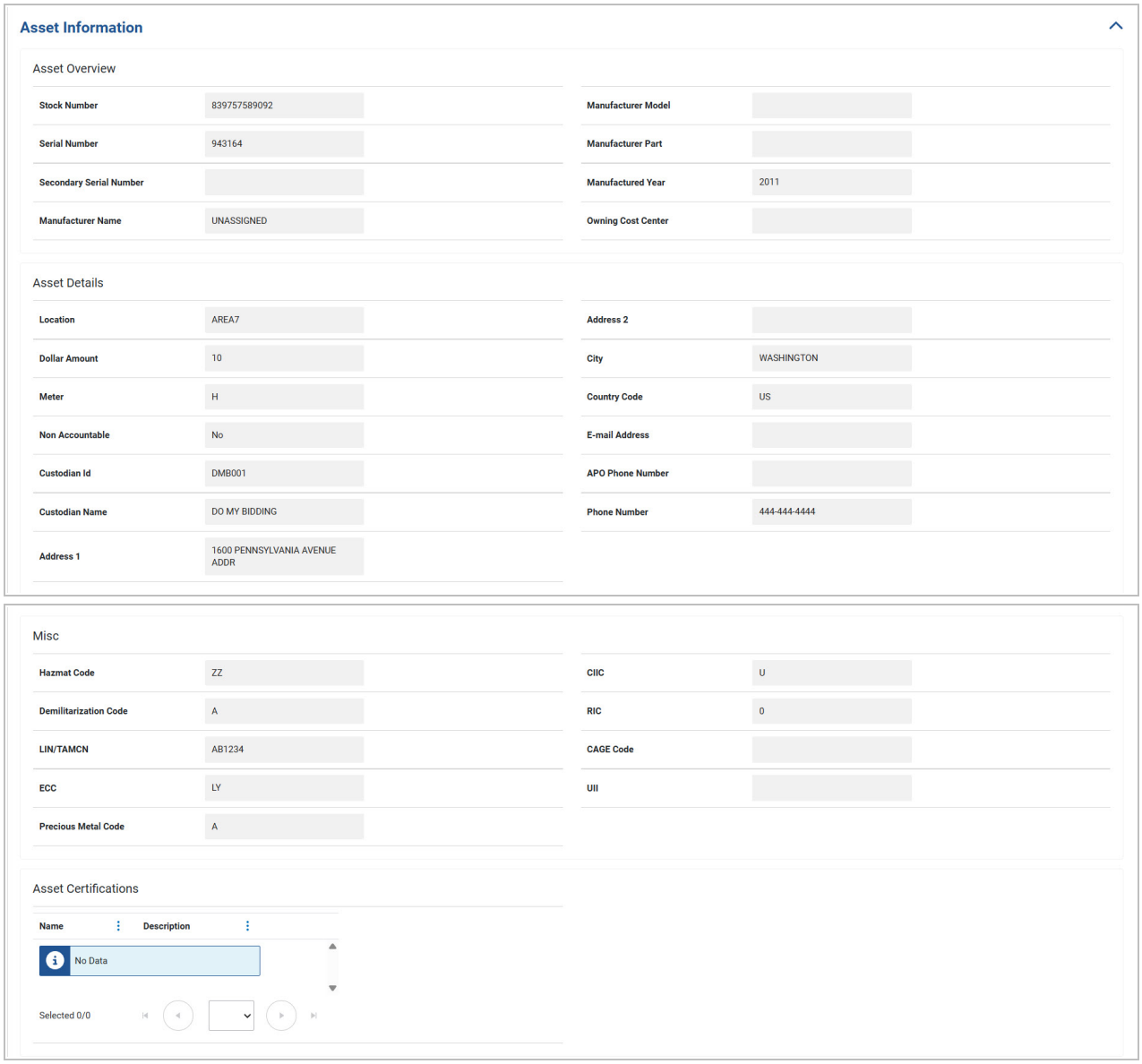
V. Update the EST SERVICE END DATE, using or entering the date (MM/DD/YYYY) in the field provided.

W. Update the Job Order Number, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the Prep for Shipment Cd, using to select the desired code.

Y. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

5. *Verify the Asset Information panel.*



A. *Verify the Asset Overview section.*

a. *Verify the Stock Number.*

b. *Verify the Serial Number.*

c. *Verify the Secondary Serial Number.*

d. *Verify the Manufacturer Name.*
e. *Verify the Manufacturer Model.*
f. *Verify the Manufacturer Part.*
g. *Verify the Manufactured Year.*
h. *Verify the Owning Cost Center.*

B. *Verify the Asset Details section.*
a. *Verify the Location.*
b. *Verify the Dollar Amount.*
c. *Verify the Meter.*
d. *Verify the Non Accountable.*
e. *Verify the CUSTODIAN ID.*
f. *Verify the Custodian Name.*
g. *Verify the Address 1.*
h. *Verify the Address 2.*
i. *Verify the City.*
j. *Verify the Country Code.*
k. *Verify the E-MAIL Address.*
l. *Verify the APO Phone Number.*
m. *Verify the Phone Number.*

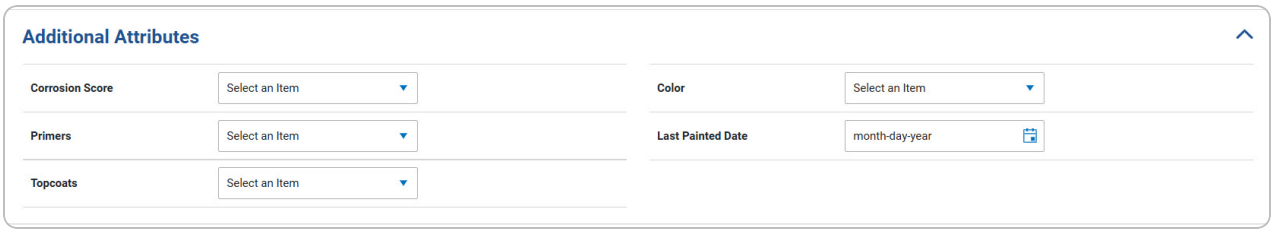
C. *Verify the MISC section.*
A. *Verify the HAZMAT Code.*
B. *Verify the Demilitarization Code.*
C. *Verify the LIN/TAMCN.*
D. *Verify the ECC.*
E. *Verify the Precious Metal Code.*
F. *Verify the CIIC.*
G. *Verify the RIC.*
H. *Verify the CAGE Code.*
I. *Verify the UII.*

D. *Verify the Asset Certifications section.*

A. *Verify the Name.*

B. *Verify the Description.*

6. *Update the Additional Attributes panel.*



A. Update the Corrosion Score, using ▼ to select the desired code.

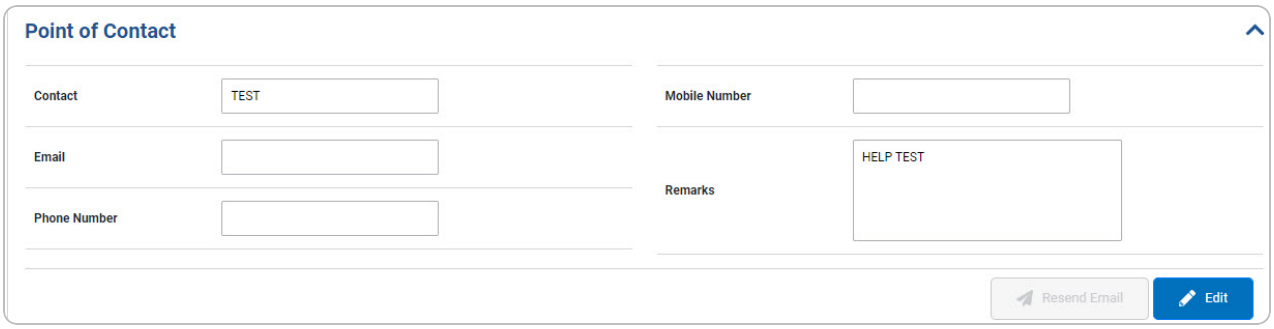
B. Update the Primers, using ▼ to select the desired code.

C. Update the Topcoats, using ▼ to select the desired code.

D. Update the Color, using ▼ to select the desired code.

E. Update the Last Painted Date, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

7. *Update the Point of Contact panel.*



A. Update the Contact, entering the revised information in the field provided. *This is a 30 alphanumeric character field.*

B. Update the Email, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*

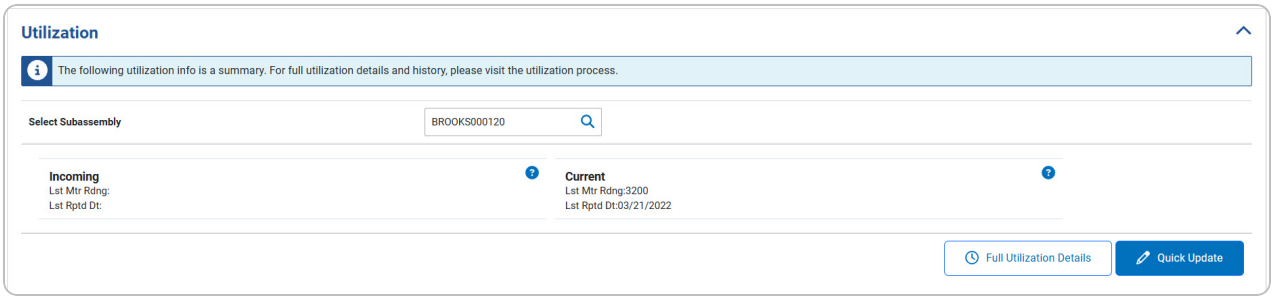
C. Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*

D. Update the Mobile Number, entering the revised number in the field provided. *This is a 25 numeric character field.*

E. Update the Remarks, entering the revised information in the field provided. *This is a 265 alphanumeric character field.*

F. Select Edit. *The **Point of Contact** pop-up window appears.*

8. *Update the Utilization panel.*



Subassembly Browse help

A. *Verify the Incoming column.*

a. *Verify the LAST MTR RDNG.*

b. *Verify the LST RPTD DT.*

B. *Verify the Current column.*

a. *Verify the LAST MTR RDNG.*

b. *Verify the e LST RPTD DT.*

Select Full Utilization Details. *The **Maintenance Asset Utilization Record Search** page appears in another tab.*

C.

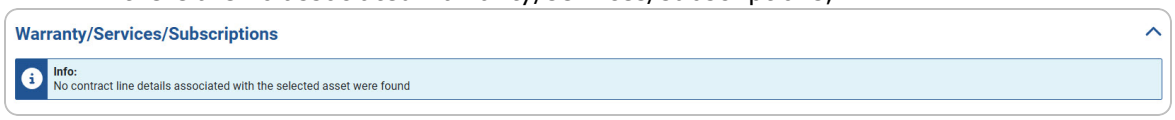
OR

Select Quick Update. *The **Edit Utilization** slide-out window appears.*

9. *Verify the Warranty/Services/Subscriptions panel.*

Note

If there are no associated warranty/services/subscriptions,

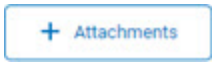


appears.

10. *Verify the Attachments panel.*

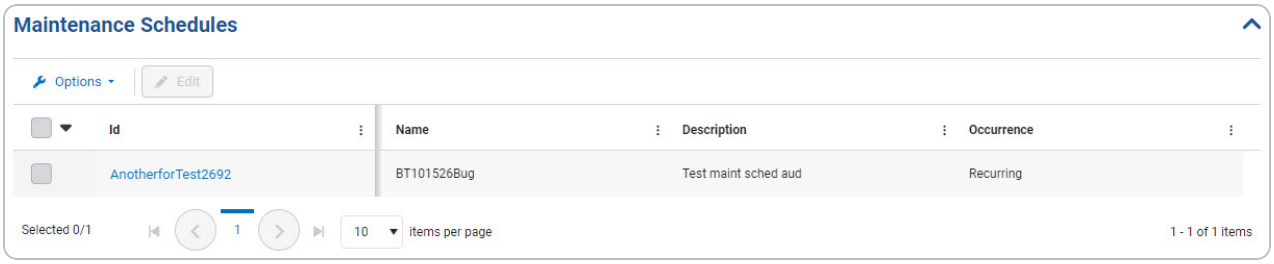
A. Select

. *The **Work Order Attachment Viewer** page appears in another tab.*

B. Select 

. *The **Maintenance Attachment Add** page appears in another tab.*

11. *Update the Maintenance Schedules panel.*

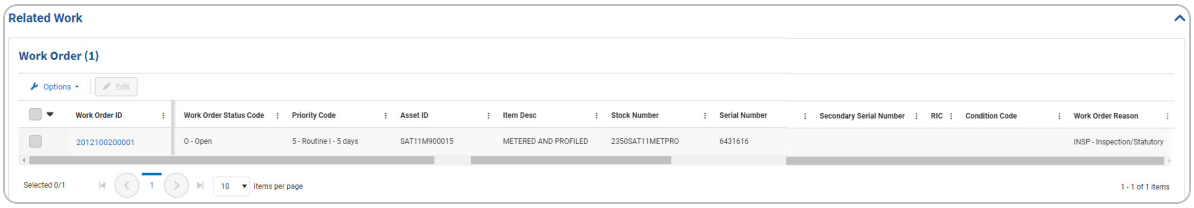


A. Select

. *The **Schedule Preventive Maintenance - Asset Assignment** slide-out window appears in a new tab.*

12. *Update the Related Work panel.*

A. *Update the Work Order grid.*



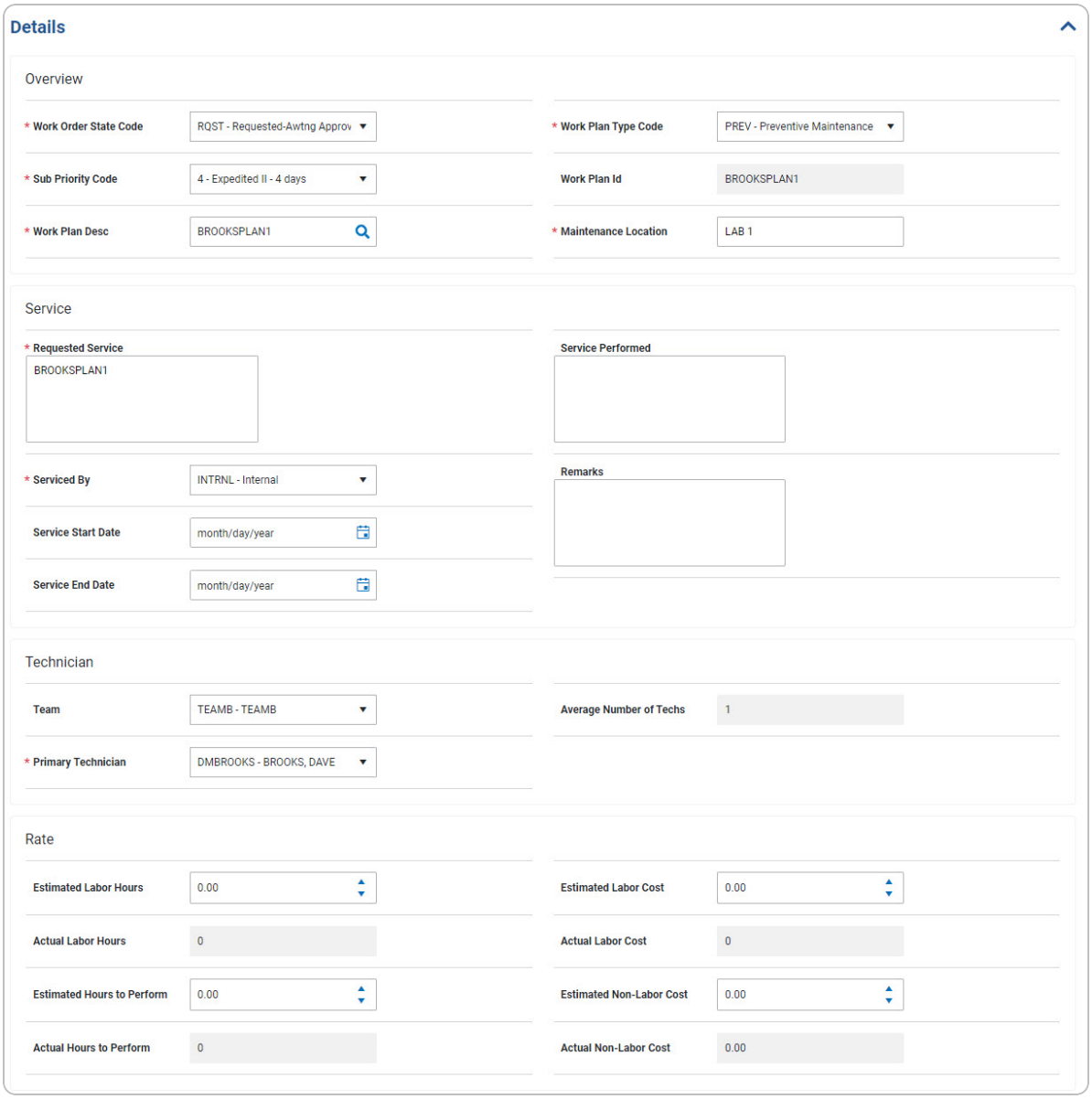
B. Click ☐ to select the entry. *The WORK ORDER ID record is highlighted, and* Edit *becomes available.*

C. Select Edit. *The selected Work Order appears.*

D. *Verify the Preventive Maintenance grid.*

13. Select the Sub WO 1 tab. *The **SUB WORK ORDER** appears.*

A. *Update the Details panel.*



B. *Update the Overview section.*

a. Update the Work Order State Cd, using ▼ to select the desired code.

b. Update the Sub Priority Code, using ▼ to select the desired code.

c. Update the Work Plan DESC, using to browse for the revised work plan. *This is a 25 alphanumeric character field.*

Work Plan Browse help

d. Update the Work Plan Type Cd, using to select the desired code.

e. *Verify the WORK PLAN ID.*

f. Update the Maintenance Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

C. *Update the Service section.*

a. Update the Requested Service, entering the revised service in the field provided. *This is a 256 alphanumeric character field.*

b. Use to select the Serviced By.

c. Update the Service Start Date, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Service End Date, using or entering the date (MM/DD/YYYY) in the field provided.

e. Update the Service Performed, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

f. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

D. *Update the Technician section.*

a. Update the Team, using to select the desired team.

b. Update the Primary Tech, using to select the desired team.

c. *Verify the Average Number of TECHS.*

E. *Update the Rate section.*

a. Update the Estimated Labor Hours, using to choose the revised hours.

b. *Verify the Actual Labor Hours.*

c. Update the Estimated Hours to Perform, using to choose the revised hours.

d. *Verify the Actual Hours to Perform.*

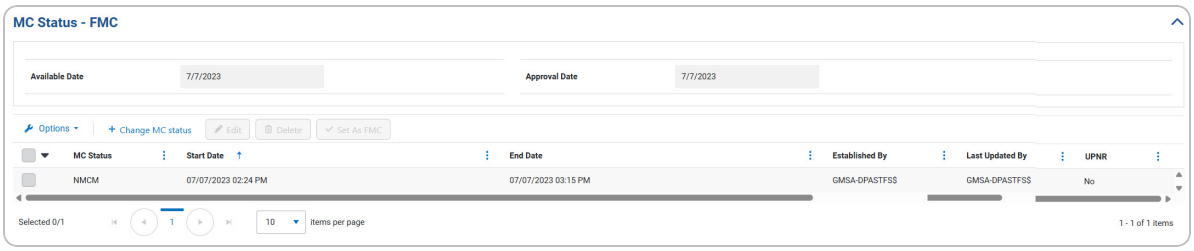
e. Update the Estimated Labor Cost, using to choose the revised cost.

f. *Verify the Actual Labor Cost.*

g. Update the Estimated Non-Labor Cost, using to choose the revised cost.

h. *Verify the Actual Non-Labor Cost.*

F. *Update the MC Status - FMC panel.*



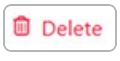
a. Select . *The **Add MC Status** slide-out window appears.*

OR

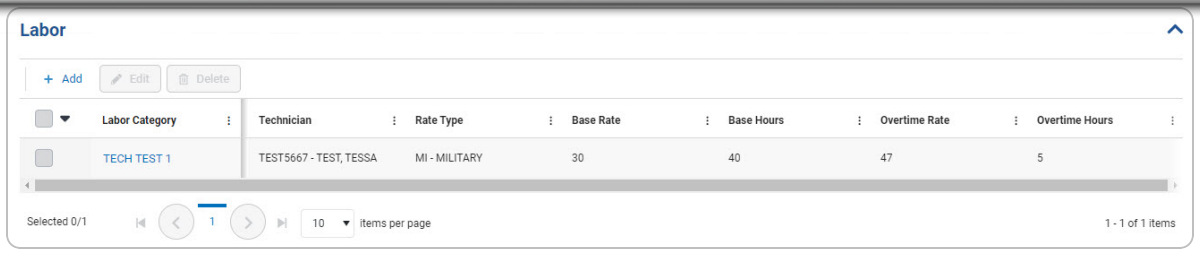
b. Click to select the entry. *The MC Status record is highlighted, and* *and* *become available.*

c. Select . *The **Edit MC Status** slide-out window appears.*

OR

Select  . *The **Delete Confirmation** pop-up window appears.*

G. *Update the Labor panel.*



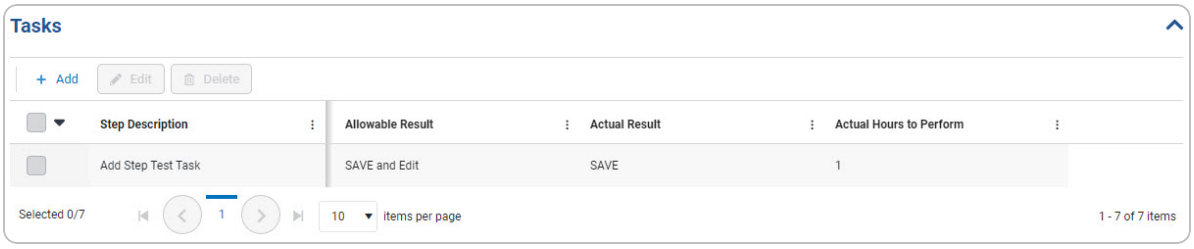
a. Click ☐ to select the entry. *The Labor Category record is highlighted, and* Edit *and* Delete *become available.*

Select Edit. *The* ***Edit Labor*** *slide-out window appears.*

b. **OR**

Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*

H. *Update the Tasks panel.*



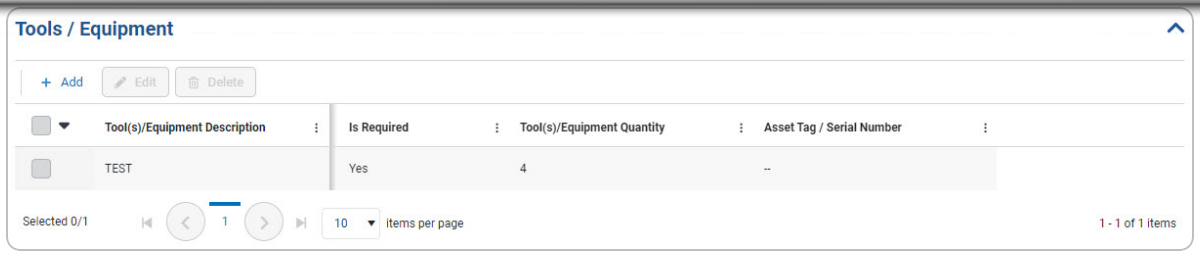
a. Click ☐ to select the entry. *The Task record is highlighted, and* Edit *and* Delete *become available.*

Select Edit. *The* ***Edit Task*** *slide-out window appears.*

b. **OR**

Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*

I. *Update the Tools/Equipment panel*



a. Click ☐ to select the entry. *The Tools/Equipment record is highlighted, and* Edit *and* Delete *become available.*

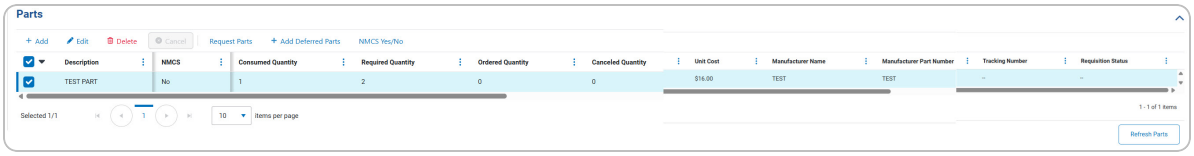
Select Edit. *The* ***Edit Tools/Equipment*** *slide-out window appears.*

b.

OR

Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*

J. *Update the Parts panel.*



a. Click ☐ to select the entry. *The Parts record is highlighted, and* Edit, Delete, Request Parts, + Add Deferred Parts, *and* NMCS Yes/No *become available.*

Select Edit. *The* ***Edit Parts*** *slide-out window appears.*

b.

OR

Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*

OR

Select Request Parts. *The* ***Add Requisition*** *page appears in a new tab.*

OR

Select + Add Deferred Parts. *The **Deferred Parts** pop-up window appears.*

OR

Select NMCS Yes/No. *The NMCS field changes to "Yes" or "No".*

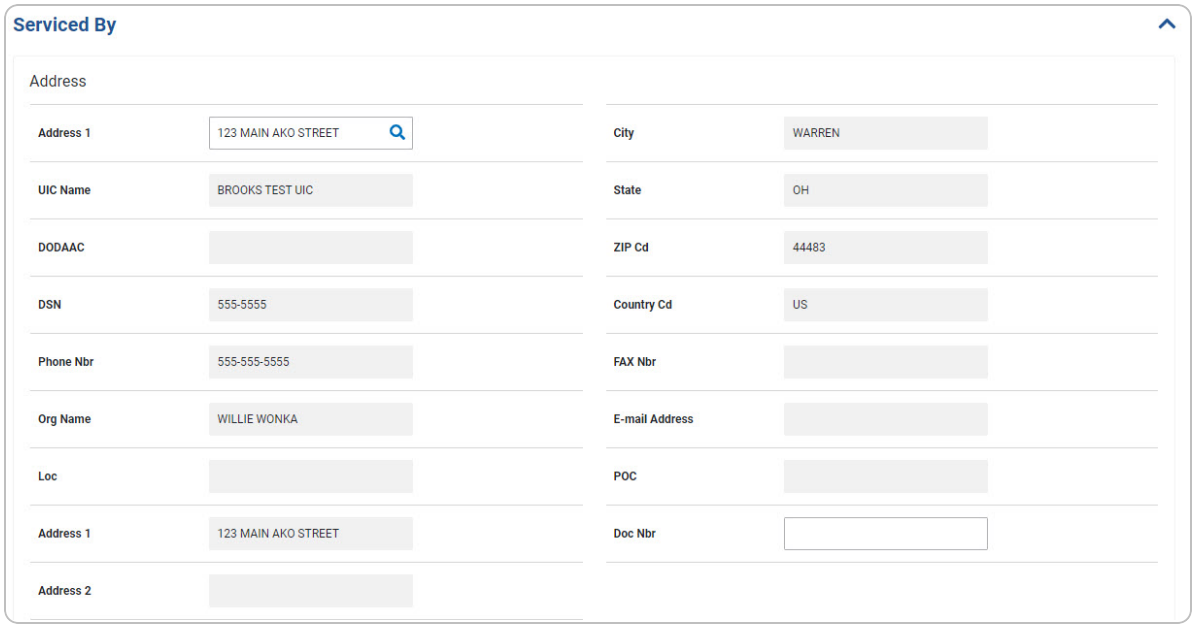
K. *Verify the Certifications panel.*

Note

If there are no associated certifications,

will appear.

L. *Update the Serviced By panel.*



a. Update the Address 1, using to browse for the revised address. *This is a 25 alphanumeric character field.*

Address Browse help

b. *Verify the UIC Name.*
c. *Verify the DoDAAC.*
d. *Verify the DSN.*
e. *Verify the Phone Nbr.*
f. *Verify the Org Name.*
g. *Verify the Loc.*
h. *Verify the Address 1.*
i. *Verify the Address 2.*
j. *Verify the City.*
k. *Verify the State.*
l. *Verify the ZIP Code.*
m. *Verify the Country Cd.*
n. *Verify the FAX Nbr.*
o. *Verify the E-mail Address.*
p. *Verify the POC.*
q. Update the Doc Nbr, entering the revised number in the field provided. *This is a 14 alphanumeric character field.*

14. Select Print. *The **Print Options** slide-out window appears.*

15. Select Delete Sub Work Order. *The **Delete Confirmation** pop-up window appears.*

16. Select Add Sub Work Order. *Another Sub WO tab appears in the tab section.*

Note

If the first Sub Work Order is not completed, the additional Sub Work Order does not appear.

17. Select Save. *The* Work Order saved successfully *appears at the button right of the page. The Work Order page refreshes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Work Order Status Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Priority Cd*.	
13 — Mandatory Entry: *Work Order Reason*.	
13 — Mandatory Entry: *Est Service End Dt*.	
723 — Service Start Dt must be <Return Dt.	Invalid Date Entry. The Return Dt field must be after or the same as the Service Start Dt field. Re-enter the date.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status in a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates
- Work Plan Browse
- Address Browse

Update Parts in a Sub Work Order

Overview

The Edit Parts process provides the ability to update a part record for a Sub Work Order.

Navigation

Maintenance > Work Order > Search Criteria > + Add > Work Order > Sub WO 1 tab > Parts panel > > Parts > + Add > Edit Parts slide-out window

Page Fields

The following fields display on the **Edit Parts** pop-up window page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit Parts Grid

Description *
Required Quantity *
Consumed Quantity
Unit Cost *
Manufacturer Name
Manufacturer Part Number

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

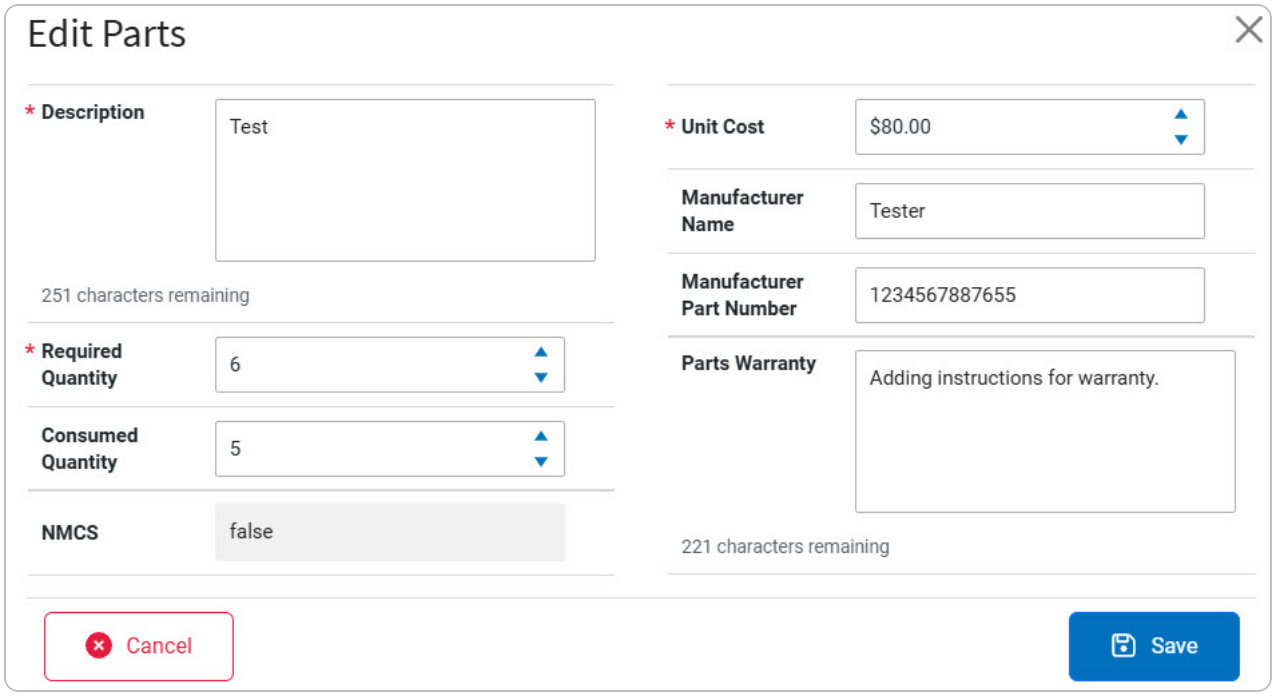
Click the following link to display M&U Navigation Tips.

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

Update Parts in a Sub Work Order

1. Click ☐ to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and* Edit, Delete *, and* + Add Deferred Parts *become available.*

2. Select Edit. *The* ***Edit Parts*** *slide-out window appears.*



A. Update the Description, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*

B. Update the Required Quantity, using ▲▼ to choose the revised quantity.

C. Update the Consumed Quantity, using to choose the revised quantity.

D. Update the Unit Cost, using to choose the revised cost.

E. Update the Manufacturer Name, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

F. Update the Manufacturer Part Number, entering the revised number in the field provided. *This is a 88 alphanumeric character field.*

G. Update the Parts Warranty, entering the revised information in the field provided. *This is a 255 alphanumeric character field.*

3. Select

. *The information is saved under the Parts grid.*

4. Select

. *The **Add Requisition** page appears in a new tab.*

5. Select

. *The entries reload in the Part grid.*

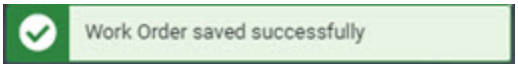
6. Select

. *Another SUB WO tab appears.*

Note

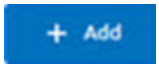
If the first SUB Work Order is not completed, the additional SUB Work Order does not appear.

7. Select

. *The* 

appears at the button right of the page. The Work Order page refreshes.

Add a Part to a SUB WORK ORDER

Select 

. *The **Add Parts** slide-out window appears.*

Add Deferred Parts to a SUB WORK ORDER

1. Select

. *The **Deferred Task/Parts** pop-up window appears.*

Delete Parts in a Sub Work Order

1. Click ☐ to select the row(s) in the Parts grid. *The selected Part entry is highlighted, and* Edit, Delete, *and* + Add Deferred Parts *become available.*
2. Select Delete. *The* ***Delete Confirmation*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Description*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Required Quantity*.	
13 — Mandatory Entry: *Unit Cost*.	

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details

- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

View the Work Order Information

Overview

The Work Order Information process provides the ability to view the Work Order and SUB Work Order details.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > WORK ORDER ID hyperlink > Work Order Information slide-out window

Page Fields

The following fields display on the **Work Order Information** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Information Grid

Work Order Grid

Work Order Status Code
Priority Code
Asset Id
Stock Number
Item Desc
Serial Number

Sub Work Order Grid

Sub Id
Work Order Status Cd
Work Order Desc

Work Plan Type Cd
Team ID
Primary Tech
Maint Loc

(*) Asterisk identifies mandatory fields.

Procedures

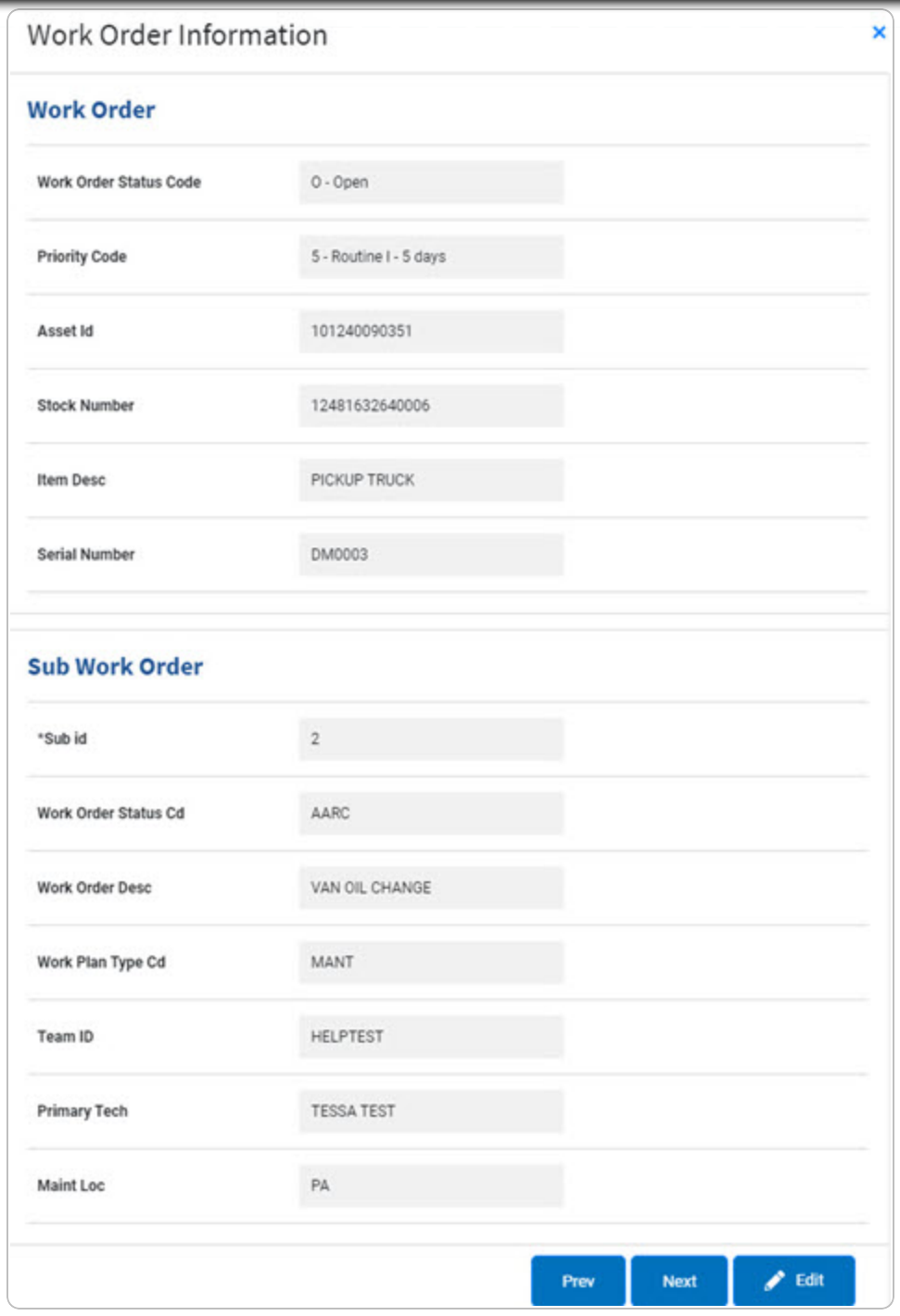
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Work Order Information

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

1. Select the WORK ORDER ID hyperlink. *The* ***Work Order Information*** *slide-out window appears.*



2. *Verify the Work Order section.*

A. *Verify the Work Order Status.*
B. *Verify the Priority Code.*
C. *Verify the ASSET ID.*
D. *Verify the Stock Number.*
E. *Verify the ITEM DESC.*
F. *Verify the Serial Number.*

3. *Verify the SUB WORK ORDER section.*
   A. *Verify the SUB ID.*
   B. *Verify the Work Order Status CD.*
   C. *Verify the Work Order DESC.*
   D. *Verify the Work Plan Type CD.*
   E. *Verify the TEAM ID.*
   F. *Verify the PRIMARY TECH.*
   G. *Verify the MAINT LOC.*
4. Select Prev. *The previous SUB Work Order information appears.*

Note
The Prev and Next buttons appear grayed-out when there is only 1 SUB Work Order associated with the Work Order.

5. Select Next. *The next SUB Work Order information appears.*
6. Select Edit. *The **Work Order Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select . *The **Search for a Work Order** page appears.*

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Assign Work to Sub Work Order — Mass Updates

Overview

The Work Order Assign Work process allows assigning of team and primary technicians to multiple Sub Work Orders at the same time.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Actions > Assign Work drop-down option > Assign Work page

Page Fields

The following fields display on the **Assign Work** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Mass Updates Grid

Team
Primary Technician

Sub Work Order(s) Grid

Select
Work Order Id - Sub Id Number
Description
Team
Primary Tech

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

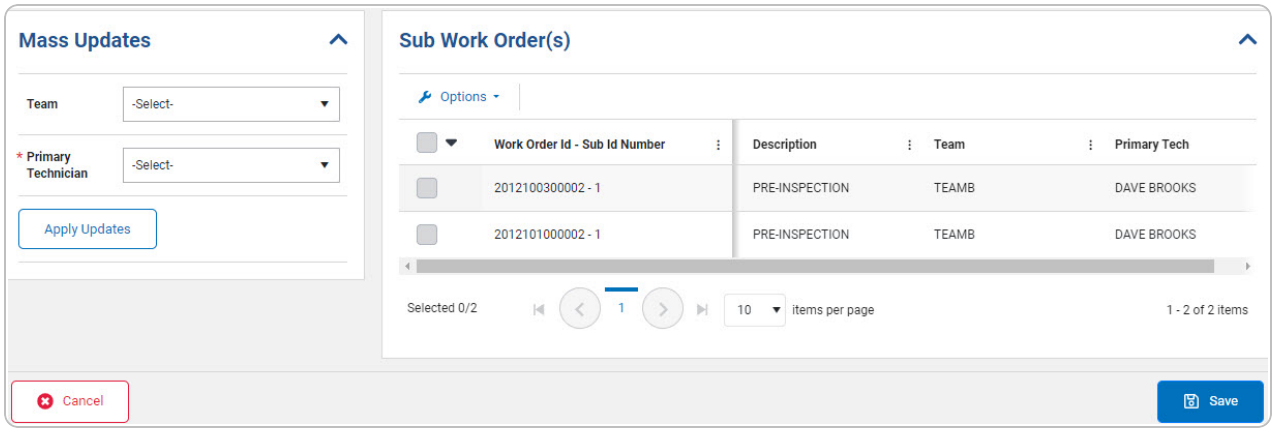
Click the following link to display M&U Navigation Tips.

Assign Work — Mass Updates

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

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for Assign Work — Mass Updates.*
2. Select Actions. *The action options appear in a drop-down.*

3. Select Assign Work. *The* ***Assign Work*** *page appears.*



4. *Update the Mass Updates grid.*

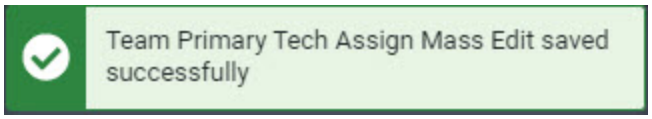
A. Use ▾ to select the Team.

B. Use ▾ to select the Primary Technician.

5. *Update the SUB WORK ORDER(s) grid.*

   A. Click ☐ to select the SUB WORK ORDER(s). *The checked SUB WORK ORDERS are selected for Mass Update.*

   B. Select Apply Updates. *All selected SUB WORK ORDERS are updated.*

6. Select Save. 

appears in the bottom right corner.

7. Select Cancel. *The **Work Order Search** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *ADD*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Work Order Id*.	
13 — Mandatory Entry: *Using Work Order Id*.	
13 — Mandatory Entry: *Receipt Dt*.	
13 — Mandatory Entry: *Approval Dt*.	
13 — Mandatory Entry: *Unavl Sply Days*.	
13 — Mandatory Entry: *Uvavl Maint Days*.	
13 — Mandatory Entry: *Return Dt*.	
13 — Mandatory Entry:*Sub 01:-Service Performed*.	
13 — Mandatory Entry: *Sub 01:-Work Order State Cd*.	
13 — Mandatory Entry: *Sub*	

01:-Service End Dt.	
716 — Work Order State cannot = 'Rqst' when Start Dt is entered.	Invalid Entry. When a Start Dt is entered, the Work Order Status Cd cannot be "Rqst – Requested". Either re-enter the Status Cd or remove the Start Dt.
715 — Sub Priority Cd must be < or =Priority Cd.	Invalid Entry. The Sub Priority Cd cannot require more days than the Priority Cd. Re—enter the priorities.
725 — Service Start Dt must be < Service End Dt.	Invalid Date Entry. The Service End Dt field must be after or the same as the Service Start Dt field. Re-enter the date.
724 — Service End Dt must be < Return Dt.	Invalid Date Entry. The Return Dt field must be after or the same as the Service End Dt field. Re-enter the date.
xxxx — Receipt Dt must be less than Service Start Dt.	Invalid Date Entry. The Service Start Dt field must be after the Receipt Dt field. Re-enter the date.
xxxx — Sub Work Order Service Start Dt must be > Receipt Dt: Work Order Nbr.	Invalid Date Entry. The Sub Work Order Service Start Dt field must be after the Receipt Dt field. Re-enter the date.
719 — Approval Dt must be < Service Start Dt.	Invalid Date Entry. The Service Start Dt field must be after the Approval Dt field. Re-enter

	the date.
722 — UNAVL MAINT DAYS and UNAVL SPLY DAYS cannot be < Days Being Serviced.	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY DAYS must be the same or less than the Days Being Serviced field. Re-enter the dates.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Up to 15 whole numbers and 2 decimals are allowed. Enter numeric (“0” through “9”) characters in the Current Meter Reading or the Replacement Meter Reading fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
723 — SERVICE START DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE START DT field. Re—enter the date.
2 — Invalid entry: SERVICE END DT.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re—attempt, using the correct format.
713 — Selected rows must be in Open status to perform Mass Update.	Invalid Selection. To perform a Mass Update, the Work Orders must be in an Open status. Refine the search criteria to include only Open status work orders.
720 — SUB WORK ORDER has charges; cannot Delete.	Invalid Entry. There are charges in the SUB WORK ORDER that prevents deletion. Re—enter the desired SUB WORK ORDER for deletion.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.
XXX — Selected rows must be in Open status or Pending Close to perform Mass Close.	Invalid Selection. To perform a Mass Close, the Work Orders must be in an Open or Pending Close status. Refine the search criteria to include only Open or Pending Close status work orders.

XXX — This Work Order has open MAINT Issue request (s) in picked Status in Warehouse. Cannot close the work order.	Invalid Selection. The Work Order cannot close because it has open requests in Warehouse. Re—select the desired Work Order to close.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)

Cancel Parts Request(s)

Overview

The Work Order Cancel Parts Request(s) process allows closing of parts requests.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Actions > Cancel Parts Request(s) drop-down option > Cancel Parts Request(s) page

Page Fields

The following fields display on the **Cancel Parts Request(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Parts Grid

Description
Sub-Work Order ID
Required Quantity
Ordered Quantity
Canceled Quantity
Unit Cost
Manufacturer Name
Manufacturer Part Number
Tracking Number
Requisition Status

Procedures

ELMS Navigation Helpful Tips

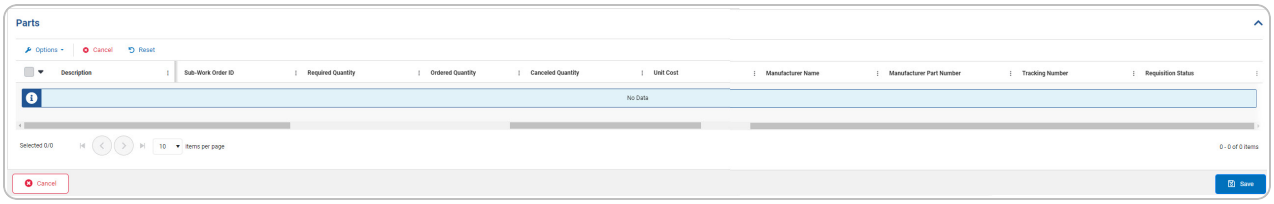
Click the following link to display M&U Navigation Tips.

Cancel Parts Request(s)

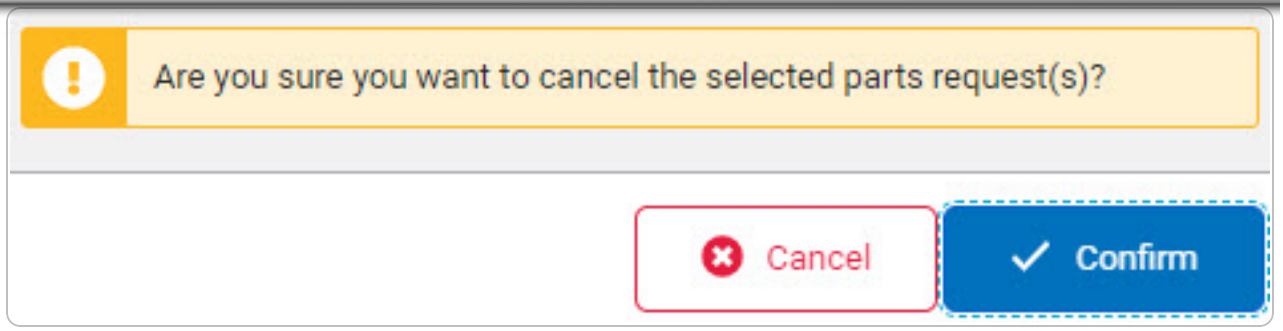
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for the Cancel Parts Request(s).*
2. Select Actions. *The action options appear in a drop-down.*

3. Select Cancel Parts Request(s). *The* ***Cancel Parts Request(s)*** *page appears.*



4. Click ☐ to select the Parts. *The checked parts are selected for the Cancel Parts Request (s).*
5. Select Cancel. *The Cancel pop-up window appears.*



A. Select Confirm. *The selected entry is removed from the Parts grid.*

B. Select Cancel. *The pop-up window closes and the Cancel Parts Request(s) page appears.*

6. Select Reset. *The parts grid reloads.*

7. Select Save. *The Mass Parts Cancellation Success Banner appears in the bottom right corner.*

8. Select Cancel. *The **Work Order Search** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *ADD*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Work Order Id*.	
13 — Mandatory Entry: *Using Work Order Id*.	
13 — Mandatory Entry: *Receipt Dt*.	
13 — Mandatory Entry: *Approval Dt*.	
13 — Mandatory Entry: *Unavl Sply Days*.	
13 — Mandatory Entry: *Uvavl Maint Days*.	
13 — Mandatory Entry: *Return Dt*.	
13 — Mandatory Entry:*Sub 01:-Service Performed*.	
13 — Mandatory Entry: *Sub 01:-Work Order State Cd*.	
13 — Mandatory Entry: *Sub*	

01:-Service End Dt.	
716 — Work Order State cannot = 'Rqst' when Start Dt is entered.	Invalid Entry. When a Start Dt is entered, the Work Order Status Cd cannot be "Rqst – Requested". Either re-enter the Status Cd or remove the Start Dt.
715 — Sub Priority Cd must be < or =Priority Cd.	Invalid Entry. The Sub Priority Cd cannot require more days than the Priority Cd. Re—enter the priorities.
725 — Service Start Dt must be < Service End Dt.	Invalid Date Entry. The Service End Dt field must be after or the same as the Service Start Dt field. Re-enter the date.
724 — Service End Dt must be < Return Dt.	Invalid Date Entry. The Return Dt field must be after or the same as the Service End Dt field. Re-enter the date.
xxxx — Receipt Dt must be less than Service Start Dt.	Invalid Date Entry. The Service Start Dt field must be after the Receipt Dt field. Re-enter the date.
xxxx — Sub Work Order Service Start Dt must be > Receipt Dt: Work Order Nbr.	Invalid Date Entry. The Sub Work Order Service Start Dt field must be after the Receipt Dt field. Re-enter the date.
719 — Approval Dt must be < Service Start Dt.	Invalid Date Entry. The Service Start Dt field must be after the Approval Dt field. Re-enter

	the date.
722 — UNAVL MAINT DAYS and UNAVL SPLY DAYS cannot be < Days Being Serviced.	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY DAYS must be the same or less than the Days Being Serviced field. Re-enter the dates.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Up to 15 whole numbers and 2 decimals are allowed. Enter numeric (“0” through “9”) characters in the Current Meter Reading or the Replacement Meter Reading fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.

676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
723 — Service Start Dt must be < Return Dt.	Invalid Date Entry. The Return Dt field must be after or the same as the Service Start Dt field. Re—enter the date.
2 — Invalid entry: Service End Dt.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re—attempt, using the correct format.
713 — Selected rows must be in Open status to perform Mass Update.	Invalid Selection. To perform a Mass Update, the Work Orders must be in an Open status. Refine the search criteria to include only Open status work orders.
720 — Sub Work Order has charges; cannot Delete.	Invalid Entry. There are charges in the Sub Work Order that prevents deletion. Re—enter the desired Sub Work Order for deletion.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.
XXX — Selected rows must be in Open status or Pending Close to perform Mass Close.	Invalid Selection. To perform a Mass Close, the Work Orders must be in an Open or Pending Close status. Refine the search criteria to include only Open or Pending Close status work orders.

XXX — This Work Order has open MAINT Issue request (s) in picked Status in Warehouse. Cannot close the work order.	Invalid Selection. The Work Order cannot close because it has open requests in Warehouse. Re—select the desired Work Order to close.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Assign Work to Sub Work Order — Mass Updates

Close Work Order(s) — Mass Updates

Overview

The Work Order Close Work Order(s) process allows editing or closing of multiple Work Orders and SUB WORK ORDERS at the same time.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Actions > Close Work Order(s) drop-down option > Close Work Order(s) page

Page Fields

The following fields display on the **Close Work Order(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Mass Updates Grid

Work Order Status Code
Estimated Service End Date
Return Date
NMC Status

SUB WORK ORDER Mass Updates Grid

Work Order State Code
Service End Date
Service Performed

Sub Work Order(s) Grid

Work Order ID
Work Order Status Code
Sub Work Order Description
Sub Work State Code
Received Date
Return Date
NMC Status
Sub Work Order Number
Estimated Service End Date
Service End Date
Service Performed

Procedures

ELMS Navigation Helpful Tips

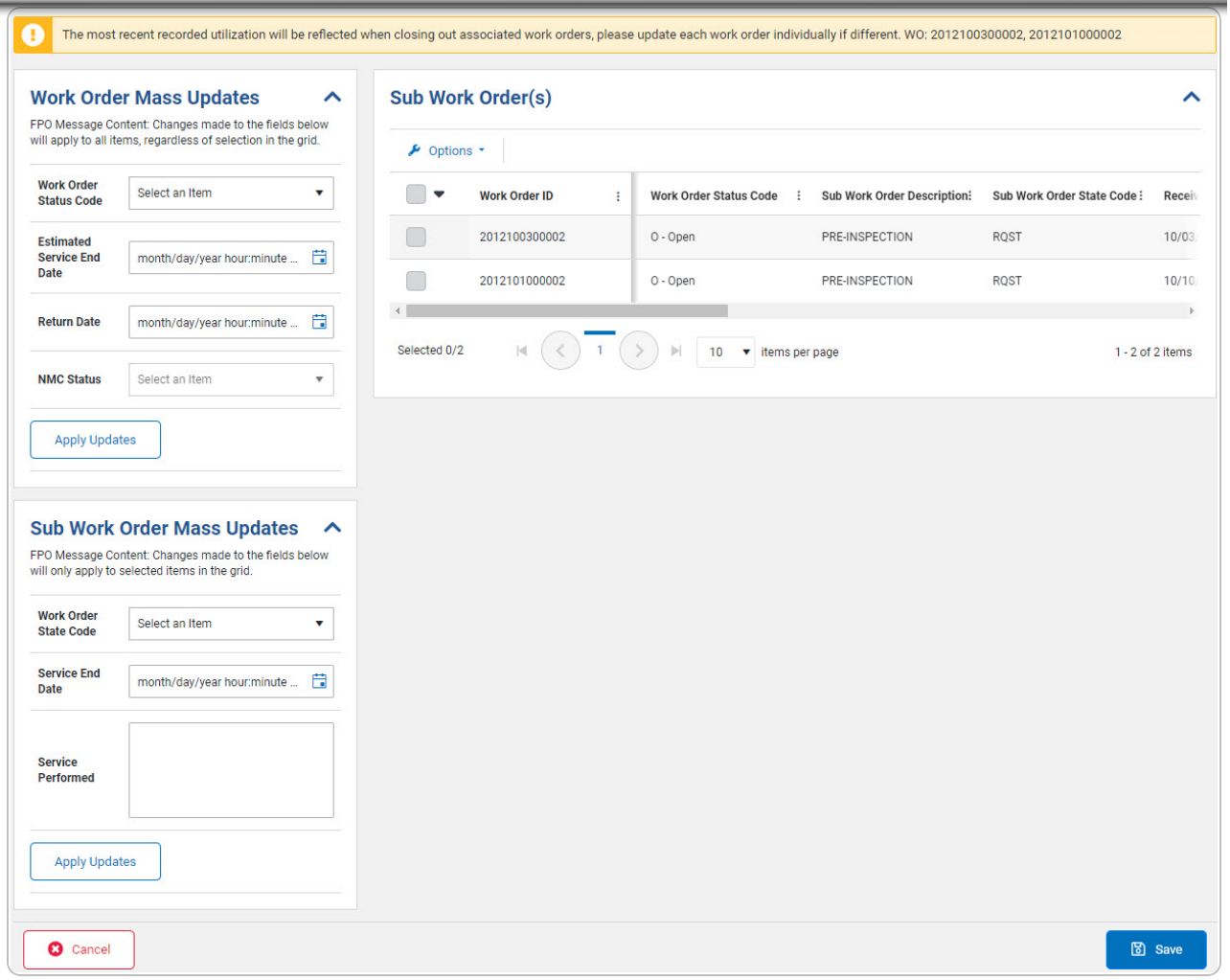
Click the following link to display M&U Navigation Tips.

Close Work Order(s) — Mass Updates

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

1. Click ☐ to select the Work Orders. *The checked Work Orders are selected for Close Work Order(s) - Mass Updates.*
2. Select Actions. *The action options appear in a drop-down.*

3. Select Close Work Order(s). *The* ***Close Work Order(s)*** *page appears.*



4. *Complete the Work Order Mass Updates grid.*

   A. Use ▾ to select the Work Order Status Code.

   B. Use 📅 to select the Estimated Service End Date, or enter the date (MM/DD/YYYY) in the field provided.

   C. Use 📅 to select the Return Date, or enter the date (MM/DD/YYYY) in the field provided.

   D. Use ▾ to select the NMC Status.

Note

Select the WORK ORDER ID entry(s) before clicking Apply Updates.

E. Select Apply Updates. *All selected SUB WORK ORDERS are updated.*

5. *Complete the SUB WORK ORDER Mass Updates grid.*

A. Use ▾ to select the Work Order Status Code.

B. Use 📅 to select the Service End Date, or enter the date (MM/DD/YYYY) in the field provided.

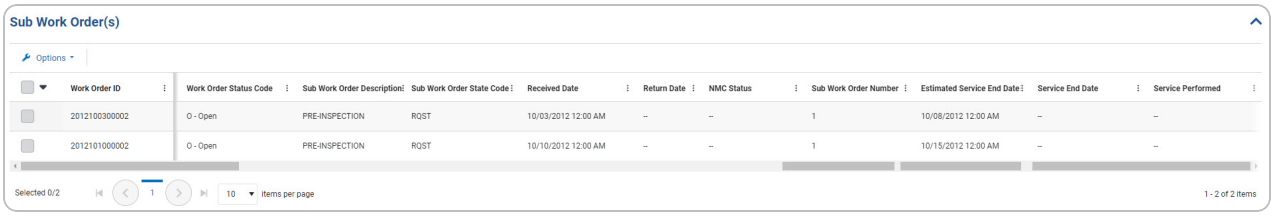
C. Enter the Service Performed in the field provided. *This is a 256 alphanumeric character field.*

Note

Select the WORK ORDER ID entry(s) before clicking Apply Updates.

D. Select Apply Updates. *All selected SUB WORK ORDERS are updated.*

6. *Update the SUB WORK ORDER(s) grid.*



A. Click ☐ to select the SUB WORK ORDER(s). *The checked SUB WORK ORDERS are selected for Mass Update.*

B. Select Apply Updates. *All selected SUB WORK ORDERS are updated.*

7. Select Save. Work Order Mass Edit saved successfully *appears in the bottom right corner.*

8. Select Cancel. *The **Work Order Search** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *ADD*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Work Order Id*.	
13 — Mandatory Entry: *Using Work Order Id*.	
13 — Mandatory Entry: *Receipt Dt*.	
13 — Mandatory Entry: *Approval Dt*.	
13 — Mandatory Entry: *Unavl Sply Days*.	
13 — Mandatory Entry: *Uvavl Maint Days*.	
13 — Mandatory Entry: *Return Dt*.	
13 — Mandatory Entry:*Sub 01:-Service Performed*.	
13 — Mandatory Entry: *Sub 01:-Work Order State Cd*.	
13 — Mandatory Entry: *Sub*	

01:-Service End Dt.	
716 — Work Order State cannot = 'Rqst' when Start Dt is entered.	Invalid Entry. When a Start Dt is entered, the Work Order Status Cd cannot be "Rqst – Requested". Either re-enter the Status Cd or remove the Start Dt.
715 — Sub Priority Cd must be < or =Priority Cd.	Invalid Entry. The Sub Priority Cd cannot require more days than the Priority Cd. Re—enter the priorities.
725 — Service Start Dt must be < Service End Dt.	Invalid Date Entry. The Service End Dt field must be after or the same as the Service Start Dt field. Re-enter the date.
724 — Service End Dt must be < Return Dt.	Invalid Date Entry. The Return Dt field must be after or the same as the Service End Dt field. Re-enter the date.
xxxx — Receipt Dt must be less than Service Start Dt.	Invalid Date Entry. The Service Start Dt field must be after the Receipt Dt field. Re-enter the date.
xxxx — Sub Work Order Service Start Dt must be > Receipt Dt: Work Order Nbr.	Invalid Date Entry. The Sub Work Order Service Start Dt field must be after the Receipt Dt field. Re-enter the date.
719 — Approval Dt must be < Service Start Dt.	Invalid Date Entry. The Service Start Dt field must be after the Approval Dt field. Re-enter

	the date.
722 — UNAVL MAINT DAYS and UNAVL SPLY DAYS cannot be < Days Being Serviced.	Invalid Date Entry. The total amount of days for UNAVL MAINT DAYS and UNAVL SPLY DAYS must be the same or less than the Days Being Serviced field. Re-enter the dates.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Up to 15 whole numbers and 2 decimals are allowed. Enter numeric (“0” through “9”) characters in the Current Meter Reading or the Replacement Meter Reading fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
723 — SERVICE START DT must be < RETURN DT.	Invalid Date Entry. The RETURN DT field must be after or the same as the SERVICE START DT field. Re—enter the date.
2 — Invalid entry: SERVICE END DT.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re—attempt, using the correct format.
713 — Selected rows must be in Open status to per-form Mass Update.	Invalid Selection. To perform a Mass Update, the Work Orders must be in an Open status. Refine the search criteria to include only Open status work orders.
720 — SUB WORK ORDER has charges; cannot Delete.	Invalid Entry. There are charges in the SUB WORK ORDER that prevents deletion. Re—enter the desired SUB WORK ORDER for deletion.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selec-ted, then proceed.
XXX — Selected rows must be in Open status or Pend-ing Close to perform Mass Close.	Invalid Selection. To perform a Mass Close, the Work Orders must be in an Open or Pending Close status. Refine the search criteria to include only Open or Pending Close status work orders.

XXX — This Work Order has open MAINT Issue request (s) in picked Status in Warehouse. Cannot close the work order.	Invalid Selection. The Work Order cannot close because it has open requests in Warehouse. Re—select the desired Work Order to close.

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Print a Work Order
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Delete a Work Order Record

Overview

The Delete Confirmation process provides the ability remove Work Order and SUB Work Order records.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Delete Confirmation pop-up window

Page Fields

The following fields display on the **Delete Confirmation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Confirmation Grid

Procedures

ELMS Navigation Helpful Tips

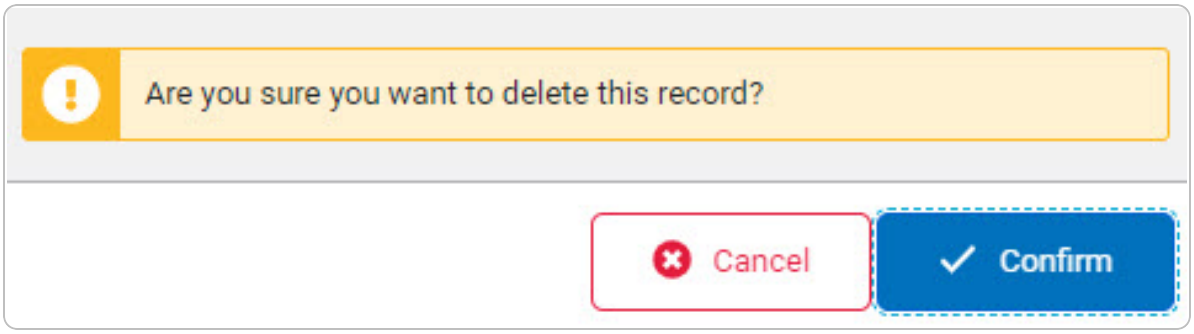
Click the following link to display M&U Navigation Tips.

Delete a Work Order Record

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

1. A. Click ☐ to select the row(s) in the desired grid.

   B. Select Delete. *The Delete pop-up window appears.*



   C. Select Confirm. *The pop-up window closes and the selected entry is removed from the Labor grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel. *The previous page reappears.*

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details

- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Print a Work Order
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates

Print a Work Order

Overview

The Work Order Print Options process provides the ability to save the Work Order in different formats for printing.

Navigation

Maintenance > Work Order > Search Criteria > Search > Search Results > ☐ (desired record) > Print > Work Order Print pop-up window

Page Fields

The following fields display on the **Print Options** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Print Options Grid

Form Type
Form Type Options
Full Work Order
Full Work Order Grid
Display

Display Options

Labor
Tasks
Parts
Tool(s)/Equipment

Certs
Additional Attributes
Tech Work Order
Print Type

Procedures

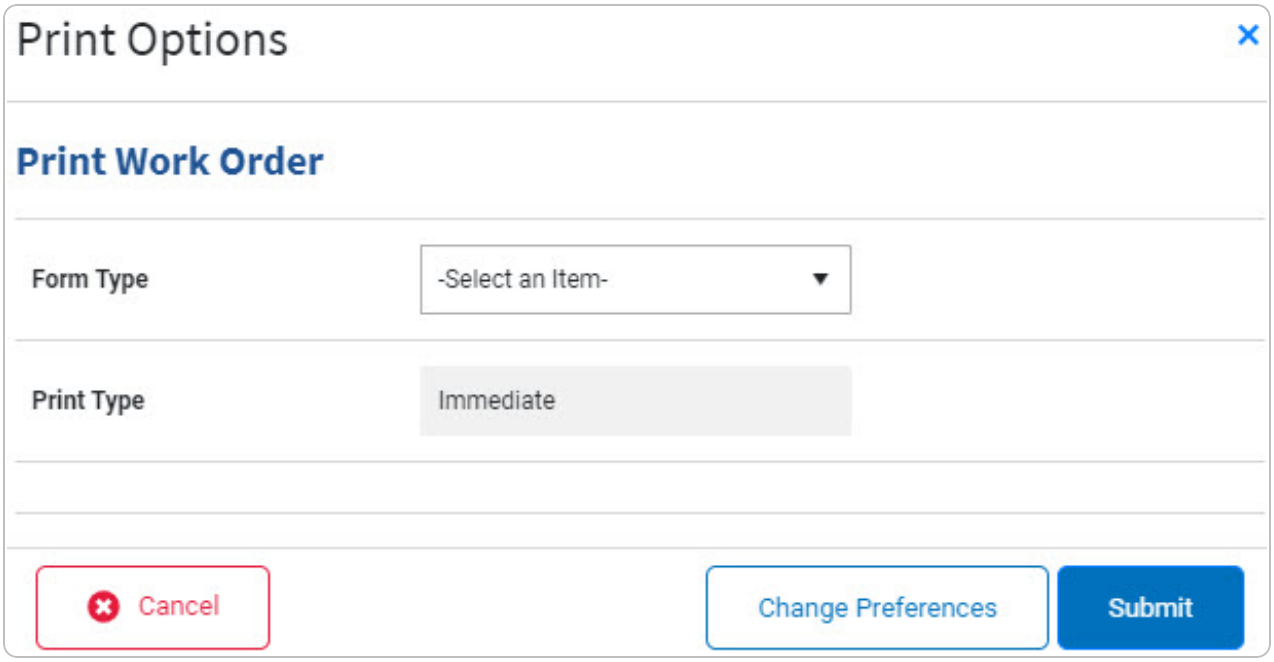
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Print a Work Order

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

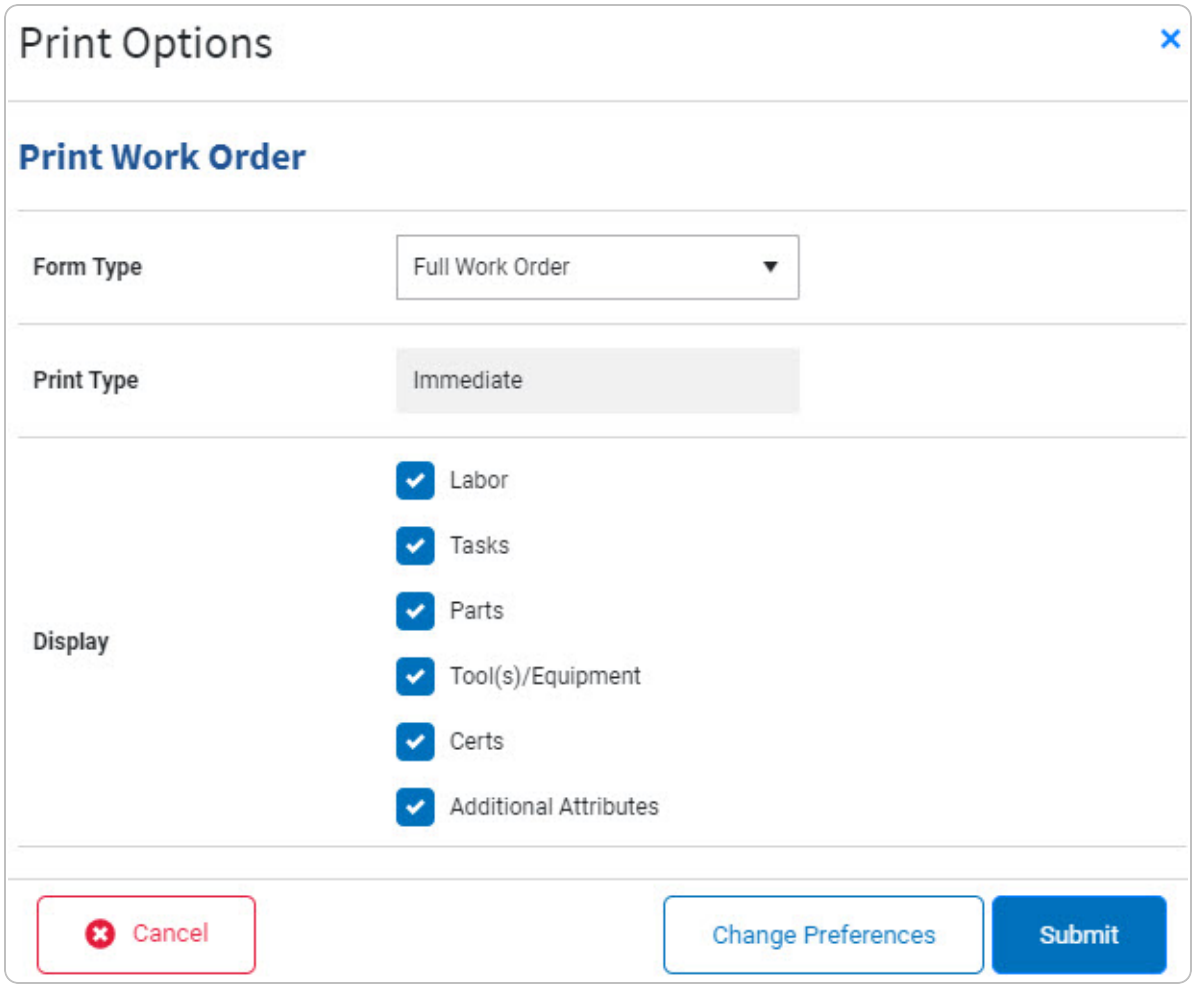
1. Select Print. *The* ***Print*** *pop-up window appears.*



2. Complete the Print Work Order section.

A. Use ▾ to select the Form Type.

Full Work Order



a. *The Print Type automatically populates and is not editable.*

b. Verify the Labor contains the appropriate ☑ or ☐. *The content in the SUB WORK ORDER Labor panel is included in the printed Work Order.*

c. Verify the Tasks contains the appropriate ☑ or ☐. *The content in the SUB WORK ORDER Task(s) panel is included in the printed Work Order.*

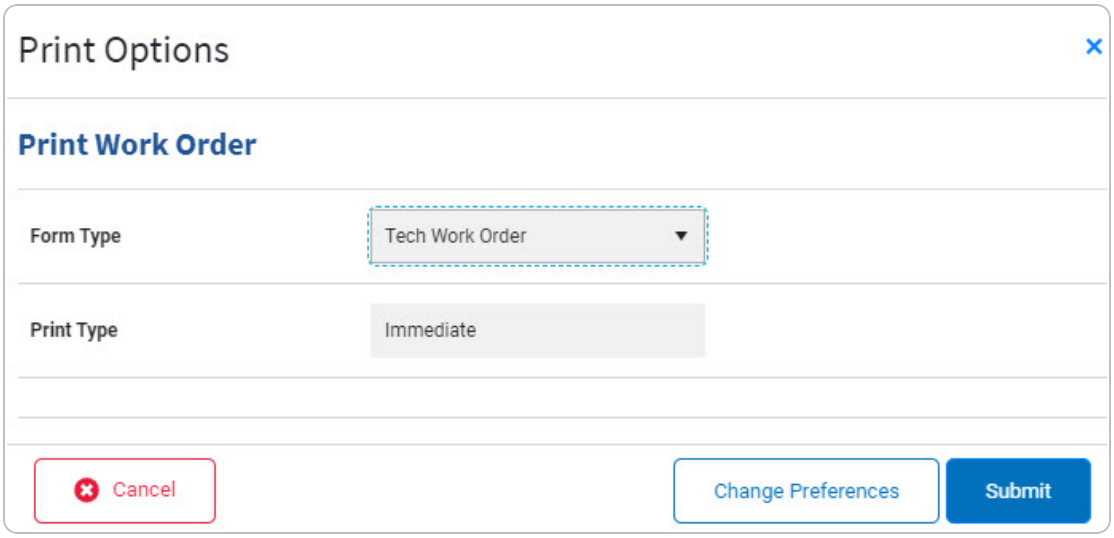
d. Verify the Part(s) contains the appropriate ☑ or ☐. *The content in the SUB WORK ORDER Part(s) panel is included in the printed Work Order.*

e. Verify the Tools(s)/Equipment contains the appropriate ☑ or ☐. *The content in the SUB WORK ORDER Tool(s) / Equipment panel is included in the printed Work Order.*

f. Verify the CERTS contains the appropriate ☑ or ☐. *The content in the SUB WORK ORDER Certification(s) panel is included in the printed Work Order.*

g. Verify the Additional Attributes contains the appropriate ☑ or ☐. *The content in the Additional Attributes panel is included in the printed Work Order.*

TECH Work Order



a. *The Print Type automatically populates and is not editable.*

3. Select Change Preferences. *The **Preferences** page appears in a new tab.*
4. Select Submit. *The procedure leaves the application based on the selection made.*
5. Follow the prompts provided by the computer.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The **Search for a Work Order** page appears.*

Related Topics

- Search for a Work Order
- Add a Work Order
- Add a MC Status to a Sub Work Order
- Add Labor to a Sub Work Order
- Add a Task to a Sub Work Order
- Add Parts to a Sub Work Order
- Add Tools/Equipment to a Sub Work Order
- View the Work Order Information
- Update a Work Order
- Update the NMC Details
- Update Utilization in a Work Order
- View a Work Order Attachment
- Add a Maintenance Attachment
- Update a MC Status to a Sub Work Order
- Update Labor in a Sub Work Order
- Update a Task in a Sub Work Order
- Update Parts to a Sub Work Order
- Update Tools/Equipment in a Sub Work Order
- Delete a Work Order Record
- Close Work Order(s) — Mass Updates
- Cancel Parts Request(s)
- Assign Work to Sub Work Order — Mass Updates
- Preferences

Search for a Work Plan — Criteria

Overview

The Maintenance and Utilization module Work Plan process provides the ability to define the high level tasks being performed by the Work Order generated at the asset level to track the progress of the actual work being performed.
Each high level task has the following characteristics:

- Estimated Hours (to complete task)
- Estimated Labor and Non-Labor Costs

Work Plans are created as either Public or Private.

- A Public Work Plan is available to all ELMS Maintenance personnel to use, reducing the time to develop new plans.
- A Private Work Plan is only available to the Maintenance personnel within their Maintenance Activity.

Navigation

Maintenance > Work Plan > Work Plan Search Criteria page

Page Fields

The following fields display on the **Work Plan Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
338	PLAN ID, Plan Type, and Plan Name are mandatory when Add button is selected.

342	Copy PLAN ID is only valid for Add action.
21	Select "Add" button to create a new record.
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Plan Id *
Copy Plan Id
Plan Type Cd
Plan Name

Copy Plan Id = ☑ Grid

Plan Id *
Using Plan Id
Copy Plan Id

Search Results Grid

Update
Delete
Plan Id
Plan Type Cd
Plan Name
Plan Desc

(*) Asterisk identifies mandatory fields.

Procedures

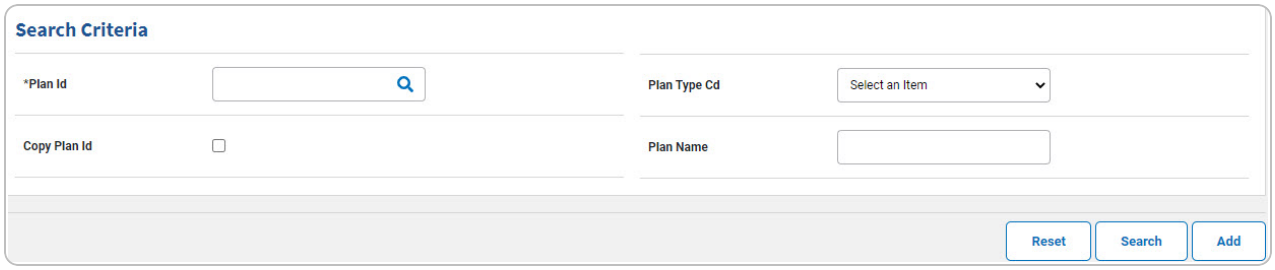
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Work Plan

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.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

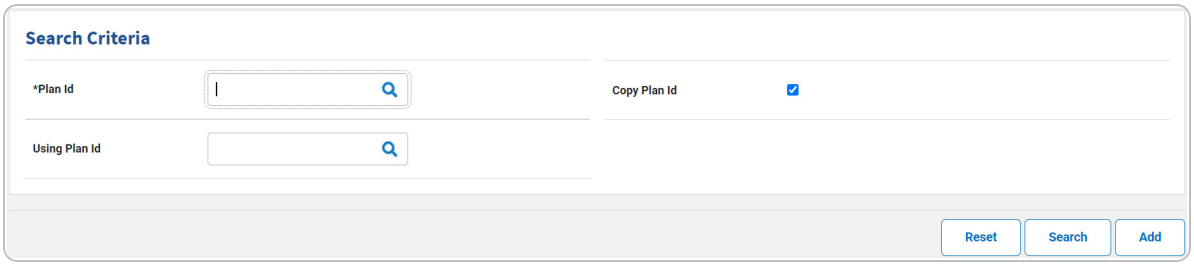


A. Enter the PLAN ID, or use 🔍 to browse for the entry. *This is a 50 alphanumeric character field.*

Work Plan Browse help

B. Click ☐ to select the Copy PLAN ID. *The fields change.*

If checked (☑), enter the Using PLAN ID, or use 🔍 to browse for a base plan. Proceed to Step 2.



a. Enter the PLAN ID, or use 🔍 to browse for the entry. *This is a 25 alphanumeric character field.*

Work Plan Browse help

b. Enter the Using PLAN ID, using to browse for the entry.

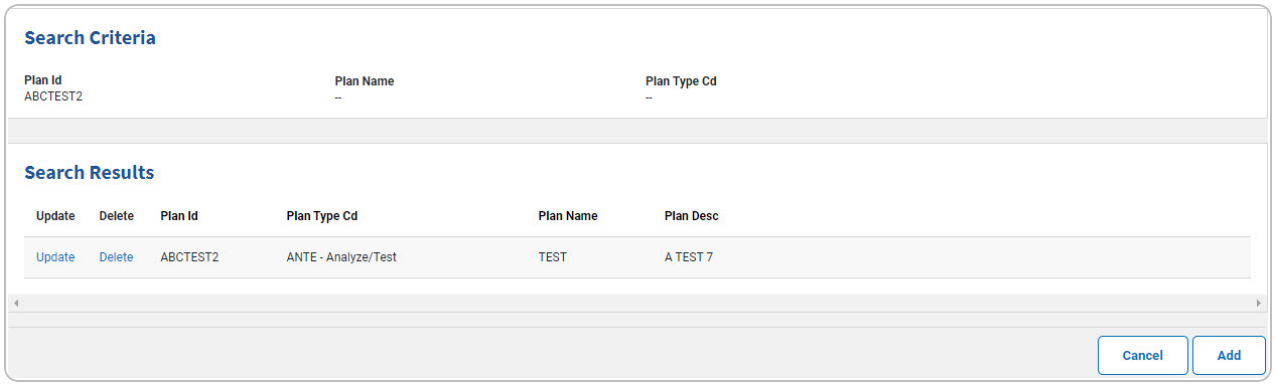
Work Plan Browse help

c. Verify the Copy PLAN ID contains the appropriate or . *This indicates a Copy PLAN IDENTIFIER.*

C. Use to select the Plan Type Cd.

D. Enter the Plan Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Work Plan Search Results** page appears. Results display in the Search Results grid.*



Add a Work Plan

1. Enter the PLAN ID, or use to browse for the entry. *This is a 50 alphanumeric character field.*

Work Plan Browse help

2. Enter the Using PLAN ID, using to browse for the entry.

Work Plan Browse help

3. Select Add. *The **Work Plan Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
574 — PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select Add or enter a different identifier.

182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report
- Work Plan Browse

Search for a Work Plan — Results

Overview

The Work Plan Search Results process provides the ability to add, update, or delete a Work Plan.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Work Plan Search Results page

Page Fields

The following fields display on the **Work Plan Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Plan Id
Plan Name
Plan Type Cd

Search Results Grid

Update
Delete
Plan Id
Plan Type Cd
Plan Name
Plan Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Work Plan

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

Select Add. *The* ***Work Plan Add*** *page appears.*

Update a Work Plan

Select the Update hyperlink. *The* ***Work Plan Update*** *page appears.*

Delete a Work Plan

Select the Delete hyperlink. *The* ***Work Plan Delete*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.
574 — PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select Add or enter a different identifier.
573 — Work Plan is associated with an active MAINT SCHEDULE. Cannot delete.	Invalid Deletion. A Work Plan cannot be deleted if there is any active SCHED PREVENT MAINT still associated to that Work Plan. Review the Work Plan again, and remove any remaining associated SCHED PREVENT MAINT so the Work Plan can be deleted.

Related Topics

- Search for a Work Plan — Criteria
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report

Add a Work Plan

Overview

The Work Plan Add process provides the ability to create new Work Plans, define the Plan Types, and standardize the procedures for equipment with specific maintenance requirements.

Navigation

Maintenance > Work Plan > Search Criteria > Add > Work Plan Add page

Page Fields

The following fields display on the **Work Plan Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
339	Enter EST Hours in quarter hour increments (.00, .25, .50, .75)
341	Select Task(s), Part(s), Tool(s)/Equip, or Certification(s) to copy from Public Plan.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

Plan Id *
Plan Type Cd *
Plan Name *
Est Labor Hours
Est Hours to Perform
Est Labor Cost
Est Non-Labor Cost
Plan Desc *
Public
Central Work Plan
Remarks
History Remarks

Copy a Public Work Plan Grid

Plan Id *
Plan Type Cd *
Plan Name *
Est Labor Hours
Est Hours to Perform
Est Labor Cost
Est Non-Labor Cost
Plan Desc *
Public
Task(s)
Part(s)
Tool(s)/Equip
Certification(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

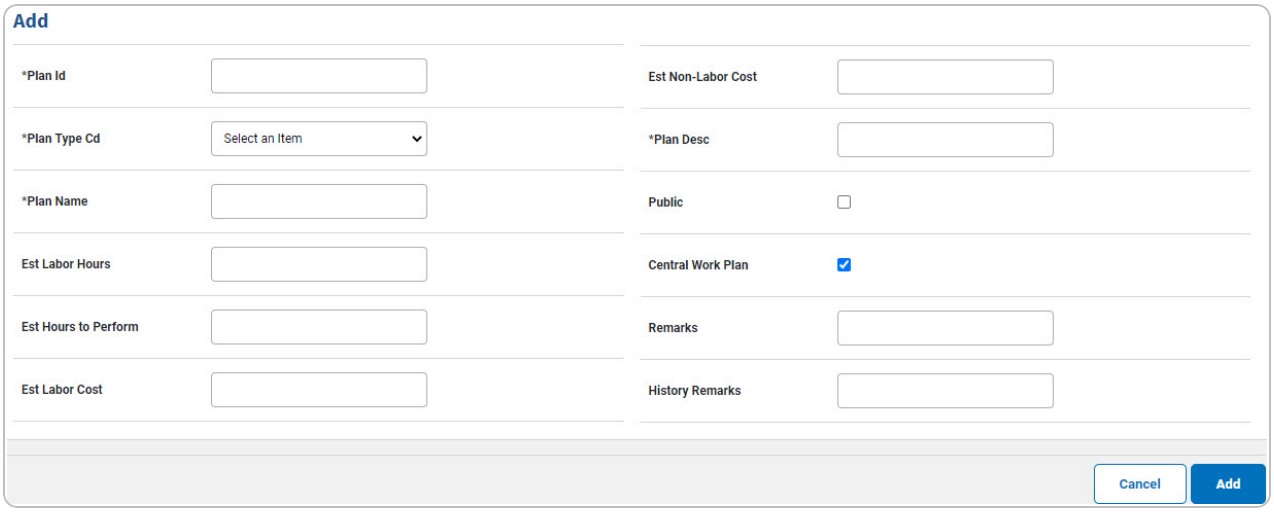
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Work Plan

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

1. Select Add. *The* ***Work Plan Add*** *page appears.*



A. Enter the PLAN ID in the field provided. *This is a 25 alphanumeric character field.*

B. Enter the PLAN TYPE CD in the field provided.*This is a 4 alphanumeric character field.*

C. Enter the Plan Name in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the EST Labor Hours in the field provided. *This is a 9 numeric character field.*

E. Enter the EST Hours To Perform in the field provided. *This is a 9 numeric character field.*

F. Enter the EST Labor Cost in the field provided. *This is a 15 numeric character field.*

G. Enter the EST Non-Labor Cost in the field provided. *This is a 15 numeric character field.*

H. Enter the PLAN DESC in the field provided. *This is a 255 alphanumeric character field.*

I. Click ☐ to select Public. *The Work Plan becomes available to everyone.*

J. Click ☐ to select the Central Work Plan. *The Work Plan becomes available to the Central Work Plan.*

K. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

L. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Work Plan Transaction Status** page appears.*

Copy a Public Work Plan

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

1. Select Work Plan from the Maintenance menu. *The **Work Plan Search Criteria** page opens.*

2. Enter a new PLAN ID, or use to browse for an existing plan.

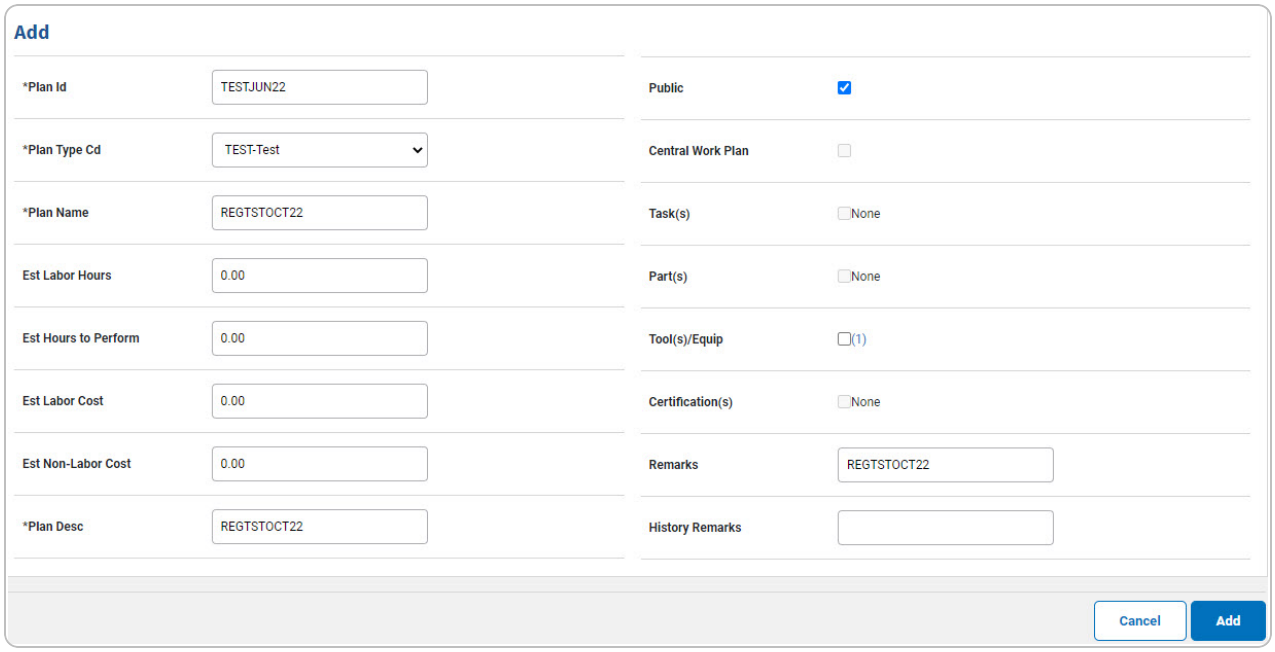
Work Plan Browse help

3. Click ☐ to select Copy PLAN ID. *The rest of the fields change.*

4. Enter an existing Using PLAN ID, or use to browse for an existing plan.

Work Plan Browse help

5. Select Add. *The **Work Plan Add** page appears.*



A. Enter the PLAN ID in the field provided. *This is a 25 alphanumeric character field.*

B. Enter the PLAN TYPE CD in the field provided. *This is a 4 alphanumeric character field.*

C. Enter the Plan Name in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the EST Labor Hours in the field provided. *This is a 9 numeric character field.*

E. Enter the EST Hours To Perform in the field provided. *This is a 9 numeric character field.*

F. Enter the EST Labor Cost in the field provided. *This is a 15 numeric character field.*

G. Enter the EST Non-Labor Cost in the field provided. *This is a 15 numeric character field.*

H. Enter the PLAN DESC in the field provided. *This is a 255 alphanumeric character field.*

I. Click ☐ to select Public. *The Work Plan becomes available to everyone.*

J. Click ☐ to select Central Work Plan. *The Work Plan becomes available to the central work plan.*

Note

The next four fields have a notation following them, to help decide if the copied items should remain with the new Work Plan.

- (#) means there are that amount of copied items from that tab. Click the (#) hyperlink to open a pop-up window to view the items.
- **None** means there are no copied items from that tab, and the field is not available for selection.

K. Click ☐ to select Task(s). *The tasks are included from the copied Work Plan.*

L. Click ☐ to select Part(s). *The parts are included from the copied Work Plan.*

M. Click ☐ to select TOOL(S)/EQUIP. *The tools and equipment are included from the copied Work Plan.*

N. Click ☐ to select Certification(s) *The certifications are included from the copied Work Plan.*

O. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

6. Select Add. *The **Work Plan Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Plan Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Plan Type Cd*.	
13 — Mandatory Entry: *Plan Name*.	
13 — Mandatory Entry: *Plan Desc*.	
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alpha-numeric with supported spe-	Invalid Entry. The characters entered in the field include prohibited special characters. Enter

cial characters $, — , /, #, &, comma, period, and space.	alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
572 — EST Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The EST Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.
574 — PLAN ID entered was previously deleted. Select Add button to restore or enter new PLAN ID.	Invalid Entry. The PLAN ID previously existed, and was deleted. Check the PLAN ID again, and either select Add or enter a different identifier.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report
- Work Plan Browse

Update a Work Plan

Overview

The Work Plan Update process allows editing of a Work Plan. It also allows adding attachments to a Work Plan.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Search Results > Update hyperlink > Work Plan Update page

Page Fields

The following fields display on the **Work Plan Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
339	Enter EST Hours in quarter hour increments (.00, .25, .50, .75)
210	"Add Attachment" supports only JPG, JPEG, GIF, and PDF files.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Grid

Last Tran Dt
Last Updtd By
Plan Id *
Plan Type Cd *
Plan Name *
Est Labor Hours
Est Hours to Perform
Est Labor Cost
Est Non-Labor Cost
Plan Desc *
Public
Central Work Plan
Attachments
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

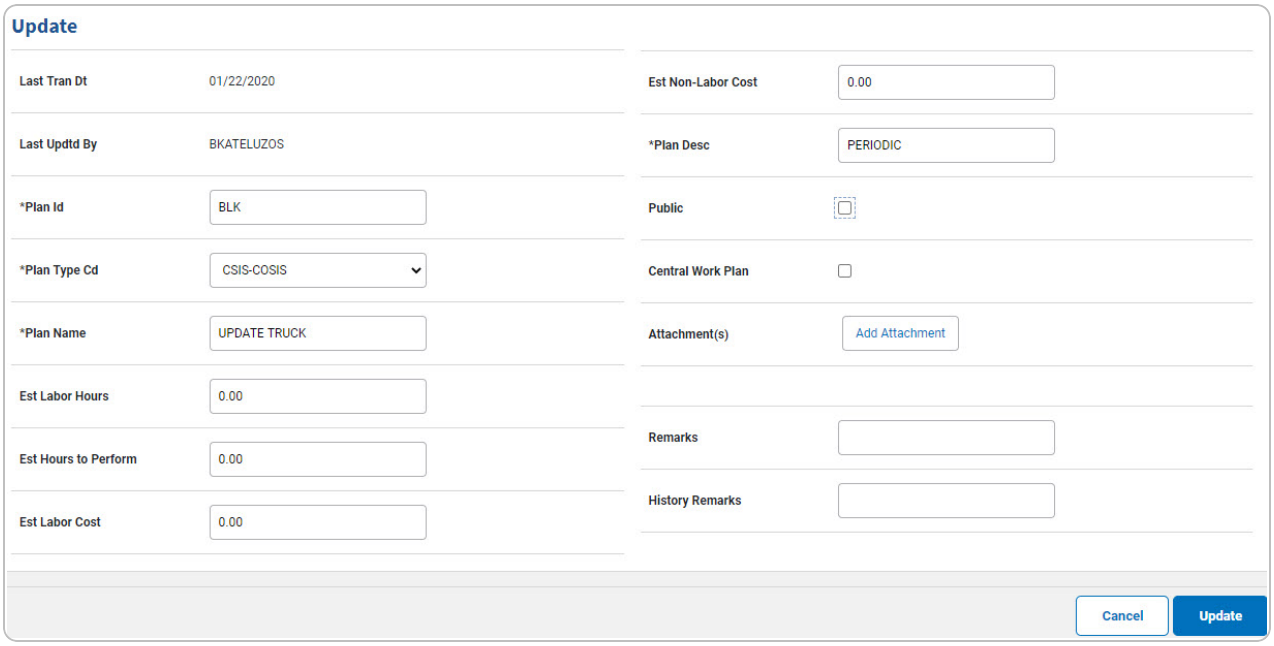
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Work Plan

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

1. Select the Update hyperlink. *The **Work Plan Update** page appears.*



A. *Verify the LAST TRAN DT.*

B. *Verify the LAST UPDTD BY.*

C. Update the PLAN ID, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

D. Update the Plan Type Cd, using ⌄ to select the desired code.

E. Update the Plan Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

F. Update the EST Labor Hours, entering the revised amount of hours in the field provided. *This is a 9 numeric character field.*

G. Update the EST Hours To Perform, entering the revised amount of hours in the field provided.

H. Update the EST Labor Cost, entering the revised cost in the field provided.*This is a 15 numeric character field.*

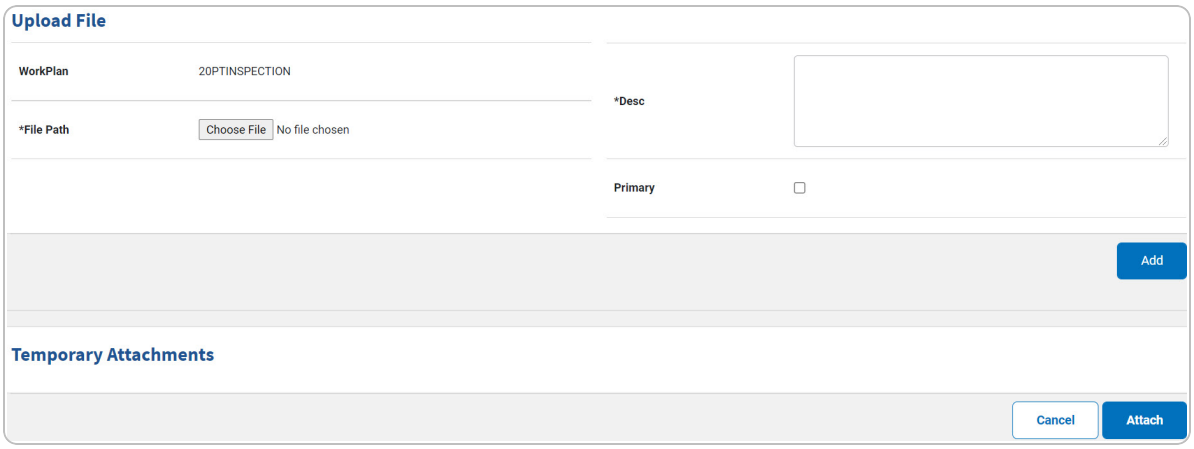
I. Update the EST Non-Labor Cost, entering the revised cost in the field provided.

J. Update the PLAN DESC, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

K. Verify the Public contains the appropriate ☑ or ☐. *Check if this Work Plan is available to everyone.*

L. Verify the Central Work Plan contains the appropriate ☑ or ☐. *Check if this Work Plan is the fundamental work plan.*

M. Select Add Attachment. *The* ***Maintenance Attachment Add Upload File*** *page appears.*



a. *Verify the Work Plan.*

b. Select Choose File in the File Path field. *The Windows* ***Choose File To Upload*** *pop-up window appears.*

> **Note**
> Only JPG, JPEG, GIF, and PDF files are supported. No other file types are attachable.

c. Choose the file to attach, and select it.

d. Click Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the File Path field.*

e. Update the DESC, entering the correct information in the field provided. *This is a 250 alphanumeric character field.*

f. Click ☐ to select the Primary. *Check if the attachment is the main file for the work plan.*

g. Select Add. *The file appears below in the Temporary Attachments grid.*

Note

If the file should not be a part of the work plan, select the Remove hyperlink to delete the attachment.

h. Repeat Steps b - g for multiple attachments.

i. Select Attach. *The* ***Work Plan Update*** *page appears.*

Note

To view the attachment, click the thumbnail. A second window opens, showing the attachment.

N. Update the Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric field*.

O. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric field*.

2. Select Update. *The* ***Work Plan Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Plan Type Cd*.	
13 — Mandatory Entry: *Plan Name*.	
13 — Mandatory Entry: *Plan Desc*.	
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

346 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
572 — EST Hours must be entered in quarter hour increments (.25, .50, .75).	Invalid Entry. The EST Hours contains a decimal value that is not in quarter hours (i.e. .00,.25, .50, .75). Re-enter the hours.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan Report

Delete a Work Plan

Overview

The Work Plan Delete process allows removal of a Work Plan.

Note

The overall Work Plan can be restored, if necessary. To restore, perform the **Add a Work Plan** process, using the same name as the deleted Work Plan. However, if the plan had any associated items (Tasks, Parts, TOOL(S)/EQUIP, Certifications), those **cannot** be restored.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Search Results > Delete hyperlink > Work Plan Delete page

Page Fields

The following fields display on the **Work Plan Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
340	Work Plan cannot be deleted if it is associated with an active MAINT SCHEDULE.

Delete Grid

Last Tran Dt
Last Updtd By
Plan Id *

Plan Type Cd *
Plan Name *
Est Labor Hours
Est Hours to Perform
Est Labor Cost
Est Non-Labor Cost
Plan Desc *
Public
Central Work Plan
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

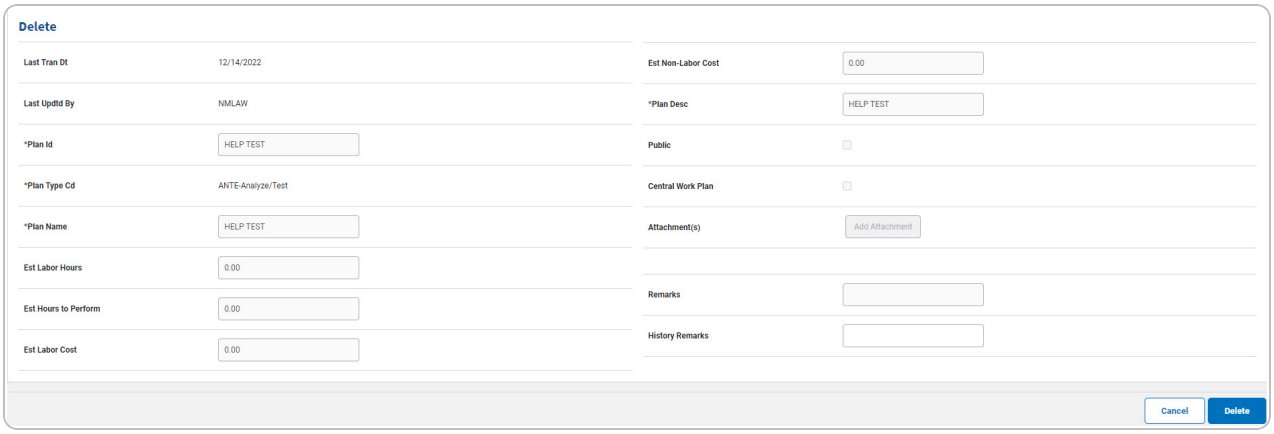
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Work Plan

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

1. Select the Delete hyperlink. *The **Work Plan Delete** page appears.*



A. *Verify the LAST TRAN DT.*

B. *Verify the LAST UPDTD BY.*

C. *Verify the PLAN ID.*
D. *Verify the PLAN TYPE CD.*
E. *Verify the PLAN NAME.*
F. *Verify the EST Labor Hours.*
G. *Verify the EST Hours to Perform.*
H. *Verify the EST Labor Cost.*
I. *Verify the EST Non-Labor Cost.*
J. *Verify the PLAN DESC.*
K. *Verify the Public.*
L. *Verify the Central Work Plan.*
M. *Verify the Attachment(s).*
N. *Verify the Remarks.*
O. *Verify the History Remarks.*

2. Select Delete. *The **Work Plan Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
573 — Work Plan is associated with an active MAINT SCHEDULE. Cannot delete.	Invalid Deletion. A Work Plan cannot be deleted if there is any active SCHED PREVENT MAINT still associated to that Work Plan. Review the Work Plan again, and remove any remaining asso-

	ciated SCHED PREVENT MAINT so the Work Plan can be deleted.

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- View the Work Plan Transaction Status
- Export a Work Plan

View the Work Plan Transaction Status

Overview

The Work Plan Transaction Status process displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > Work Plan > Search Criteria > *Various Procedural Steps* > Work Plan Transaction Status page

Page Fields

The following fields display on the **Work Plan Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
340	Work Plan cannot be deleted if it is associated with an active Maint Schedule.
339	Enter Est Hours in quarter hour increments (.00, .25, .50, .75)
210	"Add Attachment" supports only JPG, JPEG, GIF, and PDF files.
18	Select "Update" button to process transaction(s).

14	Select "Cancel" button to return to previous page.

Transaction Status Grid

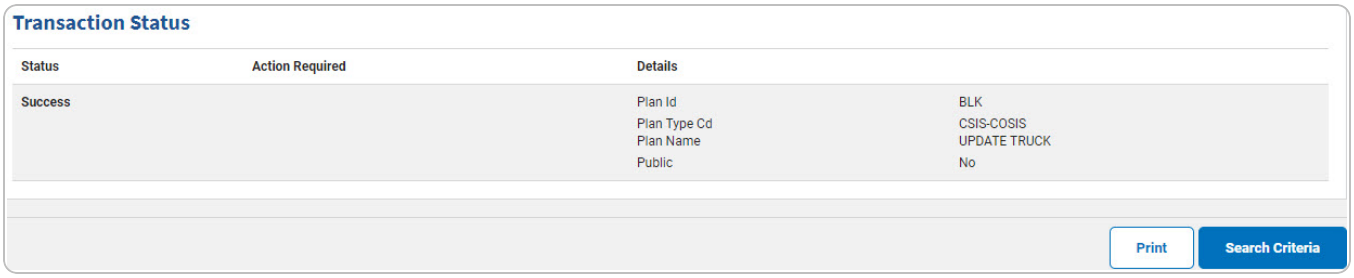
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Work Plan Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print to print a report of the transaction. *The **Work Plan Report Export** page appears.*
5. Select Search Criteria. *The **Work Plan Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- Export a Work Plan Report

Export a Work Plan Report

Overview

The Work Plan Report Export process provides the ability to save the Work Plan in different formats.

Navigation

Maintenance > Work Plan > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Work Plan Report Export page

Page Fields

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
340	Work Plan cannot be deleted if it is associated with an active MAINT SCHEDULE.
339	Enter EST Hours in quarter hour increments (.00, .25, .50, .75)
210	"Add Attachment" supports only JPG, JPEG, GIF, and PDF files.
341	Select Task(s), Part(s), Tool(s)/Equip, or Certification(s) to copy from Public Plan.

18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

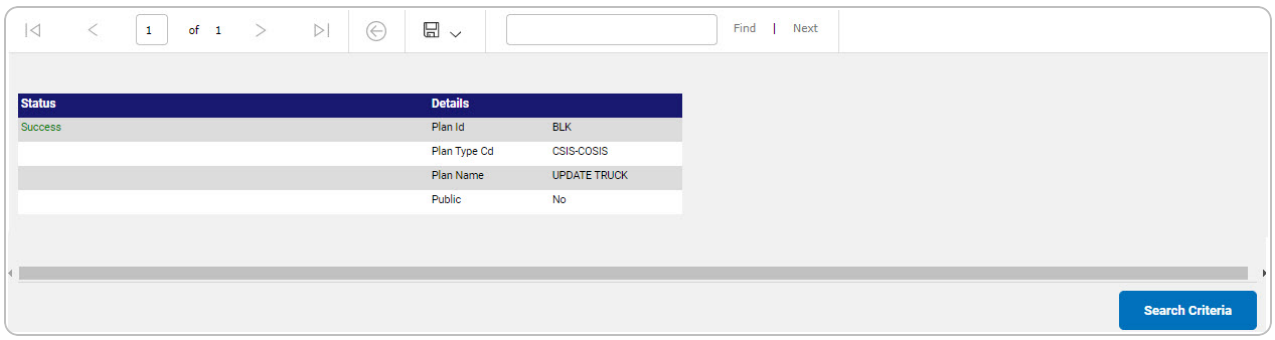
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Plan Report

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



2. *The Status automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Work Plan Search Results** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Work Plan Search Results** page appears.*

Related Topics

- Search for a Work Plan — Criteria
- Search for a Work Plan — Results
- Add a Work Plan
- Update a Work Plan
- Delete a Work Plan
- View the Work Plan Transaction Status

Search for a Work Plan Detail — Criteria

Overview

The Maintenance and Utilization module Work Plan Detail process is to provide the ability to identify the specific Task(s), Part(s) required to perform the work, Tool(s)/Equipment required to perform the task(s), and the required Technician Certification(s) needed to complete the Work Plan.
In order to utilize this process, first establish a Maintenance Work Plan. A Work Plan can be associated with multiple Tasks, Parts, Tool(s)/Equipment, and Certifications. There will be four pages available to identify the details needed to complete the Work Plan.

Navigation

Maintenance > Work Plan Detail > Work Plan Detail Search Criteria

Page Fields

The following fields display on the **Work Plan Detail Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Plan Id *

Radio Buttons

Task(s)
Part(s)
Tool(s)/Equip
Certification(s)

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

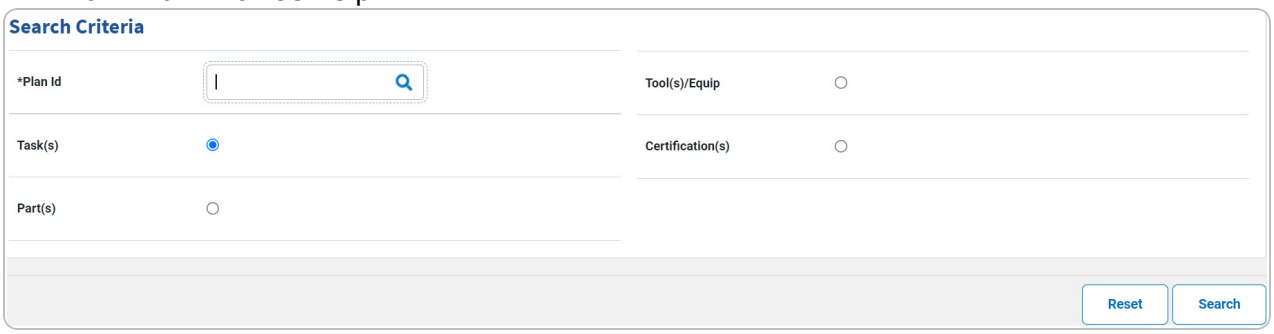
Click the following link to display M&U Navigation Tips.

Search for a Work Plan Detail

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.* ***Bold*** *numbered steps are required.*

1. Enter the PLAN ID, or use to browse for the entry. *This is a 25 alphanumeric character field.*

Work Plan Browse help



A. Select Task(s). *When selected, the PLAN ID includes task(s) details.*

B. Select Part(s). *When selected, the PLAN ID includes part(s) details.*

C. Select Tools(s)/EQUIP. *When selected, the PLAN ID includes tools and/or equipment details.*

D. Select Certification(s). *When selected, the PLAN ID includes certification(s) details.*

2. Select Search. *The corresponding detail page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
182 — Entry must be A - Z and/or 0 - 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Add a Work Plan Detail — Task(s)
- Add a Work Plan Detail — Part(s)

- Add a Work Plan Detail — Tool(s)/Equipment
- Add a Work Plan Detail — Certification(s)
- View the Work Plan Detail Transaction Status
- Export a Work Plan Detail Report
- Work Plan Browse

Add a Work Plan Detail — Certification(s)

Overview

The Work Plan Detail Certification(s) process provides the ability to identify the specific certification(s) required to perform the task(s) needed to complete the Work Plan.
This page is divided into two sections. The Work Plan Detail CERT Grid displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Grid displays all of the certifications entered for the current Work Plan Detail.
The user will be able to associate multiple certifications to a Maintenance Work Plan as well as organize the certifications in the order desired. Only one certification can be saved (moved from Work Plan Detail CERT Grid to Data Stored Grid) at a time.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Search > Work Plan Detail Certification(s) page

Page Fields

The following fields display on the **Work Plan Detail Certification(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
343	Select Save button to add new Task(s), Part(s), Tool(s)/Equip, or Certification(s).

196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
233	Select "Delete" hyperlink to process a Delete Action.
253	Select "Reset" button to set default "Fields" selections.
14	Select "Cancel" button to return to previous page.

Work Plan Detail CERT Grid

Plan Id
Plan Type Cd
Plan Name
Plan Desc
Certification Name
Certification Desc

Data Stored Grid

Edit
Delete
Certification Name
Certification Desc

Procedures

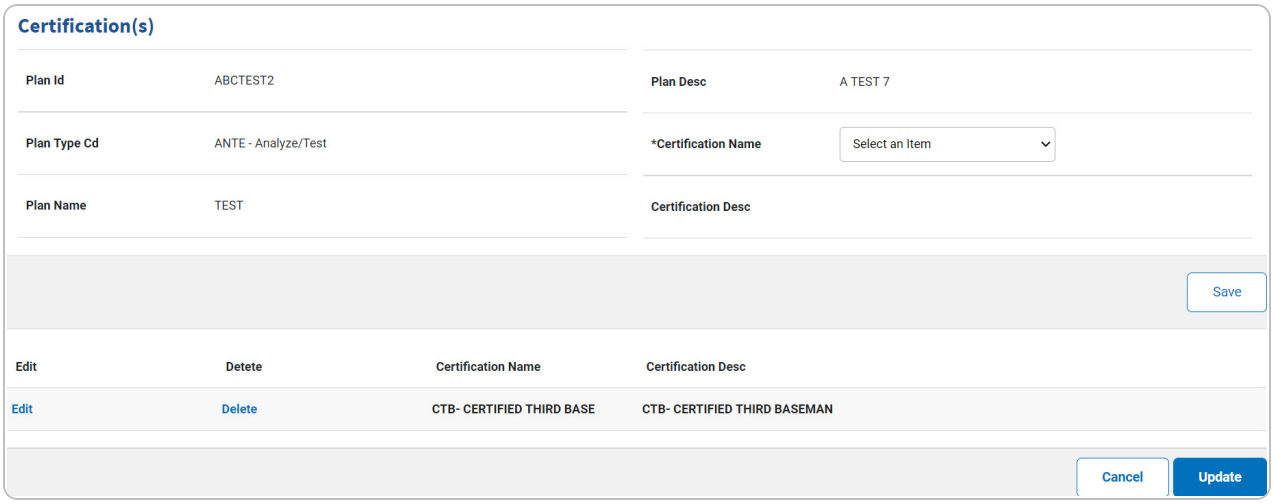
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Add a Work Plan Detail — Certification(s)

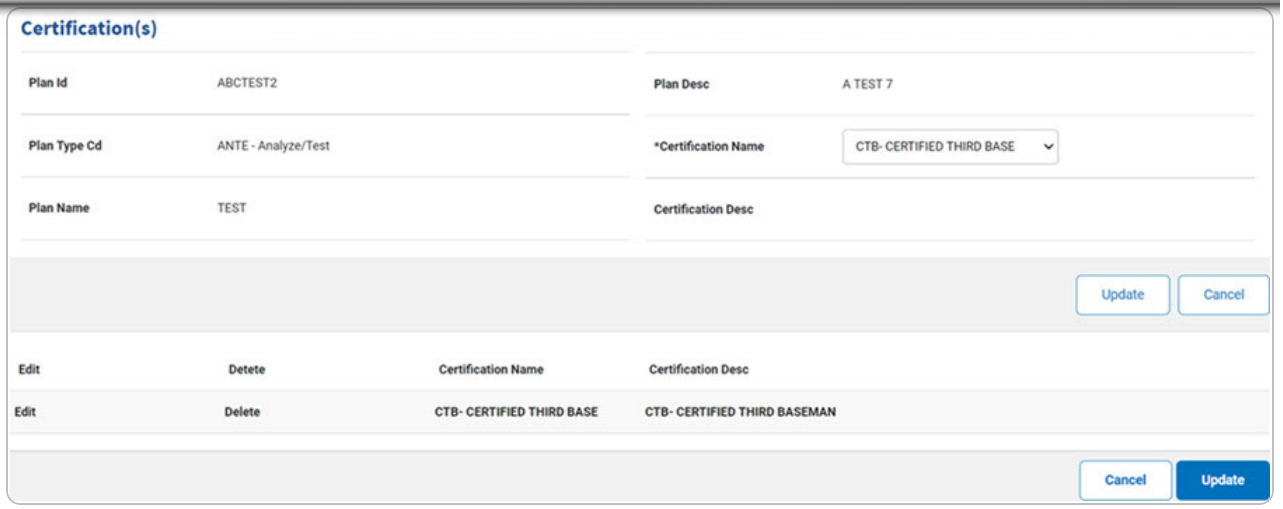
1. Select ○ Certification(s). *When selected, the PLAN ID includes certification(s) details.*
2. Select Search. *The page **Work Plan Detail — Certification(s) Add** appears.*



3. *Verify the correct work plan is displayed in the Work Plan Detail Certification(s) Grid.*
   - *A. The PLAN ID automatically populates and is not editable.*
   - *B. The PLAN TYPE CD automatically populates and is not editable.*
   - C. *The Plan Name automatically populates and is not editable.*
   - *D. The PLAN DESC automatically populates and is not editable.*
   - **E.** Use ⌄ to select the Certification Name.
   - F. *The Certification DESC automatically populates and is not editable.*
4. Select Save. *The entry moves to the Data Stored Table.*
5. Select Update. *The **Work Plan Detail Transaction Status** page appears.*

Update a Work Plan Detail — Certification(s)

1. Select the Edit hyperlink for the desired task. *The **Work Plan Detail — Certification(s) Update** page appears.*



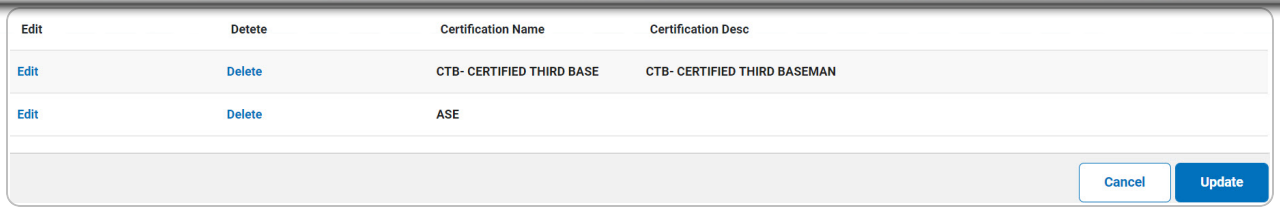
2. *Verify the correct work plan is displayed in the Work Plan Detail Certification(s) Tab.*
   - *A. Verify the PLAN ID.*
   - *B. Verify the PLAN TYPE CD.*
   - C. *Verify the Plan Name.*
   - *D. Verify the PLAN DESC.*
   - **E.** Update the Certification Name, using to select the desired name.
   - F. *Verify the Certification DESC.*
3. Select Update to move the detail to the Data Stored Table.

> **Note**
> If the parts are not in the desired order, simply drag and drop them into the proper placement.

4. Select Update. *The **Work Plan Detail Transaction Status** page appears.*

Delete a Work Plan Detail — Certification(s)

1. Select the Delete hyperlink for the desired task. *The certification(s) is immediately removed from the list.*



Note

The tool(s)/equipment is immediately removed from the list.

2. Select Update. The ***Work Plan Detail Transaction Status*** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Certification name*.	Missing Entry. Enter the appropriate information in the desired field.
576 — Certification Name already exists.	Invalid Entry. A certification can only be added to a Work Plan once. Review the information and try again.

Related Topics

- Search for a Work Plan Detail — Criteria
- Add a Work Plan Detail — Task(s)
- Add a Work Plan Detail — Part(s)
- Add a Work Plan Detail — Tool(s)/Equipment
- View the Work Plan Detail Transaction Status
- Export a Work Plan Detail Report

Add a Work Plan Detail — Part(s)

Overview

The Work Plan Detail Part(s) process provides the ability to identify the specific part(s) required to perform the work needed to complete the Work Plan.
This page is divided into two sections. The Work Plan Detail — Part(s) Grid displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Grid displays all of the parts entered for the current Work Plan Detail. The user will be able to associate multiple parts to a Maintenance Work Plan and organize the parts in the order desired. Only one part can be saved (move from Work Plan Detail — Part(s) Grid to Data Grid) at a time.
If the Maintenance Activity is associated with a ELMS Warehouse, the Warehouse may be used for parts management. Parts may be requested and tracked from the Work Order to the Warehouse where the requests are filled.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Search > Work Plan Detail Part(s) page

Page Fields

The following fields display on the **Work Plan Detail Part(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
343	Select Save button to add new Task(s), Part(s), Tool(s)/Equip,

	or Certification(s).
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
233	Select "Delete" hyperlink to process a Delete Action.
253	Select "Reset" button to set default "Fields" selections.
14	Select "Cancel" button to return to previous page.

Work Plan Detail — Part(s) Grid

Plan Id
Plan Type Cd
Plan Name
Plan Desc
Required
Parts Required Qty *
Stock Nbr
Priority Level
Req Delivery Dt (RDD)
Part Desc *
Mfr Name
Mfr Part Nbr

Data Stored Grid

Edit
Delete
Req
Qty Req
Cancelled Qty
Stock Nbr
Part Desc
Mfr Name

Mfr Part Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

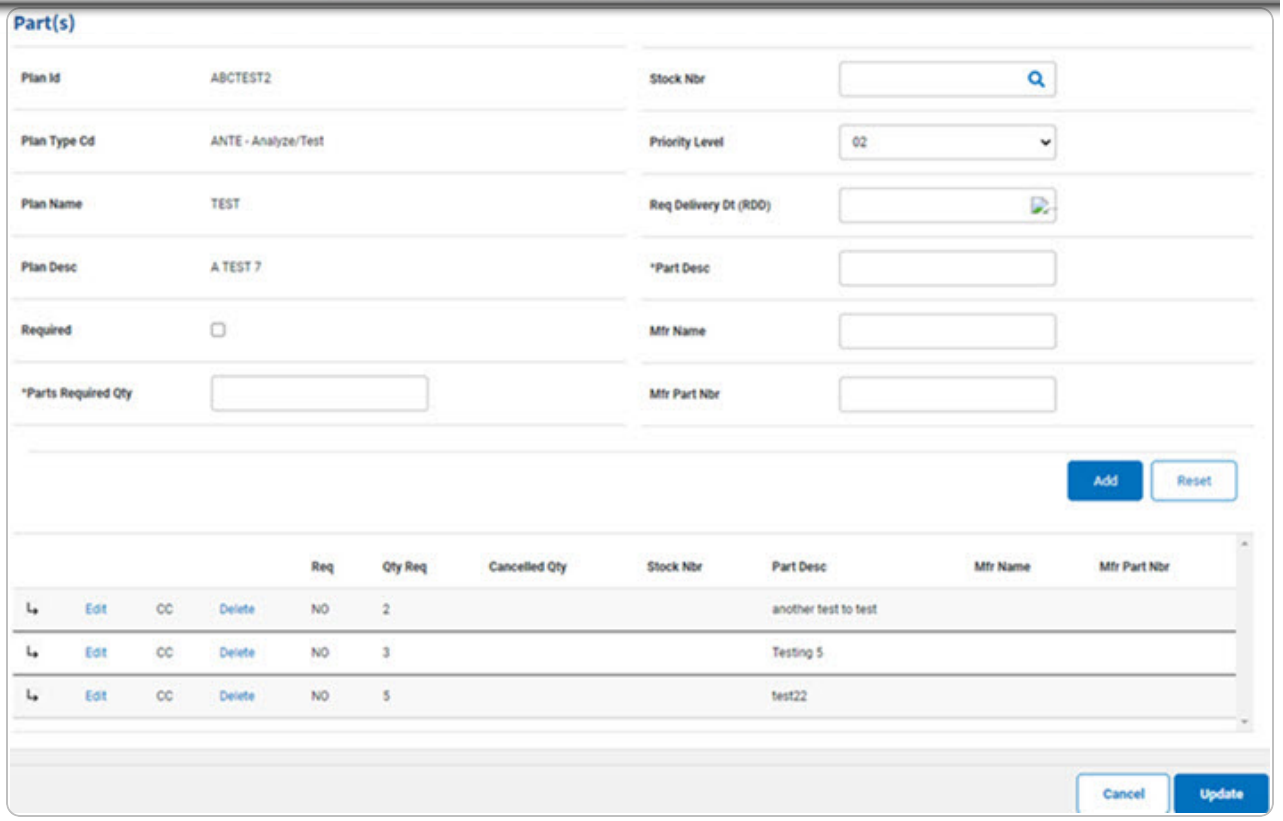
Click the following link to display M&U Navigation Tips.

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

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

Add a Work Plan Detail — Part(s)

1. Select Part(s). *When selected, the PLAN ID includes part(s) details.*
2. Select Search. *The **Work Plan Detail — Part(s) Add** page appears.*



3. *Verify the correct Work Plan displays in the Part(s) Grid.*

   A. The PLAN ID automatically populates and is not editable.

   B. The PLAN TYPE CD automatically populates and is not editable.

   C. The Plan Name automatically populates and is not editable.

   D. The PLAN DESC automatically populates and is not editable.

   E. Click ☐ to select the Required checkbox. *When selected, the part is mandatory for the task.*

   F. Enter the PARTS REQUIRED QTY in the field provided. *This is a 3 numeric character field.*

   G. Enter the Stock Number, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

      Stock Number Browse help

   H. Use ⌄ to select the Priority Level.

I. Use to select the Req Delivery Dt (RDD), or enter the date (MM/DD/YYYY) in the field provided.

J. Enter the PART DESC in the field provided. *This is a 255 alphanumeric character field.*

K. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

L. Enter the MFR PART NBR in the field provided. *This is a 15 alphanumeric character field.*

4. Select Add. *The entry moves the part to the Data Stored Table*.

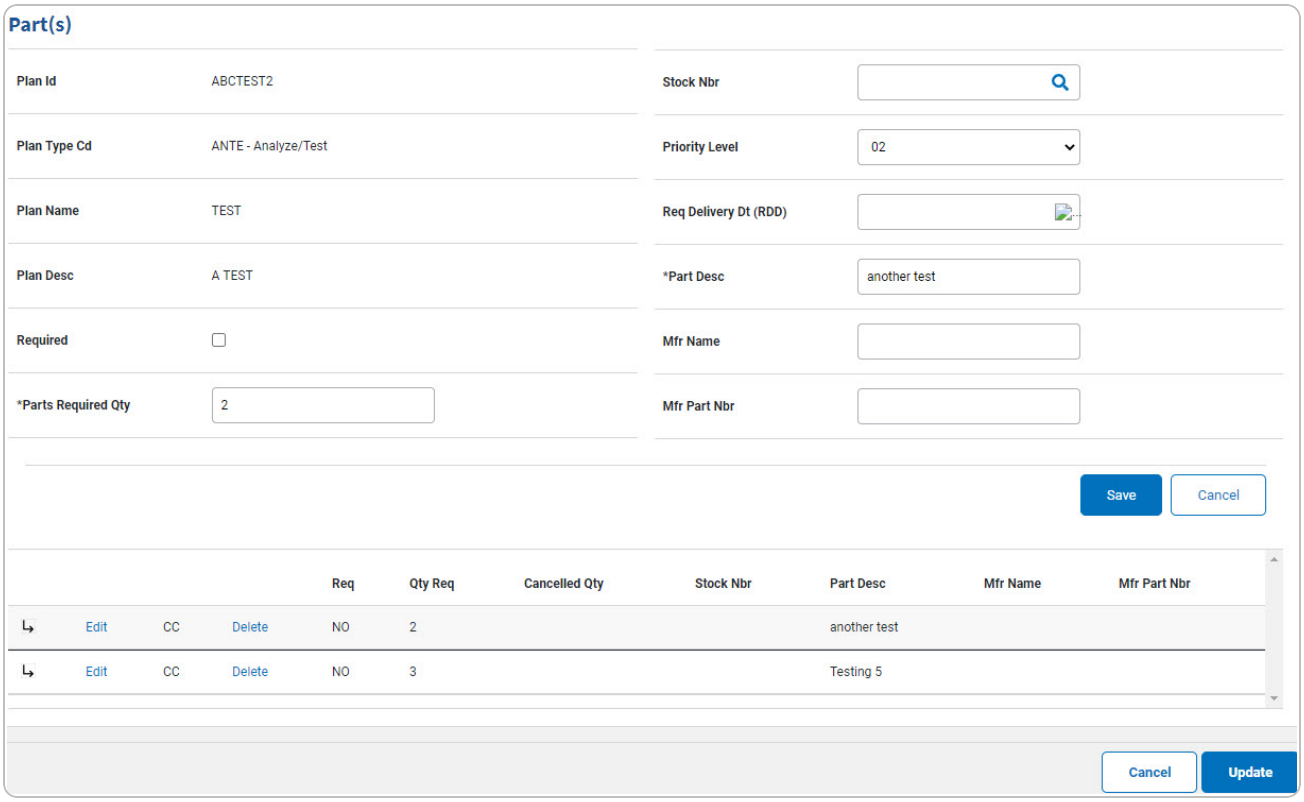
Note

If the parts are not in the desired order, simply drag and drop them into the proper placement.

5. Select Update. *The **Work Plan Detail Search Criteria** page appears.*

Update a Work Plan Detail — Part(s)

1. Select the **Edit** hyperlink. *The **Work Plan Detail — Part(s) Update** page appears.*



2. *Verify the correct Work Plan displays in the Part(s) Grid.*

   A. Verify the PLAN ID.

   B. Verify the PLAN TYPE CD.

   C. Verify the Plan Name.

   D. Verify the PLAN DESC.

   E. Verify the Required contains the appropriate ☑ or ☐. *Select if the part is mandatory for the task.*

   F. Update the PARTS REQUIRED QTY, entering the revised quantity in the field provided. *This is a 3 numeric character field.*

   G. Update the Stock Number, using 🔍 to browse for the revised number. *This is a 15 alphanumeric character field.*

      Stock Number Browse help

H. Update the Priority Level, using to select the desired level.

I. Update the REQ Delivery DT (RDD), using or entering the date (MM/DD/YYYY) in the field provided.

J. Update the PART DESC, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*

K. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

L. Update the MFR PART NBR, entering revised number in the field provided. *This is a 15 alphanumeric character field.*

3. Select Save. *The entry moves the part to the Data Stored Table*.

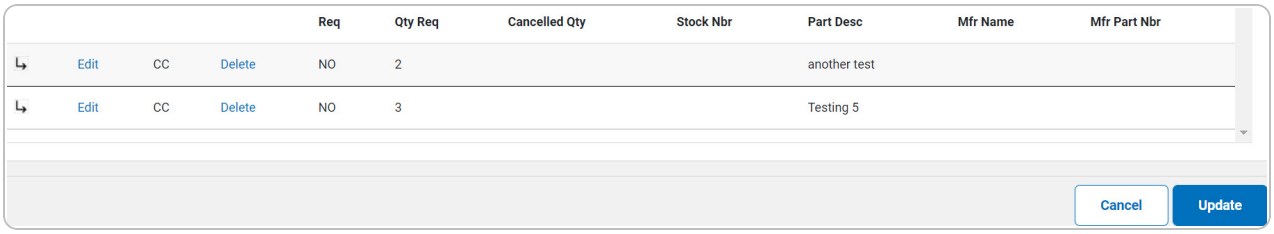
Note

If the parts are not in the desired order, simply drag and drop them into the proper placement.

4. Select Update. *The **Work Plan Detail Transaction Status** page appears.*

Delete a Work Plan Detail — Part(s)

1. Select the Delete hyperlink for the desired part. *The part(s) is immediately removed from the list.*



2. Select Update. *The **Work Plan Detail Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Part Qty*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Part Desc*.	
13 — Mandatory Entry: *Required*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Related Topics

- Search for a Work Plan Detail — Criteria
- Add a Work Plan Detail — Task(s)
- Add a Work Plan Detail — Tool(s)/Equipment
- Add a Work Plan Detail — Certification(s)
- View the Work Plan Detail Transaction Status
- Export a Work Plan Detail Report
- Stock Number Browse

Add a Work Plan Detail — Task(s)

Overview

The Work Plan Detail Task(s) process provides the ability to identify the specific task(s) required to perform the work needed to complete the Work Plan.
This page is divided into two sections. The Work Plan Detail— Task Grid displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Grid displays all of the tasks entered for the current Work Plan Detail.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Work Plan Detail Task(s) page

Page Fields

The following fields display on the **Work Plan Detail Task(s)** page. For more information on each field, select the select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
343	Select Save button to add new Task(s), Part(s), Tool(s)/Equip, or Certification(s).
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.

233	Select "Delete" hyperlink to process a Delete Action.
253	Select "Reset" button to set default "Fields" selections.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Work Plan Detail — Task(s) Grid

Plan Id
Plan Type Cd
Plan Name
Plan Desc
Step Desc *
Allowable Result

Data Stored Grid

Edit
Delete
Step Desc
Allowable Result

(*) Asterisk identifies mandatory fields.

Procedures

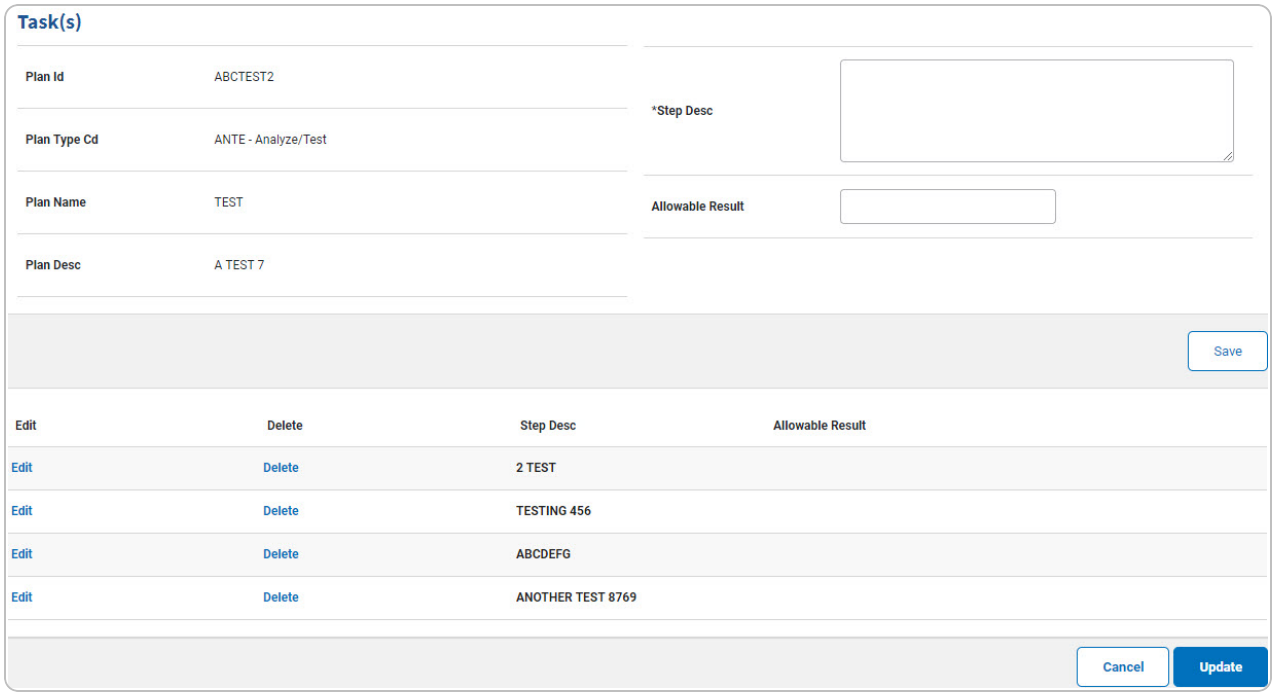
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Add a Work Plan Detail — Task(s)

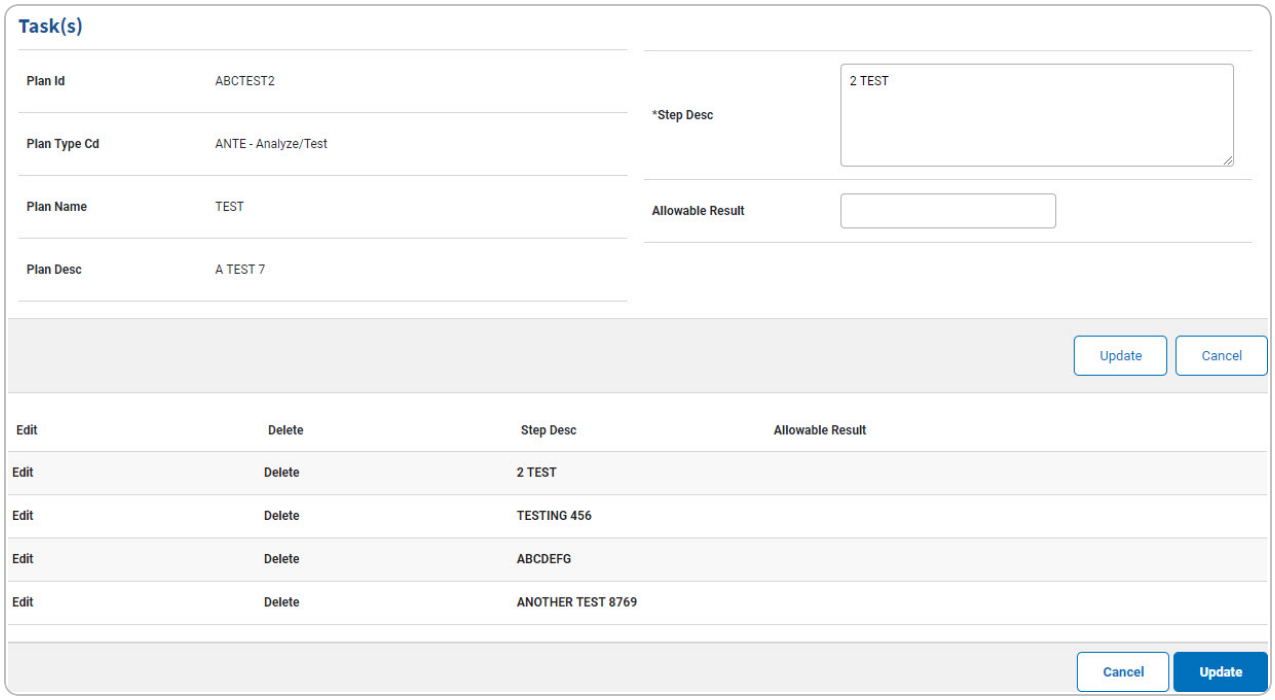
1. Select ( ) Task(s). *When selected, the PLAN ID includes task(s) details.*
2. Select [Search]. *The page **Work Plan Detail —Task(s) Add** appears.*



3. *Verify the correct Work Plan displays in the Task(s) Grid.*
   - *A. The PLAN ID automatically populates and is not editable.*
   - *B. The PLAN TYPE CD automatically populates and is not editable.*
   - *C. The Plan Name automatically populates and is not editable.*
   - *D. The PLAN DESC automatically populates and is not editable.*
   - **E.** Enter the STEP DESC in the field provided. *This is a 256 alphanumeric character field.*
   - F. Enter the Allowable Result in the field provided. *This is a 50 alphanumeric character field.*
4. Select [Save]. *The detail is moved to the Data Stored Table.*
5. Select [Update]. *The **Work Plan Detail Transaction Status** page appears.*

Update a Work Plan Detail — Task(s)

1. Select the **Edit** hyperlink.*The **Work Plan Detail — Task(s) Update** page appears.*



2. *Verify the correct Work Plan displays in the Task(s) Grid.*
   - *A. Verify the PLAN ID.*
   - *B. Verify the PLAN TYPE CD.*
   - *C. Verify the PLAN NM.*
   - *D. Verify the PLAN DESC.*
   - **E.** Update the STEP DESC, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*
   - F. Update the Allowable Result, entering the revised result in the field provided. *This is a 50 alphanumeric character field.*
3. Select Update. *The entry moves to the Data Stored Table*.

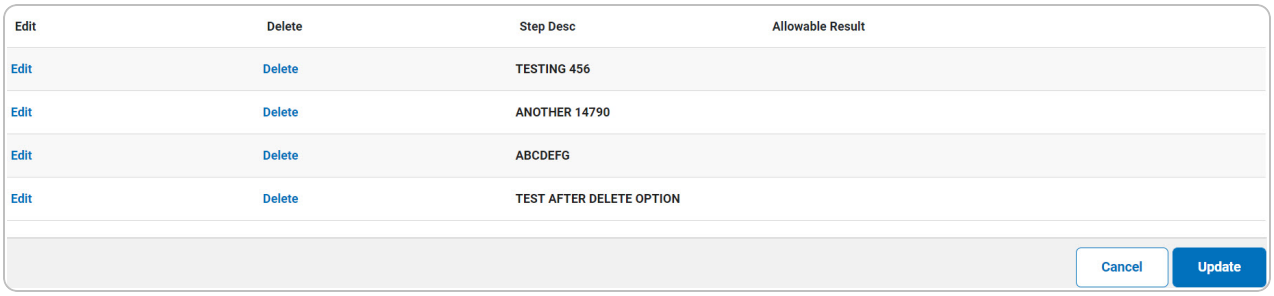
Note

If the parts are not in the desired order, simply drag and drop them into the proper placement.

4. Select Update. The ***Work Plan Detail Transaction Status*** page appears.

Delete a Work Plan Detail — Task(s)

1. Select the Delete hyperlink for the desired task. *The task(s) is immediately removed from the list.*



2. Select Update. *The* ***Work Plan Detail Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Step Desc*.	Missing Entry. Enter the appropriate information in the desired field.
2094 — Must be alpha-numeric with supported special characters $, -, /, #, &,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",

;, (,), comma, period, and space.	numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Work Plan Detail — Criteria
- Add a Work Plan Detail — Part(s)
- Add a Work Plan Detail — Tool(s)/Equipment
- Add a Work Plan Detail — Certification(s)
- View the Work Plan Detail Transaction Status
- Export a Work Plan Detail Report

Add a Work Plan Detail — Tool(s)/EQUIP

Overview

The Work Plan Detail Tool(s)/Equipment process provides the ability to identify the specific tool (s) and equipment required to perform the task(s) needed to complete the Work Plan.
This page is divided into two sections. The Work Plan Details Tool(s)/EQUIP Grid displays the specifics about the Maintenance Work Plan and is used to enter the information about the Work Plan Detail. The Data Stored Grid displays all of the tool(s)/equipment entered for the current Work Plan Detail.
The user will be able to associate multiple tool(s)/equipment to a Maintenance Work Plan as well as organize the tool(s)/equipment in the order desired. Only one tool/equipment can be saved (move from Work Plan Details Tool(s)/EQUIP Grid to Data Stored Grid) at a time.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Search > Work Plan Detail Tool (s)/EQUIP page

Page Fields

The following fields display on the **Work Plan Detail Tool(s)/EQUIP** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
343	Select Save button to add new Task(s), Part(s), Tool(s)/Equip, or Certification(s).

196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
233	Select "Delete" hyperlink to process a Delete Action.
253	Select "Reset" button to set default "Fields" selections.
14	Select "Cancel" button to return to previous page.

Work Plan Details Tool(s)/Equip Grid

Plan Id
Plan Type Cd
Plan Name
Plan Desc
Tool(s)/Equip Desc *
Required *
Tool(s)/Equip Qty *

Data Stored Grid

Edit
Delete
Tool(s)/Equip Desc
Req
Qty

(*) Asterisk identifies mandatory fields.

Procedures

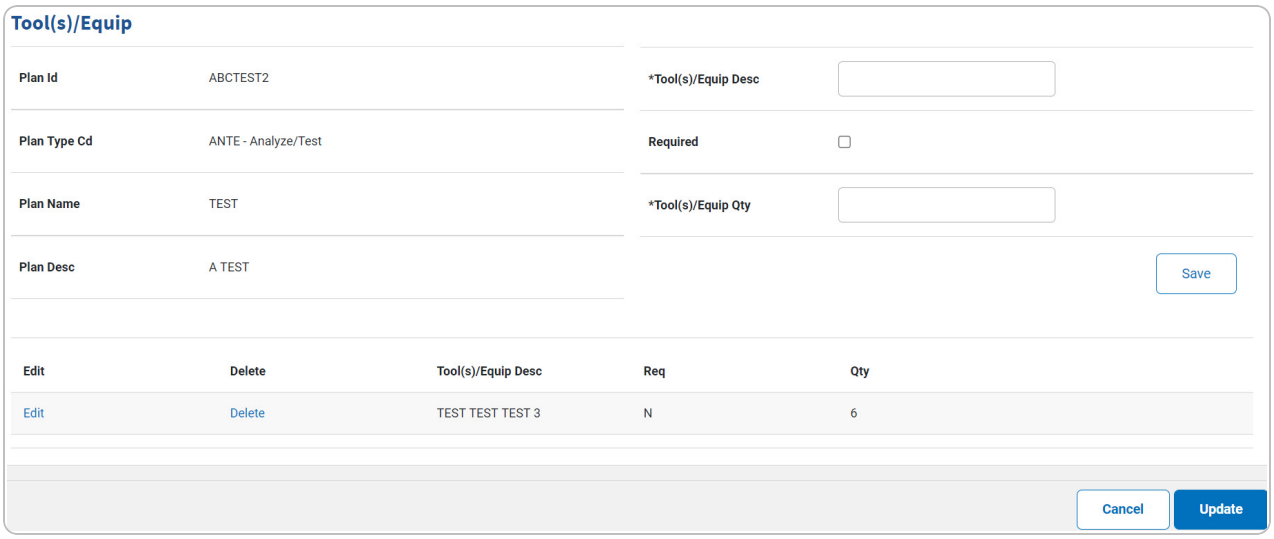
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Work Plan 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. Select Tools(s)/Equip. *When selected, the Plan Id includes tools and/or equipment details.*
2. Select Search. *The page* ***Work Plan Detail — Tool(s)/Equip Add*** *appears.*



3. *Verify the correct work plan is displayed in the Tool(s)/Equip Grid.*
   - A. *The Plan Id automatically populates and is not editable.*
   - B. *The Plan Type Cd automatically populates and is not editable.*
   - C. *The Plan Name automatically populates and is not editable.*
   - D. *The Plan Desc automatically populates and is not editable.*
   - **E.** Enter the Tool(s)/Equip Desc in the field provided. *This is a 255 alphanumeric character field.*
   - F. Click ☐ to select the Required checkbox. *When selected, the tool(s)/equipment is mandatory for the task.*
   - **G.** Enter the Tool(s)/Equip Qty in the field provided. *This is a 5 numeric character field.*
   - H. Select Save to move the tool(s)/equipment to the Data Stored Table.

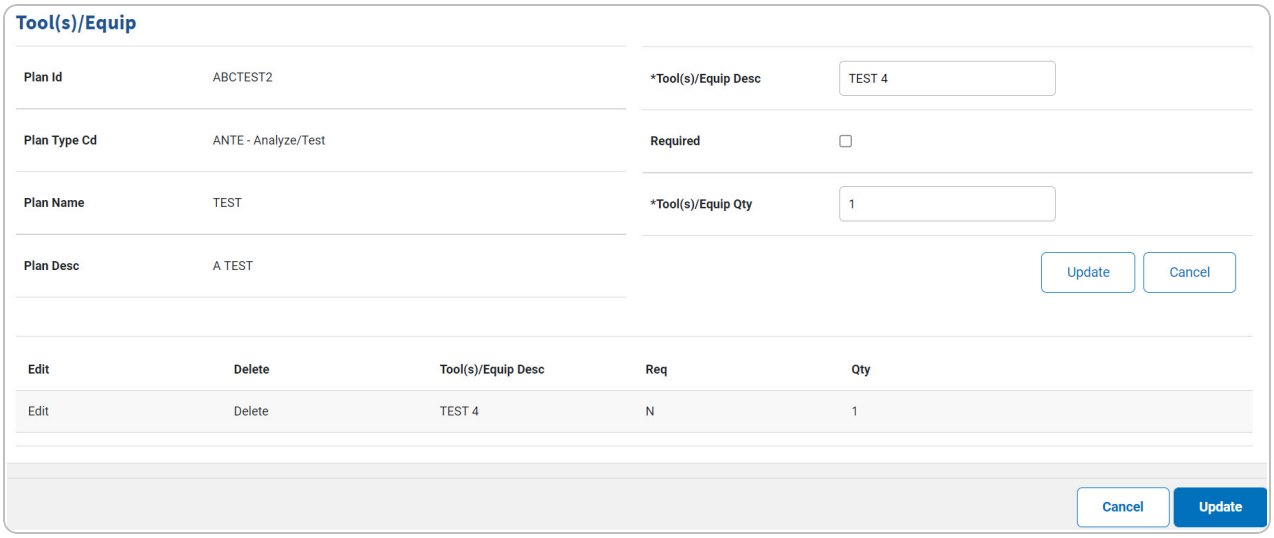
Note

Continue to enter tool(s)/equipment as needed. If the tool(s)/equipment are not in the desired order, simply drag and drop them into the proper placement.

4. Select Update. *The **Work Plan Detail Transaction Status** page appears.*

Edit a Work Plan Detail — Tool(s)/Equip

1. Select the **Edit** hyperlink for the tool(s)/equipment. *The **Work Plan Detail — Tool(s)/Equip Update** page appears.*



2. *Verify the correct work plan is displayed in the Tool(s)/Equip Grid.*
   A. *Verify the Plan Id.*
   B. *Verify the Plan Type Cd.*
   C. *Verify the Plan Name.*
   D. *Verify the Plan Desc.*
   E. Update the Tool(s)/Equip Desc, entering the revised description in the field provided. *This is a 255 alphanumeric character field.*
   F. Verify the Required contains the appropriate ☑ or ☐. *Select if the tool or equipment is mandatory for the task.*
   G. Update the Tool(s)/Equip Qty, entering the revised quantity in the field provided. *This is a 5 numeric character field.*

H. Select Update to move the tool(s)/equipment to the Data Stored Table.

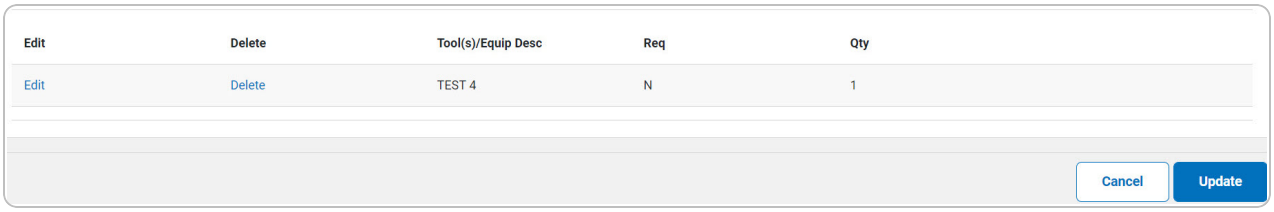
Note

Continue to enter tool(s)/equipment as needed. If the tool(s)/equipment are not in the desired order, simply drag and drop them into the proper placement.

3. Select Update. *The **Work Plan Detail Transaction Status** page appears.*

Delete a Work Plan Detail — Tool(s)/Equip

1. Select the Delete hyperlink for the desired task. *The tool(s)/EQUIP is immediately removed from the list.*



2. Select Update. The ***Work Plan Detail Transaction Status*** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Tool(s)/Equip Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Tool(s)/Equip Qty*.	

13 — Mandatory Entry: *Required*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.

Related Topics

- Search for a Work Plan Detail — Criteria
- Add a Work Plan Detail — Task(s)
- Add a Work Plan Detail — Part(s)
- Add a Work Plan Detail — Certification(s)
- View the Work Plan Detail Transaction Status
- Export a Work Plan Detail Report

View the Work Plan Detail Transaction Status

Overview

The Work Plan Detail Transaction Status process displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Search > Search Results > *Various Procedural Steps* > Work Plan Detail Transaction Status page

Page Fields

The following fields display on the **Work Plan Detail Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
343	Select Save button to add new Task(s), Part(s), Tool(s)/Equip, or Certification(s).
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
233	Select "Delete" hyperlink to process a Delete Action.

253	Select "Reset" button to set default "Fields" selections.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

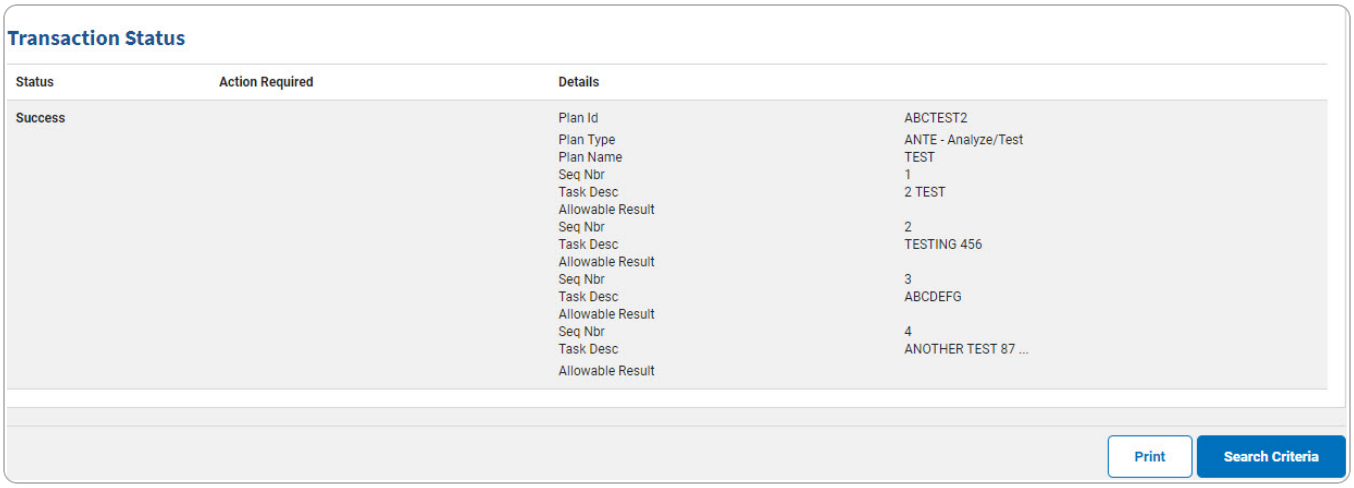
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Work Plan Detail Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Work Plan Detail Report Export** page appears.*
5. Select Search Criteria. *The **Work Plan Detail Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Work Plan Detail — Criteria
- Add a Work Plan Detail — Task(s)
- Add a Work Plan Detail — Part(s)
- Add a Work Plan Detail — Tool(s)/Equipment
- Add a Work Plan Detail — Certification(s)
- Export a Work Plan Detail Report

Export a Work Plan Detail Report

Overview

The Work Plan Detail Report Export process provides the ability to save the Work Plan Detail report in different formats.

Navigation

Maintenance > Work Plan Detail > Search Criteria > Search > Search Results > *Various Procedural Steps* > Transaction Status > Print > Work Plan Detail Report Export page

Page Fields

The following fields display on the **Work Plan Detail Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
343	Select Save button to add new Task(s), Part(s), Tool(s)/Equip, or Certification(s).
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.

233	Select "Delete" hyperlink to process a Delete Action.
253	Select "Reset" button to set default "Fields" selections.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

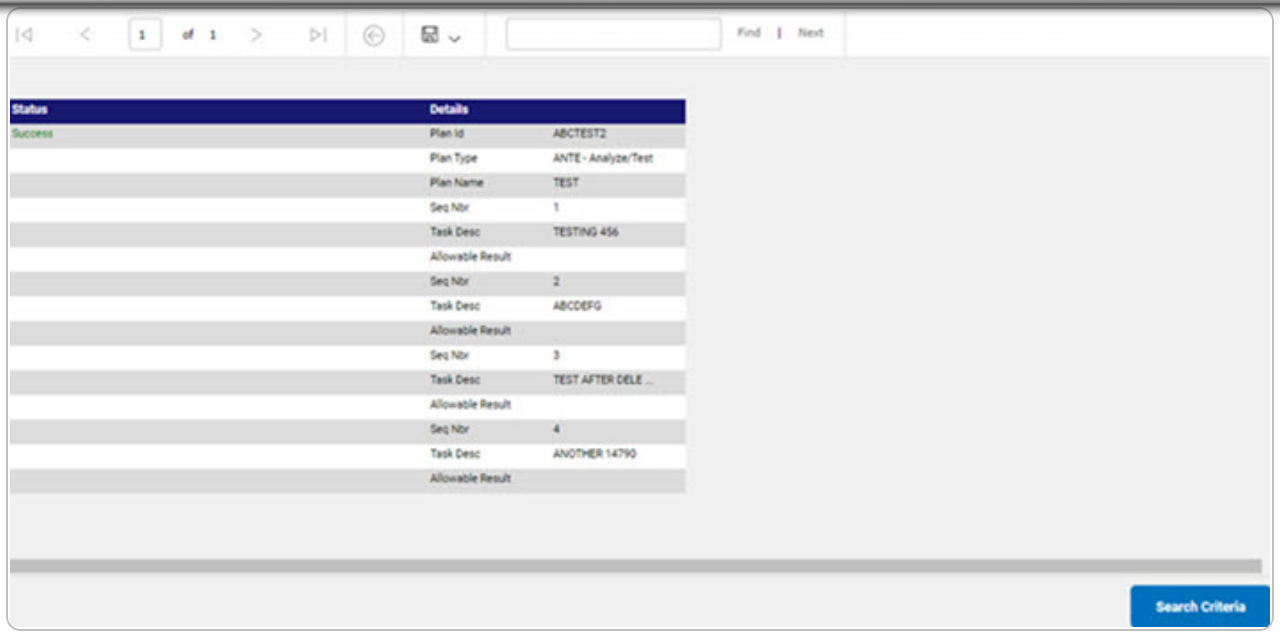
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Plan Detail Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The* ***Work Plan Detail Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Work Plan Detail Search Criteria** page appears.*

Related Topics

- Search for a Work Plan Detail — Criteria
- Add a Work Plan Detail — Task(s)
- Add a Work Plan Detail — Part(s)
- Add a Work Plan Detail — Tool(s)/Equipment
- Add a Work Plan Detail — Certification(s)
- View the Work Plan Detail Transaction Status

Search for a Work Plan Association — Criteria

Overview

The Maintenance and Utilization module Work Plan Association process provides the ability to create and maintain associations between Work Plans characterized in the M&U module and associated information stored in the Warehouse module. The following Warehouse specifications are mapped to M&U during a Work Order request:

Warehouse Specifications:

- stock number
- item condition
- preservation level
- shipment preparation
- storage type

The work order is generated based on the associated work plan information:

Work Plan Information:

- tasks
- parts
- tools/equipment
- certifications

Navigation

Maintenance > Work Plan Assoc > Work Plan Assoc Search Criteria page

Page Fields

The following fields display on the **Work Plan Assoc Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Warehouse Stock Nbr
Cond Cd
Preservation Lvl Cd
Storage Type Cd
Prep for Shipment Cd

Search Results Grid

Update
Delete
Plan Id
Plan Type Cd
Plan Name
Plan Desc

Procedures

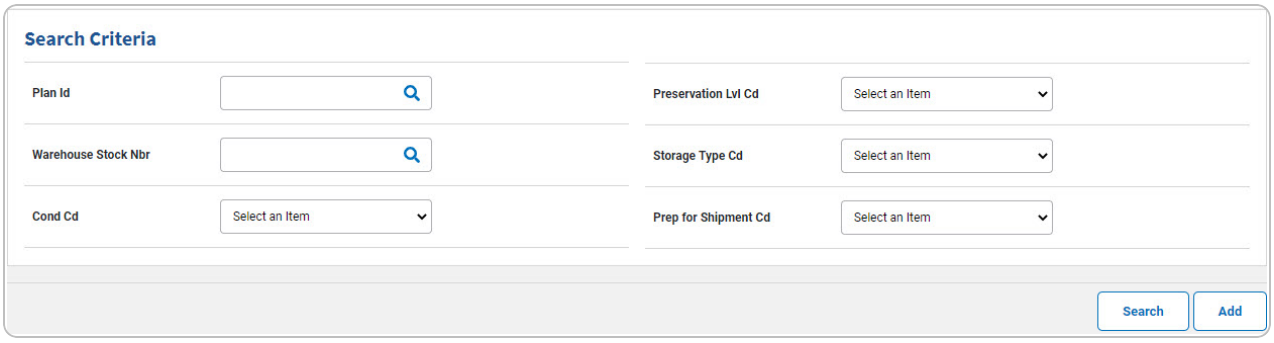
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Work Plan Assoc

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



A. Enter the PLAN ID, or use 🔍 to browse for the entry. *This is a 25 alphanumeric character field.*

Work Plan Browse help

B. Enter the Warehouse STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

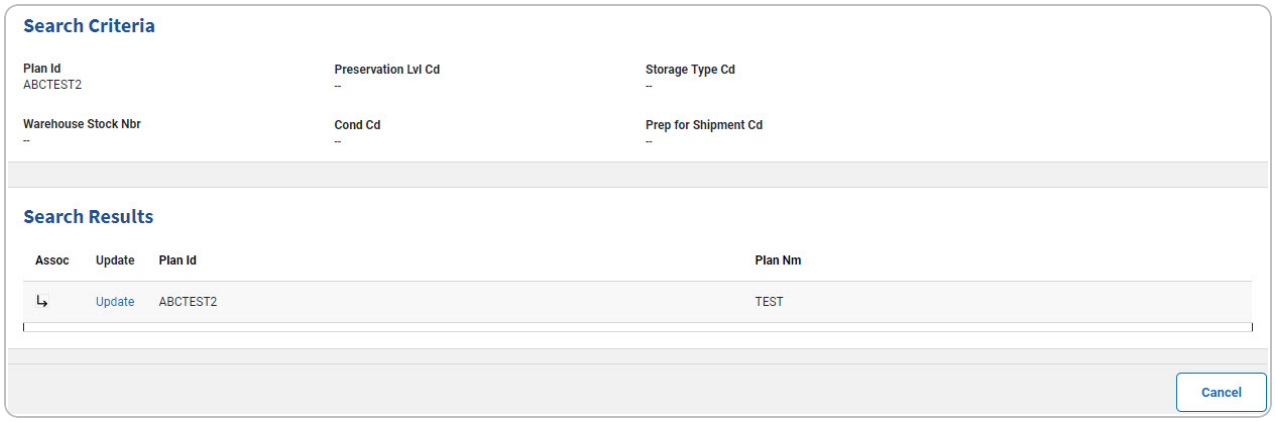
C. Use ⌄ to select the Cond Cd.

D. Use ⌄ to select the Preservation Lvl Cd.

E. Use ⌄ to select the Storage Type Cd.

F. Use ⌄ to select the Prep for Shipment Cd.

2. Select Search. *The **Work Plan Association Search Results** page appears.*



Add a Work Plan Assoc

1. Enter the PLAN ID, or use 🔍 to browse for the entry. *This is a 25 alphanumeric character field.*

Work Plan Browse help

2. Select Add. *The **Work Plan Association Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
501 — Refine Search Criteria to retrieve the allowable maximum of 500.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.
xxxx — Record must exist: No records match entered PLAN ID.	Invalid Entry. The entry does not exist. Re—enter the PLAN ID.
xxxx — Invalid entry. There	Invalid Entry. Too many work plans are asso-

are multiple work plans with the PLAN ID. Use browse to select just one.	ciated with the PLAN ID. Use browse to select the desired work plan.

Related Topics

- Search for a Work Plan Association — Results
- Add a Work Plan Association
- Update a Work Plan Association
- View the Work Plan Association Transaction Status
- Export a Work Plan Association Report
- Work Plan Browse
- Stock Nbr Browse

Search for a Work Plan Association — Results

Overview

The Work Plan Association Search Results page provides the ability to update Work Plan Associations.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Search > Work Plan Assoc Search Results page

Page Fields

The following fields display on the **Work Plan Assoc Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Warehouse Stock Nbr
Preservation Lvl Cd
Cond Cd
Storage Type Cd
Prep for Shipment Cd

Search Results Grid

Assoc
Update
Plan Id
Plan Nm

Assoc Grid

Stock Nbr
Preservation Lvl Cd
Cond Cd
Prep for Shipment Cd
Storage Type Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

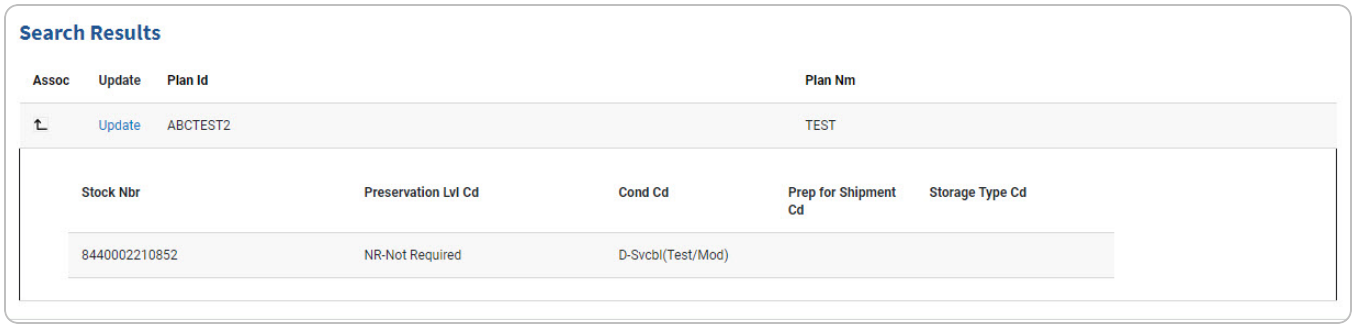
View the Work Plan Assoc

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

Click ↳ to view the Assoc details. *The* ***Assoc Grid*** *appears.*

Note

If there is no Work Plan Assoc, the following message will appear: "No Work Plan Associations match Search Criteria for selected work plan."



Update a Work Plan Assoc

Select the **Update** hyperlink. *The* ***Work Plan Association Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Work Plan Association — Criteria
- Add a Work Plan Association
- Update a Work Plan Association
- View the Work Plan Association Transaction Status
- Export a Work Plan Association Report

Add a Work Plan Association

Overview

The Work Plan Association Add process provides the ability to create new associations between work plans defined in the Maintenance and Utilization (M&U) module and related information stored in the Warehouse module.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Add > Work Plan Assoc Add page

Page Fields

The following fields display on the **Work Plan Assoc Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Plan Grid

Plan Id *
Plan Nm
Plan Desc

Associations Grid

Warehouse Stock Nbr
Cond Cd
Preservation Lvl Cd
Storage Type Cd
Prep for Shipment Cd

Associations Save Grid

Delete All
Warehouse Stock Nbr *
Cond Cd *
Preservation Lvl Cd
Storage Type Cd
Prep for Shipment Cd

(*) Asterisk identifies mandatory fields.

Procedures

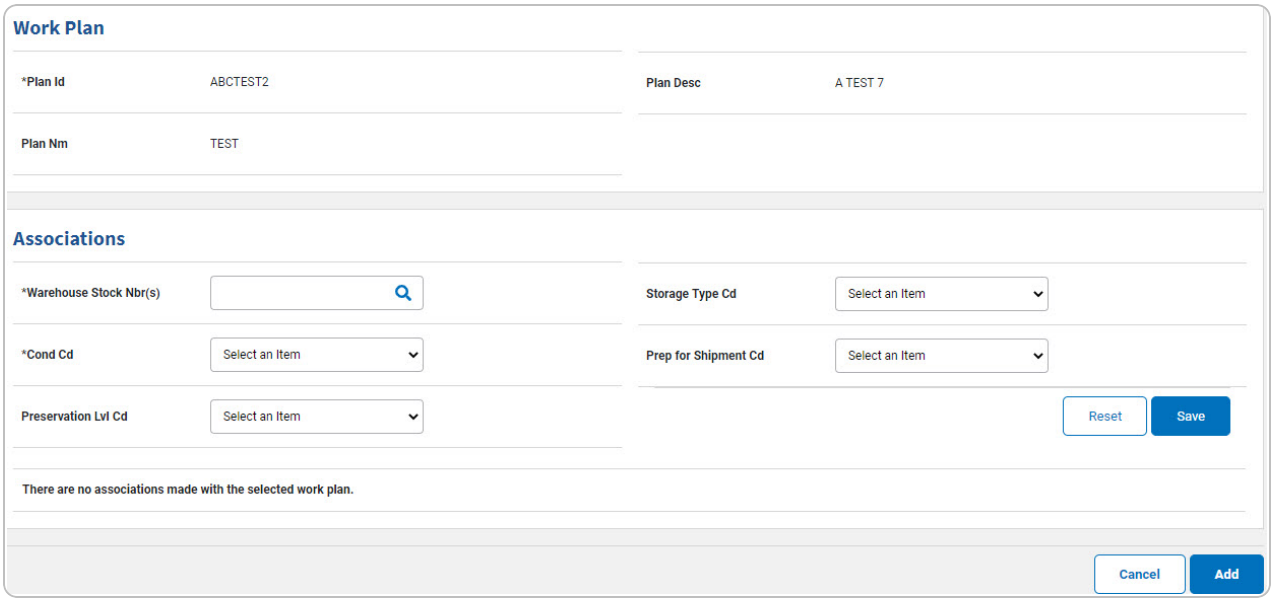
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Work Plan Association

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 Add. *The* ***Work Plan Assoc Add*** *page appears.*



A. *The PLAN ID automatically populates and is not editable.*

B. *The PLAN NM automatically populates and is not editable.*

C. *The PLAN DESC automatically populates and is not editable.*

D. *Complete the Associations Panel.*

a. Enter the Warehouse STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

b. Use ⌄ to select the Cond Cd.

c. Use ⌄ to select the Preservation Lvl Cd.

d. Use ⌄ to select the Storage Type Cd.

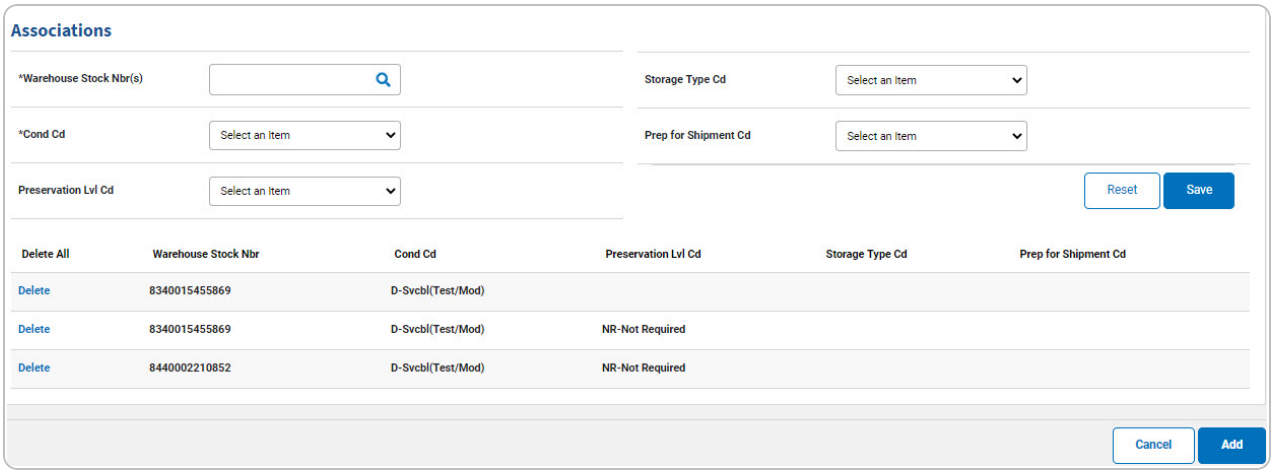
e. Use ⌄ to select the Prep for Shipment Cd.

f. Select Save. *The entry moves to the ASSOC Save Grid.*

2. Select Add. *The **Work Plan Assoc Transaction Status** page appears.*

Delete a Work Plan Association

1. Select Delete hyperlink. *The entry is immediately removed from the ASSOC Save Grid.*



2. Select Add. *The* ***Work Plan Assoc Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *PLAN ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *WAREHOUSE STOCK NBR*.	
13 — Mandatory Entry: *COND CD*.	
xxxx — Invalid entry: Association already exists and is active, so was not re-added.	Invalid Entry. The entry is already created and in use and cannot be re-added. Re-enter the entry.
9 — No change(s) made to record: no association changes are required.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Work Plan Association — Criteria
- Search for a Work Plan Association — Results
- Update a Work Plan Association
- View the Work Plan Association Transaction Status
- Export a Work Plan Association Report
- Stock Nbr Browse

Update a Work Plan Association

Overview

The Work Plan Association Update process allows editing of associations between work plans defined in the Maintenance and Utilization (M&U) module and related information stored in the Warehouse module.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > Search Results > Update hyperlink > Work Plan Assoc Update page

Page Fields

The following fields display on the **Work Plan Association Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Plan Grid

Plan Id *
Plan Nm
Plan Desc

Associations Grid

Warehouse Stock Nbr *
Cond Cd *
Preservation Lvl Cd
Storage Type Cd
Prep for Shipment Cd

Associations Save Grid

Delete All
Warehouse Stock Nbr
Cond Cd
Preservation Lvl Cd
Storage Type Cd
Prep for Shipment Cd

(*) Asterisk identifies mandatory fields.

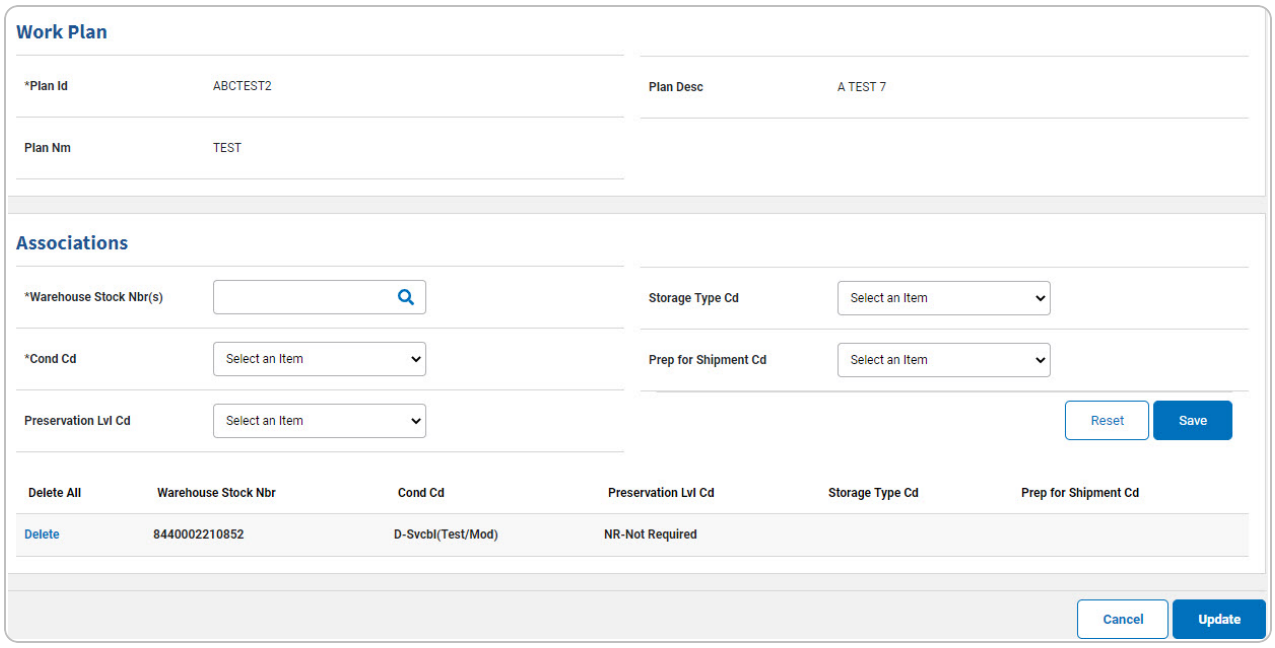
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Work Plan Association

1. Select the Update hyperlink. *The **Work Plan Assoc Update** page appears.*



A. *Verify the PLAN ID.*

B. *Verify the PLAN NM.*

C. *Verify the PLAN DESC.*

D. *Complete the Associations panel.*

a. Update the Warehouse STOCK NBR, using to browse for the revised entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

b. Update the Cond Cd, using to select the desired code.

c. Update the Preservation Lvl Cd, using to select the desired code.

d. Update the Storage Type Cd, using to select the desired code.

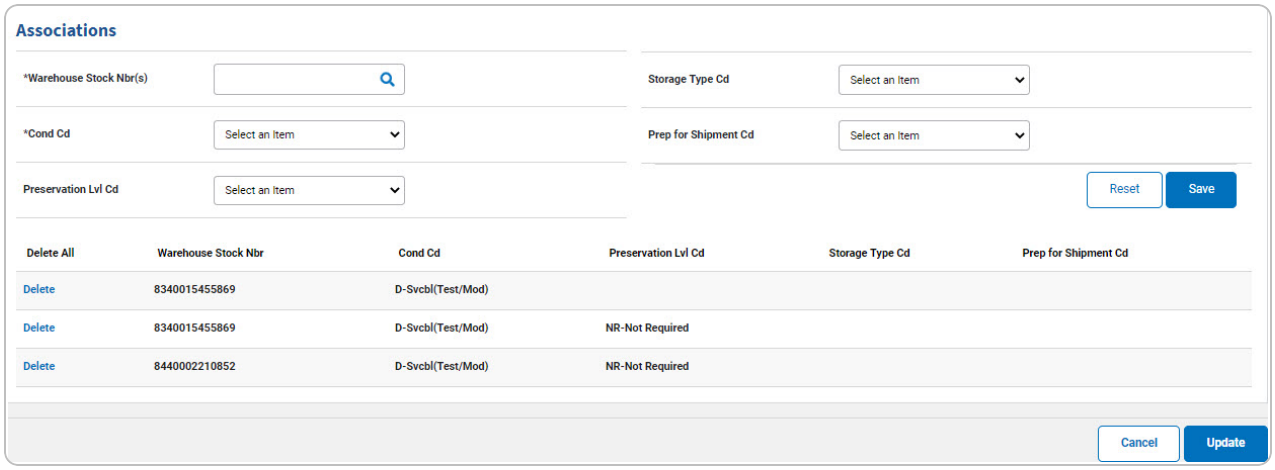
e. Update the Prep for Shipment Cd, using to select the desired code.

f. Select Save. *The entry moves to the Assoc Save Grid.*

2. Select Update. *The **Work Plan Assoc Transaction Status** page appears.*

Delete a Work Plan Association

1. Select Delete hyperlink. *The entry is immediately removed from the Assoc Save Grid.*



2. Select Update. *The **Work Plan Assoc Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Plan Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Warehouse Stock Nbr*.	
13 — Mandatory Entry: *Cond Cd*.	
xxxx — Invalid entry: Association already exists and is active, so was not re-added.	Invalid Entry. The entry is already created and in use and cannot be re-added. Re-enter the entry.
9 — No change(s) made to record: no association changes are required.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.
83 — Unexpected error	Contact the ELMS Call Center.

encountered, contact ELMS CALL CENTER for assistance.	

Related Topics

- Search for a Work Plan Association — Criteria
- Search for a Work Plan Association — Results
- Add a Work Plan Association
- View the Work Plan Association Transaction Status
- Export a Work Plan Association Report
- Stock Nbr Browse

View the Work Plan Association Transaction Status

Overview

The Work Plan Association Transaction Status process displays a verification of the creations and updates performed.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > *Various Procedural Steps* > Work Plan Assoc Transaction Status page

Page Fields

The following fields display on the **Work Plan Association Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

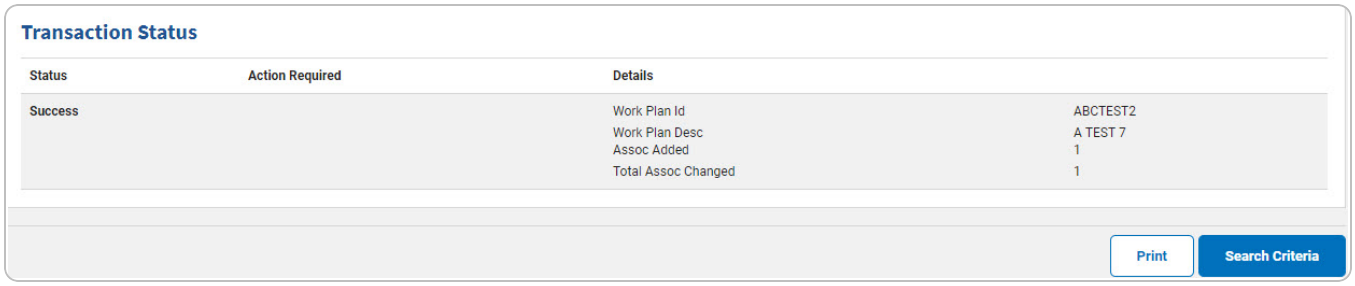
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Work Plan Assoc Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Work Plan Association Report Export** page appears.*
5. Select Search Criteria. *The **Work Plan Association Search Criteria** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Work Plan Association — Criteria
- Search for a Work Plan Association — Results
- Add a Work Plan Association
- Update a Work Plan Association
- Export a Work Plan Association Report

Export a Work Plan Association Report

Overview

The Work Plan Association Report Export process provides the ability to save the Work Plan Assoc reports in different formats.

Navigation

Maintenance > Work Plan Assoc > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Work Plan Assoc Report Export page

Page Fields

The following fields display on the **Work Plan Assoc Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

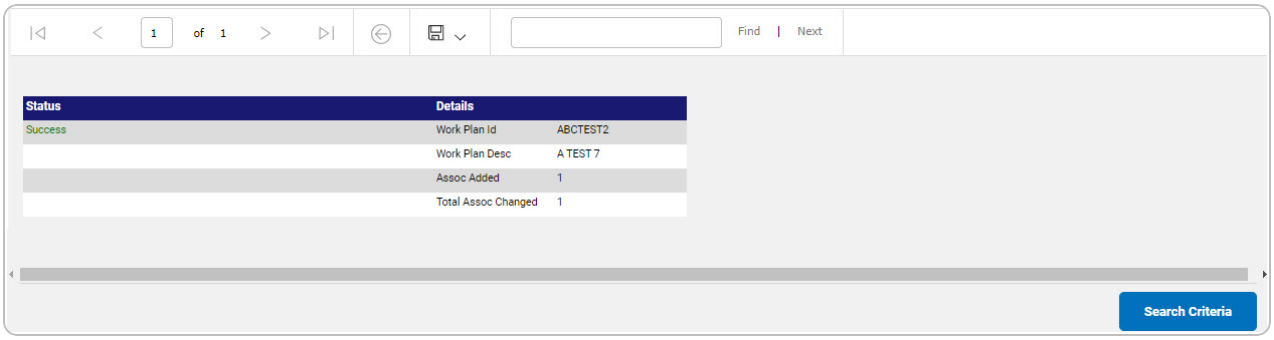
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Plan Association Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Work Plan Association Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **Work Plan Association Search Criteria** page appears.*

Related Topics

- Search for a Work Plan Association — Criteria
- Search for a Work Plan Association — Results
- Add a Work Plan Association
- Update a Work Plan Association
- View the Work Plan Association Transaction Status

Search for Maintenance Movement Record(s) — Criteria

Overview

The Maintenance Movement process provides the ability to move maintenance assets to a maintenance location for work that cannot be done at the Warehouse location.
The process permits selecting multiple assets to move into a single location at a time. Only valid maintenance locations, as determined by the Warehouse application, are visible to select.

Navigation

Maintenance > Maintenance Movement > Maintenance Movement Search Criteria page

Page Fields

The following fields display on the **Maintenance Movement Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Warehouse
Asset Id

Stock Nbr
Serial Nbr
Work Order Id

Procedures

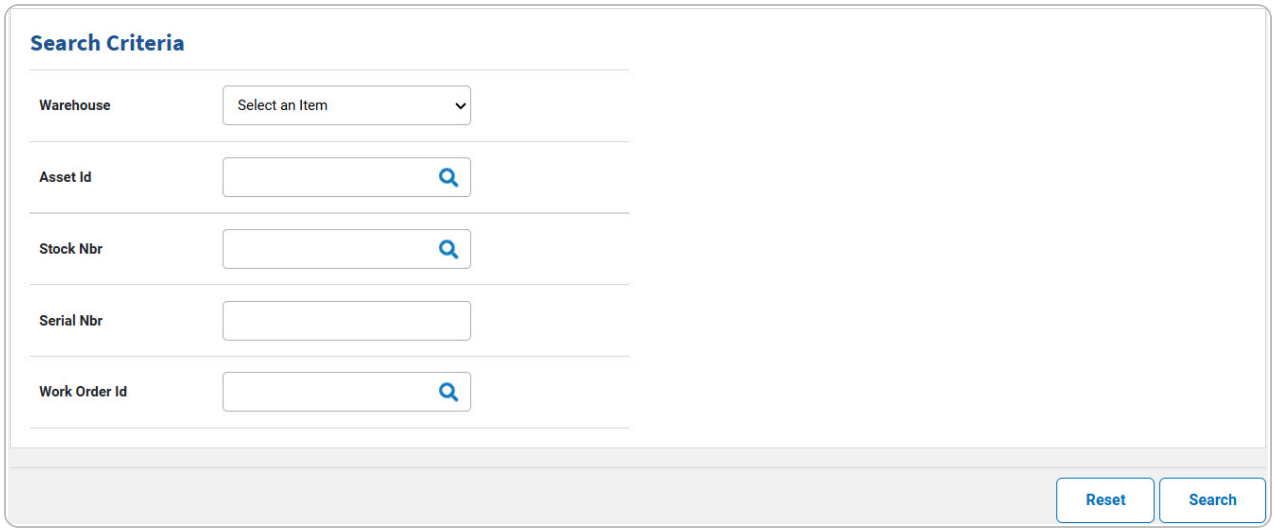
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Asset Master Record(s)

One or more of the Search Criteria fields can be entered to isolate the results. If fields are left blank, 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, narrow the results by entering one of the following optional fields:.



- Use to select the Warehouse.
- Enter the ASSET ID, or use to browse for the entry.

  Asset Id Browse help
- Enter the STOCK NBR, or use to browse for the entry.

Stock Nbr Browse help

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the WORK ORDER ID, or use to browse for the entry.

  Work Order Id Browse help

2. Select Search to begin the query. *The **Maintenance Movement Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2094 — Must be alpha-numeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- View Maintenance Movement Search Results
- Update the Maintenance Movement Record(s)
- View the Maintenance Movement Transaction Status
- Export the Maintenance Movement Report
- Asset Id Browse
- Stock Nbr Browse

- Work Order Id Browse

Search for a Maintenance Movement — Results

Overview

The Maintenance Movement Search Results process displays records based on search criteria requested.

Navigation

Maintenance > Maintenance Movement > Search Criteria > Search > Maintenance Movement Search Results page

Page Fields

The following fields display on the **Maintenance Movement Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Warehouse
Asset Id
Stock Nbr
Serial Nbr
Work Order Id

Search Results Grid

Select
Work Order Id
Warehouse
Asset Id
Stock Nbr

Serial Nbr
Location

Maintenance Location Section

Warehouse *
Maint Loc *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Movement Record(s)

Selecting Cancel *at any point of this procedure removes all selections and returns to the* ***Maintenance Movement Search Criteria*** *page.* ***Bold*** *numbered steps are required.*

1. Select ☐ next to the desired Movement record(s). ☑ *appears.*

Helpful Tip

Use Select All to choose all records for updating or Deselect All to remove all selections.

2. Use ⌄ to select the desired Warehouse.

3. Use ⌄ to select the desired Maint Loc.

4. Select Continue. *The* ***Maintenance Movement Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
13 — Mandatory entry: *Warehouse*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory entry: *Maint Location*.	

Related Topics

- Search for Maintenance Movement Record(s)
- Update the Maintenance Movement Record(s)
- View the Maintenance Movement Transaction Status
- Export the Maintenance Movement Report

Update the Maintenance Movement Record(s)

Overview

The Maintenance Movement Update process provides the ability to verify and complete requests to the Warehouse module.

Navigation

Maintenance > Maintenance Movement > Search Criteria > Search > Search Results > Continue > Maintenance Movement Update page

Page Fields

The following fields display on the **Maintenance Movement Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update Grid

Work Order Id
Asset Id
Stock Nbr
Serial Nbr
Location
Maint Loc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Selecting Cancel *at any point of this procedure returns to the* ***Maintenance Movement Search Criteria*** *page.*

Update the Maintenance Movement Record(s)

1. *Verify the selected information.*
2. Select Update. *The* ***Maintenance Movement Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Maintenance Movement Record(s)
- View Maintenance Movement Search Results
- View the Maintenance Movement Transaction Status
- Export the Maintenance Movement Report

View the Maintenance Movement Transaction Status

Overview

The Maintenance Movement Transaction Status process displays a verification of the updates performed.

Navigation

Maintenance > Maintenance Movement > Search Criteria > Search > Search Results > Continue > Update > Update > Maintenance Movement Transaction Status page

Page Fields

The following fields display on the **Maintenance Movement Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Maintenance Movement Transaction Status

- Select Print to print a report of the transaction. *The **Maintenance Movement Report Export** page appears.*
- Select Search Criteria. *The **Maintenance Movement Record(s) Search** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for Maintenance Movement Record(s)
- View Maintenance Movement Search Results
- Update the Maintenance Movement Record(s)
- Export the Maintenance Movement Report

Export a Maintenance Movement Report

Overview

The Maintenance Movement Report Export process provides the ability to save the report in different formats.

Navigation

Maintenance > Maintenance Movement > Search Criteria > Search > Search Results > Continue > Update > Update > Transaction Status > Print > Maintenance Movement Report page

Page Fields

The following fields display on the **Maintenance Movement Export Report** page. For more information on each field, select the appropriate hyperlink.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

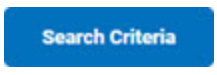
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Movement Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  . *The* ***Search for Maintenance Movement Record(s)*** *page appears.*

Search the Results

1. Select the empty field

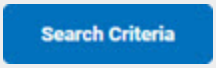
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select 

. *The **Search for Maintenance Movement Record(s)** page appears.* |

Related Topics

- Search for Maintenance Movement Record(s)
- View Maintenance Movement Search Results
- Update the Maintenance Movement Record(s)
- View the Maintenance Movement Transaction Status

Inbound Resolution Search

Overview

The Enterprise Logistics Management System (ELMS) allows you to process work orders from external maintenance activities. Work orders are received from outside sources through external transactions or XML files. ELMS processes the data for errors. If errors are found you need to resolve the discrepancies. ELMS allows you to correct the data so the work orders can be processed into ELMS.

Navigation

Maintenance > Inbound Resolution > Search

Page Fields

The following fields display on the Inbound Resolution Status page. For more information on each field, select the appropriate hyperlink.

Work Order Inbound Errors
Update
Reject
Asset ID
Customer Name
Work Order Desc
Error

Work Order Status Inbound Errors
Update
Reject
Asset ID
Work Order Nbr
Requested Work Order Status
Error

* denotes a mandatory field

Procedures

To Update or Reject a Word Order for processing into ELMS:

1. Review the ASSET ID, Customer Name, WORK ORDER DESC, and Error for the record you wish to process.
2. Select the **Update** hyperlink to access the record's update page to correct the error(s).
3. The **Reject** hyperlink will take you to the rejection confirmation screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Work Order
- Inbound Resolution Work Order Status
- Inbound Resolution Rejection Confirmation

Inbound Resolution Work Order

Overview

The Enterprise Logistics Management System (ELMS) allows you to update work orders from external maintenance activities to be processed into ELMS.

Navigation

Maintenance > Inbound Resolution > Search > Work Order

Page Fields

The following fields display on the Inbound Resolution Rejection Confirmation page. For more information on each field, select the appropriate hyperlink.

Asset ID
Spec Instruct
Customer Name
Requested Dt
Customer Phone Number
Customer E-mail Address
Customer Remarks
Customer Mobile Phone Number
Work Order Desc
Service Requested
Required Cmpltn Dt
Maint Avail Dt
Preservation Level Cd
Cond Cd
Doc Nbr
Storage Type Cd

* denotes a mandatory field

Procedures

To Update an external maintenance activity work order:

1. Review the errors from the selected record in red at the top of the page.
2. Modify the field(s) to resolve the error(s).
3. Select Update to process the transaction, Reset to clear all entries, or Cancel to return to the Search page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Search
- Inbound Resolution Rejection Confirmation
- Inbound Resolution Work Order Status

Inbound Resolution Work Order Status

Overview

The Enterprise Logistics Management System (ELMS) allows you to update work order statuses from external maintenance activities to be processed into ELMS.

Navigation

Maintenance > Inbound Resolution > Search > Work Order Status

Page Fields

The following fields display on the Inbound Resolution Work Order Status page. For more information on each field, select the appropriate hyperlink.

Work Order Id
Work Order Status Cd
Special Instructions

* denotes a mandatory field

Procedures

To Update a work order to resolve error(s):

1. Review all of the error(s) listed in red at the top of the screen.
2. Modify the field(s) to resolve the error(s).
3. Select Update to process the transaction, Reset to clear all entries, or Cancel to return to the Search page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Search
- Inbound Resolution Work Order
- Inbound Resolution Rejection Confirmation

Inbound Resolution Rejection Confirm

Overview

The Enterprise Logistics Management System (ELMS) allows you to confirm rejection of work orders from external maintenance activities to be processed into ELMS.

Navigation

Maintenance > Inbound Resolution > Search > Rejection Confirmation

Page Fields

The following fields display on the Inbound Resolution Rejection Confirmation page. For more information on each field, select the appropriate hyperlink.

Asset ID
Customer Name
Work Order Desc
Error

* denotes a mandatory field

Procedures

To Confirm Rejection of an external maintenance activity work order:

1. Review the ASSET ID, Customer Name, WORK ORDER DESC, and Error for the record you wish to process.
2. Select Reject to remove the record or Cancel to return to the Search page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Inbound Resolution Search
- Inbound Resolution Work Order
- Inbound Resolution Work Order Status

Search for a Preventive Maintenance Schedule — Work Plan

Overview

The Maintenance and Utilization module Schedule Preventive Maintenance — Work Plan process provides the ability to build Preventive Maintenance (PM) schedules with one or more Work Plans.

Helpful Tip

If a Vehicle needs to be inspected every 10,000 miles and the last time the inspection was completed was at 50,000 miles, then the next time that the asset should be inspected again is 60,000 miles (50,000 + 10,000).

It is imperative that the user reports the asset use in ELMS.

However, if the user **has not** been reporting utilization, then the asset in ELMS is still at 50,000 miles. It doesn't matter that it has been three months since the last inspection point, and the asset had accumulated 13,000 miles, yielding a total utilization of 63,000 miles. Therefore, a Work Order **does not** generate for this asset because, according to the data provided in ELMS, the latest utilization quantity is 50,000 miles and the asset is not yet due for Maintenance at this point.

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > Schedule Preventive Maintenance — Work Plan Search page

Page Fields

The following fields display on the **Schedule Preventive Maintenance — Work Plan** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.
412	Select "Grid Options" button for additional actions.
21	Select "Add" button to create a new record.

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Description
Priority
Maint Activity
Occurrence
Central Maint Schedule
Work Plan Name

Search Results Grid

Select
Id
Name
Description
Occurrence
Recurring Method
Frequency
Set Sched Date
Central Maint Sched
Nbr Of Assets
Nbr of Work Plans
Priority

Optional

Auto Gen Work Order
Interval

Last Utilization Qty
Sched Eff Date
Schedule Method
Schedule Utilization Qty
Util Qty Frequency

Procedures

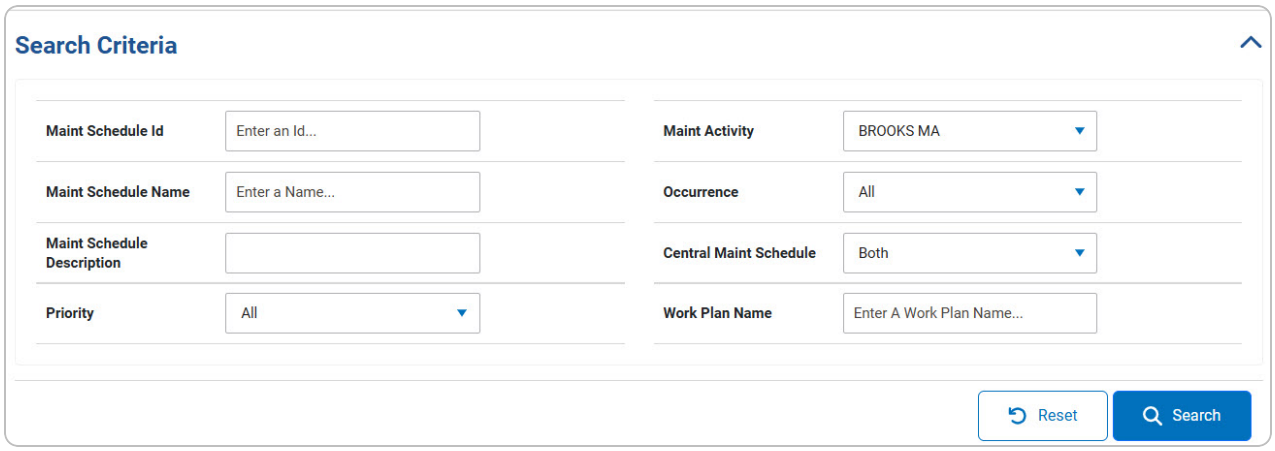
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Preventive Maintenance Schedule — Work Plan

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.*

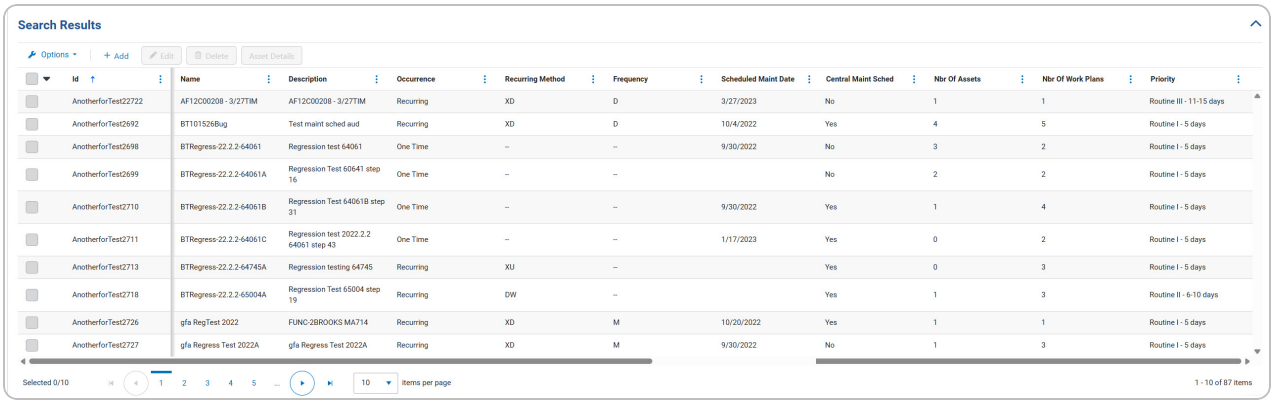
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the MAINT SCHED ID in the field provided. *This is a 85 alphanumeric character field.*
- Enter the MAINT SCHEDULE NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESCRIPTION in the field provided. *This is a 250 alpha-numeric character field.*
- Use ▾ to select the Priority.

- Use ▾ to select the Maint Activity.
- Use ▾ to select the Occurrence.
- Use ▾ to select the Central Maint Schedule.
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The results display in the Search Results grid.*



Add a Maintenance Schedule

Select + Add. *The **Schedule Preventive Maintenance Add** page appears.*

Update a Maintenance Schedule

1. Click ☐ to select the desired work plan. *The row becomes highlighted, and the* Edit *and* Asset Details *buttons are available. The* Delete *button is available when the NBR of Assets is 0.*
2. Select Edit. *The **Schedule Preventive Maintenance Edit** page appears.*

Delete a Maintenance Schedule

1. Click ☐ to select the desired work plan. *The row becomes highlighted, and the* Edit *and*

Asset Details *buttons are available. The* Delete *button is available when the NBR of Assets is 0.*

2. Select Delete. *The* ***Schedule Preventive Maintenance Schedule Delete*** *page appears.*

View the Asset Details

1. Click to select the desired work plan. *The row becomes highlighted, and the* Edit *and* Asset Details *buttons are available. The* Delete *button is available when the NBR of Assets is 0.*

2. Select Asset Details. *The* ***Schedule Preventive Maintenance - Asset Assignment Search*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Preventive Maintenance Schedule
- Update a Preventive Maintenance Schedule
- Delete a Preventive Maintenance Schedule
- Search for a Preventive Maintenance Schedule — Asset Assignment

Add a Preventive Maintenance Schedule — Work Plan

Overview

The Schedule Preventive Maintenance — Work Plan Add page provides the ability to create a new PM Schedule.

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > MAINT SCHED Search > + Add > Schedule Preventive Maintenance — Work Plan Add page

Page Fields

The following fields display on the **Schedule Preventive Maintenance Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Maintenance Schedule (Basic Information) Grid

Maint Activity *
Maint Schedule Id Prefix *
Maint Schedule Name *
Maint Schedule Description *
Priority *
Occurrence *

One Time

Next Maint Dt
Extended Due Date

Maint Due Date *
Suspend Until Date
Days Before Sched Date
Susp Until Util Qty
Set Sched Util Qty
Sched Before Util Qty

Recurring

Recurring Method *

X Utilization

Susp Until Util Qty
Sched Before Util Qty
Util Qty Frequency *
Last Util Qty *

Every X Days

Suspend Until Date
Frequency *
Interval *
Days Before Sched Date
Schedule Method *

Schedule Method Options

Sched Maint Date
    Schedule Maint Date
Last Maint Date
    Suspend Until Util Qty
    Sched Before Util Qty
    Last Maint Date
    Last Util Qty
    Util Qty Frequency

Weekly by Week of Month

Suspend Until Date
Select Week(s) of Month *
Schedule Effective Date *
Select Day(s) of Week *

Selected Days of Month

Suspend Until Date
Select Month(s)

Schedule Effective Date *
Select Day(s)

Selected Days of Week

Suspend Until Date
Schedule Effective Date *
Select Day(s) of Week *

Auto Generate Work Order
Schedule if Asset Not In Use
Schedule if Saturday/Sunday

Work Plans Grid

Plan Id
Plan Type
Plan Name
Plan Description
Central Work Plan
Maintenance Team
Maintenance Location

Notes Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

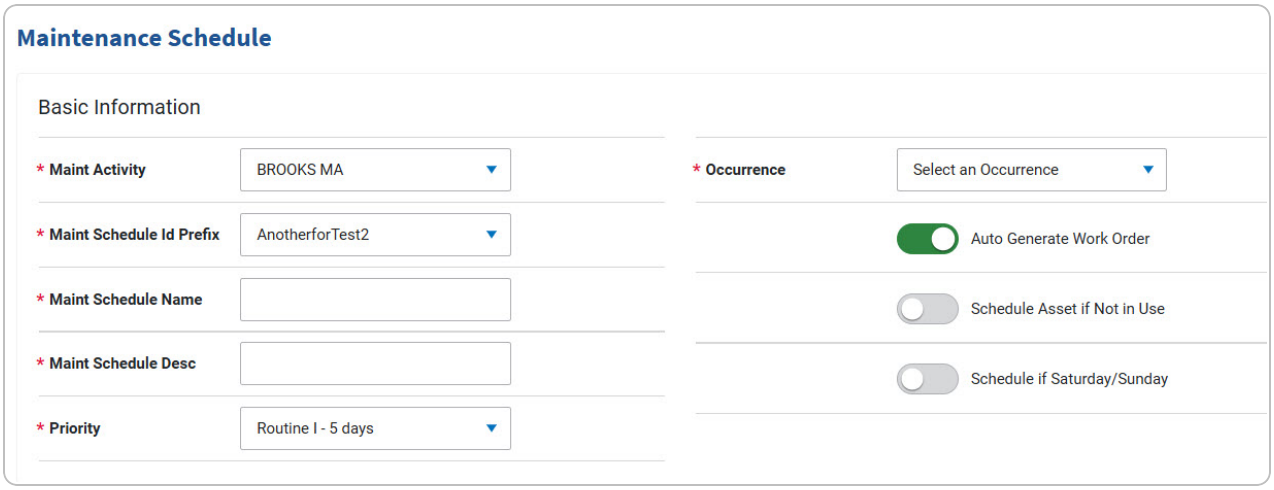
Click the following link to display M&U Navigation Tips.

Add a Preventive Maintenance Schedule — Work Plan

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

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Select + Add. *The **Schedule Preventive Maintenance Add** page appears.*



A. Use ▼ to select the Maint Activity.

B. Use ▼ to select the Maint Schedule Id Prefix.

C. Enter the MAINT SCHEDULE NAME in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the MAINT SCHEDULE DESC in the field provided. *This is a 250 alphanumeric character field.*

E. Use ▼ to select the Priority.

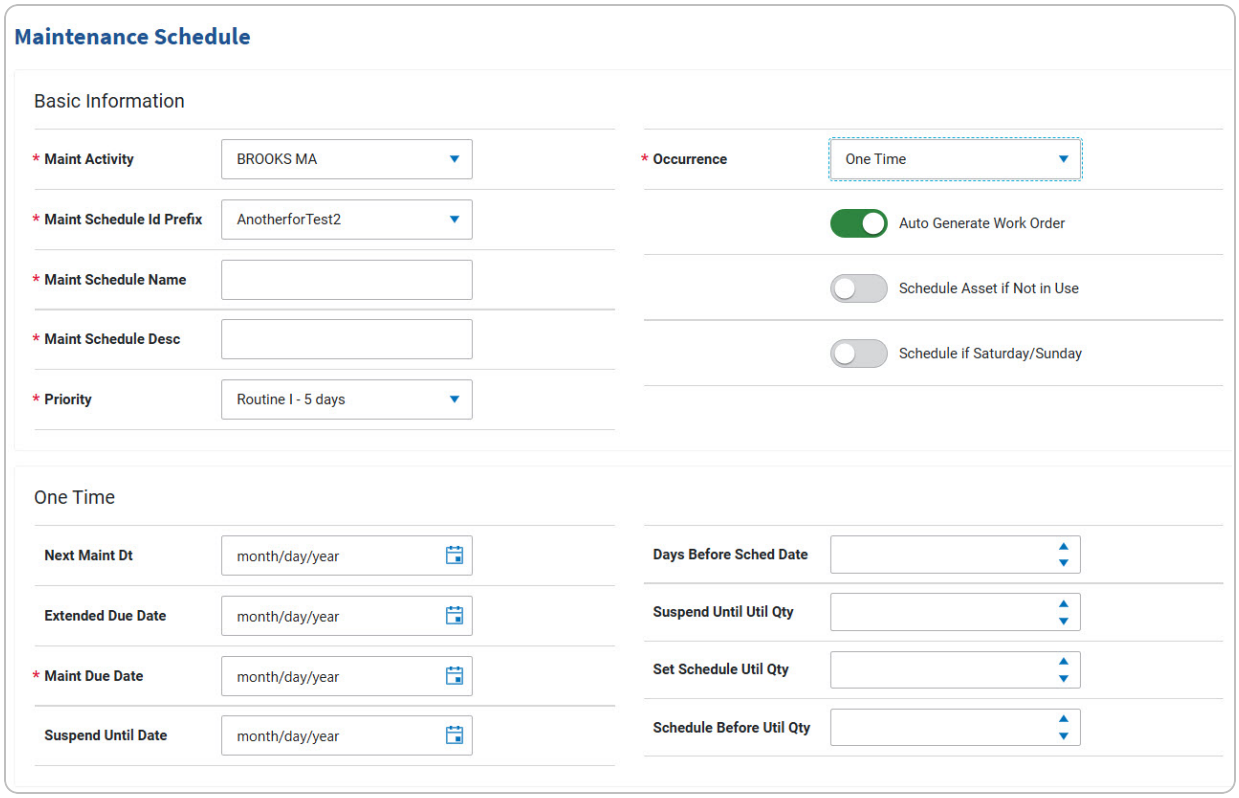
F. Use ▼ to select the Occurrence.

G. Select ⬤ to Auto Generate Work Order. *If selected, the work order is auto-matically created.*

H. Click ◯ to select the Schedule if Asset Not In Use. *If selected, the maintenance schedule is only created if there is an available asset.*

I. Click ◯ to select the Schedule if Saturday/Sunday. *If selected, the maintenance schedule is created on any day of the week, including weekends.*

- One Time



a. Use to select the NEXT MAINT DT, or enter the date (MM/DD/YYYY) in the field provided.

b. Use to select the Extended Due Date, or enter the date (MM/DD/YYYY) in the field provided.

c. Use to select the MAINT Due Date, or enter the date (MM/DD/YYYY) in the field provided.

d. Use to select the SUSP UNTIL DT, or enter the date (MM/DD/YYYY) in the field provided.

e. Use to choose the DAYS BEFORE SCHED DATE.

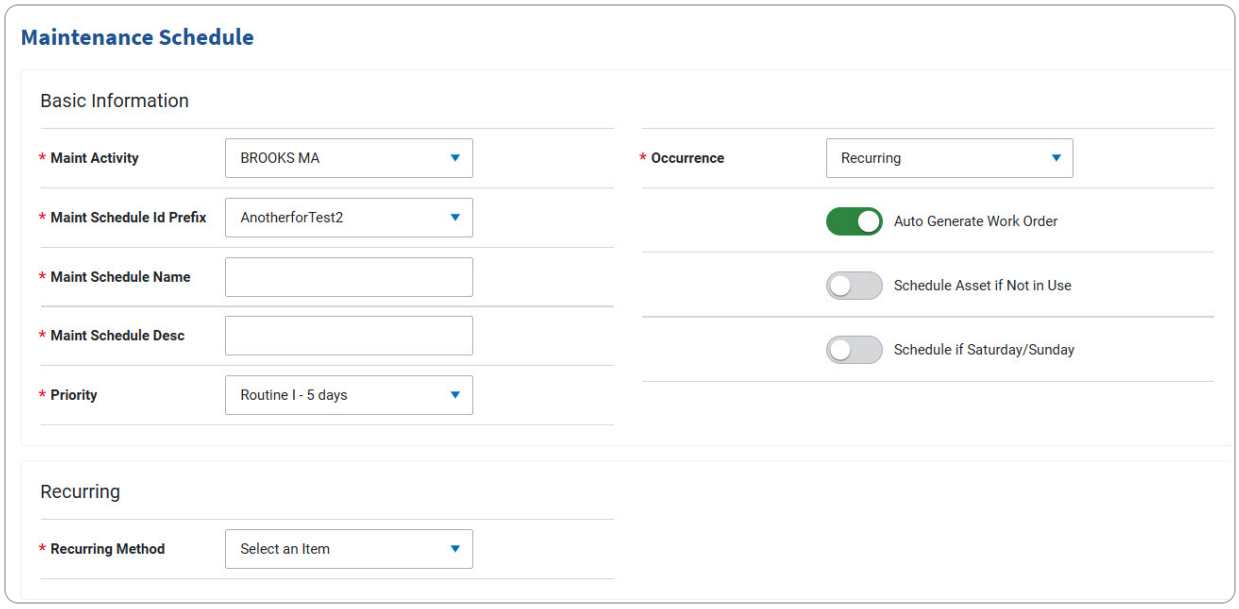
f. Use to select the SET SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Use ▲▼ to choose the SUSP UNTIL UTIL QTY.

h. Use ▲▼ to choose the SET SCHEDULE UTIL QTY.

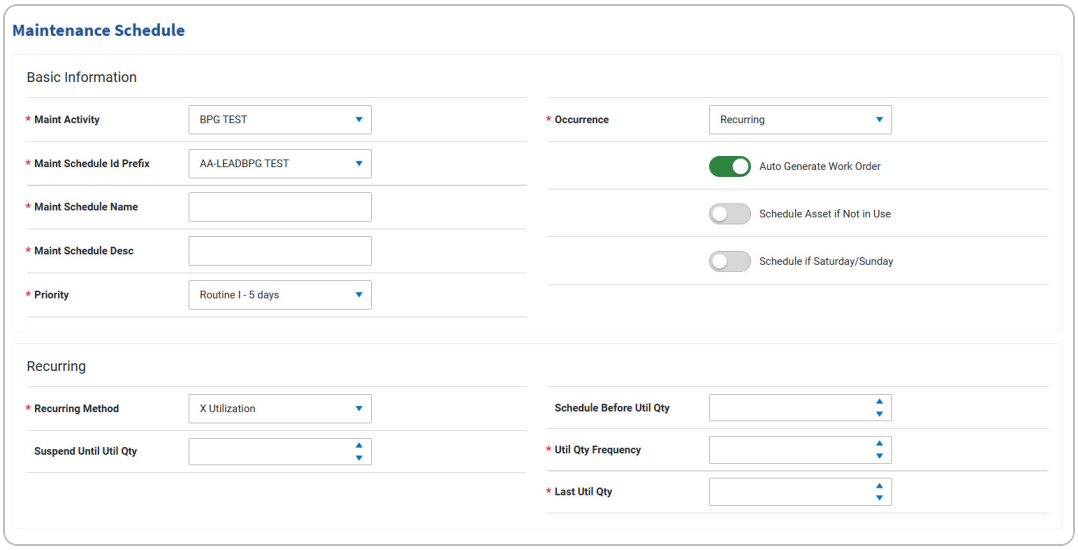
i. Use ▲▼ to choose the SCHED BEFORE UTIL QTY.

- Recurring



a. Use to select the Recurring Method.

- X Utilization



1. Use to select the Recurring Method.

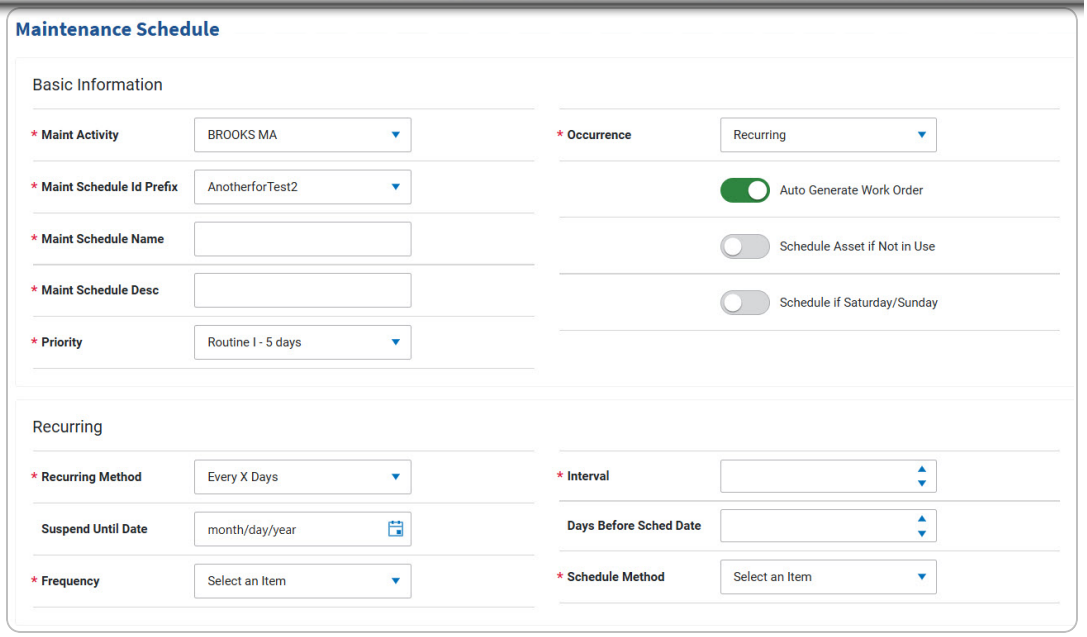
2. Use to choose the SUSP UNTIL UTIL QTY. *SUSP UNTIL UTIL QTY must be less than the TOTAL UTIL QTY.*

3. Use to choose the SCHED BEFORE UTIL QTY. *SCHED BEFORE UTIL QTY must be less than the TOTAL UTIL QTY.*

4. Use to choose the UTIL QTY FREQUENCY.

5. Use to choose the LAST UTIL QTY.

- Every X Days



1. Use ▼ to select the Recurring Method.

2. Use 📅 to select the SUSPEND UNTIL DATE, or enter the date (MM/DD/YYYY) in the field provided.

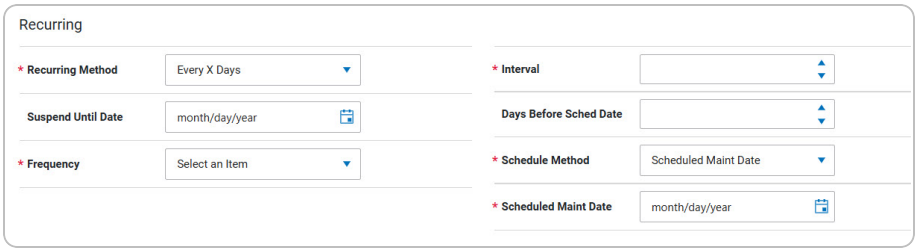
3. Use ⌄ to select Frequency.

4. Use ▲▼ to choose the Interval.

5. Use ▲▼ to choose the DAYS BEFORE SCHED DATE.

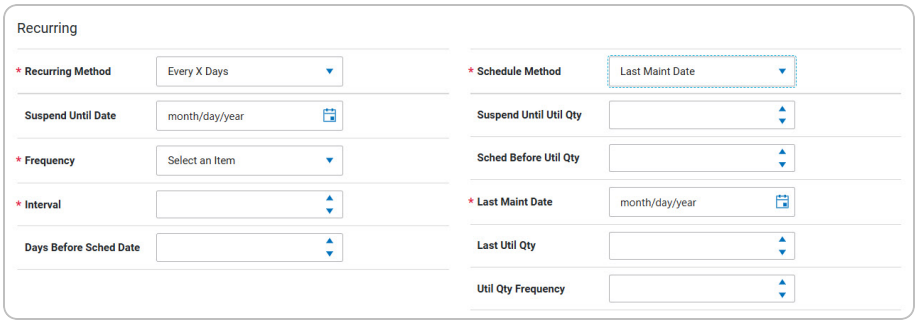
6. Use ▼ to select the Schedule Method.

A. Scheduled Maint Date



Use to select the Scheduled MAINT Date, or enter the date (MM/DD/YYYY) in the field provided.

B. Last Maint Date



a. Use to choose the SUSP UNTIL UTIL QTY.

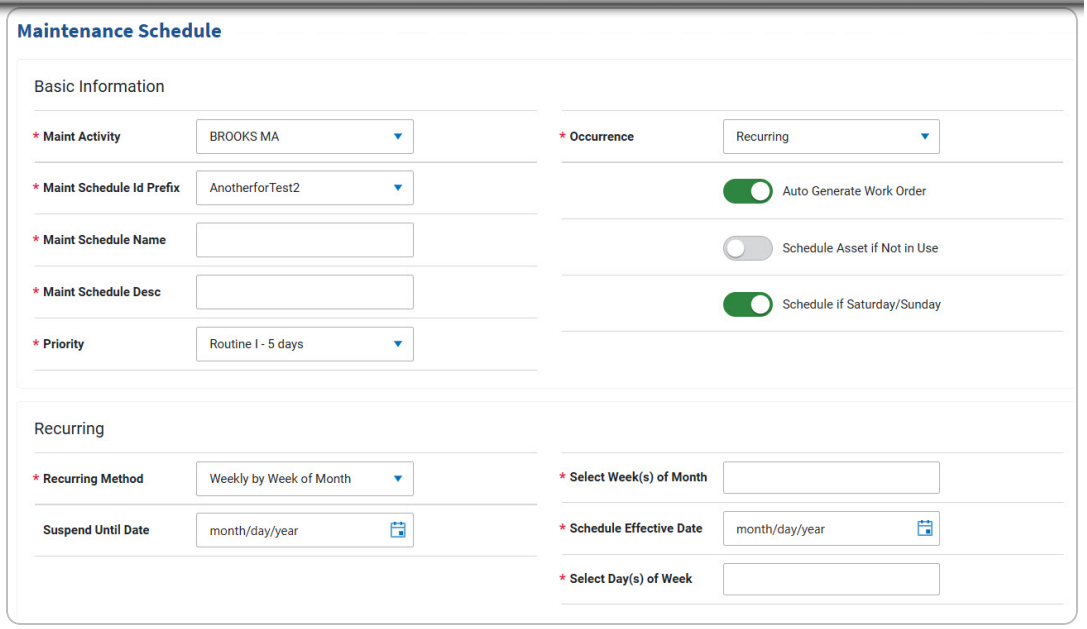
b. Use to choose the SCHED BEFORE UTIL QTY.

c. Use to select the LAST MAINT DT, or enter the date (MM/DD/YYYY) in the field provided.

d. Use to choose the LAST UTIL QTY.

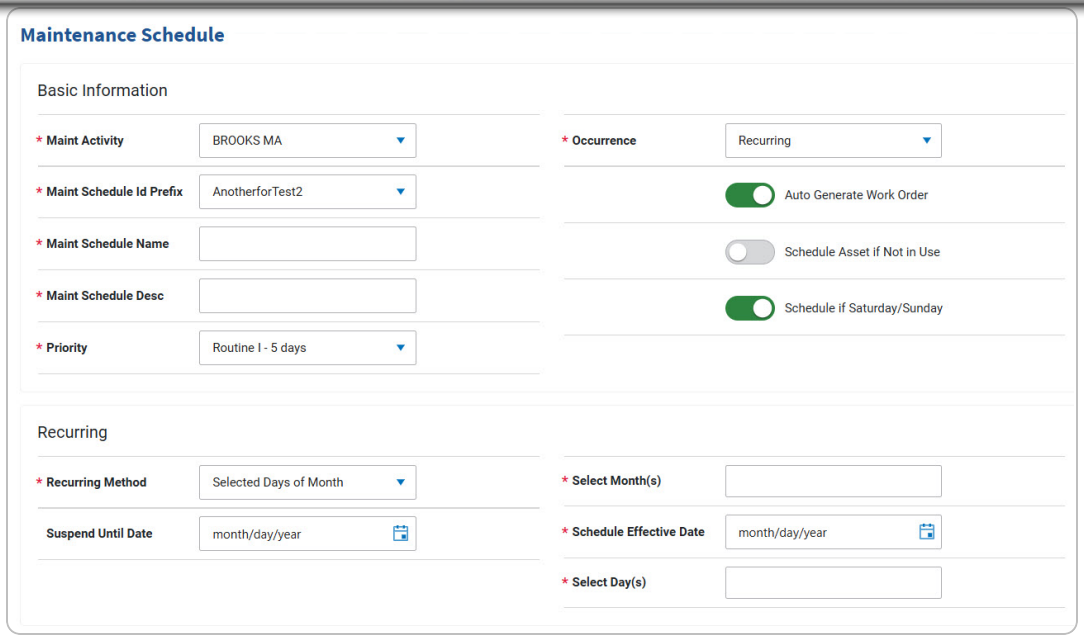
e. Use to choose the UTIL QTY FREQUENCY.

- Weekly by Week of Month



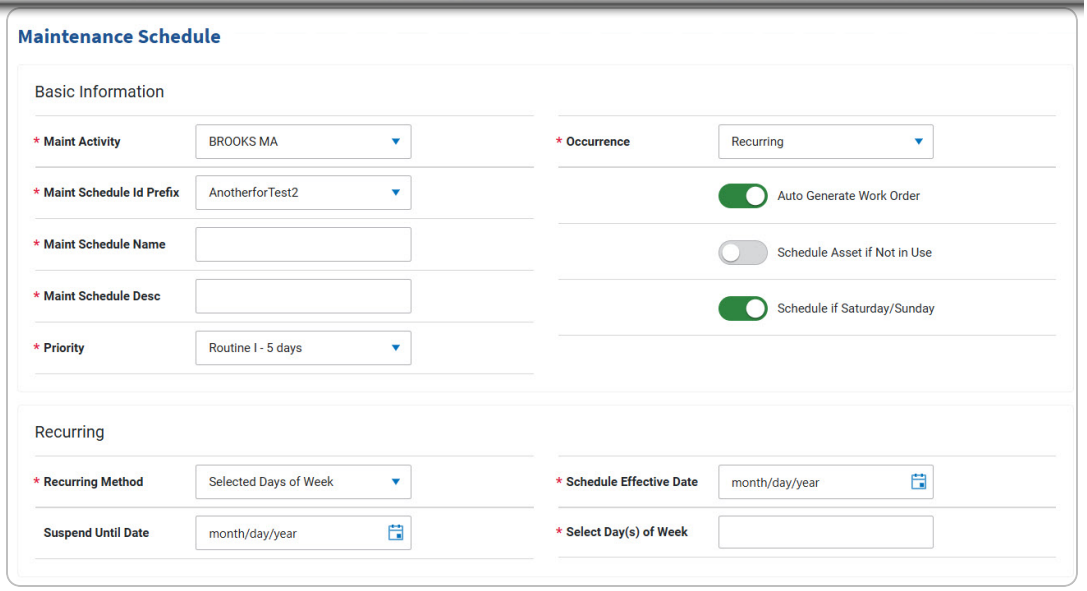
1. Use to select the Recurring Method.
2. Use to select the SUSPEND UNTIL DATE, or enter the date (MM/DD/YYYY) in the field provided.
3. Select the Select Week(s) of Month field to choose the month(s) from the list.
4. Use to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
5. Select the Select Day(s) of the Week field to choose the number(s) from the list.

- Selected Days of Month



1. Use ▼ to select the Recurring Method.
2. Use to select the SUSPEND UNTIL DATE, or enter the date (MM/DD/YYYY) in the field provided.
3. Select the Select Month(s) field to choose the month(s) from the list.
4. Use to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
5. Select the Select Day(s) field to choose the day(s) from the list.

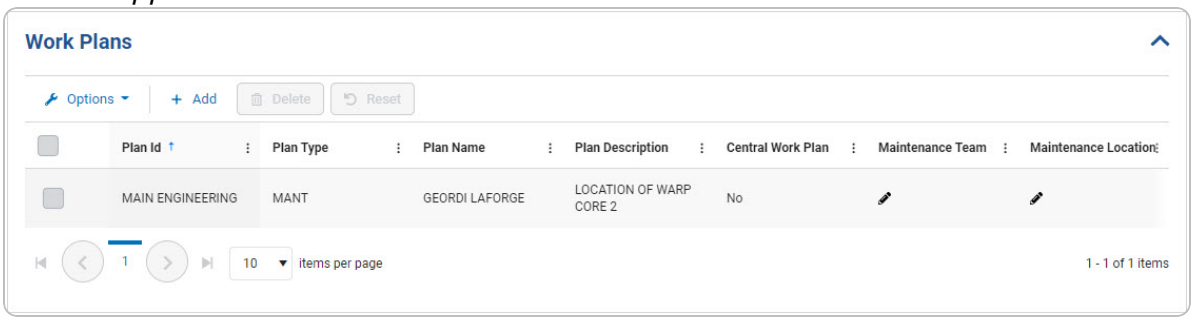
- Selected Days of Week



1. Use ▼ to select the Recurring Method.
2. Use to select the SUSPEND UNTIL DATE, or enter the date (MM/DD/YYYY) in the field provided.
3. Use to select the SCHEDULE EFFECTIVE DATE, or enter the date (MM/DD/YYYY) in the field provided.
4. Select the Select Day(s) of Week field to choose the number(s) from the list.

2. *Complete the Work Plans grid.*

Click ☐ to select the Work Plan. *All Maintenance Schedules must contain at least one Work Plan. If it does not, select* + Add*, and the* ***Select Work Plans*** *pop-up window appears.*

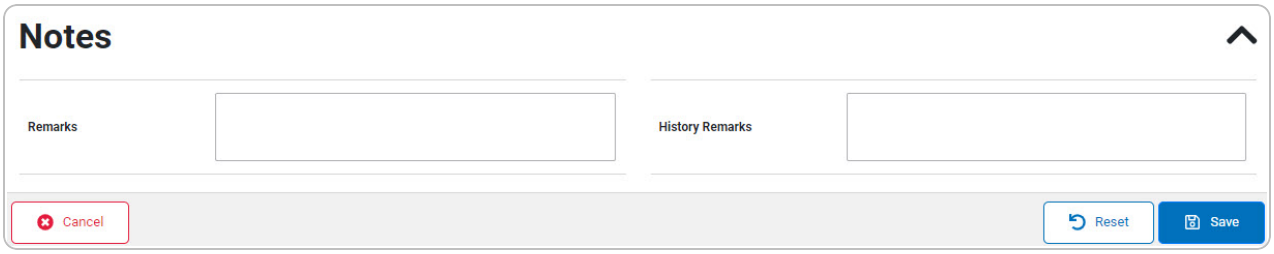


- Delete a Work Plan

  A. Click ☐ to select the desired work plan. *The row becomes highlighted, and the* + Add, 🗑 Delete *and* ↺ Reset *buttons are available.*

  B. Select 🗑 Delete. *The Work Plan is immediately removed from the Search Results grid.*

3. *Complete the Notes grid.*



A. Click ⌄ to open the Notes grid.

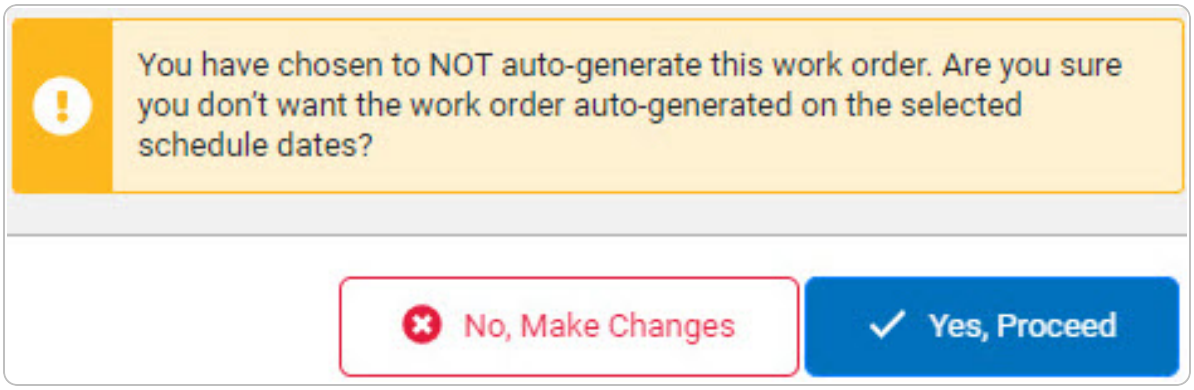
B. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

C. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select 🖫 Save. *A verification pop-up window appears if the Auto Generate Work Order is changed. The* ***Schedule Preventive Maintenance Add*** *page closes and*

appears as the entry is added to the Search Results grid.

A. If the Auto Generate Work Order is changed from ⏽ to ⏽, the verification pop-up window appears:

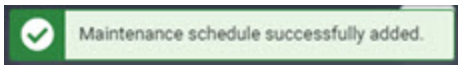


a. Select

. *The **Schedule Preventive Maintenance Add** page appears.*

OR

Select

. *The **Schedule Preventive Maintenance Schedule Add** page closes and* 

appears as the entry is added to the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Plan Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Occurrence*.	
13 — Mandatory Entry: *Maint Loc*.	
13 — Mandatory Entry: *Maint Due Date*.	
13 — Mandatory Entry: *Set Sched Dt* or *Set Sched Util Qty*.	

13 — Mandatory Entry: ***Recurring Method*.**	
13 — Mandatory Entry: ***SCHED MTHD*.**	
13 — Mandatory Entry: ***SET SCHED DT*.**	
13 — Mandatory Entry: ***LAST MAINT DT*.**	
13 — Mandatory Entry: ***Frequency*.**	
13 — Mandatory Entry: ***Interval*.**	
13 — Mandatory Entry: ***SCHED EFF DT*.**	
13 — Mandatory Entry: ***Weeks of Months*.**	
13 — Mandatory Entry: ***Days of Week*.**	
13 — Mandatory Entry: ***Month*.**	

13 — Mandatory Entry: *Day of Month*.	
13 — Mandatory Entry: *Last Util Qty*.	
13 — Mandatory Entry: *Util Qty Frequency*.	
xxxx — Susp Until Dt cannot be < Today's Date.	Invalid Date Entry. The Suspend Until Date must be after the current date. Re-enter the date.
xxxx — Susp Until Dt cannot be < Set Sched Dt.	Invalid Date Entry. The Suspend Until Date must be before the Set Scheduled Date. Re-enter the date.
xxxx — Susp Until Dt cannot be < Last Maint Dt.	Invalid Date Entry. The Suspend Until Date must be before the Last Maintenance Date. Re-enter the date.
xxxx — Susp Until Dt cannot be < Sched Eff Dt.	Invalid Date Entry. The Suspend Until Date must be before the Last Maintenance Date. Re-enter the date.
xxxx — Date is not valid Susp Until Dt.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
xxxx — Date is not valid Last Maint Dt.	

xxxx — Date is not valid Sched Eff Dt.	
xxxx — Susp Until Util Qty cannot be < Set Sched Util Qty.	Invalid Entry. The Suspend Until Quantity must be less than the Set Scheduled Quantity. Re-enter the data.
xxxx — Sched Before Util Qty cannot be < Set Sched Util Qty.	Invalid Entry. The Schedule Before Utilization Quantity must be less than the Set Scheduled Quantity. Re-enter the data.
xxxx — Set Sched Util Qty cannot be > Total Util Qty. Asset Id: xxxx.	Invalid Entry. The Suspend Until Utility Quantity must be less than the Total Utility Quantity for the Asset Id specified. Re-enter the data.
xxxx — Susp Until Util Qty cannot be < Total Util Qty. Asset Id: xxxx.	Invalid Entry. The Suspend Until Utility Quantity must be more than the Total Utility Quantity for the Asset Id specified. Re-enter the data.
xxxx — Susp Until Util Qty must be > Last Util Qty.	Invalid Entry. The Suspend Until Utility Quantity must be more than the Last Utilization Quantity. Re-enter the data.
xxxx — Set Sched Dt cannot be < Today's Date.	Invalid Entry. The Set Scheduled Date must be after the current date. Re-enter the data.
xxxx — Last Maint Dt cannot be > Today's Date.	Invalid Date Entry. The Last Maintenance Date must be before the current date. Re-enter the date.
514 — Interval is limited to 3 positions 1-999.	Invalid Entry. If Frequency = Day, the Interval is limited to three positions (1-999). Re-enter the

	data.
515 — Interval is limited to 2 positions 1-99.	Invalid Entry. If Frequency = Week or Month, the Interval should be limited to two positions (1-99). Re-enter the data.
516 — Interval is limited to 1 position 1-9.	Invalid Entry. If Frequency = Year, the Interval should be limited to one position (1-9). Re-enter the data.
xxxx — SCHED EFF DT cannot be < Today's Date.	Invalid Entry. The Scheduled Effective Date must be after the current date. Re-enter the data.
2061 — Invalid entry: *Interval*.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2061 — Invalid entry: *MAINT LOC*.	
2061 — Invalid entry: *DAYS BEFORE SCHED DT*.	
2061 — Invalid entry: *SUSP UNTIL UTIL QTY*.	
2061 — Invalid entry: *SET SCHED UTIL QTY*.	
2061 — Invalid entry:	

Sched Before Util Qty.	
2061 — Invalid entry: *Last Util Qty*.	
2061 — Invalid entry: *Util Qty Frequency*.	
2061 — Invalid entry: *Susp Until Dt*.	
2061 — Invalid entry: *Set Sched Dt*.	
2061 — Invalid entry: *Last Maint Dt*.	
2061 — Invalid entry: *Sched Eff Dt*.	
342 — Enter year > 1752.	Invalid Date Entry. The year is earlier than the first year of the system. Enter a year that the system recognizes.
xxxx — Susp Until Util Qty must be > Last Util Qty.	Invalid Entry. The Suspend Until Utilization Quantity must be more than the Last Utilization Quantity. Re-enter the data.
xxxx — Sched Before Util Qty must be <=Util Qty Frequency.	Invalid Entry. The Schedule Before Utilization Quantity must be less than or equal to the Utilization Quantity Frequency. Re-enter the data.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re-

	enter the record.
xxxx — At least one Work Plan must be associated with the maintenance schedule.	Invalid Entry. The Maintenance Schedule must have at least one associated Work Plan. Re-enter the data.
xxxx — MAINT SCHED ID already exists in ELMS. You must enter a new value.	Invalid Entry. The MAINT SCHED ID cannot be duplicated. Re-enter the data.
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. Select at least one record to perform an action. Select at least one row, then click Edit.

Related Topics

- Search for a Preventive Maintenance Schedule
- Update a Preventive Maintenance Schedule
- Delete a Preventive Maintenance Schedule
- Search for a Preventive Maintenance Schedule — Asset Assignment

Update the Preventive Maintenance Schedule — Work Plan

Overview

The Schedule Preventive Maintenance — Work Plan Update page provides the ability to edit PM Schedule records.

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED / Work Plans > Search > (desired record) > Edit > Schedule Preventive Maintenance — Work Plan Update page

Page Fields

The following fields display on the **Schedule Preventive Maintenance Update — Work Plan** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Maintenance Schedule (Basic Information) Grid

Maint Activity *
Maint Schedule Id *
Maint Schedule Name *
Maint Schedule Description *
Priority *
Occurrence *

One Time

Next Maint Dt
Extended Due Date

Maint Due Date *
Suspend Until Date
Days Before Sched Date
Set Schedule Date
Susp Until Util Qty
Set Sched Util Qty
Sched Before Util Qty

Recurring

Recurring Method *

X Utilization

Susp Until Util Qty
Sched Before Util Qty
Util Qty Frequency *
Last Util Qty *

Every X Days

Suspend Until Date
Frequency *
Interval *
Days Before Sched Date
Schedule Method *
Set Schedule Date *

Weekly by Week of Month

Suspend Until Date
Select Week(s) of Month *
Schedule Effective Date *
Select Day(s) of Week *

Selected Days of Month

Suspend Until Date
Select Month(s)
Schedule Effective Date *
Select Day(s)

Selected Days of Week

Suspend Until Date
Schedule Effective Date *
Select Day(s) of Week *

Maint Schedule Id Prefix *
Auto Generate Work Order
Maint Schedule Name *
Schedule If Asset Not In Use
Maint Schedule Description *
Schedule If Saturday/Sunday
Priority *

Work Plans Grid

Plan Id
Plan Type
Plan Name
Plan Description
Central Work Plan
Maintenance Team
Maintenance Location

Notes Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

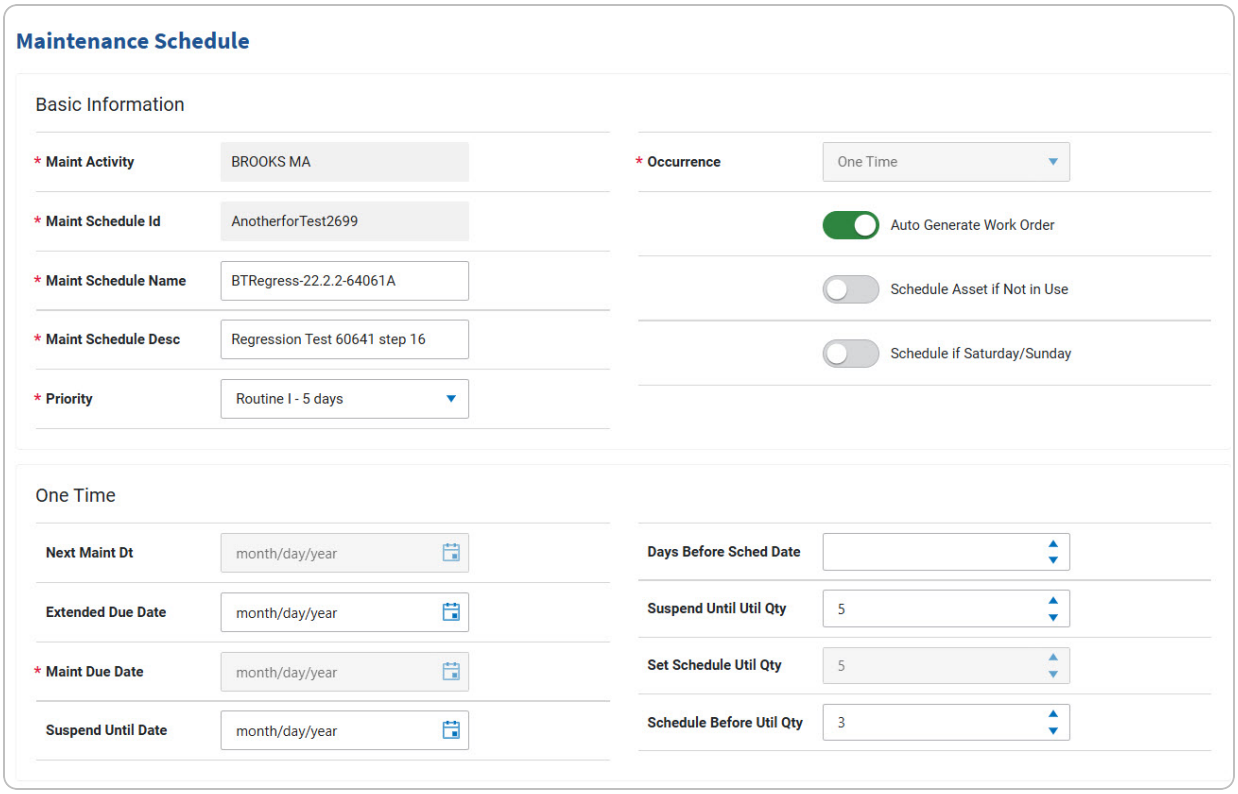
Update a Preventive Maintenance Schedule — Work Plan

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

1. Click to select the desired preventive maintenance. *The row becomes highlighted, and the* Edit *and* Asset Details *buttons are available. The* Delete *button is available when the NBR of Assets is 0.*

2. Select Edit. *The **Schedule Preventive Maintenance Update** page appears.*

- One Time



A. *Verify the MAINT ACTIVITY.*

B. *Verify the MAINT SCHEDULE ID.*

C. Update the MAINT SCHEDULE NAME, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

D. Update the MAINT SCHEDULE DESCRIPTION, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

E. Update the Priority, using ▾ to select the desired prerogative.

F. Update the Occurrence, using ▾ to select the desired status.

Note

The MAINT SCHEDULE ID, Occurrence and MAINT ACTIVITY fields become read-only when the Nbr of Assets exceeds 0.

G. Verify the Auto Generate Work Order contains the appropriate or . *If selected, the work order is automatically created.*

H. Verify the Schedule If Asset Not In Use contains the appropriate or . *If selected, the maintenance schedule is only created if there is an available asset.*

I. Verify the Schedule If Saturday/Sunday contains the appropriate or . *If selected, the maintenance schedule is created on any day of the week, including weekends.*

J. *Verify the NEXT MAINT DT.*

K. Update the Extended Due Date, using or entering the date (MM/DD/YYYY) in the field provided.

L. *Verify the MAINT Due Date.*

M. Update the SUSP UNTIL DATE, using or entering the date (MM/DD/YYYY) in the field provided.

N. Update the SUSP UNTIL UTIL QTY, using to choose the revised amount.

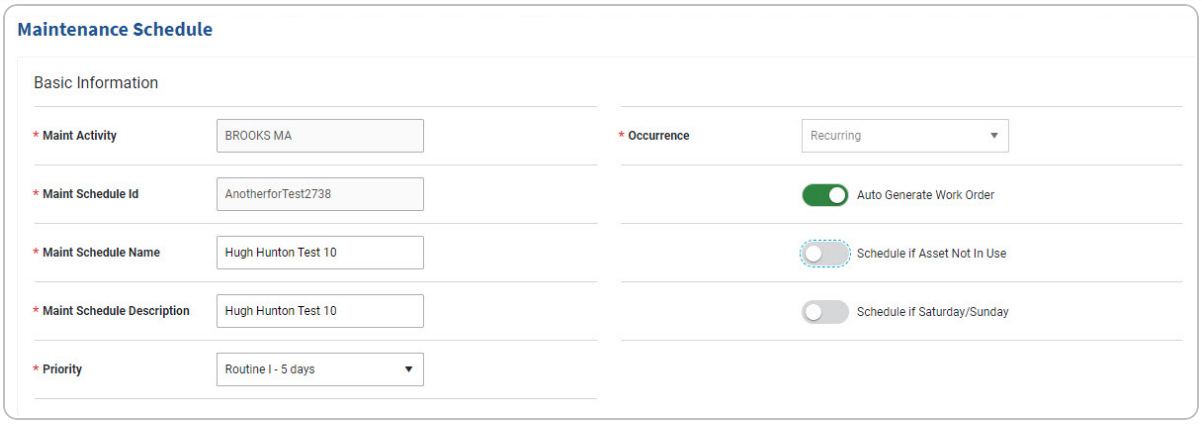
O. Update the DAYS BEFORE SCHED DATE, using to choose the revised amount of time.

P. Update the SET SCHEDULE UTIL QTY, using to choose the revised amount.

Q. Update the SET SCHEDULE DATE, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the SCHED BEFORE UTIL QTY, using to choose the revised amount.

- Recurring



A. *Verify the MAINT ACTIVITY.*

B. *Verify the MAINT SCHEDULE ID.*

C. Update the MAINT SCHEDULE NAME, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

D. Update the MAINT SCHEDULE DESCRIPTION, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

E. Update the Priority, using ▾ to select the desired prerogative.

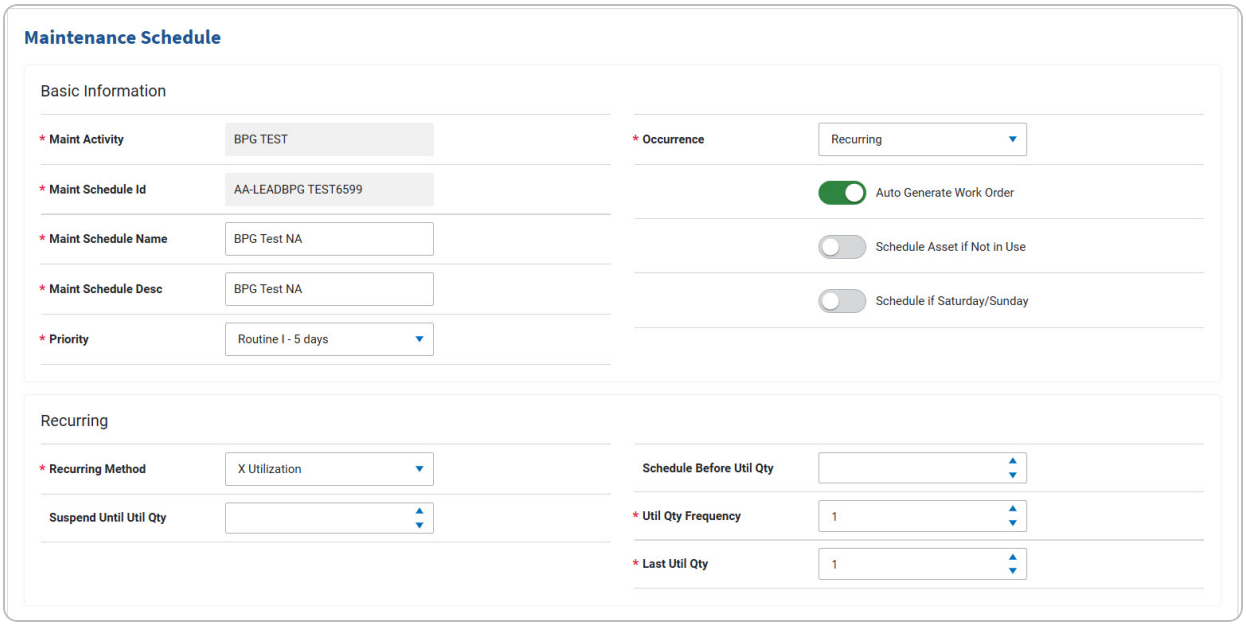
F. *Verify the Occurrence.*

G. Verify the Auto Generate Work Order contains the appropriate or . *If selected, the work order is automatically created.*

H. Verify the Schedule If Asset Not In Use contains the appropriate or . *If selected, the maintenance schedule is only created if there is an available asset.*

I. Verify the Schedule If Saturday/Sunday contains the appropriate or . *If selected, the maintenance schedule is created on any day of the week, including weekends.*

- X Utilization



a. Update the Recurring Method, using ▼ to select the desired method.

b. Update the SUSP UNTIL UTIL QTY, using ▲▼ to choose the revised amount. *SUSP UNTIL UTIL QTY must be less than the TOTAL UTIL QTY.*

c. Update the SCHEDULE BEFORE UTIL QTY, using ▲▼ to choose the revised amount. *SCHED BEFORE UTIL QTY must be less than the TOTAL UTIL QTY.*

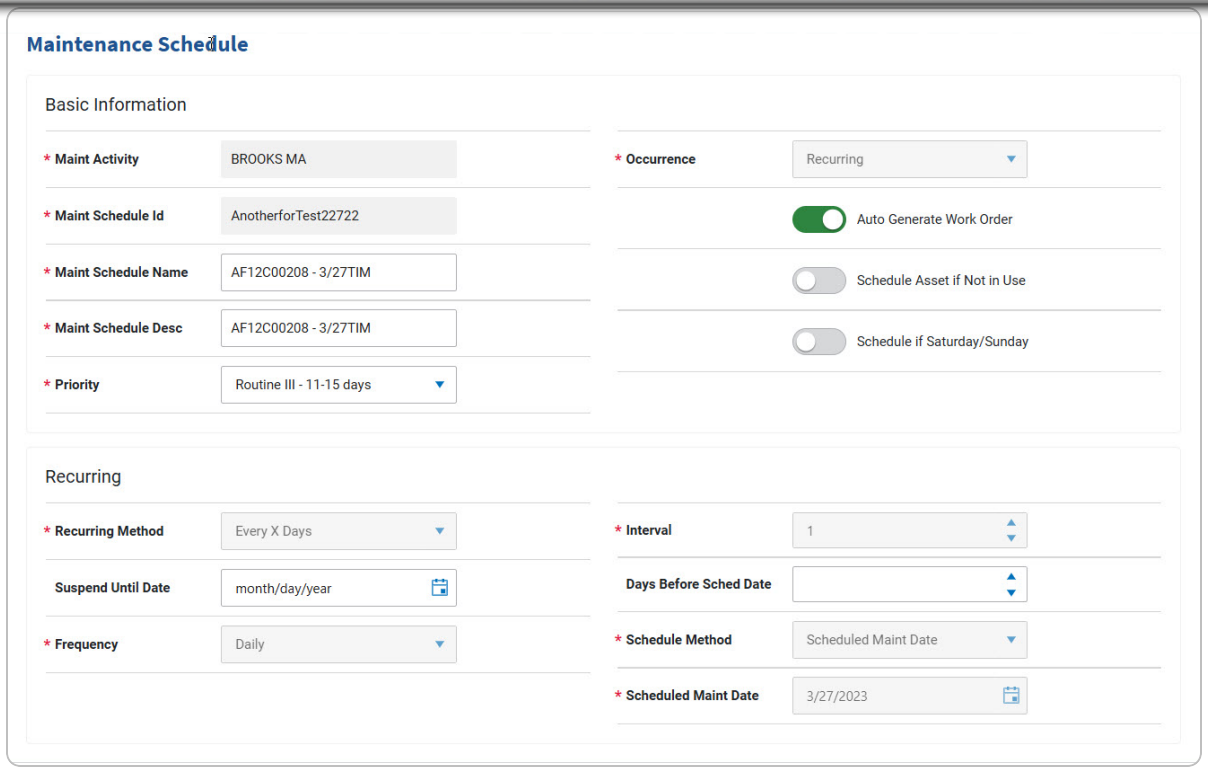
Note

The Recurring Method, UTIL QTY FREQUENCY and LAST UTIL QTY fields become read-only when the NBR of Assets exceeds 0.

d. Update the UTIL QTY FREQUENCY, using ▲▼ to choose the revised frequency.

e. Update the LAST UTIL QTY, using ▲▼ to choose the revised quantity.

- Every X Days



a. Update the Recurring Method, using ▼ to select the desired method.

b. Update the SUSP UNTIL DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

> **Note**
>
> The Recurring Method, Frequency, Interval, and Schedule Method fields become read-only when the Nbr of Assets exceeds 0.

c. Update the Frequency, using ▼ to select the desired frequency.

d. Update the Interval, using ▲▼ to choose the revised quantity.

e. Update the DAYS BEFORE SCHED DATE, using ▲▼ to choose the revised amount of time.

f. Update the Schedule Method, using ▾ to select the desired method.

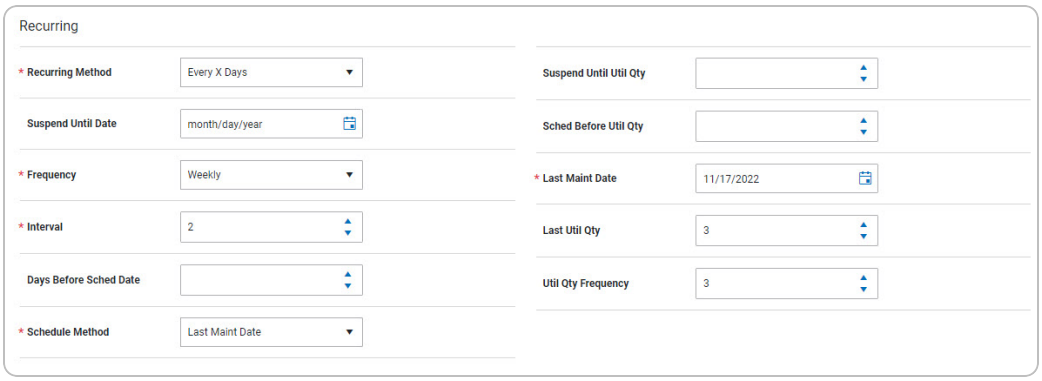
1. Scheduled Maint Date

   Update the Scheduled MAINT Date, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   Note

   The Set Schedule Date field becomes read-only when the Nbr of Assets exceeds 0.

2. Last Maint Date



A. Update the SUSP UNTIL UTIL QTY, using ▲▼ to choose the revised quantity.

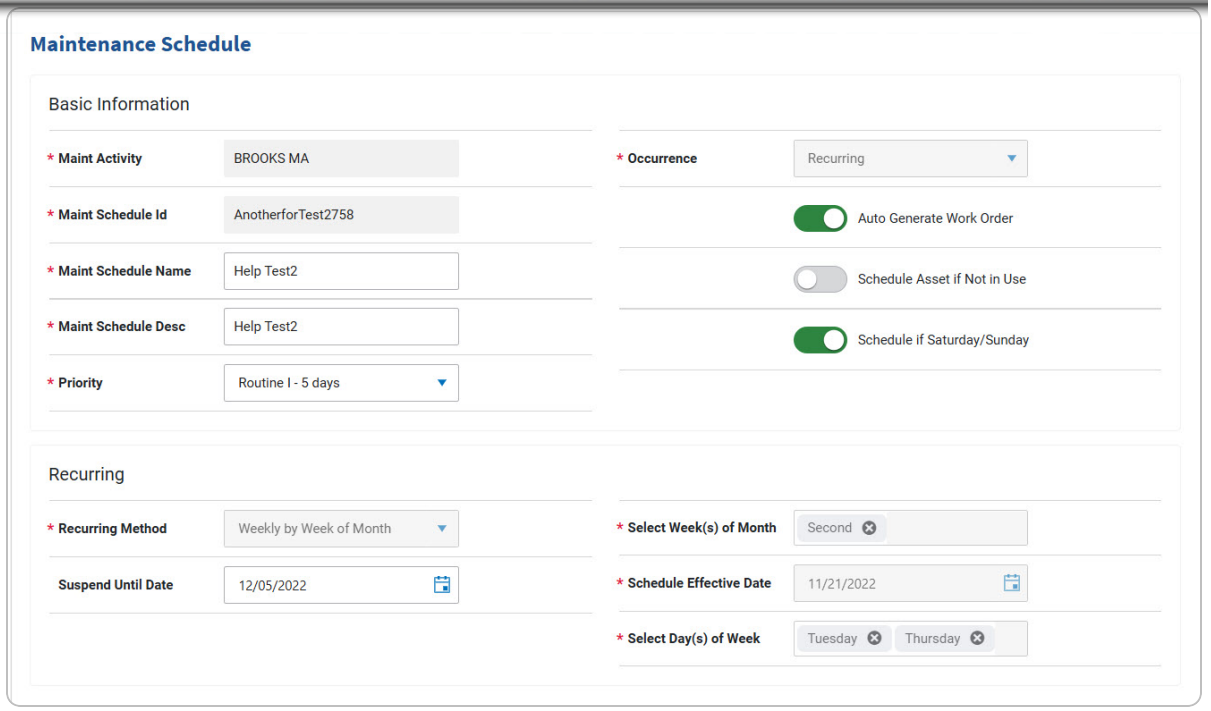
B. Update the SCHED BEFORE UTIL QTY, using ▲▼ to choose revised quantity.

C. Update the LAST MAINT DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

D. Update the LAST UTIL QTY, using ▲▼ to choose the revised quantity.

E. Update the UTIL QTY FREQUENCY, using ▲▼ to choose the revised frequency.

- Weekly by Week of Month



a. Update the Recurring Method, using ▼ to select the desired process.

b. Update the SUSPEND UNTIL DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

c. Update the Select Weeks(s) of Month field by either:

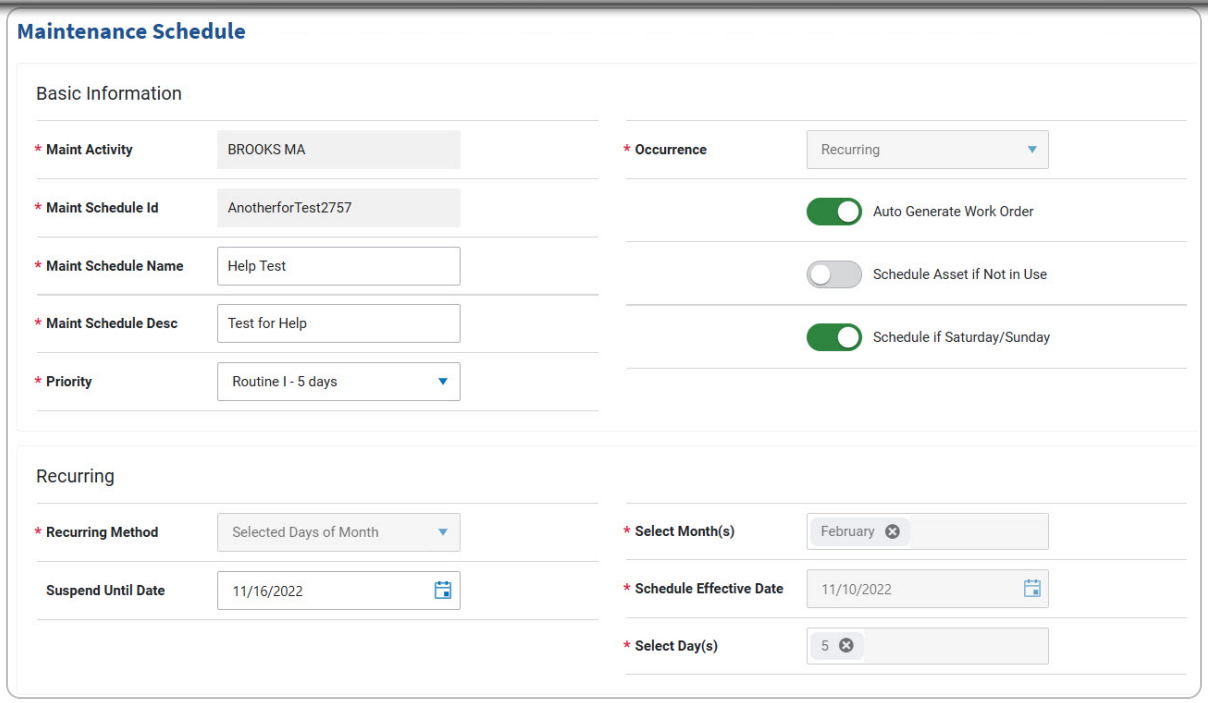
Add a week by selecting the field and choosing additional weeks.
OR
Delete by selecting the X on the week entry.

d. Update the SCHEDULE EFFECTIVE DATE, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

e. Update the Select Day(s) of the Week field by either:

Add a day by selecting the field and choosing additional days.
OR
Delete by selecting the X on the day entry.

- Selected Days of Month



a. Update the Recurring Method, using to select the desired process.

b. Update the SUSPEND UNTIL DATE, using or entering the date (MM/DD/YYYY) in the field provided.

c. Update the Select Month(s) field by either:

Add a month by selecting the field and choosing additional months.
OR
Delete by selecting the X on the month entry.

Note

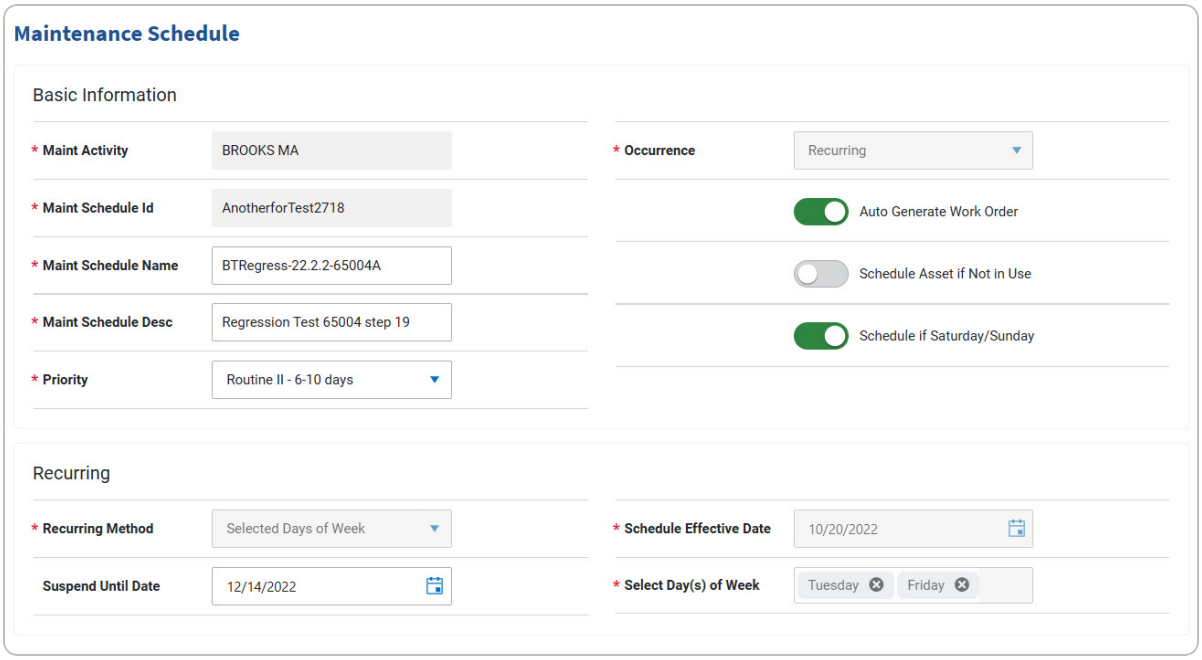
Additional fields become available for update when the Nbr of Assets equals 0.

d. Update the SCHEDULE EFFECTIVE DATE, using or entering the date (MM/DD/YYYY) in the field provided.

e. Update the Select Day(s) field by either:

Add a date number by selecting the field and choosing additional numbers.
OR
Delete by selecting the X on the number entry.

- Selected Days of Week



a. Update the Recurring Method, using to select the desired process.

b. Update the SUSPEND UNTIL DATE, using or entering the date (MM/DD/YYYY) in the field provided.

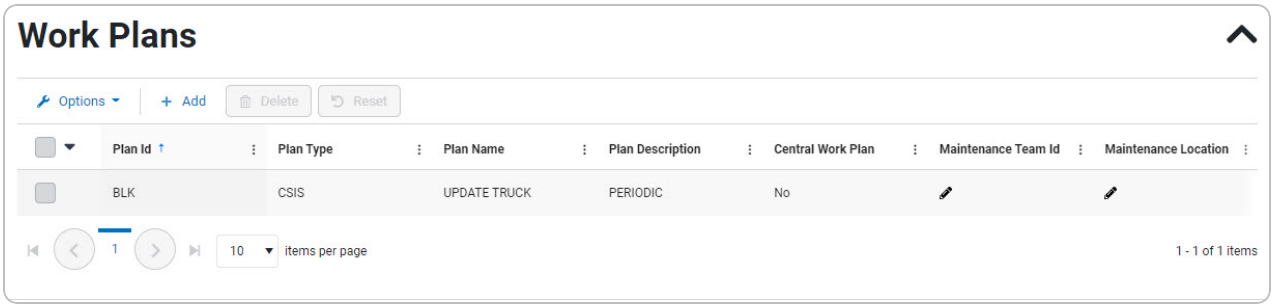
c. Update the SCHEDULE EFFECTIVE DATE, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Select Day(s) of the Week field by either:

Add a day by selecting the field and choosing additional days.
OR
Delete by selecting the X on the day entry.

3. Click to select the Work Plan. *All Maintenance Schedules must contain at least one Work Plan. If it does not, select* + Add*, and the* ***Select Work Plans*** *pop-up window*

appears.

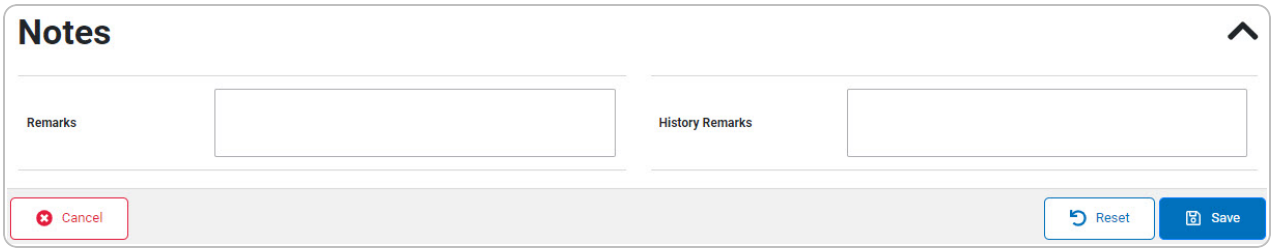


- Delete a Work Plan

  A. Click ☐ to select the desired work plan. *The row becomes highlighted, and the* + Add, 🗑 Delete, *and* ↺ Reset *buttons are available.*

  B. Select 🗑 Delete. *The Work Plan is immediately removed from the Search Results grid.*

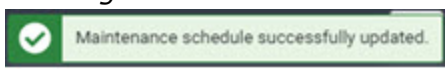
4. *Verify the Notes grid.*



A. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

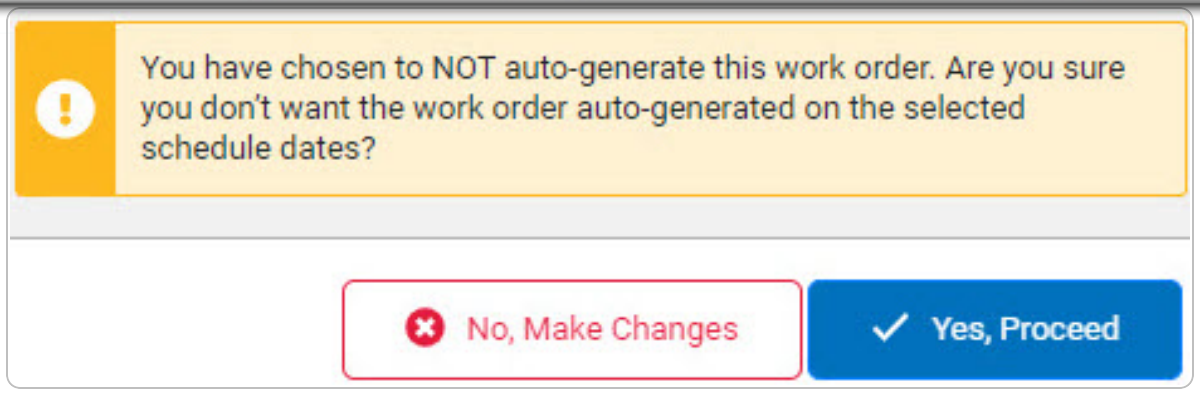
B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

5. Select 🖫 Save. *A verification pop-up window appears if the Auto Generate Work Order is changed. The* ***Schedule Preventive Maintenance Edit*** *page closes and*



appears as the entry is updated in the Search Results grid.

A. If the Auto Generate Work Order is changed from ⬤ to ◯, the verification pop-up window appears:

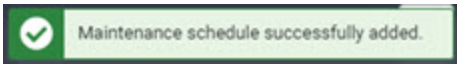


a. Select

. *The **Schedule Preventive Maintenance Edit** page appears.*

OR

Select

. *The **Schedule Preventive Maintenance Edit** page closes and* 

appears as the entry is added to the Search Results grid.

Delete a Preventive Maintenance Schedule

1. Click to select the desired preventive maintenance schedule. *The row becomes high-lighted, and the*

and

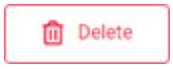
buttons are available. The

button is available when the NBR of Assets is 0.
2. Select

. *The **Schedule Preventive Maintenance Edit** page appears.*

Note

The Delete button becomes available when the NBR of Assets equals 0.

3. Select 

. *The **Preventive Maintenance Schedule Delete** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Plan Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Occurrence*.	
13 — Mandatory Entry: *Maint Loc*.	
13 — Mandatory Entry: *Maint Due Date*.	
13 — Mandatory Entry: *Set Sched Dtor Set Sched Util Qty*.	
13 — Mandatory Entry: *Recurring Method*.	
13 — Mandatory Entry: *Sched Mthd*.	
13 — Mandatory Entry: *Set Sched Dt*.	

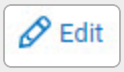
13 — Mandatory Entry: *Last Maint Dt*.	
13 — Mandatory Entry: *Frequency*.	
13 — Mandatory Entry: *Interval*.	
13 — Mandatory Entry: *Sched Eff Dt*.	
13 — Mandatory Entry: *Weeks of Months*.	
13 — Mandatory Entry: *Days of Week*.	
13 — Mandatory Entry: *Month*.	
13 — Mandatory Entry: *Day of Month*.	
13 — Mandatory Entry: *Last Util Qty*.	
13 — Mandatory Entry: *Util Qty Frequency*.	

xxxx — SUSP UNTIL DT cannot be < Today's Date.	Invalid Date Entry. The Suspend Until Date must be after the current date. Re-enter the date.
xxxx — SUSP UNTIL DT cannot be <SET SCHED DT.	Invalid Date Entry. The Suspend Until Date must be before the Set Scheduled Date. Re-enter the date.
xxxx — SUSP UNTIL DT cannot be <LAST MAINT DT.	Invalid Date Entry. The Suspend Until Date must be before the Last Maintenance Date. Re-enter the date.
xxxx — SUSP UNTIL DT cannot be <SCHED EFF DT.	Invalid Date Entry. The Suspend Until Date must be before the Last Maintenance Date. Re-enter the date.
xxxx — Date is not valid SUSP UNTIL DT.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
xxxx — Date is not valid LAST MAINT DT.	
xxxx — Date is not valid SCHED EFF DT.	
xxxx — SUSP UNTIL UTIL QTY cannot be <SET SCHED UTIL QTY.	Invalid Entry. The Suspend Until Quantity must be less than the Set Scheduled Quantity. Re-enter the data.
xxxx — SCHED BEFORE UTIL QTY cannot be <SET SCHED UTIL QTY.	Invalid Entry. The Schedule Before Utilization Quantity must be less than the Set Scheduled Quantity. Re-enter the data.

xxxx — SET SCHED UTIL QTY cannot be >TOTAL UTIL QTY. ASSET ID: xxxx.	Invalid Entry. The Suspend Until Utility Quantity must be less than the Total Utility Quantity for the ASSET ID specified. Re-enter the data.
xxxx — SUSP UNTIL UTIL QTY cannot be <TOTAL UTIL QTY. ASSET ID: xxxx.	Invalid Entry. The Suspend Until Utility Quantity must be more than the Total Utility Quantity for the ASSET ID specified. Re-enter the data.
xxxx — SUSP UNTIL UTIL QTY must be >LAST UTIL QTY.	Invalid Entry. The Suspend Until Utility Quantity must be more than the Last Utilization Quantity. Re-enter the data.
xxxx — SET SCHED DT cannot be < Today's Date.	Invalid Entry. The Set Scheduled Date must be after the current date. Re-enter the data.
xxxx — LAST MAINT DT cannot be > Today's Date.	Invalid Date Entry. The Last Maintenance Date must be before the current date. Re-enter the date.
514 — Interval is limited to 3 positions 1-999.	Invalid Entry. If Frequency = Day, the Interval is limited to three positions (1-999). Re-enter the data.
515 — Interval is limited to 2 positions 1-99.	Invalid Entry. If Frequency = Week or Month, the Interval should be limited to two positions (1-99). Re-enter the data.
516 — Interval is limited to 1 position 1-9.	Invalid Entry. If Frequency = Year, the Interval should be limited to one position (1-9). Re-enter the data.

xxxx — SCHED EFF DT cannot be < Today's Date.	Invalid Entry. The Scheduled Effective Date must be after the current date. Re-enter the data.
2061 — Invalid entry: *Interval*.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2061 — Invalid entry: *MAINT LOC*.	
2061 — Invalid entry: *DAYS BEFORE SCHED DT*.	
2061 — Invalid entry: *SUSP UNTIL UTIL QTY*.	
2061 — Invalid entry: *SET SCHED UTIL QTY*.	
2061 — Invalid entry: *SCHED BEFORE UTIL QTY*.	
2061 — Invalid entry: *LAST UTIL QTY*.	
2061 — Invalid entry: *UTIL QTY FREQUENCY*.	
2061 — Invalid entry: *SUSP UNTIL DT*.	
2061 — Invalid entry: *SET*	

Sched Dt.	
2061 — Invalid entry: *Last Maint Dt.*	
2061 — Invalid entry: *Sched Eff Dt.*	
342 — Enter year > 1752.	Invalid Date Entry. The year is earlier than the first year of the system. Enter a year that the system recognizes.
xxxx — Susp Until Util Qty must be >Last Util Qty.	Invalid Entry. The Suspend Until Utilization Quantity must be more than the Last Utilization Quantity. Re-enter the data.
xxxx — Sched Before Util Qty must be <=Util Qty Frequency.	Invalid Entry. The Schedule Before Utilization Quantity must be less than or equal to the Utilization Quantity Frequency. Re-enter the data.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.
xxxx — At least one Work Plan must be associated with the maintenance schedule.	Invalid Entry. The Maintenance Schedule must have at least one associated Work Plan. Re-enter the data.
xxxx — Maint Sched Id already exists in ELMS. You must enter a new value.	Invalid Entry. The Maint Sched Id cannot be duplicated. Re-enter the data.
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. Select at least one record to perform an action. Select at least one row, then click



Related Topics

- Search for a Preventive Maintenance Schedule
- Add a Preventive Maintenance Schedule
- Delete a Preventive Maintenance Schedule
- Search for a Preventive Maintenance Schedule — Asset Assignment

Delete a Scheduled Preventive Maintenance — Work Plan

Overview

The Schedule Preventive Maintenance — Work Plan Delete pop-up window allows removal of a Scheduled Preventative Maintenance.

Navigation

Maintenance > SCHED PREVENT MAINT > MAINT SCHED/Work Plans > Search > (desired record) > Delete > Schedule Preventive Maintenance — Work Plan Delete pop-up window

Page Fields

The following fields display on the **Schedule Preventive Maintenance — Work Plan Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

History Remarks

Procedures

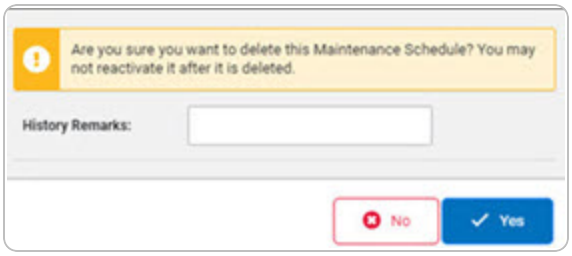
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Preventive Maintenance Schedule — Work Plan

Selecting No *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired preventive maintenance. *The row becomes highlighted, and the* Edit *and* Asset Details *buttons are available. The* Delete *button is available when the NBR of Assets is 0.*
2. Select Delete. *The* ***Schedule Preventive Maintenance Delete*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select Yes. *The Scheduled Preventive Maintenance Record is removed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Preventive Maintenance Schedule
- Add a Preventive Maintenance Schedule

- Update a Preventive Maintenance Schedule
- Search for a Preventive Maintenance Schedule — Asset Assignment

Search for the Preventive Maintenance Schedule — Asset Assignment

Overview

The Maintenance and Utilization Schedule Preventive Maintenance — Asset Assignment process provides the ability to add, delete, or save a Maintenance Schedule Identifier or an Asset Identifier.

Navigation

Maintenance > SCHED PREVENT MAINT > Asset Assignment > Schedule Preventive Maintenance — Asset Assignment Search page

Page Fields

The following fields display on the **Schedule Preventive Maintenance — Asset Assignment Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

MAINT SCHED ID Tab

Maintenance Schedule Id

Asset Id Tab

Asset Id

Search Results (MAINT SCHED ID)

Summary

Maint Schedule Id
Occurrence
Maint Schedule Name
Recurring Method
Maint Activity
Frequency
Central Maint Schedule
Interval

For One Time

Next Maint Date
Set Schedule Util Qty

For Not Applicable and X Utilization

Schedule Date
Util Qty Frequency

For Every X Day and One Time

Next Maint Date
Util Qty Frequency

For Selected Days of Week, Selected Days of Month, and Weekly by Week of Month

Schedule Effective Date
Util Qty Frequency

For X Utilization

Set Schedule Util Qty

For Recurring Method

Util Qty Frequency

Search Results Grid

Select
Asset Id
Item Description
Stock Number
Serial Number

Asset Maintenance Activity
Maint Group Id
Current Meter Reading
Util Measure Cd
Asset Last Maint Dt
Asset Next Maint Dt
Asset Last Util Qty
Asset Next Util Qty
Asset Days Before Sched Dt
Asset Suspend Until Dt
Asset Sched Before Util Qty
Asset Suspend Until Util Qty
Due Date
Extended Due Dt
Waiver

Optional

CAGE Cd
LIN/TAMCN
Rescission Dt
Secondary Serial Number
Site
UIC
UII

Search Results (Asset Id)

Summary Grid

Asset Id
Util Measure Cd
Asset UIC
Asset Maint Activity
Stock Number
Site Id
Maint Group Id
Serial Number
Meter Reading
Item Description

Search Results Grid

Select
Maintenance Schedule Id

Maint Schedule Name
Maint Schedule Description
Occurrence
Recurring Method
Frequency
Set Schedule Dt
Schedule Maint Activity
Asset Last Maint Dt
Asset Next Maint Dt
Asset Last Util Qty
Asset Next Util Qty
Asset Days Before Sched Dt
Asset Suspend Until Dt
Asset Sched Before Util Qty
Asset Suspend Until Util
Central Maint Schedule
Due Date
Extended Due Dt
Waiver

Optional

Interval
Number of Work Plans
Priority
Rescission Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for the Preventive Maintenance Schedule — Asset Assignment — Maint Sched Id

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.*

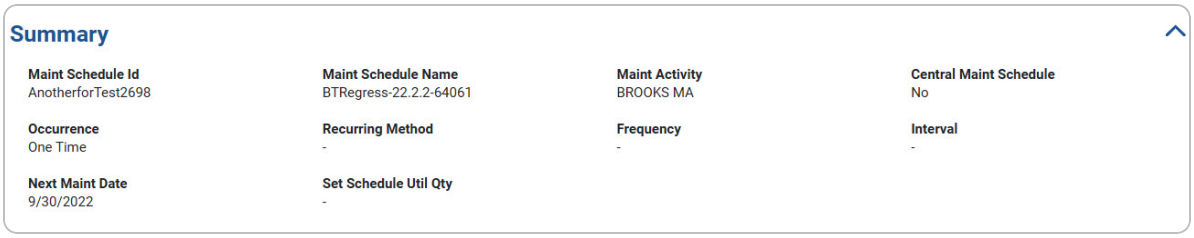
1. In the Search Criteria box, enter the following field:.

- Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alpha-numeric character field.*

  Maintenance Schedule Browse help

2. Select Search. *The details display in the Summary grid.*

- ONE TIME



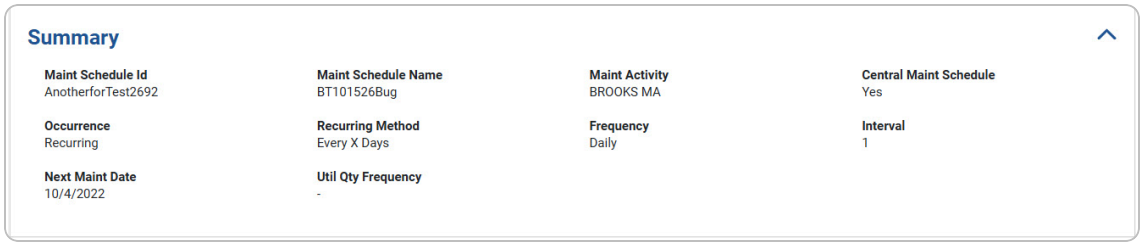
A. *The MAINT SCHED ID automatically populates and is not editable.*
B. *The Occurrence automatically populates and is not editable.*
C. *The Next MAINT Date automatically populates and is not editable.*
D. *The MAINT SCHEDULE Name automatically populates and is not editable.*
E. *The Recurring Method automatically populates and is not editable.*
F. *The SET SCHED UTIL QTY automatically populates and is not editable.*
G. *The MAINT Activity automatically populates and is not editable.*
H. *The Frequency automatically populates and is not editable.*
I. *The Central MAINT SCHEDULE automatically populates and is not editable.*
J. *The Interval automatically populates and is not editable.*

- Recurring

- Not Applicable

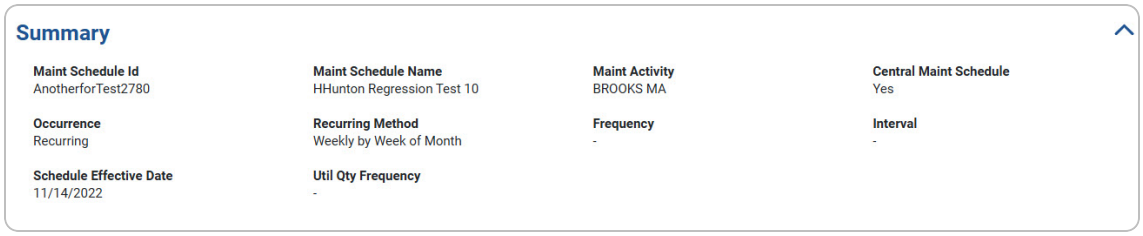
a. *The MAINT SCHED ID automatically populates and is not editable.*
b. *The Recurring Method automatically populates and is not editable.*
c. *The MAINT SCHEDULE Name automatically populates and is not editable.*
d. *The Frequency automatically populates and is not editable.*
e. *The MAINT Activity automatically populates and is not editable.*
f. *The Interval automatically populates and is not editable.*
g. *The Central MAINT SCHEDULE automatically populates and is not editable.*
h. *The Schedule Date automatically populates and is not editable.*
i. *The Occurrence automatically populates and is not editable.*
j. *The UTIL QTY FREQUENCY automatically populates and is not editable.*

- Every X Days



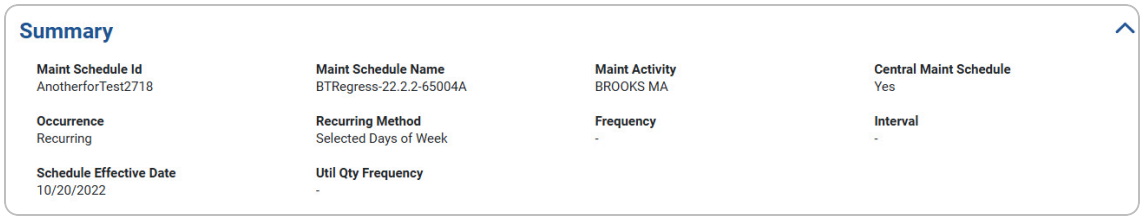
a. *The MAINT SCHED ID automatically populates and is not editable.*
b. *The Occurrence automatically populates and is not editable.*
c. *The Next MAINT Date automatically populates and is not editable.*
d. *The MAINT SCHEDULE Name automatically populates and is not editable.*
e. *The Recurring Method automatically populates and is not editable.*
f. *The UTIL QTY FREQUENCY automatically populates and is not editable.*
g. *The MAINT Activity automatically populates and is not editable.*
h. *The Frequency automatically populates and is not editable.*
i. *The Central MAINT SCHEDULE automatically populates and is not editable.*
j. *The Interval automatically populates and is not editable.*

- Weekly by Week of Month



a. *The MAINT SCHED ID automatically populates and is not editable.*
b. *The Occurrence automatically populates and is not editable.*
c. *The Schedule Effective Date automatically populates and is not editable.*
d. *The MAINT SCHEDULE Name automatically populates and is not editable.*
e. *The Recurring Method automatically populates and is not editable.*
f. *The UTIL QTY FREQUENCY automatically populates and is not editable.*
g. *The MAINT Activity automatically populates and is not editable.*
h. *The Frequency automatically populates and is not editable.*
i. *The Central MAINT SCHEDULE automatically populates and is not editable.*
j. *The Interval automatically populates and is not editable.*

- Selected Days of Week

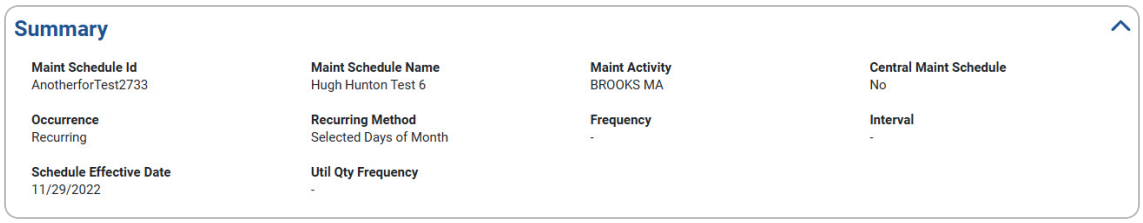


a. *The MAINT SCHED ID automatically populates and is not editable.*
b. *The Occurrence automatically populates and is not editable.*
c. *The Schedule Effective Date automatically populates and is not editable.*
d. *The MAINT SCHEDULE Name automatically populates and is not editable.*
e. *The Recurring Method automatically populates and is not editable.*
f. *The UTIL QTY FREQUENCY automatically populates and is not editable.*
g. *The MAINT Activity automatically populates and is not editable.*
h. *The Frequency automatically populates and is not editable.*

i. *The Central MAINT SCHEDULE automatically populates and is not editable.*

j. *The Interval automatically populates and is not editable.*

- Selected Days of Month



a. *The MAINT SCHED ID automatically populates and is not editable.*

b. *The Occurrence automatically populates and is not editable.*

c. *The Schedule Effective Date automatically populates and is not editable.*

d. *The MAINT SCHEDULE Name automatically populates and is not editable.*

e. *The Recurring Method automatically populates and is not editable.*

f. *The UTIL QTY FREQUENCY automatically populates and is not editable.*

g. *The MAINT Activity automatically populates and is not editable.*

h. *The Frequency automatically populates and is not editable.*

i. *The Central MAINT SCHEDULE automatically populates and is not editable.*

j. *The Interval automatically populates and is not editable.*

3. *View the Search Results grid.*

Search for the Preventive Maintenance Schedule — Asset Assignment — Asset Id

1. Select the ASSET ID tab.
2. In the Search Criteria box, enter the following field:

- Enter the ASSET ID, or use 🔍 to browse for the entry. *This is a 12 alphanumeric character field.*

  Asset Id Assign Browse help

3. Select Search. *The details display in the Summary grid.*

A. *The ASSET ID automatically populates and is not editable.*
B. *The UTIL MEASURE CD automatically populates and is not editable.*
C. *The Asset UIC automatically populates and is not editable.*
D. *The Asset MAINT ACTIVITY automatically populates and is not editable.*
E. *The Stock Number automatically populates and is not editable.*
F. *The SITE ID automatically populates and is not editable.*
G. *The MAINT GROUP ID automatically populates and is not editable.*
H. *The Serial Number automatically populates and is not editable.*
I. *The Meter Reading automatically populates and is not editable.*
J. *The Item Description automatically populates and is not editable.*

4. *View the Search Results grid.*

Add an Asset Assignment

1. Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alphanumeric character field.*

   Maintenance Schedule Browse help

2. Select + Add. *The **Assign Assets to a Maintenance Schedule** pop-up window appears.*

Delete an Asset Assignment

1. Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alphanumeric character field.*

   Maintenance Schedule Browse help

2. Select of the desired ASSET ID. *The row becomes highlighted, and the* Delete *buttons become available.*

3. Select Delete. *The **Schedule Preventive Maintenance Delete** pop-up window appears.*

Update an Asset Assignment

1. Enter the MAINT SCHED ID, or use to browse for the entry. *This is a 85 alphanumeric character field.*

   Maintenance Schedule Browse help

2. Select next to the desired entry to apply revisions. *Select to edit the dates and/or to edit the number of days.*

   Note

   If appears, click on the button to revise the entry.

3. Select Save. Succesfully added assets. *appears in the bottom right hand corner and the entry is saved in the Search Results grid.*

Add a MAINT SCHED ID

1. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Id Assign Browse help

2. Select + Add. *The **Browse for a Maintenance Schedule** pop-up window appears.*

Delete a MAINT SCHED ID

1. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Id Assign Browse help

2. Select of the desired MAINT SCHED ID. *The row becomes highlighted, and the* Delete *buttons become available.*

3. Select Delete. *The **Schedule Preventive Maintenance Delete** pop-up window appears.*

Update a MAINT SCHED ID

1. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Id Assign Browse help

2. Select next to the desired entry to apply revisions. *Select to edit the dates and/or to edit the number of days.*

   Note
   If appears, click on the button to display the error message or to revise the entry.

3. Select Save. Successfully updated schedules. *appears in the bottom right hand corner and the entry is saved in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Last Maint Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Next Maint Dt*.	
13 — Mandatory Entry: *Last Util Qty*.	
13 — Mandatory Entry: *Next Util Qy*.	
xxxx — Last Maint Dt cannot be > Today's Date.	Invalid Date Entry. The Last Maintenance Date must be before the current date. Re-enter the date.
2061 — Invalid entry: *Last Maint Dt*.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2061 — Invalid entry: *Next Maint Dt*.	
2061 — Invalid entry: *Last Util Qty*.	
2061 — Invalid entry: *Next Util Qy*.	
2061 — Invalid entry: *Susp*	

***Until Dt*.**	
2061 — Invalid entry: *Sched Before Util Qty*.	
2061 — Invalid entry: *Susp Until Util Qty*.	
342 — Enter year > 1752.	Invalid Date Entry. The year is earlier than the first year of the system. Enter a year that the system recognizes.
xxxx — Next Maint Dt cannot be prior to Today's Date.	Invalid Date Entry. The Next Maintenance Date must be after the current date. Re-enter the date.
xxxx — Last Util Qty cannot be > Current Meter Reading.	Invalid Entry. The Last Utilization Quantity must be less than the Current Meter Reading. Re-enter the entry.
xxxx — Next Util Qy cannot be < Asset Current Meter Reading. ID: xxxx, where xxxx is the actual Asset Id	Invalid Entry. The Next Utilization Quantity must be greater than the Asset Current Meter Reading. Re-enter the entry.
xxxx — Susp Until Dt cannot be < Today's Date.	Invalid Date Entry. The Suspend Until Date must be after the current date. Re-enter the date.
xxxx — Susp Until Dt cannot be <Set Sched Dt.	Invalid Date Entry. The Suspend Until Date must be before the Set Scheduled Date. Re-enter the date.

xxxx — Susp Until Dt cannot be <Sched Eff Dt.	Invalid Date Entry. The Suspend Until Date must be before the Last Maintenance Date. Re-enter the date.
xxxx — Sched Before Util Qty must be <=Util Qty Frequency.	Invalid Entry. The Schedule Before Utilization Quantity must be less than or equal to the Utilization Quantity Frequency. Re-enter the data.
xxxx — Susp Until Util Qty cannot be > Current Meter Reading. Asset ID: xxxx, where xxxx is the actual Asset Id.	Invalid Entry. The Suspend Until Utilization Quantity must be greater than the Current Meter Reading. Re-enter the entry.
xxxx — Susp Until Util Qty must be >Last Util Qty.	Invalid Entry. The Suspend Until Utilization Quantity must be more than the Last Utilization Quantity. Re-enter the data.
xxxx — Susp Until Util Qty cannot be <Set Sched Util Qty.	Invalid Entry. The Suspend Until Utilization Quantity must be less than the Set Scheduled Quantity. Re-enter the data.
xxxx — One or more schedules require the asset to have a utilization measure code. You must remove the utilization-based schedule (s) from the grid before you can save.	Invalid Entry. A utilization measure code is required to move forward. Remove the utilization-based schedule(s) or re-enter the code.
xxxx — Asset Id not found or is not profiled for maintenance.	Invalid Entry. The Asset Id does not exist or is not compatible. Re-enter the entry.
xxxx — Selected assets must contain the same Utilization Measure Code. Util-	Invalid Selection. The Utilization Measure Codes need to match. Re-try the selection.

ization Measure Codes do not match.	
xxxx — One or more schedules contain values that are invalid. You must make corrections to the schedule or remove them from the grid before you can save.	Invalid Selection. Revisions are needed to save. Correct the errors or delete the schedule from the grid. Re-try the selection.

Related Topics

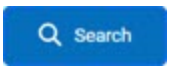
- Delete a Preventive Maintenance Schedule — Asset Assignment
- Maintenance Schedule Browse
- Asset Id Assign Browse

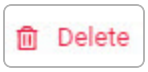
Delete a Preventive Maintenance Schedule — Asset Assignment

Overview

The Schedule Preventive Maintenance — Asset Assignment Delete pop-up window allows removal of an ASSET ID from the Preventive Maintenance Schedule or a MAINT SCHED ID from an Asset Assignment.

Navigation

Maintenance > SCHED PREVENT MAINT > Asset Assignment > 

> (desired record) > 

> Schedule Preventive Maintenance — Asset Assignment Delete pop-up window

Page Fields

The following fields display on the **Schedule Preventive Maintenance — Asset Assignment Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Procedures

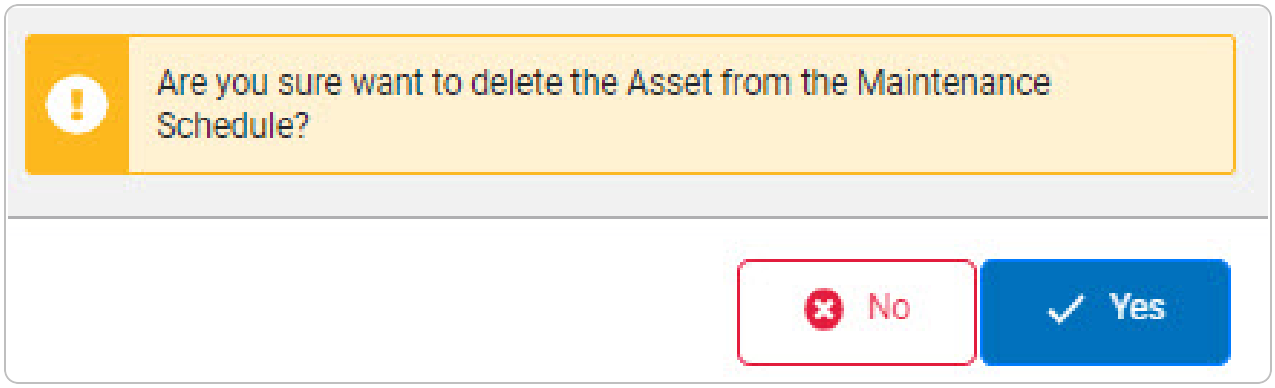
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Preventive Maintenance Schedule — Assign Assignment — Asset Id

Selecting No *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click to select the desired Asset Id. *The row becomes highlighted, and the* Delete *button becomes available.*
2. Select Delete. *The* ***Schedule Preventive Maintenance Delete*** *pop-up window appears.*

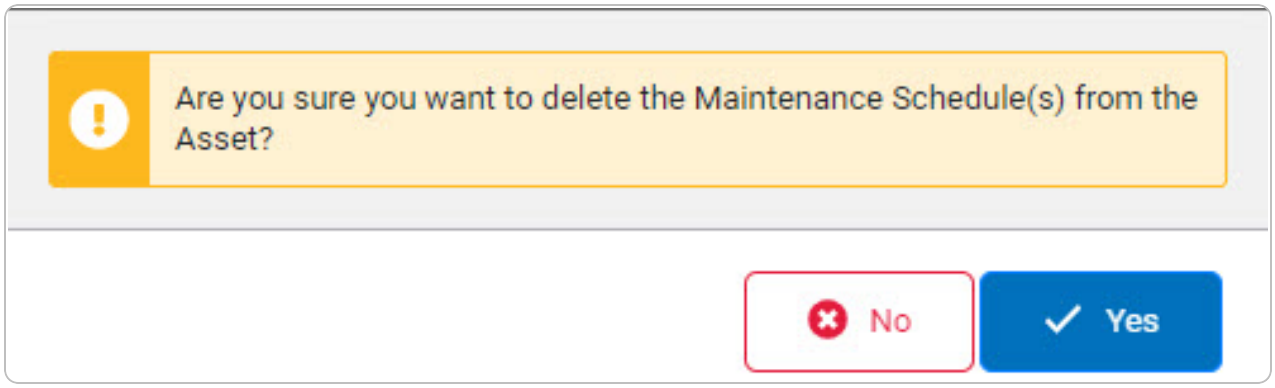


3. Select Yes. Succesfully deleted assets *appears and the entry is removed from the Search Results grid.*

Delete a Preventive Maintenance Schedule — Assign Assignment — Maint Sched Id

1. Click to select the desired Maint Sched Id. *The row becomes highlighted, and the* Delete *button becomes available.*

2. Select Delete. *The **Schedule Preventive Maintenance Delete** pop-up window appears.*



3. Select Yes. Successfully deleted schedule(s). *appears and the entry is removed from the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Preventive Maintenance Schedule — Asset Assignment

Search for a WRNTY/SVC/SUBSCRIPTION — Terms/COND — Criteria

Overview

The Maintenance and Utilization module Warranty/Service/Subscription — Terms/Conditions Search Criteria process provides the ability to create, update, and delete warranties, extended warranties, services and subscription information.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Terms/Conditions > WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Contract Use Cd *
CAGE Cd
Contract Nbr
Asset Id
Serial Nbr
Secondary Serial Number
Stock Nbr
UII

Search Results Grid

Update
Delete
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN

(*) Asterisk identifies mandatory fields.

Procedures

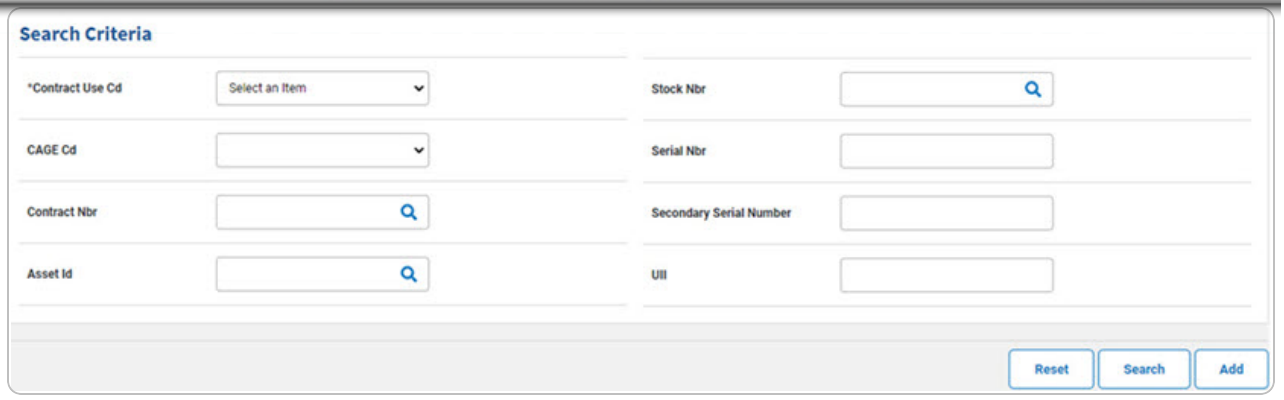
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a WRNTY/SVC/SUBSCRIPTION — Terms/COND

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.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



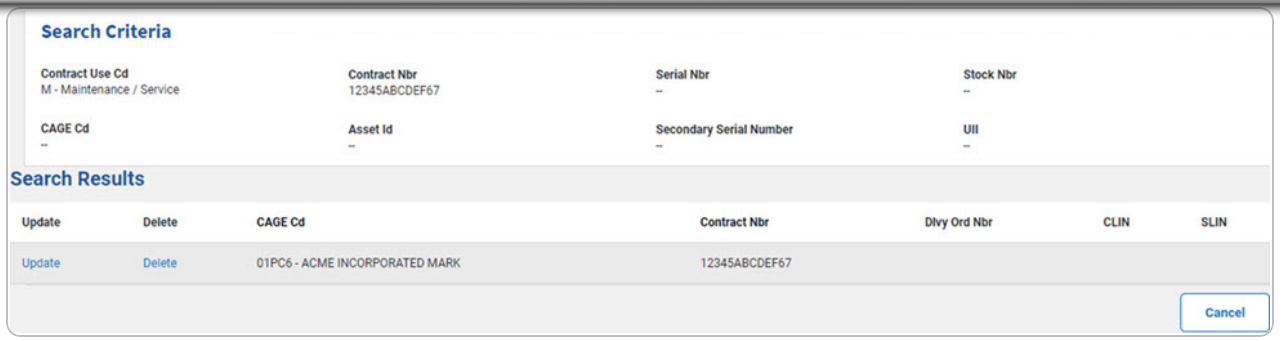
- Use to select the Contract Use Cd. *The choices for the CAGE CD depend upon this code.*
- Use to select the CAGE Cd.
- Enter the CONTRACT NBR, or use to browse for the number. *This is a 50 alpha-numeric character field.*

  Contract Nbr Browse help
- Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

  Asset Id Browse help
- Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

  Stock Nbr Browse help
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Wrnty/Svc/Subscription - Terms/Cond Search Results** page appears.*



Add a Wrnty/Svc/Subscription — Terms/Cond

1. Use ⌄ to select the Contract Use Cd. *The choices for the CAGE Cd depend upon this code.*
2. Select Add. *The **Wrnty/Svc/Subscription — Terms/Cond Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Contract Use Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CAGE Cd*.	
13 — Mandatory Entry: *CAGE Cd required for Add when Contract Nbr specified.*	

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
1 — Record must exist: *CONTRACT NBR*.	Select Contract Number to search for a valid number.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report
- Contract Nbr Browse
- Asset Id Browse
- Stock Nbr Browse

Search for the WRNTY/SVC/SUBSCRIPTION — Terms/COND — Results

Overview

The WRNTY/SVC/SUBSCRIPTION — TERMS/COND Search Results process provides the ability to update or delete a clause for a Contract Line.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search > WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Contract Use Cd
CAGE Cd

Contract Nbr
Asset Id
Serial Nbr
Secondary Serial Number
Stock Nbr
UII

Search Results Grid

Update
Delete
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update a Wrnty/Svc/Subscription — Terms/Cond

Select the Update hyperlink. *The* ***Wrnty/Svc/Subscription — Terms/Cond Update*** *page appears.*

Delete a Wrnty/Svc/Subscription — Terms/Cond

Select the Delete hyperlink. *The* ***Wrnty/Svc/Subscription — Terms/Cond Delete*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.

Related Topics

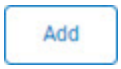
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

Add a WRNTY/SVC/SUBSCRIPTION — Terms/COND

Overview

TheWRNTY/SVC/SUBSCRIPTION — Terms/COND Add process provides the ability to create new clauses per contract line.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > 

> WRNTY/SVC/SUBSCRIPTION — Terms/COND Add page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
14	Select "Cancel" button to return to previous page.

Add Grid

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures

Equipment Purchase Grid

Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Maintenance / Service Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Extended Warranty Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Subscriptions Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Blanket Purchase Agreement Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail

CAGE Cd
Org Nm
Phone Nbr
E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks

Clauses Grid

Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Desc
Util Measure Cd
Util Measure Qty

Clauses Update Grid

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Provider

Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail

CAGE Cd
Org Nm
Phone Nbr
E-mail Address
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

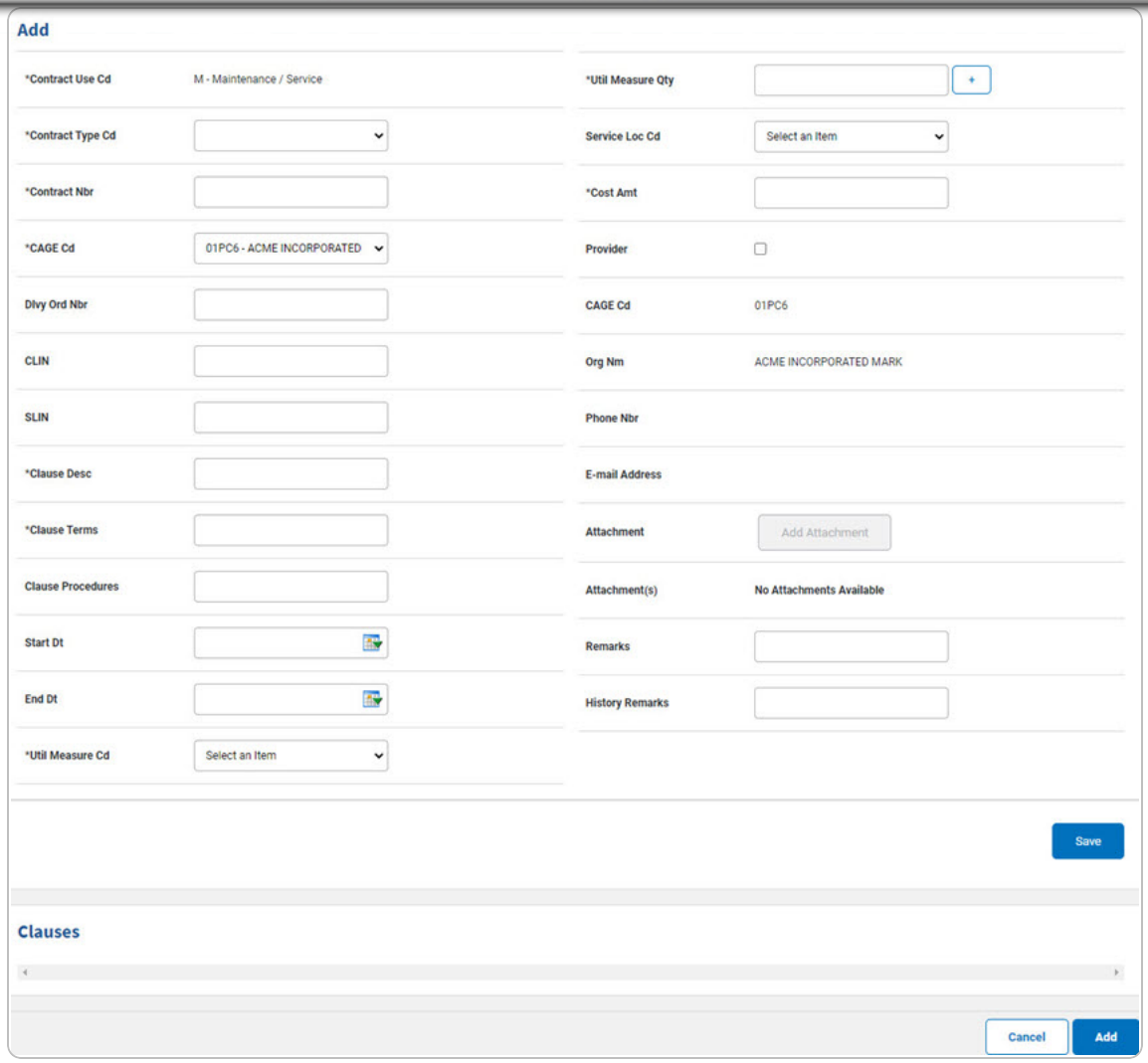
Click the following link to display M&U Navigation Tips.

Add a Wrnty/Svc/Subscription — Terms/Cond

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

1. Use ⌄ to select the Contract Use Cd.

2. Select Add. *The* ***Wrnty/Svc/Subscription— Terms/CondAdd*** *page appears.*



A. *The CONTRACT USE CD automatically populates and is not editable.*

B. Use ⌄ to select the Contract Type Cd.

C. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

D. Use ⌄ to select the CAGE Cd.

E. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

F. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

G. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

H. Enter the CLAUSE DESC in the field provided. *This is a 1,024 alphanumeric character field.*

I. Enter the Clause Terms in the field provided. *This is a 8 alphanumeric character field.*

J. Enter the Clause Procedures in the field provided. *This is a 1,024 alphanumeric character field.*

K. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Use to select the Util Measure Cd.

N. Enter the UTIL MEASURE QTY in the field provided. *This is an 8 numeric character field.*

Helpful Tip

Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Use to select the Service Loc Cd.

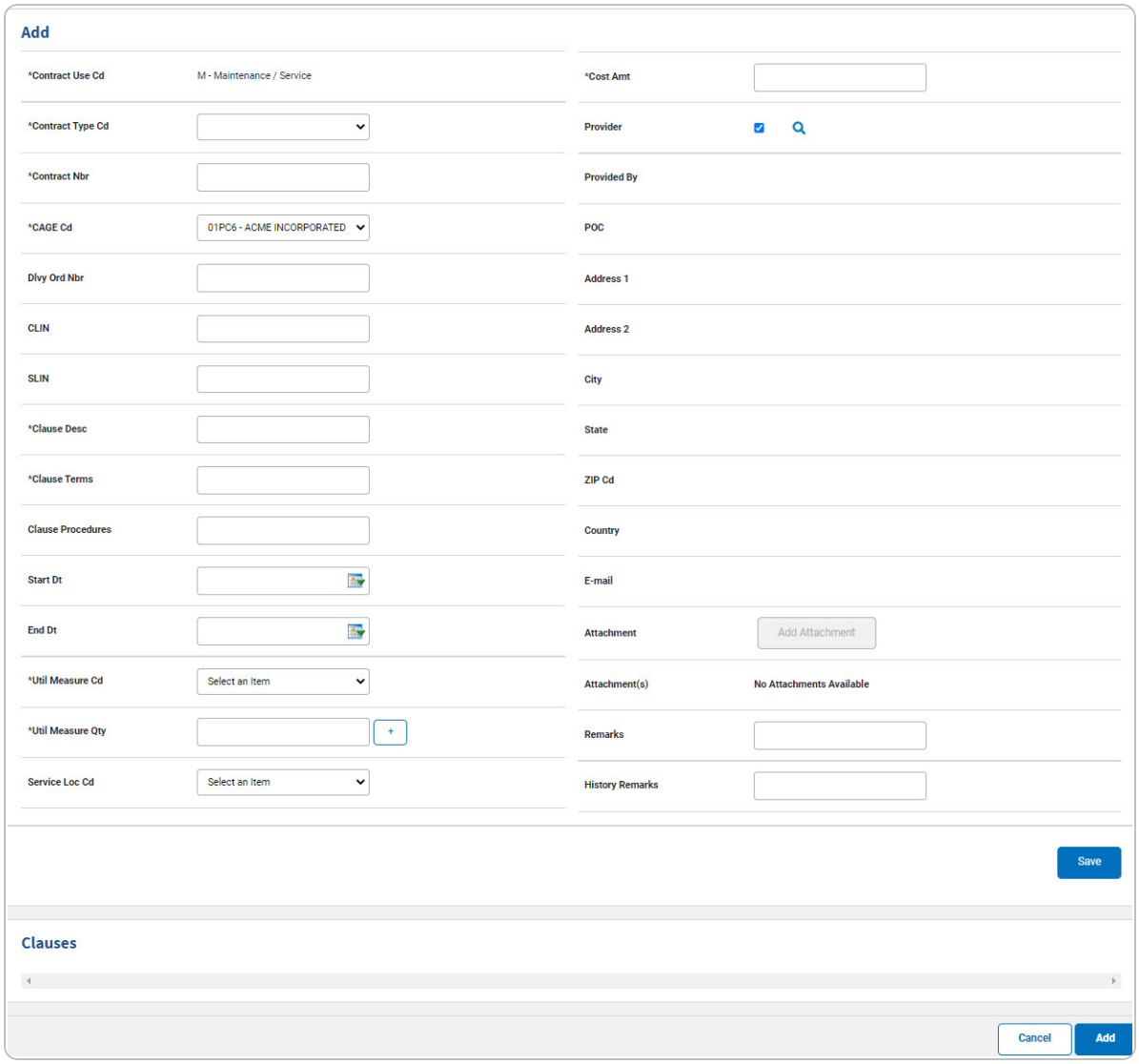
P. Enter the SERVICE LOC NM in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.

Q. Enter the COST AMT in the field provided. *This is a 12 numeric character field.*

R. Click ☐ to select the Provider. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use 🔍 to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

S. *The CAGE CD automatically populates and is not editable.*

T. *The ORG NM automatically populates and is not editable.*

U. *The PHONE NBR automatically populates and is not editable.*

V. *The E-MAIL Address automatically populates and is not editable.*

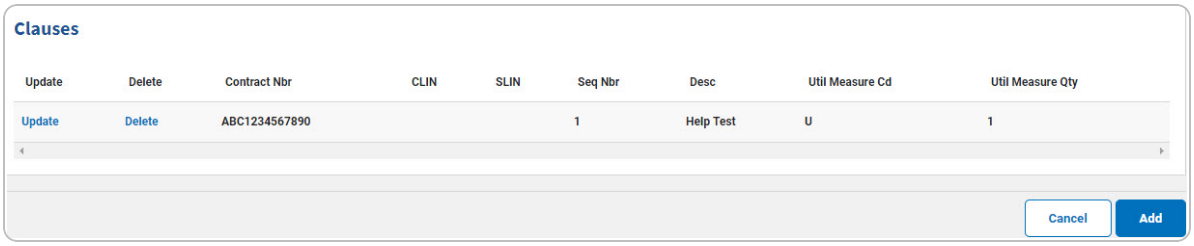
W. *The Attachment automatically populates and is not editable.*

X. *The Attachment(s) automatically populates and is not editable.*

Y. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

Z. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

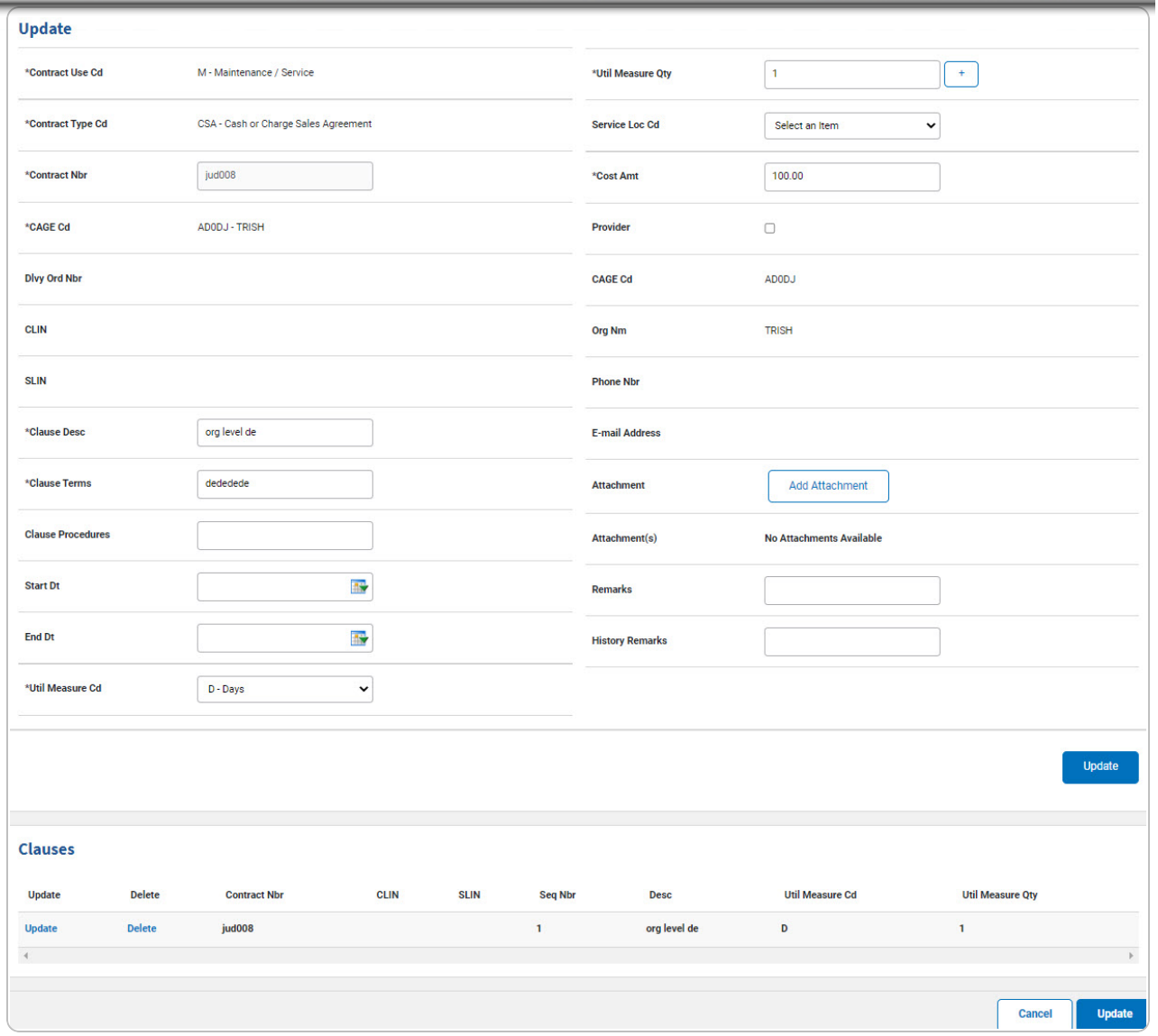
AA. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*



3. Select Add. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Update a Clause

1. Select the Update hyperlink. *The fields in the Update panel populate with the desired Clause information.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

I. Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

K. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Update the Util Measure Cd, using to select the desired code.

N. Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

Helpful Tip

Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Update the Service Loc Cd, using to select the desired code.

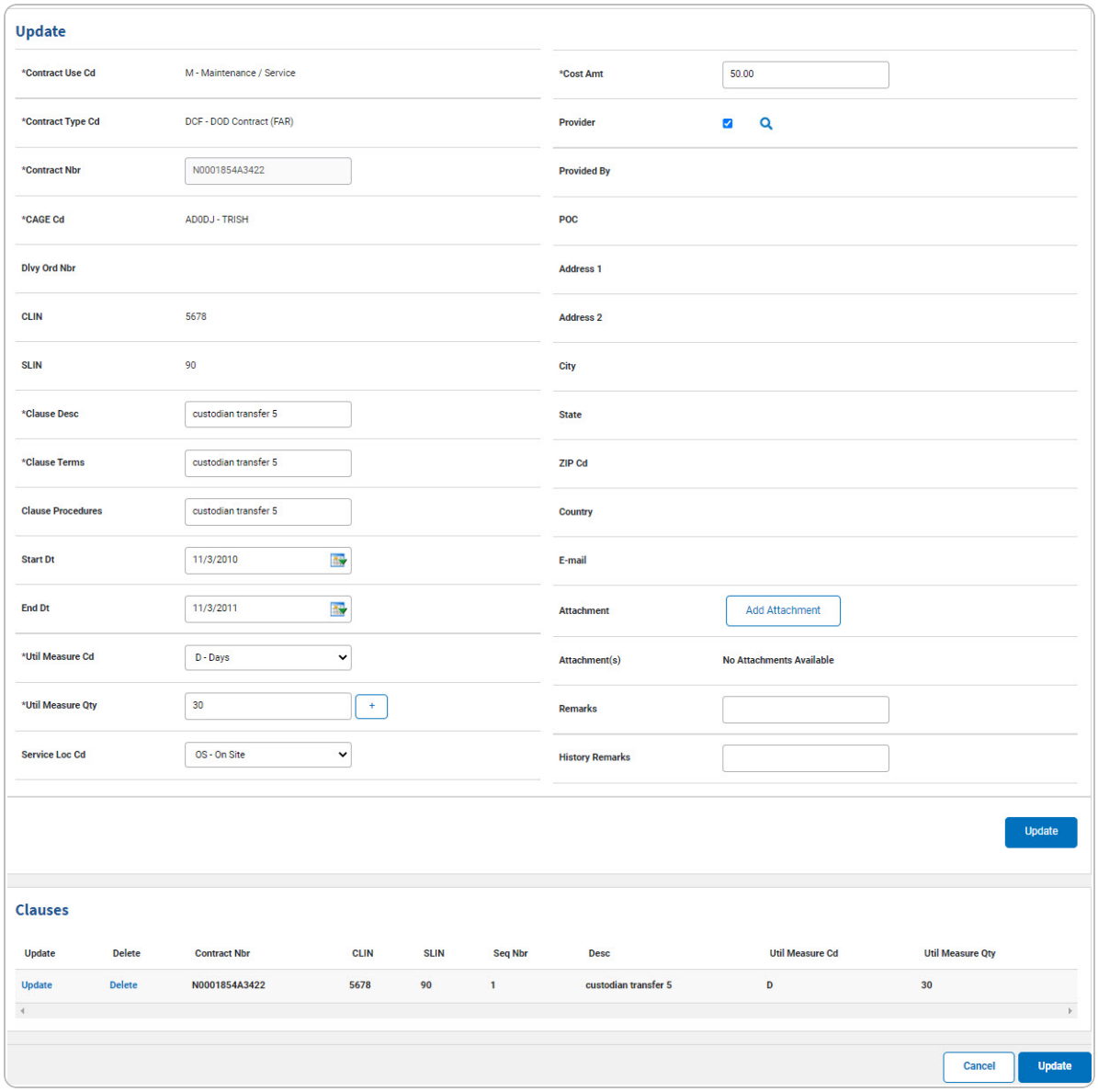
P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.

Q. Update the COST AMT, entering the revised quantity in the field provided. *This is a 12 numeric character field.*

R. Verify the Provider contains the appropriate ☑ or ☐. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use 🔍 to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

S. *Verify the CAGE CD.*

T. *Verify the ORG NM.*

U. *Verify the PHONE NBR.*

V. *Verify the E-MAIL Address.*

W. Select Add Attachment. *The **Maintenance Attachment Add** page appears.*

X. *Verify the Attachment(s).*

Y. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

Z. Update the History Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

AA. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Delete a Clause

1. Select the Delete hyperlink. *The clause is instantly removed from the Clauses grid.*

2. Select Update. *The **View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Util Measure Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Util Measure Qty*.	
13 — Mandatory Entry: *Clause Desc*.	
13 — Mandatory Entry: *Clause Terms*.	
13 — Mandatory Entry: *Service Location Name*.	
13 — Mandatory Entry: *Cost Amt*.	
13 — Mandatory Entry: *CLIN*.	

92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
553 — CONTRACT NBR consists of 13 POS: POS 1—6 = DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
492 — Invalid CLIN. First 2 — POS must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
xxxx — Cannot commit clauses until current clause is updated.	Invalid Entry. The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update. Save the top information before continuing.
xxxx — No clause information found in Clauses grid.	Invalid Entry. Insert the clause information to proceed. Re—enter the entry.
xxxx — Invalid entry: *Contract Nbr - Invalid Format*	Invalid Entry. The Contract Nbr format is incorrect. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers. Re-enter the Contract Nbr.

xxxx — Only 50 records can be processed at a time.	Invalid Entry. Over 50 records have been added. Remove the extra records and re-try the entry.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report
- Address Browse

Update a WRNTY/SVC/SUBSCRIPTION — Terms/COND

Overview

The WRNTY/SVC/SUBSCRIPTION — Terms/COND Update process allows editing of existing clauses per contract line.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search > Search Results > Update hyperlink > WRNTY/SVC/SUBSCRIPTION — Terms/COND Update page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
62	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Update Grid

Contract Use Cd *

Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures

Equipment Purchase Grid

Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Maintenance / Service Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Extended Warranty Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Subscriptions Grid

Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Blanket Purchase Agreement Grid

Start Dt
End Dt

Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *

Provider

Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail

CAGE Cd
Org Nm
Phone Nbr
E-mail Address
Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

Clauses Grid

Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Desc
Util Measure Cd
Util Measure Qty

Clauses Update Grid

Contract Use Cd *

Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail

CAGE Cd
Org Nm
Phone Nbr
E-mail Address
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

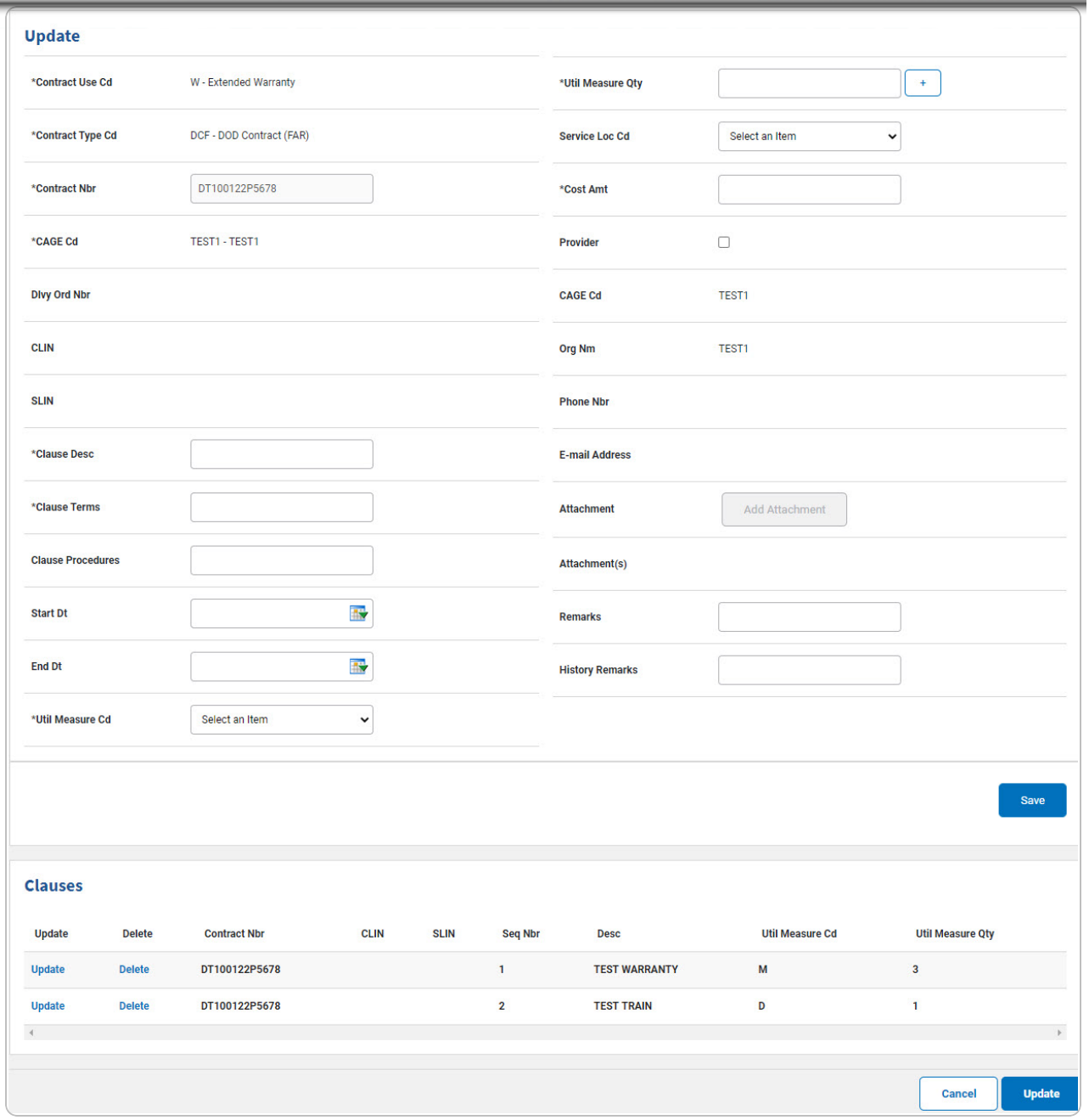
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Wrnty/Svc/Subscription — Terms/Cond

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

1. Select the Update hyperlink. *The **Wrnty/Svc/Subscription — Terms/Cond Update** page appears.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

I. Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

K. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

> **Note**
> When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Update the Util Measure Cd, using to select the desired code.

N. Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

> **Helpful Tip**
> Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Update the Service Loc Cd, using to select the desired code.

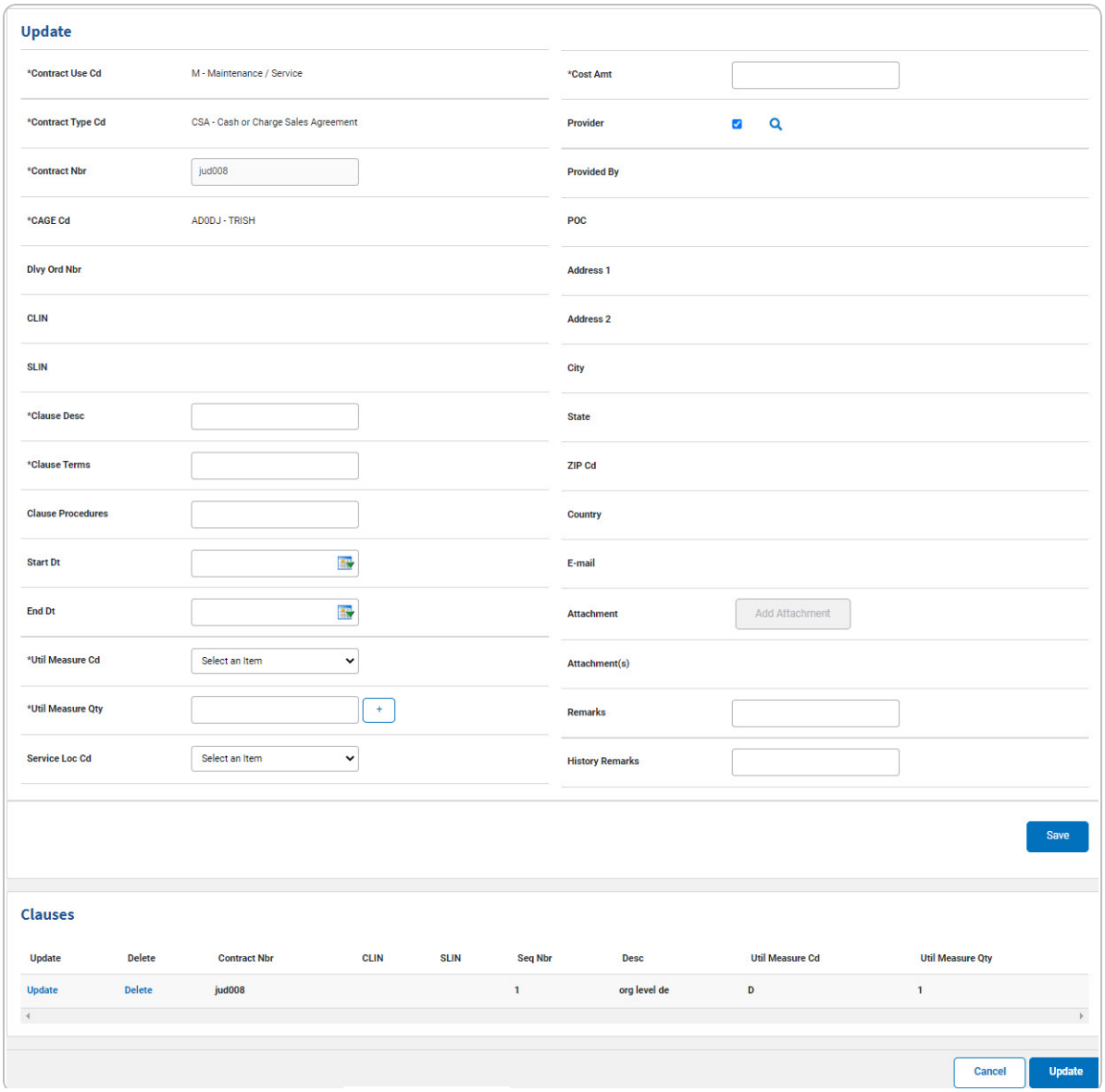
P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.

Q. Update the COST AMT, entering the revised quantity in the field provided. *This is a 12 numeric character field.*

R. Verify the Provider contains the appropriate ☑ or ☐. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

S. *Verify the CAGE CD.*

T. *Verify the ORG NM.*

U. *Verify the PHONE NBR.*

V. *Verify the E-MAIL Address.*

W. Update the Transfer Level Cd, using to select the desired code.

X. *Verify the Attachment.*

Y. *Verify the Attachment(s).*

Z. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

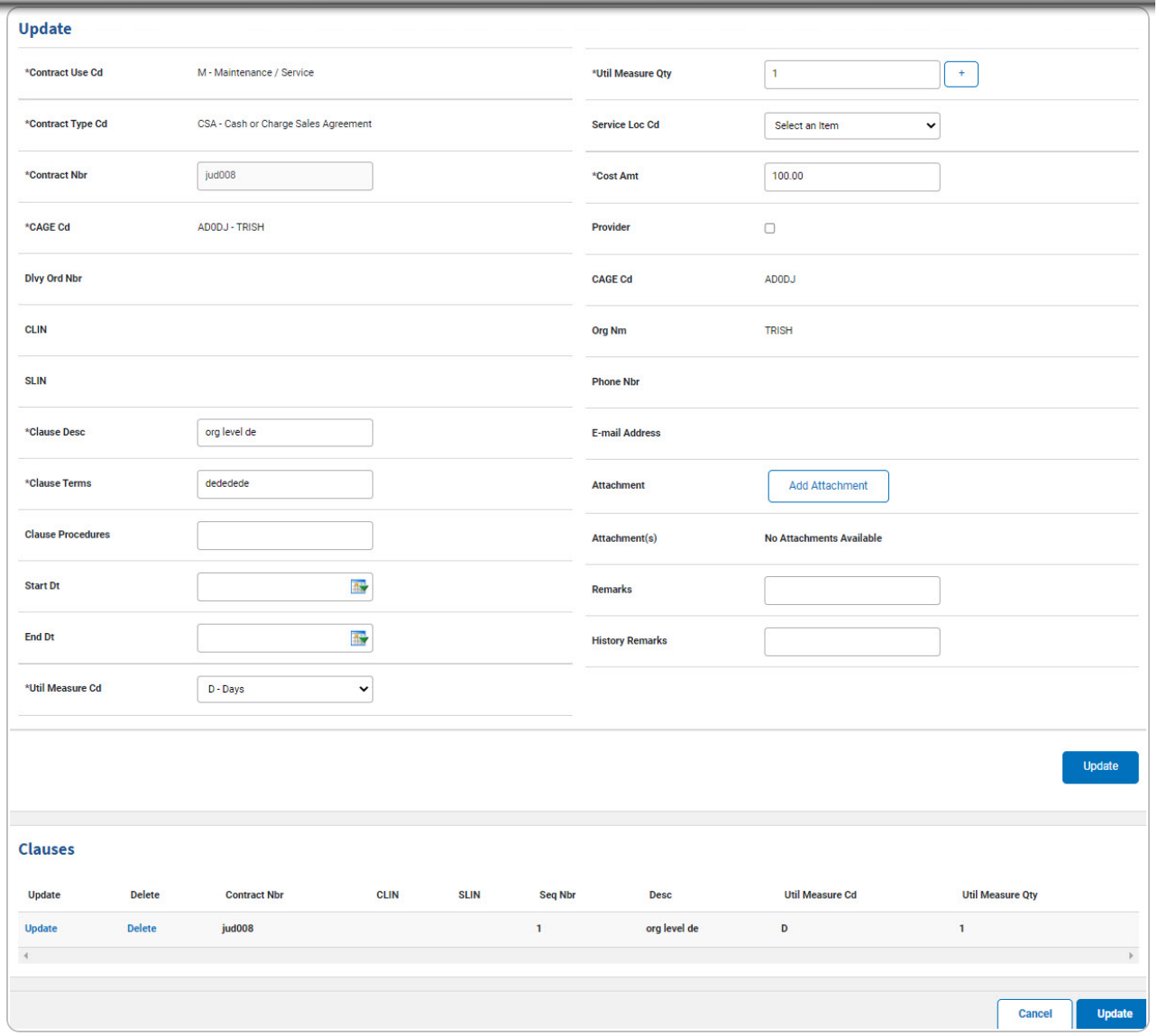
AA. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

AB. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Update a Clause

1. Select the Update hyperlink. *The fields in the Update panel populate with the desired Clause information.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

I. Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

K. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Update the Util Measure Cd, using to select the desired code.

N. Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

Helpful Tip

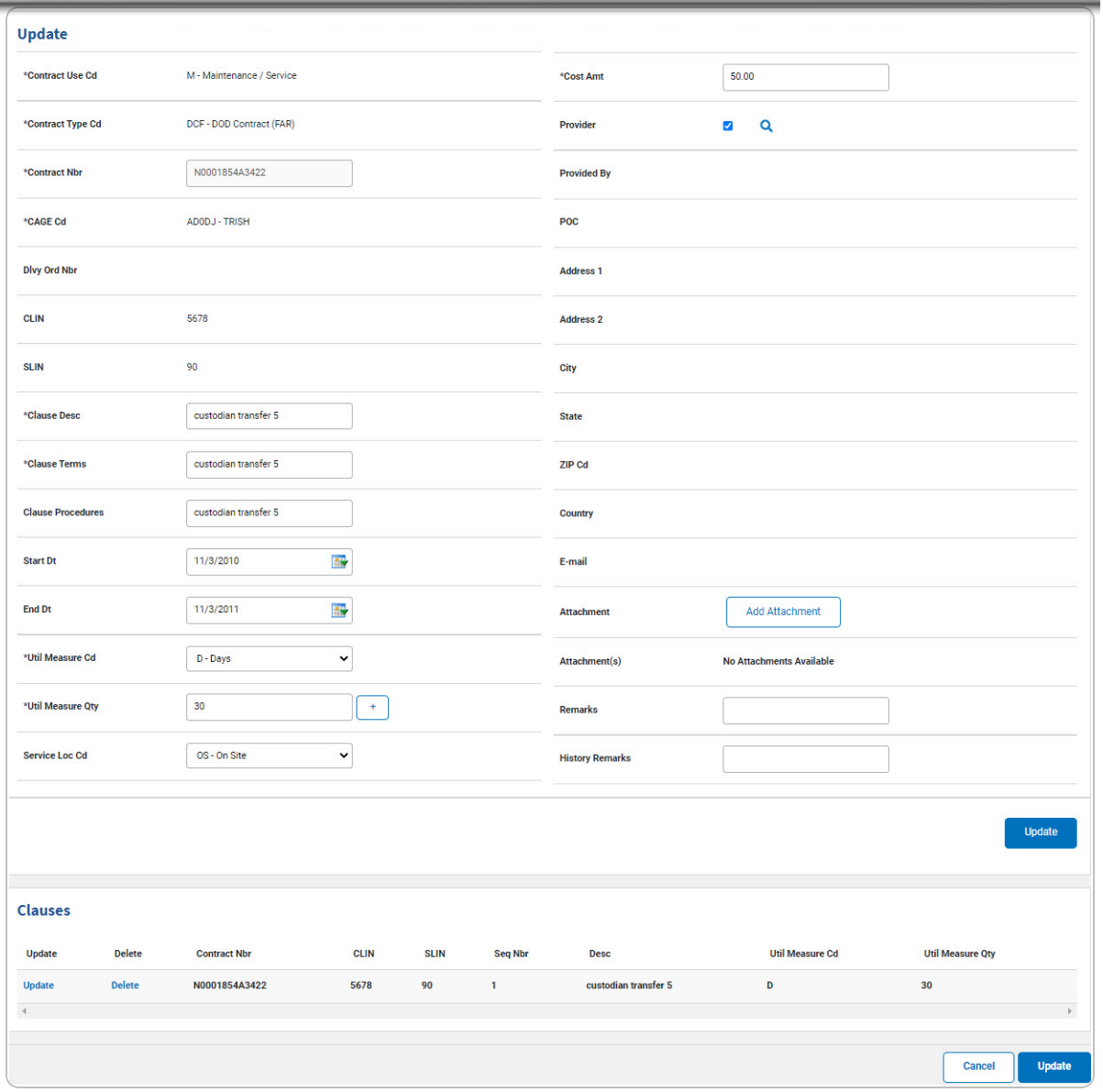
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Update the Service Loc Cd, using to select the desired code.

P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

Q. Update the COST AMT, entering the revised quantity in the field provided. *This is a 12 numeric character field.*

R. Verify the Provider contains the appropriate ☑ or ☐. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

S. *Verify the CAGE CD.*

T. *Verify the ORG NM.*

U. *Verify the PHONE NBR.*

V. *Verify the E-MAIL Address.*

W. Select Add Attachment. *The **Maintenance Attachment Add** page appears.*

X. *Verify the Attachment(s).*

Y. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

Z. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

AA. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Delete a Clause

1. Select the Delete hyperlink. *The clause is instantly removed from the Clauses grid.*

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Util Measure Cd*.	
13 — Mandatory Entry: *Util Measure Qty*.	
13 — Mandatory Entry: *Clause Desc*.	
13 — Mandatory Entry: *Clause Terms*.	
13 — Mandatory Entry: *Service Location Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Cost Amt*.	
13 — Mandatory Entry: *CLIN*.	
13 — Mandatory Entry: *SLIN*.	
13 — Mandatory Entry: *Start Dt*.	

350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
xxxx — Cannot commit clauses until current clause is updated.	Invalid Entry. The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update. Save the top information before continuing.
xxxx — WRNTY/SVC/SUB can only be added 50 at a time.	Invalid Entry. There can only be up to 50 clauses per Contract Number at a time. Start a new contract before adding any more clauses.
xxxx — Invalid entry: *START DT*	Invalid Entry. The START DT format is incorrect. Re-enter the START DT.
xxxx — Invalid entry: *END DT*	Invalid Entry. The END DT format is incorrect. Re-enter the END DT.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond

- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report
- Address Browse

Delete a Wrnty/Svc/Subscription — Terms/Cond

Overview

The Wrnty/Svc/Subscription — Terms/Cond Delete process allows removal of existing clauses per Contract Line.

Navigation

Maintenance > Wrnty/Svc/Subscrip > Terms/Conditions > Search Criteria > Search > Search Results > Delete hyperlink > Wrnty/Svc/Subscription — Terms/Cond Delete page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription — Terms/Cond Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
History Remarks

Clauses Grid

Seq Nbr

Desc
Util Measure Cd
Util Measure Qty

(*) Asterisk identifies mandatory fields.

Procedures

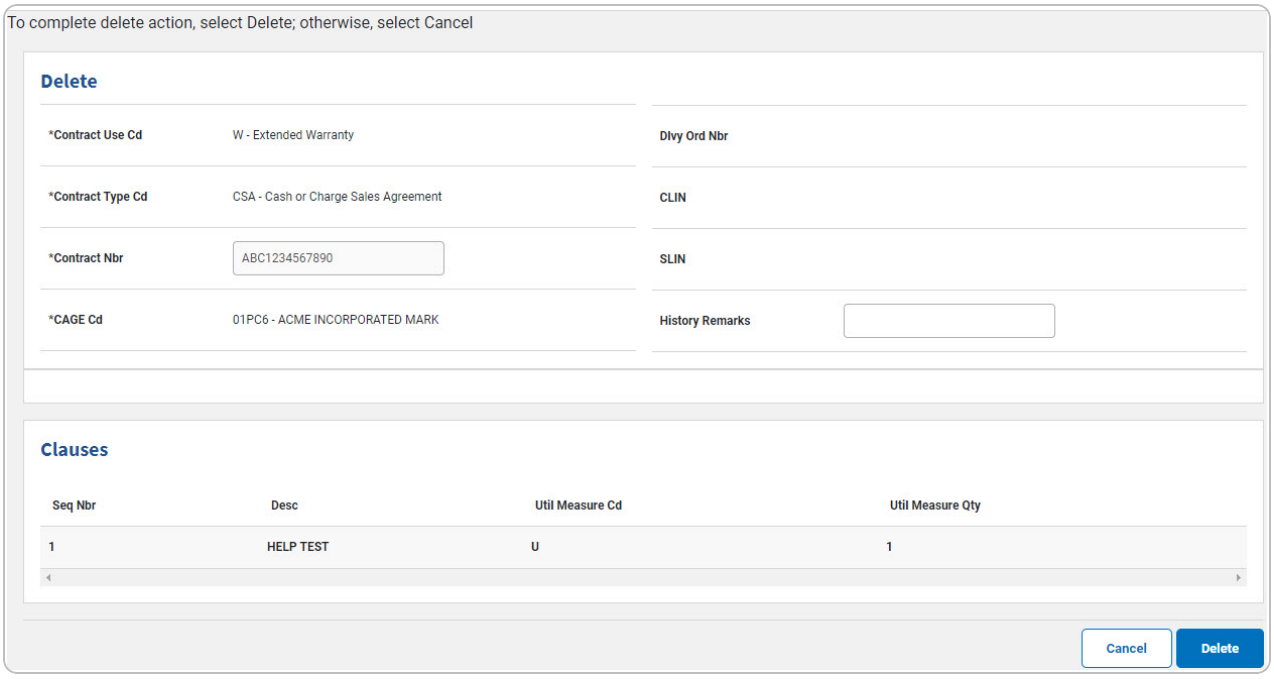
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Wrnty/Svc/Subscription — Terms/Cond

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

1. Select the Delete hyperlink. *The **Wrnty/Svc/Subscription — Terms/Cond Delete** page appears.*



A. *Verify the Contract Use Cd.*

B. *Verify the Contract Type Cd.*

C. *Verify the Contract Nbr.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

I. *Verify the Clauses Grid.*

a. *Verify the SEQ NBR.*

b. *Verify the DESC.*

c. *Verify the UTIL MEASURE CD.*

d. *Verify the UTIL MEASURE QTY.*

2. Select Delete. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond

- Update a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

View the WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status

Overview

The WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status process displays a verification of the creations, updates, or deletions performed.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > *VARIOUS PROCEDURAL STEPS* > WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
62	Select "Update" button to revise selected fields in record(s).

14	Select "Cancel" button to return to previous page.

Transaction Status Grid

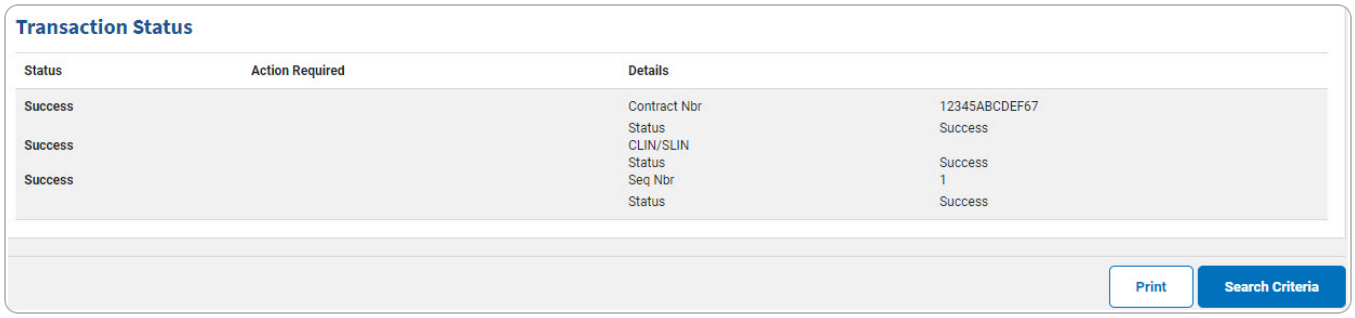
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Wrnty/Svc/Subscription — Terms/Cond Report Export** page appears.*
5. Select Search Criteria. *The **Wrnty/Svc/Subscription — Terms/Cond Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

Export a Wrnty/Svc/Subscription — Terms/Cond Report

Overview

The Wrnty/Svc/Subscription — Terms/Cond Report Export process provides the ability to save the Wrnty/Svc/Subscription — Terms/Cond Report in different formats.

Navigation

Maintenance > Wrnty/Svc/Subscrip > Terms/Conditions > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Wrnty/Svc/Subscription — Terms/Cond Report Export page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription — Terms/Cond Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

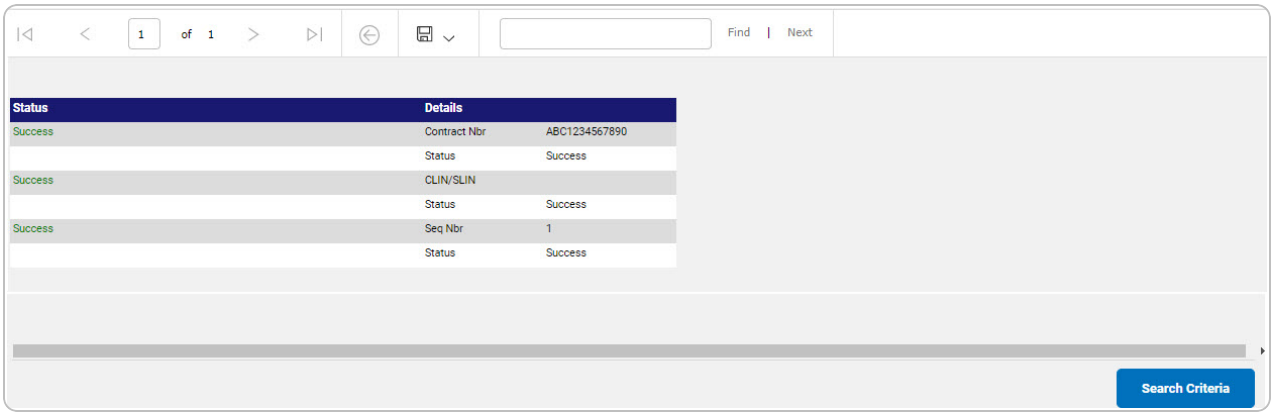
Procedures

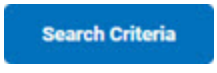
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription — Terms/Cond Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select  . *The **Wrnty/Svc/Subscription — Terms/Cond Search Criteria** page appears.*

Search the Results

1. Select the empty field

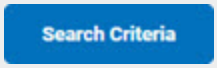
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select 

. *The **Wrnty/Svc/Subscription — Terms/Cond Search Criteria** page appears.* |

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status

Search for a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC — Criteria

Overview

The Maintenance and Utilization module Warranty/Service/Subscription — Asset Association process provides the ability to update warranty, extended warranty, service, and subscription information supplied with an asset purchase.

Note

The options for CAGE CD are based on the contractors created in the Warranty/Service/Subscription Process. Choosing a CAGE CD further helps to eliminate the number of rows returned from the database when searching for a record.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Asset ASSOC > WRNTY/SVC/SUBCRIPTION — Asset ASSOC Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Stock Nbr
Serial Nbr
Secondary Serial Nbr
UII

Search Results Grid

Update
CAGE Cd
Contract Nbr
Contract Use Cd
Dlvy Ord Nbr
CLIN
SLIN

Procedures

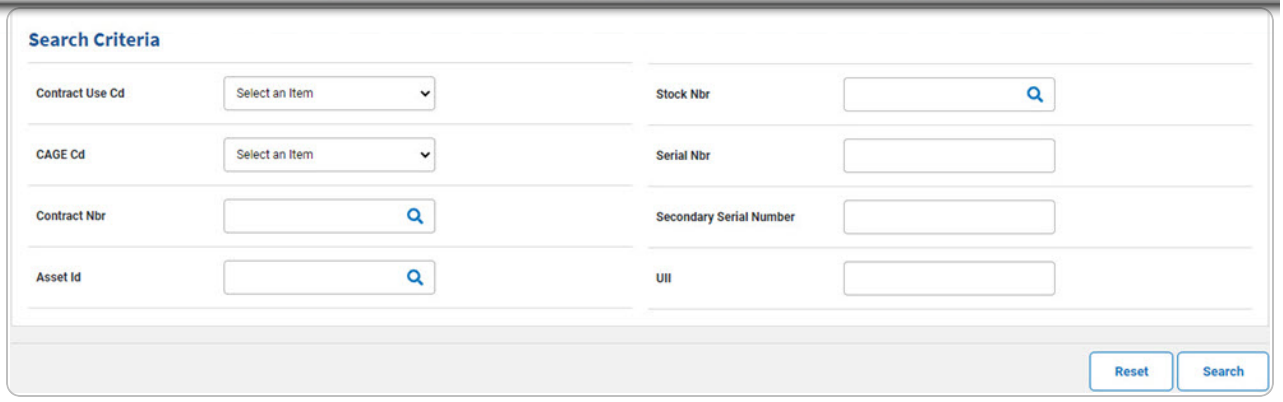
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Wrnty/Svc/Subcription — Asset Assoc

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.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



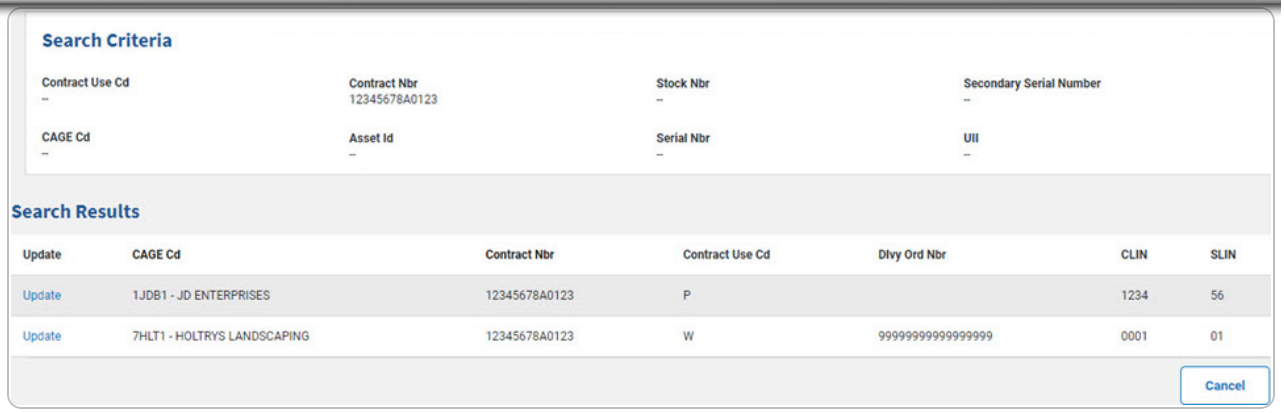
- Use to select the Contract Use Cd.
- Use to select the CAGE Cd.
- Enter the CONTRACT NBR, or use to browse for the number. *This is a 50 alpha-numeric character field.*

  Contract Nbr Browse help
- Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

  Asset Id Browse help
- Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

  Stock Nbr Browse help
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 20 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Wrnty/Svc/Subscription — Asset Assoc Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- Update a Wrnty/Svc/Subscription — Asset Assoc
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status
- Export a Wrnty/Svc/Subscription — Asset Assoc Report
- Contract Nbr Browse
- Asset Id Browse
- Stock Nbr Browse

Search for a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC — Results

Overview

The WRNTY/SVC/SUBCRIPTION — Asset ASSOC Search Results process provides the ability to update Asset Associations.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > Search > WRNTY/SVC/SUBCRIPTION — Asset ASSOC Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Stock Nbr

Serial Nbr
Secondary Serial Nbr
UII

Search Results Grid

Update
CAGE Cd
Contract Nbr
Contract Use Cd
Dlvy Ord Nbr
CLIN
SLIN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Wrnty/Svc/Subscription — Asset Assoc

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

Select Update hyperlink. *The* ***Wrnty/Svc/Subscription — Asset Assoc Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. Select at least one record to perform an action. To return to the Search Criteria page, click Cancel.

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Update a Wrnty/Svc/Subscription — Asset Assoc
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

Update a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC

Overview

The WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Update process allows editing of an Asset Association.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP >Asset ASSOC > Search Criteria > Search > Search Results > Update hyperlink > WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Update page

Page Fields

The following fields display on the**WRNTY/SVC/SUBSCRIPTION — Asset Assoc Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
336	When complete select "Update" to process single and/or multiple records.
13	Select "Reset" button to clear data.

14	Select "Cancel" button to return to previous page.

WRNTY/SVC/SUBSCRIPTION — Asset Assoc (Update Grid)

CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Asset Id *
Select/Deselect

WRNTY/SVC/SUBSCRIPTION — Asset Assoc Save Grid

Remove
Asset Id
Item Desc
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Status

(*) Asterisk identifies mandatory fields.

Procedures

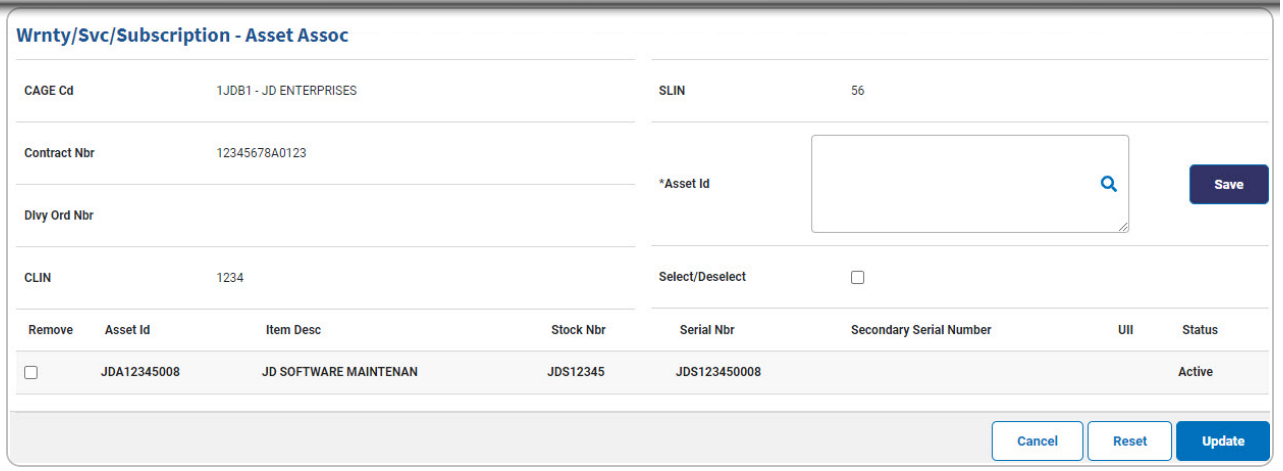
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a WRNTY/SVC/SUBSCRIPTION — Asset Assoc

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 the Update hyperlink. *The* ***WRNTY/SVC/SUBSCRIPTION — Asset Assoc Update*** *page appears.*



A. *Verify the CAGE CD.*

B. *Verify the CONTRACT NBR.*

C. *Verify the DLVY ORD NBR.*

D. *Verify the CLIN.*

E. *Verify the SLIN.*

F. Enter the ASSET ID, or use 🔍 to browse for the asset. *This is a 12 alphanumeric character field.*

Asset Id Browse help

G. Select Save. *The entry appears in the WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Save Grid.*

H. Click ☐ to select the Select/Deselect. *This selects or deselects all of the entries in the save grid.*

2. Select Update. *The **Wrnty/Svc/Subscription — Asset Assoc Transaction Status** page appears.*

Remove a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC

1. Click ☐ next to the desired entry to Remove . *The entry is selected for removal.*

Note

There is no Delete page in this process. When a record is selected for removal, the WRNTY/SVC/SUBSCRIPTION - Asset ASSOC is deleted once clicking Update.

2. Select Update. *The **Wrnty/Svc/Subscription — Asset Assoc Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
13 — Mandatory entry: ASSET ID.	Missing Entry. Enter the appropriate information in the desired field. Re-enter the entry.
9 — No change(s) made to record.	Missing Entry. To Update, add a record. Re-enter the entry.
xxxx — Asset already exists in grid.	Invalid Entry. The Asset is already in use. Re-enter the entry.

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

- Asset Id Browse

View the WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status

Overview

The WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status process displays a verification of the updates performed.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

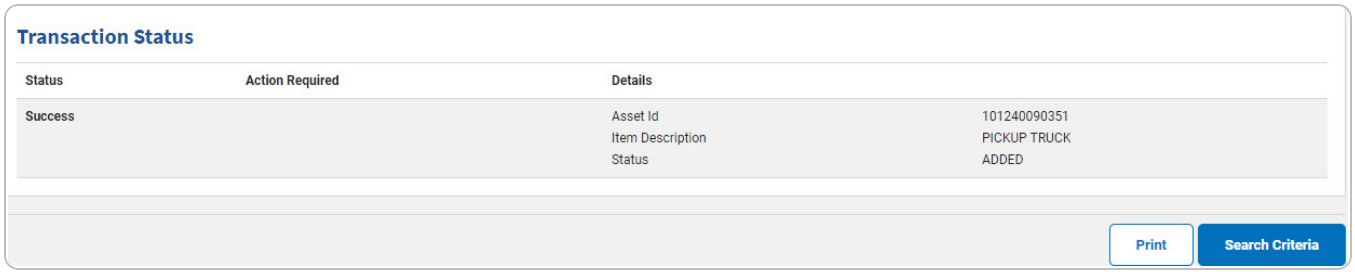
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Wrnty/Svc/Subscription — Asset Assoc Report Export** page appears.*
5. Select Search Criteria. *The **Wrnty/Svc/Subscription — Asset Assoc Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- Update a Wrnty/Svc/Subscription — Asset Assoc
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

Export a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Report

Overview

The WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Report Export process provides the ability to save the WRNTY/SVC/SUBSCRIPTION - Asset ASSOC report in different formats.

Navigation

Maintenance > WRNTY/SVC/SUBSCRIP >Asset Assoc > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Report Export page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

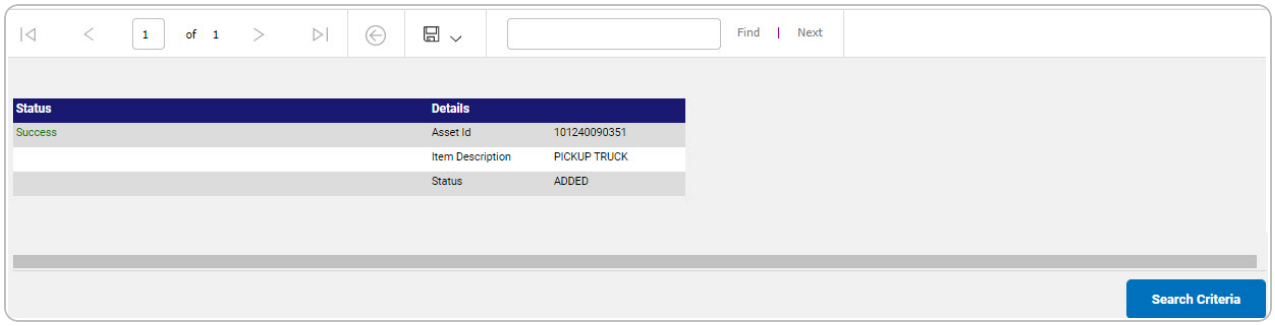
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Wrnty/Svc/Subscription — Asset Assoc Search Criteria** page appears.*

Search the Results

1. Select the empty field

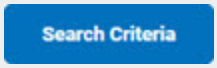
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select 

. *The **Wrnty/Svc/Subscription — Asset Assoc Search Criteria** page appears.* |

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- Update a Wrnty/Svc/Subscription — Asset Assoc
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status

Search for a Maintenance Asset Utilization Record — Criteria

Overview

The Maintenance and Utilization module Maintenance Asset Utilization Record process provides the ability to add, update, and delete utilization records. The process allows the input of data, cumulative utilization, and fuel used for a period of time. Only records that exist on the MAM and have a Maintenance Management Code of UTL or MAU are visible, provided the operating personnel has access to the asset.

Navigation

Utilization > MAINT ASSET UTIL > Maintenance Asset Utilization Record Search Criteria page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
92	Date format must be MM/DD/YYYY.
356	When available, select Record UTIL button to create a new record.

376	When available, select Search button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Record Util - Single
Record Util - Multiple
Update/Delete Util

Record Util - Single or Update/Delete Util

Rptd Dt *
Asset Id
UII

Search Results Grid

Update
Delete
Asset Id
Tran Ref Id
Rptd Dt
Updtd By
Metered
Mtr Rdng
Tran Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd
Locked By Dispatch

Record UTIL - Multiple

Rptd From Dt *
Rptd To Dt *
Stock Nbr
LIN/TAMCN
Equip Pool
Dispatch Cd
Util Rptd

Search Results Grid

Select / Deselect
Asset Id
Metered
Mtr Rdng
Total Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Equip Pool
Dispatch Cd
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd

* Asterisk identifies mandatory fields.

Procedures

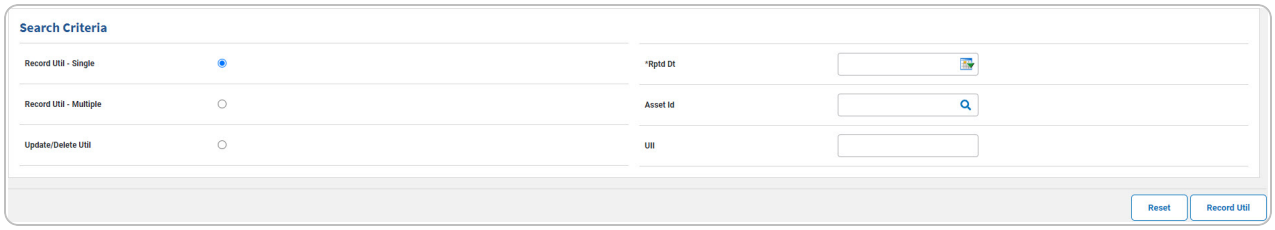
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Single

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 grid, the Record UTIL - Single is selected by default .



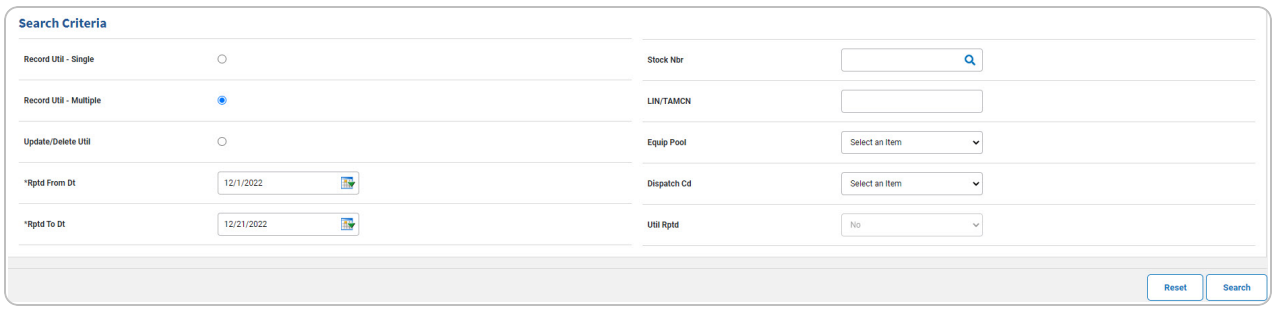
   - Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Narrow the results by entering one of the following fields:.
     - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

       Asset Id Browse help
     - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Record Util. *The **Maintenance Asset Utilization Record** page appears.*

Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Multiple

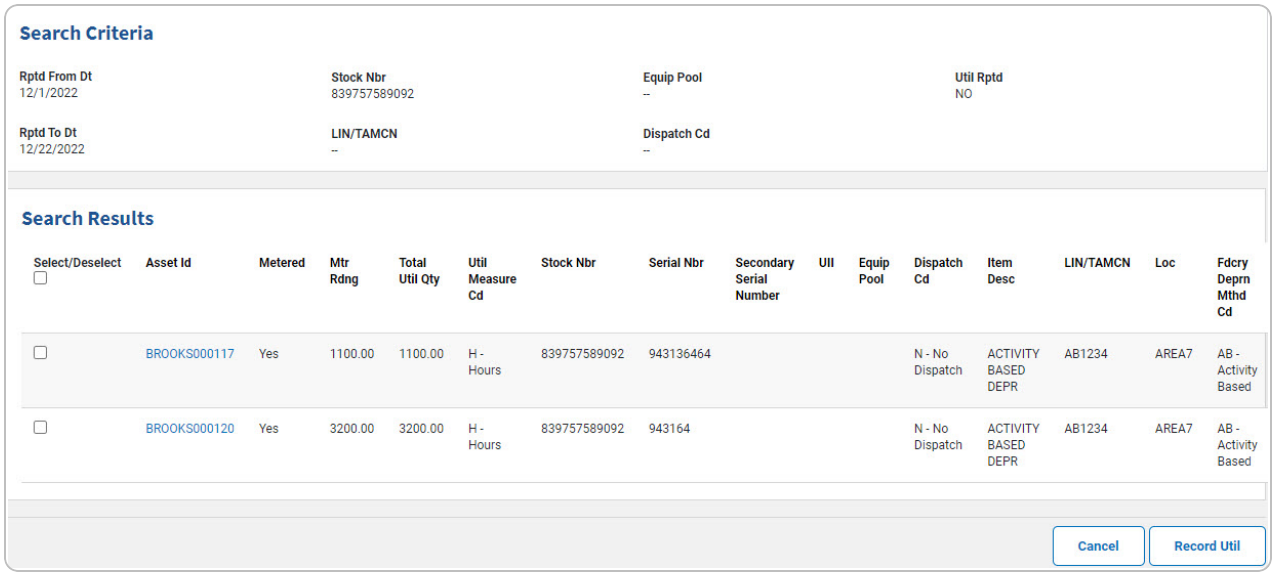
1. In the Search Criteria grid, select the Record UTIL - Multiple .



- Use to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following optional fields:.
  - Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

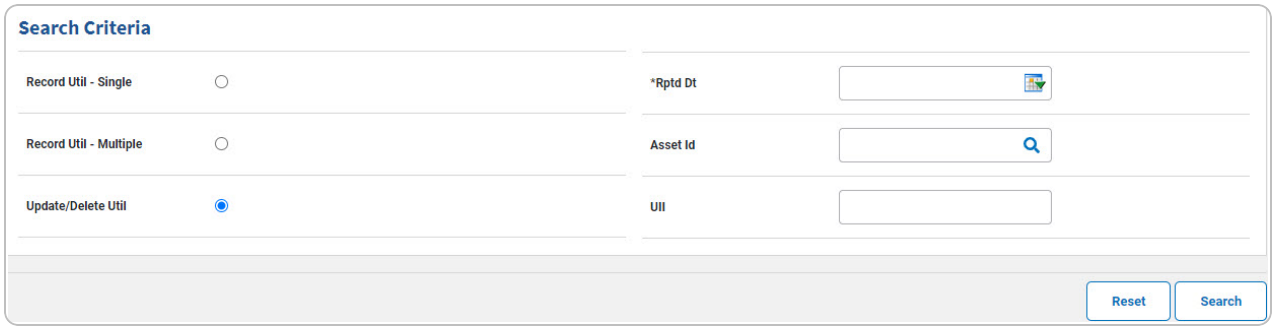
    Stock Nbr Browse help
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Use to select the Equip Pool.
  - Use to select the Dispatch Cd.
  - Use to select the Util Rptd.

2. Select Search. *The **Maintenance Asset Utilization Search Results** page appears.*



Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Update/Delete Util

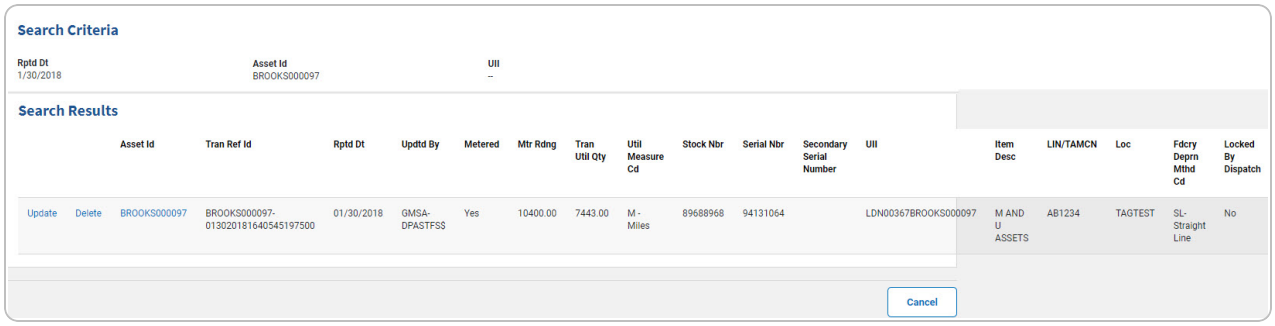
1. In the Search Criteria grid, select the Record UTIL - Update/Delete ○.



- Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following optional fields:.
  - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

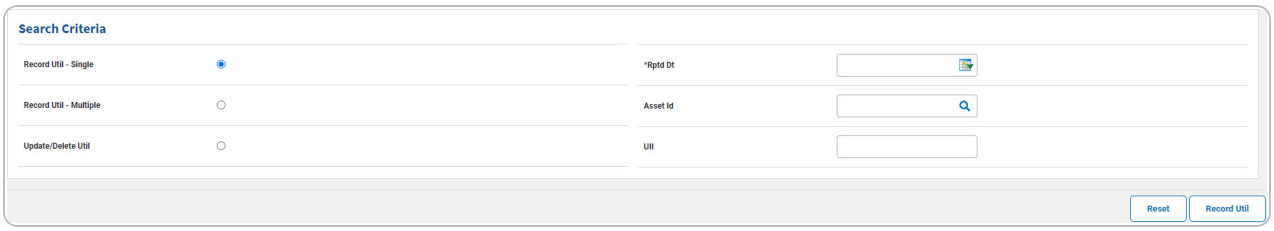
    Asset Id Browse help
  - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Maintenance Asset Utilization Search Results** page appears.*



Add a Maintenance Asset Utilization Record - Single

1. In the Search Criteria grid, the Record UTIL - Single is selected by default .



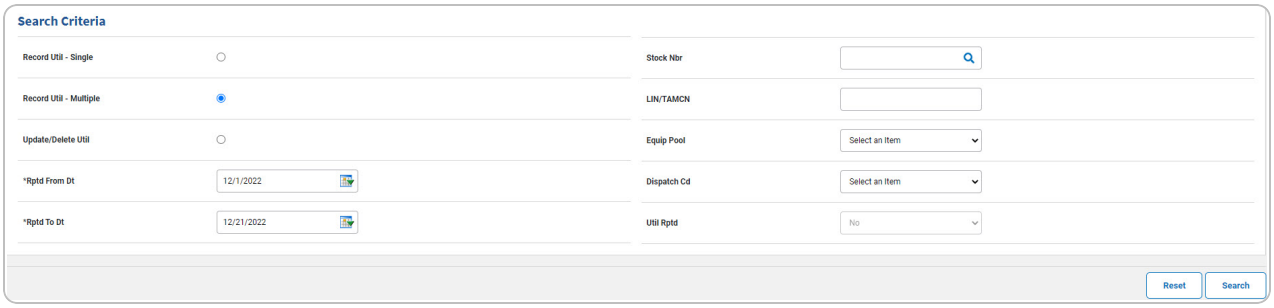
   - Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Narrow the results by entering one of the following optional fields:.
     - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

       Asset Id Browse help
     - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Record Util. *The **Maintenance Asset Utilization Record** page appears.*

Add a Maintenance Asset Utilization Record - Multiple

1. In the Search Criteria grid, select the Record UTIL - Multiple .

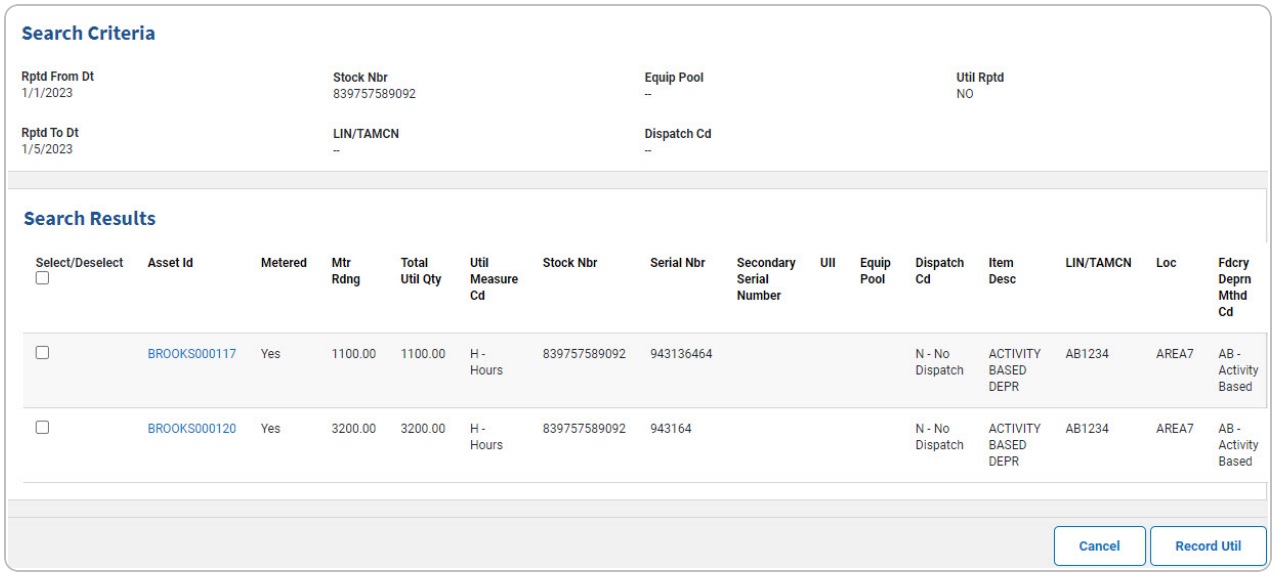


   - Use to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.

- Narrow the results by entering one of the following optional fields:.
  - Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alpha-numeric character field.*

    Stock Nbr Browse help
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Use ⌄ to select the Equip Pool.
  - Use ⌄ to select the Dispatch Cd.
  - Use ⌄ to select the Util Rptd.

2. Select Search. *The **Maintenance Asset Utilization Search Results** page appears.*



3. Click ☐ to select the entry. *The ☑ appears when the entry is selected.*

4. Select Record Util. *The **Maintenance Asset Utilization Record** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *RPTD DT*. .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ASSET ID or UII*.	
13 — Mandatory Entry: *RPTD FROM DT*.	
13 — Mandatory Entry: *RPTD TO DT*.	
2094 — Must be alpha-numeric with supported special characters $, —, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
210 — ASSET ID Prefix cannot start with Bulk.	Invalid Entry. ASSET ID must be serially managed. Re-enter the ASSET ID prefix.
557 — STOCK NBR assigned to asset does not have a UTIL MEASURE CD established. Cannot establish Asset Utilization Record.	Invalid Entry. The Asset Stock Number selected does not have a Utilization Measure Code established for the Catalog record. Re-enter the Stock Number.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.
643 — Asset must be set up to track utilization.	Invalid Entry. The asset needs to be created to follow the utilization. Enter a valid Asset.

Related Topics

- Search for a Maintenance Asset Utilization Record — Results
- Add a Maintenance Asset Utilization Record
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record(s)
- View the Maintenance Asset Inquiry Details
- Asset Id Browse
- Stock Nbr Browse

Search for a Maintenance Asset Utilization Record — Results

Overview

The Maintenance Asset Utilization Record Search Results process provides the ability to view, update, or delete a maintenance asset utilization record.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Maintenance Asset Utilization Record Search Results page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
377	When available, select Update or Delete hyperlink to process a record.
5	Select "Hyperlink" to view details for specific record.
121	When available, select Change button to apply mass changes to all records in grid.
356	When available, select Record UTIL button to create a new

	record.
14	Select "Cancel" button to return to previous page.

Record Util - Multiple Search

Search Criteria Grid

Rptd From Dt
Rptd To Dt
Stock Nbr
LIN/TAMCN
Equip Pool
Dispatch Cd
Util Rptd

Search Results Grid

Select/Deselect
Asset Id
Metered
Mtr Rdng
Total Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Equip Pool
Dispatch Cd
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd

Update/Delete Util Search

Search Criteria Grid

Rptd Dt
Asset Id
UII

Search Results Grid

Update
Delete
Asset Id
Tran Ref Id
Rptd Dt
Updtd By
Metered
Mtr Rdng
Tran Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd
Locked By Dispatch

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Asset Utilization Record — Criteria — Record UTIL - Multiple

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

1. Click ☐ to select the entry. *The ☑ appears when the entry is selected. Repeat Step 1 to add additional entries.*
2. Select Record Util. *The **Maintenance Asset Utilization Record** page appears.*

Update a Maintenance Asset Utilization Record

Select the Update hyperlink. *The **Asset Utilization Record Update** page appears.*

Delete a Maintenance Asset Utilization Record

Select the Delete hyperlink. *The **Asset Utilization Record Delete** page appears.*

View the Maintenance Asset Utilization Record Details

Select the ASSET ID hyperlink. *The **Maintenance Asset Inquiry** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
641 — Selected rows must match; Meter = Yes or No.	Invalid Entry. All selected assets must have the same Metered value (Yes or No). Re—select entries so that they have the same Metered value.
94 — Select a record(s) to continue.	Missing Entry. Record Util was clicked without any records selected. Click ☐ to select a record, then select Record Util.

Related Topics

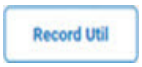
- Search for a Maintenance Asset Utilization Record — Criteria
- Add a Maintenance Asset Utilization Record
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- Export the Maintenance Asset Utilization Record
- View the Maintenance Asset Inquiry Details

Add the Maintenance Asset Utilization Record(s)

Overview

The Maintenance Asset Utilization Record Add process provides the ability to enter a record for either one asset (Record UTIL - Single) or enter one record per each asset selected (Record UTIL - Multiple).

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > *VARIOUS PROCEDURAL STEPS* > 

> Maintenance Asset Utilization Record Add page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
121	When available, select Change button to apply mass changes to all records in grid.
358	When available, select New Row button to insert a blank utilization record into the grid.
356	When available, select Record UTIL button to create a new

	record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Record Single UTIL

Mass Change Grid

Mass Rptd Dt
Mass Fuel Type Cd
Mass Fuel Unit Cost
History Remarks

Report UTIL Grid

Rptd Dt *
Current Mtr Rdng *
Util On Base
Util Off Base
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Replacement Mtr Rdng
Tran Ref Id
History Remarks

Record Multiple UTIL

Mass Change Section

Mass Rptd Dt
Mass Fuel Unit Cost
History Remarks

Report UTIL

Asset Id
Item Desc
Rptd Dt *
Current Mtr Rdng *
Util On Base
Util Off Base
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Replacement Mtr Rdng
Tran Ref Id
History Remarks

* Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Asset Utilization Record — Record UTIL - Single

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 Record Util. *The* ***Maintenance Asset Utilization Record Add*** *page appears.*

A. *Disregard the MASS RPTD DT.*

B. *Disregard the Mass FUEL TYPE CD.*

Note

The Mass FUEL TYPE CD field appears when the selected assets have the same Fuel Codes.

C. *Disregard the Mass Fuel Unit Cost.*

D. *Disregard the History Remarks.*

Helpful Tip

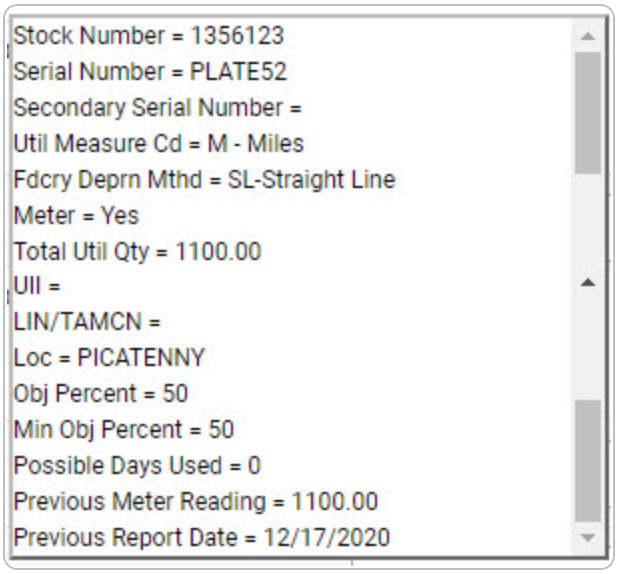
For Single Entries within a Single Record, disregard the above fields. The Mass Update section is for updating multiple entries at the same time.

For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.

Revise the desired fields in the Mass Update Section and select Change. *All entries display the changes.*

E. *Complete the Report UTIL grid.*

a. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*



b. Update the RPTD DT, using or entering it (MM/DD/YYYY) in the field provided.

c. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

> **Note**
>
> The CURRENT MTR RDNG field appears when the asset is metered.

d. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*

e. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

> **Helpful Tip**
>
> The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
>
> Therefore, CURRENT MTR RDNG — PREV MTR RDNG = UTIL ON BASE + UTIL OFF BASE

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

f. Update the Fuel Type Cd, using ⌄ to select the desired code.

Note

If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

g. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*

h. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

i. Update the Fuel State Cd, using ⌄ to select the desired code.

j. Enter the Days Used in the field provided. *This is a 3 numeric character field.*

k. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*

l. Enter the DAYS UNAVL in the field provided. *This is a 3 numeric character field.*

m. Click ☐ to select the REPLACEMENT MTR RDNG. *Check this to record the meter reading of the replacement meter at the time of replacement.*

1. Enter the REPLACEMENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

n. Enter the TRAN REF ID in the field provided. *This is a 36 alphanumeric character field.*

o. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

p. Select New Row to enter the another Asset Utilization Record for the same asset. *A new entry line appears. Repeat Steps b-o.*

2. Select Record Util. *The **Maintenance Asset Utilization Transaction Status** page appears.*

Add a Maintenance Asset Utilization Record — Record UTIL - Multiple

Note

To record utilization for multiple assets, all selected assets must have the same meter code.

1. Use ☐ to select the desired entry(s). *The* ☑ *appears when the entry is selected. Repeat Step 1 as many times as needed.*
2. Select Record Util. *The* ***Maintenance Asset Utilization Record Add*** *page appears.*

3. *Complete the Mass Update Grid.*

Note

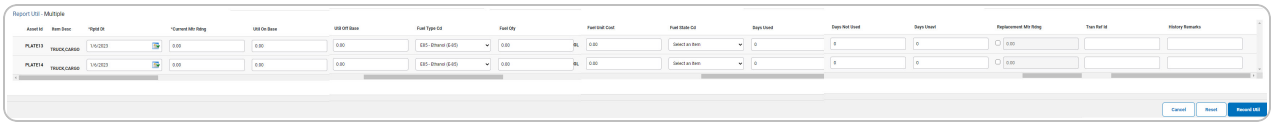
Complete the Mass Update Grid to revise multiple assets at once.

A. Use to select the MASS RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Enter the Mass Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

C. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select Change. *All below Utilization entries display the above changes.*
5. *Complete the Report UTIL - Multiple grid.*



A. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*

B. *The ITEM DESC automatically populates and is not editable.*

C. Update the RPTD DT, using or entering the date (MM/DD/YYYY) in the field provided.

D. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

E. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*

F. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

Helpful Tip

The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
Therefore, CURRENT MTR RDNG — PREV MTR RDNG = UTIL ON BASE + UTIL OFF BASE

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

G. Update the Fuel Type Cd, using ⌄ to select the desired code.

Note

If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

H. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*

I. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

J. Update the Fuel State Cd, using ⌄ to select the desired code.

K. Enter the Days Used in the field provided. *This is a 3 numeric character field.*

L. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*

M. Enter the DAYS UNAVL in the field provided. *This is a 3 numeric character field.*

N. Click ☐ to select the REPLACEMENT MTR RDNG. *Check this to record the meter reading of the replacement meter at the time of replacement.*

a. Enter the REPLACEMENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

O. Enter the TRAN REF ID in the field provided. *This is a 36 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

6. Select Record Util. *The* ***Maintenance Asset Utilization Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *RPTD DT*.	Missing Entry. The Current Meter Reading and Replacement Meter Reading ca be zero if the Replacement Meter Flag is checked. Enter the required information in the desired field.
13 — Mandatory Entry: *CURRENT MTR RDNG*.	
xxxx — Mandatory Entry: Fuel Unit Cost and FUEL QTY must have a value.	Missing Entry. If the Fuel Type drop-down has a value, the Fuel Unit Cost and Fuel Quantity must have a value. Enter the cost and quantity amounts.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #,

	&, ;, comma, period, and space. Special characters like ! or @ are prohibited.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
xxxx — Nothing entered to mass update.	Missing Entry. No Mass changes were entered. Enter the changes for a Mass Update.
xxxx — UTIL ON BASE + UTIL OFF BASE must = the difference of the CURRENT MTR RDNG minus the Previous Meter Reading.	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between the CURRENT MTR RDNGand the Previous Meter Reading. Check the amounts and re-enter the fields.
647 — TRAN REF ID already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.
503 — UTIL value exists for RPTD DT; cannot record a REPLACEMENT MTR.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 — CURRENT MTR RDNG must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.

xxxx — Invalid Entry: Meter reading already exists for the date specified.	Invalid Entry. Meter reading matches a record already entered. Select a different date or update the existing entry.
92 — Entry must be numeric.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited. The field name + "Up to ## whole numbers and ## decimals are allowed. Replace the ## signs with the actual numbers for the given field.
645 — Util On Base + Util Off Base must = Total Tran Qty.	Invalid Entry. The Total Tran Qty must equal the Util On Base amount and the Util Off Base amount together. Verify the selected Asset Id, and re—enter the information.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
642 — Current Mtr Rdng must be >= Previous Meter Reading.	Invalid Entry. The Previous Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
644 — Current Mtr Rdng must be <= Next Mtr Rdng.	Invalid Entry. The Next Meter Reading must be larger than or equal to the Current Meter Reading. Re—enter the meter reading.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View the Maintenance Asset Utilization Record Transaction Status
- Export the Maintenance Asset Utilization Record
- View the Maintenance Asset Inquiry Details

Update a Maintenance Asset Utilization Record

Overview

The Maintenance Asset Utilization Record Update process allows editing of a single utilization record. Only certain fields (depending on attributes assigned to assets) are available for update.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results > Update hyperlink > Maintenance Asset Utilization Record Update page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid

Asset Id

Stock Nbr
Serial Nbr
Secondary Serial Number
Custodian Nbr
Loc
Fdcry Deprn Mthd Cd
Item Desc
Util Measure Cd
Util Svc Life
Possible Days Used
UII
Obj Percent
Min Obj Percent
Prev Mtr Rdng
Next Mtr Rdng
Total Util Qty
Prev Rptd Dt
Tran Ref Id
Rptd Dt
Current Mtr Rdng
Replacement Mtr Rdng
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Util On Base
Util Off Base
History Remarks

Procedures

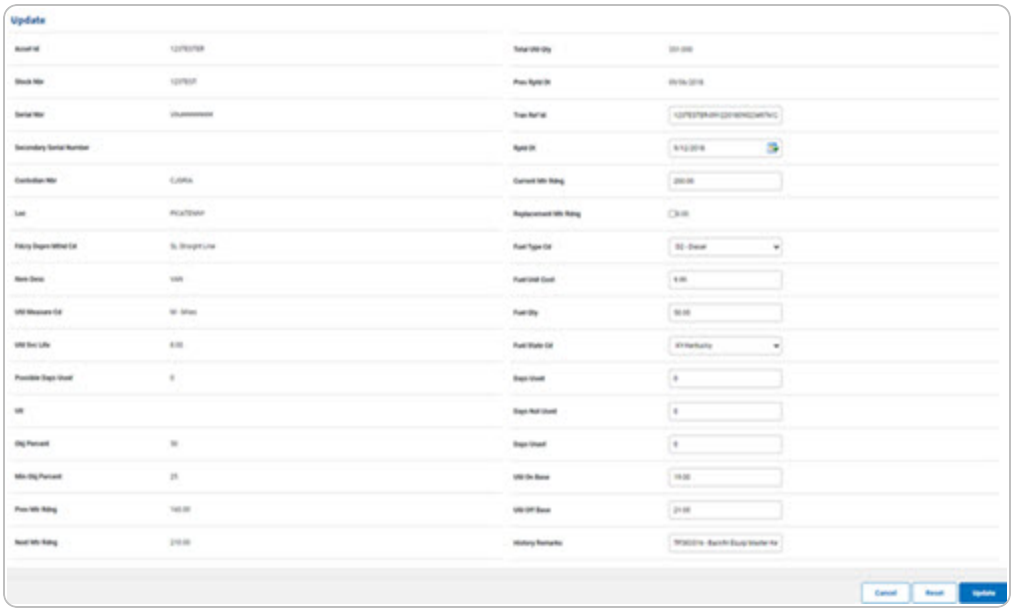
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Asset Utilization Record

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

1. Select the Update hyperlink. *The* ***Asset Utilization Record Update*** *page appears.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the SERIAL NBR.*
D. *Verify the Secondary Serial Number.*
E. *Verify the CUSTODIAN NBR.*
F. *Verify the LOC.*
G. *Verify the FDCRY DEPRN MTHD CD.*
H. *Verify the ITEM DESC.*
I. *Verify the UTIL MEASURE CD.*
J. *Verify the UTIL SCV LIFE.*
K. *Verify the Possible Days Used.*
L. *Verify the UII.*
M. *Verify the OBJ PERCENT.*
N. *Verify the MIN OBJ PERCENT.*
O. *Verify the PREV MTR RDNG.*
P. *Verify the NEXT MTR RDNG.*
Q. *Verify the TOTAL UTIL QTY.*

R. *Verify the PREV RPTD DT.*

S. Update the TRAN REF ID, entering the revised identifier in the field provided. *This is a 36 alphanumeric character field.*

T. Update the RPTD DT, using or entering the date (MM/DD/YYYY) in the field provided.

U. Update the CURRENT MTR RDNG, entering the correct value in the field provided. *This is a 12 numeric character field.*

V. Verify the REPLACEMENT MTR RDNG contains the appropriate ☑ or ☐. *Check this to record the meter reading of the replacement meter at the time of replacement.*

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

W. Update the Fuel Type Cd, using ⌄ to select the desired code.

X. Update the Fuel Unit Cost, entering the revised price in the field provided. *This is a 3 numeric character field.*

Y. Update the FUEL QTY, entering the revised amount in the field provided. *This is a 5 numeric character field.*

Z. Update the Fuel State Cd, using ⌄ to select the desired code.

AA. Update the Days Used, entering the revised days in the field provided. *This is a 3 numeric character field.*

AB. Update the Days Not Used, entering the revised days in the field provided. *This is a 3 numeric character field.*

AC. Update the DAYS UNAVL, entering the revised days in the field provided. *This is a 3 numeric character field.*

AD. Update the UTIL ON BASE, entering the revised value in the field provided. *This is a 7 numeric character field.*

AE. Update the UTIL OFF BASE, entering the revised value in the field provided. *This is a 7 numeric character field.*

AF. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

AG. Select Update. *The **Maintenance Asset Utilization Record Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *RPTD DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CURRENT MTR RDNG*.	
13 — Mandatory Entry: *Fuel Unit Cost and FUEL QTY*.	
13 — Mandatory Entry: *REPLACEMENT MTR RDNG*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
xxxx — Util On Base + Util Off Base must = the difference of the Current Mtr Rdng minus the Previous Meter Reading.	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between the Current Mtr Rdng and the Previous Meter Reading. Check the amounts and re-enter the fields.
647 — Tran Ref Id already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.
503 — Util value exists for Rptd Dt; cannot record a Replacement Mtr.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 — Current Mtr Rdng must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
xxxx — Invalid Entry: Meter reading already exists for the date specified.	Invalid Entry. Meter reading matches a record already entered. Select a different date or update the existing entry.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters. The field name + "Up to ## whole

	numbers and ## decimals are allowed. Replace the ## signs with the actual numbers for the given field.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.
642 — Current Mtr Rdng must be >= Previous Meter Reading.	Invalid Entry. The Previous Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
644 — Current Mtr Rdng must be <= Next Mtr Rdng.	Invalid Entry. The Next Meter Reading must be larger than or equal to the Current Meter Reading. Re—enter the meter reading.
645 — Util On Base+Util Off Base must =Total Tran Qty.	Invalid Entry. The Total Tran Qty must equal the Util On Base amount and the Util Off Base amount together. Verify the selected Asset Id, and re—enter the information.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Add a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View the Maintenance Asset Utilization Record Transaction Status
- Export the Maintenance Asset Utilization Record
- View the Maintenance Asset Inquiry Details

Delete a Maintenance Asset Utilization Record

Overview

The Maintenance Asset Utilization Record Delete process allows removal of Maintenance Asset Utilization records.

Note

Prior to the Delete action, verify the correct utilization record is selected to be removed.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results > Delete hyperlink > Maintenance Asset Utilization Record Delete page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Asset Id
Stock Nbr
Serial Nbr
Secondary Serial Number
Custodian Nbr
Loc
Fdcry Deprn Mthd Cd
Item Desc

Util Measure Cd
Util Svc Life
Possible Days Used
UII
Obj Percent
Min Obj Percent
Prev Mtr Rdng
Next Mtr Rdng
Total Util Qty
Prev Rptd Dt
Tran Ref Id
Rptd Dt
Current Mtr Rdng
Replacement Mtr Rdng
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Util On Base
Util Off Base
History Remarks

Procedures

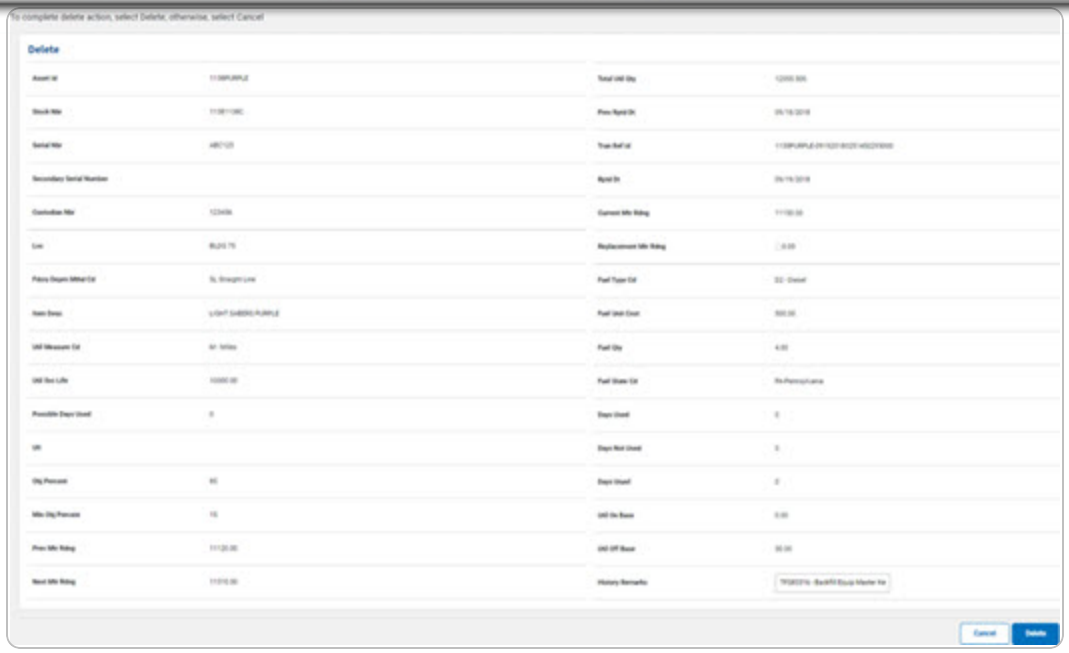
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Maintenance Asset Utilization Record

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

1. Select the Delete hyperlink. *The **Maintenance Asset Utilization Record Delete** page appears.*



1. *Verify the ASSET ID.*
2. *Verify the STOCK NBR.*
3. *Verify the SERIAL NBR.*
4. *Verify the Secondary Serial Number.*
5. *Verify the CUSTODIAN NBR.*
6. *Verify the LOC.*
7. *Verify the FDCRY DEPRN MTHD CD.*
8. *Verify the ITEM DESC.*
9. *Verify the UTIL MEASURE CD.*
10. *Verify the UTIL SCV LIFE.*
11. *Verify the Possible Days Used.*
12. *Verify the UII.*
13. *Verify the OBJ PERCENT.*
14. *Verify the MIN OBJ PERCENT.*
15. *Verify the PREV MTR RDNG.*
16. *Verify the NEXT MTR RDNG.*
17. *Verify the TOTAL UTIL QTY.*
18. *Verify the PREV RPTD DT.*

19. *Verify the TRAN REF ID.*
20. *Verify the RPTD DT.*
21. *Verify the CURRENT MTR RDNG.*
22. *Verify the REPLACEMENT MTR RDNG.*

> **Note**
> The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

23. *Verify the FUEL TYPE CD.*
24. *Verify the Fuel Unit Cost.*
25. *Verify the FUEL QTY.*
26. *Verify the FUEL STATE CD.*
27. *Verify the Days Used.*
28. *Verify the Days Not Used.*
29. *Verify the DAYS UNAVL.*
30. *Verify the UTIL ON BASE.*
31. *Verify the UTIL OFF BASE.*
32. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Maintenance Asset Utilization Record Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported spe-	Invalid Entry. The characters entered in the field include prohibited special characters. Enter

cial characters $, — , /, #, &, comma, period, and space.	alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
656 — UTIL RECORD is associated with a Dispatch record; cannot delete.	Invalid Deletion. An Asset's Utilization record cannot be deleted if a Dispatch Record exists, and the Dispatch STATUS CD is not 'RC' (Return-Closed) for any of the records being deleted. Review the Asset's Utilization record again, and remove any remaining associated information so the record can be deleted.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Add a Maintenance Asset Utilization Record
- Update a Maintenance Asset Utilization Record
- View the Maintenance Asset Utilization Record Transaction Status
- Export the Maintenance Asset Utilization Record
- View the Maintenance Asset Inquiry Details

View a Maintenance Asset Utilization Record Transaction Status

Overview

The Maintenance Asset Utilization Record Transaction Status process displays a verification of the creations, updates, or deletions performed.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Maintenance Asset Utilization Record Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Maintenance Asset Utilization Record Transaction Status

1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Maintenance Asset Utilization Record Report Export** page appears.*
5. Select Search Criteria. *The **Maintenance Asset Utilization Record Search Criteria** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Maintenance Asset Utilization Records — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Add a Maintenance Asset Utilization Record
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- Export the Maintenance Asset Utilization Record(s)
- View the Maintenance Asset Inquiry Details

Export the Maintenance Asset Utilization Record(s) Report

Overview

The Maintenance Asset Utilization Record Report Export process provides the ability to save the Maintenance Asset Utilization Record in different formats.

Navigation

Utilization > MAINT ASSET UTIL > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Maintenance Asset Utilization Record Report Export page

Page Fields

The following fields display on the **Maintenance Asset Utilization Record Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
121	When available, select Change button to apply mass changes to all records in grid.
358	When available, select New Row button to insert a blank utilization record into the grid.

356	When available, select Record UTIL button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Utilization Record Report

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

2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.

5. Select Search Criteria. The ***Maintenance Asset Utilization Record Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The* ***Maintenance Asset Utilization Record Search Criteria*** *page appears.*

Related Topics

- Search for a Maintenance Asset Utilization Record — Criteria
- Search for a Maintenance Asset Utilization Record — Results
- Enter the Maintenance Asset Utilization Record(s)
- Update a Maintenance Asset Utilization Record
- Delete a Maintenance Asset Utilization Record
- View a Maintenance Asset Utilization Transaction Status
- View the Maintenance Asset Inquiry Details

Search for a Dispatch — Criteria

Overview

The Maintenance and Utilization module Dispatch process provides the ability to view existing dispatch records, create a reservation for sub-categories of equipment and dispatch equipment, and record the return of equipment when its dispatch period ends. Dispatch Categories and Sub Categories are user created and maintained.

Navigation

Utilization > Dispatch > Dispatch Search Criteria page

Page Fields

The following fields display on the **Dispatch Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
395	ASSET ID or Equipment Pool is mandatory for Add.
396	When only one record matches the Search Criteria, the record

	will open in Update mode.

Search Criteria Grid

Equip Pool
Asset Id
Dispatch Id
Commitment Id
Est Issue Dt
Return Dt
Dispatch Sts Cd
Dispatch Cd
Dispatch Ctgry
Dispatcher
Dispatched To
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Estbd Dt From
Estbd Dt To
Pick-up Loc
Drop-off Loc

Search Results Grid

Update
Commitment Id
Dispatch Id
Dispatch Sts Cd
Dispatched To
Dispatch Ctgry
Sub Ctgry
Asset Id
Item Desc
Est Issue Dt/Tm
Issue Dt/Tm
Pick-up Loc
Est Return Dt/Tm

Return Dt/Tm
Drop-off Loc
Equip Pool
Dispatcher

Asset Id Details Grid

Dispatch Cd
Mfr Nm
Mfr Model
Stock Nbr
Serial Nbr
UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Dispatch

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, narrow the results by entering one or more of the following fields:.

Search Criteria

Equip Pool	Select an Item
Asset Id	
Dispatch Id	
Commitment Id	
Est Issue Dt	
Return Dt	
Dispatch Sts Cd	Select an Item
Dispatch Cd	Select an Item
Dispatch Ctgry	Select an Item
Dispatcher	Select an Item
Dispatched To	
Stock Nbr	
Serial Nbr	
Secondary Serial Number	
UII	
Estbd Dt From	
Estbd Dt To	
Pick-up Loc	
Drop-off Loc	

Reset Search Add

- Use to select the Equip Pool.
- Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

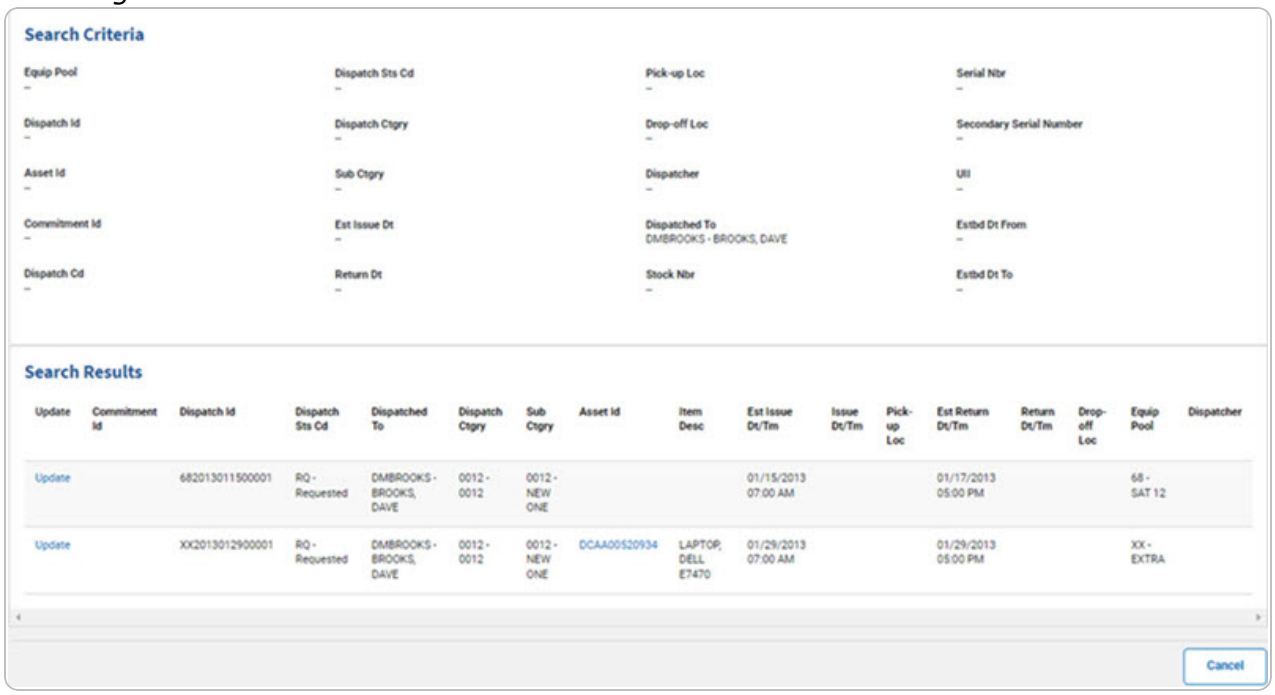
  Asset Id Browse help
- Enter the DISPATCH ID, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

  Dispatch Id Browse help
- Enter the Commitment ID in the field provided. *This is a 36 alphanumeric character field.*
- Use to select the Est Issue Dt, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Return Dt, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Dispatch Sts Cd.
- Use to select the Dispatch Cd.
- Use to select the Dispatch Ctgy.
- Use to select the Dispatcher.
- Enter the Dispatched To, or use to browse for the entry. *This is a 138 alpha-numeric character field.*

  Operator/Technician Browse help
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 20 alpha-numeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

- Use to select the ESTBD DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the ESTBD DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Pick-up LOC in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Drop-off LOC in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Dispatch Search Results** page appears. Results display in the Search Results grid.*



Add a Dispatch

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

1. Use to select the Equip Pool.
2. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Id Browse help

3. Select Add. *The **Dispatch Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

***Asset Id*.**	in the desired field.
13 — Mandatory Entry: *Equipment Pool*.	
501 — Refine Search Criteria to retrieve the allowable maximum of {x}.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.
670 — Operator does not have correct License(s) for asset.	Invalid Entry. The operator accreditation does not match the asset accreditation. Re-enter the operator.
195 — Serial Nbr contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.

Related Topics

- Search for a Dispatch — Results
- Add a Dispatch
- Update a Dispatch
- View the Dispatch Transaction Status
- Asset Id Browse
- Dispatch Id Browse
- Operator/Technician Browse

Search for a Dispatch — Results

Overview

The Dispatch Search Results process provides the ability to update a Dispatch record. Hovering over the ASSET ID hyperlink displays Dispatch, Manufacturer, Stock Number, Serial Number, and UII information of the specific record.

Navigation

Utilization > Dispatch > Search Criteria > Search > Dispatch Search Results page

Page Fields

The following fields display on the **Dispatch Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
395	ASSET ID or Equipment Pool is mandatory for Add.
396	When only one record matches the Search Criteria, the record will open in Update mode.

Search Criteria Grid

Equip Pool
Dispatch Id
Asset Id
Commitment Id
Dispatch Cd
Dispatch Sts Cd
Dispatch Ctgry
Sub Ctgry
Est Issue Dt
Return Dt
Pick-up Loc
Drop-off Loc
Dispatcher
Dispatched To
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Estbd Dt From
Estbd Dt To

Search Results Grid

Update
Commitment Id
Dispatch Id
Dispatch Sts Cd
Dispatched To
Dispatch Ctgry
Sub Ctgry
Asset Id
Item Desc
Est Issue Dt/Tm
Issue Dt/Tm
Pick-up Loc
Est Return Dt/Tm
Return Dt/Tm
Drop-off Loc
Equip Pool
Dispatcher

ASSET ID Details Grid

Dispatch Cd
Mfr Nm
Mfr Model
Stock Nbr
Serial Nbr
UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Dispatch

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

Select the Update hyperlink. *The* ***Dispatch Update*** *page appears.*

View the ASSET ID Details

Hover over the ASSET ID. *The Details pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Dispatch — Criteria
- Add a Dispatch
- Update a Dispatch
- View the Dispatch Transaction Status

Add a Dispatch

Overview

The Dispatch Add process provides the ability to create new Dispatch records within the M&U module.
There are seven tabs to detail the complete dispatch process.

- **Basic** — Describes the details for the dispatch.
- **Utilization** — Tracks utilization of an asset.
  - *Available when the Dispatch Status is "Issued" or "Returned" and the asset is profiled for utilization.*
- **Customer** — Contains the Primary Operator and relevant information.
- **Previous Dispatches** — Lists the previous dispatches for the selected asset.
- **Asset Info** — Displays asset information from the PA module.
  - *Available when the Asset is selected.*
- **License(s)** — Displays the license(s) required to operate the dispatched asset.
  - *Available when a license has been specified for the selected asset.*
- **Rates** — Displays the usage rates for the asset.

Attention

A dispatch record cannot be created for dispatches older than 14 days. When the asset selected is metered, Utilization information is mandatory.

Navigation

Utilization > Dispatch > Search Criteria > Add > Dispatch Add page

Page Fields

The following fields display on the **Dispatch Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
399	When asset selected is metered, Utilization information is mandatory and recorded.
400	Select Create Work Order to generate a Work Order.
401	Create Work Order and Update MAINT Asset selection will update the Maintenance Asset record to Available when the Work Order is closed.

Basic Tab

Dispatch Id
Equip Pool
Dispatch Sts Cd *
Commit Id
Dispatch Ctgry *
Sub Ctgry *
Est Issue Dt/Tm *
Est Return Dt/Tm *
Pick-up Loc
Drop-off Loc
Asset Id

If ASSET ID is entered, Item Desc appears

Request Operator
Dispatch Purpose *
Dispatch Desc

If DISPATCH STS CD = "IS", Issue Dt/Tm * appears

Dispatcher *
Dispatched To *
Cost Center
Trip Cost
Loc
Sub Loc
Stay
Bags
HazMat
Pax
Remarks

Utilization Tab

Last Mtr Rdng
Create New

If Create New Is Selected
Start Mtr Rdng *
Util On Base *

Util Off Base *

Customer Tab

Customer Account Id
Customer Address

If Customer Address Is Assigned
POC
Phone Nbr
Address 1
City
State
ZIP Cd
Country Cd
Loc

Customer Remarks
Reimbursable
Job Order Nbr ID
UIC
Organization
APO Name
APO Phone Nbr
APO E-mail Addr
Custodian Name
Custodian Phone Nbr
Custodian E-mail Addr
Owng Cost Center

Previous Dispatches Tab

Max Rows
Dispatch Id
Dispatch Sts Cd
Dispatch To
Dispatch Ctgry
Sub Ctgry
Est Issue Dt/Tm
Issue Dt/Tm
Est Return Dt/Tm
Return Dt/Tm
Equip Pool

Dispatcher

Asset Info Tab

Asset Id
Item Desc
Dispatch Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
LIN/TAMCN
Mfr Part Nbr
Mfr Year
Mfr Name
Model Nbr
Loc
Sub Loc
Tot Cost
Orig In Svc Dt
Vehicle Group Cd
Maint Mgt Cd
Vehicle Type Cd
Util Measure Cd
Metered
UII
Dispatch Ctgry
Sub Ctgry
Lease Code
Equivalence

License(s) Tab

Asset Grid

License(s) Name
License(s) Desc

Operator Grid *(If "Dispatched To" is assigned)*

License(s) Name
License(s) Desc
Expr Dt
Issued By

Rates Tab

Dispatch Ctgry
Sub Ctgry
Asset Id
Daily Base Rate
Utilization Rate
Estimated Cost
Total Base Rate
Total Utilization Rate

If Request Operator is selected

Equipment Add On Base Rate
Equipment Add On Utilization Rate
Operator Name
Labor Category
Operator Rate Type
Operator Base Rate
Operator Overtime Rate

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Dispatch

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

1. Either:

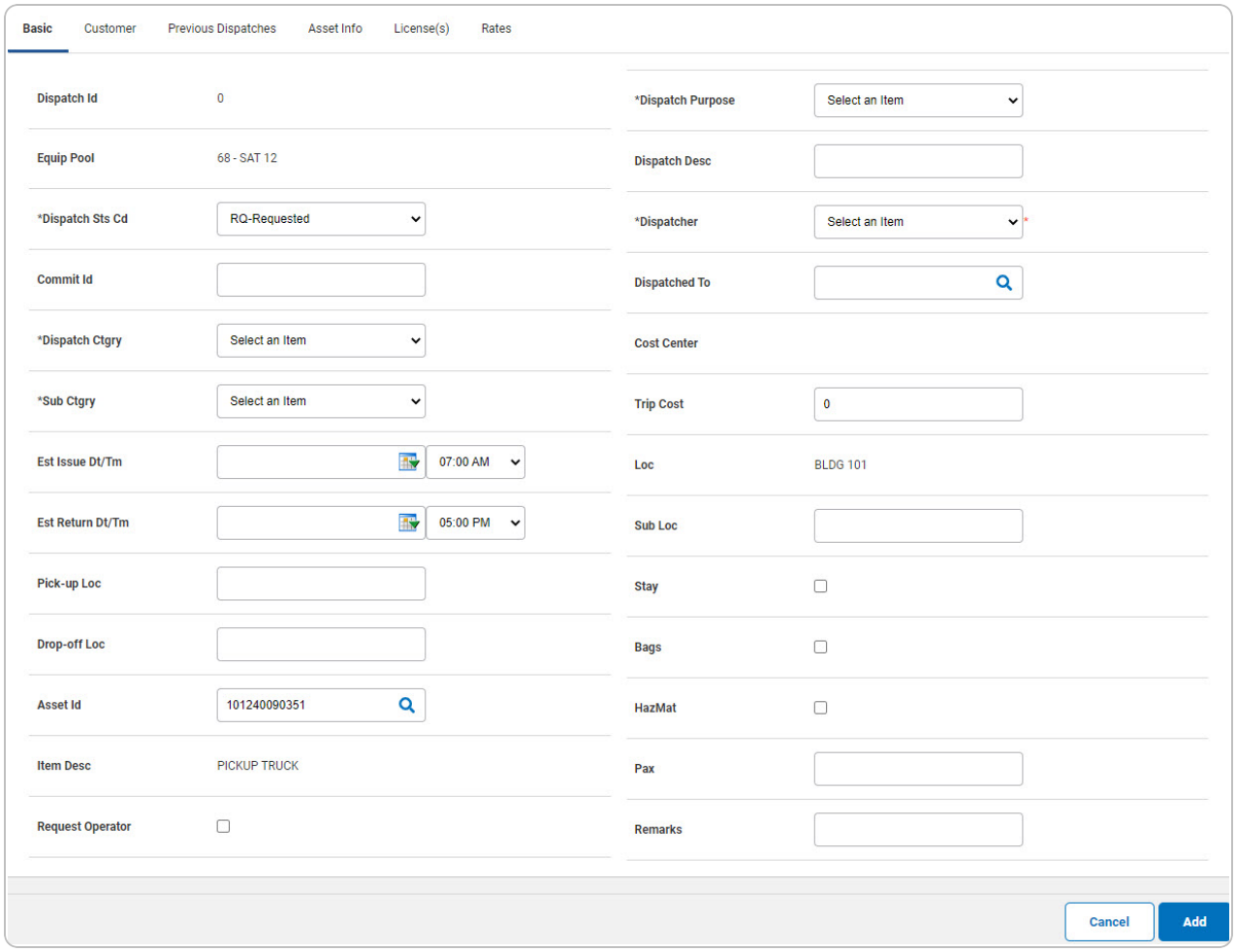
- Use ⌄ to select the Equip Pool.

OR

- Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

  Asset Id Browse help

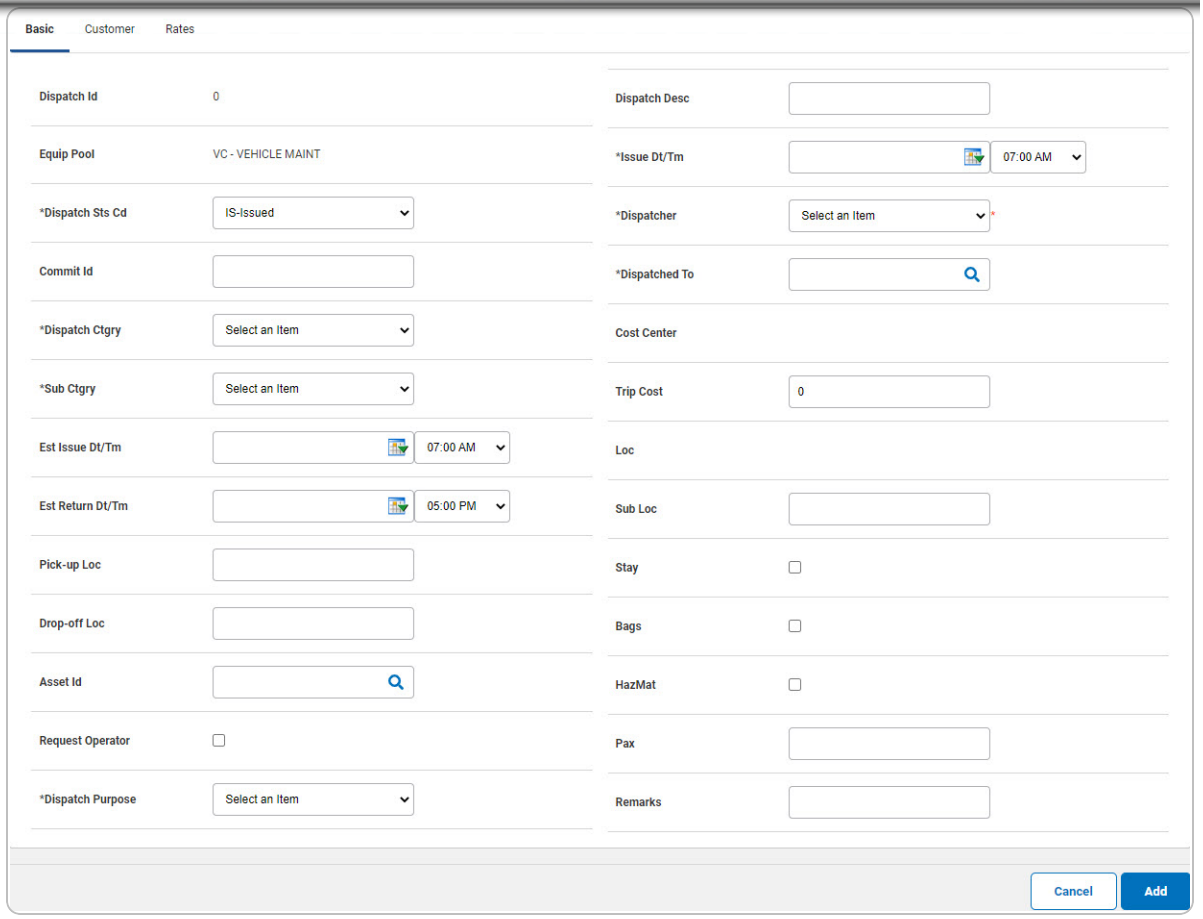
2. Select Add. *The **Dispatch Add** page appears.*



A. *The DISPATCH ID automatically populates and is not editable.*

B. *The EQUIP POOL automatically populates and is not editable.*

C. Use to select the Dispatch Sts Cd. *If "IS" is selected, the Issue DT/TM field appears in the next column.*



D. Enter the Commit ID in the field provided. *This is a 36 alphanumeric character field.*

E. Use ⌄ to select the Dispatch Ctgry.

F. Use ⌄ to select the Sub Ctgry.

G. Use 📅 and ⌄ to choose the Est Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.

H. Use 📅 and ⌄ to choose the Est Return Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.

I. Enter the Pick-up LOC in the field provided. *This is a 50 alphanumeric character field.*

J. Enter the Drop-off LOC in the field provided. *This is a 50 alphanumeric character field.*

K. Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

Asset Id Browse help

L. *The ITEM DESC automatically populates and is not editable.*

M. Click to select the Request Operator. *Additional fields appear in the Rates tab when checked.*

Helpful Tip

If a driver is needed to operate the asset, select the Request Operator check-box.

N. Use to select the Dispatch Purpose.

O. Enter the DISPATCH DESC in the field provided. *This is a 256 alphanumeric character field.*

P. Use and to choose the Issue Dt/Tm, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the Dispatcher.

R. Enter the Dispatched To, or use to browse for the entry. *This is a 138 alpha-numeric character field.*

Operator/Technician Browse help

S. *The Cost Center automatically populates and is not editable.*

T. Enter the Trip Cost in the field provided. *This is a 7 numeric character field.*

U. *The LOC automatically populates and is not editable.*

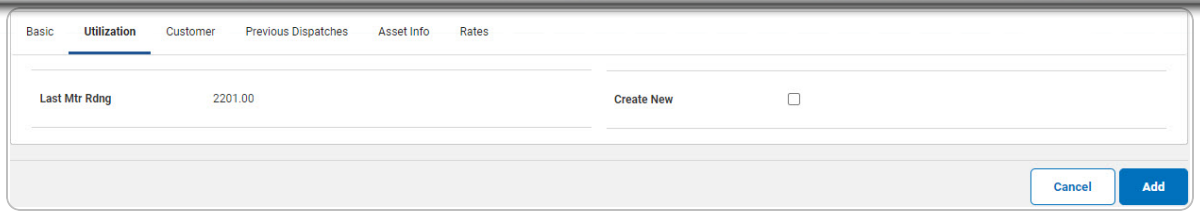
V. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

W. Enter comments in the Remarks field. *This is a 256 alphanumeric field.*

X. Select Add. *The **Dispatch Transaction Status** page appears.*

OR

Select the Utilization tab to continue adding information.

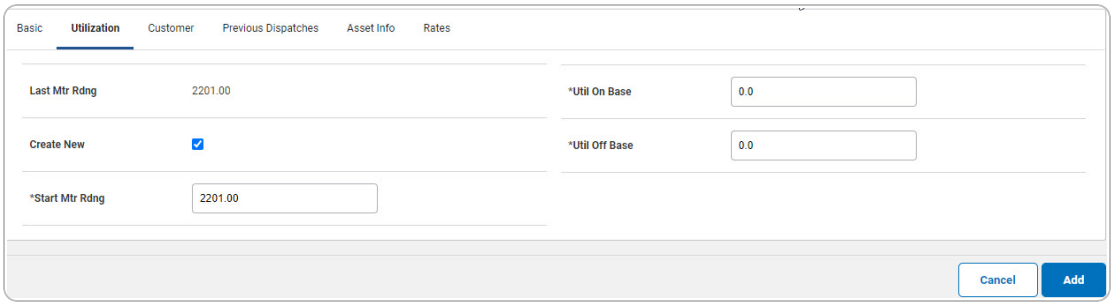


Note

The Utilization tab is only available when the Dispatch Status is "Issued" and the asset is profiled for utilization.

a. *The LAST MTR RDNG automatically populates and is not editable.*

b. Click ☐ to select Create New. *Additional fields appear to enter a new Meter Reading.*



Attention

The Create New ☑ is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."

☐ appears and is enabled when a previous meter reading exists or the the DISPATCH STS CD is "Issued".

c. Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*

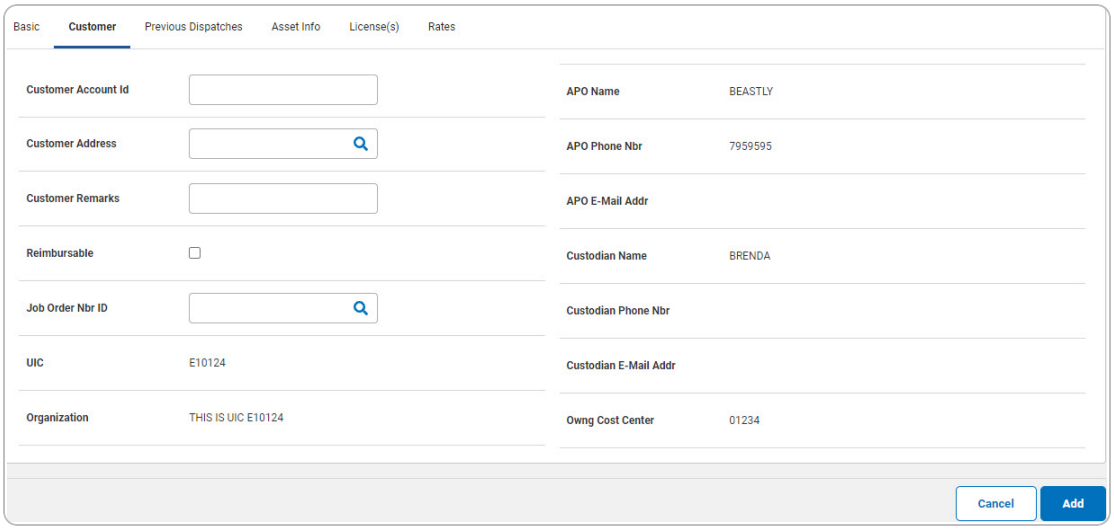
d. Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

e. Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

f. Select Add. *The **Dispatch Transaction Status** page appears.*

OR

Select the Customer tab to continue adding information.



1. Enter the CUSTOMER ACCOUNT ID in the field provided. *This is a 20 alpha-numeric character field.*

2. Enter the Customer Address, or use to browse for the entry. *When an address is selected, additional fields automatically appear.*

   Address Browse help

Helpful Tip

The Customer Address information is stored in the ADDRESS TYPE CD "MC – Maintenance Customer" within the Property Accountability **Address** section.

A. The POC automatically populates and is not editable.

B. The PHONE NBR automatically populates and is not editable.

C. The Address 1 automatically populates and is not editable.

D. The City automatically populates and is not editable.

E. The State automatically populates and is not editable.

F. The ZIP CD automatically populates and is not editable.

G. The COUNTRY CD automatically populates and is not editable.

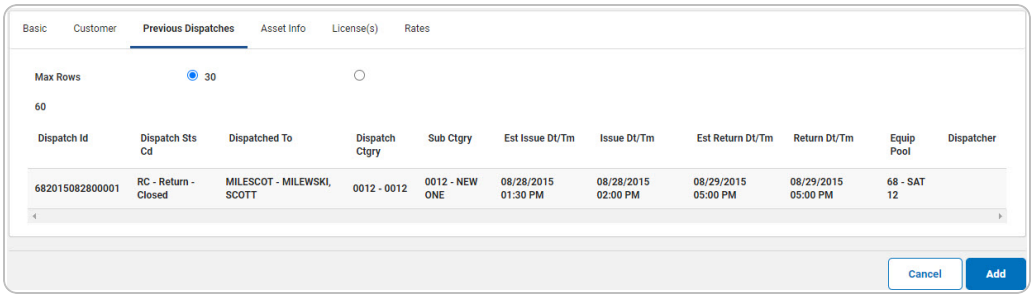
H. The LOC automatically populates and is not editable.

3. Enter the Customer Remarks in the field provided. *This is a 256 alpha-numeric character field.*
4. Click ☐ to select Reimbursable. *When checked, any allocated amount spent is refunded.*
5. Enter the JOB ORDER NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

   Job Order Nbr Browse help
6. *The UIC automatically populates and is not editable.*
7. *The Organization automatically populates and is not editable.*
8. *The APO Name automatically populates and is not editable.*
9. *The APO PHONE NBR automatically populates and is not editable.*
10. *The APO E-MAIL ADDR automatically populates and is not editable.*
11. *The Custodian Name automatically populates and is not editable.*
12. *The Custodian PHONE NBR automatically populates and is not editable.*
13. *The Custodian E-MAIL ADDR automatically populates and is not editable.*
14. *The OWNG COST CENTER automatically populates and is not editable.*
15. Select Add. *The **Dispatch Transaction Status** page appears.*

OR

Select the Previous Dispatches tab to continue adding information.



Note

The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

A. Select ○ MAX Rows if additional rows are desired to view. *More or less rows are displayed based on the selection.*

B. *The DISPATCH ID automatically populates and is not editable.*

C. *The Dispatch STS CD automatically populates and is not editable.*

D. *The Dispatched To automatically populates and is not editable.*

E. *The DISPATCH CTGRY automatically populates and is not editable.*

F. *The SUB CTGRY automatically populates and is not editable.*

G. *The EST ISSUE DT/TM automatically populates and is not editable.*

H. *The Issue DT/TM automatically populates and is not editable.*

I. *The EST RETURN DT/TM automatically populates and is not editable.*

J. *The Return DT/TM automatically populates and is not editable.*

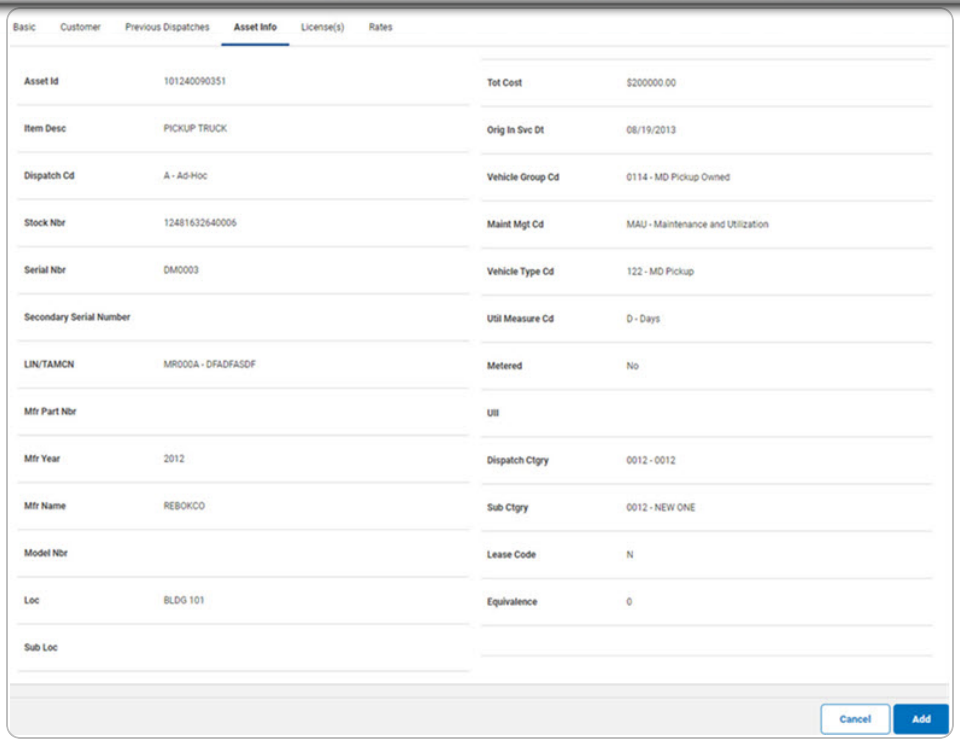
K. *The EQUIP POOL automatically populates and is not editable.*

L. *The Dispatcher automatically populates and is not editable.*

M. Select Add. *The **Dispatch Transaction Status** page appears.*

OR

Select the Asset Info tab to continue adding information.



Helpful Tip

The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

a. *The ASSET ID automatically populates and is not editable.*

b. *The ITEM DESC automatically populates and is not editable.*

c. *The DISPATCH CD automatically populates and is not editable.*

d. *The STOCK NBR automatically populates and is not editable.*

e. *The SERIAL NBR automatically populates and is not editable.*

f. *The Secondary Serial Number automatically populates and is not editable.*

g. *The LIN/TAMCN automatically populates and is not editable.*

h. *The MFR PART NBR automatically populates and is not editable.*

i. *The MFR YEAR automatically populates and is not editable.*

j. *The MFR NAME automatically populates and is not editable.*

k. *The MODEL NBR automatically populates and is not editable.*

l. *The LOC automatically populates and is not editable.*

m. *The SUB LOC automatically populates and is not editable.*

n. *The TOT COST automatically populates and is not editable.*

o. *The ORIGL IN SVC DT automatically populates and is not editable.*

p. *The VEHICLE GRP CD automatically populates and is not editable.*

q. *The MAINT MGT CD automatically populates and is not editable.*

r. *The VEHICLE TYPE CD automatically populates and is not editable.*

s. *The UTIL MEASURE CD automatically populates and is not editable.*

t. *The Metered automatically populates and is not editable.*

u. *The UII automatically populates and is not editable.*

v. *The DISPATCH CTGRY automatically populates and is not editable.*

w. *The SUB CTGRY automatically populates and is not editable.*

x. *The LEASE CD automatically populates and is not editable.*

y. *The Equivalence automatically populates and is not editable.*

Select Add. *The **Dispatch Transaction Status** page appears.*

z.

OR

Select the License(s) tab to continue adding information.

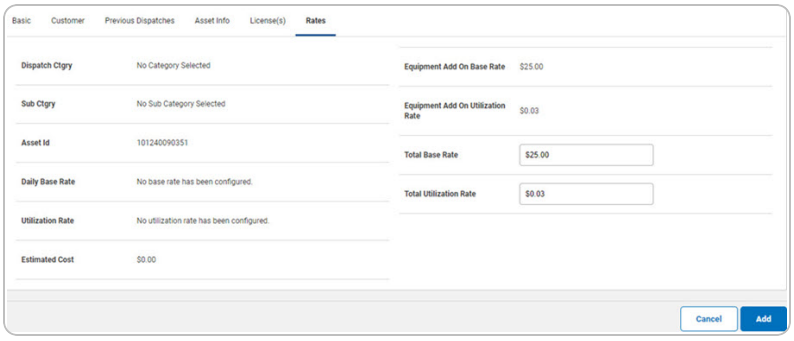
Note

The License(s) tab displays the information in a list format.

1. *The Asset grid includes:*
   A. *The License(s) Name automatically populates and is not editable.*
   B. *The License(s) DESC automatically populates and is not editable.*
2. *The Operator grid includes:*
   A. *The License(s) Name automatically populates and is not editable.*
   B. *The License(s) DESC automatically populates and is not editable.*
   C. *The EXPR DT automatically populates and is not editable.*
   D. *The Issued By automatically populates and is not editable.*
3. Select Add. *The **Dispatch Transaction Status** page appears.*

OR

Select the Rates tab to continue adding information.



a. *The DISPATCH CTGRY automatically populates and is not editable.*

b. *The SUB CTGRY automatically populates and is not editable.*

c. *The ASSET ID automatically populates and is not editable.*

d. *The Daily Base Rate automatically populates and is not editable.*

e. *The Utilization Rate automatically populates and is not editable.*

f. *The Estimated Cost is automatically calculated and is not editable.*

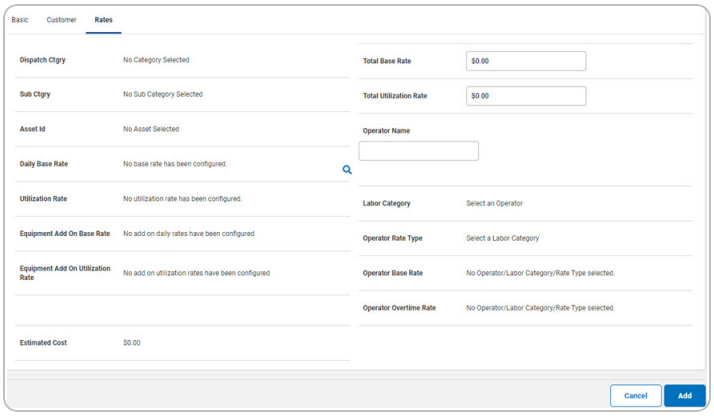
g. *The Equipment Add On Base Rate automatically populates and is not editable.*

h. *The Equipment Add On Utilization Rate automatically populates and is not editable.*

i. Update the Total Base Rate, entering the revised description in the field provided. *This is a 17.2 numeric character field.*

j. Update the Total Utilization Rate, entering the revised amount in the field provided. *This is a 17.2 numeric character field.*

k. *If Request Operator was selected on the Basic tab, additional fields appear.*



1. Enter the Operator Name, or use to browse for the entry. *This is an 8 alpha-numeric character field.*

Operator/Technician Browse help

2. *The Labor Category automatically populates and is not editable.*
3. *The Operator Rate Type automatically populates and is not editable.*
4. *The Operator Base Rate automatically populates and is not editable.*
5. *The Operator Overtime Rate automatically populates and is not editable.*

l. Select Add. *The* ***Dispatch Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Dispatch Ctgry*.	
13 — Mandatory Entry: *Dispatch Purpose*.	
13 — Mandatory Entry: *Dispatched To*.	
13 — Mandatory Entry:	

***Equip Pool*.**	
13 — Mandatory Entry: *Est Issue Dt/Tm*.	
13 — Mandatory Entry: *Est Return Dt/Tm*.	
13 — Mandatory Entry: *Sub Ctgry*.	
13 — Mandatory Entry: *Dispatch sts Cd*.	
13 — Mandatory Entry: *Util on Base*.	
13 — Mandatory Entry: *Util off Base*.	
13 — Mandatory Entry: *Start Mtr Rdng*.	
669 — Asset is currently dispatched or allocated to be dispatched; cannot dispatch.	Invalid Entry. This asset cannot be dispatched, as it is already dispatched. Assign an available Asset Id for the dispatch, or change the dates of Issue and Return for the current Asset Id.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

xxxx — Est Return Dt/Tm must be >= the Est Issue Dt/Tm.	Invalid Date Entry. Est Issue Dt/Tm is blank and Est Return Dt/Tm is entered, or the issue date is less than the return date. Re-enter the date.
670 — Operator does not have correct License(s) for asset.	Invalid Entry. The operator accreditation does not match the asset accreditation. Re-enter the operator.
xxxx — The selected operator ( ) does not have any rates configured and cannot be selected.	Invalid Entry. The Operator Name selected has not had any Labor Categories entered in the Operator/Technician process. Re-enter the Operator.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Related Topics

- Search for a Dispatch — Criteria
- Search for a Dispatch — Results
- Update a Dispatch
- View the Dispatch Transaction Status
- Asset Id Browse

- Operator/Technician Browse
- Address Browse
- Job Order Nbr Browse

Update a Dispatch

Overview

The Dispatch Update process allows editing of Dispatch records within the M&U module. After a record is created, the Attachment tab appears to attach relevant documents to the Dispatch record.
Updating a Dispatch Record's status follows certain parameters:

- The "RQ - Requested" status is editable to "AL - Allocated," "IS - Issued," or "CN - Canceled."
- The "AL - Allocated" status is editable to "RQ - Requested," "IS - Issued," or "CN - Canceled."
- The "IS - Issued" status is editable to "CN - Canceled," "RN - Return - Not Closed," or "RC - Returned - Closed."
- The "RN - Return - Not Closed" status is only editable to "RC - Returned - Closed."
- The "RC - Return - Closed" status is only editable to "RN - Returned - Not Closed."
- The "CN - Canceled" status is NOT editable. It is a Read Only status.

There are eight tabs to detail the complete dispatch process.

- **Basic** — Describes the details for the dispatch.
- **Utilization** — Tracks utilization of an asset.
  - *Available when the Dispatch Status is "Issued" or "Returned" and the asset is profiled for utilization.*

- **Customer** — Contains the Primary Operator and relevant information.
- **Previous Dispatches** — Lists the previous dispatches for the selected asset.
- **Asset Info** — Displays asset information from the PA module.
  - *Available when the Asset is selected.*

- **Attachment(s)** — Allows certain files to be attached to the Dispatch record.
  - *Available only when Updating the Dispatch.*
- **License(s)** — Displays the license(s) required to operate the dispatched asset.
  - *Available when a license has been specified for the selected asset.*
- **Rates** — Displays the usage rates for the asset.

Navigation

Utilization > Dispatch > Search Criteria > Search Results > Update hyperlink > Dispatch Update page

Page Fields

The following fields display on the **Dispatch Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
399	When asset selected is metered, Utilization information is mandatory and recorded.
400	Select Create Work Order to generate a Work Order.
401	Create Work Order and Update MAINT Asset selection will update the Maintenance Asset record to Available when the Work Order is closed.

Basic Tab

Dispatch Id

Equip Pool
Dispatch Sts Cd *
Commit Id
Dispatch Ctgry *
Sub Ctgry *
Est Issue Dt/Tm *
Est Return Dt/Tm *
Pick-up Loc
Drop-off Loc
Asset Id

If ASSET ID is entered, Item Desc appears

Request Operator
Dispatch Purpose *
Dispatch Desc

If DISPATCH STS CD = "IS", Issue Dt/Tm * appears
If DISPATCH STS CD = "RN" or "RC", Return Dt/Tm * appears

Dispatcher *
Dispatched To *
Cost Center
Trip Cost
Loc
Sub Loc

If DISPATCH STS CD = "RN" or "RC", Dispatch Unavl Cd appears

Stay
Bags
HazMat
Pax
Remarks

Utilization Tab

Last Mtr Rdng
Create New

If Create New Is Selected
Start Mtr Rdng *
Util On Base *

Util Off Base *

If DISPATCH STS CD Is "RC" or "RN"
End Mtr Rdng *
Util On Base *
Util Off Base *
Days Used
Days Idle
Days Unaval
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State

Customer Tab

Customer Account Id
Customer Address

If Customer Address Is Assigned
POC
Phone Nbr
Address 1
City
State
ZIP Cd
Country Cd
Loc

Customer Remarks
Reimbursable
Job Order Nbr ID
UIC
Organization
APO Name
APO Phone Nbr
APO E-mail Addr
Custodian Name
Custodian Phone Nbr
Custodian E-mail Addr
Owng Cost Center

Previous Dispatches Tab

Max Rows
Dispatch Id
Dispatch Sts Cd
Dispatched To
Dispatch Ctgry
Sub Ctgry
Est Issue Dt/Tm
Issue Dt/Tm
Est Return Dt/Tm
Return Dt/Tm
Equip Pool
Dispatcher

Asset Info Tab

Asset Id
Item Desc
Dispatch Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
LIN/TAMCN
Mfr Part Nbr
Mfr Year
Mfr Name
Model Nbr
Loc
Sub Loc
Tot Cost
Orig In Svc Dt
Vehicle Group Cd
Maint Mgt Cd
Vehicle Type Cd
Util Measure Cd
Metered
UII
Dispatch Ctgry
Sub Ctgry
Lease Code
Equivalence

Attachment(s) Tab

Attachment
Attachment(s)

License(s) Tab

Asset Grid

License(s) Name
License(s) Desc

Operator Grid *(If "Dispatched To" is assigned)*

License(s) Name
License(s) Desc
Expr Dt
Issued By

Rates Tab

Dispatch Ctgry
Sub Ctgry
Asset Id
Daily Base Rate
Utilization Rate
Estimated Cost
Total Base Rate
Total Utilization Rate

If Request Operator is selected

Equipment Add On Base Rate
Equipment Add On Utilization Rate
Operator Name
Labor Category
Operator Rate Type
Operator Base Rate
Operator Overtime Rate

(*) Asterisk identifies mandatory fields.

Procedures

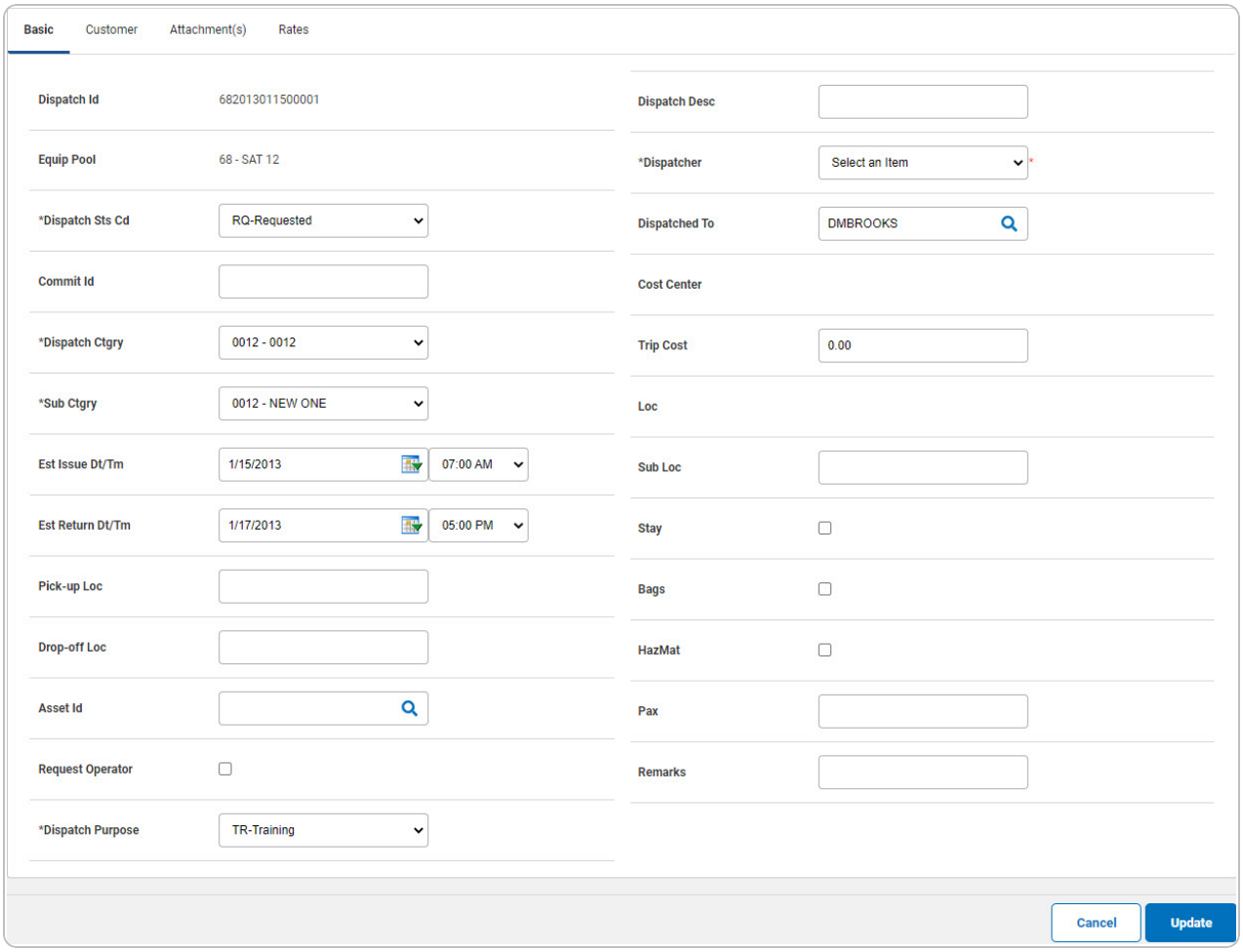
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Dispatch

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

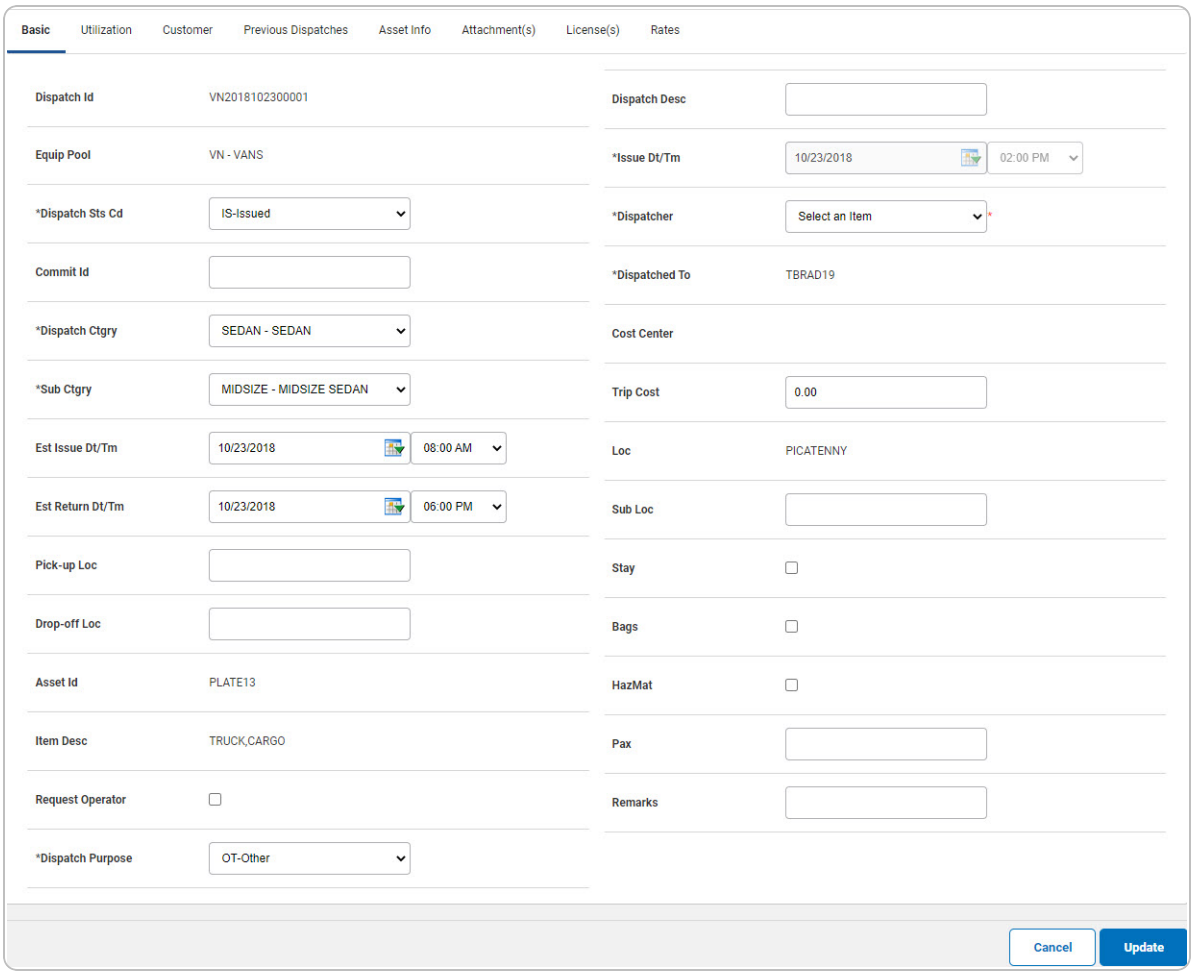
1. Select the Update hyperlink. *The* ***Dispatch Update*** *page appears.*



A. *Verify the DISPATCH ID.*

B. *Verify the EQUIP POOL.*

C. Update the Dispatch Status Cd, using ⌄ to select the desired code. *If "IS" is selected, the Issue DT/TM field appears in the next column.*



D. Update the Commit ID, entering the revised identifier in the field provided. *This is a 36 alphanumeric character field.*

E. Update the Dispatch Ctgry, using ⌄ to select the desired category.

F. Update the Sub Ctgry, using ⌄ to select the desired category.

G. Update the Est Issue Dt/Tm, using and , or entering the date (MM/DD/YYYY) in the field provided.

H. Update the Est Return Dt/Tm, using and , or entering the date (MM/DD/YYYY) in the field provided.

I. Update the Pick-up LOC, entering the revised location in the field provided. *This is a 50 alphanumeric character field.*

J. Update the Drop-off LOC, entering the revised location in the field provided. *This is a 50 alphanumeric character field.*

K. Update the ASSET ID, using to browse for the asset. *This is a 12 alphanumeric character field.*

Asset Id Browse help

L. *Verify the ITEM DESC.*

M. Verify the Request Operator contains the appropriate or . *Additional fields appear in the Rates tab when checked.*

Helpful Tip

If a driver is needed to operate the asset, select the Request Operator check-box.

N. Update the Dispatch Purpose, using to select the desired code.

O. Update the DISPATCH DESC, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

P. Update the Issue Dt/Tm, using and , or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the Dispatcher, using to select the desired name.

R. Update the Dispatched To, using to browse for the entry. *This is a 138 alpha-numeric character field.*

Operator/Technician Browse help

S. *Verify the Cost Center.*

T. Update the Trip Cost, entering the revised amount in the field provided. *This is a 7 numeric character field.*

U. *Verify the LOC.*

V. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

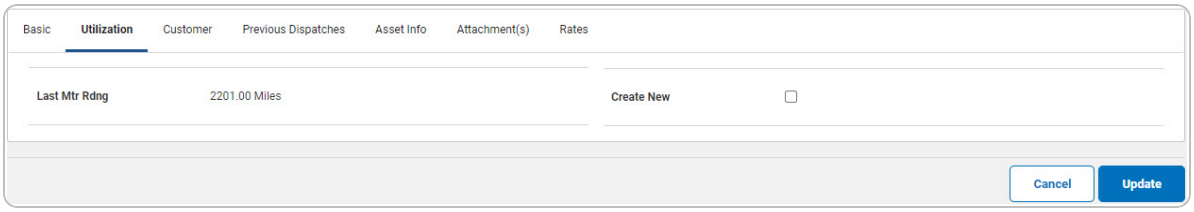
W. Update the Dispatch Unavl Cd, using ⌄ to select the desired code.

X. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

Y. Select Update. *The **Dispatch Transaction Status** page appears.*

OR

Select the Utilization tab to continue editing information.

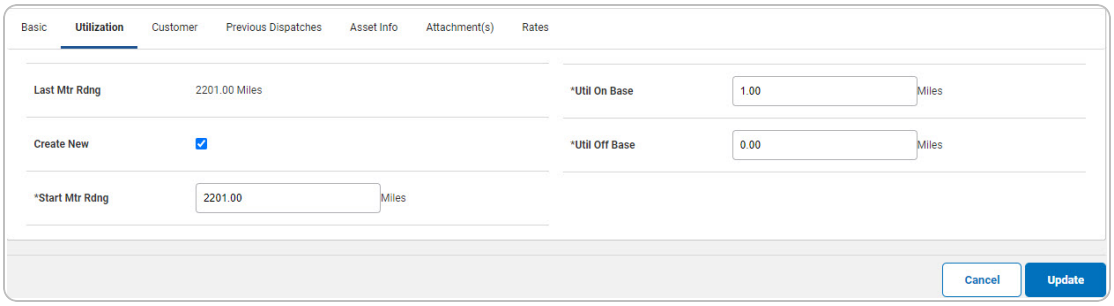


Note

The Utilization tab is only available when the Dispatch Status is "Issued" or "Returned", and the asset is profiled for utilization.

a. *Verify the LAST MTR RDNG.*

b. Verify the Create New contains the appropriate ☑ or ☐. *Additional fields appear to enter a new Meter Reading.*



Attention

The Create New ☑ is disabled if no Utilization is recorded for the selected asset and the DISPATCH STS CD is "Issued."

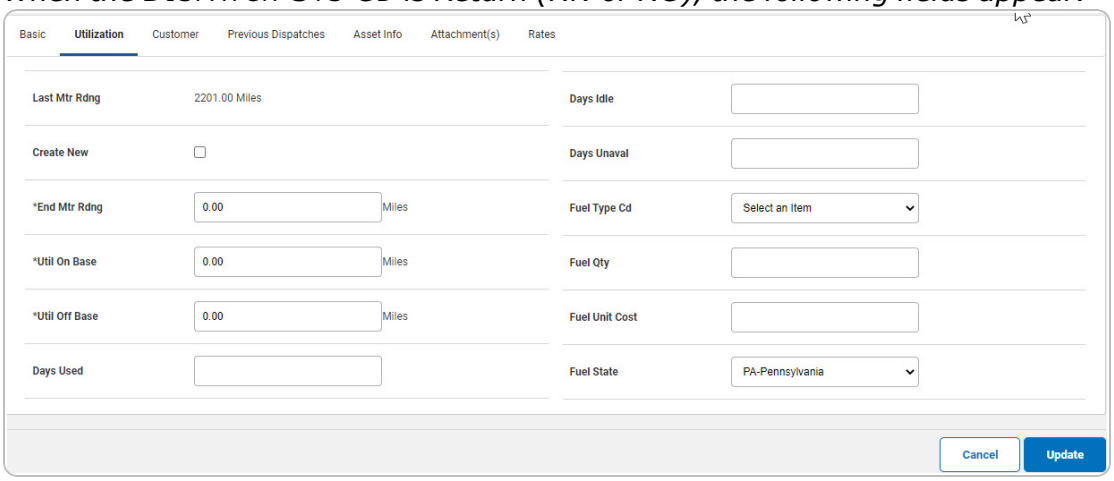
☐ appears and is enabled when a previous meter reading exists or the the DISPATCH STS CD is "Issued".

c. Update the START MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*

d. Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

e. Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*

When the DISPATCH STS CD is Return (RN or RC), the following fields appear.



1. Update the END MTR RDNG, entering the revised amount in the field provided. *This is a 12 numeric character field.*
2. Update the UTIL ON BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
3. Update the UTIL OFF BASE, entering the revised amount in the field provided. *This is a 7 numeric character field.*
4. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
5. Enter the Days Idle in the field provided. *This is a 3 numeric character field.*

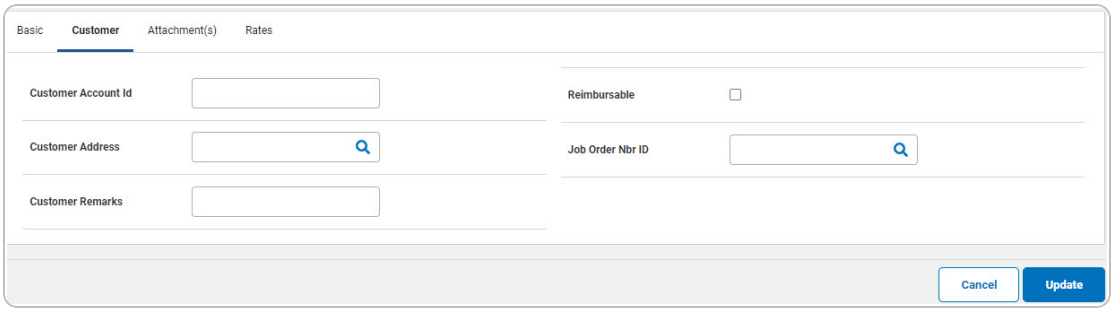
6. Enter the DAYS UNAVAL in the field provided. *This is a 3 numeric character field.*
7. Use to select the Fuel Type Cd.
8. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*
9. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
10. Use to select the Fuel State.

Select Update. *The **Dispatch Transaction Status** page appears.*

f.

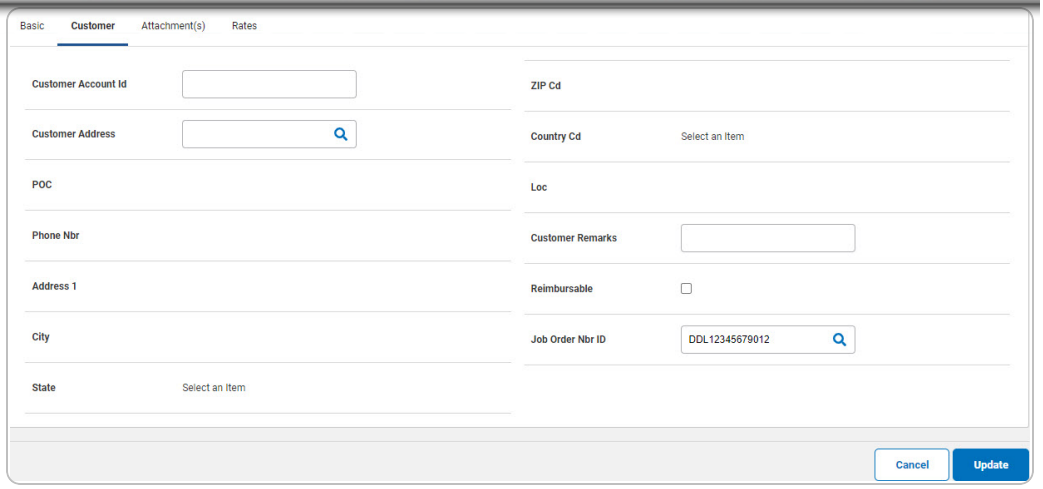
OR

Select the Customer tab to continue editing information.



1. Update the CUSTOMER ACCOUNT ID, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*
2. Update the Customer Address, using to browse for the revised address.

Address Browse help



Helpful Tip

The Customer Address information is stored in the ADDRESS TYPE CD "MC – Maintenance Customer" within the Property Accountability **Address** section.

A. Verify the POC.

B. Verify the PHONE NBR.

C. Verify the Address 1.

D. Verify the City.

E. Verify the State.

F. Verify the ZIP CD.

G. Verify the COUNTRY CD.

H. Verify the LOC.

3. Update the Customer Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

4. Verify the Reimbursable contains the appropriate ☑ or ☐. *When checked, any allocated amount spent is refunded.*

5. Update the JOB ORDER NBR ID, using 🔍 to browse for the revised identifier.

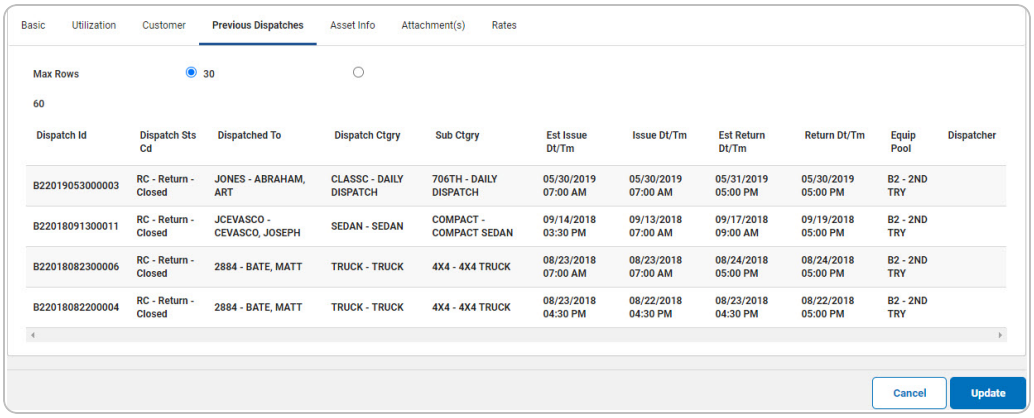
   Job Order Nbr Browse help

6. *Verify the UIC.*

7. *Verify the Organization.*
8. *Verify the APO Name.*
9. *Verify the APO PHONE NBR.*
10. *Verify the APO E-MAIL ADDR.*
11. *Verify the Custodian Name.*
12. *Verify the Custodian PHONE NBR.*
13. *Verify the Custodian E-MAIL ADDR.*
14. *Verify the OWNG COST CENTER.*
15. Select Update. *The **Dispatch Transaction Status** page appears.*

OR

Select the Previous Dispatches tab to continue editing information.



Note

The Previous Dispatches tab displays previously issued assets in a list format. The previous 30 dispatches are displayed by default.

A. Verify the MAX Rows contains the appropriate ◉ or ○. *More or less rows are displayed based on the selection.*

B. *Verify the DISPATCH ID.*

C. *Verify the Dispatch STS CD.*

D. *Verify the Dispatched To.*

E. *Verify the DISPATCH CTGRY.*

F. *Verify the SUB CTGRY.*

G. *Verify the EST ISSUE DT/TM.*

H. *Verify the Issue DT/TM.*

I. *Verify the EST RETURN DT/TM.*

J. *Verify the Return DT/TM.*

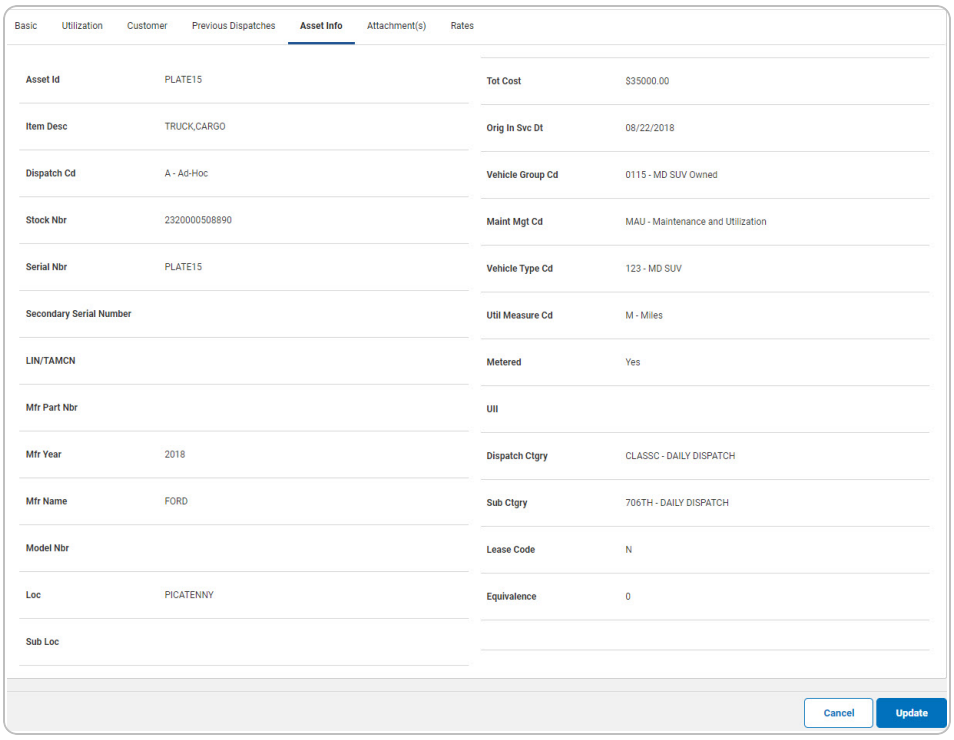
K. *Verify the EQUIP POOL.*

L. *Verify the Dispatcher.*

Select Update. *The **Dispatch Transaction Status** page appears.*

M. **OR**

Select the Asset Info tab to continue editing information.



Helpful Tip

The Asset INFO is stored in the Property Accountability **Asset Receiving** section.

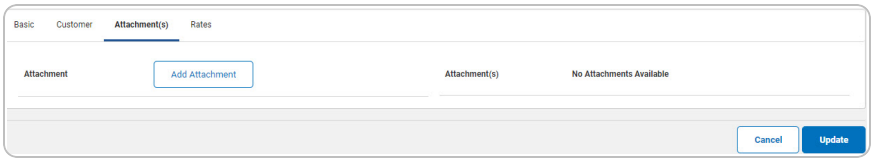
a. *Verify the ASSET ID.*
b. *Verify the ITEM DESC.*
c. *Verify the DISPATCH CD.*
d. *Verify the STOCK NBR.*
e. *Verify the SERIAL NBR.*
f. *Verify the Secondary Serial Number.*
g. *Verify the LIN/TAMCN.*
h. *Verify the MFR PART NBR.*
i. *Verify the MFR YEAR.*
j. *Verify the MFR NAME.*
k. *Verify the MODEL NBR.*
l. *Verify the LOC.*
m. *Verify the SUB LOC.*
n. *Verify the TOT COST.*
o. *Verify the ORIGL IN SVC DT.*
p. *Verify the VEHICLE GRP CD.*
q. *Verify the MAINT MGT CD.*
r. *Verify the VEHICLE TYPE CD.*
s. *Verify the UTIL MEASURE CD.*
t. *Verify the Metered.*
u. *Verify the UII.*
v. *Verify the DISPATCH CTGRY.*
w. *Verify the SUB CTGRY.*
x. *Verify the LEASE CD.*
y. *Verify the Equivalence.*

Select Update. *The **Dispatch Transaction Status** page appears.*

z.

OR

Select the Attachments tab to continue editing information.

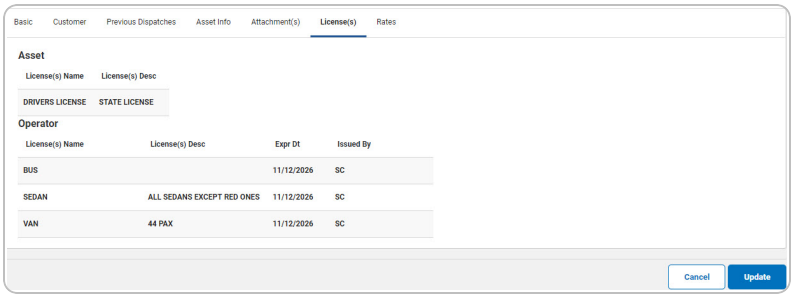


1. Select Add. *The **Attachment Add** page appears.*

   Select Update. *The **Dispatch Transaction Status** page appears.*

2. **OR**

   Select the License(s) tab to continue editing information.



Note

The Licenses tab displays the information in a list format.

A. *The Asset grid includes:*

   a. *Verify the License(s) Name.*

   b. *Verify the License(s) DESC.*

B. *The Operator grid includes:*

a. *Verify the License(s) Name.*

b. *Verify the License(s) DESC.*

c. *Verify the EXPR DT.*

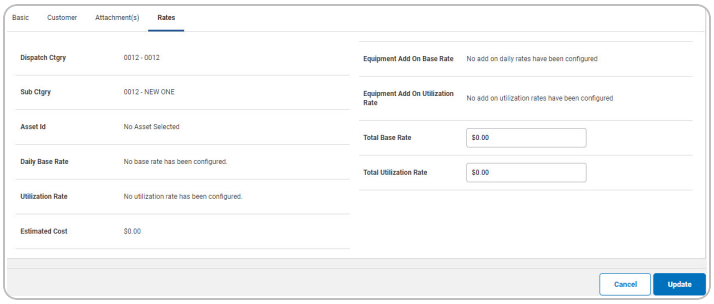
d. *Verify the Issued By.*

Select Update. *The* ***Dispatch Transaction Status*** *page appears.*

C.

OR

Select the Rates tab to continue editing information.



a. *Verify the DISPATCH CTGRY.*

b. *Verify the SUB CTGRY.*

c. *Verify the ASSET ID.*

d. *Verify the Daily Base Rate.*

e. *Verify the Utilization Rate.*

f. *Verify the Estimated Cost.*

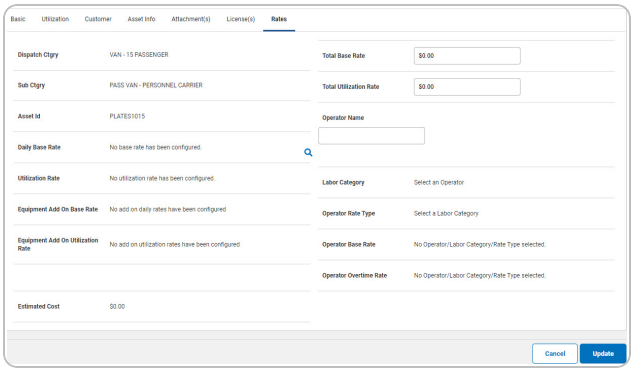
g. *Verify the Equipment Add On Base Rate.*

h. *Verify the Equipment Add On Utilization Rate.*

i. Enter the Total Base Rate in the field provided. *This is a 17.2 numeric character field.*

j. Enter the Total Utilization Rate in the field provided. *This is a 17.2 numeric character field.*

k. *If Request Operator was selected on the Basic tab, additional fields appear.*



1. Update the Operator Name, using to browse for the revised entry. *This is an 8 alphanumeric character field.*

   Operator/Technician Browse help
2. *Verify the Labor Category.*
3. *Verify the Operator Rate Type.*
4. *Verify the Operator Base Rate.*
5. *Verify the Operator Overtime Rate.*

l. Select Update. *The **Dispatch Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Dispatch Ctgry*.	
13 — Mandatory Entry: *Dispatch Purpose*.	
13 — Mandatory Entry: *Dispatched To*.	
13 — Mandatory Entry: *Equip Pool*.	
13 — Mandatory Entry: *Est Issue Dt/Tm*.	
13 — Mandatory Entry: Est Return Dt/Tm.	
13 — Mandatory Entry: *Sub Ctgry*.	
13 — Mandatory Entry: *Util on Base*.	
13 — Mandatory Entry: *Util off Base*.	
13 — Mandatory Entry: *Start Mtr Rdng*.	
13 — Mandatory Entry: *End Mtr Rdng*.	

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
xxxx — Est Return Dt/Tm must be > or equal to the Est Issue Dt/Tm.	Invalid Entry. Est Issue Dt/Tm is blank and Est Return Dt/Tm is entered, or the date to is less than the date from.
670 — Operator does not have correct License(s) for asset.	Invalid Entry. The operator accreditation does not match the asset accreditation. Re-enter the operator.
xxxx — Start Mtr Rdng must be less than or equal to End Mtr Rdng.	Invalid Entry. Ensure the End Mtr Rdng has been entered and it is greater than or equal to the Start Mtr Rdng Check the amounts and re-enter the fields.
xxxx — Util On Base + Util Off Base must = the difference of the End Mtr Rdng minus the Previous Meter Reading.	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between the End Mtr Rdng and the Previous Meter Reading. Check the amounts and re-enter the fields.
xxxx — The selected operator ( ) does not have any rates configured and cannot be selected.	Invalid Entry. The Operator Name selected has not had any Labor Categories entered in the Operator/Technician process. Re-enter the Operator.
350 — Must be alphanumeric with supported special char-	Invalid Entry. The characters entered in the

acters $, — , /, #, &, ;, comma, period, and space.	field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Related Topics

- Search for a Dispatch — Criteria
- Search for a Dispatch — Results
- Add a Dispatch
- View the Dispatch Transaction Status
- Asset Id Browse
- Operator/Technician Browse
- Address Browse
- Job Order Nbr Browse

View the Dispatch Transaction Status

Overview

The Dispatch Transaction Status process displays a verification of the creations or updates performed.

Navigation

Utilization > Dispatch > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Dispatch Transaction Status page

Page Fields

The following fields display on the **Dispatch Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

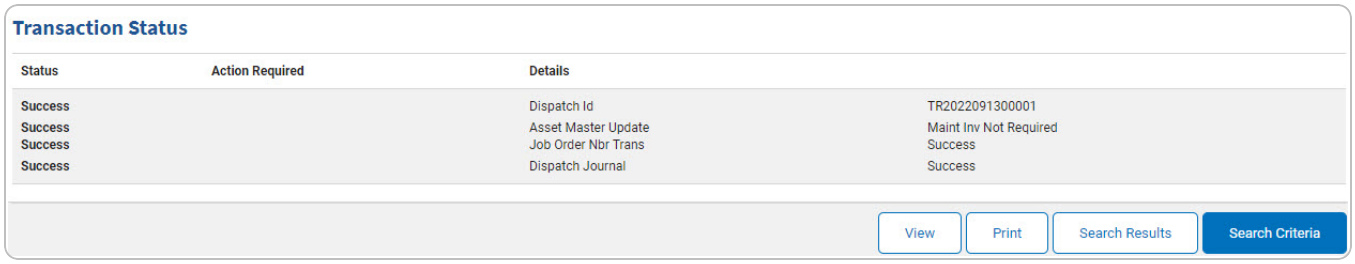
Status
Action Required
Details

Procedures

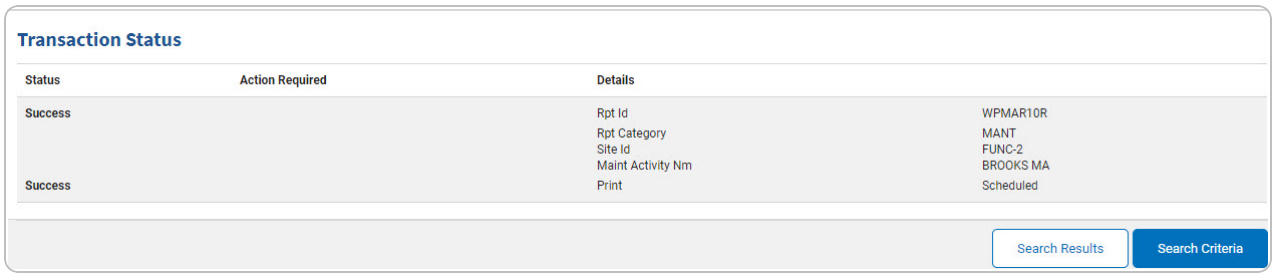
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Dispatch Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select View. *The transaction opens in a PDF of the Equipment Utilization Form.*
5. Select Print. *The **Dispatch Transaction Status** page appears.*



Note

The Transaction Status page schedules the print action. To print the Equipment Utilization Form at a later time, go to Forms-Reports > View Reports.

A. *The Status automatically populates and is not editable.*

B. *The Action Required automatically populates and is not editable.*

C. *The Details automatically populates and is not editable.*

D. Select Search Results. *The **Dispatch Search Results** page appears.*

E. Select Search Criteria. *The **Dispatch Search Criteria** page appears.*

6. Select Search Results. *The **Dispatch Search Results** page appears.*

7. Select Search Criteria. *The **Dispatch Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Dispatch — Criteria
- Search for a Dispatch — Results
- Add a Dispatch
- Update a Dispatch

Search for a Requisition

Overview

The Maintenance and Utilization module Requisition process provides the ability to create or cancel Requisition information.

Navigation

Requisition > Requisition > Requisition Search page

Page Fields

The following fields display on the **Requisition Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

In Progress Tab

Work Queue Grid

Open
Closed
All

Edit Step Grid

Order Setup
Order Item
Supplementary Info
Accounting
Points of Contact

Search Criteria Grid

Document Number
Stock Number
Requisition Type
Ordered By
Starting Order Date
Ending Order Date

Search Results Grid

All
Doc Nbr
Stock Nbr
Description
Qty Requested
Status
Reference Type
Reference Id
Established Date

Optional

Advice Cd
Cancelled Qty
Condition Cd
Deliver By
Demand Cd
Established By
Last Tran Date
Last Updated By
Ordered By
Ordered Date
Priority Cd
Program Id
Project Cd
Received Qty
Reference Type Cd
Remarks
Shipped Qty
Source of Supply
Source Type
Status Cd
Subtype Cd
Type Cd

Unit of Issue Cd
Unit Price

Approvals Needed Tab

Edit Step Grid

Order Setup
Order Item
Supplementary Info
Accounting
Points of Contact

Search Criteria Grid

Document Number
Stock Number
Requisition Number
Ordered By
Starting Order Date
Ending Order Date

Search Results Grid

Procedures

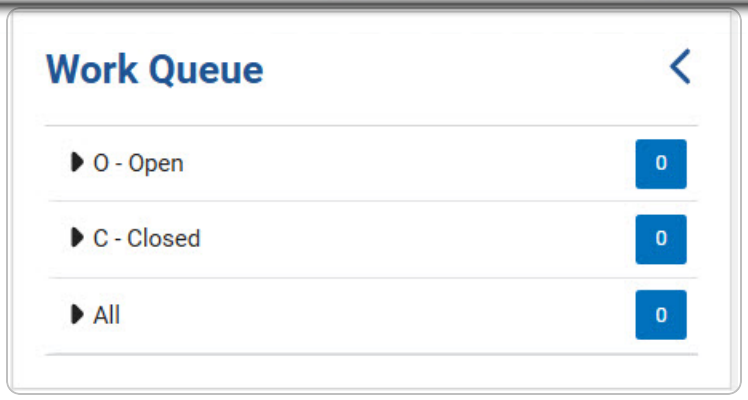
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Requisition - 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. On the In Progress tab, use the Work Queue, Edit Step, and/or Search Criteria grid to generate results.

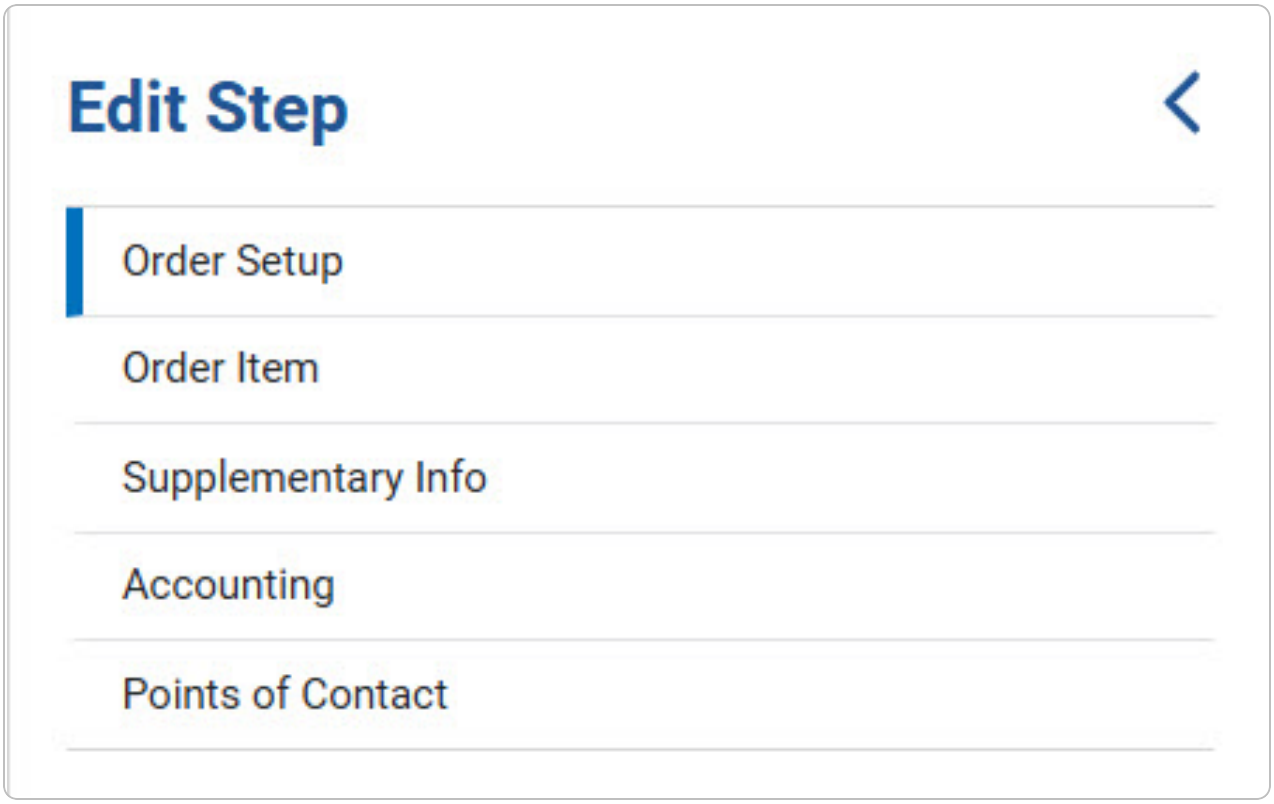


Helpful Tip

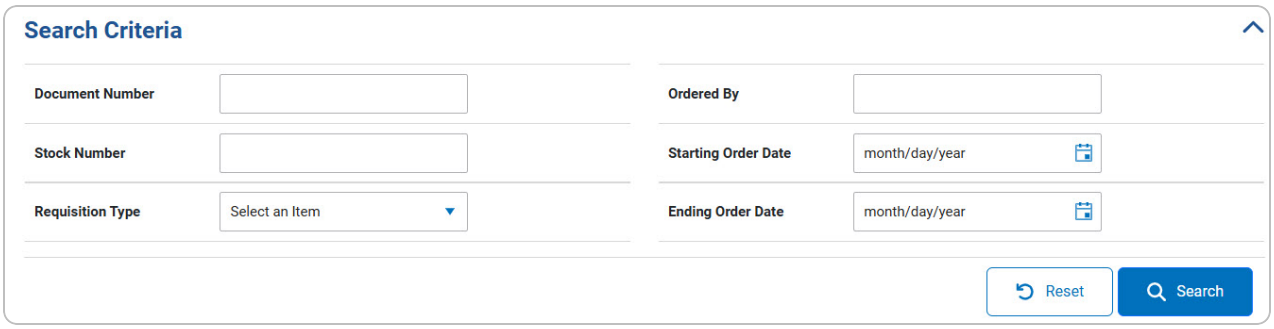
Select < to close the Work Queue. *The **Work Queue** grid closes to the left of the Search page.*

Select > to open the Work Queue. *The **Work Queue** grid opens on the top of the Search page.*

2. Use the Edit Step grid to narrow the search to a specific step.



Search Criteria



Helpful Tip

The Search Criteria grid defaults to close when entries generated based on the Work Queue criteria appear in the Search Results grid.

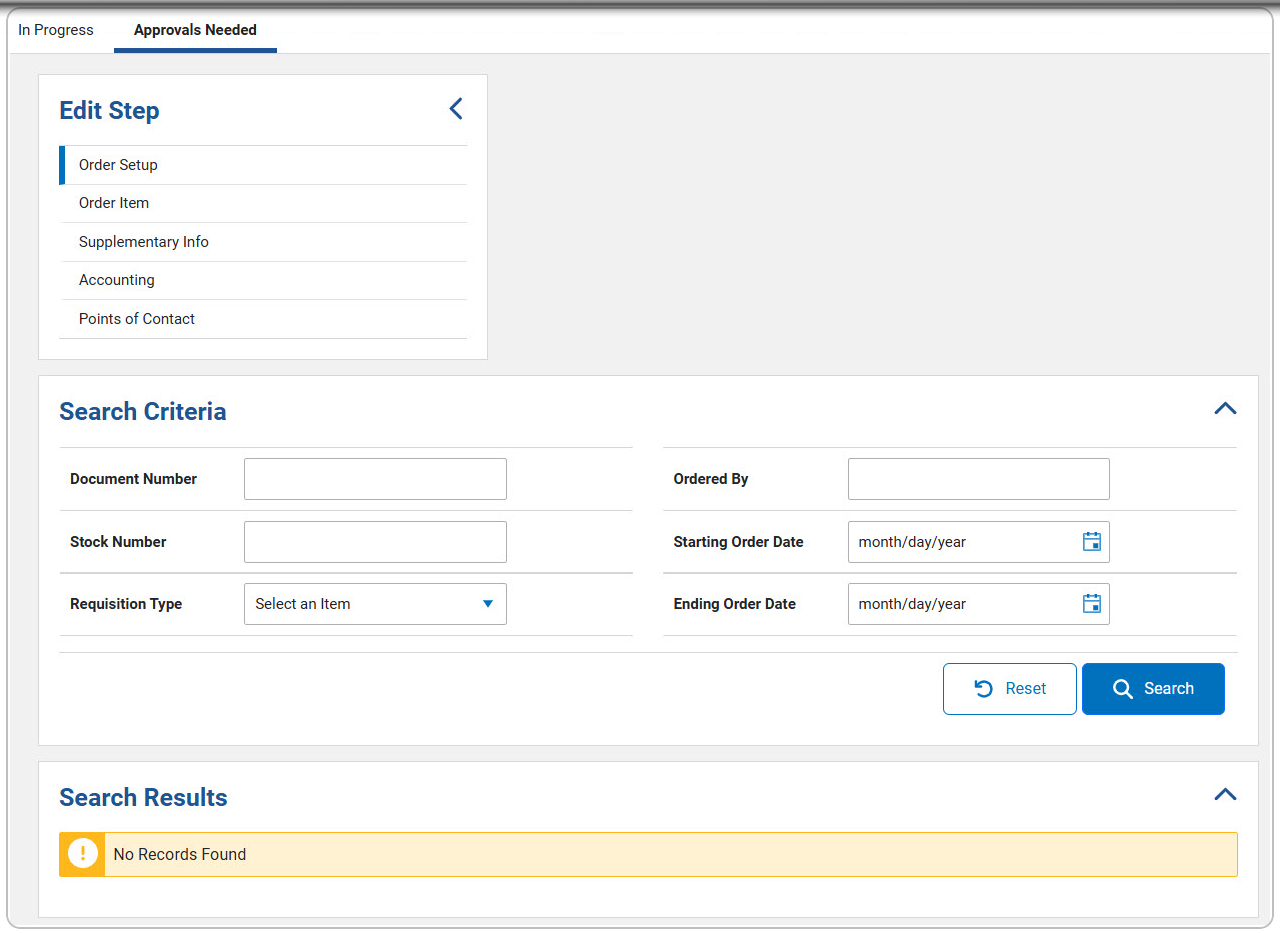
Work Queue entries automatically appear in the Search Results grid if available.

Select to open the Search Criteria grid. *The **Search Criteria** grid opens.*

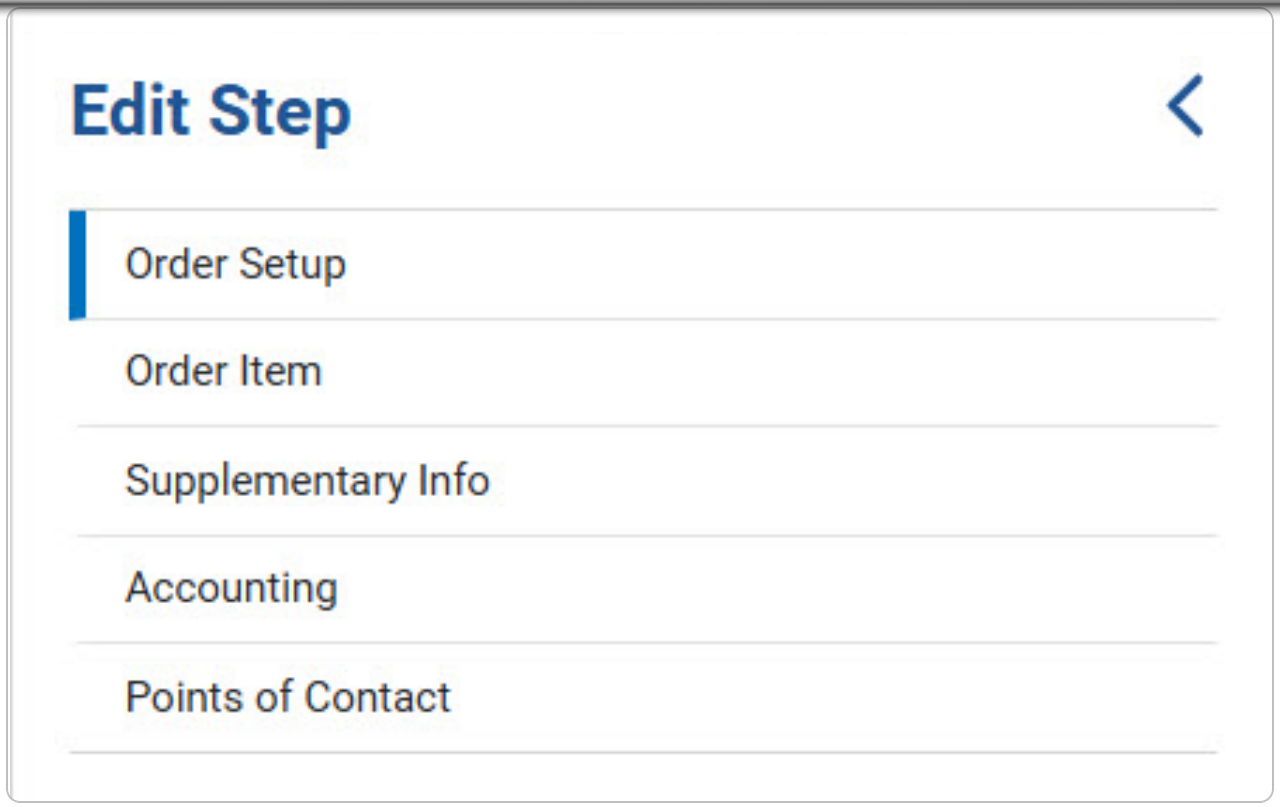
Select to close the Search Criteria grid. *The **Search Criteria** grid closes.*

- Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Requisition Type.
- Enter the Ordered By in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Starting Order Date, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Ending Order Date, or enter the date (MM/DD/YYYY) in the field provided.
- Select Search. *The results appear in the **Requisition Search Results** grid.*

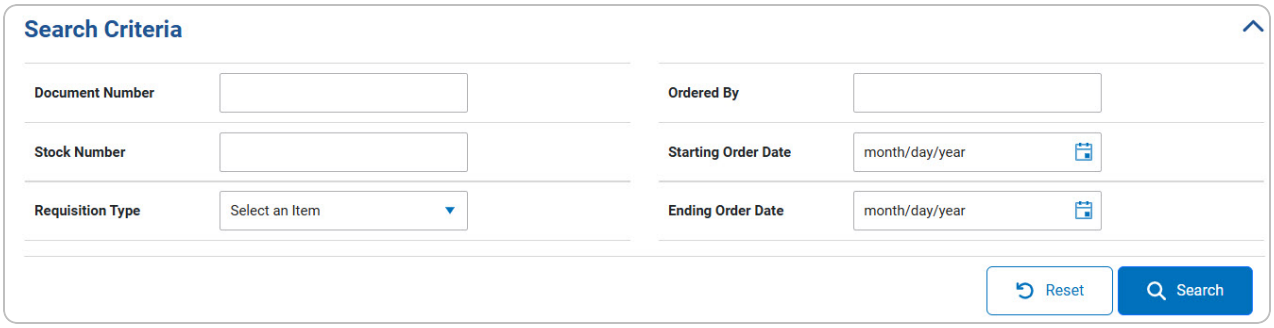
3. Select the Approvals Needed tab . *The **Approvals Needed** tab appears.*



4. Use the Edit Step grid to narrow the search to a specific step.



5. Use the Search Criteria to narrow the results.



6. Enter the Document Number in the field provided. *This is a 14 alphanumeric character field.*
7. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
8. Use ▼ to select the Requisition Type.
9. Enter the Ordered By in the field provided. *This is a 15 alphanumeric character field.*

10. Use to select the Starting Order Date, or enter the date (MM/DD/YYYY) in the field provided.

11. Use to select the Ending Order Date, or enter the date (MM/DD/YYYY) in the field provided.

12. Select Search. *The results appear in the **Requisition Search Results** grid.*

Search for a Requisition — Results

1. *The results appear in the Search Results grid.*

Add a Requisition

Select + Add. *The **Add Requisition** page appears.*

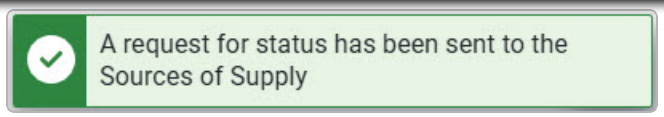
Cancel a Requisition Order

1. Select ☐ next to the desired record(s). *The DOC NBR is highlighted, and* Edit, Cancel Order, *and* Inquire *becomes available.*

2. Select Cancel Order. *The **Requisition Cancel Confirmation** pop-up window appears.*

View the Requisition Inquiry

1. Select ☐ next to the desired record(s). *The DOC NBR is highlighted, and* Edit, Cancel Order, *and* Inquire *becomes available.*

2. Select Inquire. 

appears and the Requisition information is sent to the Source of Supply.

Resubmit a Requisition

1. Select ☐ next to the desired record(s). *The DOC NBR is highlighted, and* Edit, Cancel Order, *and* Inquire *becomes available.*

> **Note**
> The Cancel Order becomes available when the selected record has an "In-Progress" status.

2. Select Cancel Order. *The* ***Requisition Cancel Confirmation*** *pop-up window appears.*

Review a Requisition

1. Select the Document Number hyperlink. *The* ***Review Requisition*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — No Source of Supply exists for this Maintenance	Invalid Entry. The Source of Supply is missing. Add the Source of Supply and re-try and/or con-

Activity, contact the help desk.	tact the help desk.
xxxx — No Records Found.	Invalid Entry. There are no records matching the search criteria. Re-enter the criteria and try again.

Related Topics

- Add a Requisition
- Add a Supply
- Update a Requisition
- Cancel a Requisition
- Review the Requisition
- View the Requisition Details

Add a Requisition

Overview

The Requisition Add process provides the ability to create requisition programs.

Navigation

Requisition > Requisition > Search Results > + Add > Add Requisition page

Page Fields

The following fields display on the **Add Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Order Setup Tab

Order Type
Source Type *
Source of Supply *
Owning DoDAAC
Ordered By

Order Item Tab

Catalog Source *
Stock Number *
Item Description
Manufacturer Part Number
LIN/TAMCN
Condition Code *

Quantity Requested *
Stocking UOI
Stocking UOI Price
Total Cost

Supplementary Info Tab

Priority Code *
Demand Code
Required Delivery Date
Distribution Code

Accounting Tab

Document Number
Document Number Reference
Work Order Number

Points of Contact

Organization Point of Contact Grid

First Name
Last Name
Organization
Email
Phone Number
DSN

Additional Information Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

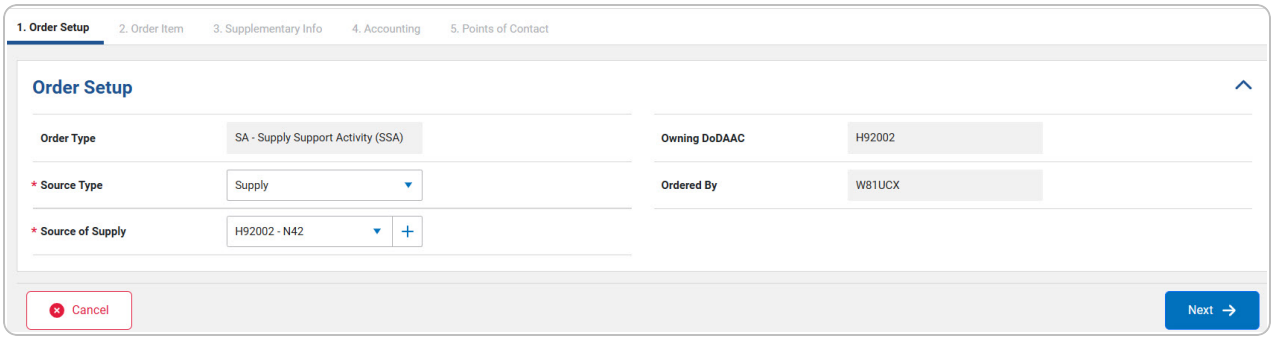
Click the following link to display M&U Navigation Tips.

Add a Requisition

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

Selecting Previous *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Requisition*** *page appears, open to the* ***Order Setup*** *page.*



2. *Complete the Order Setup panel.*

   A. *The Ordered Type automatically populates and is not editable.*

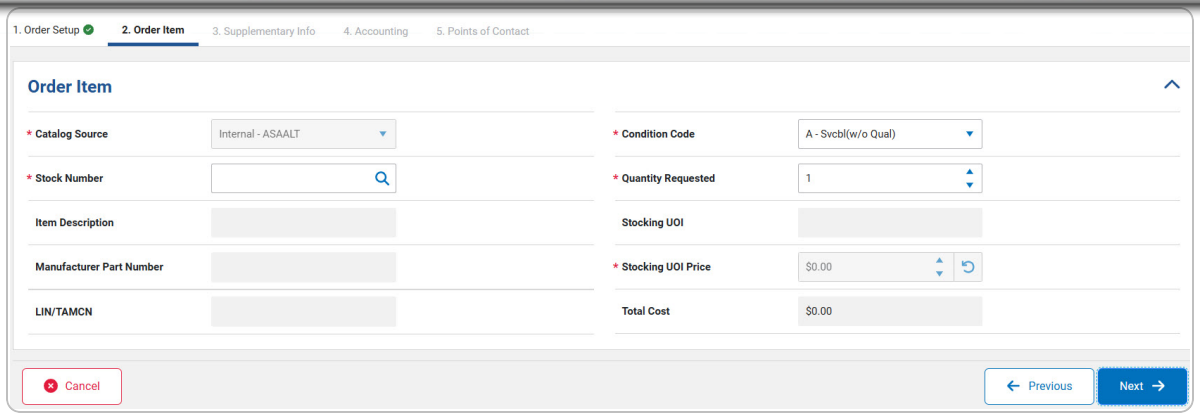
   B. Use ▼ to select the Source Type.

   C. Use ▼ to select the Source of Supply. To add a Source of Supply, select +. *The* ***Supply Add*** *slide-out window appears.*

   D. *The* OWNING DODAAC *automatically appears and is not editable.*

   E. *The Ordered By automatically appears and is not editable.*

   F. Select Next →. *The* ***Order Item tab*** *opens.*



a. *The Catalog Source automatically populates and is not editable.*

b. Enter the STOCK NBR, or use to assist with the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse

c. *The Item Description automatically populates and is not editable.*

d. *The Manufacturer Part Number automatically populates and is not editable.*

e. *The LIN/TAMCN automatically populates and is not editable.*

f. Use to select the Condition Code.

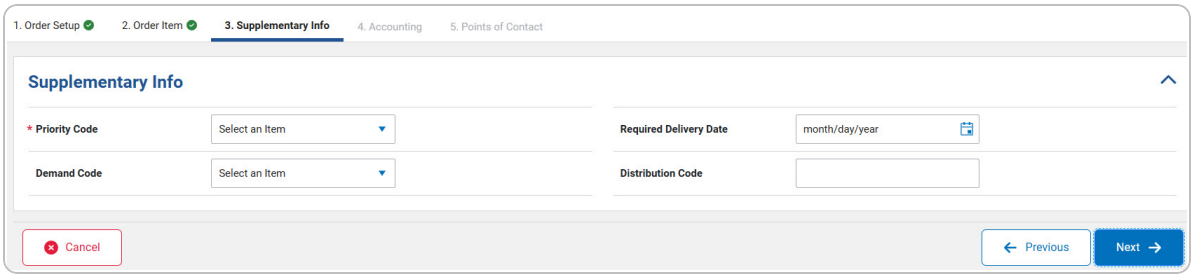
g. Use to choose the Quantity Requested.

h. *The Stocking UOI automatically populates and is not editable.*

i. Use to choose the Stocking UOI Price.

j. *The Total Cost automatically populates and is not editable.*

k. Select Next. *The **Supplementary Info tab** opens.*



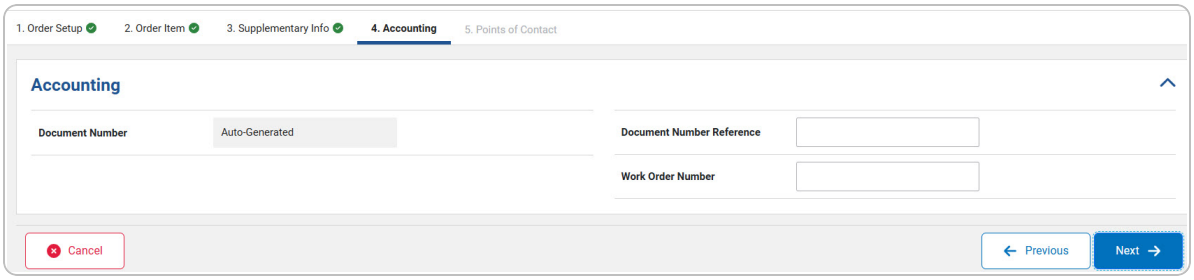
a. Use ▼ to select the Priority Code.

b. Use ▼ to select the Demand Code.

c. Use 📅 to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

d. Enter the Distribution Code in the field provided. *This is a 3 alphanumeric character field.*

e. Select Next →. *The **Accounting tab** opens.*

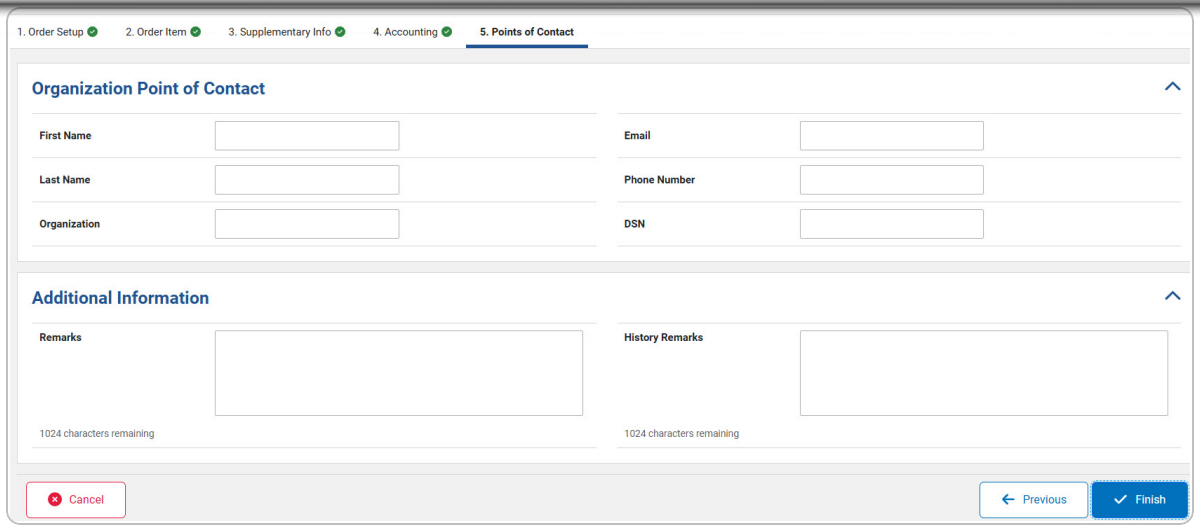


a. *The Document Number automatically populates and is not editable.*

b. Enter the Document Number Reference in the field provided. *This is an 15 alphanumeric character field.*

c. Enter the Work Order Number in the field provided. *This is an 50 alphanumeric character field.*

d. Select Next →. *The **Points of Contact tab** opens.*



a. *Update the Organization Point of Contact grid.*

1. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
2. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
3. Enter the Organization in the field provided. *This is a 256 alphanumeric character field.*
4. Enter the EMAIL in the field provided. *This is an 80 alphanumeric character field.*
5. Enter the Phone Number in the field provided. *This is a 25 alphanumeric character field.*
6. Enter the DSN in the field provided. *This is a 25 numeric character field.*

b. *Update the Additional Information grid.*

1. Enter the Remarks in the field provided. *This is a 256-1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 256-1024 alphanumeric character field.*

c. Select

.

appears in the search results grid on the ***Requisition*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Reference ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Requisition Type*.	
13 — Mandatory Entry: *Requisition Sub Type*.	
13 — Mandatory Entry: *Ordered By*.	
13 — Mandatory Entry: *Reference Type*.	
13 — Mandatory Entry: *Source Type*.	
13 — Mandatory Entry: *Source of Supply*.	
13 — Mandatory Entry: *Stock Number*.	
13 — Mandatory Entry:	

***Quantity Requested*.**	
13 — Mandatory Entry: *Condition Cd*.	
13 — Mandatory Entry: *Required Delivery Date*.	
13 — Mandatory Entry: *Priority Cd*.	
xxxx — Work order number must contain a two digit Sub-work order number.	Invalid Entry. The Reference ID entry format is incorrect and must have a two digit Sub-work order number. Re-enter the Reference ID.
xxxx — (*) Asterisk identifies mandatory fields.	Invalid Entry. The required fields are not populated. Enter the fields.

Related Topics

- Search for a Requisition
- Add a Supply
- Update a Requisition
- Review the Requisition
- View the Requisition Details
- Cancel a Requisition

Update a Requisition

Overview

The Requisition Update process provides the ability to update requisition program information.

Navigation

Requisition > Requisition > Search > (desired record) > Edit > Edit Requisition page

Page Fields

The following fields display on the **Edit Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Order Setup Tab

Order Type
Source Type *
Source of Supply *
Owning DoDAAC
Ordered By

Order Item Tab

Catalog Source *
Stock Number *
Item Description
Manufacturer Part Number
LIN/TAMCN

Condition Code *
Quantity Requested *
Stocking UOI
Stocking UOI Price
Total Cost

Supplementary Info Tab

Priority Code *
Demand Code
Required Delivery Date
Distribution Code

Accounting Tab

Document Number
Document Number Reference
Work Order Number

Points of Contact

Organization Point of Contact Grid

First Name
Last Name
Organization
Email
Phone Number
DSN

Additional Information Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

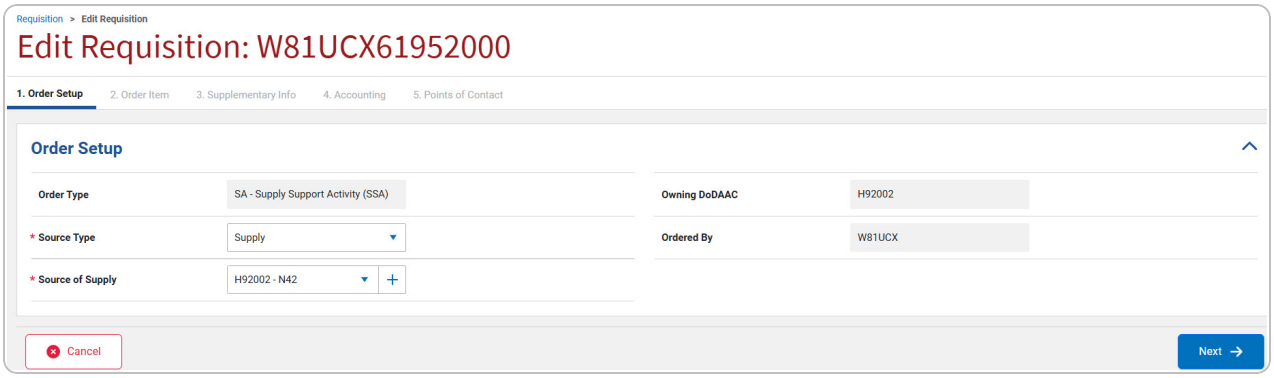
Click the following link to display M&U Navigation Tips.

Update a Requisition

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

Selecting Previous *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Edit Requisition*** *page appears, open to the* ***Order Setup*** *page.*



2. *Complete the Order Setup panel.*

   A. *Verify the Ordered Type.*

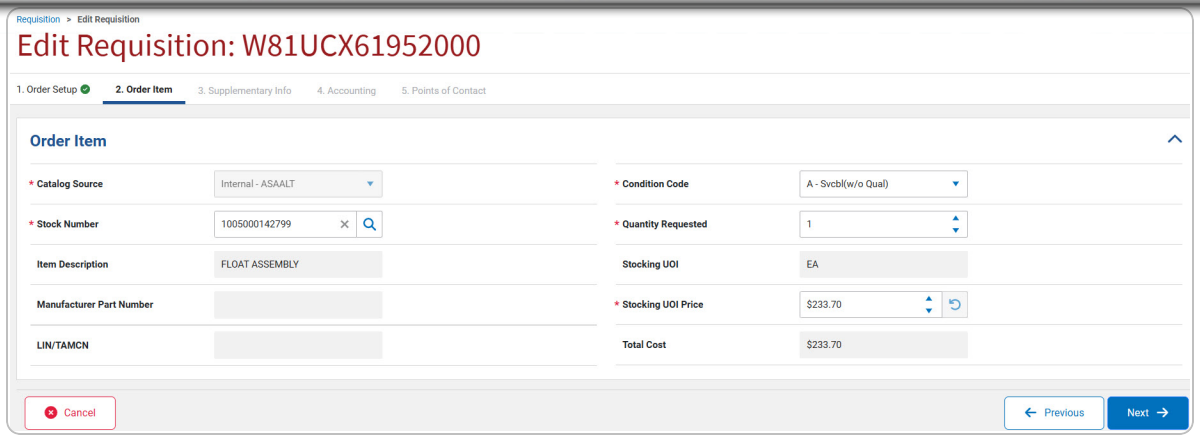
   B. Update the Source Type, using ▼ to select the desired source type.

   C. Update the Source of Supply, using ▼ to select the source. To add a Source of Supply, select +. *The* ***Supply Add*** *slide-out window appears.*

   D. *Verify the OWNING DODAAC.*

   E. *Verify the Ordered By.*

   F. Select Next →. *The* ***Order Item tab*** *opens.*



a. *Verify the Catalog Source.*

b. Update the STOCK NBR, using to browse for the revised stock number. *This is a 15 alphanumeric character field.*

Stock Number Browse

c. *Verify the Item Description.*

d. *Verify the Manufacturer Part Number.*

e. *Verify the LIN/TAMCN.*

f. Update the Condition Code, using to select the desired code.

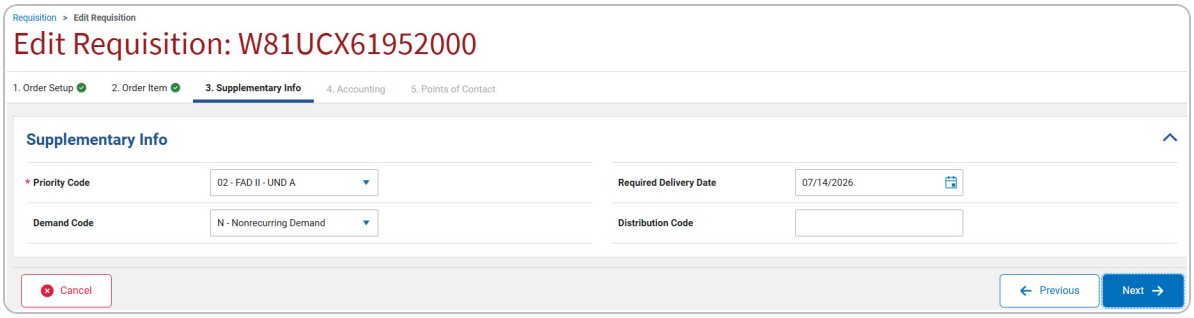
g. Update the Quantity Requested, using to choose the revised amount.

h. *Verify the Stocking UOI.*

i. Update the Stocking UOI Price, using to choose the revised amount.

j. *Verify the Total Cost.*

k. Select Next. *The **Supplementary Info tab** opens.*



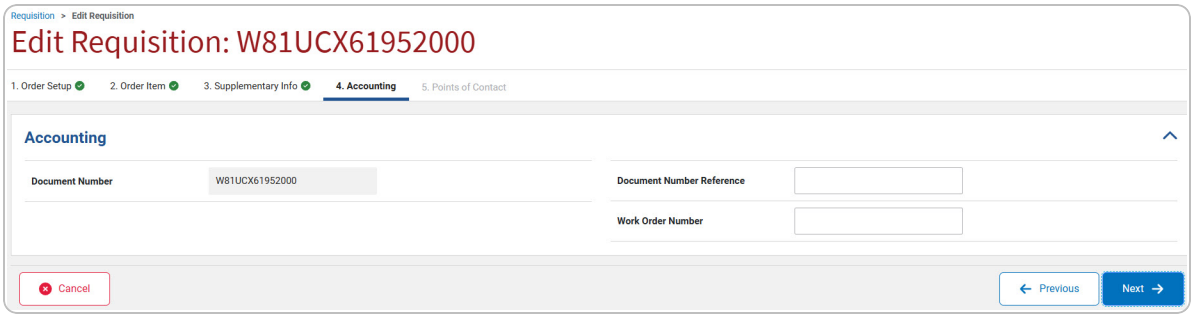
a. Update the Priority Code, using to select the desired code.

b. Update the Demand Code, using to select the desired code.

c. Update the Required Delivery Date, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Distribution Code, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

e. Select Next. *The **Accounting tab** opens.*

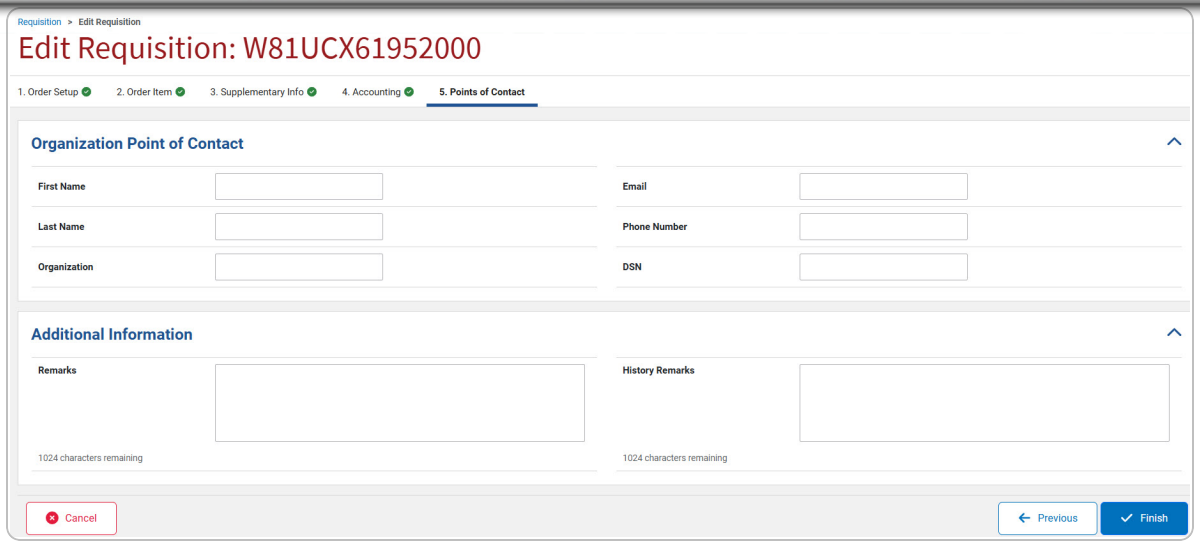


a. *Verify the Document Number.*

b. Update the Document Number Reference, entering the revised reference in the field provided. *This is an 15 alphanumeric character field.*

c. Update the Work Order Number, entering the revised number in the field provided. *This is an 50 alphanumeric character field.*

d. Select Next. *The **Points of Contact tab** opens.*



a. *Complete the Organization Point of Contact grid.*

1. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
2. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
3. Update the Organization, entering the revised organization in the field provided. *This is a 256 alphanumeric character field.*
4. Update the EMAIL, entering the revised EMAIL address in the field provided. *This is an 80 alphanumeric character field.*
5. Update the Phone Number, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
6. Update the DSN, entering the revised information in the field provided. *This is a 25 numeric character field.*

b. *Complete the Additional Information grid.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 256-1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 256-1024 alphanumeric character field.*

c. Select

.

appears in the search results grid on the ***Requisition*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Reference ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Requisition Type*.	
13 — Mandatory Entry: *Requisition Sub Type*.	
13 — Mandatory Entry: *Ordered By*.	
13 — Mandatory Entry: *Reference Type*.	
13 — Mandatory Entry: *Source Type*.	
13 — Mandatory Entry: *Source of Supply*.	
13 — Mandatory Entry: *Stock Number*.	
13 — Mandatory Entry:	

***Quantity Requested*.**	
13 — Mandatory Entry: *Condition Cd*.	
13 — Mandatory Entry: *Required Delivery Date*.	
13 — Mandatory Entry: *Priority Cd*.	
xxxx — Work order number must contain a two digit Sub-work order number.	Invalid Entry. The Reference ID entry format is incorrect and must have a two digit Sub-work order number. Re-enter the Reference ID.
xxxx — (*) Asterisk identifies mandatory fields.	Invalid Entry. The required fields are not populated. Enter the fields.

Related Topics

- Search for a Requisition — Results
- Add a Requisition
- Add a Supply
- Cancel a Requisition
- Review the Requisition
- View the Requisition Details

Cancel a Requisition

Overview

The Cancel Requisition process allows cancellation of a requisition.

Navigation

Maintenance > Requisition > Requisition > Search Results > ☐ (desired record) > Cancel Order > Cancel Requisition pop-up window

Page Fields

The following fields display on the **Cancel Requisition** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Cancel Requisition Grid

Ordered Quantity
Quantity to be Cancelled

Procedures

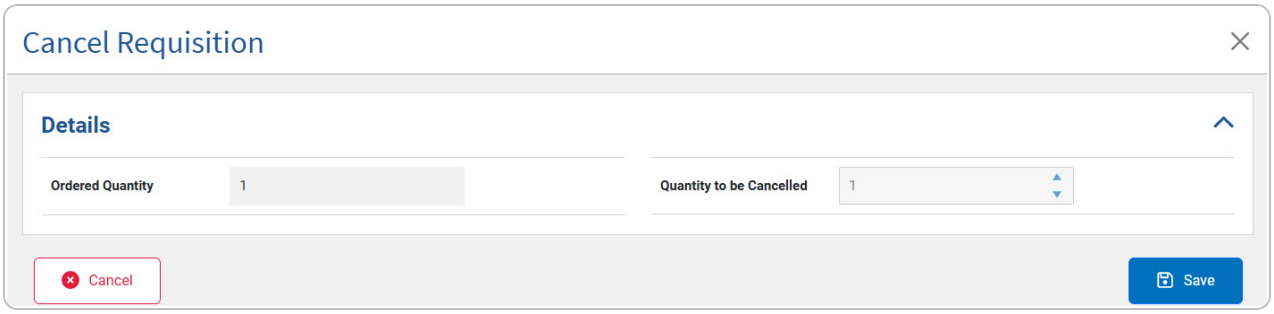
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Cancel a Requisition Order

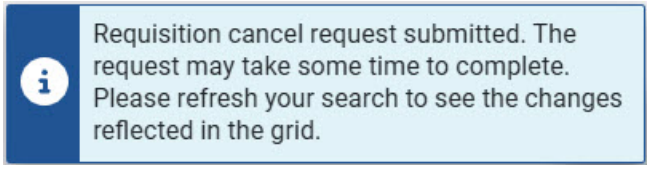
Selecting Cancel *or* ✕ *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired row(s).
2. Select Cancel Order. *The* ***Cancel Requisition Confirmation*** *pop-up window appears.*



   A. *Verify the Details.*
   B. *Verify the Quantity to be Cancelled.*

3. Select Save. *The pop-up window closes and*



appears in the bottom right-hand corner on the ***Requisition Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or ✕. *The previous page*

	reappears.

Related Topics

- Search for a Requisition
- Add a Requisition
- Add a Supply
- Update a Requisition
- Review the Requisition
- View the Requisition Details

Review the Requisition Details

Overview

The Review Requisition process allows reviewing of requisition information.

Navigation

Requisition > Requisition > Requisition > Search Criteria > Search > Search Results > Document Number hyperlink > Review Requisition page

Page Fields

The following fields display on the **Review Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requested Details Tab

Order Summary Panel

Order Type
Source Type
Ordered By
Source of Supply
Requisition State
Owning DoDAAC
Status Code

Order Item Panel

Stock Number
Stocking Unit of Issue

Item Description
Quantity Requested
SoS Name
Estimated Total Cost
Stocking Unit of Issue Price

Supplementary INFO Panel

Priority Code
Distribution Code
Demand Code
Advice Code
Required Delivery Date

Account Panel

Document Number
Document Number Reference
Work Order Number

Organization Point of Contact Panel

POC First Name
POC Phone Number
POC Last Name
POC DSN
POC Organization
Additional Information
POC Email

Supply Point of Contact Panel

POC First Name
POC Phone Number
POC Last Name
POC DSN
POC Organization
POC Email

Shipment Details Tab

Requisition Summary Panel

Document Number
Ordered Qty
Received Qty
Stock Number

Approved Qty
Discrepant Qty
Item Description
Due In Qty
Cancelled Qty
Submitted Date Time
Total Shipment Qty
Rejected Qty

Search Results Panel

History Tab

Events Panel

Document Number
Suffix
Event Type
Event Date
Final Approval Dt
Qty Requested
Due In Qty
Transactions Qty
Supply Status Co
Ship To
SOS RIC
Stock Number
Description
Unit of Issue Code
SUOI
Supplementary Address
Signal Code
Priority Code
Estimated Ship Date
Unit Price
Media and Status Code
Approval Step
History Remarks

Optional Grid

Advice Code
Condition Code
Demand Code

DIC
Do Not Deliver Before
Established Date
Fund Code
Funding Cost Center Name
Manufacturer Name
Manufacturer Part Number
OPTAR
Ordered By
Organization Email
Organization First Name
Organization Last Name
Organization Name
Organization Phone Number
Owning DoDAAC
Project Code
Project Number
Purpose Code
Required Delivery Date
Source of Supply
Source of Supply Name
Supply DSN
Supply Email
Supply First Name
Supply Last Name
Supply Organization
Supply Phone Number
Task Code
W.O. Job Order Number
Work Order Number

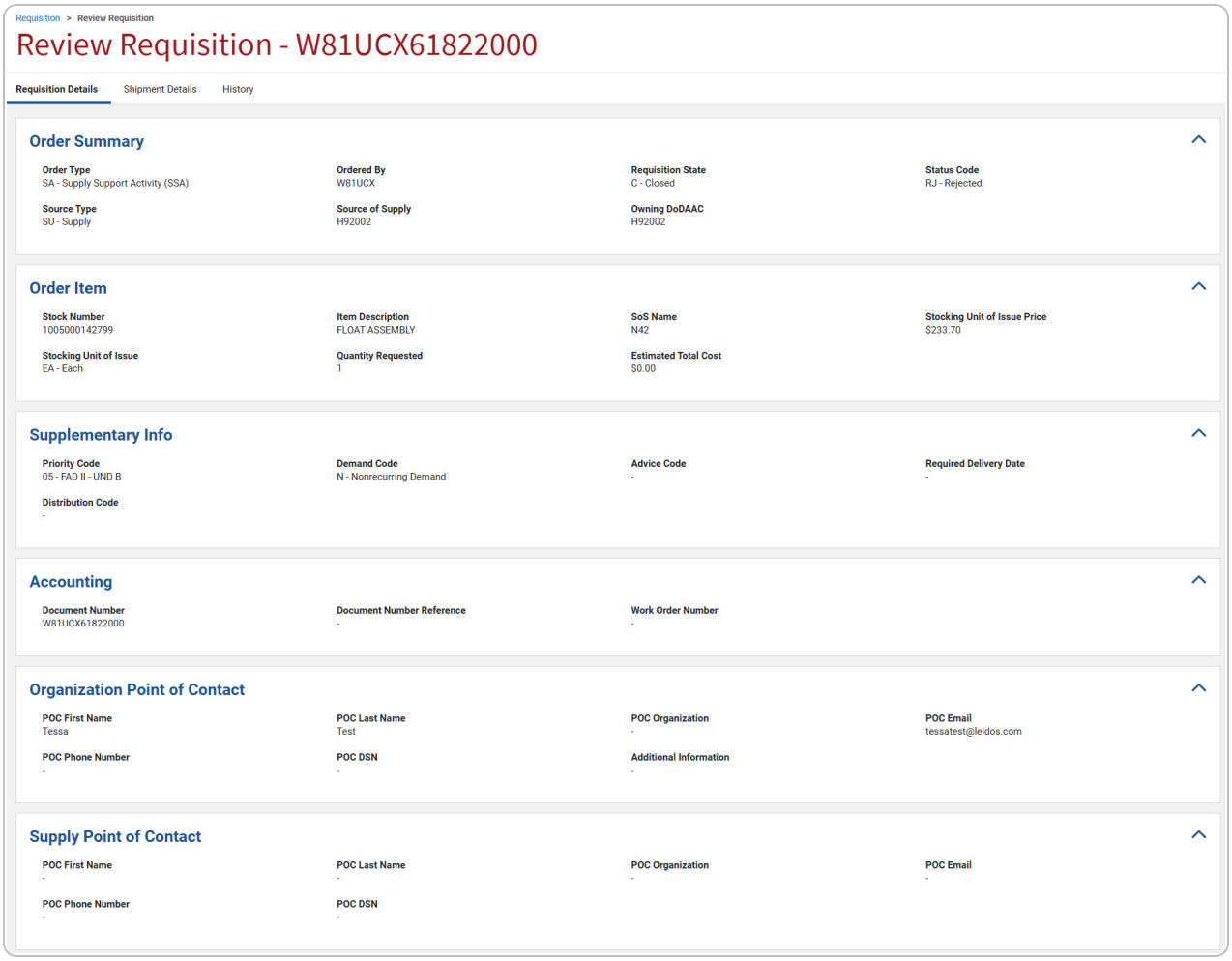
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Review the Requisition Details

1. Select the DOC NBRhyperlink. *The **Review Requisition** page appears.*



2. *Verify the Requisition Details tab.*

   A. *Verify the Order Summary panel.*

      a. *Verify the Order Type.*

      b. *Verify the Source Type.*

      c. *Verify the Ordered By.*

      d. *Verify the Source of Supply.*

      e. *Verify the Requisition State.*

      f. *Verify the OWNING DODAAC.*

g. *Verify the Status Code.*

B. *Verify the Order Item panel.*

a. *Verify the Stock Number.*

b. *Verify the Stocking Unit of Issue.*

c. *Verify the Item Description.*

d. *Verify the Quantity Requested.*

e. *Verify the SoS Name.*

f. *Verify the Estimated Total Cost.*

g. *Verify the Stocking Unit of Issue Price.*

C. *Verify the Supplementary INFO panel.*

a. *Verify the Priority Code.*

b. *Verify the Distribution Code.*

c. *Verify the Demand Code.*

d. *Verify the Advice Code.*

e. *Verify the Required Delivery Date.*

D. *Verify the Accounting panel.*

a. *Verify the Document Number.*

b. *Verify the Document Number Reference.*

c. *Verify the Work Order Number.*

E. *Verify the Organization Point of Contact panel.*

a. *Verify the POC First Name.*

b. *Verify the POC Phone Number.*

c. *Verify the POC Last Name.*

d. *Verify the POC DSN.*

e. *Verify the POC Organization.*

f. *Verify the Additional Information.*

g. *Verify the POC EMAIL.*

F. *Verify the Supply Point of Contact panel.*

a. *Verify the POC First Name.*

b. *Verify the POC Phone Number.*

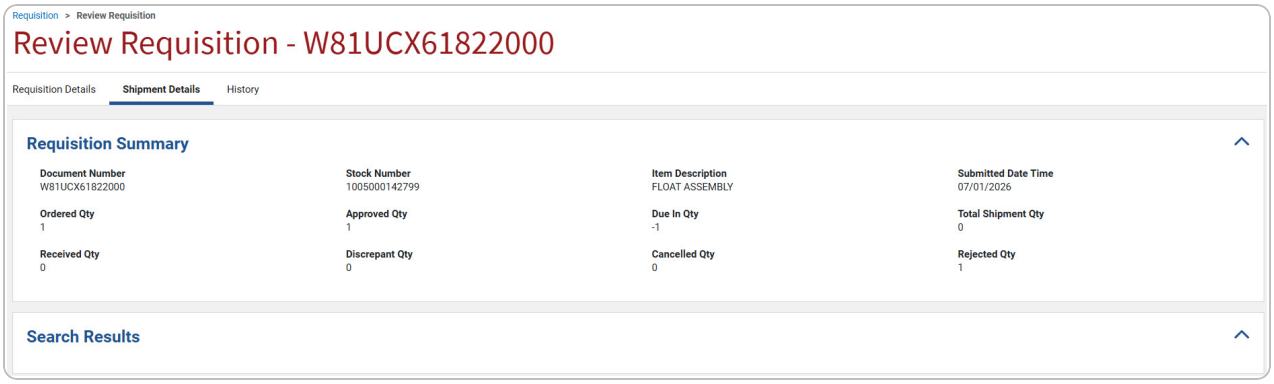
c. *Verify the POC Last Name.*

d. *Verify the POC DSN.*

e. *Verify the POC Organization.*

f. *Verify the POC EMAIL.*

3. *Verify the Shipment Details tab.*



A. *Verify the Requisition Summary tab.*

a. *Verify the Document Number.*

b. *Verify the Ordered QTY.*

c. *Verify the Received QTY.*

d. *Verify the Stock Number.*

e. *Verify the Approved QTY.*

f. *Verify the Discrepant QTY.*

g. *Verify the Item Description.*

h. *Verify the Due In QTY.*

i. *Verify the Cancelled QTY.*

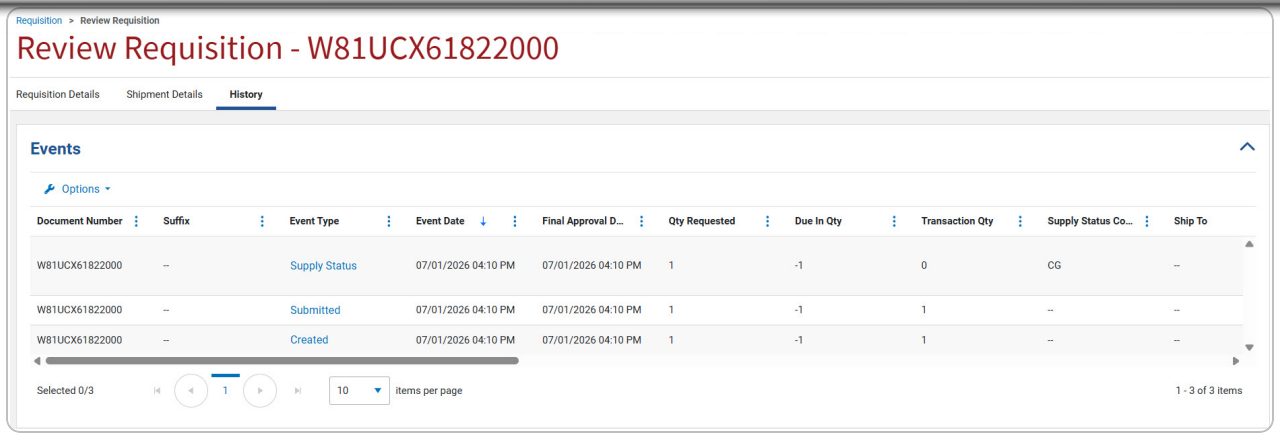
j. *Verify the Submitted Date Time.*

k. *Verify the Total Shipment QTY.*

l. *Verify the Rejected QTY.*

B. *Verify the Search Results panel.*

4. *Verify the History tab.*



A. *Verify the Events grid.*

B. Select the Event Type hyperlink. *The **Requisition Details** slide-out window appears.*

Note

Select the Requisition hyperlink at the top of the page to return to the **Requisition Search** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	No Common Errors have been identified for this page.

Related Topics

- Search for a Requisition
- Add a Requisition
- Add a Supply
- Update a Requisition
- View the Requisition Details
- Cancel a Requisition

View the Requisition Details

Overview

The Requisition Details process allows viewing of the Requisition Event Type information.

Navigation

Requisition > Requisition > Requisition > Search Criteria > Search > Search Results > DOC NBR hyperlink > Review Requisition > History Tab > Event Type hyperlink > Requisition Details slide-out window

Page Fields

The following fields display on the **Requisition Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Details Grid

Requisition Summary Grid

Document Nbr
Cancelled Qty
Stock Nbr
Shipped Qty
Item Desc
Received Qty
Work Order Nbr
Rejected Qty

History Details Grid

Unit of Issue

Unit Price
Project Cd
Qty Requested
Total Price
Demand Cd
Condition Cd
Delivery Priority
Notes
Required Delivery DT
Advice Cd

Procedures

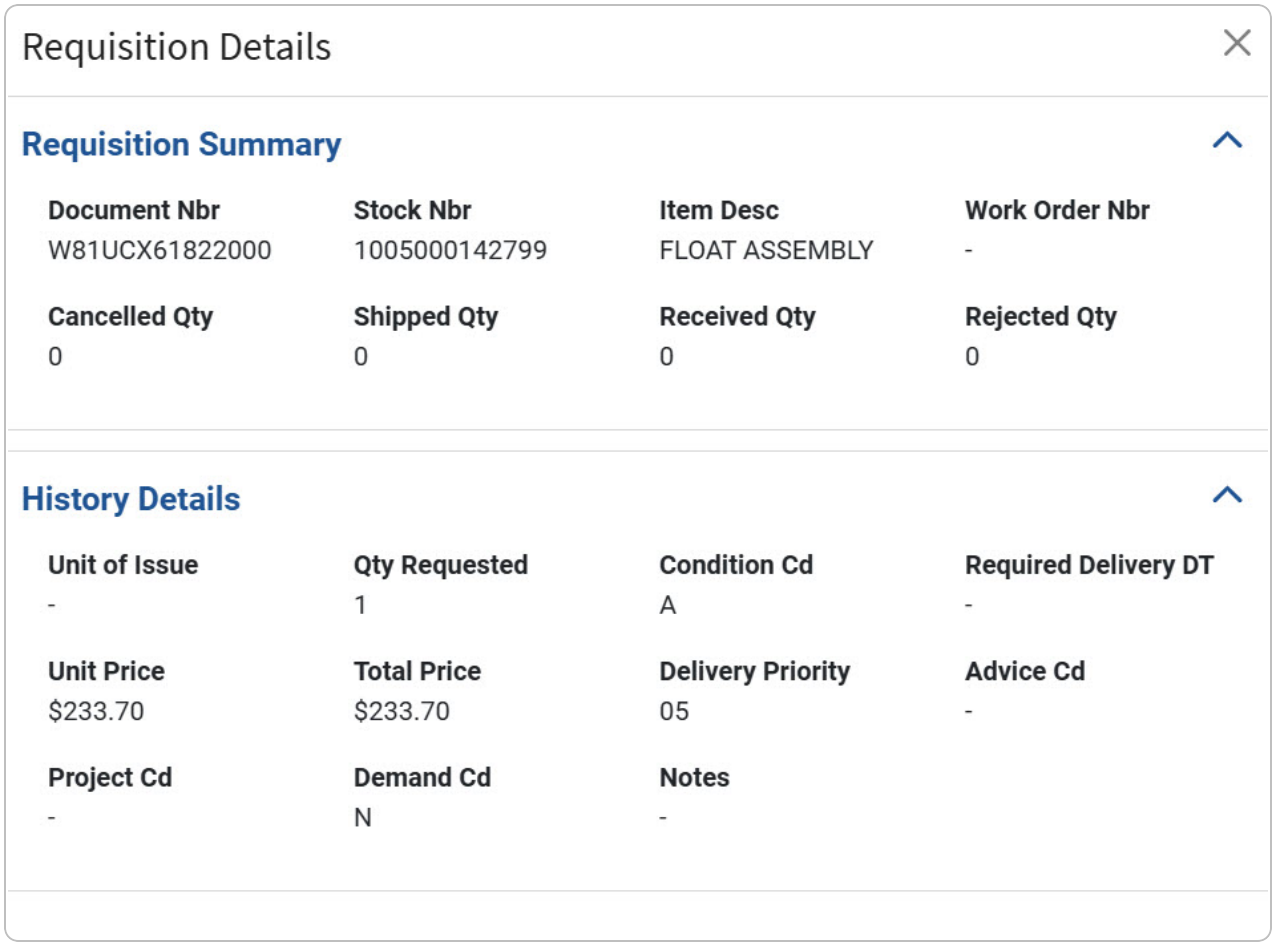
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Requisition Details

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

1. Select the Event Type hyperlink. *The **Requisition Details** slide-out window appears.*



2. *Verify the Requisition Details.*
   A. *Verify the Requisition Summary grid.*
      a. *Verify the Document NBR.*
      b. *Verify the Cancelled QTY.*
      c. *Verify the Stock NBR.*
      d. *Verify the Shipped QTY.*
      e. *Verify the Item DESC.*
      f. *Verify the Received QTY.*
      g. *Verify the Work Order NBR.*
      h. *Verify the Rejected QTY.*
   B. *Verify the History Details grid.*

a. *Verify the Unit Of Issue.*
b. *Verify the Unit Price.*
c. *Verify the Project CD.*
d. *Verify the QTY Requested.*
e. *Verify the Total Price.*
f. *Verify the Demand CD.*
g. *Verify the Condition CD.*
h. *Verify the Delivery Priority.*
i. *Verify the Notes.*
j. *Verify the Required Delivery DT.*
k. *Verify the Advice CD.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The previous page reappears.*

Related Topics

- Search for a Requisition
- Add a Requisition
- Add a Supply
- Update a Requisition
- Review the Requisition
- Cancel a Requisition

Search for a Source of Supply

Overview

The Maintenance and Utilization module Source of Supply process provides the ability to create, edit, and delete Source of Supply information.

Navigation

Requisition > Requisition > Source of Supply > Source of Supply Search page

Page Fields

The following fields display on the **Source of Supply Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Source of Supply
Source Type
Owning DoDAAC

Search Results Grid

All
Source of Supply
SoS Name
Is Default
Source Type
Owning DoDAAC
SoS Sub Id

Optional

DSN
Email
Established By
Established Date
First Name
Last Name
Last Tran Date
Last Updated By
Organization
Phone Number
Program Id

Procedures

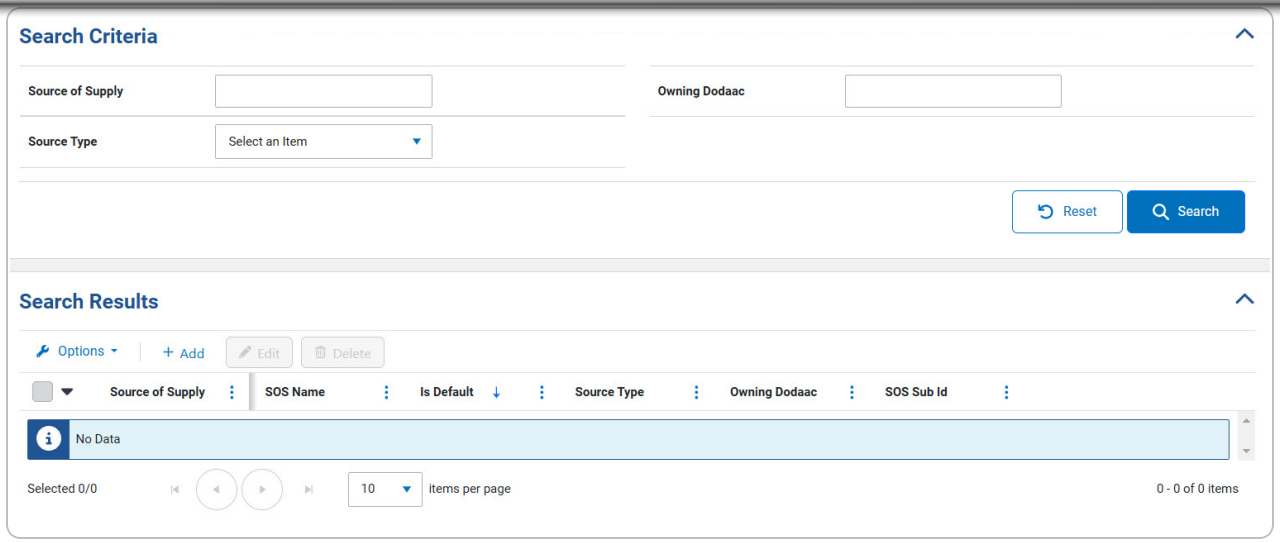
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search For a Source of Supply

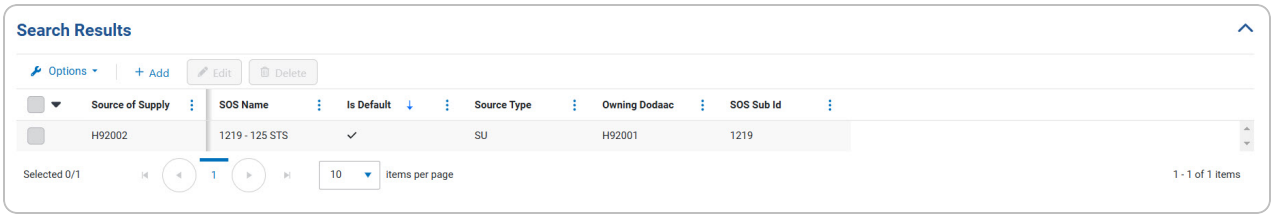
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search grid, narrow the results by entering one or more of the following optional fields:.



- Enter the Source of Supply in the field provided. *This is an 6 alphanumeric character field.*
- Use ▼ to select the Source Type.
- Enter the OWNING DODAAC in the field provided or select the field options to assist with the entry. *This is an 6 alphanumeric character field.*

2. Click Search. *The results display in the **Source of Supply Search Results** grid.*



Add a Source of Supply

1. Select + Add. *The **Supply Add** slide-out window appears.*

Update a Source of Supply

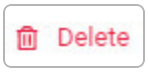
1. Click ☐ to select the entry. *The Source of Supply is highlighted, and* Edit *and* Delete *become available.*

2. Select

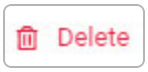
next to the desired entry to modify the record. *The **Supply Update** slide-out window appears.*

Delete a Source of Supply

1. Click to select the entry. *The Source of Supply is highlighted, and*

and 

become available.

2. Select 

next to the desired entry to remove the record. *The **Supply Delete** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Source of Supply
- Update a Source of Supply
- Delete a Source of Supply

Add a Source of Supply

Overview

The Source of Supply Add process provides the ability to create a new Source of Supply.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL STEPS* > + Add or + > Supply Add slide-out window

Page Fields

The following fields display on the **Supply Add** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Supply Add Grid

Source of Supply Details Grid

Source Type *
Source of Supply *
Sub Warehouse Id *
Warehouse Name
SoS Name *

Owning DoDAAC *
Is Default SOS

Contact Grid

First Name
Last Name
Organization
Email
Phone Nbr
DSN

(*) Asterisk identifies mandatory fields.

Procedures

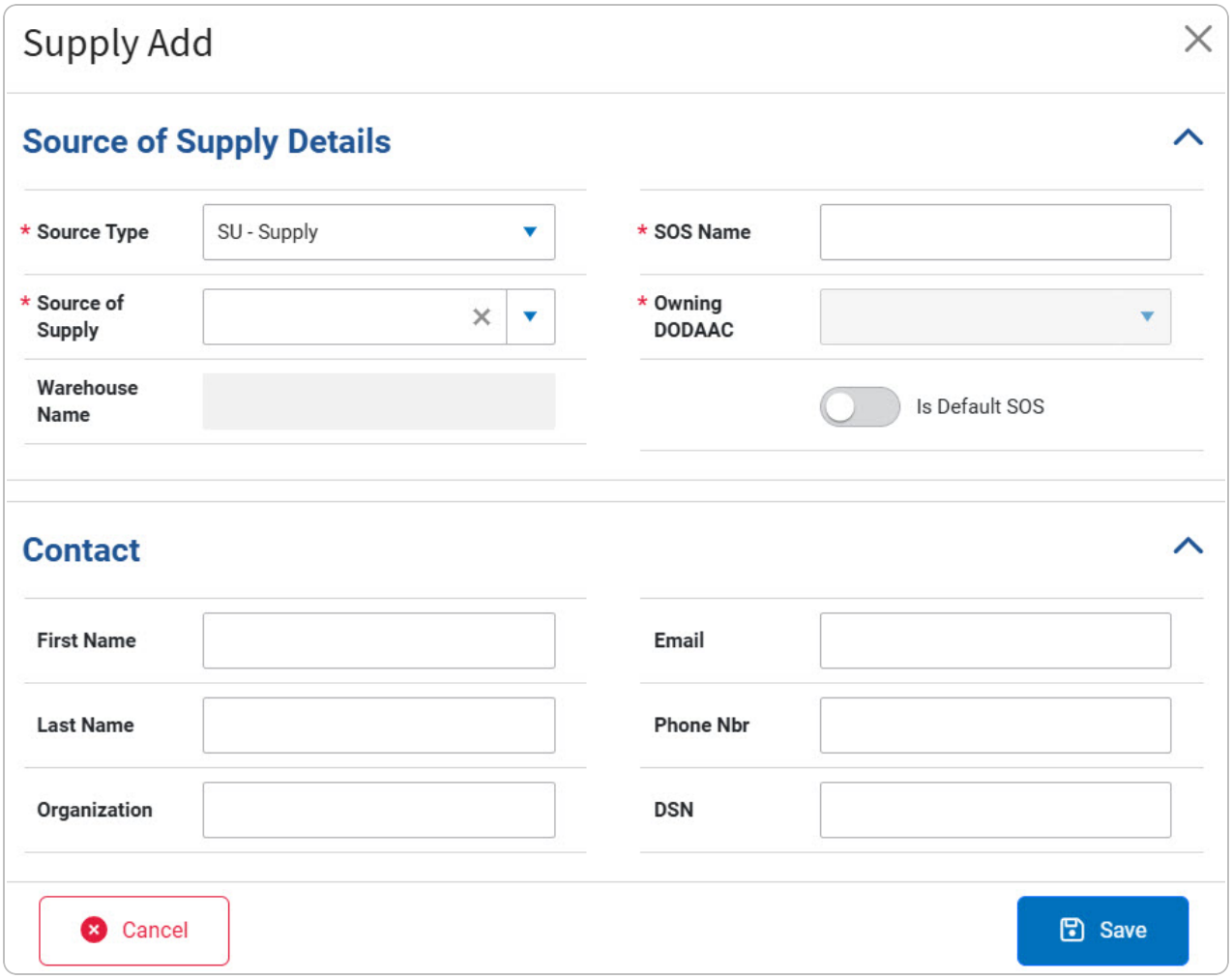
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Source of Supply

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

1. Select + Add or + . *The **Supply Add** slide-out window appears.*



A. *Complete the Source of Supply Details panel.*

a. Use ▼ to select the Source Type.

b. Use ▼ to select the Source of Supply.

Note

After selecting the Source of Supply, the Warehouse Name and SoS Name automatically populates. The Owning DoDAAC field also becomes available.

c. *The Warehouse Name automatically populates and is not editable.*

d. Use ▼ to select the SUB WAREHOUSE ID.

Note

The SUB WAREHOUSE ID field only appears when it is associated with a Source of Supply.

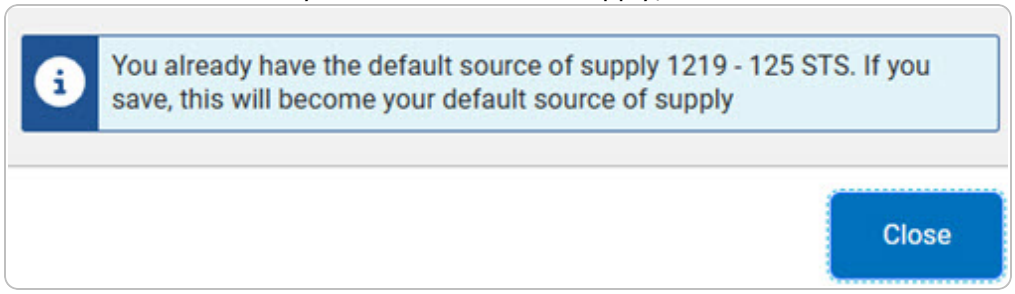
e. Enter the SoS Name in the field provided. *This is an 25 alphanumeric character field.*

f. Use ▼ to select the Owning DoDAAC.

g. Click ⬭ to select the Is Default SoS. *When selected, the Source of Supply is designated as the Default.*

Helpful Tip

If there is already a Default Source of Supply,



appears after selecting Save.

Select Close to remove the pop-up window.

B. *Complete the Contact panel.*

a. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

b. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

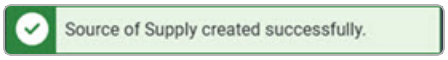
c. Enter the Organization in the field provided. *This is a 256 alphanumeric character field.*

d. Enter the EMAIL in the field provided. *This is a 80 alphanumeric character field.*

e. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*

f. Enter the DSN in the field provided. *This is a 8 numeric character field.*

2. Select

. 

appears and the new Source of Supply appears in the Search Results Grid on the ***Source of Supply Search*** *page or in the corresponding field in the Requisition processes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Source Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Source of Supply*.	
13 — Mandatory Entry: *SoSName*.	
13 — Mandatory Entry: *OWNING DODAAC*.	
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incor-

	rect security access. Enter different Search Criteria and try the Search again.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the inform-ation again, and re—enter the record.
xxxx — First Name must be alphanumeric with supported special character(s) $, -, /, #, &, ;, (,), comma, period and space.	Invalid Entry. The characters entered in the field include prohibited spe-cial char-acters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted spe-

	cial characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Last Name must be alphanumeric with supported special character(s) $, -, /, #, &, ;, (,), comma, period and space.	The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

xxxx — Organization must be alphanumeric with supported special character(s) $, -, /, #, &, ;, (,), comma, period and space.	The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alpha-

	numeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

xxxx — Organization must be alphanumeric with supported special character(s) $, -, /, #, &, ;, (,), comma, period and space.	The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — DSN must be numeric with format ###-####.	Invalid Entry. The entered DSN is incorrect. Re-try the entry.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include

	prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Source of Supply
- Update a Source of Supply
- Delete a Source of Supply

Update a Source of Supply

Overview

The Source of Supply Update process allows editing of the Source o f Supply information.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Edit > Supply Update slide-out window

Page Fields

The following fields display on the **Supply Update** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Supply Update Grid

Source of Supply Details Grid

Source Type *
Source of Supply *
Sub Warehouse Id *
Warehouse Name
SoS Name *

Owning DoDAAC *
Is Default SOS

Contact Grid

First Name
Last Name
Organization
Email
Phone Nbr
DSN

(*) Asterisk identifies mandatory fields.

Procedures

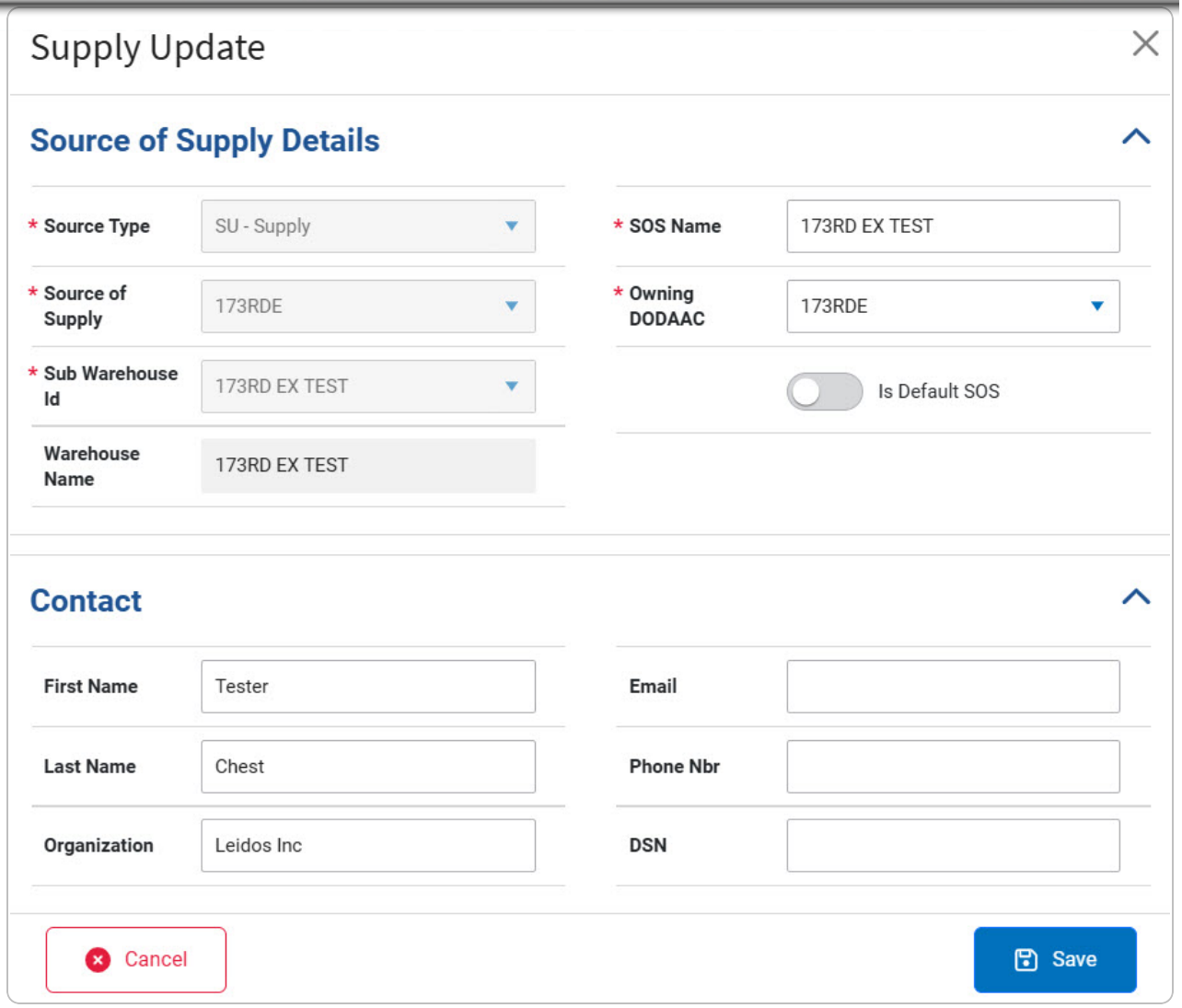
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Source of Supply

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

1. Click to select the desired entry. *The Source of Supply is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Supply Update*** *slide-out window appears.*



A. *Update the Source of Supply Details panel.*

a. Update the Source Type, using ▼ to select the desired source.

b. Update the Source of Supply, using ▼ to select the desired Source of Supply.

c. *Verify the Warehouse Name.*

d. Update the SUB WAREHOUSE ID, using ▼ to select the desired SUB WAREHOUSE ID.

Note

The SUB WAREHOUSE ID field only appears when it is associated with a Source of Supply.

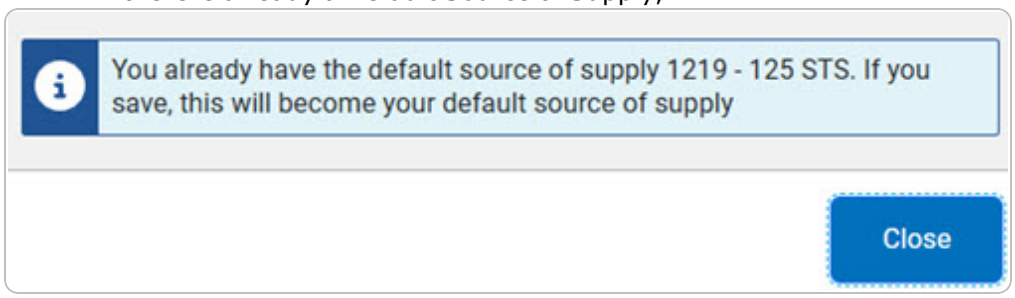
e. Update the SOS Name, entering the revised name in the field provided. *This is an 25 alphanumeric character field.*

f. Update the Owning DoDAAC, using ▼ to select the desired Owning DODAAC.

g. Verify the Is Default SOS contains the appropriate or . *When selected, the Source of Supply is designated as the Default.*

Helpful Tip

If there is already a Default Source of Supply,



appears after selecting Save. Select Close to remove the pop-up window.

B. *Update the Contact panel.*

a. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

b. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

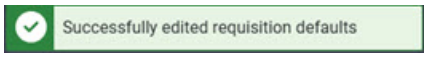
c. Update the Organization, entering the revised organization in the field provided. *This is a 256 alphanumeric character field.*

d. Update the EMAIL, entering the revised EMAIL in the field provided. *This is a 80 alphanumeric character field.*

e. Update the PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*

f. Update the DSN, entering the revised number in the field provided. *This is a 8 numeric character field.*

3. Select

. 

appears and the revised Source of Supply appears in the Search Results Grid on the ***Source of Supply Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Source Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Source of Supply*.	
13 — Mandatory Entry: *SoSName*.	
13 — Mandatory Entry: *Owning DoDAAC*.	
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
185 — Record already exists.	Invalid Entry.

	The field entered is already in the system. Check the information again, and re—enter the record.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alpha-numeric character, the "@" (at) symbol, at least 1 alpha-numeric character, the "." (period) symbol, and at least 1 alpha-numeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma,

	period, and space. Make sure there are no extra spaces before or after the number.
xxxx — DSN must be numeric with format ###-####.	Invalid Entry. The entered DSN is incorrect. Re-try the entry.

Related Topics

- Search for a Source of Supply
- Add a Source of Supply
- Delete a Source of Supply

Delete a Source of Supply

Overview

The Source of Supply Delete process allows removal of a Source of Supply.

Navigation

Requisition > Requisition > Source of Supply > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Delete > Source of Supply pop-up window

Page Fields

The following fields display on the **Delete Source of Supply** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Source of Supply Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Source of Supply

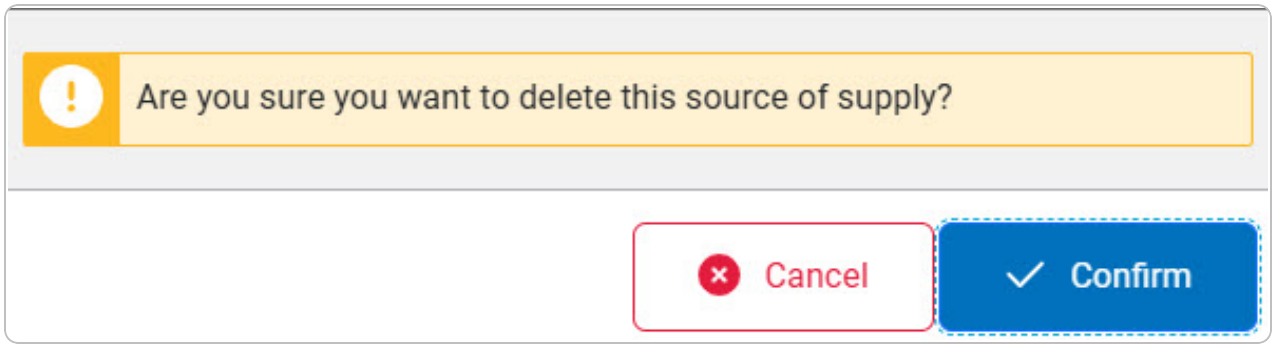
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

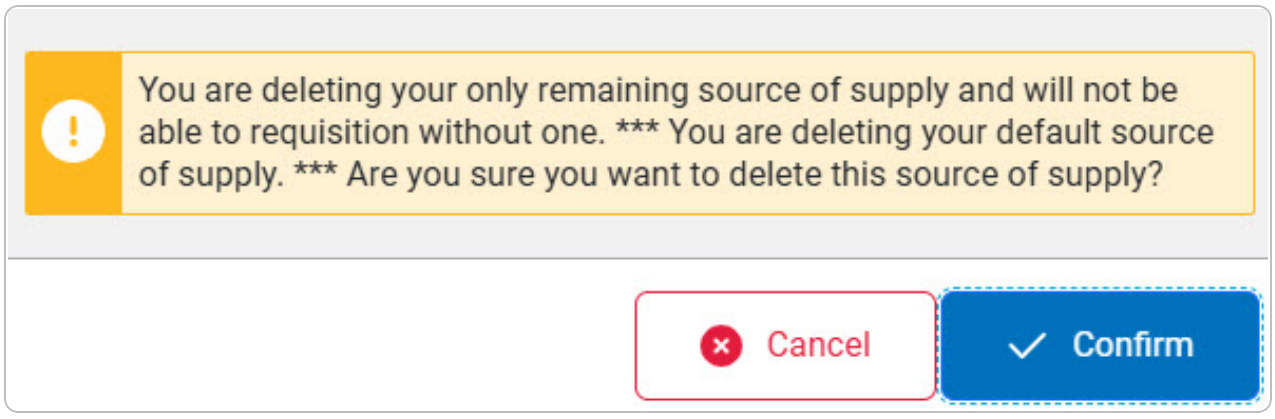
1. Click ☐ to select the desired entry. *The Source of Supply is highlighted, and* Edit *and* Delete *become available.*

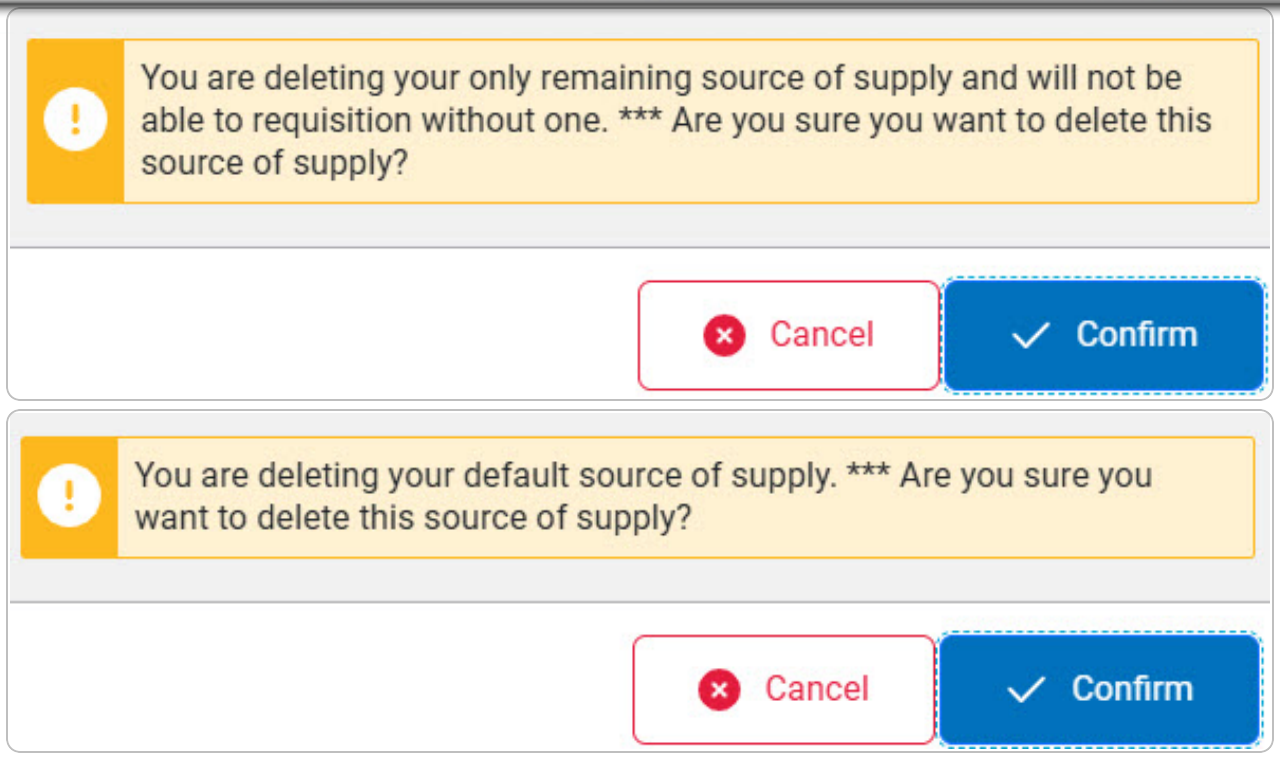
2. Select Delete. *The* ***Delete Source of Supply*** *pop-up window appears.*

Note

The message in the Delete Source of Supply pop-up window differs depending on the Source of Supply selected (i.e.: Default Source of Supply, Only Remaining Source of Supply, etc.).







3. Select

.

appears and the Source of Supply is removed from the Search Results Grid on the ***Source of Supply Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

Related Topics

- Search for a Source of Supply
- Add a Source of Supply
- Update a Source of Supply

Search For a Requisition Default

Overview

The Maintenance and Utilization module Requisition Default process provides the ability to create, edit, or delete Requisition Default information.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Requisition > Requisition > Requisition Default > Requisition Default Search page

Page Fields

The following fields display on the **Requisition Default Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Activity
Supplementary Address

Search Results Grid

All
Maint Activity
Requisition Type

Supplementary Address
Defaults Set

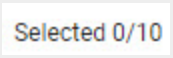
Optional

Advice Code
Cost Center
Demand Code
Distribution Code
Media & Status Code
OPTAR
Priority Code
Project Code
Purpose Code
Signal Code

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
1 - 10	View the current item number.
of 9717 items	Display how many items retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	View the current row selection.
	Display the previous or next page selection.
	View the current row entry count. Use to select the desired view count.

Procedures

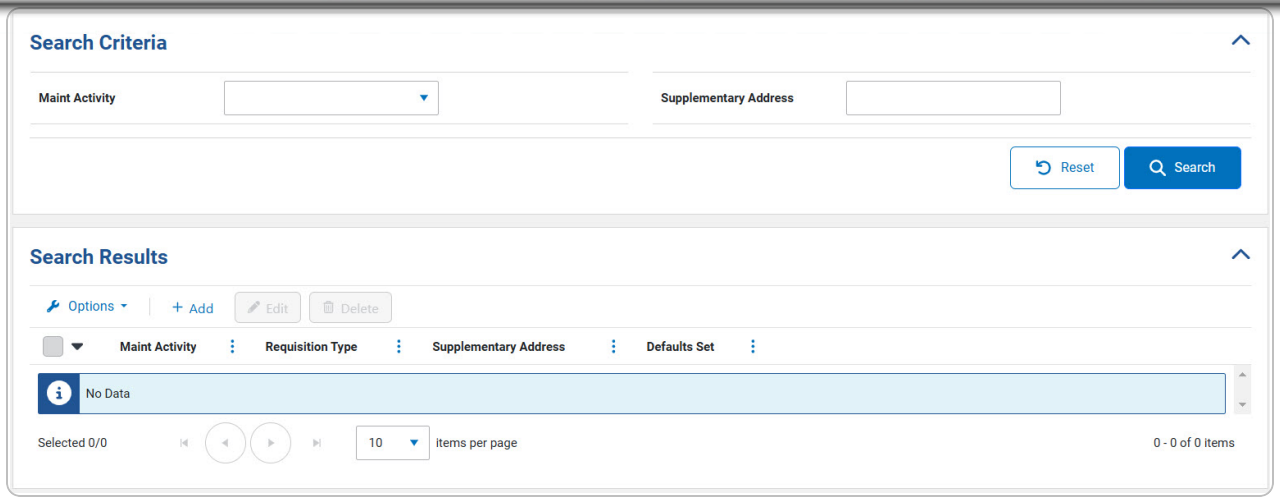
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search For a Requisition Default

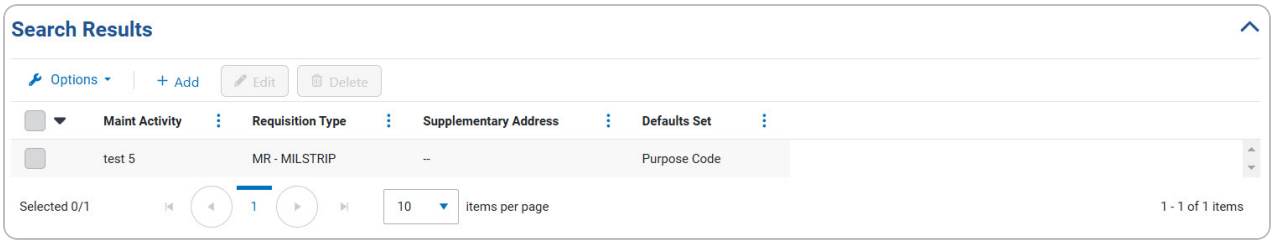
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search grid, narrow the results by entering one or more of the following optional fields:.



- Use ▾ to select the Maint Activity.
- Enter the Supplementary Address in the field provided. *This is a 35 alphanumeric character field.*

2. Click Search. *The results display in the* ***Requisition Default Search Results*** *grid.*



Add a Requisition Default

1. Select + Add. *The* ***Add Requisition Defaults*** *page appears.*

Update a Requisition Default

1. Click ☐ to select the entry. *The* MAINT ACTIVITY *is highlighted, and* Edit *and* Delete *become available.*

2. Select Edit next to the desired entry to modify the record. *The* ***Edit Requisition Defaults*** *page appears.*

Delete a Requisition Default

1. Click ☐ to select the entry. *The MAINT ACTIVITY is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete next to the desired entry to remove the record. *The* ***Delete Requisition Default*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Requisition Default
- Update a Requisition Default
- Delete a Requisition Default

Add a Requisition Default

Overview

The Requisition Default Add process provides the ability to create a new default Requisition.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Requisition > Requisition > Requisition Default > Search Criteria > *Various Procedural Steps* > + Add > Add Requisition Default page

Page Fields

The following fields display on the **Add Requisition Default** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Requisition Defaults Grid

Tier and Requisition Type Grid

Maint Activity *
Requisition Type *

Supplementary Details Grid

Priority Code

Advice Code
Media & Status Code
Signal Code
Demand Code
Purpose Code
Distribution Code

Accounting Details Grid

OPTAR
Fund Code
Funding Cost Center
Object Class Code
Job Order Number
Task Number

Point of Contact Grid

Organization POC
First Name *
Last Name *
Organization Name
Email *
Phone Number *
DSN *
Supply POC
First Name
Last Name
Supply Name
Email
Phone Number
DSN

(*) Asterisk identifies mandatory fields.

Procedures

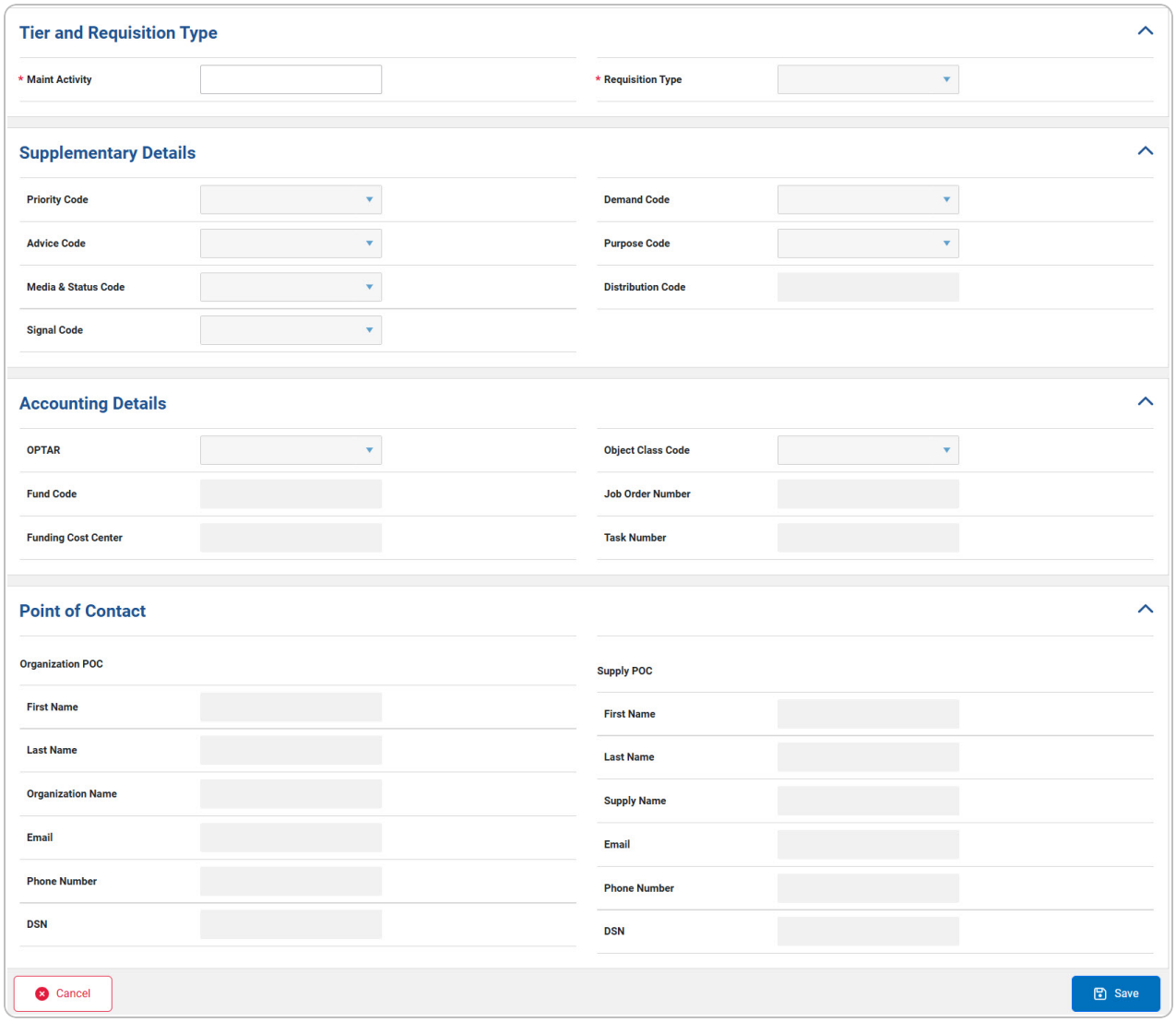
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Requisition Default

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

1. Select + Add. *The* ***Add Requisition Defaults*** *page appears.*



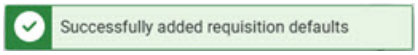
A. *Complete the Tier and Requisition Type panel.*

   a. Enter the MAINT ACTIVITY in the field provided. *This is an 15 alphanumeric character field.*

b. Use ▼ to select the Requisition Type.

Note

The fields in the Supplementary Details, Accounting Details, and Point of Contact panels appear depending on the Maintenance Activity and Requisition Type selected. Some fields may populate default information automatically after selection. This information is editable.



appears after the default information loads in the fields.

B. *Complete the Supplementary Details panel.*

a. Use ▼ to select the Priority Code.

b. Use ▼ to select the Advice Code.

c. Use ▼ to select the Media & Status Code.

d. Use ▼ to select the Signal Code.

e. Use ▼ to select the Demand Code.

f. Use ▼ to select the Purpose Code.

g. Enter the Distribution Code in the field provided. *This is a 3 alphanumeric character field.*

C. *Complete the Accounting Details panel.*

1. *The FUND CD automatically populates and is not editable.*

Note

The FUND CD and Funding Cost Center fields automatically populates after the OPTAR is selected.

2. *The Funding Cost Center automatically populates and is not editable.*

3. Use ▼ to select the Object Class Code.

4. Enter the Job Order Number in the field provided. *This is a 15 alphanumeric character field.*
5. Enter the Task Number in the field provided. *This is a xx alphanumeric character field.*

D. *Complete the Point of Contact panel.*

1. Enter the Organization POC. *This is a 25 alphanumeric character field.*
2. Enter the First Name. *This is a 50 alphanumeric character field.*
3. Enter the Last Name. *This is a 50 alphanumeric character field.*
4. Enter the Organization Name. *This is a 256 alphanumeric character field.*
5. Enter the EMAIL. *This is a 80 alphanumeric character field.*
6. Enter the Phone Number. *This is a 25 numeric character field.*
7. Enter the DSN. *This is a 25 numeric character field.*
8. Enter the Supply POC. *This is a 25 alphanumeric character field.*
9. Enter the First Name. *This is a 50 alphanumeric character field.*
10. Enter the Last Name. *This is a 50 alphanumeric character field.*
11. Enter the Supply Name. *This is a 25 alphanumeric character field.*
12. Enter the EMAIL. *This is a 80 alphanumeric character field.*
13. Enter the Phone Number. *This is a 25 numeric character field.*
14. Enter the DSN. *This is a 25 numeric character field.*

2. Select

. *appears and the new Requisition Default appears in the Search Results Grid on the* ***Requisition Default Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MAINT ACTIVITY*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Requisition Type*.	
xxxx — Supplementary Address is not valid.	Invalid Entry. The entered Supplementary Address value does not exist. Re—enter the Supplementary Address.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Requisition Default
- Update a Requisition Default
- Delete a Requisition Default

Update a Requisition Default

Overview

The Edit Requisition Defaults process allows revising of a default Requisition.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Requisition > Requisition > Requisition Default > Search Criteria > Search > Search Results > (desired record) > Edit > Edit Requisition Defaults page

Page Fields

The following fields display on the **Edit Requisition Defaults** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update Requisition Defaults Grid

Tier and Requisition Type Grid

Maint Activity *
Requisition Type *

Supplementary Details Grid

Priority Code

Advice Code
Media & Status Code
Signal Code
Demand Code
Purpose Code
Distribution Code

Accounting Details Grid

OPTAR
Fund Code
Funding Cost Center
Object Class Code
Job Order Number
Task Number

Point of Contact Grid

Organization POC
First Name *
Last Name *
Organization Name
Email *
Phone Number *
DSN *
Supply POC
First Name
Last Name
Supply Name
Email
Phone Number
DSN

(*) Asterisk identifies mandatory fields.

Procedures

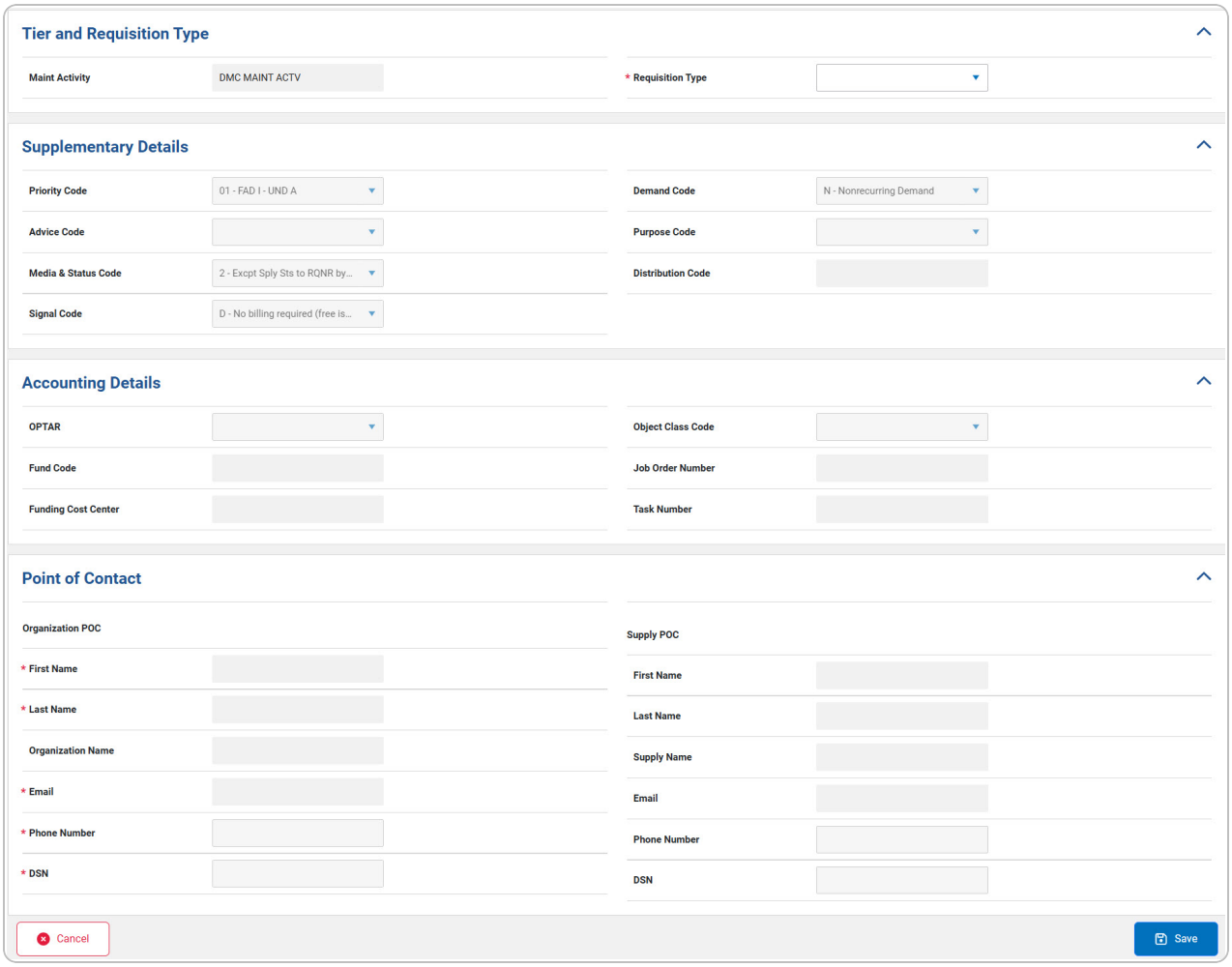
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Requisition Default

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

1. Select Edit. *The **Edit Requisition Defaults** page appears.*



A. *Verify the Tier and Requisition Type panel.*

a. *Verify the MAINT ACTIVITY.*

b. Update the Requisition Type, using ▼ to select the desired Requisition Type.

Note

The fields in the Supplementary Details, Accounting Details, and Point of Contact panels appear depending on the Maintenance Activity and Requisition Type selected. Some fields may populate default information automatically after selection.

B. *Verify the Supplementary Details panel.*

a. Update the Priority Code, using to select the desired Priority Code.

b. Update the Advice Code, using to select the desired Advice Code.

c. Update the Media & Status Code, using to select the desired Media & Status Code.

d. Update the Signal Code, using to select the desired Signal Code.

e. Update the Demand Code, using to select the desired Demand Code.

f. Update the Purpose Code, using to select the desired Purpose Code.

g. Update the Distribution Code, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

C. *Verify the Accounting Details panel.*

a. Update the OPTAR, using to select the desired Operating Target.

b. *Verify the FUND CD.*

Note

The FUND CD and Funding Cost Center fields automatically populates after the OPTAR is selected.

c. *Verify the Funding Cost Center.*

d. Update the Object Class Code , using to select the desired Object Class Code.

e. *Verify the Job Order Number.*

f. *Verify the Task Number.*

D. *Verify the Point of Contact panel.*

a. *Verify the Organization POC.*

b. *Verify the First Name.*

c. *Verify the Last Name.*

d. *Verify the Organization Name.*

e. *Verify the EMAIL.*

f. *Verify the Phone Number.*

g. *Verify the DSN.*

h. *Verify the Supply POC.*

i. *Verify the First Name.*

j. *Verify the Last Name.*

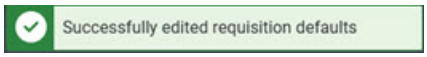
k. *Verify the Supply Name.*

l. *Verify the EMAIL.*

m. *Verify the Phone Number.*

n. *Verify the DSN.*

2. Select

. 

appears and the revised Requisition Default appears in the Search Results Grid on the ***Requisition Default Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MAINT ACTIVITY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Requisition Type*.	

xxxx — Supplementary Address is not valid.	Invalid Entry. The entered Supplementary Address value does not exist. Re—enter the Supplementary Address.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Requisition Default
- Add a Requisition Default
- Delete a Requisition Default

Delete a Requisition Default

Overview

The Requisition Default Delete process allows removal of a default Requisition.

Navigation

Requisition > Requisition > Requisition Default > Search Criteria > Search > Search Results > (desired record) > Delete > Delete Requisition Default pop-up window

Page Fields

The following fields display on the **Delete Requisition Default** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Requisition Default Grid

Procedures

ELMS Navigation Helpful Tips

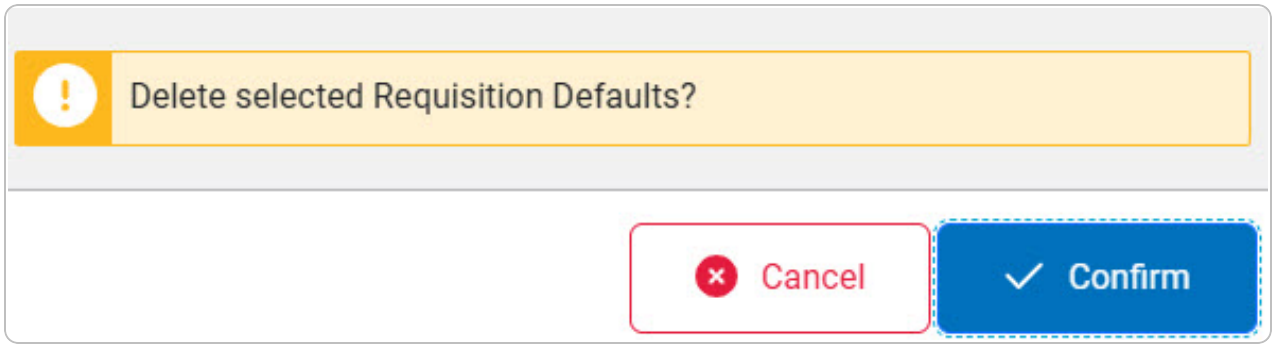
Click the following link to display M&U Navigation Tips.

Delete a Requisition Default

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

1. Click to select the desired entry. *The MAINT ACTIVITY is highlighted, and* Edit *and* Delete *become available.*

2. Select Delete. *The* ***Delete Requisition Default*** *pop-up window appears.*



3. Select Confirm. Requisition Defaults sucessfully deleted. *appears and the selected Requisition Default is removed from the Search Results Grid on the* ***Requisition Default Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Requisition Default
- Add a Requisition Default
- Update a Requisition Default

Search for a Requisition — Order

Overview

The Maintenance and Utilization module Requisition process provides the ability to create, update, inquiry, or delete Requisition information.

Navigation

Requisition > ILS-S > Order > Requisition Search page

Page Fields

The following fields display on the **Requisition Search — Order** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Queue Grid

Draft Orders
Due In
- Requested
- Rejected
- Backorder
- Shipped

Partial Receipt
- Remaining Quantity
- Missing Account Details

Complete
- Cancelled
- Closed
- Received

All

Search Criteria

Basic Search Grid

Doc Nbr
Stock Nbr
Ordered Dt Fr
Ordered Dt To

Advanced Search Grid

Search Results Grid

All
Doc Nbr
Status
Stock Nbr
Item Desc
Qty Requested
Ordered By
Unit of Issue
Ordered Date

Optional Grid

Advice Cd
Base Supply DoDAAC
Condition Cd
Delivery Destination
Delivery Priority
Demand Cd
Deployed Cd (SRAN)
Document Sub Type
Document Type
End Item Document Nbr
End Item SRD
End Item System Designator
Established By
Established Date
ILS-S Work Order
Issue Exception Cd (IEX)
Job Control Nbr
JOCAS Nbr
Maint Unit ID Cd

Major Command Cd
Ordered From
Org Shop Cd
Project Cd
Requesting Source
Requester Name
Requester Phone
Required Delivery Dt
Serial/ID Nbr
Standard Reporting Designator (SRD)
T.O. Figure
T.O. Index
T.O. Volume
Technical Order Nbr
Total Price
Trans Exception Cd
UJC
Unit Price
Work Order Nbr
Work Unit Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Requisition — Order

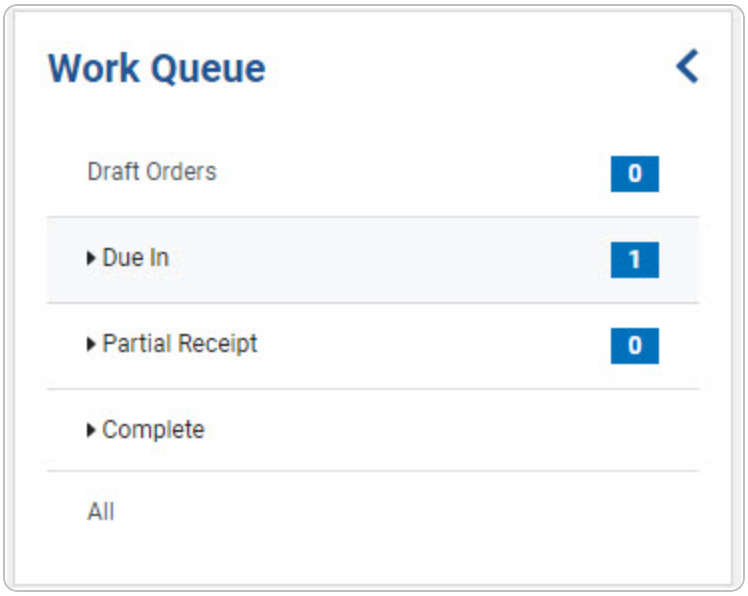
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use the Work Queue or Search Criteria grid to generate results.

Helpful Tip

Select < to close the Work Queue. *The **Work Queue** grid closes to the left of the Search page.*

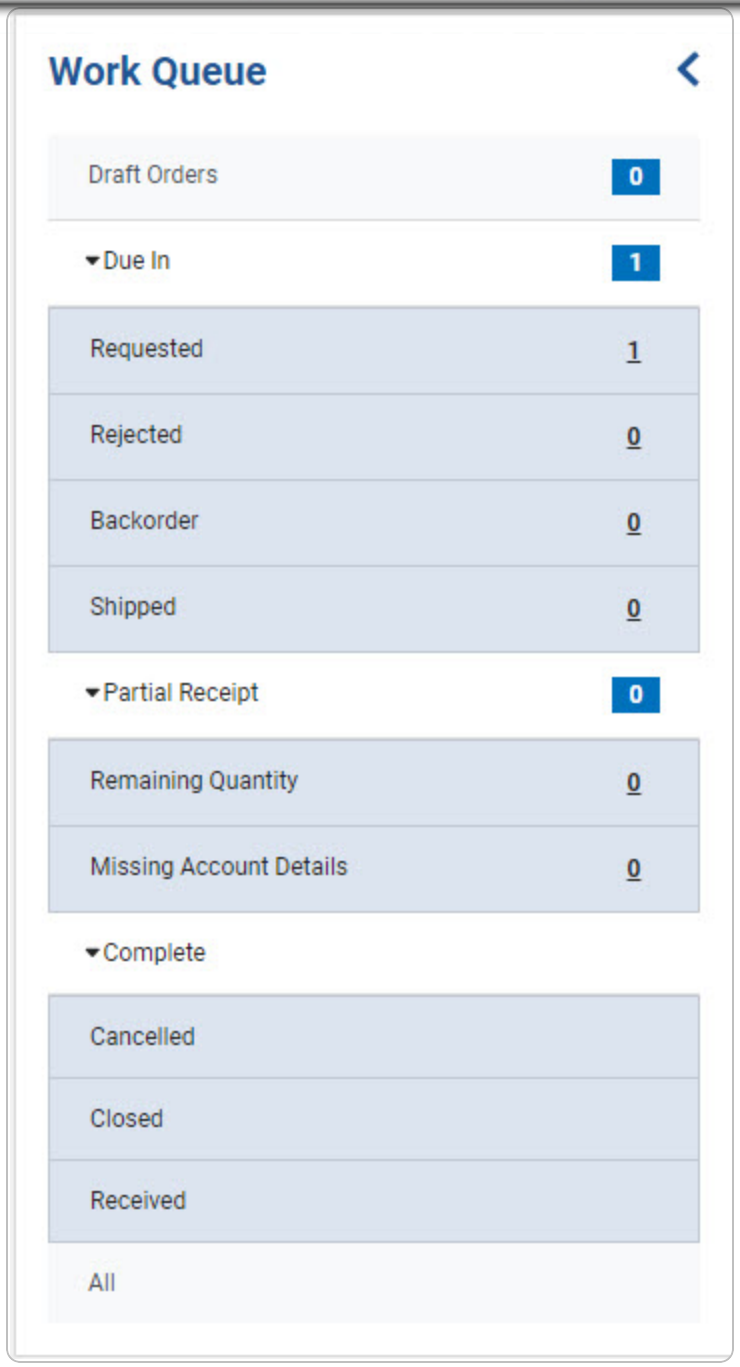
Select to open the Work Queue. *The **Work Queue** grid opens on the top of the Search page.*



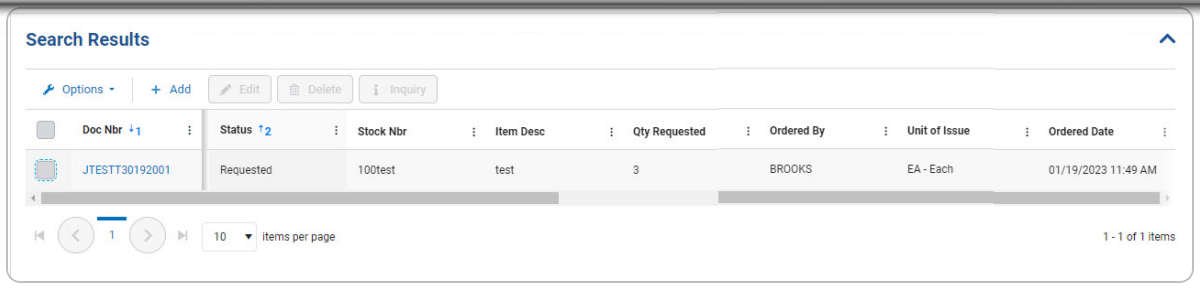
- Select the desired criteria. *The selected criteria appears in the Search Results grid.*

  OR

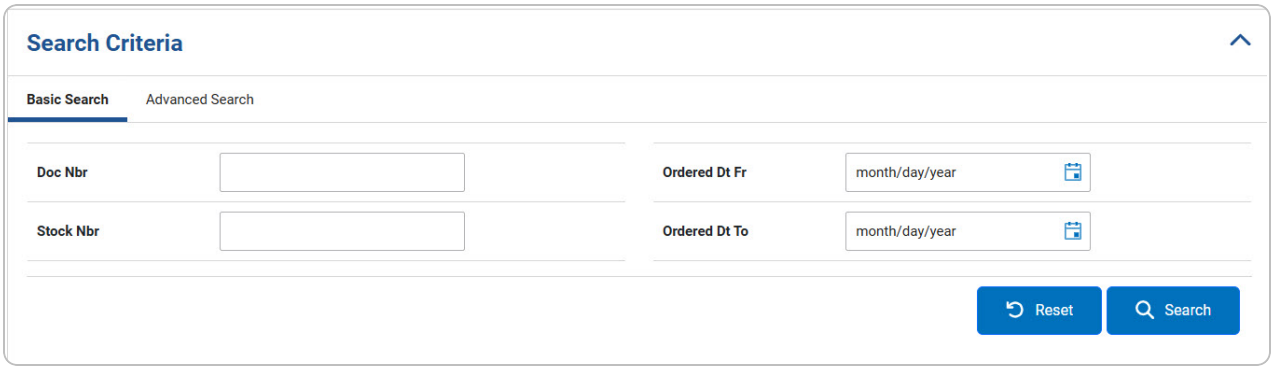
  Select next to the desired criteria. *Additional options become available.*



- Select the desired criteria. *The selected criteria displays in the Search Results grid.*



Search Criteria



Helpful Tip

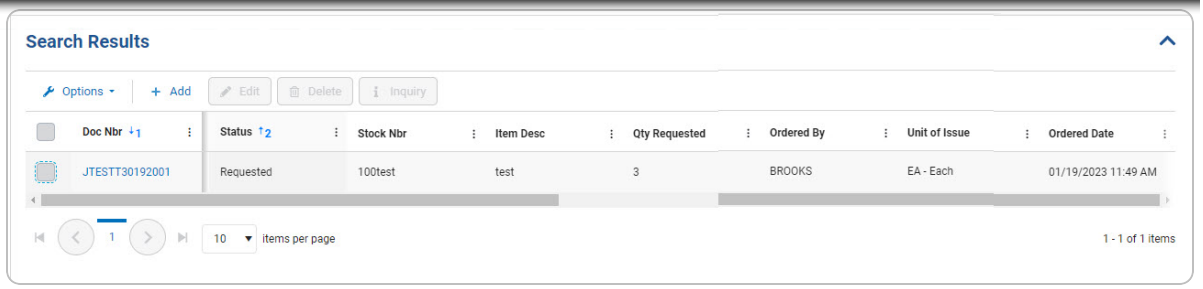
The Search Criteria grid defaults to close when entries generated based on the Work Queue criteria appear in the Search Results grid.

Work Queue entries automatically appear in the Search Results grid if available.

Select to open the Search Criteria grid. *The **Search Criteria** grid opens.*

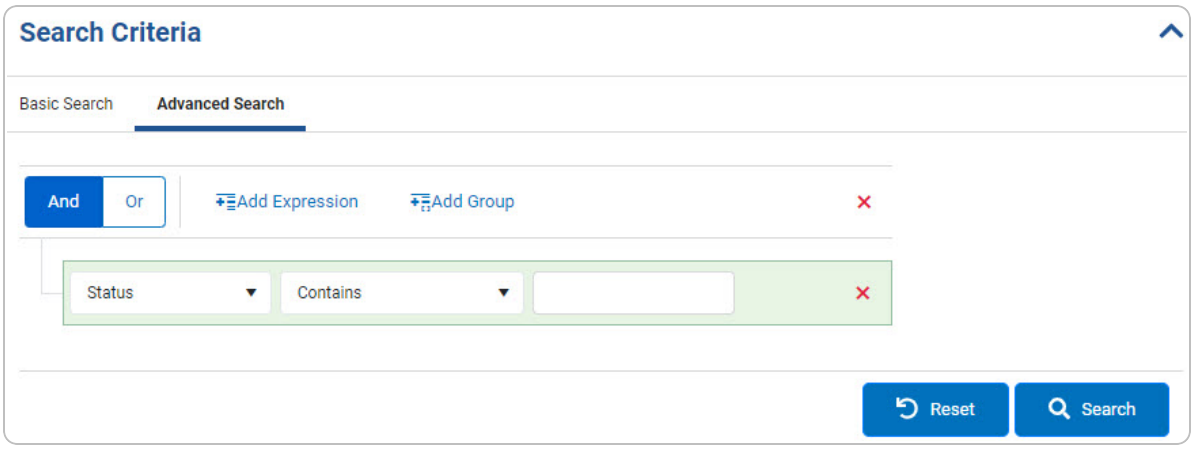
Select to close the Search Criteria grid. *The **Search Criteria** grid closes.*

- Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Ordered DT FR, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Ordered DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select Search. *The results display in the **Requisition Search Results** grid.*



OR

Select the Advanced Search tab.

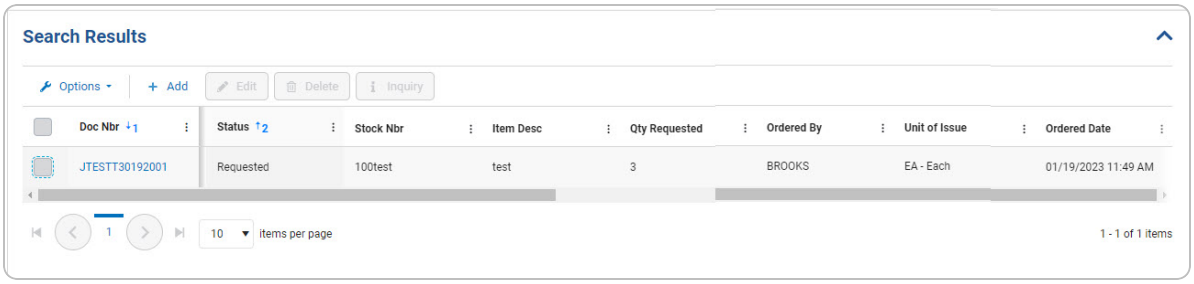


- Select And Or. *Selecting the And button includes all rows of criteria in the search results grid. Selecting the Or button includes specified criteria of the selected expressions/groups in the search results grid.*
- Use ▼ to change the criteria. *The data included is based on the Basic Search entry. Select ▼ to change the advanced search criteria.*
- Select Add Expression. *Adds another expression row to the search criteria grid.*
- Select Add Group. *Adds another group row to the search criteria grid.*
- Repeat the steps as needed.

Delete a Row

- Select ✕. *The row is removed from the search criteria grid.*

- Select Search. *The results appear in the **Requisition Search Results** grid.*



Add a Requisition Order

Select + Add. *The **Add Requisition** page appears.*

Update a Requisition Order

1. Click ☐ to select the entry. *The DOC NBR is highlighted, and* Edit *and* Delete *become available.*

> **Note**
> Edit becomes available when the Status is "Draft Orders".

2. Select Edit. *The **Add Requisition (Update)** page appears.*

Delete a Requisition Order

1. Click ☐ to select the entry. *The DOC NBR is highlighted, and* Edit *and* Delete *become available.*

> **Note**
> Delete becomes available when the Status is "Draft Orders".

2. Select Delete. *The **Delete Requisition** pop-up window appears.*

Review the Requisition Details

Select the DOC NBRhyperlink. *The **Review Requisition** page appears.*

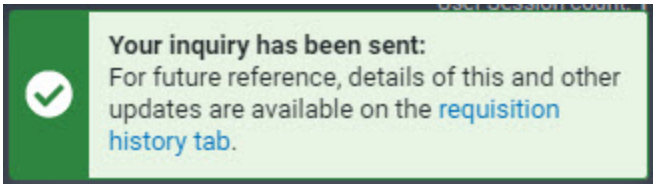
View the Requisition Inquiry

1. Click ☐ to select the entry. *The DOC NBR is highlighted, and* Inquiry *becomes available.*

Note

Inquiry becomes available when the Status is "Requested" or "Cancelled".

2. Select Inquiry. *The Inquiry pop-up window appears.*



Note

To view the inquiry, select the requisition history tab hyperlink or select the DOC NBR hyperlink. *The **Requisition Review** page appears.* Select the History tab to view the inquiry.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Add a Requisition Order

Overview

The Requisition Add process provides the ability to create requisition orders.

Navigation

Requisition > ILS-S > Order > Requisition Search > + Add > Add Requisition page

Page Fields

The following fields display on the **Add Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requested Item Tab

Requested Item

Stock Number *
Item Description *
Quantity Requested *
Unit of Issue *
Condition Code
Unit Price
Total Price

Requisition Setup Tab

Requisition Setup

Ordered By *

Requesting Source
Document Type *
Document Sub Type *
Work Order Nbr *
Job Control Nbr (JCN)
ILS-S Work Order
Ordered From

Requisition Details

Order Details

Document Nbr
Ordered Dt
Required Delivery Date
Demand Cd *
Delivery Destination
Delivery Priority
Advice Cd
Project Cd

ILS-S Order Details

Base Supply DoDAAC *
Org Shop Cd *
UJC *
Serial/ID Nbr *
Work Unit Cd (WUC)
Maintenance Unit ID Cd *
Technical Order Nbr
T.O. Volume
T.O. Figure
T.O. Index
Requester Name
Requester Phone

ILS-S Data

Standard Reporting Designator (SRD) *
Transaction Exception Code (TEX)
Issue Exception Code (IEX)
Major Command Cd
JOCAS Nbr
End Item System Designator
End Item Document Nbr

End Item SRD

Additional Information

Notes

(*) Asterisk identifies mandatory fields.

Procedures

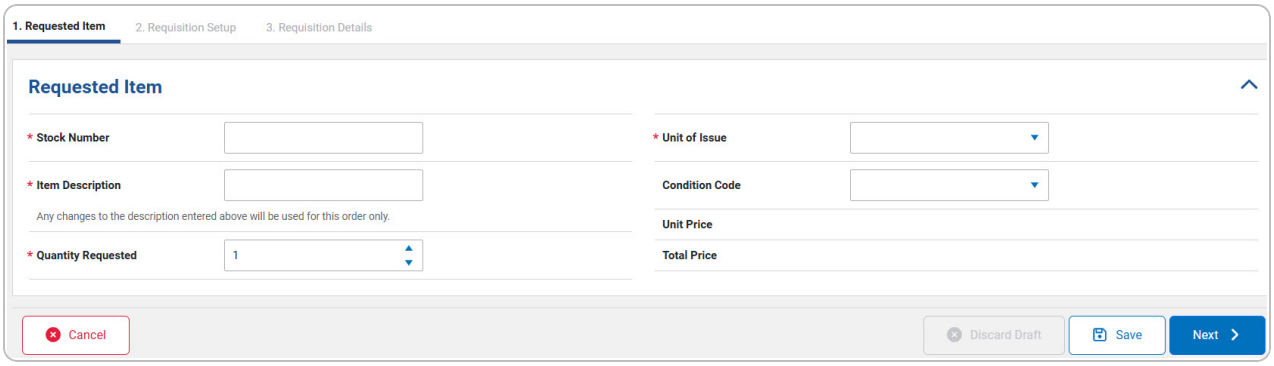
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Requisition Order

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

1. Select + Add. *The* ***Add Requisition*** *page appears.*



2. *Complete the Requested Item grid.*
   - **A.** Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*
   - **B.** Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
   - **C.** Use ▲▼ to choose the Quantity Requested.

D. Use ▼ to select the Unit of Issue.

E. Use ▼ to select the Condition Code.

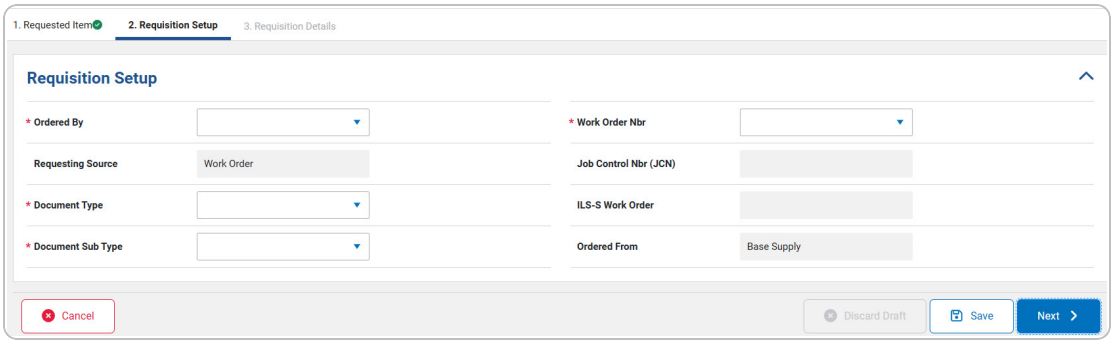
F. *The Unit Price automatically populates and is not editable.*

G. *The Total Price automatically populates and is not editable.*

H. Select Next >. *The Requisition Setup tab opens.*

OR

Select the Requisition Setup tab.



a. *Complete the Requisition Setup grid.*

1. Use ▼ to select the Ordered By.

2. *The Requesting Source automatically populates and is not editable.*

3. Use ▼ to select the Document Type.

4. Use ▼ to select the Document Sub Type.

5. Use ▼ to select the Work Order Nbr.

6. *The Job Control Nbr (JCN) automatically populates and is not editable.*

7. *The ILS-S Work Order automatically populates and is not editable.*

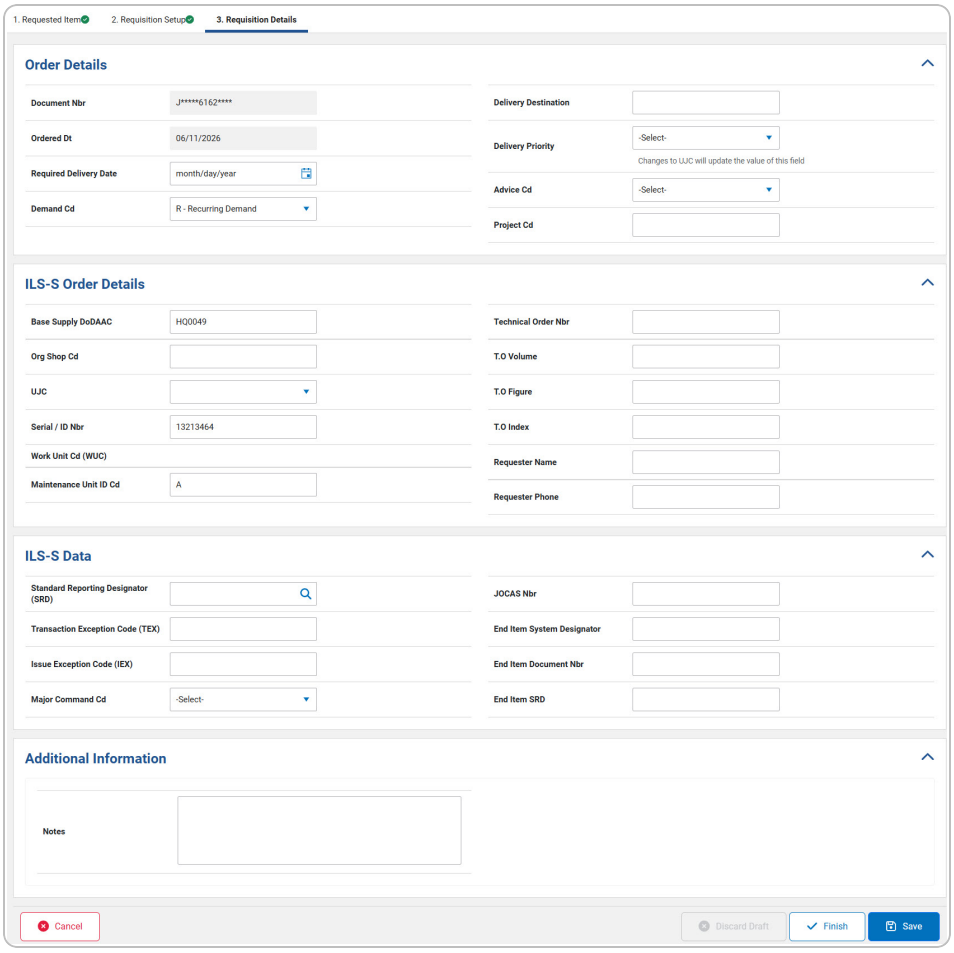
8. *The Ordered From automatically populates and is not editable.*

Select Next >. *The Requisition Details tab opens.*

9.

OR

Select the Requisition Details tab.



A. *Complete the Order Details grid.*

a. *The DOCUMENT NBR automatically populates and is not editable.*

b. *The Ordered DT automatically populates and is not editable.*

c. Use to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

d. Use to select the Demand Cd.

e. Enter the Delivery Destination in the field provided. *This is a 3 alphanumeric character field.*

f. Use ▼ to select the Delivery Priority.

g. Use ▼ to select the Advice Cd.

h. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*

B. *Complete the ILS-S Order Details grid.*

a. Enter the Base Supply DODAAC in the field provided. *This is a 6 alphanumeric character field.*

b. Enter the ORG SHOP CD in the field provided. *This is a 5 alphanumeric character field.*

c. Use ▼ to select the UJC.

d. Enter the Serial/ID NBR in the field provided. *This is a 30 alphanumeric character field.*

e. *The Work Unit Code (WUC) automatically populates and is not editable.*

f. Enter the Maintenance Unit ID CD in the field provided. *This is a 1 alphanumeric character field.*

g. Enter the Technical Order NBR in the field provided. *This is a 15 alphanumeric character field.*

h. Enter the T.O Volume in the field provided. *This is a 15 numeric character field.*

i. Enter the T.O Figure in the field provided. *This is a 15 numeric character field.*

j. Enter the T.O Index in the field provided. *This is a 15 numeric character field.*

k. Enter the Requester Name in the field provided. *This is a 50 alphanumeric character field.*

l. Enter the Requester Phone in the field provided. *This is a 19 numeric character field.*

C. *Complete the ILS-S Data grid.*

a. Enter the Standard Reporting Designator (SRD), or use

character field.

SRD Browse help

b. Enter the Transaction Exception Code (TEX) in the field provided. *This is a 1 alphanumeric character field.*

c. Enter the Issue Exception Code (IEX) in the field provided. *This is a 1 alphanumeric character field.*

d. Use ▼ to select the Major Command Cd.

e. Enter the JOCAS NBR in the field provided. *This is a 12 alphanumeric character field.*

f. Enter the End Item System Designator in the field provided. *This is a 2 alphanumeric character field.*

g. Enter the End Item DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*

h. Enter the End Item SRD in the field provided. *This is a 3 alphanumeric character field.*

D. *Complete the Additional Information grid.*

a. Enter the Notes in the field provided. *This is a 256 alpha-numeric character field.*

3. Select Save. Draft Saved: Requisition draft saved. *appears, the information is saved, and* Discard Draft *becomes available.*

4. To delete the Requisition Order draft, select Discard Draft. *The* ***Delete Confirmation*** *pop-up window appears.*

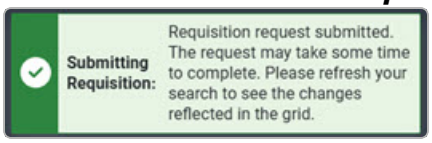
Note

Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

Helpful Tip

To view the saved requisition without selecting Finish, select the Requisition hyperlink at the top left hand corner. *The* ***Requisition Search — Order*** *page appears and the information displays in the Search Results grid.*

5. Select Finish. *The* ***Requisition Search — Order*** *page appears with*



in the bottom right-hand corner. The Requisition Order information will display in the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Item Description*.	
13 — Mandatory Entry: *Ordered By*.	
13 — Mandatory Entry: *Document Type*.	
13 — Mandatory Entry: *Document Sub Type*.	
13 — Mandatory Entry: *Work Order Nbr*.	
13 — Mandatory Entry: *Org Shop Code*.	
13 — Mandatory Entry: *Urgency Justification Code*.	
13 — Mandatory Entry: *Standard Reporting Designator*.	
13 — Mandatory Entry: *Maintenance Unit ID Cd*.	
13 — Mandatory Entry: *Quantity Requested*.	
13 — Mandatory Entry: *Unit of Issue*.	
13 — Mandatory Entry: *Base Supply DoDAAC*.	
13 — Mandatory Entry: *Serial/ID Nbr*.	
13 — Mandatory Entry: *Demand Cd*.	

2198 — Org Shop Code must have a length of 5.	Invalid Entry. The length of characters does not meet the 5 length requirement. Re-enter the Org Shop Code.
xxxx — Field length must not exceed 30 characters.	Invalid Entry. The field length is over 30 characters. Re-enter the field.

Related Topics

- Search for a Requisition — Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details

- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order
- SRD Browse

Update a Requisition Order

Overview

The Requisition Update process allows editing of requisition order information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > (desired record) > Edit > Add Requisition (Update) page

Page Fields

The following fields display on the **Add Requisition (Update)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requested Item Tab

Requested Item

Stock Number *
Item Description *
Quantity Requested *
Unit of Issue *
Condition Code
Unit Price
Total Price

Requisition Setup Tab

Requisition Setup

Ordered By *
Requesting Source
Document Type *
Document Sub Type *
Work Order Nbr *
Job Control Nbr (JCN)
ILS-S Work Order
Ordered From

Requisition Details

Order Details

Document Nbr
Ordered Dt
Required Delivery Date
Demand Cd *
Delivery Destination
Delivery Priority
Advice Cd
Project Cd

ILS-S Order Details

Base Supply DoDAAC *
Org Shop Cd *
UJC *
Serial/ID Nbr *
Work Unit Cd (WUC)
Maintenance Unit ID Cd *
Technical Order Nbr
T.O. Volume
T.O. Figure
T.O. Index
Requester Name
Requester Phone

ILS-S Data

Standard Reporting Designator (SRD) *
Transaction Exception Code (TEX)

Issue Exception Code (IEX)
Major Command Cd
JOCAS Nbr
End Item System Designator
End Item Document Nbr
End Item SRD

Additional Information

Notes

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

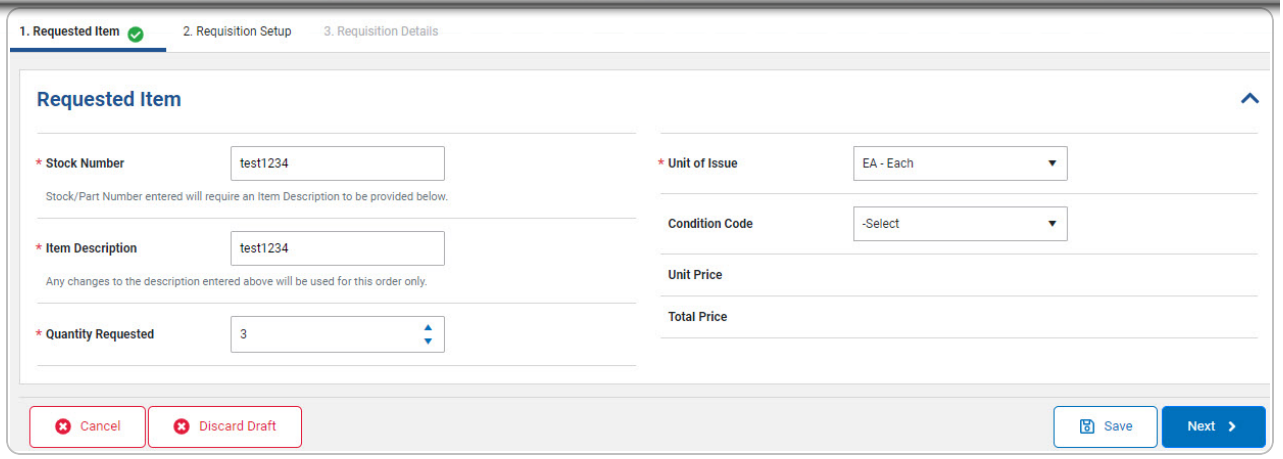
Update a Requisition Order

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

1. Select Edit. *The* ***Add Requisition (Update)*** *page appears.*

Note

Edit is not available when the Status is "Requested". Only Requisitions not in "completed" status can be updated.



2. *Complete the Requested Item grid.*

A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*

B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

C. Update the Quantity Requested, using ▲▼ to choose the revised quantity.

D. Update the Unit of Issue, using ▼ to select the desired unit.

E. Update the Condition Code, using ▼ to select the desired condition.

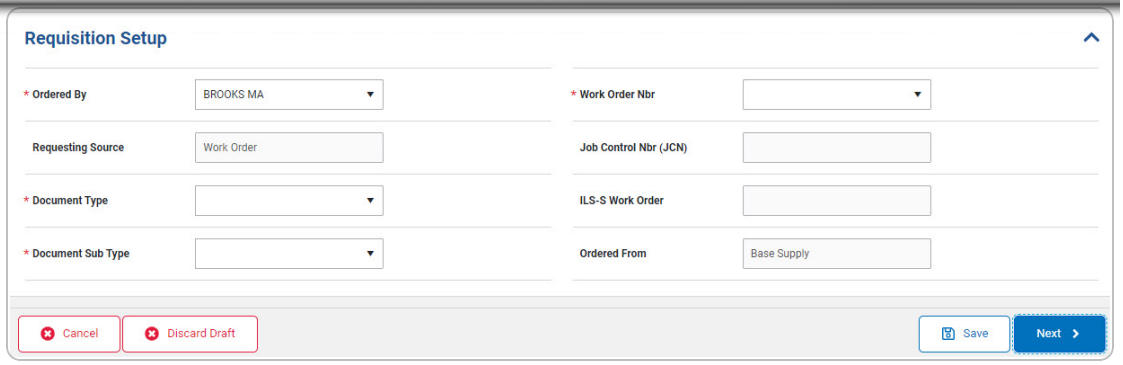
F. *Verify the Unit Price.*

G. *Verify the Total Price.*

H. Select Next >. *The Requisition Setup tab opens.*

OR

Select the Requisition Setup tab.



a. *Complete the Requisition Setup grid.*

1. Update the Ordered By, using ▼ to select the desired entry.

2. *Verify the Requesting Source.*

3. Update the Document Type, using ▼ to select the desired type

4. Update the Document Sub Type, using ▼ to select the desired SUB type.

5. Update the Work Order Nbr, using ▼ to select the desired number.

6. *Verify the Job Control NBR (JCN).*

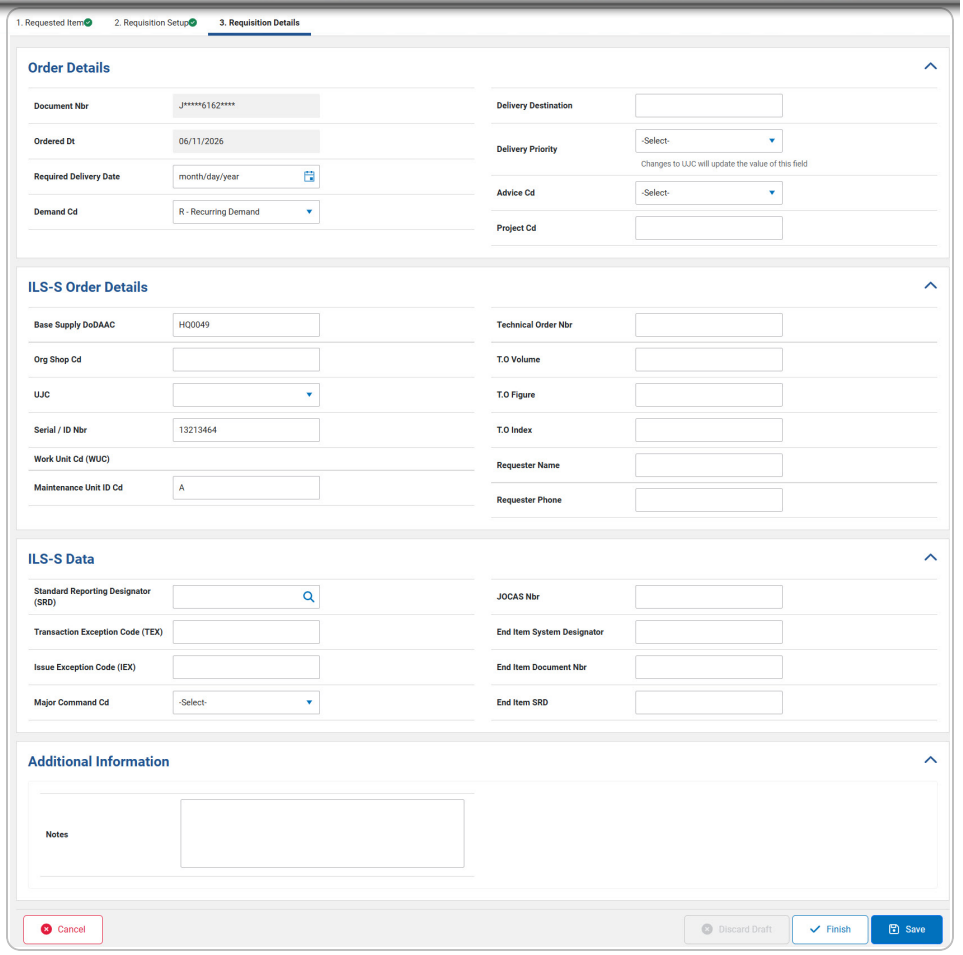
7. *Verify the ILS-S Work Order.*

8. *Verify the Ordered From.*

9. Select Next. *The Requisition Details tab opens.*

OR

Select the Requisition Details tab.



A. *Complete the Order Details grid.*

a. *Verify the DOCUMENT NBR.*

b. *Verify the Ordered DT.*

c. Update the Required Delivery Date, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Demand Cd, using to select the desired code.

e. Update the Delivery Destination, entering the revised destination in the field provided. *This is a 3 alpha-numeric character field.*

f. Update the Delivery Priority, using ▼ to select the desired priority.

g. Update the Advice Cd, using ▼ to select the desired code.

h. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

B. *Complete the ILS-S Order Details grid.*

a. Update the Base Supply DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the ORG SHOP CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

c. Update the UJC, using ▼ to select the desired code.

d. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

e. *Verify the Work Unit Code (WUC).*

f. Update the Maintenance Unit ID CD, entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

g. Update the Technical Order NBR, entering the revised number in the field provided. *This is a 15 numeric character field.*

h. Update the T.O Volume, entering the revised information in the field provided. *This is a 15 numeric character field.*

i. Update the T.O Figure, entering the revised information in the field provided. *This is a 15 numeric character field.*

j. Update the T.O Index, entering the revised information in the field provided. *This is a 15 numeric character*

field.

k. Update the Requester Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

l. Update the Requester Phone, entering the revised number in the field provided. *This is a 19 numeric character field.*

C. *Complete the ILS-S Data grid.*

a. Update the Standard Reporting Designator (SRD), using to browse for the revised entry. *This is a 3 alphanumeric character field.*

SRD Browse help

b. Update the Transaction Exception Code (TEX), entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

c. Update the Issue Exception Code (IEX), entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

d. Update the Major Command Cd, using to select the desired code.

e. Update the JOCAS NBR, entering the revised number in the field provided. *This is a 12 alphanumeric character field.*

f. Update the End Item System Designator, entering the revised designator in the field provided. *This is a 2 alphanumeric character field.*

g. Update the End Item DOCUMENT NBR, entering the revised number in the field provided. *This is a 14 numeric character field.*

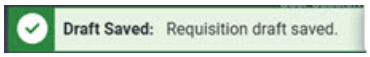
h. Update the End Item SRD, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*

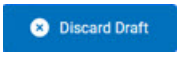
D. *Complete the Additional Information grid.*

a. Update the Notes, entering the revised information in the field provided. *This is a 256 alphanumeric character*

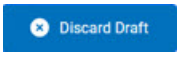
field.

3. Select

. 

appears, the information is saved, and 

becomes available.

4. To delete the Requisition Order draft, select 

. *The* ***Delete Confirmation*** *pop-up window appears.*

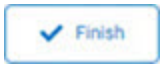
Note

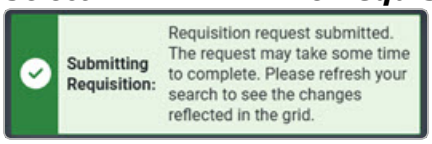
Requisition Records that are saved but not finished appears in the Search Results grid with a "Draft Orders" status.

Helpful Tip

To view the saved requisition without selecting

, select the Requisition hyperlink in the top left hand corner. *The* ***Requisition Search — Order*** *page appears and the information displays in the Search Results grid.*

5. Select 

. *The* ***Requisition Search — Order*** *page appears with* 

in the bottom right-hand corner. The Requisition Order information will display in the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Item Description*.	
13 — Mandatory Entry: *Ordered By*.	
13 — Mandatory Entry: *Document Type*.	
13 — Mandatory Entry: *Document Sub Type*.	
13 — Mandatory Entry: *Work Order Nbr*.	
13 — Mandatory Entry: *Org Shop Code*.	
13 — Mandatory Entry: *Urgency Justification Code*.	
13 — Mandatory Entry: *Standard Reporting Designator*.	
13 — Mandatory Entry: *Maintenance Unit ID Cd*.	
13 — Mandatory Entry: *Quantity Requested*.	
13 — Mandatory Entry: *Unit of Issue*.	
13 — Mandatory Entry: *Base Supply DoDAAC*.	
13 — Mandatory Entry: *Serial/ID Nbr*.	
13 — Mandatory Entry: *Demand Cd*.	

2198 — Org Shop Code must have a length of 5.	Invalid Entry. The length of characters does not meet the 5 length requirement. Re-enter the Org Shop Code.
xxxx — Field length must not exceed 30 characters.	Invalid Entry. The field length is over 30 characters. Re-enter the field.

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details

- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Delete a Requisition Order
- SRD Browse

Receive a Requisition Order

Overview

The Receiving process allows editing of requisition receiving information.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > Receive > Receiving slide-out window

Page Fields

The following fields display on the **Receiving** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

Requisition Details Grid

Received Qty
Received Dt/Tm
Priority Cd

Procedures

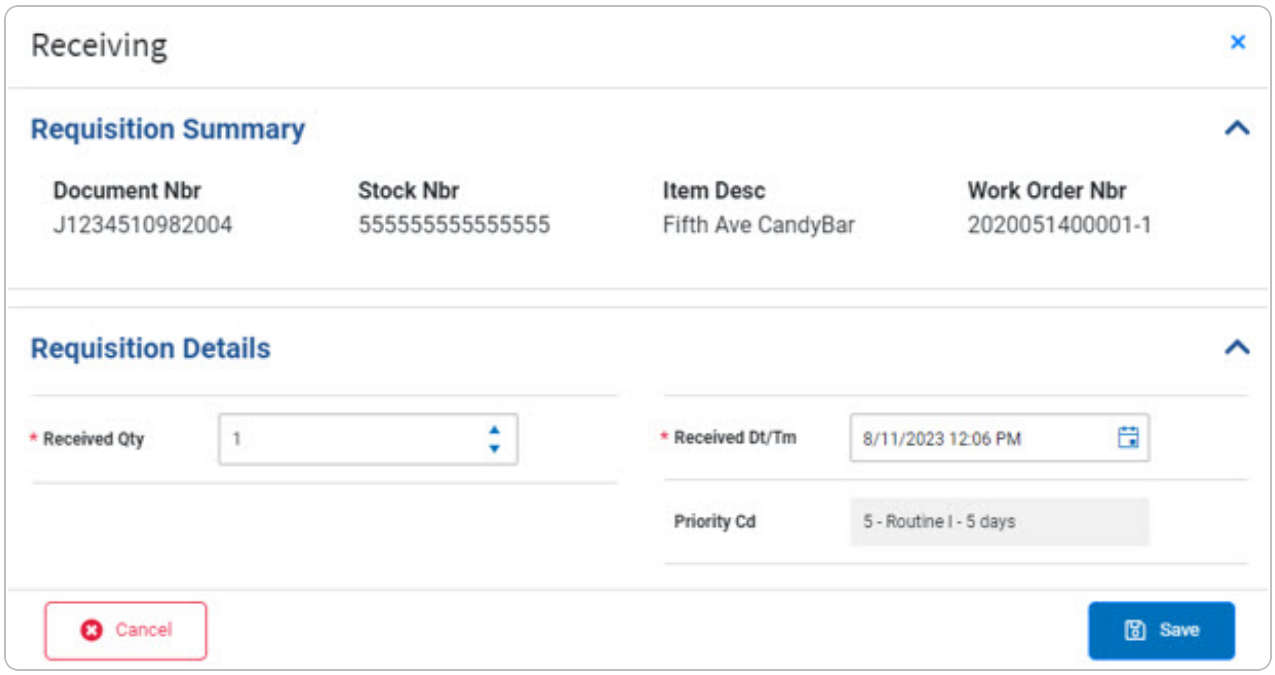
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Receive a Requisition Order

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

1. Select Receive. *The **Receiving** slide-out window appears.*



2. *Verify the Requisition Summary grid.*
   A. *Verify the Document NBR.*
   B. *Verify the Stock NBR.*
   C. *Verify the Item DESC.*
   D. *Verify the Work Order NBR.*
3. *Update the Requisition Details grid.*

1. Update the Received QTY, using to choose the revised quantity.
2. Update the Received DT/TM, using or entering the date (MM/DD/YYYY) in the field provided.
3. *Verify the Priority Cd.*
4. Select Save. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or . *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details

- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Cancel a Requisition Order

Overview

The Cancel Requisition Order Confirmation process allows cancellation of a requisition order.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > Cancel Requisition > Cancel Requisition Order Confirmation pop up window

Page Fields

The following fields display on the **Cancel Requisition Order Confirmation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Cancel Requisition Confirmation Grid

Procedures

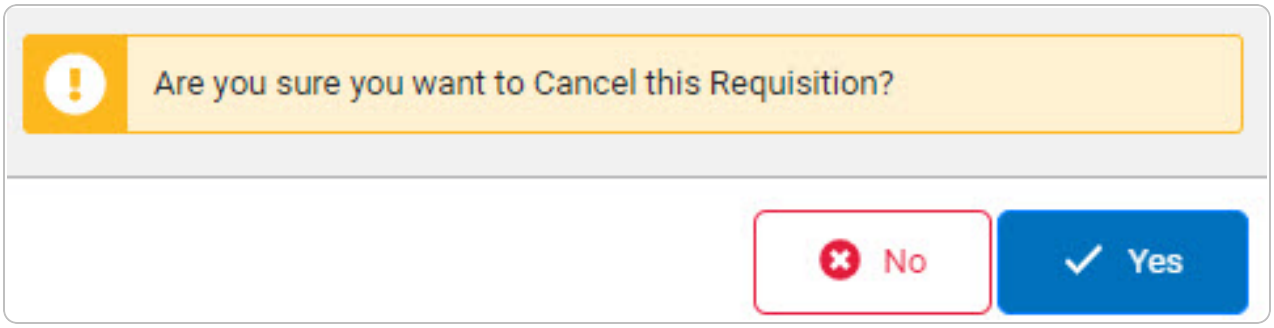
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Cancel a Requisition Order

Selecting No *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select Cancel Requisition. *The* ***Cancel Requisition*** *pop-up window appears.*



2. Select Yes. *The pop-up window closes and the selected entry's status changes to "Cancelled" in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select No. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition

- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Delete a Requisition Order

Overview

The Requisition Confirm Delete process provides the ability to delete a Requisition draft or record.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > (desired record) > Delete > Confirm Delete pop-up window

Page Fields

The following fields display on the **Requisition Confirm Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Procedures

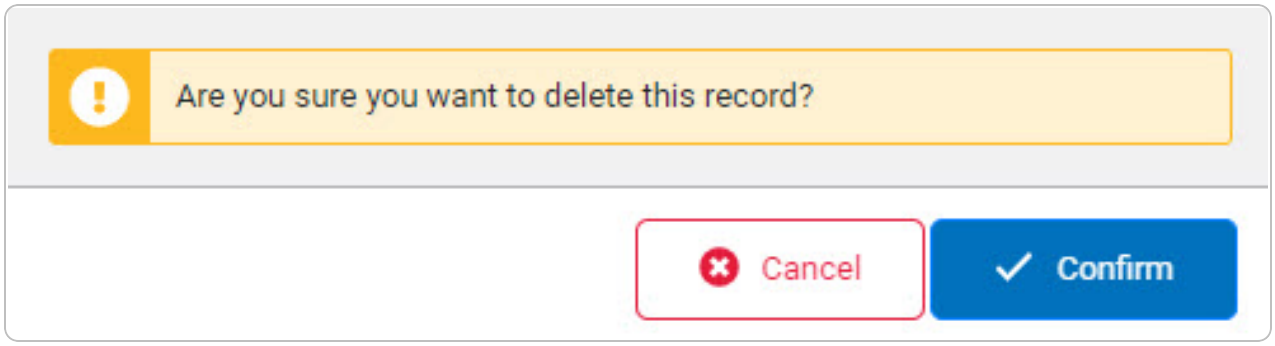
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Requisition Order

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

1. Select Delete. *The* ***Requisition Delete*** *pop-up window appears.*
2. **Note**
   Delete becomes available when the Status is "Draft Orders".



3. Select Confirm. *The entry is removed from the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order

- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Update a Requisition Review
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order

Resubmit a Requisition Order

Overview

The Resubmit Requisition process allows the resubmission of requisition order information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > DOC NBR hyperlink > Requisition Actions > Resubmit ISU > Resubmit Requisition slide-out window

Page Fields

The following fields display on the **Resubmit Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requested Item Tab

Requested Item

Stock Number *
Item Description *
Quantity Requested *
Unit of Issue *
Condition Code
Unit Price
Total Price

Requisition Setup Tab

Requisition Setup

Ordered By *
Requesting Source
Document Type *
Document Sub Type *
Work Order Nbr *
Job Control Nbr (JCN)
ILS-S Work Order
Ordered From

Requisition Details

Order Details

Document Nbr
Ordered Dt
Required Delivery Date
Demand Cd *
Delivery Destination
Delivery Priority
Advice Cd
Project Cd

ILS-S Order Details

Base Supply DoDAAC *
Org Shop Cd *
UJC *
Serial/ID Nbr *
Work Unit Cd (WUC)
Maintenance Unit ID Cd *
Technical Order Nbr
T.O. Volume
T.O. Figure
T.O. Index
Requester Name
Requester Phone

ILS-S Data

Standard Reporting Designator (SRD) *
Transaction Exception Code (TEX)

Issue Exception Code (IEX)
Major Command Cd
JOCAS Nbr
End Item System Designator
End Item Document Nbr
End Item SRD

Additional Information

Notes

(*) Asterisk identifies mandatory fields.

Procedures

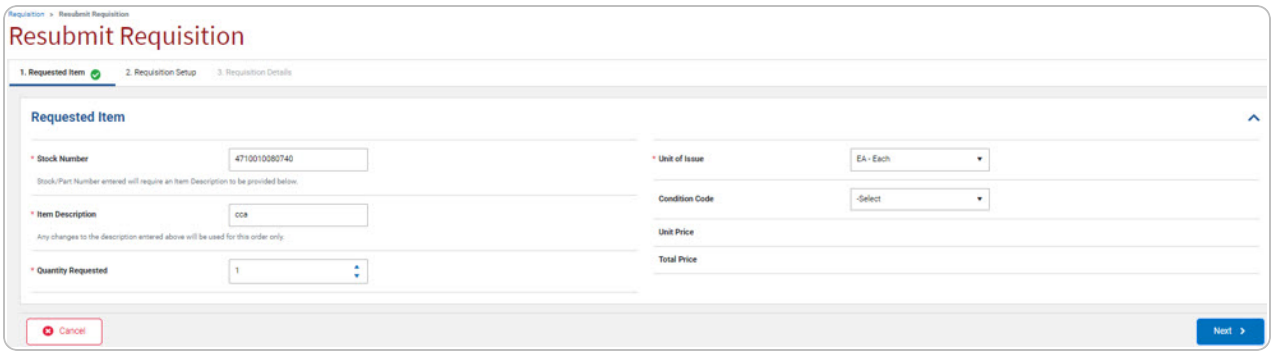
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Resubmit a Requisition Order

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

1. Select Resubmit ISU. *The* ***Resubmit Requisition*** *page appears.*



2. *Update the Requested Item grid.*

   A. Update the Stock Number, entering in the revised number in field provided. *This is a 15 alphanumeric character field.*

   B. Update the Item Description, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

C. Update the Quantity Requested, using ▲▼ to choose the revised quantity.

D. Update the Unit of Issue, using ▼ to select the desired unit.

E. Update the Condition Code, using ▼ to select the desired condition.

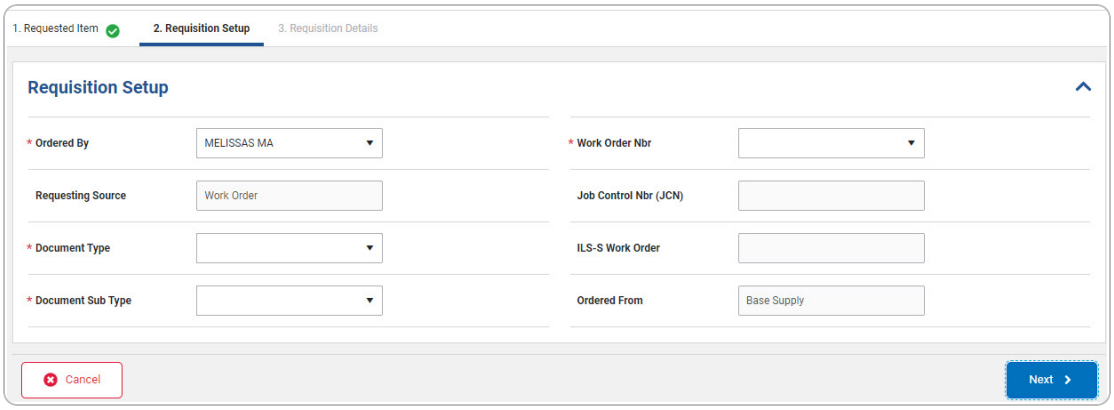
F. *Verify the Unit Price.*

G. *Verify the Total Price.*

H. Select Next >. *The Requisition Setup tab opens.*

OR

Select the Requisition Setup tab.



a. *Update the Requisition Setup grid.*

1. Update the Ordered By, using ▼ to select the desired entry.

2. *Verify the Requesting Source.*

3. Update the Document Type, using ▼ to select the desired type

4. Update the Document Sub Type, using ▼ to select the desired SUB type.

5. Update the Work Order Nbr, using ▼ to select the desired number.

6. *Verify the Job Control NBR (JCN).*

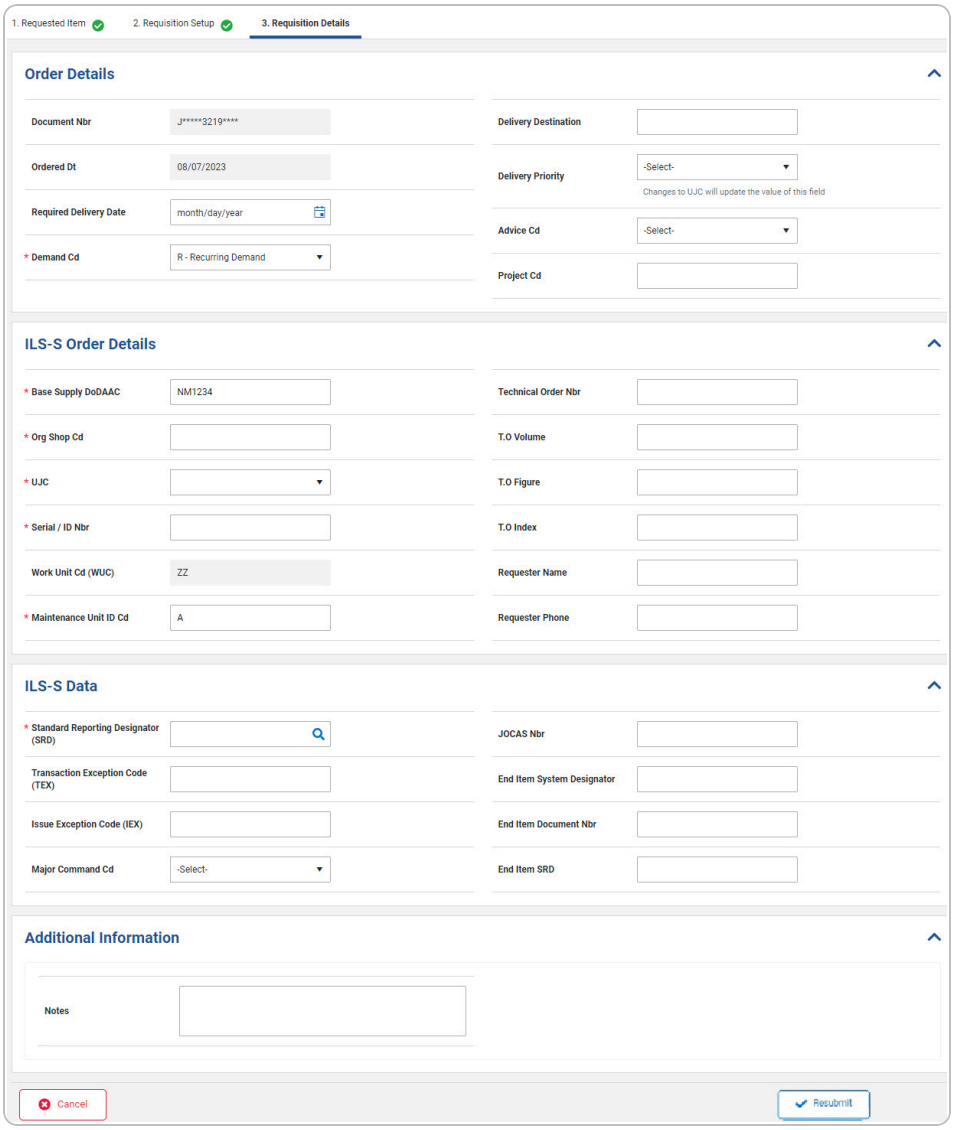
7. *Verify the ILS-S Work Order.*

8. *Verify the Ordered From.*

Select Next >. *The Requisition Details tab opens.*

OR

Select the Requisition Details tab.



A. *Complete the Order Details grid.*

a. *Verify the DOCUMENT NBR.*

b. *Verify the Ordered DT.*

c. Update the Required Delivery Date, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Demand Cd, using ▾ to select the desired code.

e. Update the Delivery Destination, entering the revised destination in the field provided. *This is a 3 alpha-numeric character field.*

f. Update the Delivery Priority, using ▾ to select the desired priority.

g. Update the Advice Cd, using ▾ to select the desired code.

h. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

B. *Complete the ILS-S Order Details grid.*

a. Update the Base Supply DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the ORG SHOP CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

c. Update the UJC, using ▾ to select the desired code.

d. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*

e. *Verify the Work Unit Code (WUC).*

f. Update the Maintenance Unit ID CD, entering the revised code in the field provided. *This is a 1 alpha-numeric character field.*

g. Update the Technical Order NBR, entering the revised number in the field provided. *This is a 15 numeric character field.*

h. Update the T.O Volume, entering the revised information in the field provided. *This is a 15 numeric character field.*

i. Update the T.O Figure, entering the revised information in the field provided. *This is a 15 numeric character field.*

j. Update the T.O Index, entering the revised information in the field provided. *This is a 15 numeric character field.*

k. Update the Requester Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

l. Update the Requester Phone, entering the revised number in the field provided. *This is a 19 numeric character field.*

C. *Complete the ILS-S Data grid.*

a. Update the Standard Reporting Designator (SRD), using to browse for the revised entry. *This is a 3 alphanumeric character field.*

SRD Browse help

b. Update the Transaction Exception Code (TEX), entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

c. Update the Issue Exception Code (IEX), entering the revised code in the field provided. *This is a 1 alphanumeric character field.*

d. Update the Major Command Cd, using to select the desired code.

e. Update the JOCAS NBR, entering the revised number in the field provided. *This is a 12 alphanumeric character field.*

f. Update the End Item System Designator, entering the revised designator in the field provided. *This is a 2 alphanumeric character field.*

g. Update the End Item DOCUMENT NBR, entering the revised number in the field provided. *This is a 14 numeric character field.*

h. Update the End Item SRD, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*

D. *Complete the Additional Information grid.*

a. Update the Notes, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

3. Select

. *The **Requisition Search — Order** page appears and the information displays in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Item Description*.	
13 — Mandatory Entry: *Ordered By*.	
13 — Mandatory Entry: *Document Type*.	
13 — Mandatory Entry: *Document Sub Type*.	
13 — Mandatory Entry: *Work Order Nbr*.	
13 — Mandatory Entry: *Org Shop Code*.	
13 — Mandatory Entry: *Urgency Justification Code*.	
13 — Mandatory Entry: *Standard Reporting Designator*.	
13 — Mandatory Entry: *Maintenance Unit ID Cd*.	
13 — Mandatory Entry: *Quantity Requested*.	
13 — Mandatory Entry: *Unit of Issue*.	
13 — Mandatory Entry: *Base Supply DoDAAC*.	
13 — Mandatory Entry: *Serial/ID Nbr*.	
13 — Mandatory Entry: *Demand Cd*.	

2198 — Org Shop Code must have a length of 5.	Invalid Entry. The length of characters does not meet the 5 length requirement. Re-enter the Org Shop Code.
xxxx — Field length must not exceed 30 characters.	Invalid Entry. The field length is over 30 characters. Re-enter the field.

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details

- View the INQ DN Response Event Details
- Delete a Requisition Order
- SRD Browse

Reprocess the Requisition

Overview

The Reprocess Confirmation process allows reprocessing of a requisition event.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > History Tab > ☐ (desired record) > Reprocess > Reprocess Confirmation pop up window

Page Fields

The following fields display on the **Reprocess Confirmation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reprocess Confirmation Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

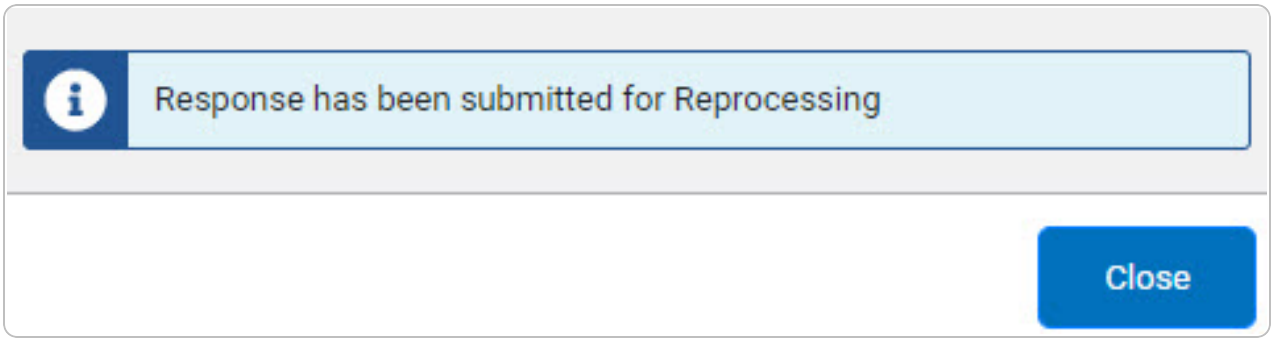
Reprocess the Requisition

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

1. Select Reprocess. *The* ***Reprocess Confirmation*** *pop-up window appears.*

Note

Reprocess becomes available when the selected record's DOC STATUS is "Failed".



2. Select Close. *The pop-up window closes and returns to the previous page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Close. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review

- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Review the Requisition Details

Overview

The Review Requisition process allows reviewing of requisition information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > Doc Nbrhyperlink > Review Requisition page

Page Fields

The following fields display on the **Review Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requested Details Tab

Requested Item Panel

Stock Number
Item Desc
Condition Cd
Unit of Issue
Unit Price
Total Price
Quantity Requested
Shipped Qty
Back Order Qty
Killed Qty
Quantity Received

Order Setup Panel

Ordered By
Requesting Source
Document Type
Document Sub Type
Work Order Number
Job Control Nbr (JCN)
ILS-S Work Order
Ordered From

Order Details Panel

Document Nbr
Status
Ordered Date
Required Delivery Dt
Demand Cd
Delivery Destination
Delivery Priority
Advice Code
Project Code

Additional Information Panel

Notes

ILS-S Requisition Details Tab

ILS-S Order Details Panel

Base Supply DoDAAC
Org Shop Cd
Maintenance Unit ID Cd
Work Unit Cd (WUC)
T.O. Volume
T.O. Figure
Technical Order Nbr
Requester Name
Requester Phone
T.O. Index
UJC
Serial/ID Nbr

ILS-S Data Panel

Standard Reporting Designator (SRD)
JOCAS Nbr
Major Command Cd
End Item System Designator
End Item Document Nbr
End Item SRD
Transaction Exception Code (TEX)
Issue Exception Code (IEX)

ILS-S Due Out Status Details

Due Out Qty
Due Out Status Cd
Est Delivery Dt
Supply Status Cd

MICAP Details Panel

MICAP Start Dt/Tm
MICAP UJC
MICAP Condition Cd
MICAP SRD
MICAP Serial/ID Nbr
MICAP Command Cd
Verified By

History Tab

Events Grid

Select
Event Type
Event Date
Doc Status
Established By
Remarks

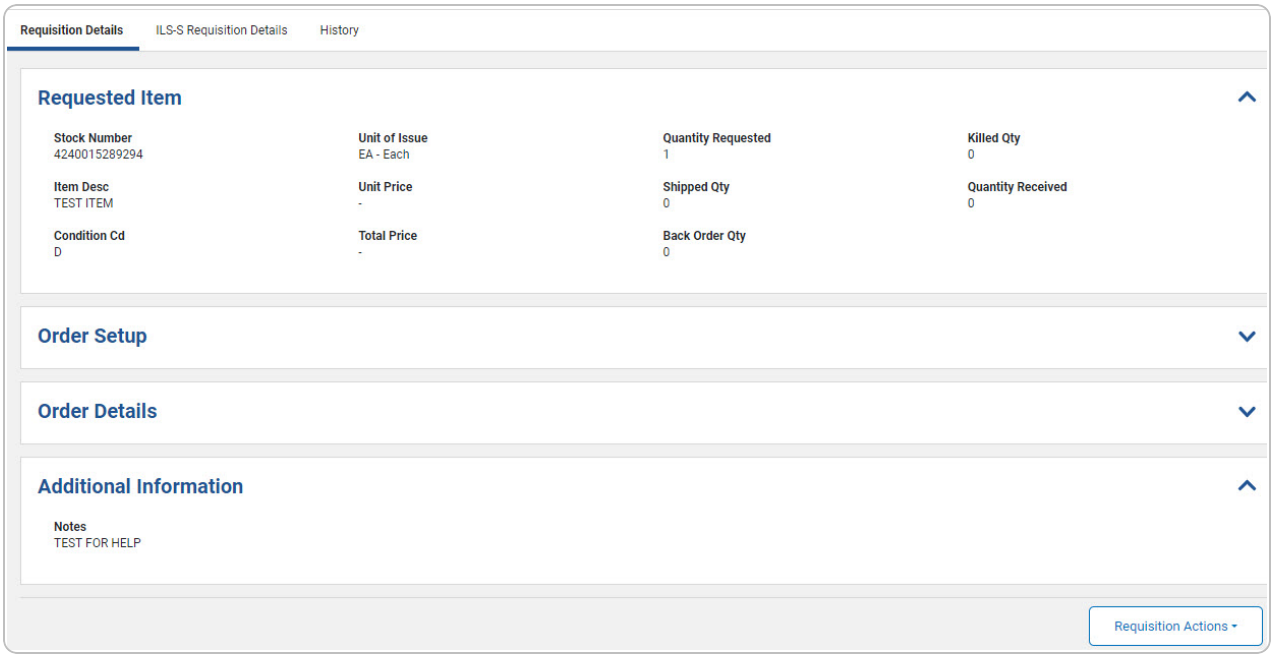
Procedures

ELMS Navigation Helpful Tips

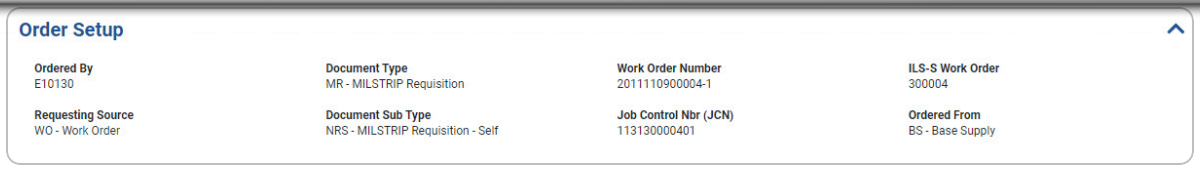
Click the following link to display M&U Navigation Tips.

Review the Requisition Details

1. Select the DOC NBRhyperlink. *The **Review Requisition** page appears.*

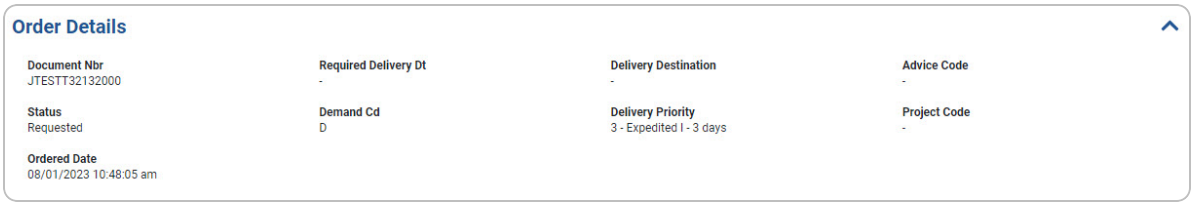


2. *Verify the Requisition Details tab.*
   A. *Verify the Requested Item panel.*
      a. *Verify the Stock Number.*
      b. *Verify the ITEM DESC.*
      c. *Verify the CONDITION CD.*
      d. *Verify the Unit of Issue.*
      e. *Verify the Unit Price.*
      f. *Verify the Total Price.*
      g. *Verify the Quantity Requested.*
      h. *Verify the Shipped QTY.*
      i. *Verify the Back Order QTY.*
      j. *Verify the Killed QTY.*
      k. *Verify the Quantity Received.*
   B. *Verify the Order Setup panel*



a. *Verify the Ordered By.*
b. *Verify the Requesting Source.*
c. *Verify the Document Type.*
d. *Verify the Document SUB Type.*
e. *Verify the Work Order Number.*
f. *Verify the Job Control NBR (JCN).*
g. *Verify the ILS-S Work Order.*
h. *Verify the Ordered From.*

C. *Verify the Order Details panel.*

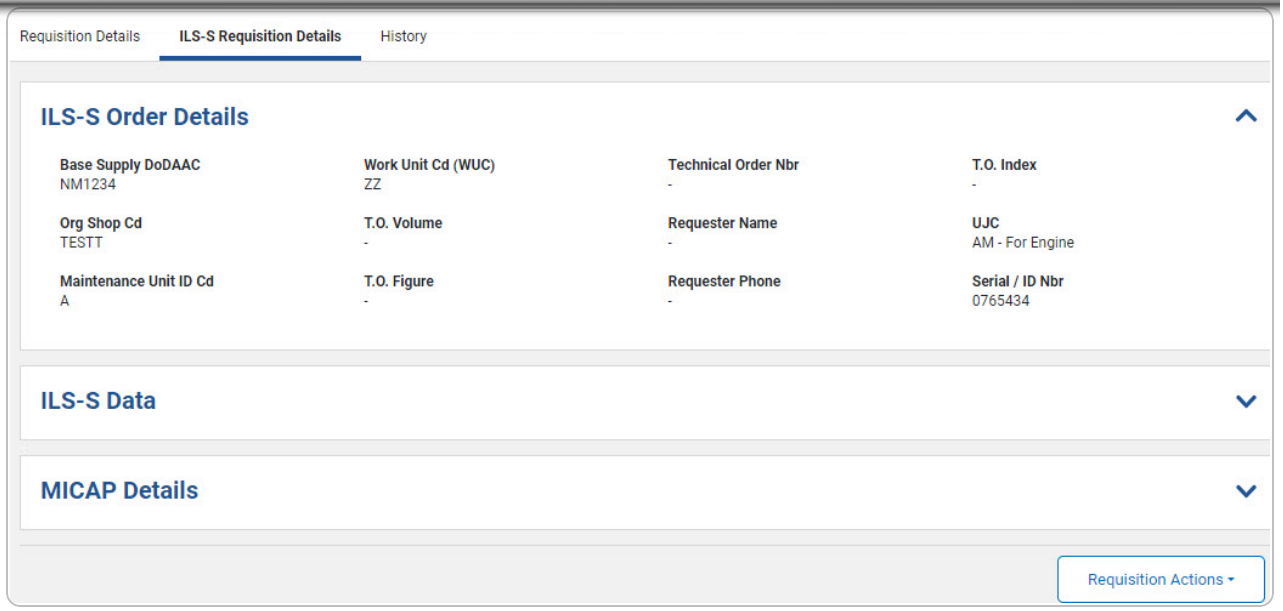


a. *Verify the Document NBR.*
b. *Verify the Status.*
c. *Verify the Ordered Date.*
d. *Verify the Required Delivery DT.*
e. *Verify the Demand CD.*
f. *Verify the Delivery Destination.*
g. *Verify the Delivery Priority.*
h. *Verify the Advice Code.*
i. *Verify the Project Code.*

D. *Verify the Additional Information panel.*

a. *Verify the Notes.*

3. *Select the ILS-S Requisition Details tab.*



A. *Verify the ILS-S Order Details panel.*
   a. *Verify the Base Supply DoDAAC.*
   b. *Verify the Org Shop Cd.*
   c. *Verify the Maintenance Unit ID Cd.*
   d. *Verify the Work Unit Cd (WUC).*
   e. *Verify the T.O. Volume.*
   f. *Verify the T.O. Figure.*
   g. *Verify the Technical Order Nbr.*
   h. *Verify the Requester Name.*
   i. *Verify the Requester Phone.*
   j. *Verify the T.O. Index.*
   k. *Verify the UJC.*
   l. *Verify the Serial/ID Nbr.*

B. *Verify the ILS-S Data panel.*

a. *Verify the Standard Reporting Designator (SRD).*
b. *Verify the JOCAS NBR.*
c. *Verify the Major Command CD.*
d. *Verify the End Item System Designator.*
e. *Verify the End Item Document NBR.*
f. *Verify the End Item SRD.*
g. *Verify the Transaction Exception Code (TEX).*
h. *Verify the Issue Exception Code (IEX).*

C. *Verify the ILS-S Due Out Status Updates panel.*

Note

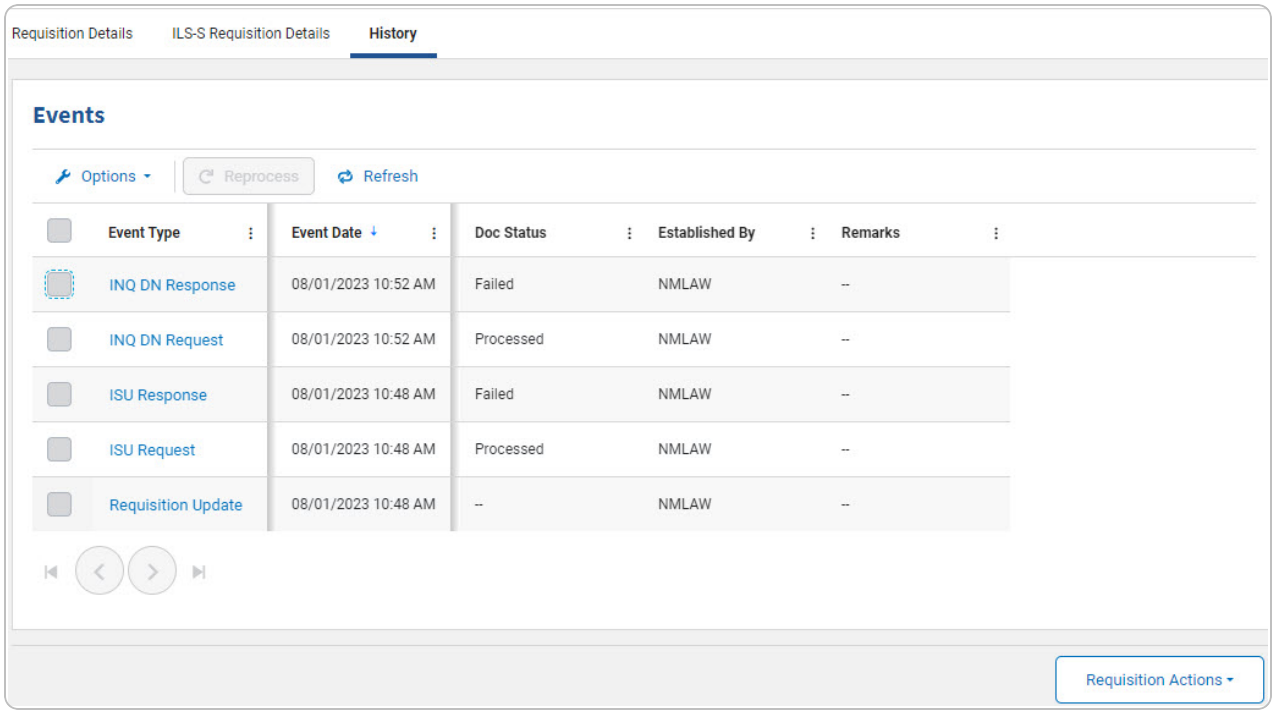
The ILS-S Due Out Status Updates panel appears when the Requisition status is in "Backorder".

a. *Verify the Due Out QTY.*
b. *Verify the Due Out Status CD.*
c. *Verify the Est Delivery DT.*
d. *Verify the Supply Status CD.*

D. *Verify the MICAP Details panel.*

a. *Verify the MICAP START DT/TM.*
b. *Verify the MICAP UJC.*
c. *Verify the MICAP Condition CD.*
d. *Verify the MICAP SRD.*
e. *Verify the MICAP Serial/ID NBR.*
f. *Verify the MICAP Command CD.*
g. *Verify the Verified By.*

4. *Select the History tab.*



A. Select ☐ next to the desired Event Type record. *The Event Type is highlighted, and* Reprocess *becomes available.*

> **Note**
> Reprocess becomes available when the selected record's DOC STATUS is "Failed".

B. Select Reprocess. *The* ***Reprocess Confirmation*** *pop-up window appears.*

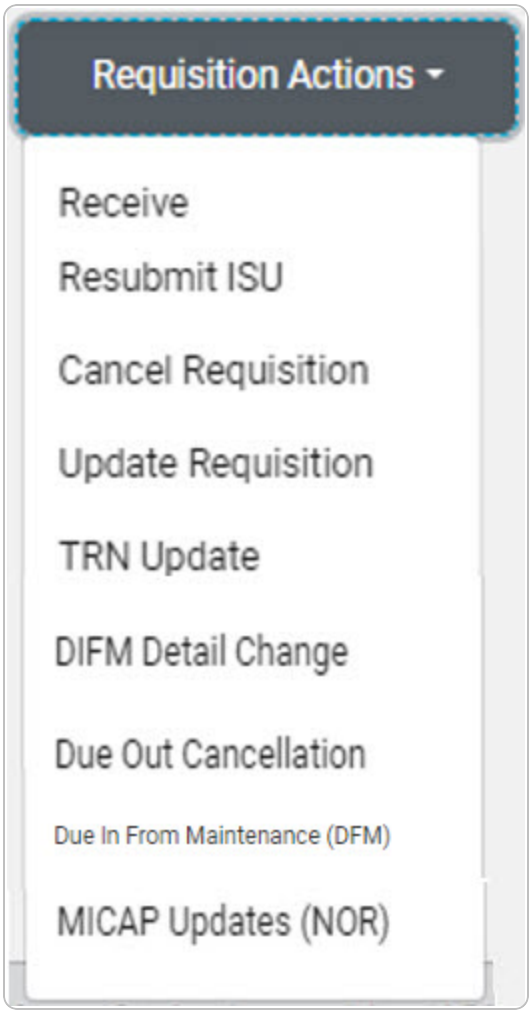
C. Select Refresh. *The Events grid refreshes.*

D. Select the Event Type hyperlink. *The selected* ***Event Details*** *slide-out window appears.*

5. Select Requisition Actions. *The Requisition Actions appear in a drop-down.*

Note

The Requisition Actions does not appear when the Status is "Cancelled". Requisition Actions appear based on the selected record's status. Not all requisition action options appear.



A. Select Receive. *The **Receiving** slide-out window appears.*

B. Select Resubmit ISU. *The **Resubmit Requisition** pop-up window appears.*

C. Select Cancel Requisition. *The **Cancel Requisition** pop-up window appears.*

D. Select Update Requisition. *The **Requisition Update** slide-out window appears.*

E. Select TRN Update. *The **TRN Update** slide-out window appears.*

F. Select DIFM Detail Change. *The **Maintenance Detail Change** slide-out window appears.*

G. Select Due Out Cancellation. *The **Due Out Cancellation (DOC)** slide-out window appears.*

H. Select Due In From Maintenance. *The **Due In Detail Updates (DIT)** slide-out window appears.*

I. Select MICAP Updates (NOR). *The **MICAP Updates (NOR)** slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	No Common Errors have been identified for this page.

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details

- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Update a Due In Detail (DIT)

Overview

The Due In Detail Updates (DIT) process allows cancellation of a due out requisition record.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > Due In From Maintenance > Due In Detail Updates (DIT) slide-out window

Page Fields

The following fields display on the **Due In Detail Updates (DIT)** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

DIT Updates Grid

Base Supply DoDAAC
Delivery Destination

Due Out Mark-For Changes Grid

Serial/ID Nbr *

Standard Reporting Designator (SRD) *
Work Unit Cd (WUC)
Major Command Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Due In Detail (DIT)

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

1. Select Due In From Maintenance. *The* ***Due In Detail Updates (DIT)*** *slide-out window appears.*
2. *Verify the Requisition Summary grid.*
   A. *Verify the Document NBR.*
   B. *Verify the Stock NBR.*
   C. *Verify the Item DESC.*
   D. *Verify the Work Order NBR.*
3. *Update the DIT Updates grid.*
   A. *Verify the Base Supply DODAAC.*
   B. Update the Delivery Destination, entering the revised destination in the field provided. *This is a 3 alphanumeric character field.*
4. *Update the Due Out Mark-For Changes grid.*
   A. Update the Serial/IDNBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
   B. Update the Standard Reporting Designator (SRD), using to browse for the revised entry. *This is a 3 alphanumeric character field.*

      SRD Browse help

   C. *Verify the Work Unit CD (WUC).*
   D. Update the Major Command Cd, using to select the desired code.

5. Select Save. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or ✕. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order
- SRD Browse

Cancel a Due Out (DOC)

Overview

The Due Out Cancellation (DOC) process allows cancellation of a due out requisition record.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > Due Out Cancellation > Due Out Cancellation (DOC) slide-out window

Page Fields

The following fields display on the **Due Out Cancellation (DOC)** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

DOC Updates Grid

Base Supply DoDAAC
MICAP Delete Code
Unit of Issue
Due-Out Qty
Maint Action Taken Cd *
Qty To Be Cancelled *

Type of Account Code
Transaction Exception Cd (TEX) *
Cancellation Status Cd *
Review Cd

Procedures

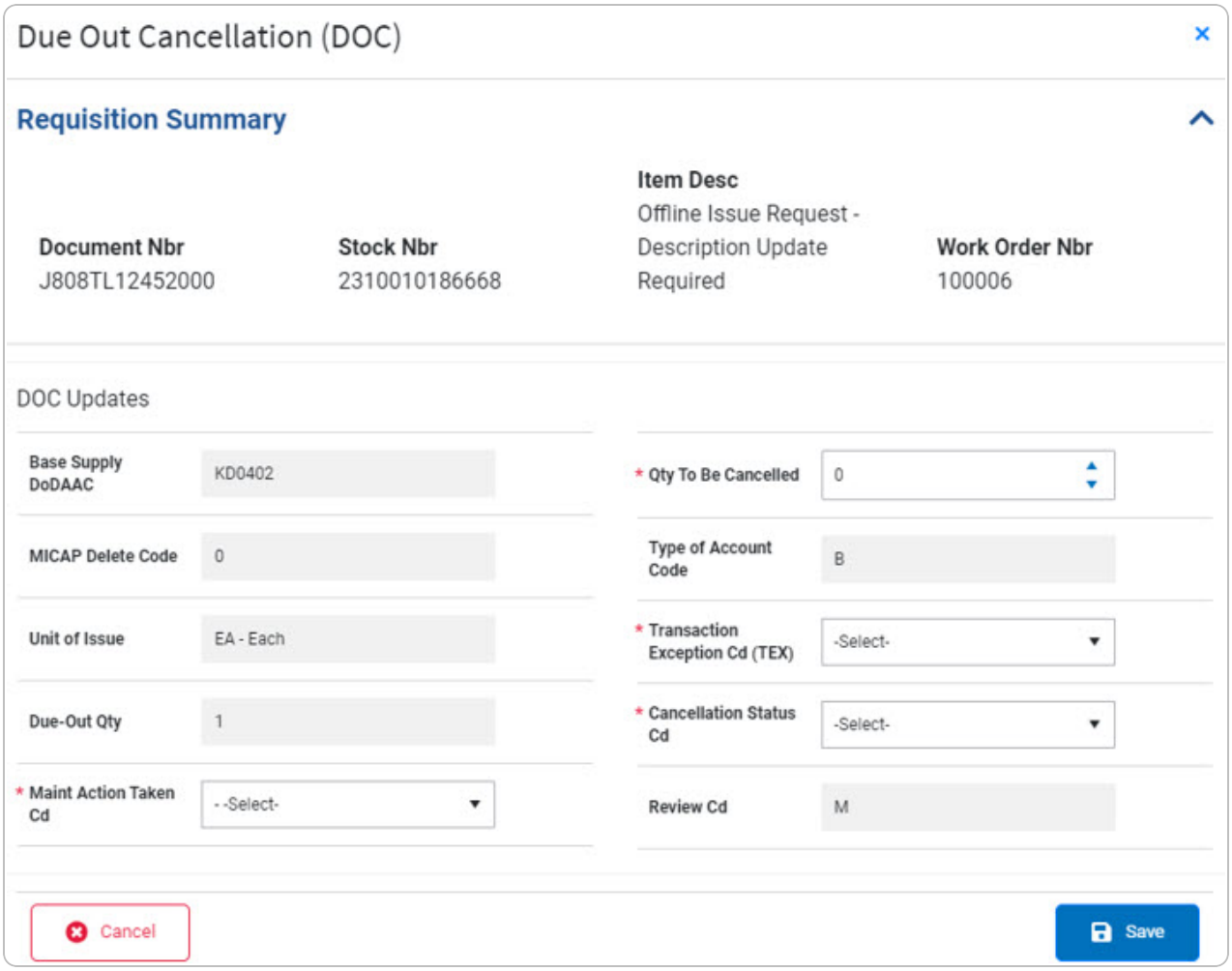
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Cancel a Due Out (DOC)

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

1. Select Due Out Cancellation. *The **Due Out Cancellation (DOC)** slide-out window appears.*



2. *Verify the Requisition Summary grid.*
   A. *Verify the Document NBR.*
   B. *Verify the Stock NBR.*
   C. *Verify the Item DESC.*
   D. *Verify the Work Order NBR.*
3. *Update the DOC Updates grid.*
   A. *Verify the Base Supply DODAAC.*
   B. *Verify the MICAP Delete Code.*
   C. *Verify the Unit of Issue.*

D. *Verify the Due-Out QTY.*

E. Update the Maint Action Taken Cd, using ▾ to select the desired code.

F. Update the QTY To Be Cancelled, using ▲▼ to choose the revised quantity.

G. *Verify the Type of Account Code.*

H. Update the Transaction Exception Cd (TEX), using ▾ to select the desired code.

I. Update the Cancellation Status Cd, using ▾ to select the desired code.

J. *Verify the Review CD.*

4. Select Save. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or ✕. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Update a MICAP (NOR)

- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Update a MICAP (NOR)

Overview

The MICAP Updates (NOR) process allows editing of NOR information.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > MICAP Updates (NOR) > MICAP Updates (NOR) slide-out window

Page Fields

The following fields display on the **MICAP Updates (NOR)** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

NOR Type Grid

NOR Type

NOR Type B & D

MICAP Details Grid

UJC *

MICAP Start Dt/Tm *

NOR Type C

MICAP Details Grid

UJC*
Condition Cd
MICAP Start Dt/Tm *

NOR Type E

MICAP Details Grid

Serial Nbr
SRD
MICAP Dt/Tm
Major Command Cd

(*) Asterisk identifies mandatory fields.

Procedures

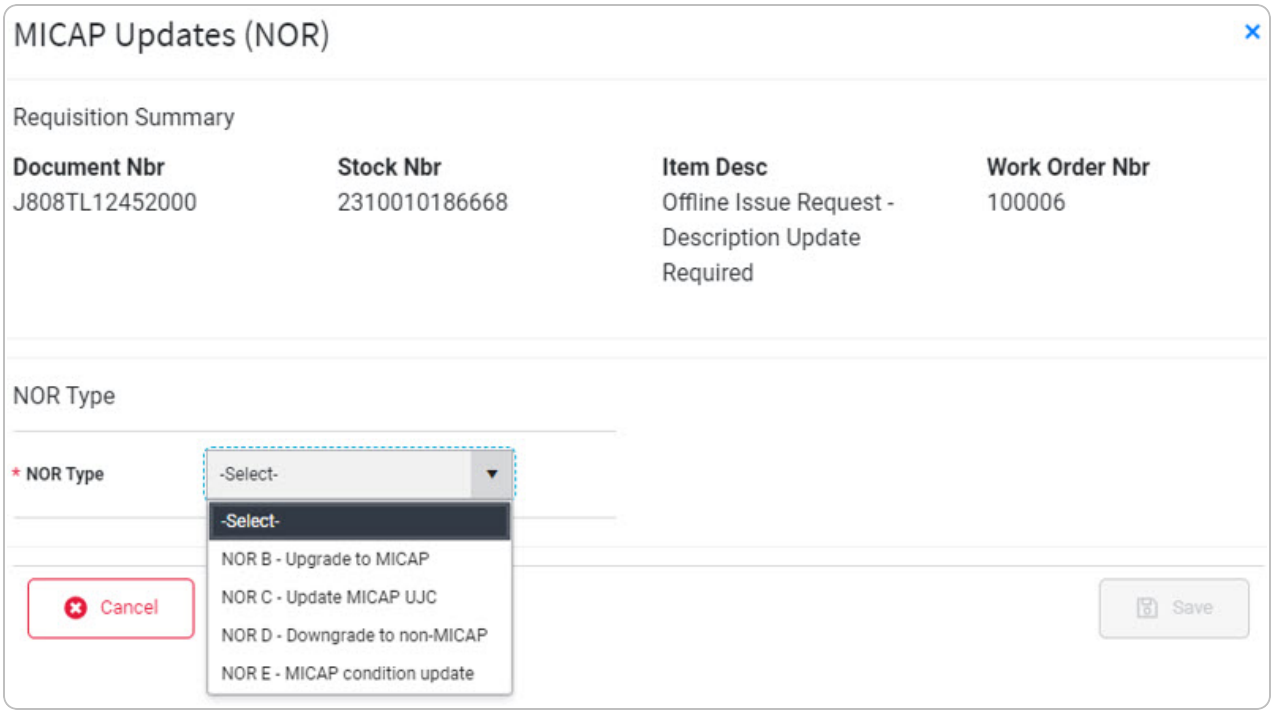
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a MICAP (NOR)

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

1. Select MICAP Updates (NOR). *The **MICAP Updates (NOR)** slide-out window appears.*



2. *Verify the Requisition Summary grid.*
   A. *Verify the Document NBR.*
   B. *Verify the Stock NBR.*
   C. *Verify the Item DESC.*
   D. *Verify the Work Order NBR.*
3. *Update the NOR Type grid.*
   A. Update the NOR Type, using ▾ to select the desired code.

Helpful Tip

The NOR types are available depending on the UJC for the specific Requisition. The NON-MICAP UJC starts with an A, B, or C value. It does NOT start with a 1 or J value.

- If the requisition's UJC is currently a MICAP, the NOR C, NOR D, and NOR E options display.

- If the MICAP Updates slide-out window is opened, select NOR C - Update MICAP UJC and Condition Code.

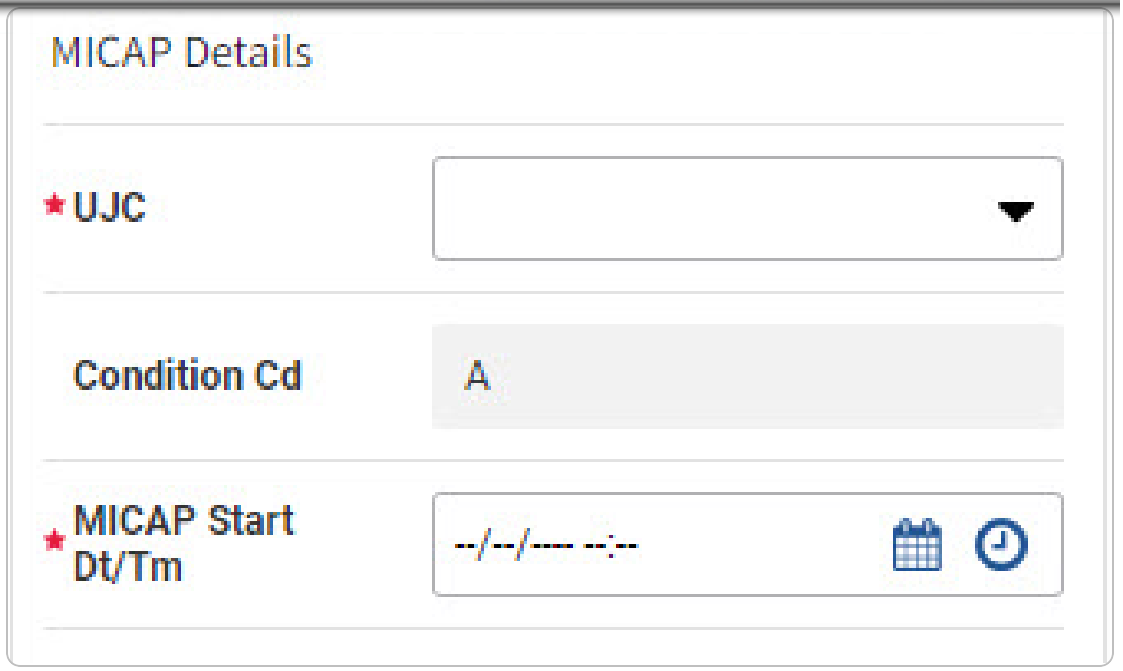
- NOR B & D

a. *Update the MICAP Details grid.*

1. Update the UJC, using ▾ to select the desired code.

2. Use 📅 🕐 to select the MICAP Start DT/Time, or enter the date (MM/DD/YYYY) in the field provided.

- NOR C



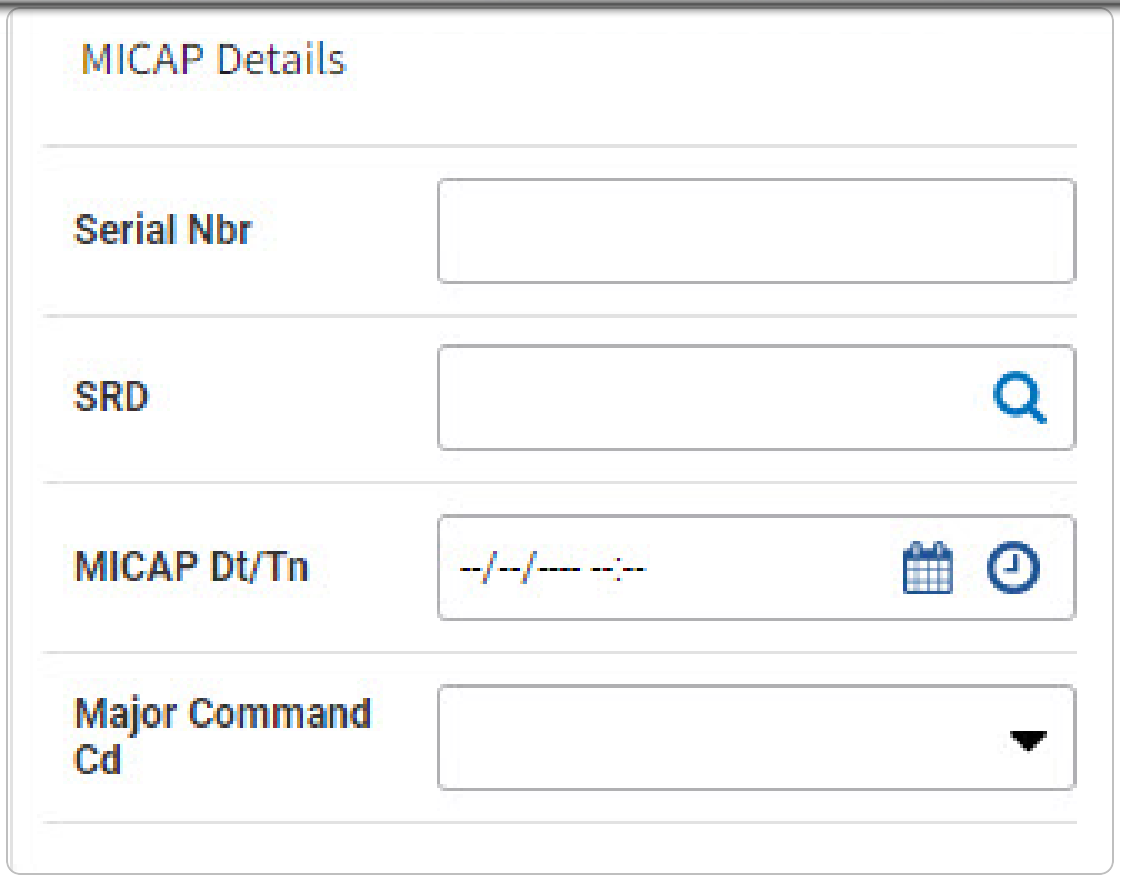
a. *Update the MICAP Details grid.*

1. Update the UJC, using ▾ to select the desired code.

2. *Verify the Condition CD.*

3. Use 📅 🕐 to select the MICAP Start DT/Time, or enter the date (MM/DD/YYYY) in the field provided.

- NOR E



a. *Update the MICAP Details grid.*

1. Update the Serial Number, entering in the revised number in field provided. *This is a 30 alphanumeric character field.*
2. Update the Standard Reporting Designator (SRD), using to browse for the revised entry. *This is a 3 alphanumeric character field.*

   SRD Browse help
3. Use to select the MICAP DT/Time, or enter the date (MM/DD/YYYY) in the field provided.
4. Update the Major Command Cd, using to select the desired code.

4. Select Save. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or . *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order
- SRD Browse

Update a TRN

Overview

The TRN Update process allows editing of TRN information.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > TRN Update > TRN Update slide-out window

Page Fields

The following fields display on the **TRN Update)** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

TRN Update Grid

Base Supply DoDAAC
SRD
Production Control ID
Constants
AF to 350 Tag Nbr *
Qty Turned Around *

Maintenance Action Taken Cd *
Repair Cycle Days *

Procedures

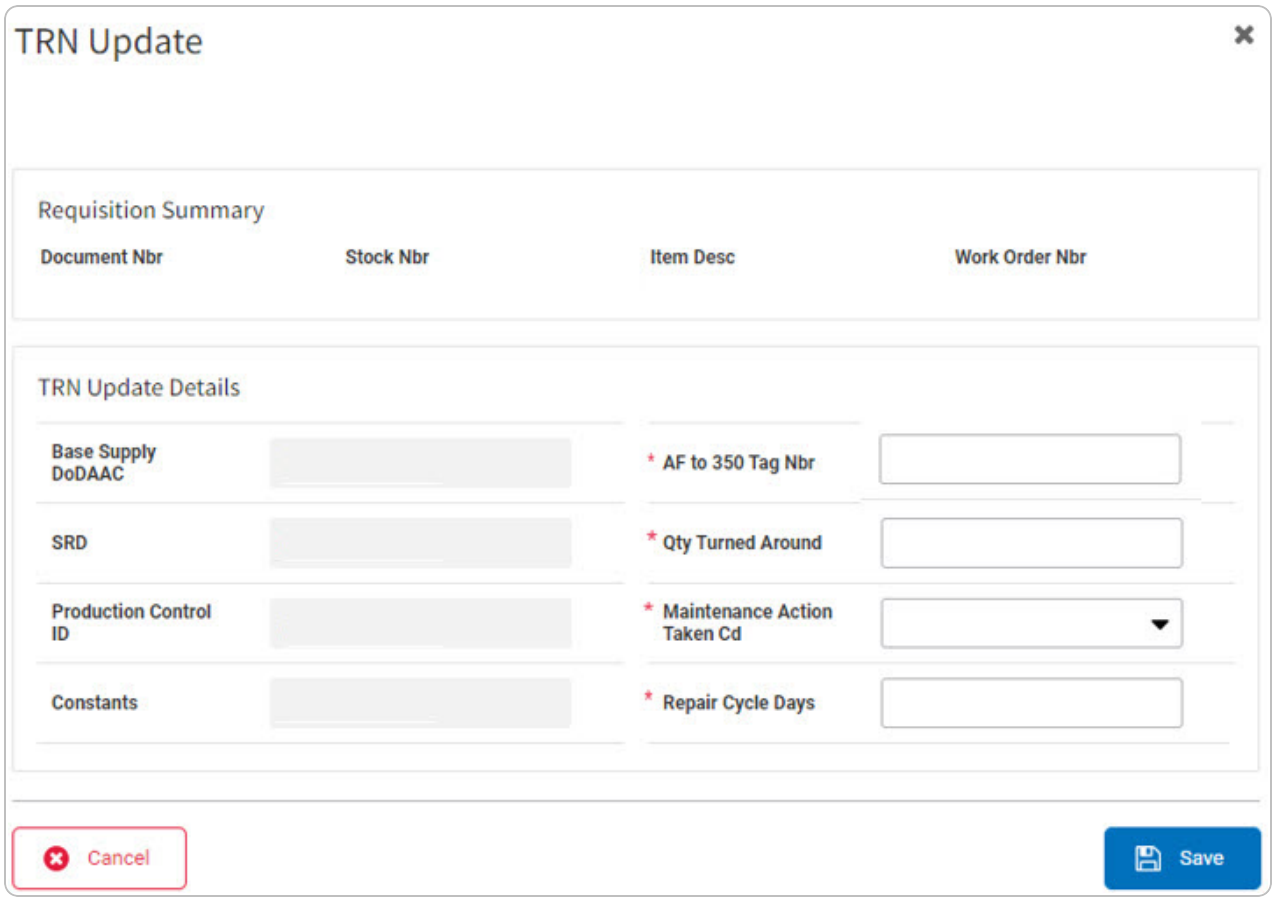
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a TRN

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

1. Select TRN Update. *The **TRN Update** slide-out window appears.*



2. *Verify the Requisition Summary grid.*

A. *Verify the Document NBR.*

B. *Verify the Stock NBR.*

C. *Verify the Item DESC.*

D. *Verify the Work Order NBR.*

3. *Update the TRN Update Details grid.*
   1. *Verify the Base Supply DODAAC.*
   2. *Verify the SRD.*
   3. *Verify the Production Control ID.*
   4. *Verify the Constants.*
   5. Update the AF to 350 Tag NBR, entering the revised tag number in the field provided. *This is a 6 numeric character field.*
   6. Update the QTY Turned Around, entering the revised quantity in the field provided. *This is a 1 numeric character field.*
   7. Update the Maintenance Action Taken Cd, using ▾ to select the desired code.
   8. Update the Repair Cycle Days, entering the revised days in the field provided. *This is a 3 alphanumeric character field.*

4. Select Save. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or ✕. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Update a Requisition Review

Overview

The Requisition Update process allows editing of requisition review information.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > Update Requisition > Requisition Update slide-out window

Page Fields

The following fields display on the **Requisition Update** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

Requisition Update Grid

Item Description
Deployed Cd (SRAN)
Requester Name
Requester Phone
Technical Order Nbr
T.O. Volume

T.O. Figure
T.O. Index
Notes

Procedures

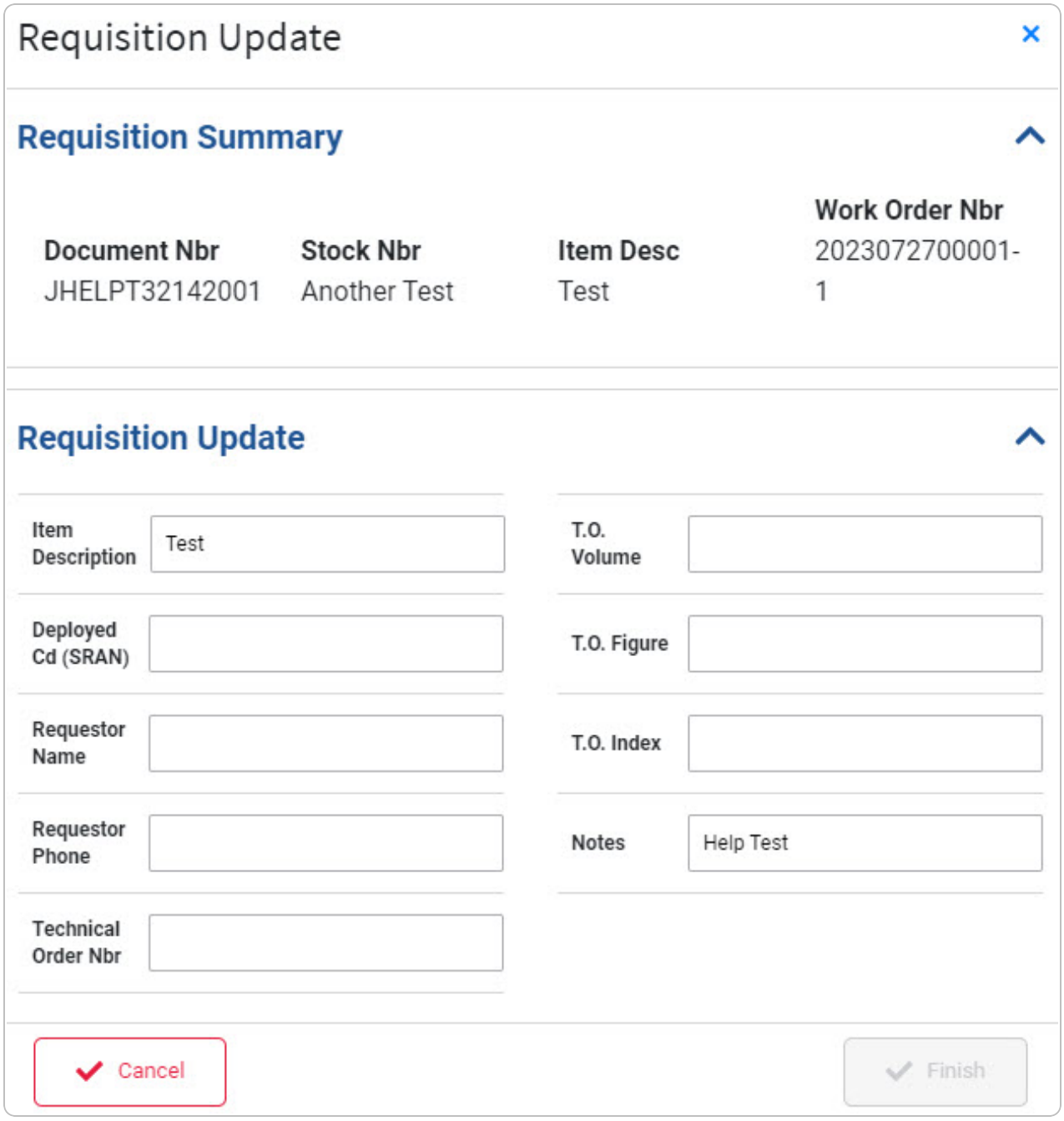
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Requisition Review

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

1. Select Update Requisition. *The **Requisition Update** slide-out window appears.*



2. *Update the Requisition Summary grid.*
   A. *Verify the Document NBR.*
   B. *Verify the Stock NBR.*

C. *Verify the Item DESC.*

D. *Verify the Work Order NBR.*

3. *Update the Requisition Update grid.*
    1. Update the Item Description, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
    2. Update the Deployed Cd (SRAN), entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
    3. Update the Requester Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
    4. Update the Requester Phone, entering the revised phone number in the field provided. *This is a 19 numeric character field.*
    5. Update the Technical Order NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
    6. Update the T.O. Volume, entering the revised volume in the field provided. *This is a 15 alphanumeric character field.*
    7. Update the T.O. Figure, entering the revised figure in the field provided. *This is a 15 alphanumeric character field.*
    8. Update the T.O. Index, entering the revised index in the field provided. *This is a 15 alphanumeric character field.*
    9. Update the Notes, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
4. Select Finish. *The **Review Requisition** page reappears and the updated information appears throughout the Review Requisition and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or ×. *The previous page*

	reappears.
xxxx — Deployed Code (SRAN) must have a length of 6.	Invalid Entry. The code entered does not have a length of 6. Re-enter the code.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Update a Maintenance Detail Change

Overview

The Maintenance Detail Change process allows editing of requisition review information.

Navigation

Maintenance > Requisition > Requisition > Search Results > DOC NBR hyperlink > Requisition Actions > DIFM Detail Change > Maintenance Detail Change slide-out window

Page Fields

The following fields display on the **Maintenance Detail Change** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Summary Grid

Document Nbr
Stock Nbr
Item Desc
Work Order Nbr

DFM Details Grid

Base Supply DoDAAC
Quantity
Deficiency Report Control Number
CE Work Order Number
DIFM Location
DIFM Status Code

RAR Due Out Document Nbr

Procedures

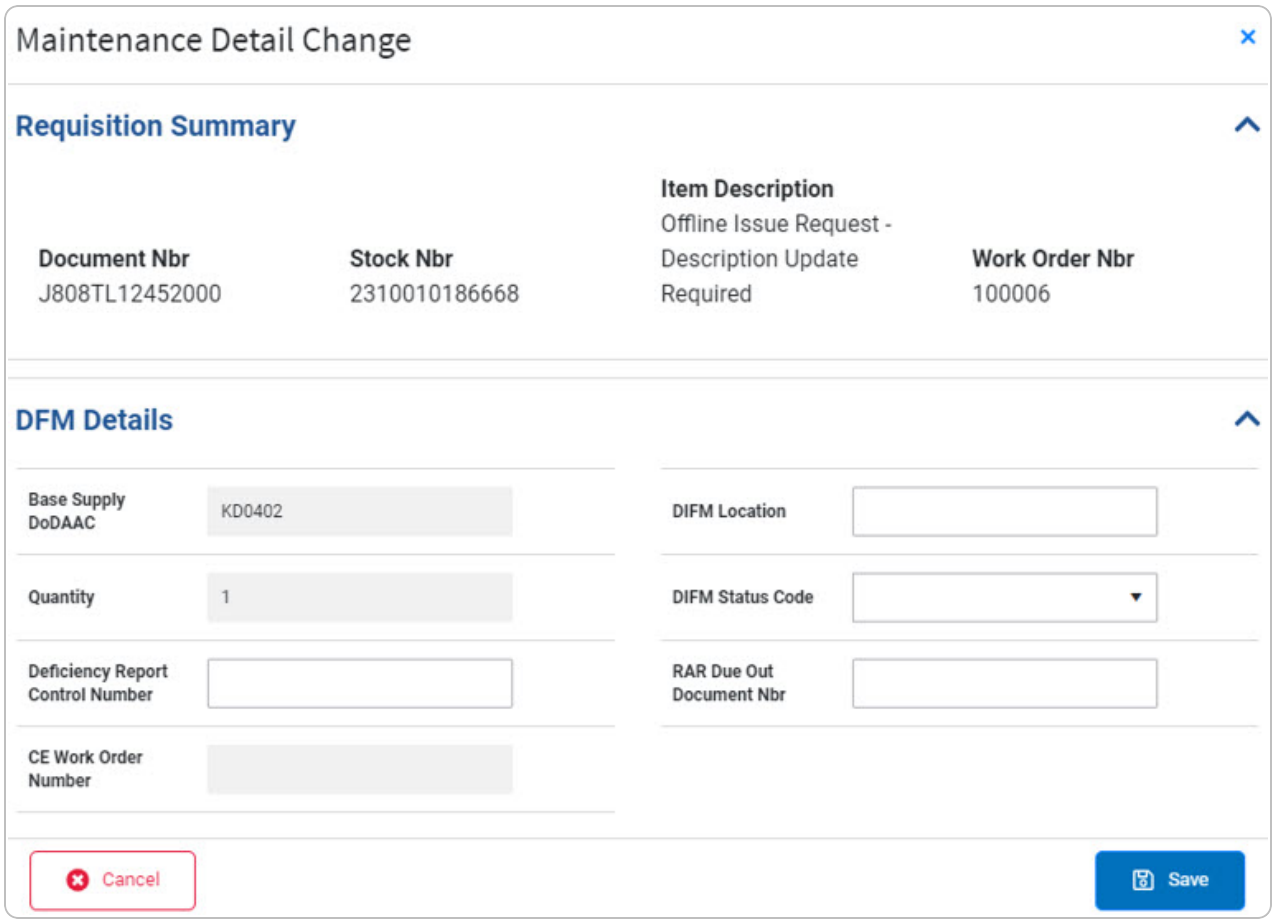
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Detail Change

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

1. Select DIFM Detail Change. *The **Maintenance Detail Change** slide-out window appears.*



2. *Verify the Requisition Summary grid.*

A. *Verify the Document NBR.*

B. *Verify the Stock NBR.*

C. *Verify the Item DESC.*

D. *Verify the Work Order NBR.*

3. *Update the DFM Details grid.*
   1. *Verify the Base Supply DODAAC.*
   2. *Verify the Quantity.*
   3. Update the Deficiency Report Control Number, entering the revised number in the field provided. *This is a 6 numeric character field.*
   4. *Verify the CE Work Order Number.*
   5. Update the DIFM Location, entering the revised location in the field provided. *This is a 3 alphanumeric character field.*
   6. Update the DIFM Status Code, using ▾ to select the desired code.
   7. Update the RAR Due Out Document NBR, entering the revised number in the field provided. *This is a 14 alphanumeric character field.*
4. Select Save. *The **Requisition Review** page reappears and the updated information appears throughout the Requisition Review and/or in the Events grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel or ✕. *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details

- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

View the Requisition Event Details

Overview

The Requisition Event Details process allows viewing of Requisition Update, ISU Request, ISU Response, INQ DN Request, and INQ DN Response information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > DOC NBR hyperlink > Review Requisition > History Tab > Event Type hyperlink > Event Details slide-out window

Page Fields

The following fields display on the **Event Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Event Details Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Requisition Update Event Details

Select the Requisition Update hyperlink. *The **Requisition Update** slide-out window appears.*

View the ISU Request Event Details

Select the ISU Request hyperlink. *The **ISU Request** slide-out window appears.*

View the ISU Response Event Details

Select the ISU Response hyperlink. *The **ISU Response** slide-out window appears.*

View the INQ DN Request Event Details

Select the INQ DN Request hyperlink. *The **INQ DN Request** slide-out window appears.*

View the INQ DN Response Event Details

Select the INQ DN Response hyperlink. *The **INQ DN Response** slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	No Common Errors have been identified for this page.

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)

- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

View the INQ DN Request Event Details

Overview

The INQ DN Request Event Details process allows viewing of the INQ DN Request information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > DOC NBR hyperlink > Review Requisition > History Tab > INQ DN Request hyperlink > INQ DN Request slide-out window

Page Fields

The following fields display on the **INQ DN Request** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

INQ DN Request Grid

Event Details

Doc Number
Document Status
To Address
From Address
Request Time
Transaction Run Date Time

Procedures

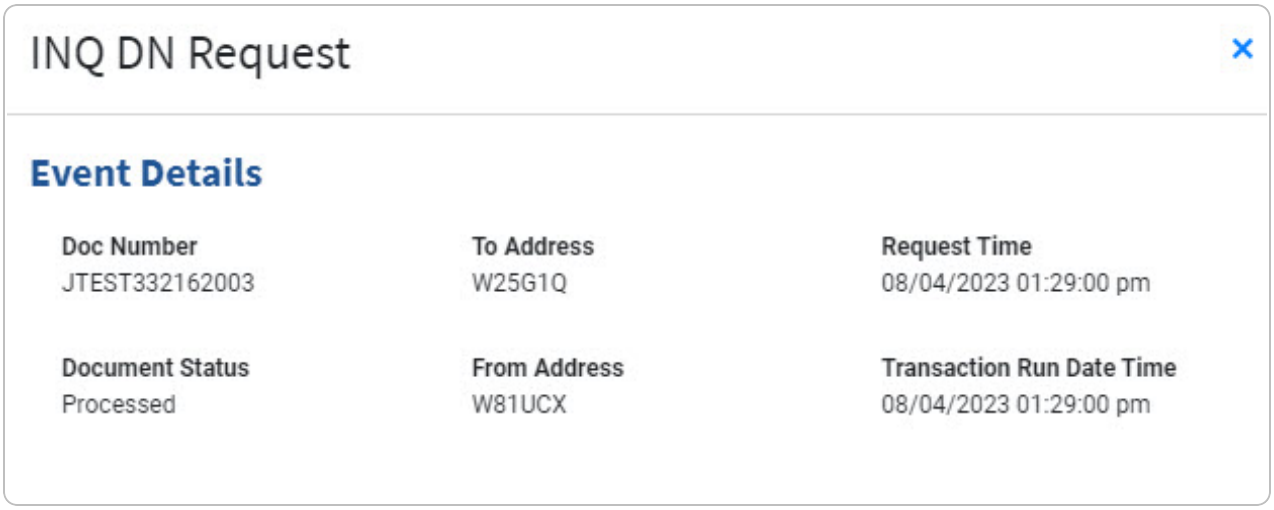
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the INQ DN Request Event Details

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

1. Select the INQ DN Request hyperlink. *The **INQ DN Request** slide-out window appears.*



2. *Verify the Event Details grid.*
   A. *Verify the Doc Number.*
   B. *Verify the Document Status.*
   C. *Verify the To Address.*
   D. *Verify the From Address.*
   E. *Verify the Request Time.*
   F. *Verify the Transaction Run Date Time.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The previous page reappears.*

Related Topics

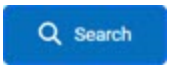
- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

View the INQ DN Response Event Details

Overview

The INQ DN Response Event Details process allows viewing of the INQ DN Response information.

Navigation

Requisition > ILS-S > Order > Search Criteria > 

> Search Results > DOC NBR hyperlink > Review Requisition > History Tab > INQ DN Response hyperlink > INQ DN Response slide-out window

Page Fields

The following fields display on the **INQ DN Response** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

INQ DN Response Grid

Event Details

Doc Number
Document Status
To Address
From Address
Request Time
Processed Date Time

Procedures

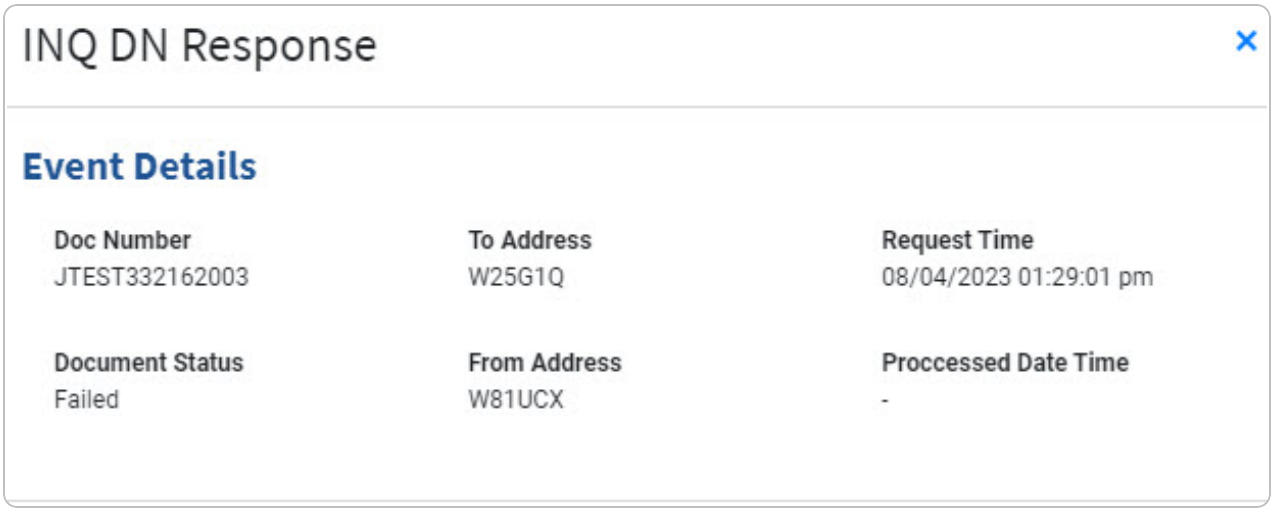
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the INQ DN Response Event Details

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

1. Select the INQ DN Response hyperlink. *The **INQ DN Response** slide-out window appears.*



2. *Verify the Event Details grid.*
   A. *Verify the Doc Number.*
   B. *Verify the Document Status.*
   C. *Verify the To Address.*
   D. *Verify the From Address.*
   E. *Verify the Request Time.*
   F. *Verify the Processed Date Time.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The previous page reappears.*

Related Topics

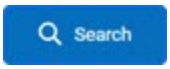
- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- Update a Requisition Order
- Delete a Requisition Order

View the ISU Request Event Details

Overview

The ISU Request Event Details process allows viewing of the ISU Request information.

Navigation

Requisition > ILS-S > Order > Search Criteria > 

> Search Results > Doc Nbr hyperlink > Review Requisition > History Tab > ISU Request hyperlink > ISU Request slide-out window

Page Fields

The following fields display on the **ISU Request** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

ISU Request Grid

Event Details

Document Nbr
Document Status
To Address
From Address
Request Time
Transaction Run Date Time

Procedures

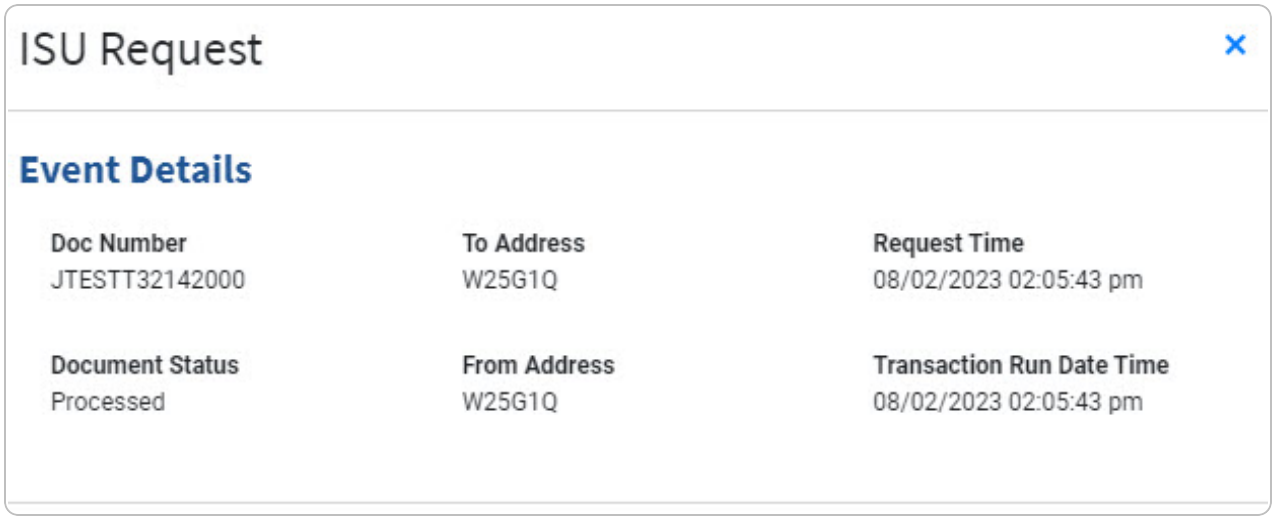
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the ISU Request Event Details

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

1. Select the ISU Request hyperlink. *The **ISU Request** slide-out window appears.*



2. *Verify the Event Details grid.*
   A. *Verify the Doc Number.*
   B. *Verify the Document Status.*
   C. *Verify the To Address.*
   D. *Verify the From Address.*
   E. *Verify the Request Time.*
   F. *Verify the Transaction Run Date Time.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

View the ISU Response Event Details

Overview

The ISU Response Event Details process allows viewing of the ISU Response information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > Doc Nbr hyperlink > Review Requisition > History Tab > ISU Response hyperlink > ISU Response slide-out window

Page Fields

The following fields display on the **ISU Response** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

ISU Response Grid

Event Details

Doc Nbr
Document Status
To Address
From Address
Request Time
Processed Date Time

Procedures

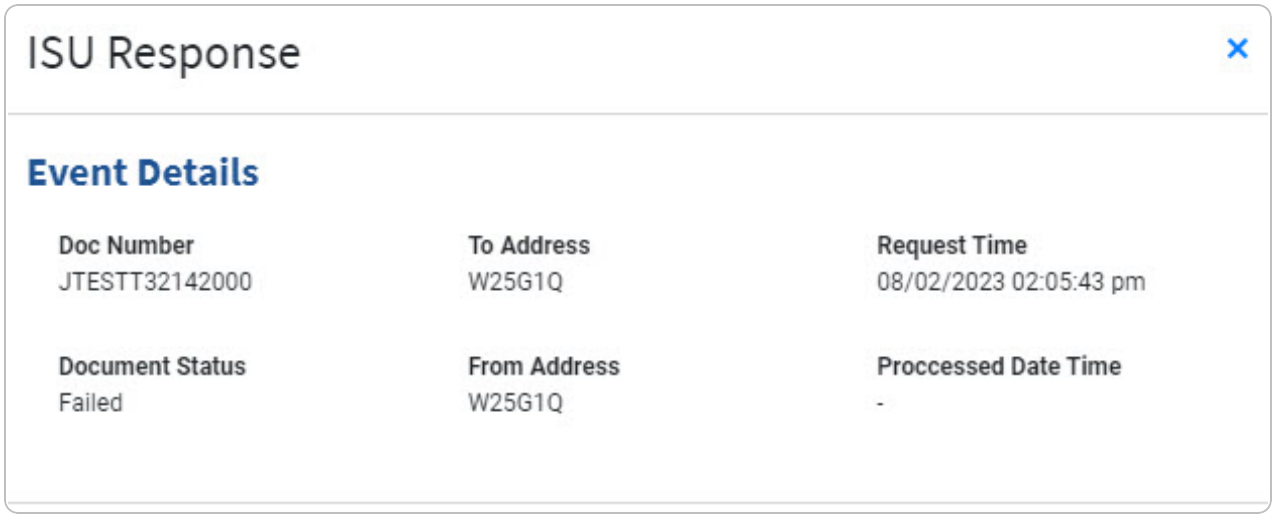
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the ISU Response Event Details

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

1. Select the ISU Response hyperlink. *The **ISU Response** slide-out window appears.*



2. *Verify the Event Details grid.*
   A. *Verify the Doc Number.*
   B. *Verify the Document Status.*
   C. *Verify the To Address.*
   D. *Verify the From Address.*
   E. *Verify the Request Time.*
   F. *Verify the Processed Date Time.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details
- View the Requisition Update Event Details
- View the ISU Request Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

View the Requisition Update Event Details

Overview

The Requisition Update Event Details process allows viewing of the Requisition Update information.

Navigation

Requisition > ILS-S > Order > Search Criteria > Search > Search Results > Doc Nbr hyperlink > Review Requisition > History Tab > Requisition Update hyperlink > Requisition Update slide-out window

Page Fields

The following fields display on the **Requisition Update** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Requisition Update Grid

Event Details Grid

Doc Number
Update Date Time
Established By

Update Details Grid

Requisition Details
Original Value
New Value

Procedures

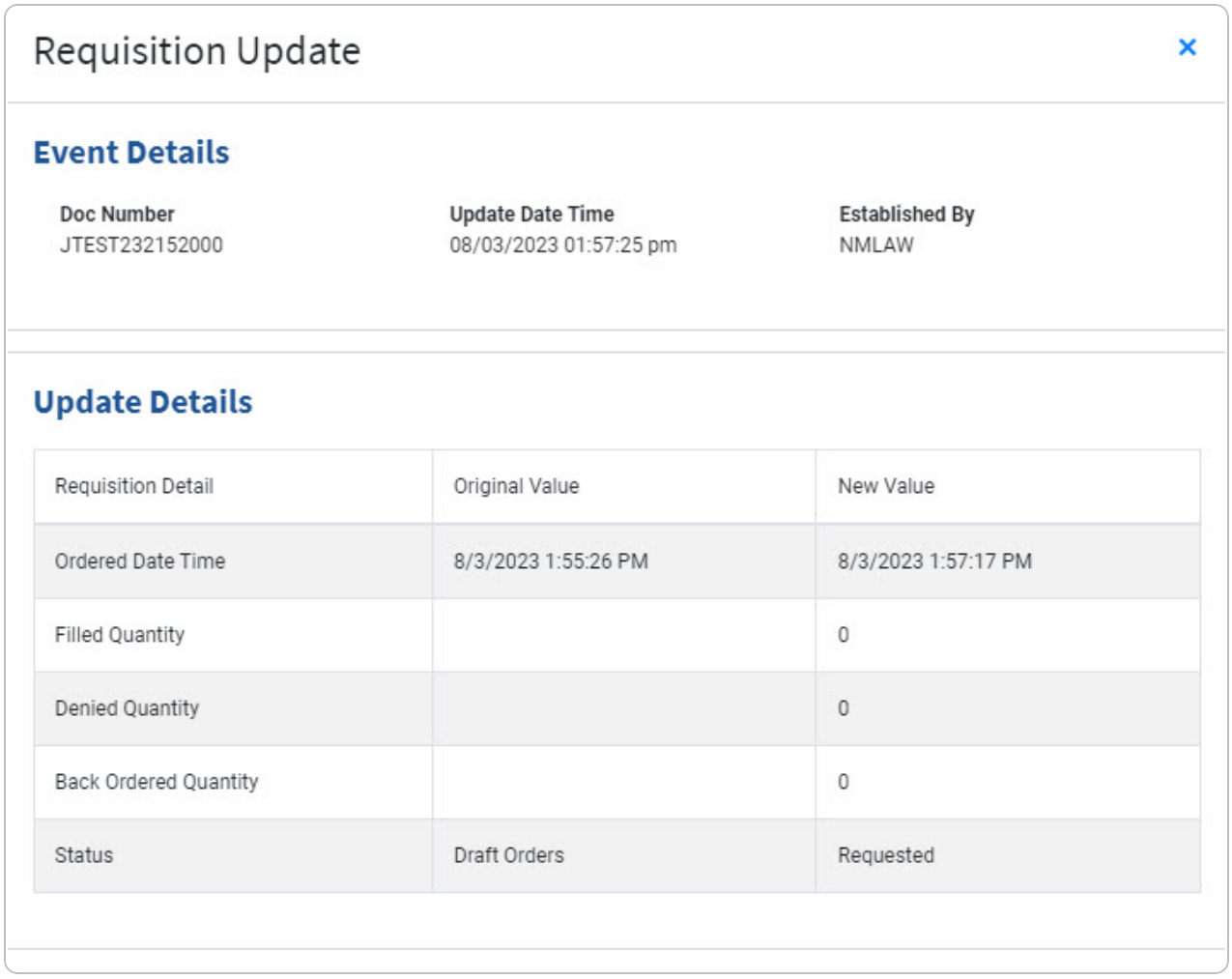
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Requisition Update Event Details

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

1. Select the Requisition Update hyperlink. *The* ***Requisition Update*** *slide-out window appears.*



2. *Verify the Requisition Update.*
   A. *Verify the Event Details grid.*
      a. *Verify the DOC Number.*
      b. *Verify the Update Date Time.*
      c. *Verify the Established By.*
   B. *Verify the Update Details grid.*
      a. *Verify the Requisition Detail.*
      b. *Verify the Original Value.*
      c. *Verify the New Value.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select . *The previous page reappears.*

Related Topics

- Search for a Requisition — Order
- Add a Requisition Order
- Review the Requisition Details
- Receive a Requisition Order
- Resubmit a Requisition Order
- Cancel a Requisition Order
- Update a Requisition Review
- Update a TRN
- Update a Maintenance Detail Change
- Update a Due In Detail
- Cancel a Due Out (DOC)
- Update a MICAP (NOR)
- Reprocess the Requisition
- View the Requisition Event Details

- View the ISU Request Event Details
- View the ISU Response Event Details
- View the INQ DN Request Event Details
- View the INQ DN Response Event Details
- Update a Requisition Order
- Delete a Requisition Order

Search for a Requisition — Inquiry

Overview

The Maintenance and Utilization module Requisition Inquiry process provides the ability to view requests, responses, and archived inquiries.

Navigation

Requisition > ILS-S > Inquiry >ILS-S Requisition Inquiry Search page

Page Fields

The following fields display on the **ILS-S Requisition Inquiry Search)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Inquiries Grid

Stock Number
- Requests
- Responses
- Archived

Part Number
- Requests
- Responses
- Archived

End Item Serial Nbr
- Requests
- Responses
- Archived

Budget (OCCR)
- Requests

Responses
Archived
Program Management Fund (PFMR)
Requests
Responses
Archived

Search Criteria Grid

Basic Search Tab

Established By
Established Datetime

Advanced Search Tab

Stock Nbr - Requests Grid

Stock Nbr
DoDAAC
Detail Record Retrieval Cd
Established Date
Established By

Stock Nbr - Responses Grid

Response Document
Stock Nbr
DoDAAC
Detail Record Retrieval Cd
Response Date
Established Date
Established By

Stock Nbr - Archived Grid

Response Document
Stock Nbr
DoDAAC
Detail Record Retrieval Cd
Response Date
Established Date
Established By

Part Nbr - Requests Grid

Part Nbr
DoDAAC
Established Date
Established By

Part Nbr - Responses Grid

Response Document
Part Nbr
DoDAAC
Response Date
Established Date
Established By

Part Nbr - Archived Grid

Response Document
Part Nbr
DoDAAC
Response Date
Established Date
Established By

End Item Serial Nbr - Requests Grid

Serial Nbr
DoDAAC
Standard Reporting Designator
Option
Established Date
Established By

End Item Serial Nbr - Responses Grid

Response Document
Serial Nbr
DoDAAC
Response Date
Standard Reporting Designator
Option
Established Date

Established By

End Item Serial Nbr - Archived Grid

Response Document
Serial Nbr
DoDAAC
Response Date
Standard Reporting Designator
Option
Established Date
Established By

Budget (OCCR) - Requests Grid

Org Cd
Option Cd
Fiscal Year
DoDAAC
Established Date
Established By

Budget (OCCR) - Responses Grid

Response Document
Org Cd
Option Cd
Fiscal Year
DoDAAC
Response Date
Established Date
Established By

Budget (OCCR) - Archived Grid

Response Document
Org Cd
Option Cd
Fiscal Year
DoDAAC
Response Date
Established Date
Established By

Program Management Fund (PFMR) - Requests Grid

PFMR Cd
Fiscal Year
Option
DoDAAC
Established Date
Established By

Program Management Fund (PFMR) - Responses Grid

Response Document
PFMR Cd
Fiscal Year
Option
DoDAAC
Response Date
Established Date
Established By

Program Management Fund (PFMR) - Archived Grid

Response Document
PFMR Cd
Fiscal Year
Option
DoDAAC
Response Date
Established Date
Established By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Requisition Inquiry

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. Use the Inquiries or Search Criteria grid to generate results.

Helpful Tip

The Search Criteria grid defaults to close when entries generated based on the Inquiries criteria appear in the Results grid.

- The Stock NBR - Requests entries automatically appears in the Results grid, if available.
- Select to open the Search Criteria grid. *The **Search Criteria** grid opens.*
- Select to close the Search Criteria grid. *The **Search Criteria** grid closes.*
- Select to close the Results grid. *The **Results** grid closes.*

- Select next to the desired criteria. *Additional options become available.*

Helpful Tip

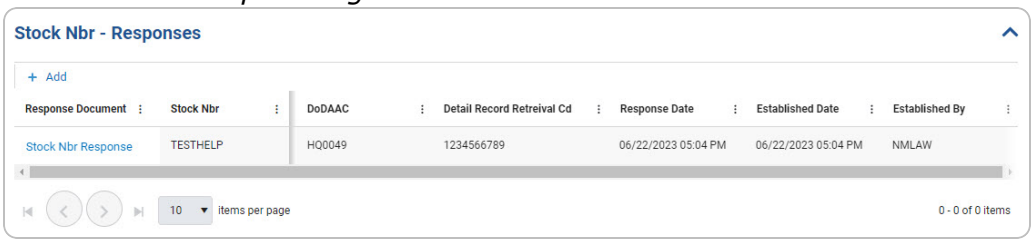
To view the available records for each inquiry option, hover over the desired option.

- **Stock Number**
  - Requests

    Select the Requests hyperlink. *The available records appear in the STOCK NBR - Requests grid.*

  - Responses

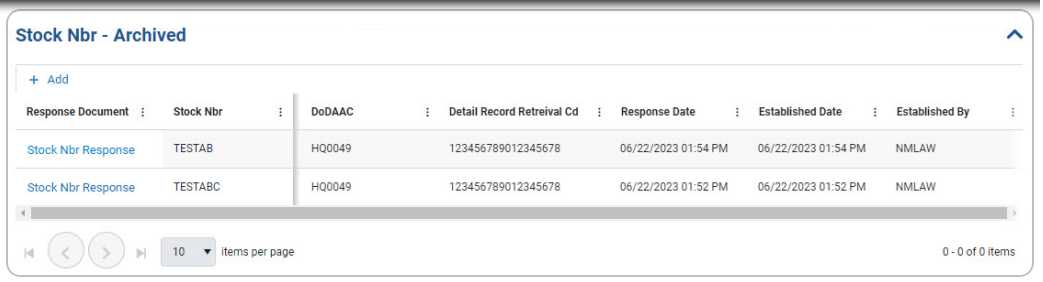
    Select the Responses hyperlink. *The available records appear in the STOCK NBR - Responses grid.*



    Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

  - Archived

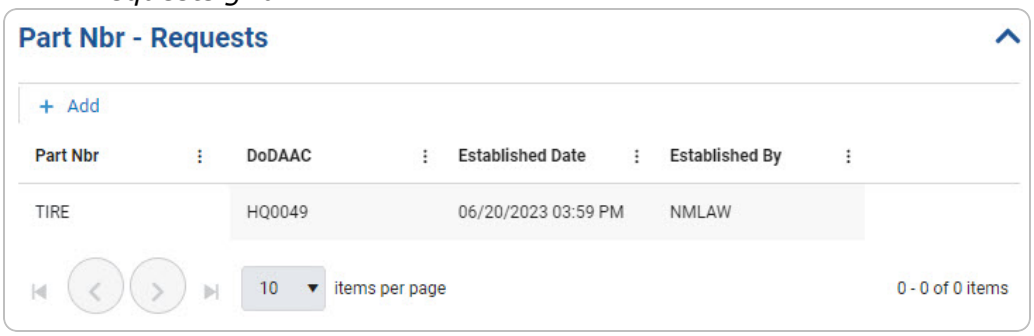
    Select the Archived hyperlink. *The available records appear in the STOCK NBR - Archived grid.*



Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

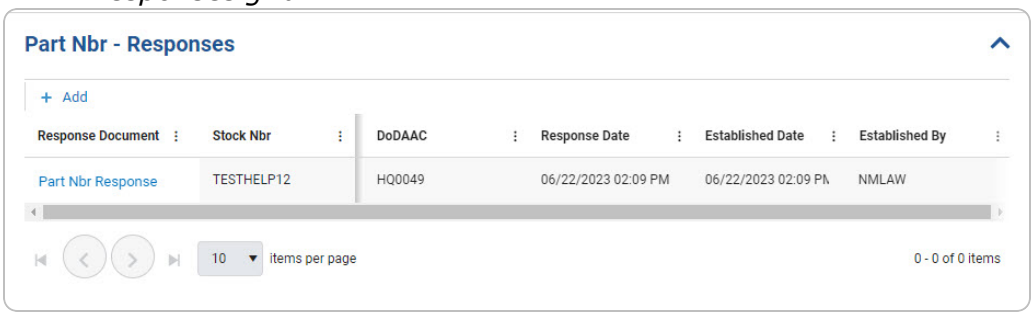
- **Part Number**
  - Requests

    Select the Requests hyperlink. *The available records appear in the Part NBR - Requests grid.*



  - Responses

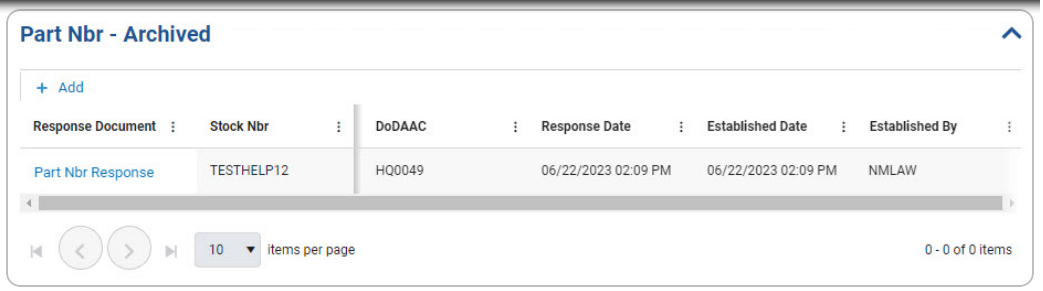
    Select the Responses hyperlink. *The available records appear in the Part NBR - Responses grid.*



    Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

  - Archived

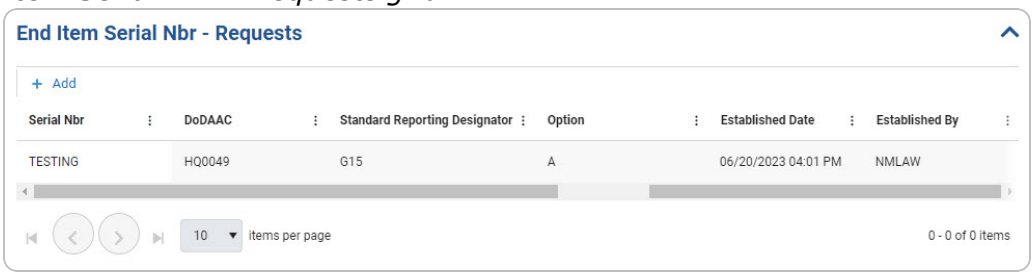
    Select the Archived hyperlink. *The available records appear in the Part NBR - Archived grid.*



Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

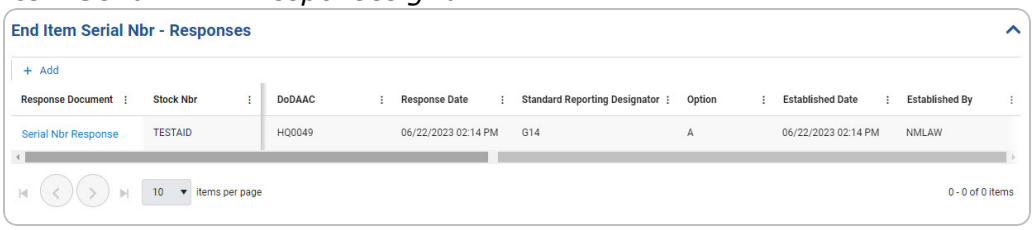
- **End Item Serial Nbr**
  - Requests

    Select the Requests hyperlink. *The available records appear in the End Item Serial NBR - Requests grid.*



  - Responses

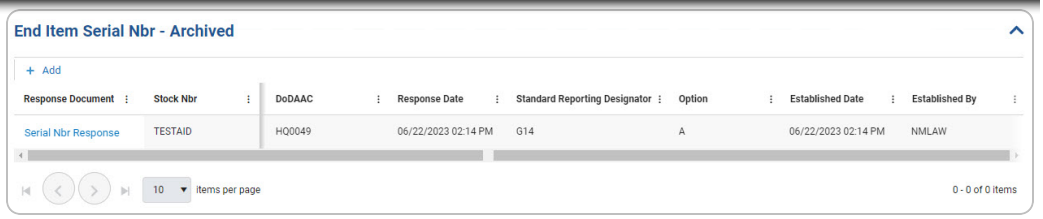
    Select the Responses hyperlink. *The available records appear in the End Item Serial NBR - Responses grid.*



    Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

  - Archived

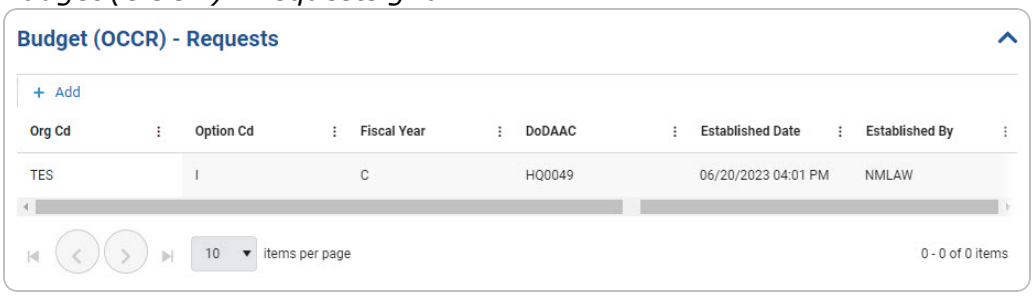
    Select the Archived hyperlink. *The available records appear in the End Item Serial NBR - Archived grid.*



Select the Response Document hyperlink. *The* ***Response Details*** *slide-out window appears.*

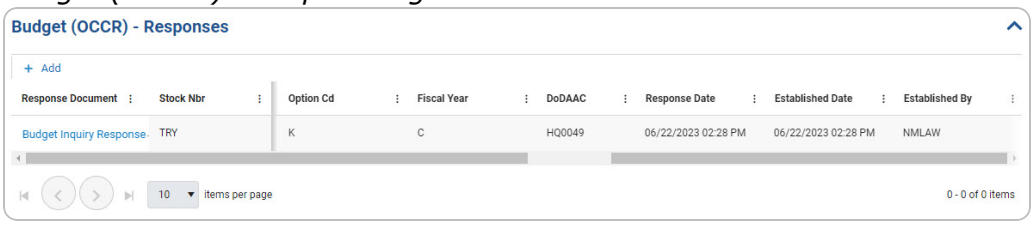
- **Budget (OCCR)**
  - Requests

    Select the Requests hyperlink. *The available records appear in the Budget (OCCR) - Requests grid.*



  - Responses

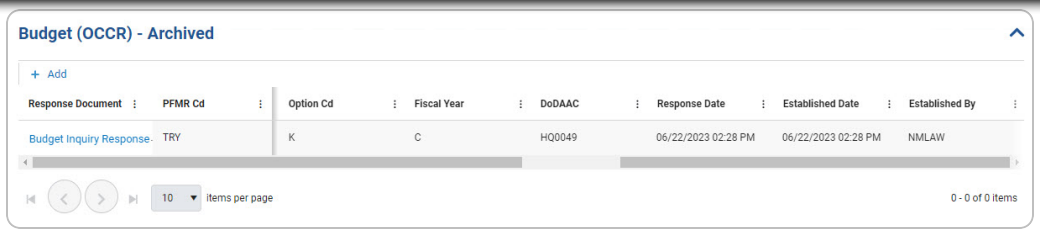
    Select the Responses hyperlink. *The available records appear in the Budget (OCCR) - Responses grid.*



    Select the Response Document hyperlink. *The* ***Response Details*** *slide-out window appears.*

  - Archived

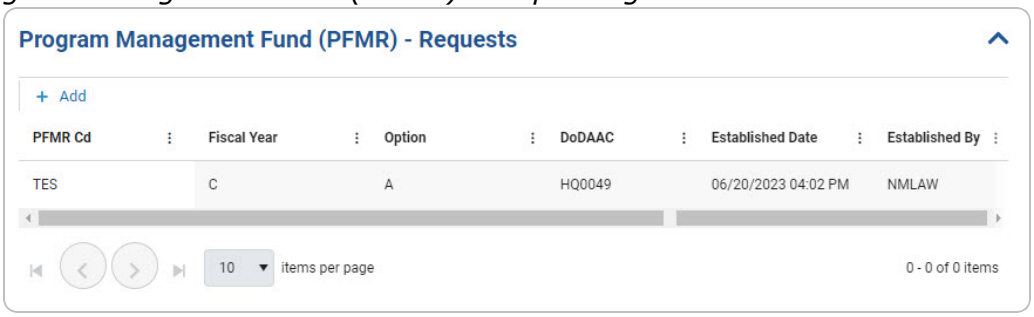
    Select the Archived hyperlink. *The available records appear in the Budget (OCCR) - Archived grid.*



Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

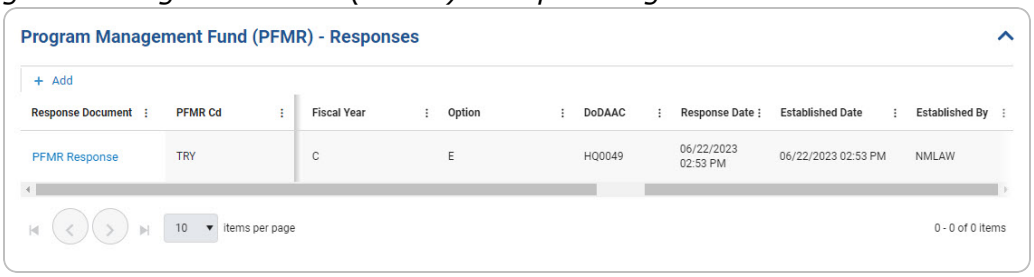
- **Program Management Fund (PFMR)**
  - Requests

    Select the Requests hyperlink. *The available records appear in the Program Management Fund (PFMR) - Requests grid.*



  - Responses

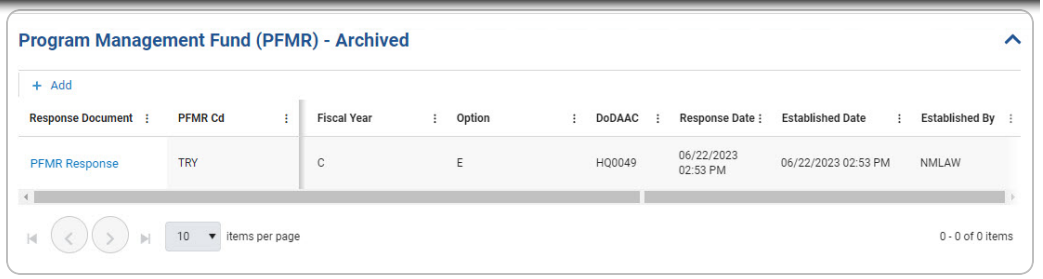
    Select the Responses hyperlink. *The available records appear in the Program Management Fund (PFMR) - Responses grid.*



Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

  - Archived

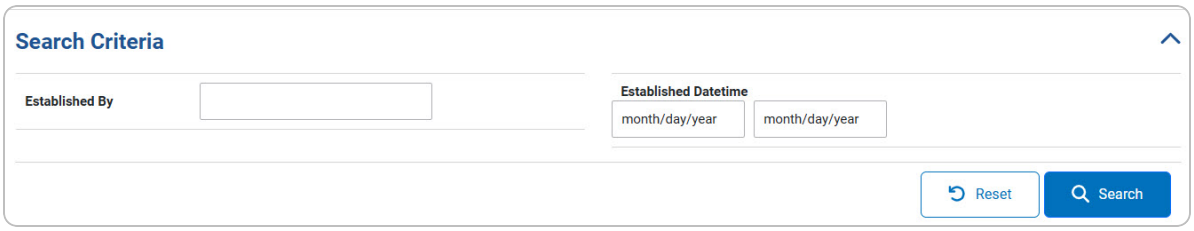
    Select the Archived hyperlink. *The available records appear in the Program Management Fund (PFMR) - Archived grid.*



Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

OR

Select to display the Search Criteria. *The Search Criteria grid appears.*



- Enter the Established By in the field provided. *This is a 25 alphanumeric character field.*
- Enter the Established Datetime, or use the calender to search for the date. *This is a 8 numeric character field.*
- Select Search. *The results display in the **Stock Nbr - Requests** grid.*

Select the Advanced Search tab.

Add a Requisition Inquiry Record

Select + Add. *The **Add Inquiry** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Requisition Inquiry
- View the Requisition Inquiry Response Details

Add a Requisition Inquiry

Overview

The Requisition Inquiry Add process provides the ability to add requisition inquiry records.

Navigation

Requisition > ILS-S > Inquiry > ILS-S Requisition Inquiry Search > + Add > Add Inquiry slide-out window

Page Fields

The following fields display on the **Add Inquiry** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Inquiry Grid

Inquiry Type

Inquiry *

Inquiry Options

Stock Nbr Grid

Stock Nbr *
DoDAAC *
Detail Record Retrieval Code *

Part Nbr Grid

Part Nbr *

DoDAAC *

Serial Nbr Grid

Serial Nbr *
Standard Reporting Designator *
DoDAAC *
Options *

Budget Grid

Org Code *
DoDAAC *
Fiscal Year *
Option Cd *

Program Fund Management Report Grid

PFMR Code *
Option Code *
DoDAAC *
Fiscal Year *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Requisition Inquiry

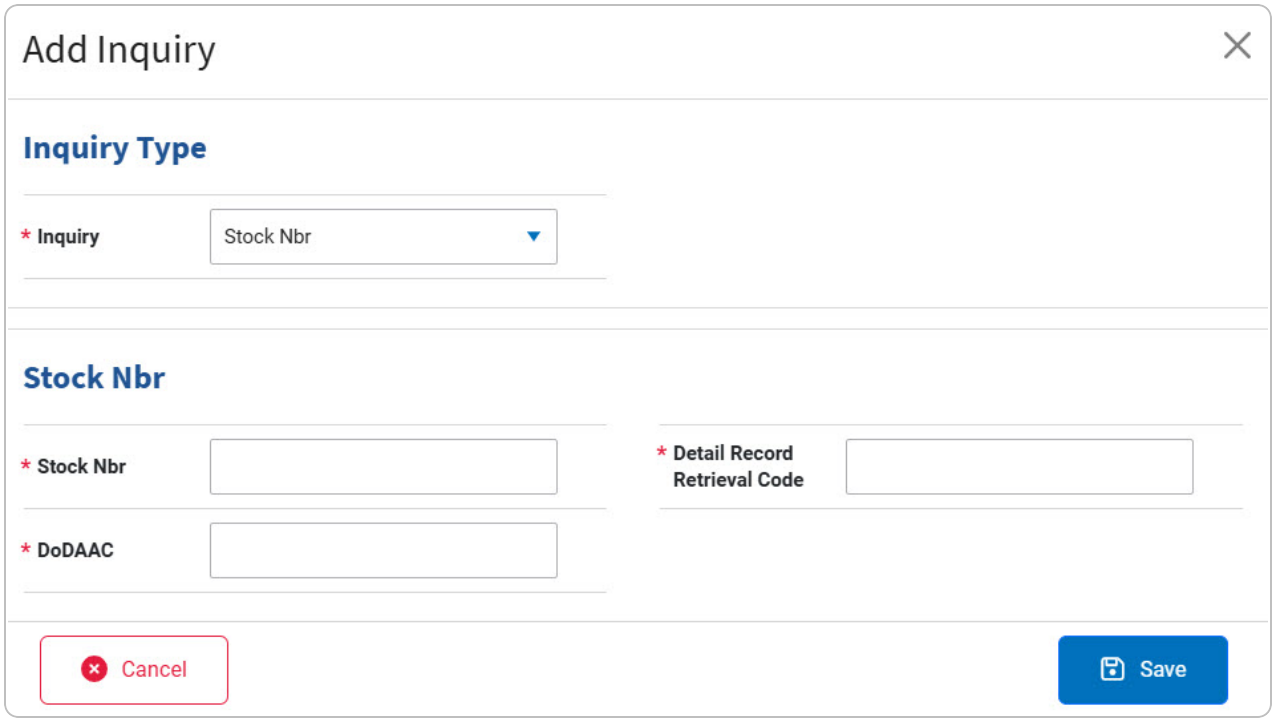
Selecting Cancel *or* ✕ *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Inquiry*** *page appears.*

Note

The Add button is available on all Inquiries type grids (Requests, Responses, and Archived).

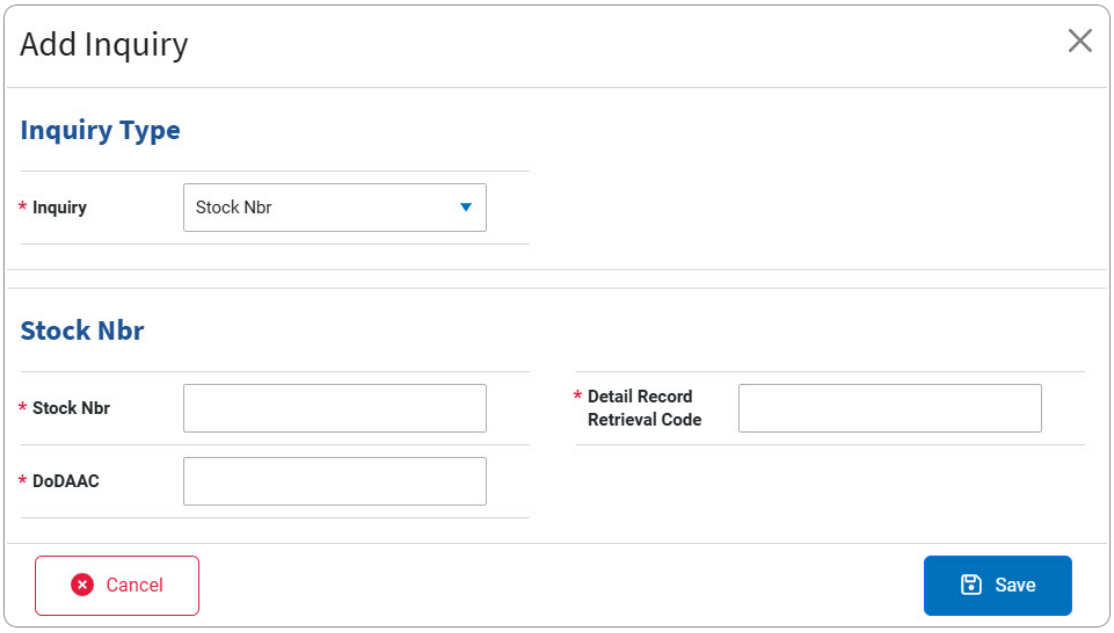
Selecting + Add on any inquiry grid loads the specific add slide-out window for the selected inquiry.



2. *Complete the Inquiry Type grid.*

A. Use ▼ to select the Inquiry.

- **Stock Nbr**

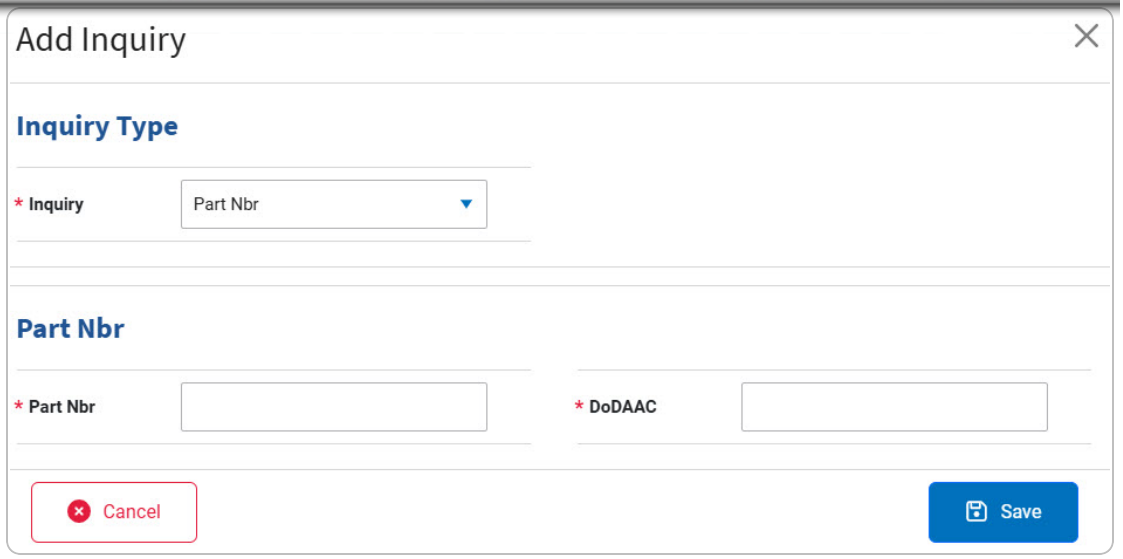


a. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

b. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

c. Enter the Detail Record Retrieval Code. *This is a 18 alphanumeric character field.*

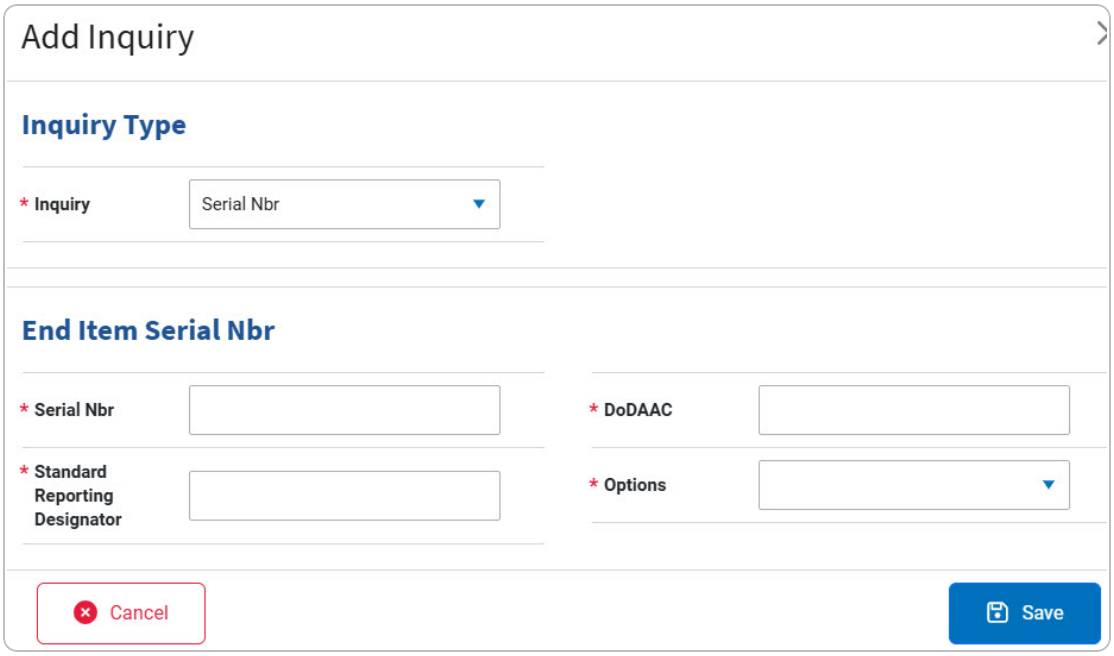
- **Part Nbr**



a. Enter the Part NBR in the field provided. *This is a 32 alphanumeric character field.*

b. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

- **Serial Nbr**



a. Enter the Serial NBR in the field provided. *This is a 30 alphanumeric character field.*

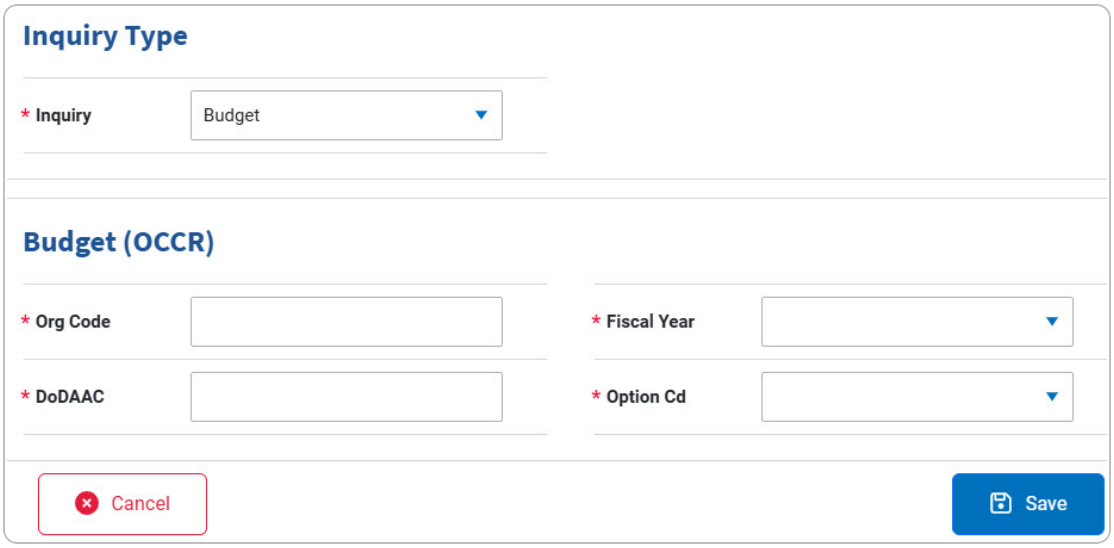
b. Enter the Standard Reporting Designator (SRD), or use to browse for the entry. *This is a 3 alphanumeric character field.*

SRD Browse help

c. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

d. Use to select the Options.

- **Budget (OCCR)**



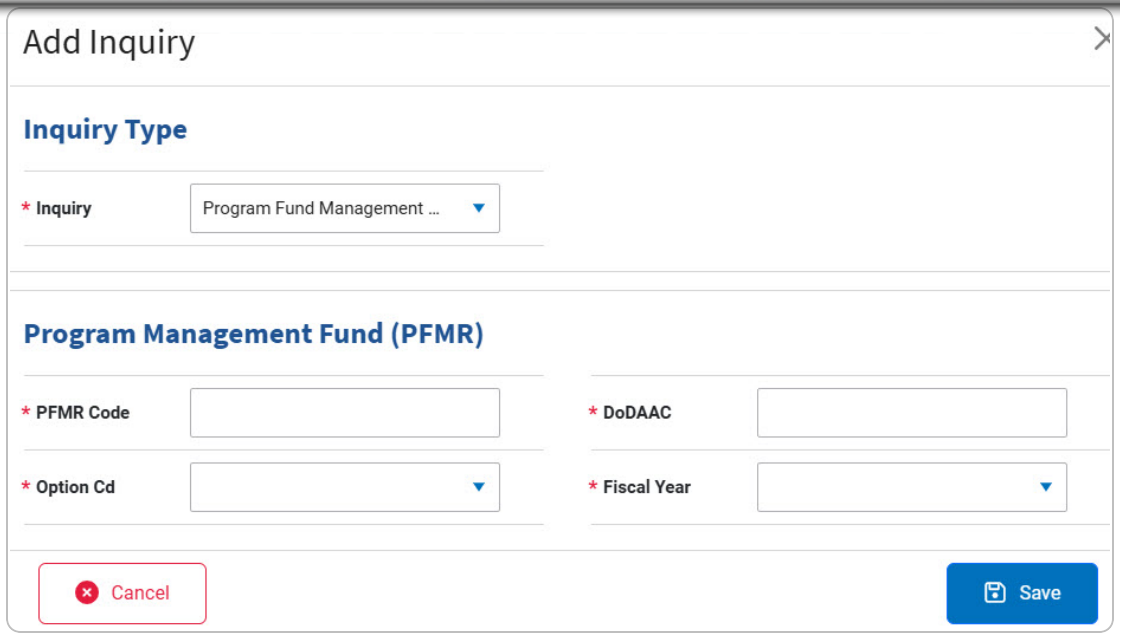
a. Enter the ORG CODE in the field provided. *This is a 3 alphanumeric character field.*

b. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

c. Use to select the Fiscal Year.

d. Use to select the Option Cd.

- **Program Fund Management Report**



a. Enter the PFMR Code in the field provided. *This is a 3 alphanumeric character field.*

b. Use ▼ to select the Option Cd.

c. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

d. Use ▼ to select the Fiscal Year.

3. Select Save. *The slide-out window closes and* Your inquiry has been saved. *appears in the bottom right hand corner. The record appears in the results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *Inquiry*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Stock Nbr*.	

13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *Detail Record Retrieval*.	
13 — Mandatory Entry: *Part Nbr*.	
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *Org Code*.	
13 — Mandatory Entry: *Fiscal Year*.	
13 — Mandatory Entry: *Standard Reporting Designator*.	
13 — Mandatory Entry: *Option Cd*.	
13 — Mandatory Entry: *PFMR Code*.	
13 — Mandatory Entry: *Serial Nbr*.	
13 — Mandatory Entry: *Options*.	

xxxx — Field length must not exceed 30 characters.	Invalid Entry. The field length is over 30 characters. Re-enter the field.
xxxx — Stock Number should be no bigger than 15 characters.	Invalid Entry. The field length is over 15 characters. Re-enter the field.
xxxx — DoDAAC should be 6 characters.	Invalid Entry. The field length is over 6 characters. Re-enter the field.
xxxx — Save: An error has occurred.	Invalid Entry. Cannot process the fields. Re-enter the fields and select

	Save.
xxxx — Part Number should be no bigger than 32 characters.	Invalid Entry. The field length is over 32 characters. Re-enter the field.
xxxx — Serial Number should be no bigger than 7 characters.	Invalid Entry. The field length is over 7 characters. Re-enter the field.
xxxx — Field Required.	Invalid Entry. The field is required to process the entry. Re-enter the field.
xxxx — ORG CODE should be no bigger than 3 characters.	Invalid Entry. The field length is over 3

	characters. Re-enter the field.
xxxx — PFMR Code should be no bigger than 3 characters.	Invalid Entry. The field length is over 3 characters. Re-enter the field.

Related Topics

- Search for a Requisition Inquiry
- View the Requisition Inquiry Response Details
- SRD Browse

View the Requisition Inquiry Response Details

Overview

The Requisition Inquiry Response Details process provides the ability to view the requisition inquiry details.

Navigation

Requisition > ILS-S > Inquiry > ILS-S Requisition Inquiry Search > *Various Procedural Steps* > Response Details slide-out window

Page Fields

The following fields display on the **Response Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Response Details Grid

Stock Nbr Grid

Inquiry Type
Established Dt
Stock Nbr
DoDAAC
Detail Record Retrieval Cds

Part Nbr Grid

Inquiry Type
Part Nbr
DoDAAC
Established Dt

End Item Serial Nbr Grid

Inquiry Type
Established Dt
Serial Nbr
Options
DoDAAC
Standard Reporting Designator

Budget (OCCR) Grid

Inquiry Type
Option Cd
Org Code
Fiscal Year
DoDAAC
Established Dt

Program Management Fund (PFMR) Grid

Inquiry Type
Option Cd
PFMR Code
Fiscal Year
DoDAAC
Established Dt

SBSS Response Grid

Inquiry

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Requisition Inquiry Response Details

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

1. Select the Response Document hyperlink. *The **Response Details** slide-out window appears.*

- **STOCK NBR**

Response Details

Stock Nbr

Inquiry Type	Stock Nbr	DoDAAC	Detail Record Retrieval Cds
Stock Nbr	TESTABC	BROOKS	123456789012345678

Established Dt
6/22/2023, 1:52:16 PM

SBSS Response

INQUIRY

INQSN1730000308397TG01 1 67621801585

ITEM RECORD (101) WHSE-LOC: NONE FOUND
STK-NBR: 1730000308397TG SD: 01 UI: EA SER/BAL: 0
UP: $226.06 NOUN-1-19: FRAME,PLATFORM,MAIN
NOUN-20-32: RID: SMS ERRC: XF3 AP-CD: 05 CIC: U
TAC: B FRZ-CD: DOLT: 2016071 DOLI: 2016064 AAC:
ISG-NBR: RELAT-CD: CALC-KEY: 010**00308397 BUD-CD: 9
EX: IX: RX: SX: CARGO-TYPE: ISG-ORD-CD:
SHLF-LFE: 0 QUP: 1 NMFC: 00 DMD-LVL: 00
DMDS-CURRENT: 00 DMDS-PS-6-MO: 00 DMDS-7-12-MO: 00
CUM-REC-DMDS: 00 CM-DMD-QTY: 00
CM-DMD-QY-SQ: 00 DMDS-007SC: 00 DOFD: 0
DOLD: 0 DOLR: 0 RQMTS-COMP: R F/S-QTR-CD:
AIR-INV-FLG: XCS-CAUSE: SPC: 4 DTE-SPC-ASSG: 2016064
STD-DEV: 01 PREC-METALS: A OVRFLW-ADJ: 0 SUPPL-ADJ: 0
SRD-COLL-FLG: 1 MIN-LVL-FLG: 0 MAX-LVL-FLG: 0 FIX-LVL-FLG: 0
RBL-FLAG: 0 MIS-CHG-GAIN: 0 MIS-CHG-LOSS: 0 TCTO: 0 EOQ-CONS: 0
HLTH-HZRD: 0 SUSP-MTRL: 0 PROB-ITM-FLG: 0 STK-FD-CR:
MULT-DIFM: 0 FUNCT-CHK: 0 LP: 0 RIW: 0 CURRENCY-RCD: 0
ADPE: INTRCHG-FLG: HZRD-MAT-CD: SPI-IND:
SPI-NBR: SPI-EFF-DATE: 2016064 DTE-TRAN-UP: 0000000
SNUD-UPDATE: 0000000 DEMIL-CD: A FOAM-IN-PLAC: CSMS-RPRT: N
AFRAMS-RPRT: TYPE-PROC-CD: NWRM: MISS-IMPACT: 0
FAA-IND: MGR-DESIG-CD: JCS PROJECT :
PRICE-VAL: SER-REP-CD: BAS-CLOS-FLG: 0 XCE-DATE: 0000
LCL-ERC-FLAG: N FTD-CODE: XE4-DATE: DLA-FLAG:

****** END OF INQUIRY ******

PROCESSING COMPLETE
DOC-TYPE = N REJ-NBR =

A. *Verify the STOCK NBR grid.*

a. *Verify the Inquiry Type.*

b. *Verify the Established DT.*

c. *Verify the STOCK NBR.*

d. *Verify the DODAAC.*

e. *Verify the Detail Record Retrieval CDS.*

B. *Verify the SBSS Response grid.*

a. *Verify the Inquiry.*

- **Part Nbr**

A. *Verify the Part NBR grid.*

a. *Verify the Inquiry Type.*

b. *Verify the Part NBR.*

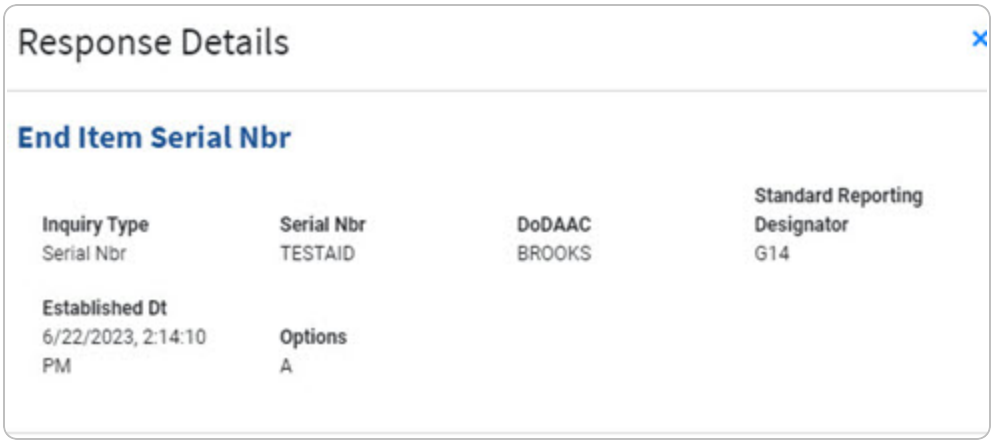
c. *Verify the DODAAC.*

d. *Verify the Established DT.*

B. *Verify the SBSS Response grid.*

a. *Verify the Inquiry.*

- **End Item Serial Nbr**



SBSS Response

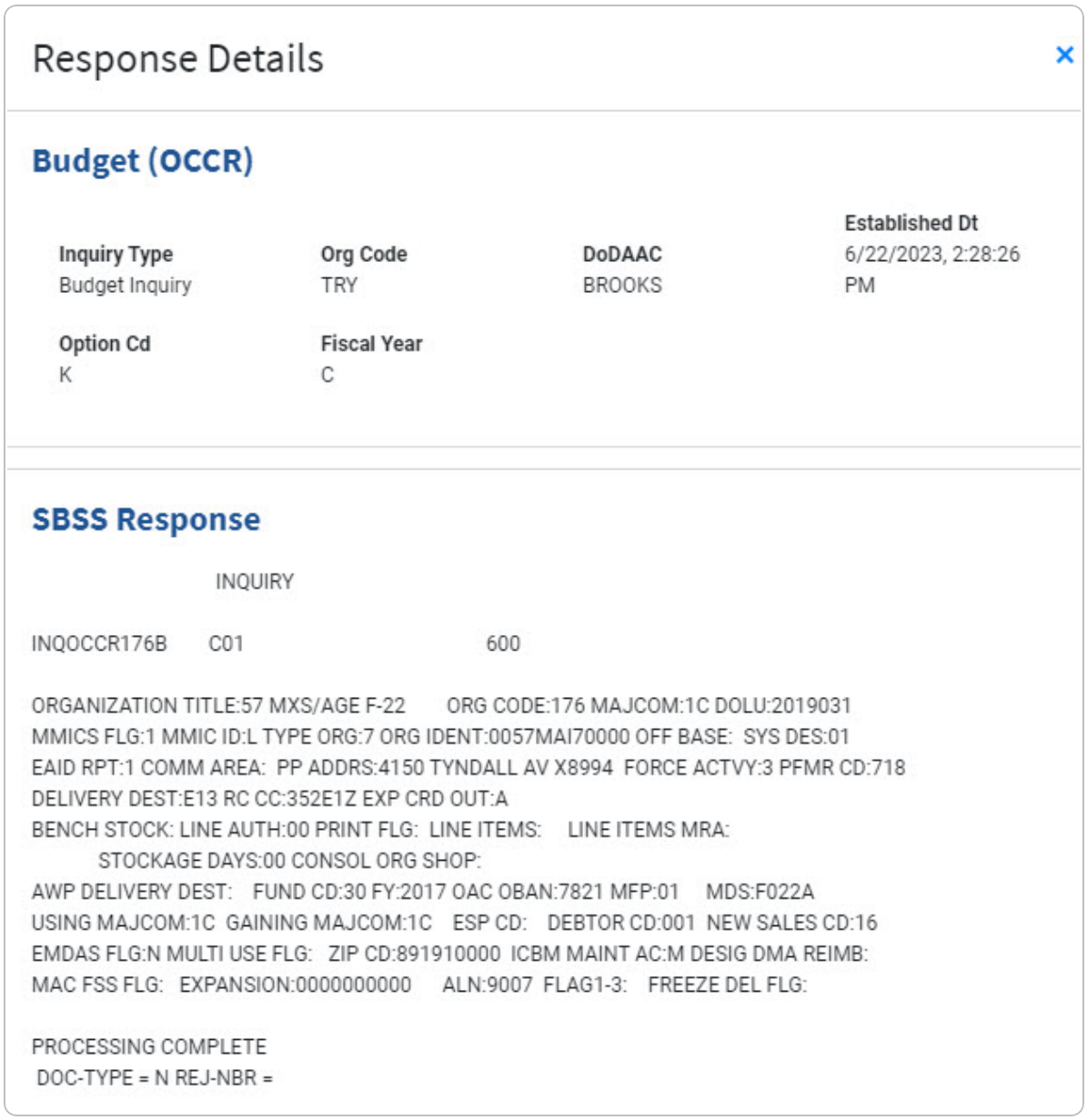
```
                    INQUIRY

INQTN 01ASH87A0023                              67621801585

DUE-OUT-DETAIL (205)            STK-NBR = 5305009200850SX
DOCUMENT-NBR: X100CK53131345  SYS-DES: 01  DUO-QTY: 1
SUP-REQUISIT: ZZZZZZ  DUI-DOC-NBR: 5313B005  DTL-REC-TYPE: O
DELIV-DEST: 999  UJC: BQ  TEX: O  PGM-DEC-FLAG: B  FAD: B
DEMAND-CD: R  MARK-FOR: 87A0023ASH231C  MEMO-FIRM-FL: 0
DOLT: 2015309  ALREADY-PROC:  TYPE-MNT-CD: N  DOC-422-FLG:
PSH-ASST-CAN:  CAN-REQ-FLG:  FY-OBLIGAT: 2016  AWP-SRD:
WRM-EQP-FLG:  WRM-FUND-FLG:  END-ITM-SD:  SALES-CD: 81B
FUND-CD: 6C  ADV-CODE:  UNIT-PRICE: $10.49
PROJECT-NBR: 9GJ  DBOF-FLG: N  JOB-CTRL-NBR:
JOCAS-NBR:          ORIG-DUI-DOC: 53130007  DEPLOYD-FLG:
FILLER-1:

DUE-OUT-DETAIL (205)            STK-NBR = 5305009200850SX
DOCUMENT-NBR: X100CK53131322  SYS-DES: 01  DUO-QTY: 1
SUP-REQUISIT: ZZZZZZ  DUI-DOC-NBR: 5313B004  DTL-REC-TYPE: O
DELIV-DEST: 999  UJC: BQ  TEX: M  PGM-DEC-FLAG: B  FAD: B
DEMAND-CD: R  MARK-FOR: 87A0023ASH231C  MEMO-FIRM-FL: 0
DOLT: 2015309  ALREADY-PROC:  TYPE-MNT-CD: N  DOC-422-FLG:
PSH-ASST-CAN:  CAN-REQ-FLG:  FY-OBLIGAT: 2016  AWP-SRD:
WRM-EQP-FLG:  WRM-FUND-FLG:  END-ITM-SD:  SALES-CD: 81B
FUND-CD: 6C  ADV-CODE:  UNIT-PRICE: $10.49

      ****** END OF INQUIRY ******

PROCESSING COMPLETE
 DOC-TYPE = N REJ-NBR =
```

A. *Verify the End Item Serial NBR grid.*
   a. *Verify the Inquiry Type.*
   b. *Verify the Established DT.*
   c. *Verify the Serial NBR.*
   d. *Verify the Options.*
   e. *Verify the DoDAAC.*
   f. *Verify the Standard Reporting Designator.*

B. *Verify the SBSS Response grid.*

a. *Verify the Inquiry.*

- **Budget (OCCR)**



A. *Verify the Budget (OCCR) grid.*

a. *Verify the Inquiry Type.*

b. *Verify the Option CD.*

c. *Verify the ORG CODE.*

d. *Verify the Fiscal Year.*

e. *Verify the DODAAC.*

f. *Verify the Established DT.*

B. *Verify SBSS Response grid.*

a. *Verify the Inquiry.*

- **Program Management Fund (PFMR)**

A. *Verify the Program Management Fund (PFMR) grid.*
   a. *Verify the Inquiry Type.*
   b. *Verify the Option CD.*
   c. *Verify the PFMR Code.*
   d. *Verify the Fiscal Year.*
   e. *Verify the DoDAAC.*
   f. *Verify the Established DT.*

B. *Verify the SBSS Response grid.*
   A. *Verify the Inquiry.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Requisition Inquiry
- Add a Requisition Inquiry

Search for Points of Contact

Overview

The Maintenance and Utilization module Points of Contact process provides the ability to define location addresses and Points of Contact (POC) for later use in ELMS.

Navigation

Master Data > Points of Contact > Points of Contact Search page

Page Fields

The following fields display on the Maintenance **Points of Contact Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Address Type
DoDAAC
Maint Division
Contact

Search Results Grid

All
Maint Divison
Address Type
DoDAAC
Contact
Office
Address 1

Procedures

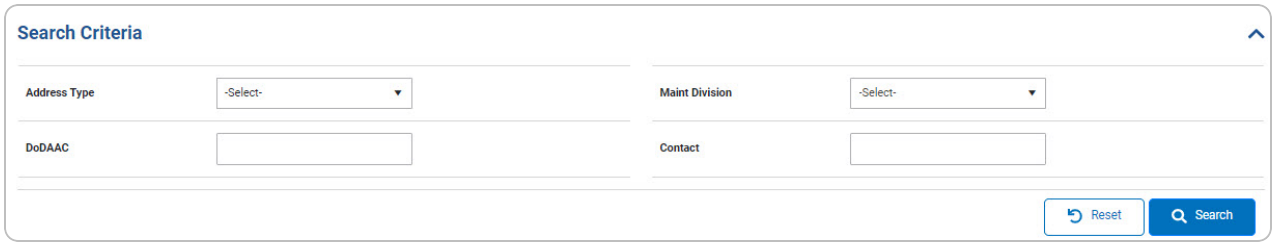
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for Points of Contact

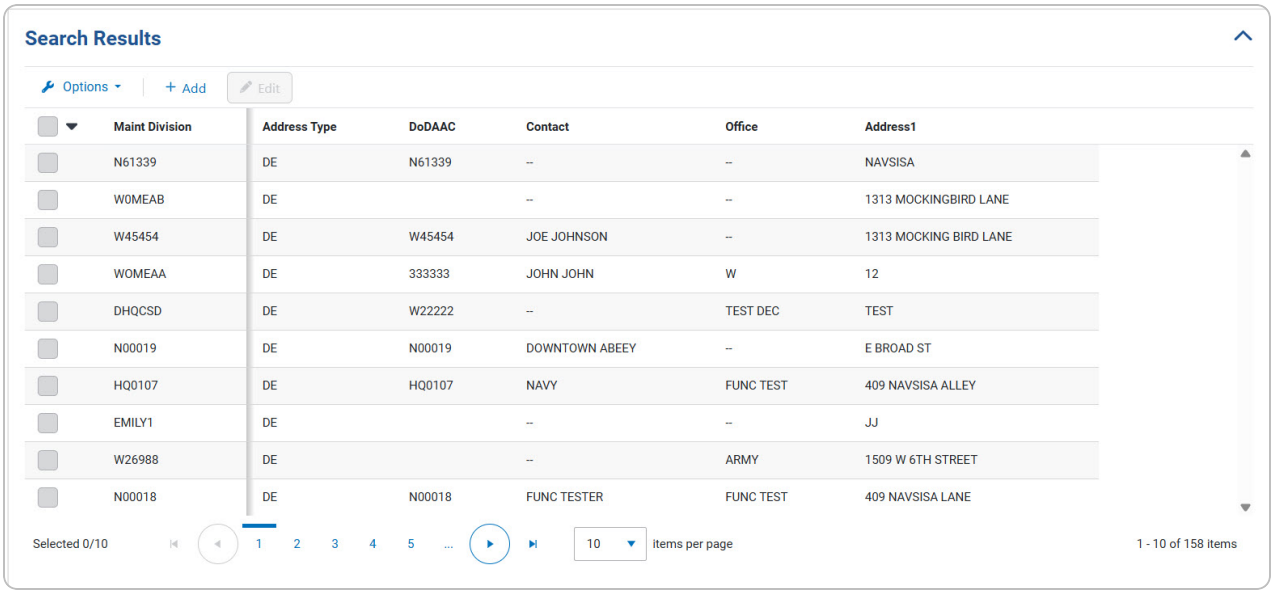
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Use ▾ to select the Address Type.
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Use ▾ to select the Maint Division.
- Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*

2. Select Search. *The results appear in the Search Results grid.*



Add Points of Contact

Click Add. *The **Add Point of Contact** slide-out window appears.*

Update a Point of Contact

1. Click to select the row(s) in the Search Results grid. *The selected MAINT Division entry is highlighted, and* Edit *becomes available.*
2. Select Edit. *The **Edit Point of Contact** slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — No Data.	Invalid Entry. Record does not exist. Re—enter the entry.

Related Topics

- Add a Point of Contact
- Update a Point of Contact

Add a Point of Contact

Overview

The Add Point of Contact process provides the ability to create new addresses and contact information that are used on a frequent basis.

Navigation

Master Data > Points of Contact > Search Criteria > + Add > Add Point of Contact slide-out window

Page Fields

The following fields display on the **Add Point of Contact** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Basic Information Grid

Address Type *
Status *
Contact
Office
Address 1
Address 2
Address 3
City
State
DSN
Phone Nbr
Mobile

FAX Nbr
Email
Zip Code
Country

Additional Information Grid

DoDAAC *
Cage Code
RIC
DUNS

FM - FAST MGR Reporting Grid

FAST Agency Abbreviation *
Indirect Costs *

EP - Equipment Pool Grid

FAST Report Lat/Long
Longitude
Latitude

(*) Asterisk identifies mandatory fields.

Procedures

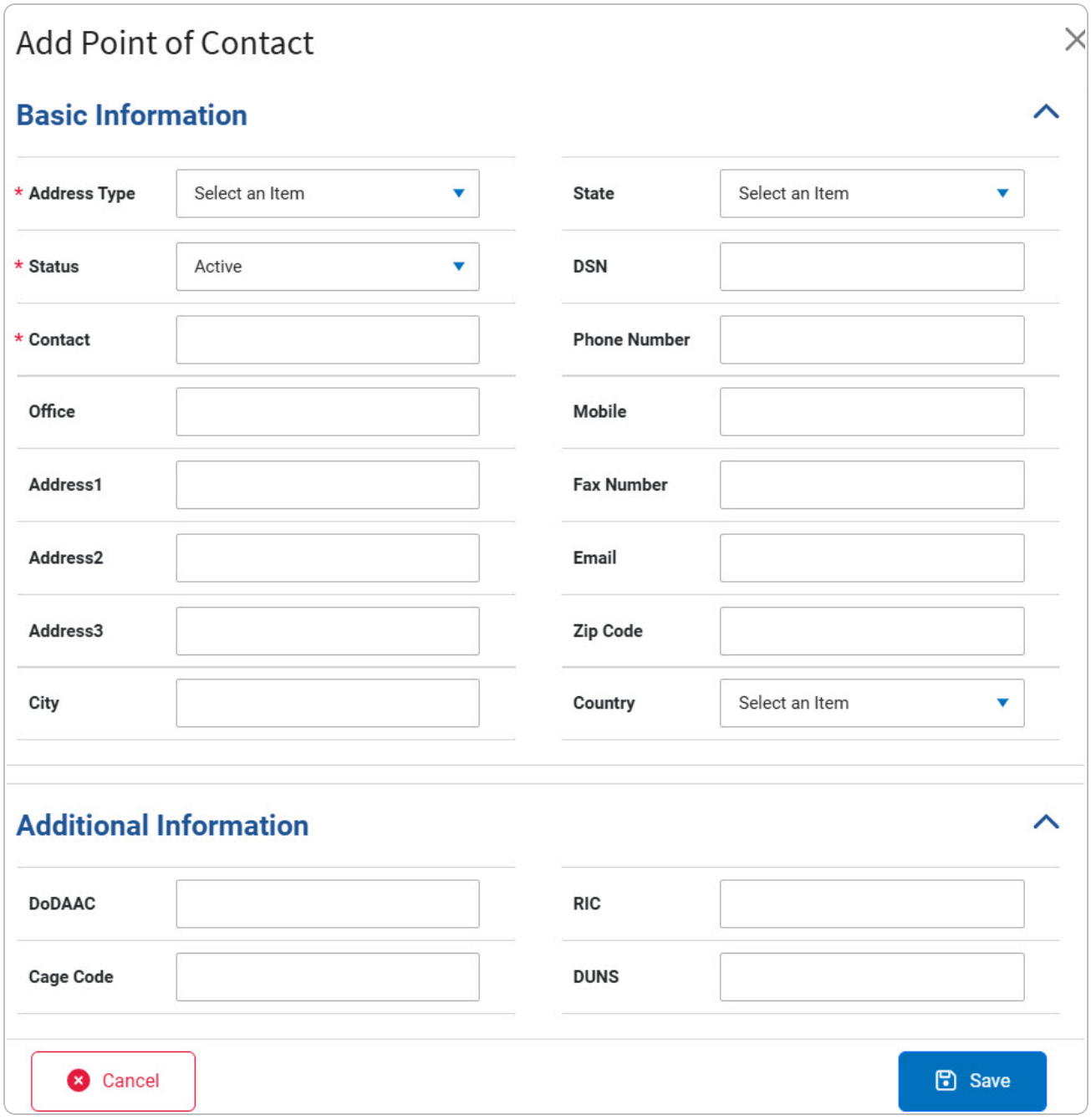
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add an Address

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

1. Select + Add. *The **Add Point of Contact** slide-out window appears on the right.*



A. *Complete the Basic Information panel.*

a. Use to select the Address Type.

> **Note**
> Depending on the Address Type, additional fields may become mandatory. If the Address Type is EP or FM, additional fields become available.

b. Use to select the Status.

c. Enter the Contact in the field provided. *This is a 256 alphanumeric character field.*

d. Enter the Office in the field provided. *This is a 11 alphanumeric character field.*

e. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the Address 3 in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

i. Use to select the State.

j. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

k. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

l. Enter the Mobile in the field provided. *This is a 25 alphanumeric character field.*

m. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

n. Enter the EMAIL in the field provided. *This is a 65 alphanumeric character field.*

o. Enter the ZIP CODE in the field provided. *This is a 10 alphanumeric character field.*

p. Use to select the Country.

B. *Complete the Additional Information panel.*

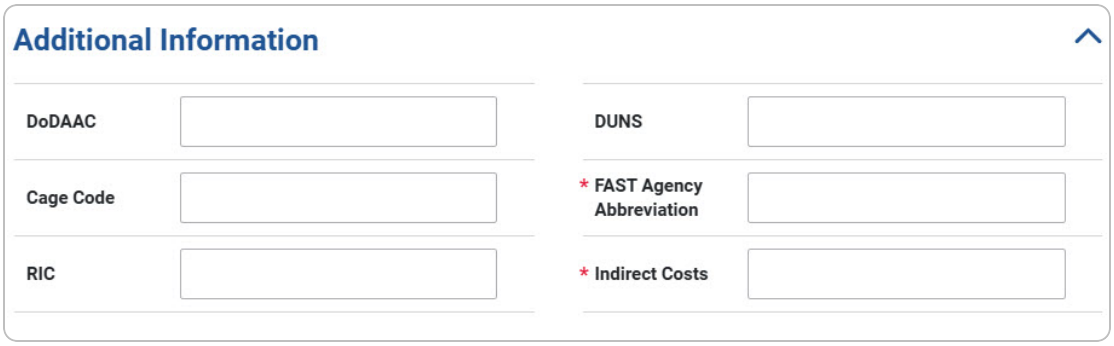
a. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

b. Enter the CAGE CODE in the field provided. *This is a 5 alphanumeric character field.*

c. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

d. Enter the DUNS in the field provided. *This is a 9 alphanumeric character field.*

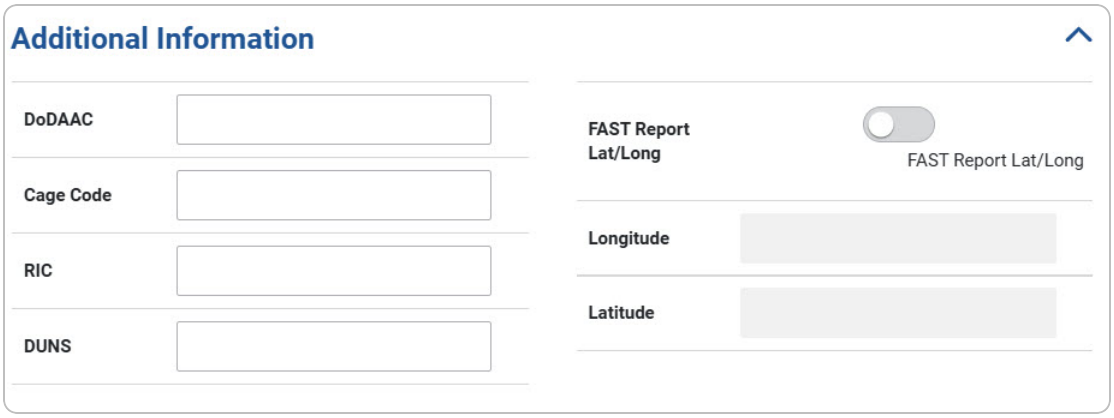
- FM - FAST MGR Reporting



1. Enter the FAST Agency Abbreviation in the field provided. *This is a 50 alphanumeric character field.*

2. Enter the Indirect Costs in the field provided. *This is a 10 alphanumeric character field.*

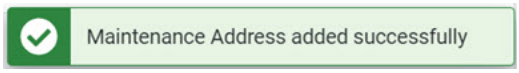
- EP - Equipment Pool



1. Click to select the FAST Report LAT/LONG. *Selecting makes the additional fields editable.*

2. Enter the Longitude in the field provided. *This is a 3 alphanumeric character field.*

3. Enter the Latitude in the field provided. *This is a 3 alphanumeric character field.*

2. Select Save. *The **Add Point of Contact** slide-out window closes and* 

appears as the entry is added to the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *POC*.	
13 — Mandatory Entry: *Status*.	
13 — Mandatory Entry: *Address 1*.	
13 — Mandatory Entry: *City*.	
13 — Mandatory Entry: *ZIP Cd*.	

13 — Mandatory Entry: *COUNTRY*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
2022- Invalid format - RIC	Invalid Entry. The RIC is a 3-position alphanumeric entry. Re—enter the RIC.

Related Topics

- Search for Points of Contact
- Update a Point of Contact

Update a Point of Contact

Overview

The Edit Point of Contact process allows editing of address locations and contact information.

Navigation

Master Data > Points of Contact > Search Criteria > Search > Search Results > (desired record) > Edit > Edit Point of Contact slide-out window

Page Fields

The following fields display on the **Edit Point of Contact** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Basic Information Grid

Address Type *
Contact *
Office *
Address 1
Address 2
Address 3
City *
State *
Status *
DSN
Phone Nbr
Mobile

Fax Nbr
Email
Zip Code *
Country *

Additional Information Grid

DoDAAC *
Cage Code
RIC
DUNS

FM - FAST MGR Reporting Grid

FAST Agency Abbr *
Indirect Costs *

EP - Equipment Pool Grid

FAST Report Lat/Long
Longitude
Latitude

(*) Asterisk identifies mandatory fields.

Procedures

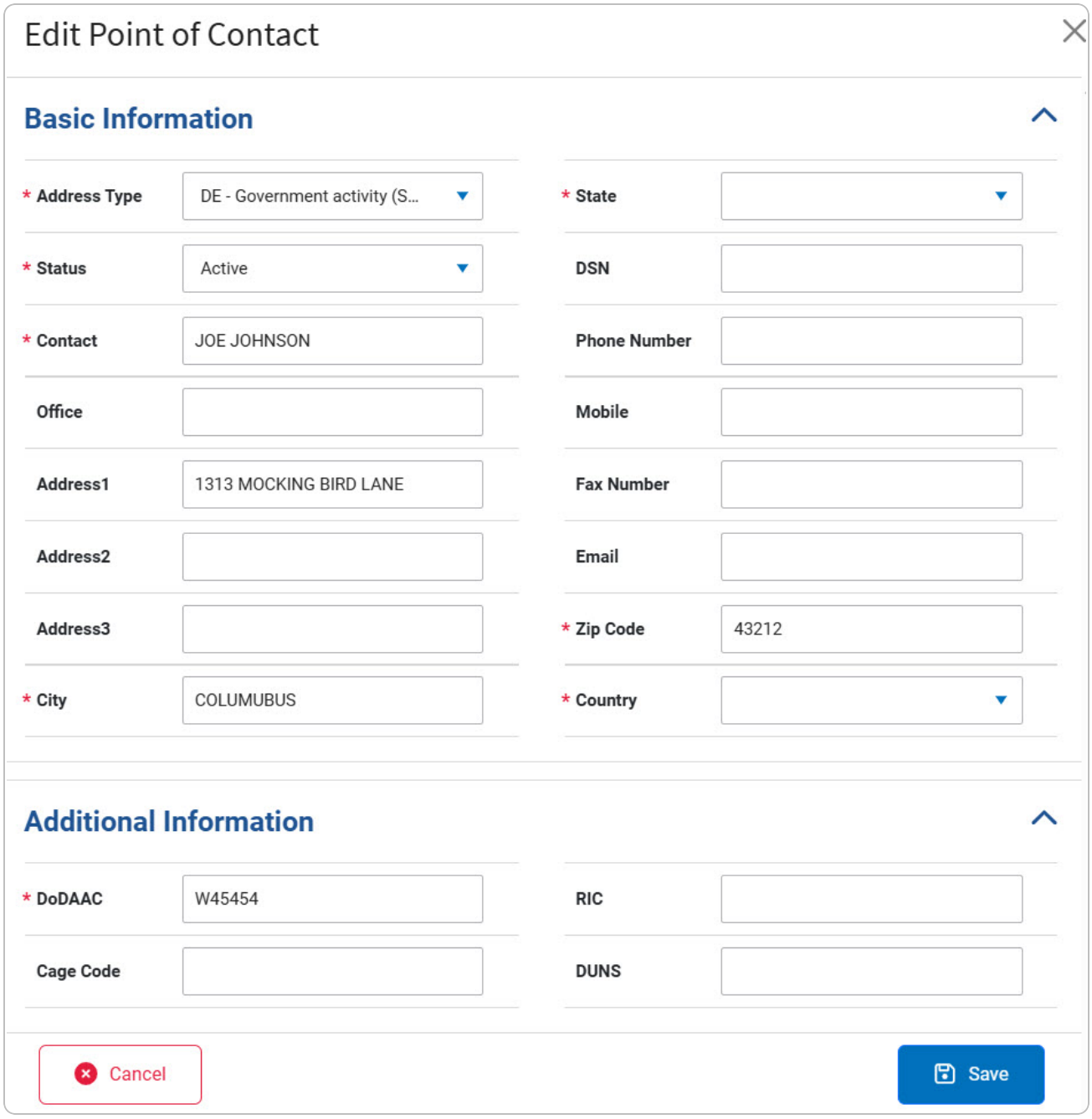
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Point of Contact

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

1. Select Edit. *The **Edit Point of Contact** slide-out window appears on the right.*



A. *Update the Basic Information panel.*

a. Update the Address Type, using ▾ to select the desired type.

> **Note**
> Depending on the Address Type, additional fields may become mandatory. If the Address Type is EP or FM, additional fields become available.

b. Update the Contact, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

c. Update the Office, entering the revised information in the field provided. *This is a 11 alphanumeric character field.*

d. Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address 3, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

g. Update the City, entering the revised location in the field provided. *This is a 22 alphanumeric character field.*

h. Update the State, using ▾ to select the desired code.

i. Update the Status, using ▾ to select the desired status.

j. Update the DSN, entering the revised network in the field provided. *This is a 20 alphanumeric character field.*

k. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

l. Update the Mobile, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

m. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

n. Update the EMAIL, entering the revised EMAIL in the field provided. *This is a 65 alphanumeric character field.*

o. Update the ZIP CODE, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

p. Update the Country, using ▾ to select the desired code.

B. *Update the Additional Information panel.*

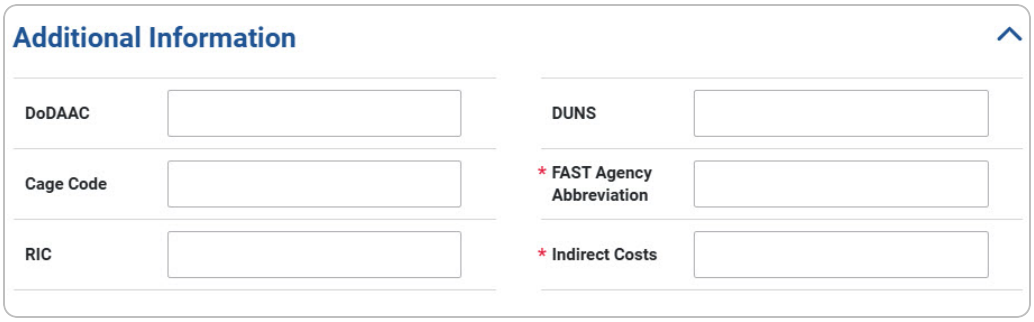
a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

c. Update the RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

d. Update the DUNS, entering the revised code in the field provided. *This is a 9 alphanumeric character field.*

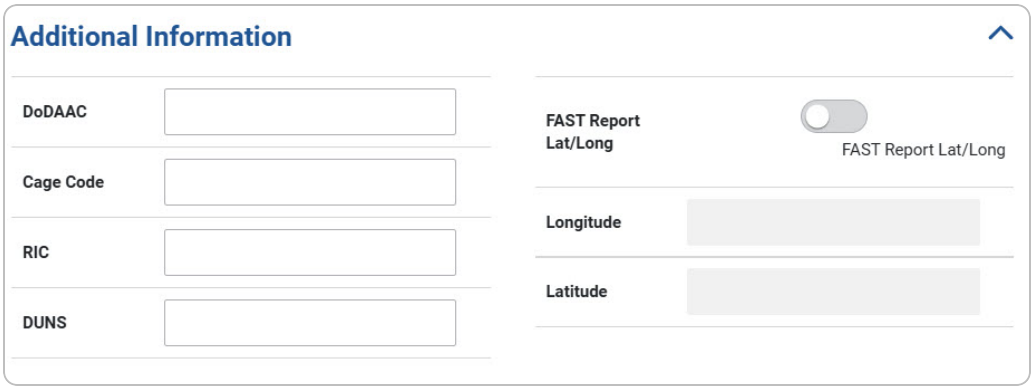
- FM - FAST MGR Reporting



1. Update the FAST Agency Abbreviation, entering the revised abbreviation in the field provided. *This is a 50 alphanumeric character field.*

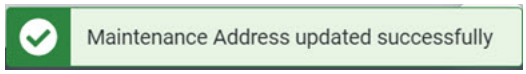
2. Update the Indirect Costs, entering the revised amount in the field provided. *This is a 10 alphanumeric character field.*

- EP - Equipment Pool



1. Verify the FAST Report LAT/LONG contains the appropriate or . *Selecting makes the additional fields editable.*
2. Update the Longitude, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*
3. Update the Latitude, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*

2. Select

. *The **Edit Point of Contact** slide-out window closes and* 

appears as the entry is updated in the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *POC*.	
13 — Mandatory Entry: *Activity Name*.	
13 — Mandatory Entry: *Address 1*.	

13 — Mandatory Entry: *City*.	
13 — Mandatory Entry: *ZIP CD*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
xxxx — No Data.	Invalid Entry. Record does not exist. Re—enter the entry.

Related Topics

- Search for Points of Contact
- Add a Point of Contact

Search for an Equipment Pool — Criteria

Overview

The Maintenance and Utilization module Equipment Pool process provides the ability to add, update and delete Equipment Pools. The Equipment Pool exists to permit the grouping of property with the Point of Contact (POC) information to allow for the management of Dispatches (Issue/Return). A Maintenance Activity (MA) can have multiple Equipment Pools. When new assets are profiled in the Maintenance Asset Master process, the asset becomes available for association with an Equipment Pool. Maintenance personnel may have their access restricted where they can only see specific Equipment Pools. This is accomplished in the User Equipment Pool process in conjunction with the ELMS Roles Request Form.

Helpful Tip

Prior to adding an Equipment Pool, an address can be created to populate the POC information on the Add page. Select Master Data > Address > Address Type > EP - Equipment Pool.

Navigation

Master Data > EQUIP POOL > Equipment Pool Search Criteria page

Page Fields

The following fields display on the **Equipment Pool Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Equip Pool Id
Equip Pool Name

Search Results Grid

Update
Delete
Equip Pool Id
Equip Pool Name
Equip Pool Desc

Procedures

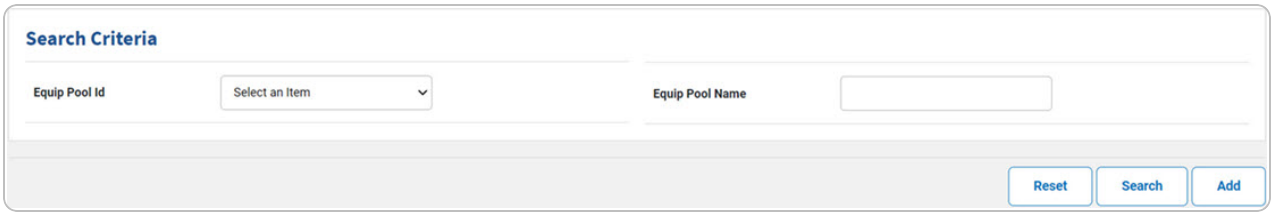
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Equipment Pool

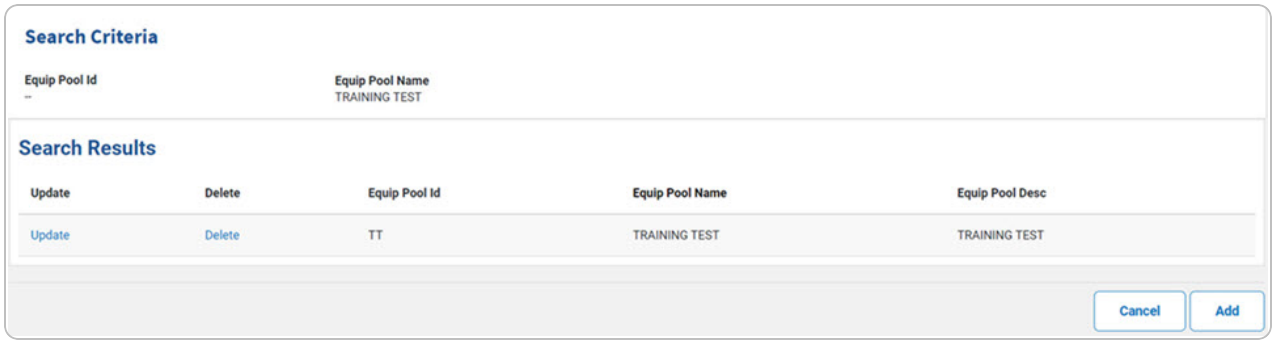
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Use to select the Equip Pool Id.
- Enter the EQUIP POOL NAME in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The **Equipment Pool Search Results** page appears.*



To Add an Equipment Pool

Select Add. *The **Equipment Pool Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Search for an Equipment Pool — Results
- Add an Equipment Pool
- Update an Equipment Pool
- Delete an Equipment Pool
- View the Equipment Pool Transaction Status
- Export an Equipment Pool Report

Search for an Equipment Pool — Results

Overview

The Equipment Pool Search Results process provides the ability to create, update, and delete the listed Equipment Pools.

Navigation

Master Data > EQUIP POOL > Search Criteria > Search > Equipment Pool Search Results page

Page Fields

The following fields display on the **Equipment Pool Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Equip Pool Id
Equip Pool Name

Search Results Grid

Update
Delete
Equip Pool Id
Equip Pool Name
Equip Pool Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update an Equipment Pool

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

Select the Update hyperlink. *The **Equipment Pool Update** page appears.*

Delete an Equipment Pool

Note

The Delete hyperlink is not available for Equipment Pools which are associated with active assets.

Select the Delete hyperlink. *The **Equipment Pool Delete** page appears.*

Add an Equipment Pool

Select Add. *The **Equipment Pool Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an Equipment Pool — Criteria
- Add an Equipment Pool
- Update an Equipment Pool
- Delete an Equipment Pool
- View the Equipment Pool Transaction Status
- Export an Equipment Pool Report

Add an Equipment Pool

Overview

The Equipment Pool Add process provides the ability to create new Equipment Pools.

Navigation

Master Data > EQUIP POOL > Search Criteria > Add > Equipment Pool Add page

Page Fields

The following fields display on the **Equipment Pool Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
394	Select "Update" button to revise selected field(s) in record(s).
14	Select "Cancel" button to return to previous page.

Add Grid

Equip Pool Id *
Equip Pool Name *

Equip Pool Desc *
New Address
Address Search
Hrs of Operation
POC *
Activity Name *
Address 1 *
Address 2
Loc
City *
State Cd
Country Cd *
ZIP Cd
FAST Report Long/Lat
Longitude
Latitude
Phone Nbr
E-Mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

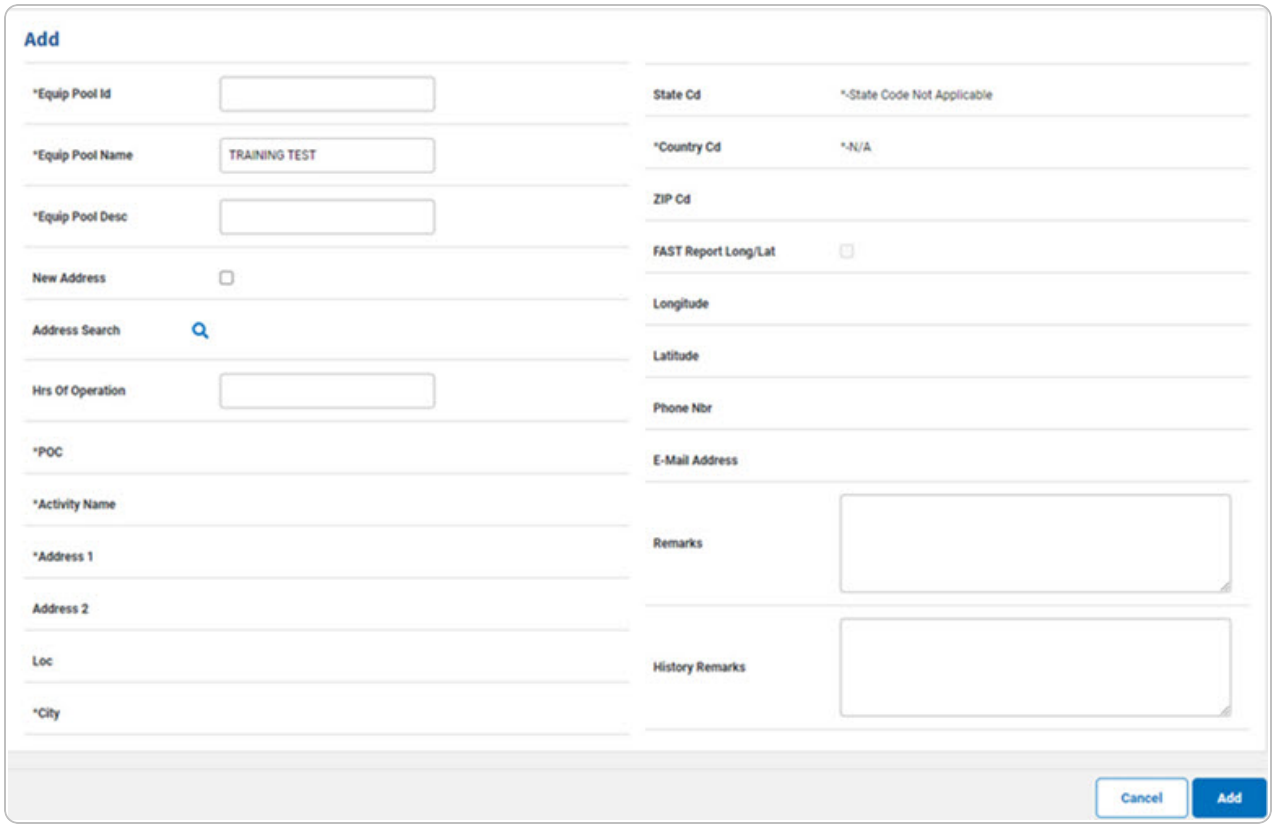
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add an Equipment Pool

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

1. Select Add. *The **Equipment Pool Add** page appears.*



A. Enter the EQUIP POOL ID in the field provided. *This is a 2 alphanumeric character field.*

B. Enter the EQUIP POOL NAME in the field provided. *This is a 15 alphanumeric character field.*

C. Enter the EQUIP POOL DESC in the field provided. *This is a 125 alphanumeric character field.*

D. Click ☐ to select the New Address. *Once checked, additional fields become available for entry.*

E. Use 🔍 to assist with the Address Search entry.

Address Browse help

F. Enter the HRS OF OPERATION in the field provided. *This is a 50 alphanumeric character field.*

G. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*

I. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*

L. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

M. Use ⌄ to select the State Cd.

N. Use ⌄ to select the Country Cd.

O. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

P. Click ☐ to select the FAST REPORT LONG/LAT. *Once checked, additional fields become available for entry.*

Q. Enter the Longitude in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the Latitude in the field provided. *This is a 3 alphanumeric character field.*

S. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

T. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

U. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

V. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Equipment Pool Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *EQUIP POOL ID*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Equip Pool Name*.	
13 — Mandatory Entry: *Equip Pool Desc*.	
13 — Mandatory Entry: *POC*.	
13 — Mandatory Entry: *Activity Name*.	
13 — Mandatory Entry: *Address 1*.	
13 — Mandatory Entry: *City*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already

	exists. Check the information again, and re—enter the field.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
xxxx — Invalid characters in Equip Pool Name field - Valid special characters must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Invalid Entry. The characters used are incorrect. Valid special characters must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space. Re-enter the entry.

Related Topics

- Search for an Equipment Pool — Criteria
- Search for an Equipment Pool — Results
- Update an Equipment Pool
- Delete an Equipment Pool
- View the Equipment Pool Transaction Status
- Export an Equipment Pool Report
- Address Browse

Update an Equipment Pool

Overview

The Equipment Pool Update process allows editing of an existing Equipment Pool record.

Navigation

Master Data > EQUIP POOL > Search Criteria > Search > Search Results > Update hyperlink > Equipment Pool Update page

Page Fields

The following fields display on the **Equipment Pool Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
394	Select "Update" button to revise selected field(s) in record(s).
14	Select "Cancel" button to return to previous page.

Update Grid

Equip Pool Id *

Equip Pool Name *
Equip Pool Desc *
Address Search
Hrs of Operation
POC *
Activity Name *
Address 1 *
Address 2
Loc
City *
State Cd
Country Cd *
ZIP Cd
Longitude
Latitude
Phone Nbr
E-Mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

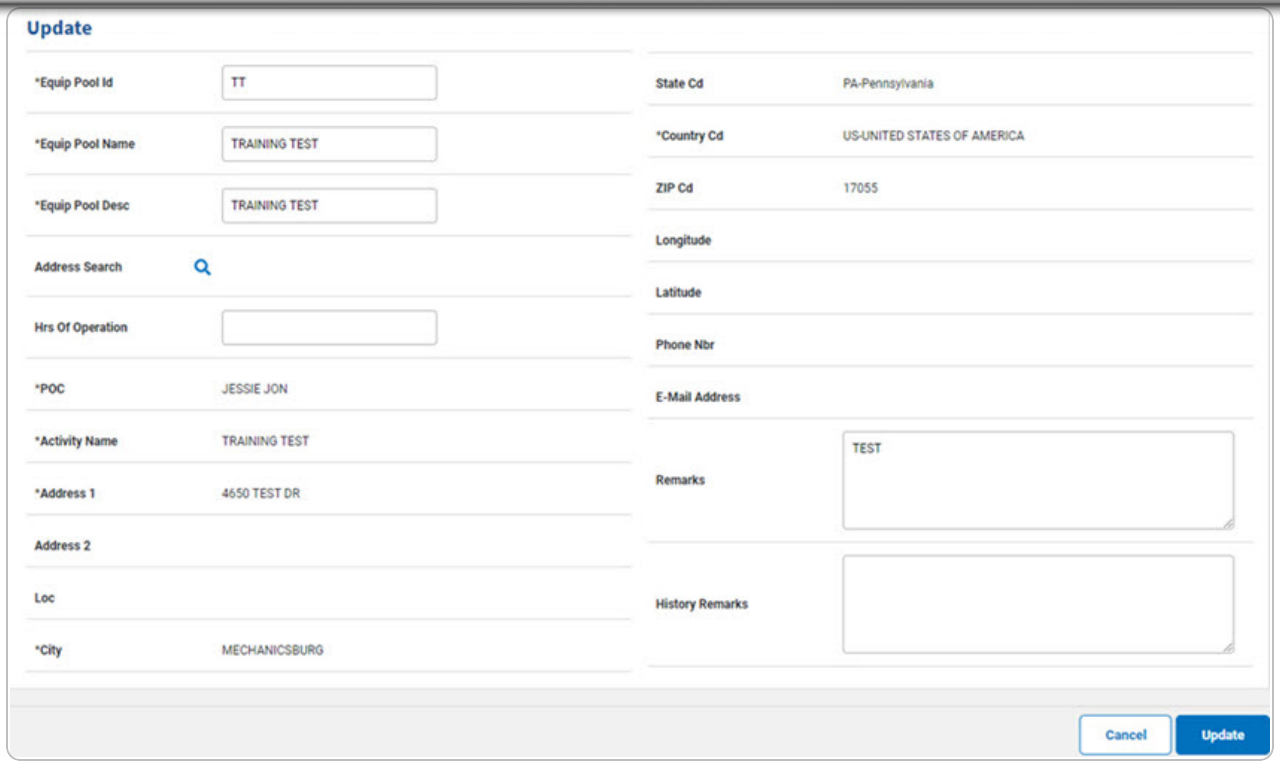
Click the following link to display M&U Navigation Tips.

Update an Equipment Pool

1. Select the Update hyperlink. *The **Equipment Pool Update** page appears.*

   Selecting

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



A. Update the EQUIP POOL ID, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

B. Update the EQUIP POOL NAME, entering the revised name in the field provided. *This is a 15 alphanumeric character field.*

C. Update the EQUIP POOL DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*

D. Update the Address Search, using to browse for the revised entry.

Address Browse help

E. Update the HRS OF OPERATION, entering the revised hours in the field provided. *This is a 50 alphanumeric character field.*

F. *Verify the POC.*

G. *Verify the Activity Name.*

H. *Verify the Address 1.*

I. *Verify the Address 2.*

J. *Verify the LOC.*

K. *Verify the City.*

L. *Verify the STATE CD.*

M. *Verify the COUNTRY CD.*

N. *Verify the ZIP CD.*

O. *Verify the Longitude.*

P. *Verify the Latitude.*

Q. *Verify the PHONE NBR.*

R. *Verify the E-MAIL Address.*

S. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

T. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Equipment Pool Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *EQUIP POOL ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *EQUIP POOL NAME*.	
13 — Mandatory Entry: *EQUIP POOL DESC*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min-

must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	imum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for an Equipment Pool — Criteria
- Search for an Equipment Pool — Results
- Add an Equipment Pool
- Delete an Equipment Pool
- View the Equipment Pool Transaction Status
- Export an Equipment Pool Report
- Address Browse

Delete an Equipment Pool

Overview

The Equipment Pool Delete process allows removal of a record. Equipment Pools associated to active assets cannot be deleted.

Navigation

Master Data > EQUIP POOL > Search Criteria > Search > Search Results > Delete hyper-link > Equipment Pool Delete page

Page Fields

The following fields display on the **Equipment Pool Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
394	Select "Update" button to revise selected field(s) in record(s).
14	Select "Cancel" button to return to previous page.

Delete Grid

Equip Pool Id *

Equip Pool Name *
Equip Pool Desc *
Hrs of Operation
POC *
Activity Name *
Address 1 *
Address 2
Loc
City *
State Cd
Country Cd *
ZIP Cd
FAST Report Long/Lat
Longitude
Latitude
Phone Nbr
E-Mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

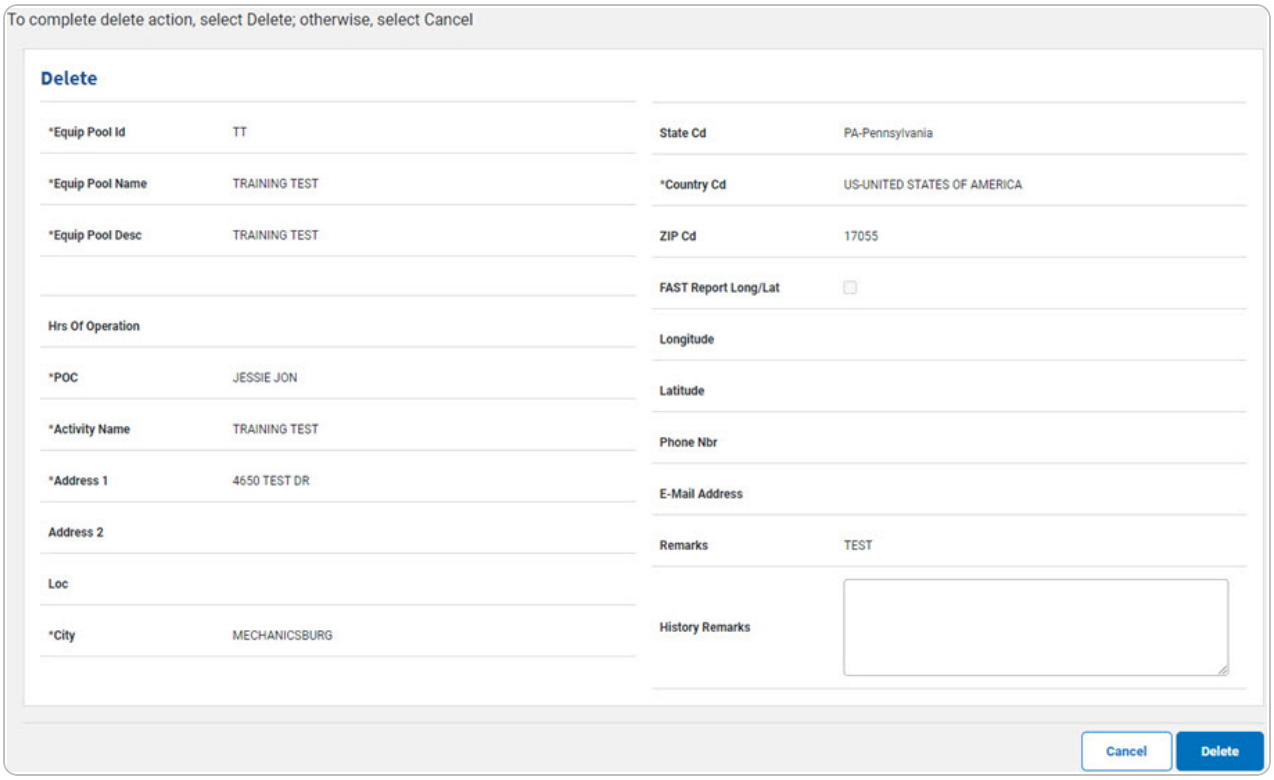
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete an Equipment Pool

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

1. Select the Delete hyperlink. *The **Equipment Pool Delete** page appears.*



A. *Verify the EQUIP POOL ID.*

B. *Verify the EQUIP POOL NAME.*

C. *Verify the EQUIP POOL DESC.*

D. *Verify the HRS OF OPERATION.*

E. *Verify the POC.*

F. *Verify the Activity Name.*

G. *Verify the Address 1.*

H. *Verify the Address 2.*

I. *Verify the LOC.*

J. *Verify the City.*

K. *Verify the STATE CD.*

L. *Verify the COUNTRY CD.*

M. *Verify the ZIP CD.*

N. *Verify the FAST REPORT LONG/LAT.*

O. *Verify the Longitude.*

P. *Verify the Latitude.*

Q. *Verify the PHONE NBR.*

R. *Verify the E-MAIL Address.*

S. *Verify the Remarks.*

T. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Equipment Pool Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an Equipment Pool — Criteria
- Search for an Equipment Pool — Results
- Add an Equipment Pool
- Update an Equipment Pool
- View the Equipment Pool Transaction Status
- Export an Equipment Pool Report

View the Equipment Pool Transaction Status

Overview

The Equipment Pool Transaction Status process displays a verification of the add, update, or delete transactions perfomed.

Navigation

Master Data > EQUIP POOL > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Equipment Pool Transaction Status page

Page Fields

The following fields display on the **Equipment Pool Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
394	Select "Update" button to revise selected field(s) in record(s).
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

Status

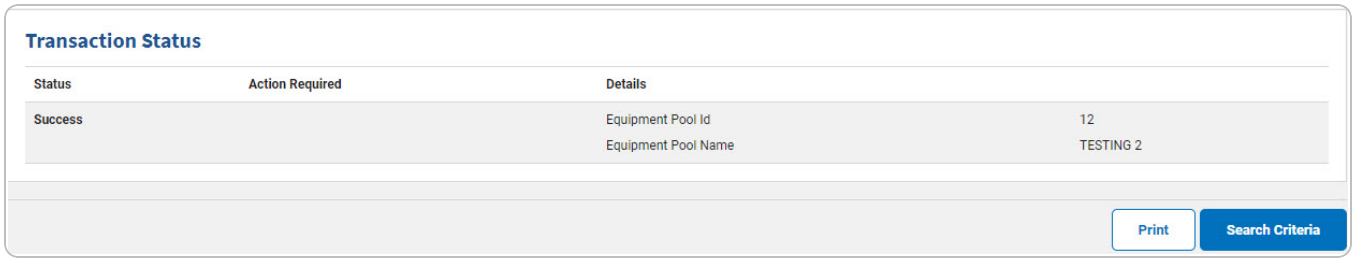
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Equipment Pool Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Equipment Pool Report Export** page appears.*
5. Select Search Criteria. *The **Equipment Pool Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Equipment Pool — Criteria
- Search for an Equipment Pool — Results
- Add an Equipment Pool
- Update an Equipment Pool
- Delete an Equipment Pool
- Export an Equipment Pool Report

Export an Equipment Pool Report

Overview

The Equipment Pool Report Export process provides the ability to save the Equipment Pool in different formats.

Navigation

Master Data > EQUIP POOL> Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Equipment Pool Report Export page

Page Fields

The following fields display on the **Equipment Pool Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
394	Select "Update" button to revise selected field(s) in record(s).
14	Select "Cancel" button to return to previous page.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

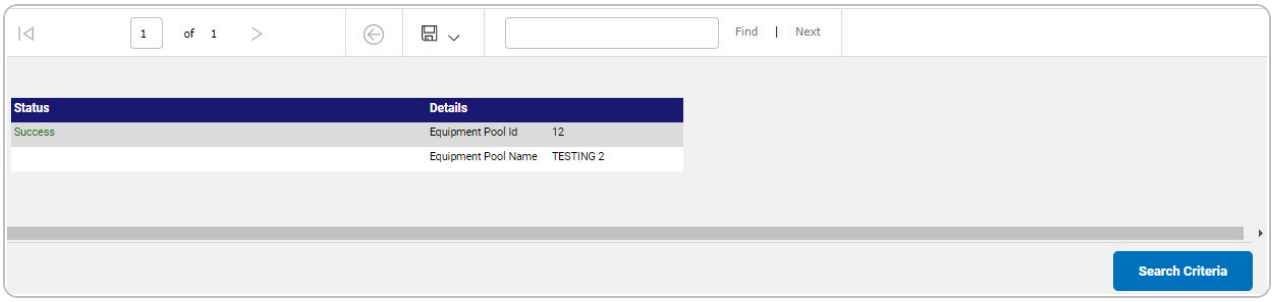
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Equipment Pool Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Equipment Pool Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Equipment Pool Search Criteria** page appears.*

Related Topics

- Search for an Equipment Pool — Criteria
- Search for an Equipment Pool — Results
- Add an Equipment Pool
- Update an Equipment Pool
- Delete an Equipment Pool
- View the Equipment Pool Transaction Status

Search for a Certification/License — Criteria

Overview

The Maintenance and Utilization module Certification/License process provides the ability to maintain a master list of Certifications and Licenses for the accessed Maintenance Activity. It allows the creation of associations between the Technicians/Operators, and the licenses/certifications required to perform the work required in the Work Plan.

Navigation

Master Data > CERT/License > Certification/License Search Criteria page

Page Fields

The following fields display on the **Certification/License Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
346	Enter CERT TYPE CD or CERT/LICENSE NAME, or leave both blank to perform Search.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Cert Type Cd
Cert/License Name

Search Results Grid

Update
Delete
Cert Type Cd
Cert/License Name

Procedures

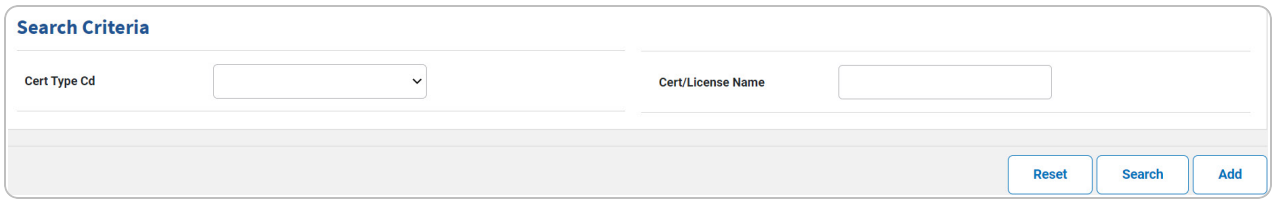
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Certification/License

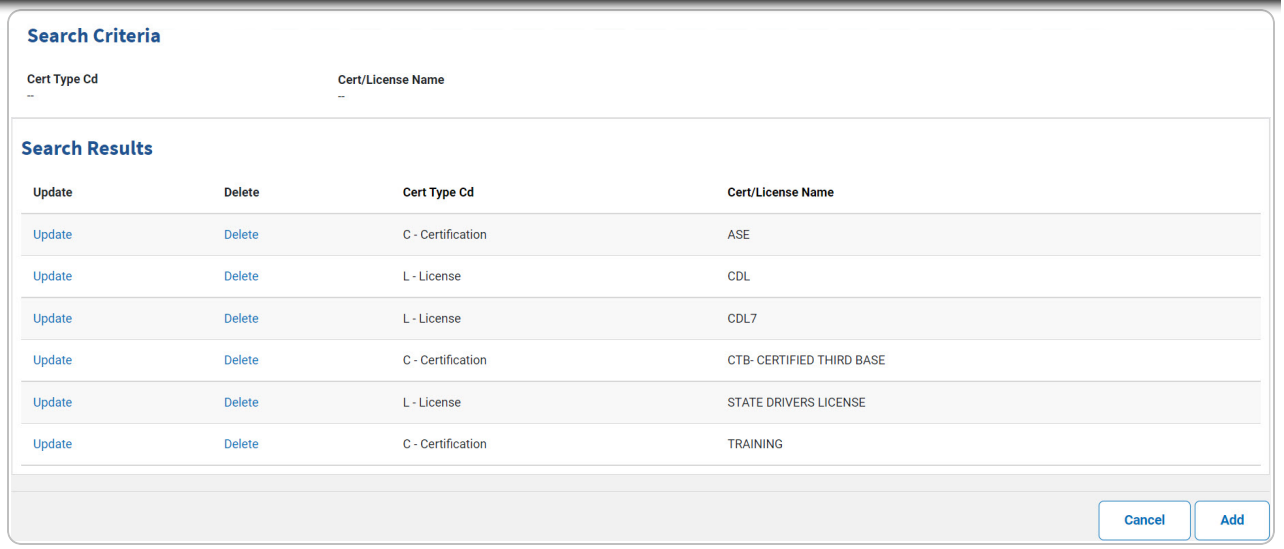
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



   - Use ⌄ to select the Cert Type Cd.
   - Enter the CERT/LICENSE NAME in the field provided. *This is a 25 alphanumeric character field.*

2. Select Search. *The **Certification/License Search Results** page appears. Results display in the Search Results grid.*



Add a Certification/License

Select Add. *The **Certification/License Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol-

space.	lowing permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
610 — CERT TYPE CD and CERT/LICENSE NAME cannot be entered together as Search Criteria.	Invalid Entry. The Search cannot run with both items entered. Remove one entry and perform the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for a Certification/License — Results
- Add a Certification/License
- Update a Certification/License
- Delete a Certification/License
- View the Certification/License Transaction Status
- Export a Certification/License Report

Search for a Certification/License — Results

Overview

The Certification/License Search Results process provides the ability to Add, Update, or Delete a Certification or License. It displays all of the Certification and License Names and Type Codes for the current Maintenance Activity.

Navigation

Master Data > CERT/License > Search Criteria > Search > Certification/License Search Results page

Page Fields

The following fields display on the **Certification/License Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Cert Type Cd
Cert/License Name

Search Results Grid

Update
Delete
Cert Type Cd
Cert/License Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Certification/License

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

Select the Update hyperlink. *The* ***Certification/License Update*** *page appears.*

Delete a Certification/License

Select the Delete hyperlink. *The* ***Certification/License Delete*** *page appears.*

Add a Certification/License

Select Add. *The* ***Certification/License Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search

security access.	again.
610 — CERT TYPE CD and CERT/LICENSE NAME cannot be entered together as Search Criteria.	Invalid Entry. The Search cannot run with both items entered. Remove one entry and perform the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
600 — CERT/LICENSE associated to technician(s) or operator(s). Cannot delete.	Invalid Deletion. A Certification/License cannot be deleted if there are any open Technician(s) or Operator(s) still associated to that Certification/License. Review the Certification/License again, and remove any remaining associated information so the Certification/License can be deleted.
601 — CERT/LICENSE associated to work plan(s). Cannot delete.	Invalid Deletion. A Certification/License cannot be deleted if there are any open Work Plan(s) still associated to that Certification/License. Review the Certification/License again, and remove any remaining associated information so the Certification/License can be deleted.
602 — CERT/LICENSE associated to asset(s) profiled for maintenance. Cannot delete.	Invalid Deletion. A Certification/License cannot be deleted if there are any open Asset(s) Profiled for Maintenance still associated to that Certification/License. Review the Certification/License again, and remove any

	remaining associated information so the Certification/License can be deleted.

Related Topics

- Search for a Certification/License — Criteria
- Add a Certification/License
- Update a Certification/License
- Delete a Certification/License
- View the Certification/License Transaction Status
- Export a Certification/License Report

Add a Certification/License

Overview

The Certification/License Add process provides the ability to create new Certifications and Licenses in the accessed Maintenance Activity. It creates the associations between the Technicians/Operators, and the licenses/certifications required to perform the work required in the Work Plan.
Certifications and Licenses must be established **prior to completing** several processes in ELMS, including:

- Adding or updating an Operator or Technician
- Profiling assets
- Developing Work Plans

Navigation

Master Data > CERT/License > Search Criteria > Add > Certification/License Add page

Page Fields

The following fields display on the **Certification/License Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).

21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Add Grid

Cert Type Cd *
Cert/License Name *
Cert/License Desc

(*) Asterisk identifies mandatory fields.

Procedures

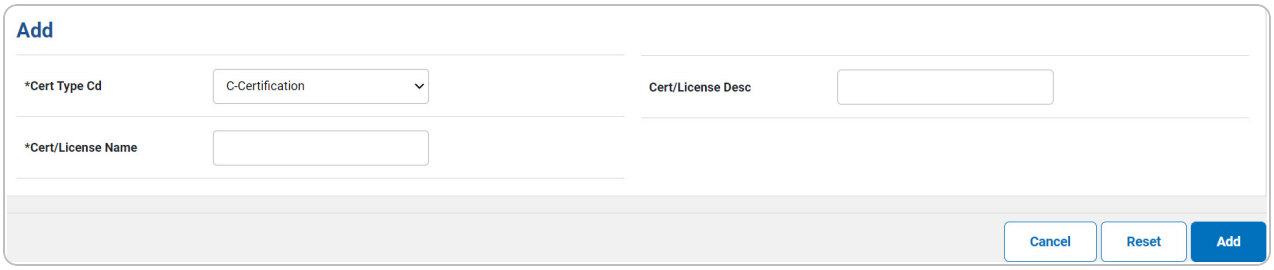
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Certification/License

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

1. Select Add. *The* ***Certification/License Add*** *page appears.*



A. Use to select the Cert Type Cd.

B. Enter the CERT/LICENSE NAME in the field provided. *This is a 25 alphanumeric character field.*

Helpful Tip

The CERT TYPE CD and CERT/LICENSE NAME combination **must be unique** within the Maintenance Activity.

C. Enter the CERT/LICENSE DESC in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Certification/License Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CERT TYPE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CERT/LICENSE NAME*.	

187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for a Certification/License — Criteria
- Search for a Certification/License — Results
- Update a Certification/License
- Delete a Certification/License
- View the Certification/License Transaction Status
- Export a Certification/License Report

Update a Certification/License

Overview

The Certification/License Update process allows editing of Certifications and Licenses in the accessed Maintenance Activity.

Navigation

Master Data > CERT/License > Search Criteria > Search > Search Results > Update hyperlink > Certification/License Update page

Page Fields

The following fields display on the **Certification/License Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid

Cert Type Cd *
Cert/License Name *
Cert/License Desc

(*) Asterisk identifies mandatory fields.

Procedures

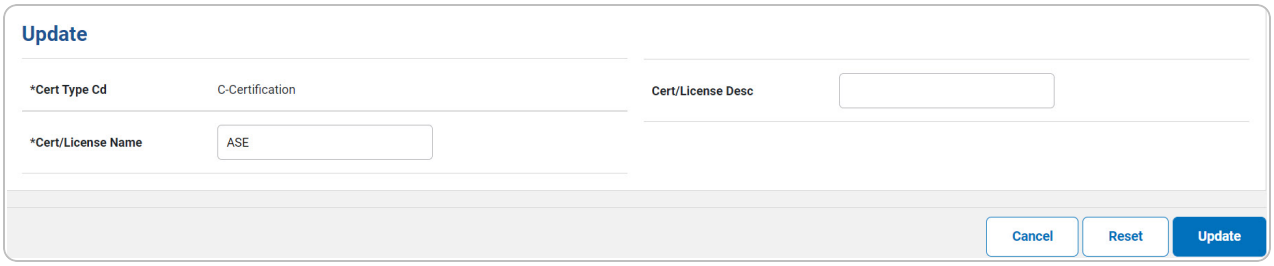
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Certification/License

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 the Update hyperlink. *The* ***Certification/License Update*** *page appears.*



A. *Verify the* CERT TYPE CD.

B. Update the CERT/LICENSE NAME, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

Helpful Tip

The CERT TYPE CD and CERT/LICENSE NAME combination **must be unique** within the Maintenance Activity.

C. Update the CERT/LICENSE DESC, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Certification/License Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Cert Type Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Cert/License Name*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for a Certification/License — Criteria
- Search for a Certification/License — Results
- Add a Certification/License
- Delete a Certification/License
- View the Certification/License Transaction Status

- Export the Certification/License Report

Delete a Certification/License

Overview

The Certification/License Delete process allows removal of Certifications and Licenses in the accessed Maintenance Activity.
A Certification or License cannot be deleted if it is associated to:

- Technician(s) or Operator(s)
- Work Plan(s)
- Asset(s) Profiled for Maintenance

Navigation

Master Data > CERT/License > Search Criteria > Search > Search Results > Delete hyperlink > Certification/License Delete page

Page Fields

The following fields display on the **Certification/License Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Delete Grid

Cert Type Cd *
Cert/License Name *
Cert/License Desc

(*) Asterisk identifies mandatory fields.

Procedures

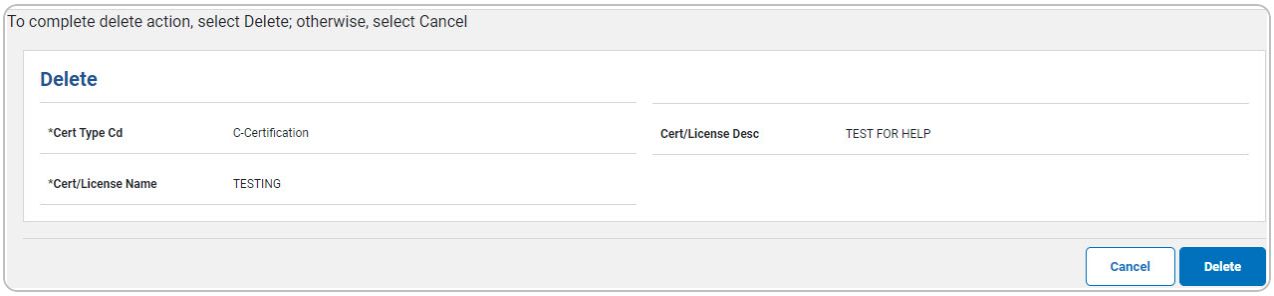
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Certification/License

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 the Delete hyperlink. *The* ***Certification/License Delete*** *page appears.*



A. *Verify the CERT TYPE CD.*

B. *Verify the CERT/LICENSE NAME.*

C. *Verify the CERT/LICENSE DESC.*

2. Select Delete. *The **Certification/License Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
600 — CERT/LICENSE associated to technician(s) or operator(s). Cannot delete.	Invalid Deletion. A Certification/License cannot be deleted if there are any open Technician(s) or Operator(s) still associated to that Certification/License. Review the Certification/License again, and remove any remaining associated information so the Certification/License can be deleted.
601 — CERT/LICENSE associated to work plan(s). Cannot delete.	Invalid Deletion. A Certification/License cannot be deleted if there are any open Work Plan(s) still associated to that Certification/License. Review the Certification/License again, and remove any remaining associated information so the Certification/License can be deleted.
602 — CERT/LICENSE associated to asset(s) profiled for maintenance. Cannot delete.	Invalid Deletion. A Certification/License cannot be deleted if there are any open Asset(s) Profiled for Maintenance still associated to that Certification/License. Review the Certification/License again, and remove any remaining associated information so the Certification/License can be deleted.

Related Topics

- Search for a Certification/License — Criteria
- Search for a Certification/License — Results
- Add a Certification/License
- Update a Certification/License
- View the Certification/License Transaction Status
- Export a Certification/License Report

View the Certification/License Transaction Status

Overview

The Certification/License Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > CERT/License > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Certification/License Transaction Status page

Page Fields

The following fields display on the **Certification/License Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

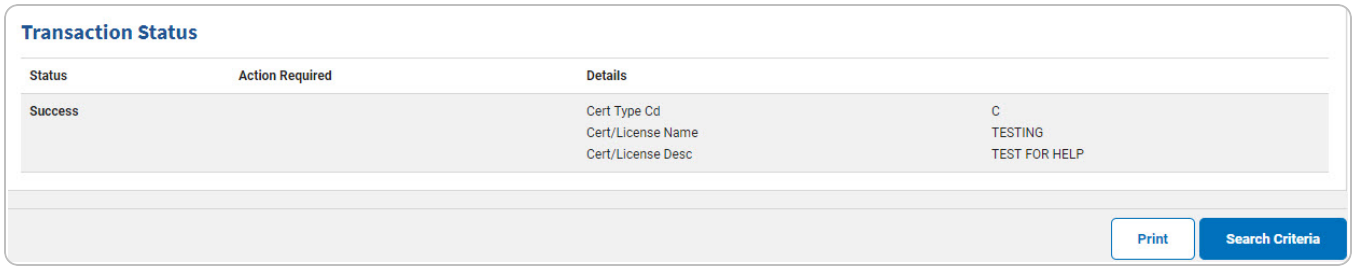
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Certification/License Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Certification/License Report Export** page appears.*
5. Select Search Criteria. *The **Certification/License Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Certification/License — Criteria
- Search for a Certification/License — Results
- Add a Certification/License
- Update a Certification/License
- Delete a Certification/License
- Export a Certification/License Report

Export a Certification/License Report

Overview

The Certification/License Report Export process provides the ability to save the Certification or License in different formats.

Navigation

Master Data > CERT/License > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Certification/License Report Export page

Page Fields

The following fields display on the **Certification/License Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

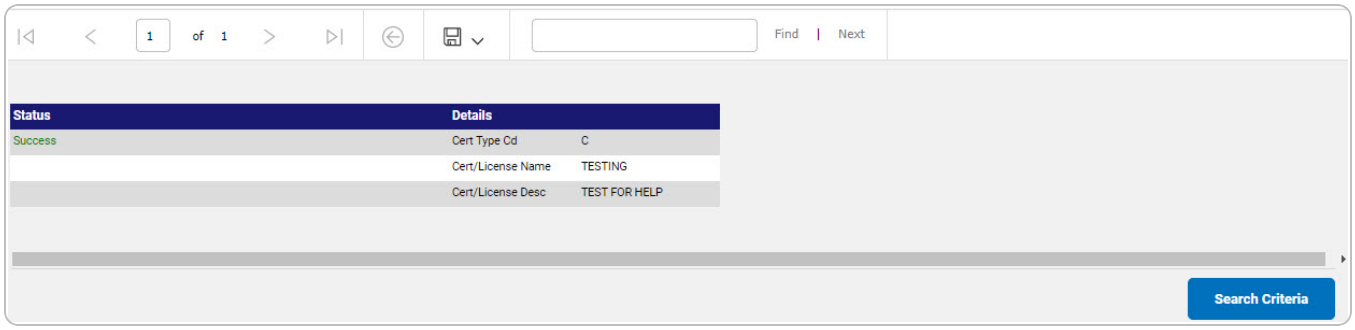
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Certification/License Report

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



1. *The Status automatically populates and is not editable.*
2. *The Details automatically populates and is not editable.*
3. Follow the prompts provided by the computer.
4. Select . *The* ***Certification/License Search Criteria*** *page appears.*

Search the Results

1. Select the empty field

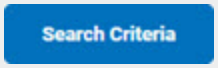
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select 

. *The **Certification/License Search Criteria** page appears.* |

Related Topics

- Search for a Certification/License — Criteria
- Search for a Certification/License — Results
- Add a Certification/License
- Update a Certification/License
- Delete a Certification/License
- View the Certification/License Transaction Status

Search for a Labor Category — Criteria

Overview

The Maintenance and Utilization module Labor Category process provides the ability to designate labor rates into Labor Categories. Each category has a Base Rate and an Overtime Rate. Each rate can have a Civilian rate and/or a Military rate.
These categories are assigned to Operator and Technician personnel which are used within the Work Order and Dispatch processes.

Navigation

Master Data > Labor Category > Labor Category Search Criteria page

Page Fields

The following fields display on the **Labor Category Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

Search Criteria Grid

Labor Category
Rate Type

Search Results Grid

Update
Delete
Labor Category
Description

Procedures

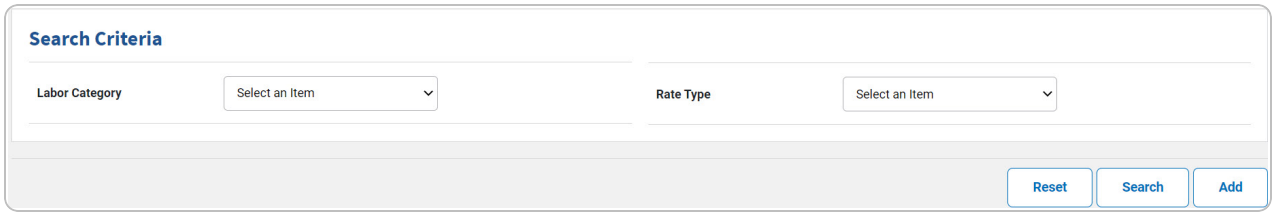
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Labor Category

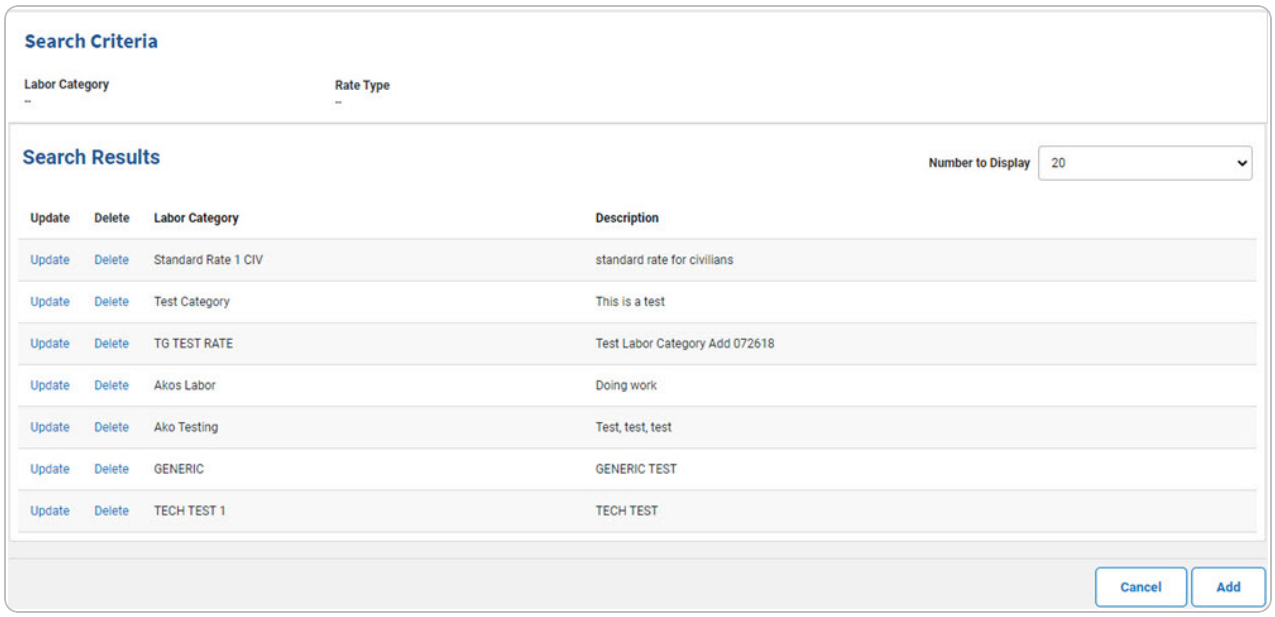
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use ⌄ to select the Labor Category.
- Use ⌄ to select the Rate Type.

2. Select Search. *The **Labor Category Search Results** page appears.*



Add a Labor Category

Select Add. *The **Labor Category Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Labor Category — Results
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Search for a Labor Category — Results

Overview

The Labor Category Search Results process provides the ability to create a new labor category, as well as update or delete existing labor categories.

Navigation

Master Data > Labor Category > Search Criteria > Search > Labor Category Search Results page

Page Fields

The following fields display on the **Labor Category Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.

Search Criteria Grid

Labor Category

Rate Type

Search Results Grid

Update
Delete
Labor Category
Description

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Labor Category

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

Select the Update hyperlink. *The **Labor Category Update** page appears.*

Delete a Labor Category

Select the Delete hyperlink. *The **Labor Category Delete** page appears.*

Add a Labor Category

Select Add. *The **Labor Category Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Labor Category — Criteria
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Add a Labor Category

Overview

The Labor Category Add process provides the ability to create new labor categories and rates in the accessed Maintenance Activity.

Navigation

Master Data > Labor Category > Search Criteria > Add > Labor Category Add page

Page Fields

The following fields display on the **Labor Category Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

Labor Category *
Labor Category Desc *
Remarks
History Remarks

Rates

Rates Grid

Add
Edit
Delete
Rate Type *
Base Rate *
Overtime Rate

(*) Asterisk identifies mandatory fields.

Procedures

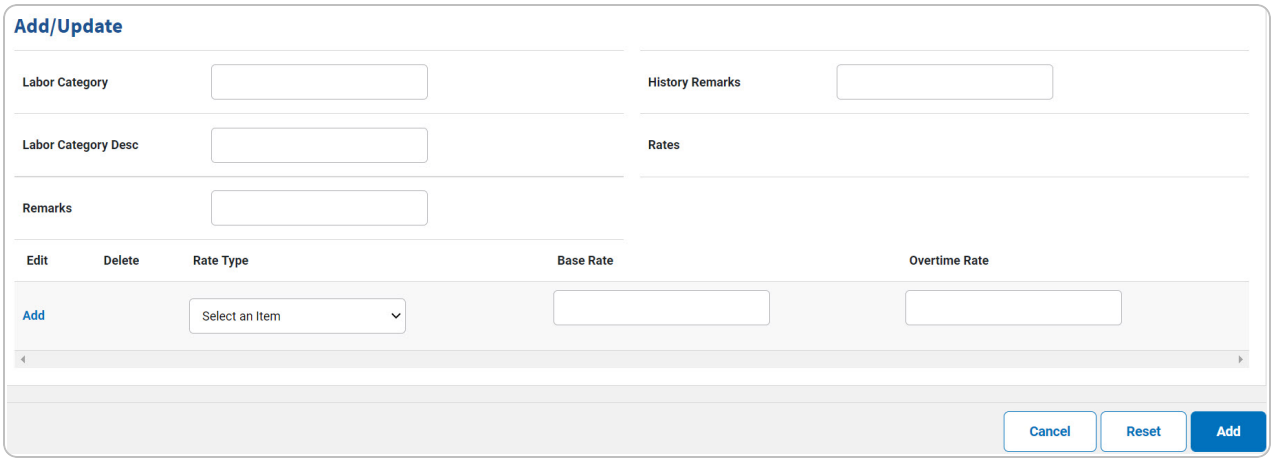
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Labor Category

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 Add. *The* ***Labor Category Add*** *page appears.*



A. Enter the Labor Category in the field provided. *This is a 255 alphanumeric character field.*

B. Enter the LABOR CATEGORY DESC in the field provided. *This is a 256 alphanumeric character field.*

C. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

D. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

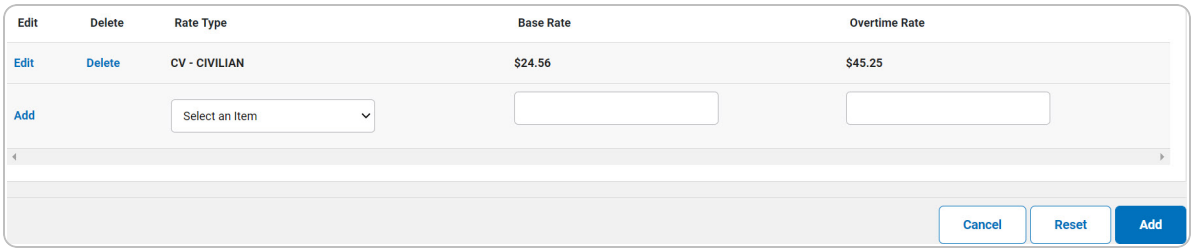
E. *The Rates automatically populate and is not editable.*

F. Use to select the Rate Type.

G. Enter the Base Rate in the field provided. *This is a 19.2 numeric character field.*

H. Enter the Overtime Rate in the field provided. *This is a 19.2 numeric character field.*

I. Select the Add hyperlink. *The new rate information is saved.*



J. Repeat Steps E - I to add an additional Rate Type.

2. Select Add. *The **Labor Category Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *Labor Category Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Labor Category Desc*.	
13 — Mandatory Entry: *Base Rate*.	
13 — Mandatory Entry: *Rate Type*.	
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Entry must be a valid dollar amount.	Invalid Entry. The characters entered in the Base Rate and the Overtime Rate field(s) include prohibited characters. Enter numeric ("0" through "9") characters.

xxxx — Rate Type can only have one set of Rates per Labor Category.	Invalid Entry. The second Rate Type is the same as the first for the current Labor Category. Change the Rate Type and re—enter the information.
xxxx— A Rate Type with Base Rate is required.	Invalid Entry. The Rate Type and Base Rate are necessary to add. Re—enter the Rate Type and/or Base Rate.
xxxx — Base Rate must be numeric (#.##).	Invalid Entry. The Base Rate is numeric "0" through "9". Re—enter the Base Rate.
xxxx — Overtime Rate must be numeric (#.##).	Invalid Entry. The Overtime Rate is numeric"0" through "9" . Re—enter the Overtime Rate.

Related Topics

- Search for a Labor Category — Criteria
- Search for a Labor Category — Results
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Update a Labor Category

Overview

The Labor Category Update process allows editing of labor categories in the accessed Maintenance Activity.

Navigation

Master Data > Labor Category > Search Criteria > Search > Search Results > Update hyperlink > Labor Category Update page

Page Fields

The following fields display on the **Labor Category Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Grid

Labor Category
Labor Category Desc
Remarks
History Remarks

Rates

Rates Grid

Add
Edit
Delete
Rate Type *
Base Rate *
Overtime Rate

(*) Asterisk identifies mandatory fields.

Procedures

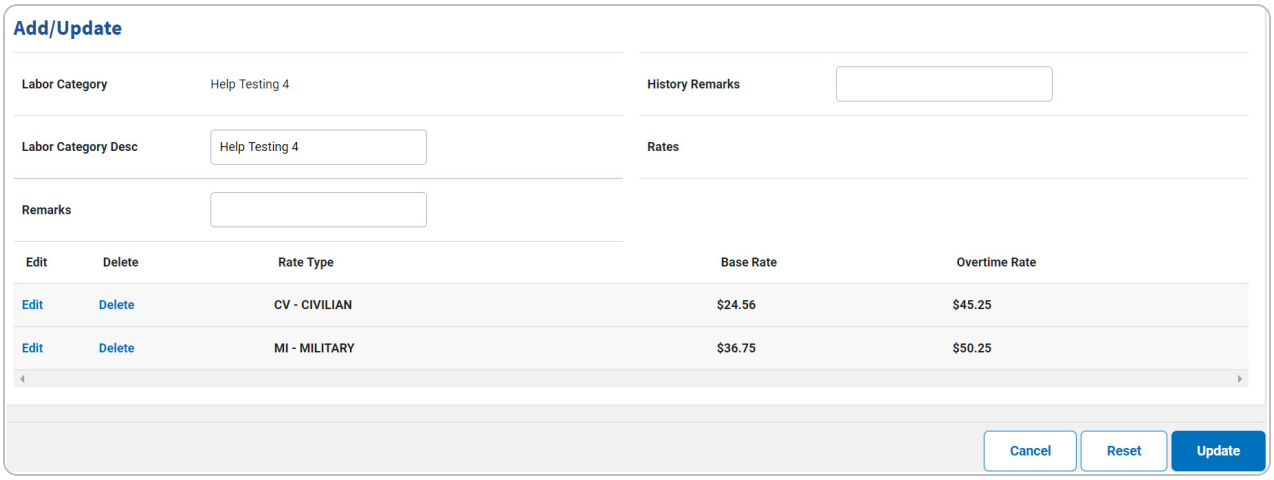
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Labor Category

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 the Update hyperlink. *The* ***Labor Category Update*** *page appears.*



A. *Verify the Labor Category.*

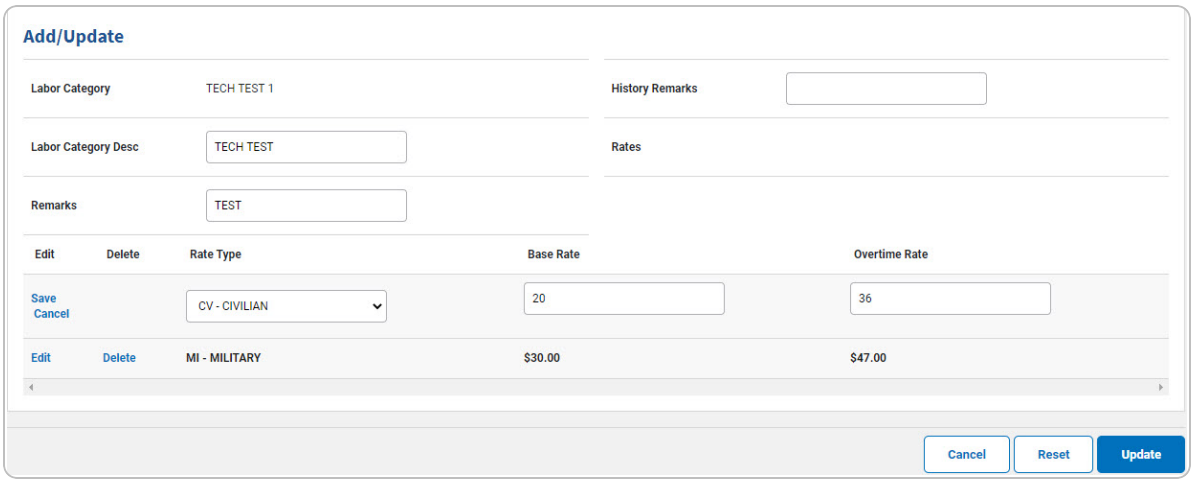
B. Update the LABOR CATEGORY DESC, entering the revised description in the field provided. *This is a 256 alphanumeric character field.*

C. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

D. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

E. *Verify the Rates.*

F. Select the Edit hyperlink. *The Rate Type, Base Rate, and Overtime Rate fields become available for revision.*



G. Update the Rate Type, using ⌄ to select the desired type.

H. Update the Base Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*

I. Update the Overtime Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*

J. Select the Save hyperlink. *The Rate information is saved.*

Repeat Steps E - J to edit the second Rate Type.

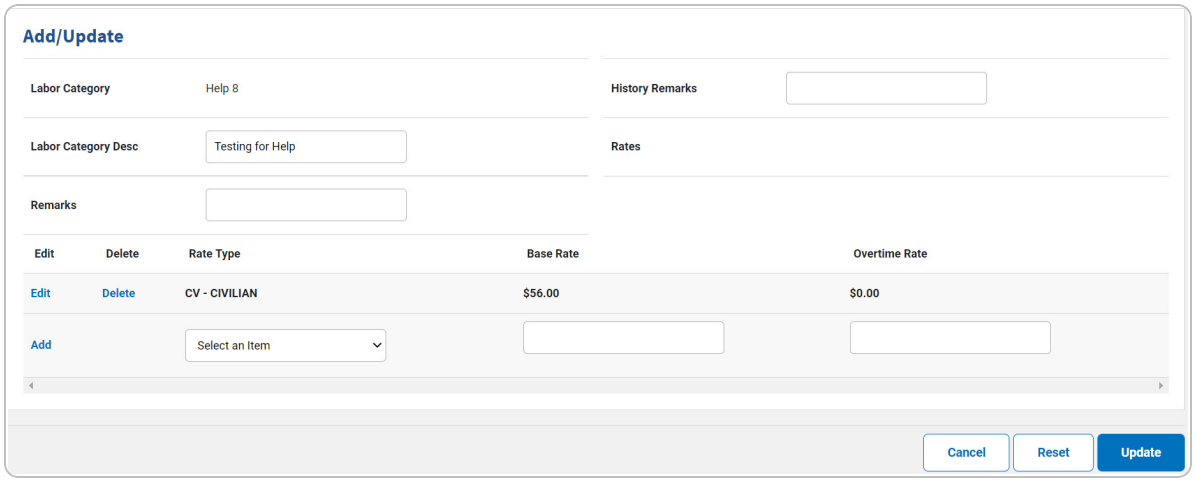
K.

OR

Select the Delete hyperlink. *The rate information is instantly removed from the grid.*

OR

Use to select the Rate Type.



a. Enter the Base Rate in the field provided. *This is a 19.2 numeric character field.*

b. Enter the Overtime Rate in the field provided. *This is a 19.2 numeric character field.*

c. Select the Add hyperlink. *The new rate information is saved.*

2. Select Update. *The **Labor Category Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

***Labor Category Name*.**	in the desired field.
13 — Mandatory Entry: *Labor Category Desc*.	
13 — Mandatory Entry: *Base Rate*.	
13 — Mandatory Entry: *Rate Type*.	
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Entry must be a valid dollar amount.	Invalid Entry. The characters entered in the Base Rate and the Overtime Rate field(s) include prohibited characters. Enter numeric ("0" through "9") characters.
xxxx — Rate Type can only	Invalid Entry. The second Rate Type is the same

have one set of Rates per Labor Category.	as the first for the current Labor Category. Change the Rate Type and re—enter the information.
xxxx — Base Rate must be numeric (#.##).	Invalid Entry. The Base Rate is numeric "0" through "9". Re—enter the Base Rate.
xxxx — Overtime Rate must be numeric (#.##).	Invalid Entry. The Overtime Rate is numeric"0" through "9" . Re—enter the Overtime Rate.

Related Topics

- Search for a Labor Category — Criteria
- Search for a Labor Category — Results
- Add a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

Delete a Labor Category

Overview

The Labor Category Delete process allows removal of a labor category in the accessed Maintenance Activity.

Navigation

Master Data > Labor Category > Search Criteria > Search > Search Results > Delete hyperlink > Labor Category Delete page

Page Fields

The following fields display on the **Labor Category Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Delete Grid

Labor Category
Labor Category Desc
Remarks
History Remarks

Rates

Rates Grid

Rate Type
Base Rate
Overtime Rate

Procedures

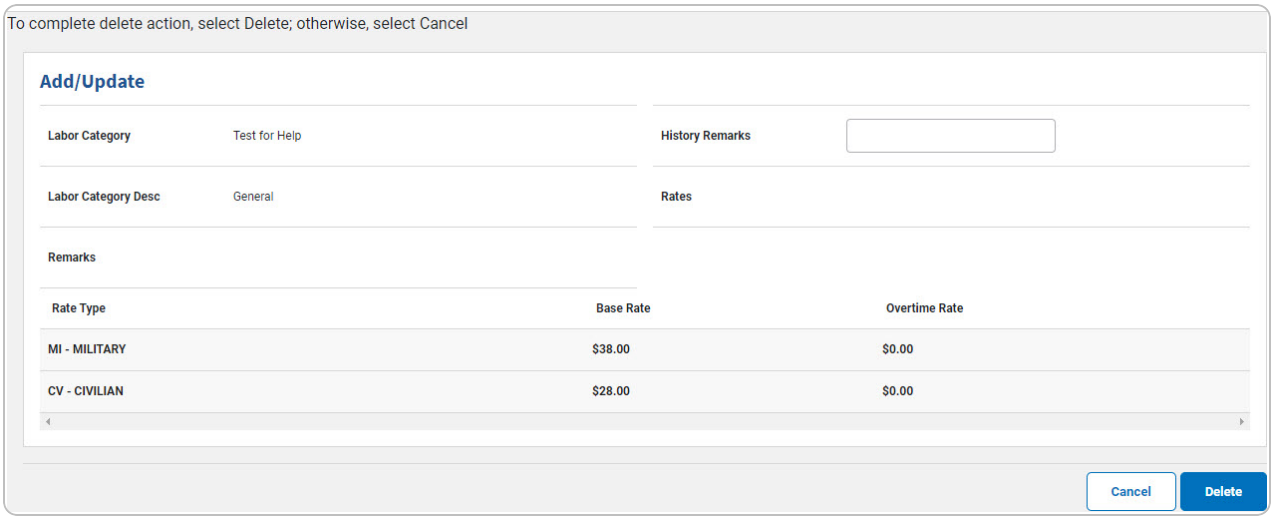
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Labor Category

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

1. Select the Delete hyperlink. *The **Labor Category Delete** page appears.*



A. *Verify the Labor Category.*

B. *Verify the LABOR CATEGORY DESC.*

C. *Verify the Remarks.*

D. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

E. *Verify the Rates.*

F. *Verify the Rate Type.*

G. *Verify the Base Rate.*

H. *Verify the Overtime Rate.*

2. Select Delete. *The **Labor Category Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Labor Category Rate is attached to Team Member(s). Cannot Delete.	Invalid Deletion. A Labor Category Rate cannot be deleted if an attachment to one or more Team Members exists. Review the Labor Category again, and remove any remaining associated Team Member(s) so the record can be deleted.

Related Topics

- Search for a Labor Category — Criteria
- Search for a Labor Category — Results
- Add a Labor Category
- Update a Labor Category
- View the Labor Category Transaction Status
- Export a Labor Category Report

View the Labor Category Transaction Status

Overview

The Labor Category Transaction Status process displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Labor Category > Search Criteria > *Various Procedural Steps* > Labor Category Transaction Status page

Page Fields

The following fields display on the **Labor Category Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

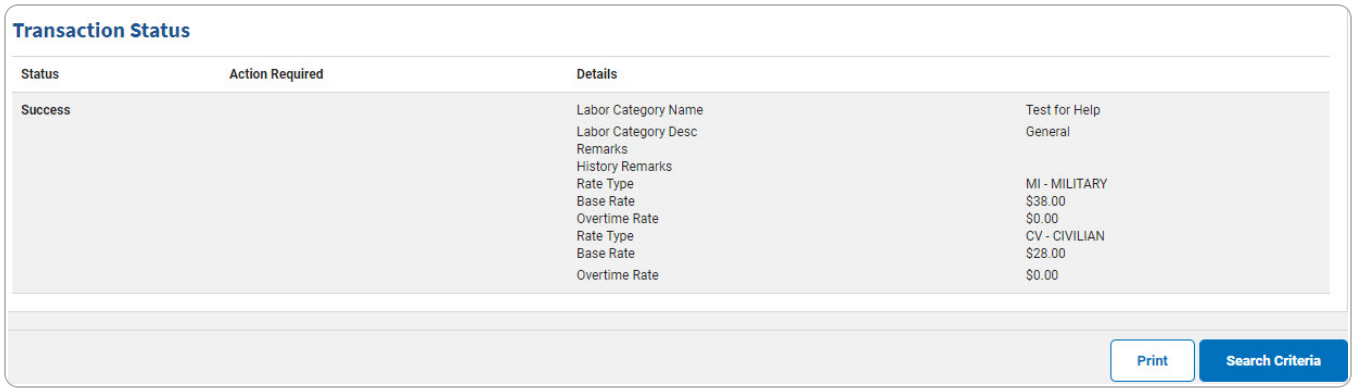
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Labor Category Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Labor Category Report Export** page appears.*
5. Select Search Criteria. *The **Labor Category Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Labor Category — Criteria
- Search for a Labor Category — Results
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- Export a Labor Category Report

Export a Labor Category Report

Overview

The Labor Category Report Export process provides the ability to save the Labor Category in different formats.

Navigation

Master Data > Labor Category > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Labor Category Report Export page

Page Fields

The following fields display on the **Labor Category Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

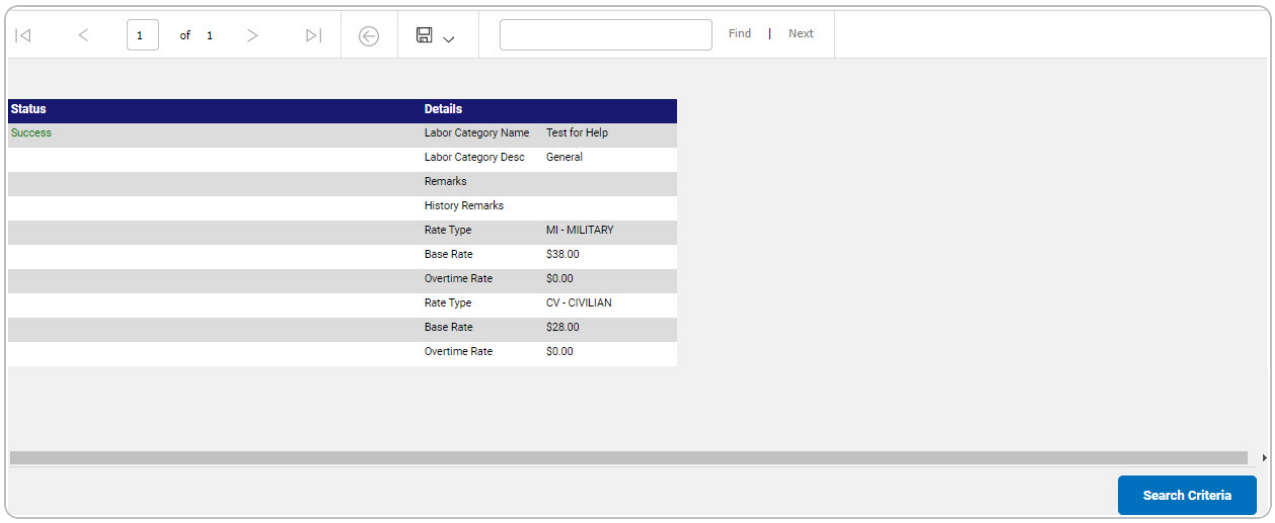
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Labor Category Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Labor Category Search 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Labor Category Search Criteria** page appears.*

Related Topics

- Search for a Labor Category — Criteria
- Search for a Labor Category — Results
- Add a Labor Category
- Update a Labor Category
- Delete a Labor Category
- View the Labor Category Transaction Status

Search for an Operator/Technician — Criteria

Overview

The Maintenance and Utilization module Operator/Technician process provides the ability to add, update, and delete Operator and Technician information, designate personnel as Operators and/or Technicians, and associate the corresponding Licenses and/or Certifications to the designated personnel.
The Operator/Technician Identifier (OPR/TECH ID), an alias for the Operator/Technician Name, is an unique value within a Maintenance Activity and cannot be duplicated. The OPR/TECH ID is used in assigning Operators to Dispatches and Technicians to Work Orders.
When creating a plan for assigning the OPR/TECH IDS, the concept is to devise a schema that is easily remembered. The following is an example of a possible schema:
Example: A concept that would work well is using the first three characters of the person's last name and the first three characters of the first name followed by a two digit sequential number. An example would be a person with the name of 'John Smith' having an Id of 'smijoh01'.

Note

Certifications and Licensing must be built before they can be used in association with Operators and Technicians to denote the skill(s)/license(s) of the Operator/Technician.

Navigation

Master Data > Operator/Technician > Operator/Technician Search Criteria page

Page Fields

The following fields display on the **Operator/Technician Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Opr/Tech Id
Opr/Tech Cd
Last Name
First Name
Cost Center

Search Results Grid

Update
Delete
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Cost Center

Procedures

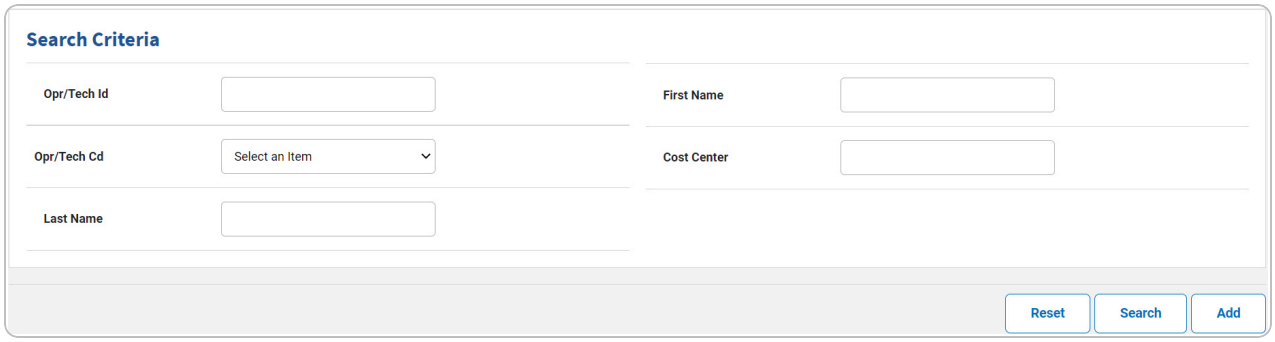
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Operator/Technician

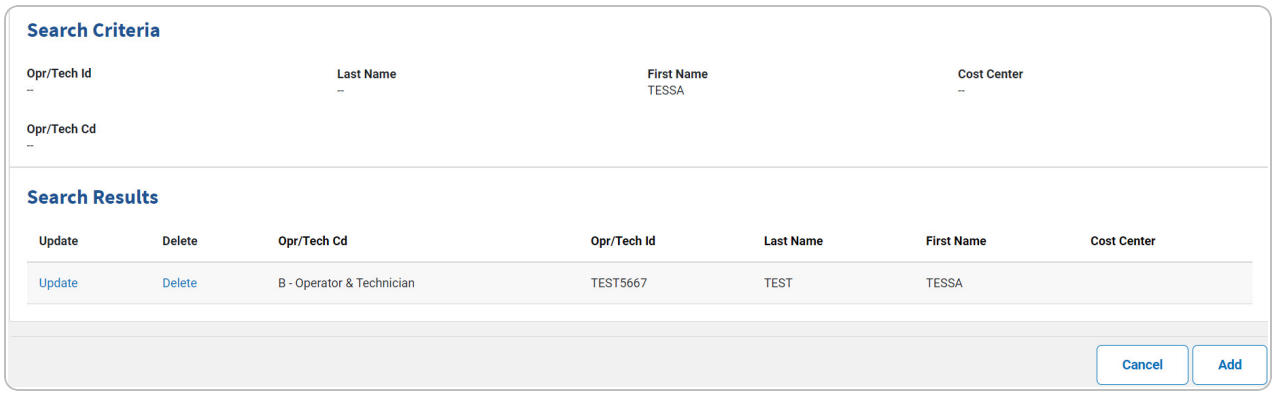
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.



- Enter the OPR/TECH ID in the field provided. *This is a 25 alphanumeric character field.*
- Use to select the Opr/Tech Cd.
- Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*

2. Click Search. *The **Operator/Technician Search Results** page appears.*



Add an Operator/Technician

1. Enter the OPR/TECH ID in the field provided. *This is a 25 alphanumeric character field.*
2. Use to select the Opr/Tech Cd.
3. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

4. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
5. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
6. Click Add. *The **Operator/Technician Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for an Operator/Technician — Results
- Add an Operator/Technician
- Update an Operator/Technician
- Delete an Operator/Technician
- View the Operator/Technician Transaction Status
- Export an Operator/Technician Report

Search for an Operator/Technician — Results

Overview

The Operator/Technician Search Results process provides the ability to display records found and sorted in ascending order by Last Name. Column headers can be sorted in any order by selecting the underscored column header. An Update and Delete hyperlink are provided to display the page for the action selected.

Navigation

Master Data > Operator/Technician > Search Criteria > Search > Operator/Technician Search Results page

Page Fields

The following fields display on the **Operator/Technician Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Opr/Tech Id
Opr/Tech Cd

Last Name
First Name
Cost Center

Search Results Grid

Update
Delete
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Cost Center

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update an Operator/Technician

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

Select the Update hyperlink of the desired Operator/Technician. *The* ***Operator/Technician Update*** *page appears.*

Delete an Operator/Technician

Select the Delete hyperlink for the desired Operator/Technician. *The* ***Operator/Technician Delete*** *page appears.*

Add an Operator/Technician

Select Add. *The* ***Operator/Technician Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
613 — Primary Technician is attached to open work order (s). Cannot delete.	Invalid deletion. Cannot delete a Primary Technician that is assigned to an open work order. Re-select the Technician.

Related Topics

- Search for an Operator/Technician — Criteria
- Add an Operator/Technician
- Update an Operator/Technician
- Delete an Operator/Technician
- View the Operator/Technician Transaction Status
- Export an Operator/Technician Report

Add an Operator/Technician

Overview

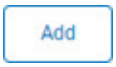
The Operator/Technician Add process provides the ability to create a new Operator/Technician entry.

Errors on the Certificate/License Tab are displayed by hovering over the column header containing the word *Error(s)*.

On the Add grid, the following sections are available for data entry:

- Personnel Info Section – General information about the Operator or Technician.
- Available Certificate(s)/License(s) Tab – Allows the addition of credentials for each Operator or Technician.
- Labor Categories Tab – Provides the ability to specify hourly rates using previously established Labor Categories.
- Schedule - Provides the ability to create a schedule for each Operator or Technician.

Navigation

Master Data > Operator/Technician > Search Criteria > 

> Operator/Technician Add page

Page Fields

The following fields display on the **Operator/Technician Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Add Grid (Personnel INFO)

Opr/Tech Cd *
Opr/Tech Id *
ELMS User Id
Tour Of Duty
Last Name *
First Name *
Loc
Cost Center
DSN
Phone Nbr
Mobile Phone Nbr
E-Mail Address
Rate Type Assoc

Rate Type Assoc Checkbox Options

CV - CIVILIAN
MI - MILITARY

Remarks
History Remarks

Available Certificate(s)/License(s) Tab

Select
Cert Type
Cert/License Name
Issued By

Expr Dt
Error(s)

Labor Categories Tab

Edit
Labor Category
Rate Type
Base Rate
Overtime Rate

Schedule Tab

Day
Available
Start Time
End Time

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add an Operator/Technician

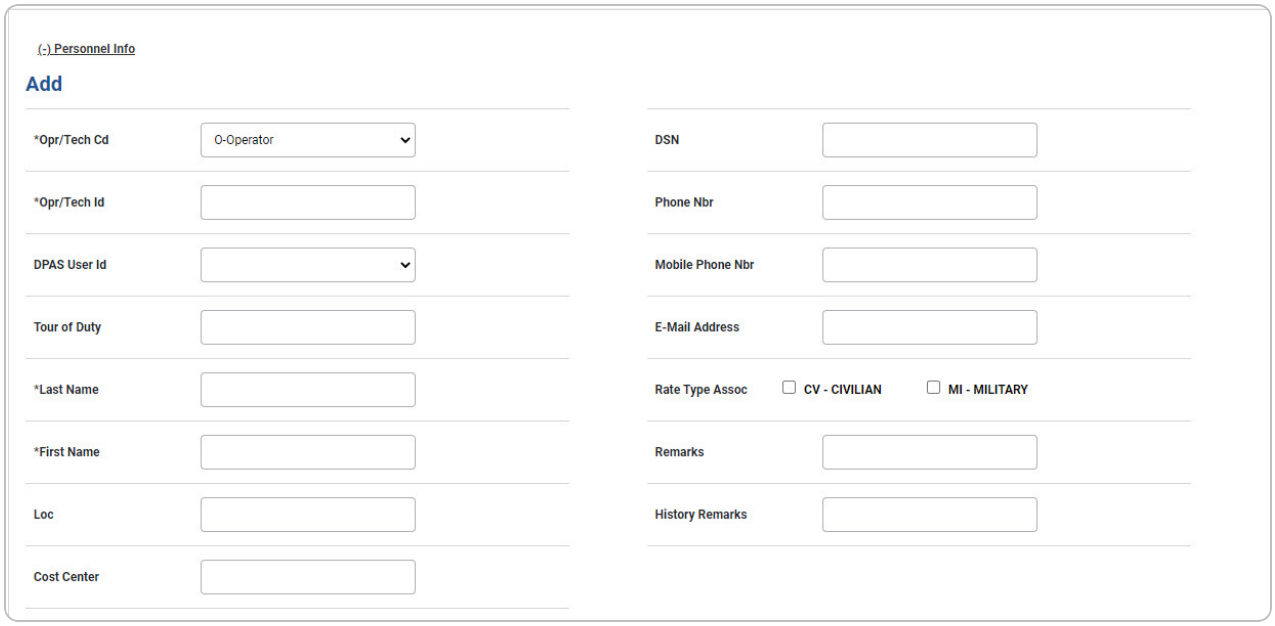
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

Helpful Tip

Select Personnel Info to hide/display the upper section.

1. Select Add. *The **Operator/Technician Add** page appears.*



A. Use to select the Opr/Tech Cd.

B. Enter the OPR/TECH ID in the field provided. *This is a 25 alphanumeric character field.*

C. Use to select the ELMS User Id.

D. Enter the Tour of Duty in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

F. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

G. Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

J. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

M. Click to select the Rate Type ASSOC.

a. Click to select the CV - Civilian. *This classifies the Operator/Technician as a civilian.*

b. Click to select the MI - Military. *This classifies the Operator/Technician as military.*

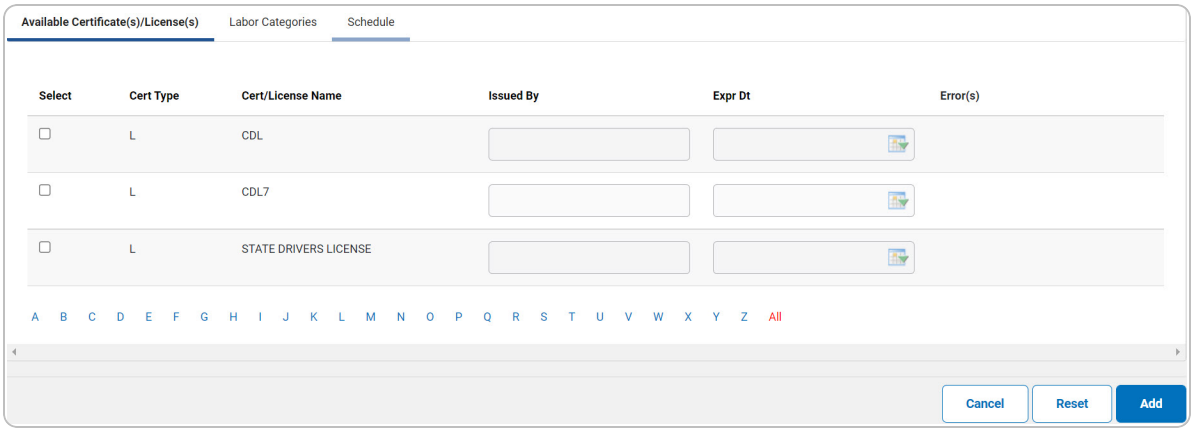
N. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

P. Select Add. *The **Operator/Technician Transaction Status** page appears.*

OR

Select the Available Certificate(s)/License(s) tab to continue adding information.



a. Select of the desired certificate or license. *The Issued By and EXPR DT fields become available.*

b. *The CERT Type automatically populates and is not editable.*

c. *The CERT/LICENSE NAME automatically populates and is not editable.*

d. Enter the Issued By in the field provided. *This is a 30 alphanumeric character field.*

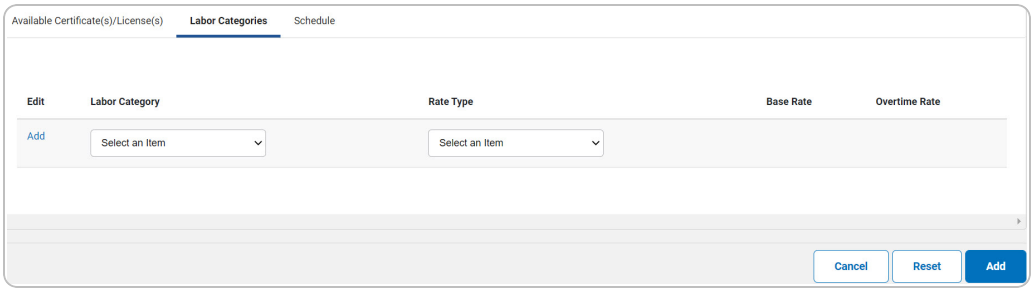
e. Enter the EXPR DT in the field provided. *This is a 8 alphanumeric character field.*

f. *The Error(s) automatically populates and is not editable.*

Select Add. *The **Operator/Technician Transaction Status** page appears.*

g. **OR**

Select the Labor Categories tab to continue adding information.



1. Select the Labor Categories tab. *The Labor Categories tab appears.*

Note

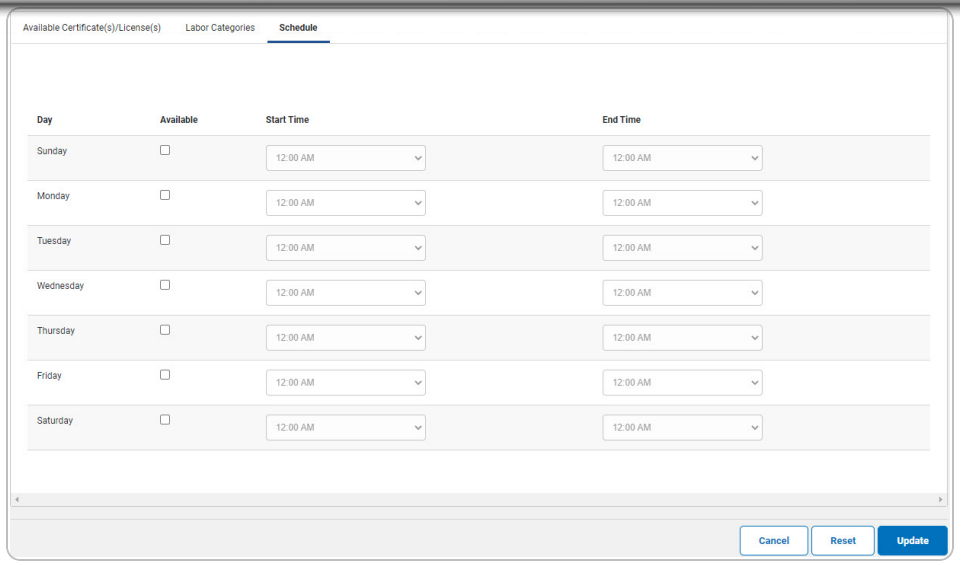
The Labor Categories fields appear and allow data entry once the Rate Type Assoc is selected.

2. Use to select the Labor Category.
3. Use to select the Rate Type.
4. *The Base Rate automatically populates and is not editable.*
5. *The Overtime Rate automatically populates and is not editable.*
6. Select the Add hyperlink. *The row becomes read-only and is added to the Labor Categories grid.*

   Select Add. *The **Operator/Technician Transaction Status** page appears.*

7. **OR**

   Select the Schedule tab to continue adding information.



A. Click ☐ in the Available field to select the Day to schedule.

B. Use ⌄ to select the Start Time.

C. Use ⌄ to select the End Time.

D. Repeat Steps A-C for each day as needed.

E. Select Add. *The* ***Operator/Technician Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
893 — Entry must be >= Current Date.	Invalid Entry. Entry must be either today or a date farther in the future. Select and choose a later date and time.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Last Name and First Name*.	
13 — Mandatory Entry: *Labor Category*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Opr/Tech Id*.	
xxxx — Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.	Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
614 — Expr Dt must be < 6 months before current date.	Invalid Date. Expiration Dt must be between 6 months ago and today's date. Re-enter the date.
620 — Certificate/License Info Section contains errors. Must correct to continue.	Invalid Entry. The Certificate/License Info Section must be error-free. Correct the section to continue.
xxxx — Shift start and end times cannot overlap and cannot have gaps. Shifts must cover an entire 24 hour day.	• Shift Start Times and End Times cannot overlap. • Shift Start Times and End Times cannot have gaps. • One of the shifts must be chosen as the default shift.

615 — Entry contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Re-enter the entry.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
2 — Invalid Entry: E-Mail Address	Invalid Entry. The E-Mail Address entered is incorrect. Re-enter the E-Mail Address.

Related Topics

- Search for an Operator/Technician — Criteria
- Search for an Operator/Technician — Results
- Update an Operator/Technician
- Delete an Operator/Technician
- View the Operator/Technician Transaction Status
- Export an Operator/Technician Report

Update an Operator/Technician

Overview

The Operator/Technician Update process allows editing of records to designate personnel as Operators and/or Technicians and associate the corresponding Licenses and/or Certifications, respectively.
The Available Certificate(s)/License(s) tab provides an alphabetical listing of Available Certificate(s)/License(s) to add to a record. A *No Certificate(s)/License(s) Available* displays when no records exist.
The Operator Technician Update page allows modification to fields in the following sections:

- Personnel Info - general information about the Operator or Technician.
- Available Certificate(s)/License(s) Tab - Allows for the addition of credentials for each Operator or Technician.
- Labor Categories Tab - Provides the ability to specify hourly rates using previously established Labor Categories.
- Schedule - Provides the ability to create a schedule for each Operator or Technician.

Navigation

Master Data > Operator/Technician > Search Criteria > Search > Search Results > Update hyperlink > Operator/Technician Update page

Page Fields

The following fields display on the **Operator/Technician Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid (Personnel INFO)

Opr/Tech Cd *
Opr/Tech Id *
ELMS User ID
Tour Of Duty
Last Name *
First Name *
Loc
Cost Center
DSN
Phone Nbr
Mobile Phone Nbr
E-Mail Address
Rate Type Assoc

Rate Type Assoc Checkbox Options

CV - CIVILIAN
MI - MILITARY

Remarks
History Remarks

Available Certificate(s)/License(s) Tab

Select
Cert Type
Cert/License Name
Issued By

Expr Dt
Error(s)

Labor Categories Tab

Edit
Labor Category
Rate Type
Base Rate
Overtime Rate

Schedule Tab

Day
Available
Start Time
End Time

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update an Operator/Technician

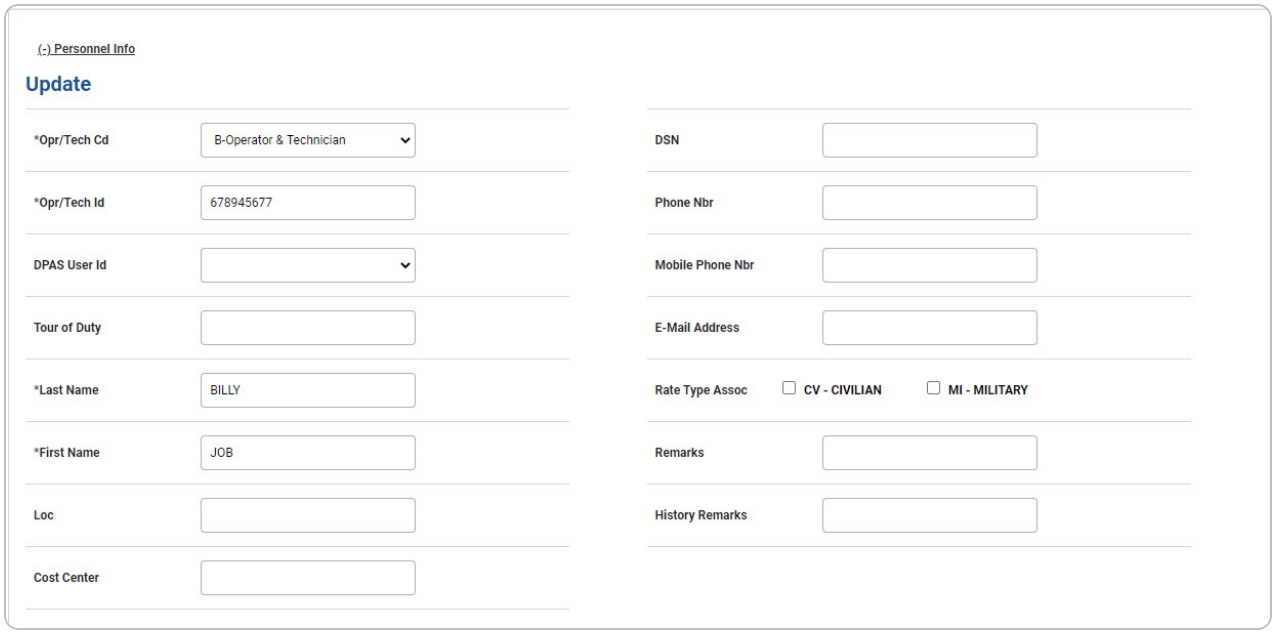
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

Helpful Tip

Select Personnel Info to hide/display the upper section.

1. Select the Update hyperlink. *The **Operator/Technician Update** page appears.*



A. Update the Opr/Tech Cd, using ⌄ to select the desired code.

B. Update the OPR/TECH ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*

C. Update the ELMS User Id, using ⌄ to select the desired identifier.

D. Update the Tour of Duty, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

F. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

G. Update the LOC, entering the revised location in the field provided. *This is a 20 alpha-numeric character field.*

H. Update the Cost Center, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

I. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

J. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

K. Update the Mobile PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

L. Update the E-MAIL Address, entering the revised e-mail in the field provided. *This is a 65 alphanumeric character field.*

M. Verify the Rate Type ASSOC contains the appropriate ☑ or ☐. *This determines the classification of the Operator/Technician.*

a. Verify the CV - Civilian contains the appropriate ☑ or ☐. *This classifies the Operator/Technician as a civilian.*

b. Verify the MI - Military contains the appropriate ☑ or ☐. *This classifies the Operator/Technician as military.*

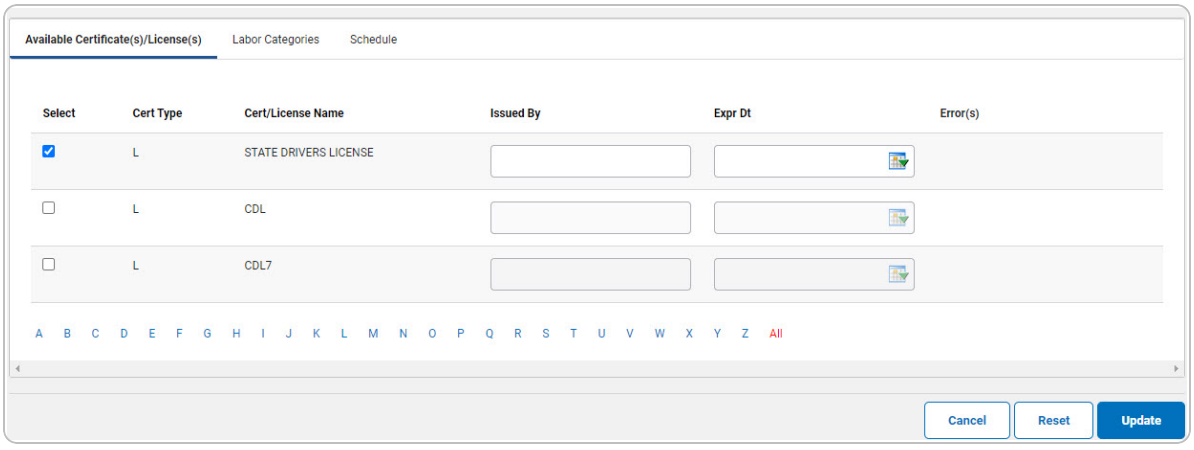
N. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

P. Select Update. *The **Operator/Technician Transaction Status** page appears.*

OR

Select the Available Certificate(s)/License(s) tab to continue adding information.



a. Verify the Select contains the appropriate ☑ or ☐. *The Issued By and EXPR DT fields become available.*

b. *Verify the CERT Type.*

c. *Verify the CERT/LICENSE NAME.*

d. Update the Issued By, entering the revised information in the field provided. *This is a 30 alphanumeric character field.*

e. Update the EXPR DT, using or entering the date (MM/DD/YYYY) in the field provided.

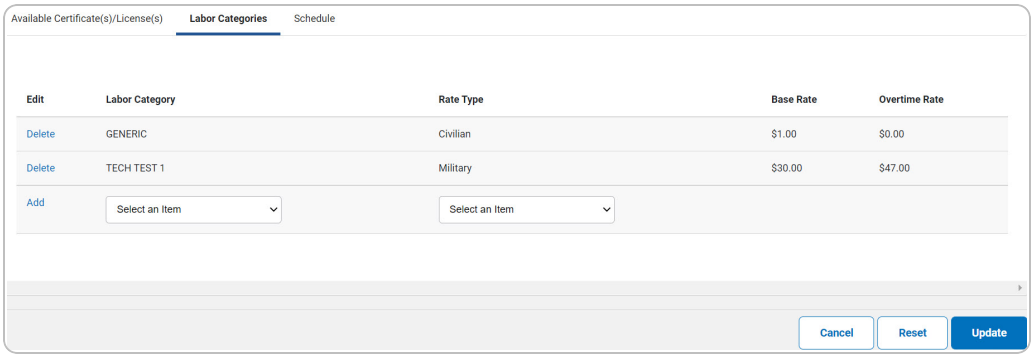
f. *Verify the The Error(s).*

Select Update. *The **Operator/Technician Transaction Status** page appears.*

g.

OR

Select the Labor Categories tab to continue adding information.



Note

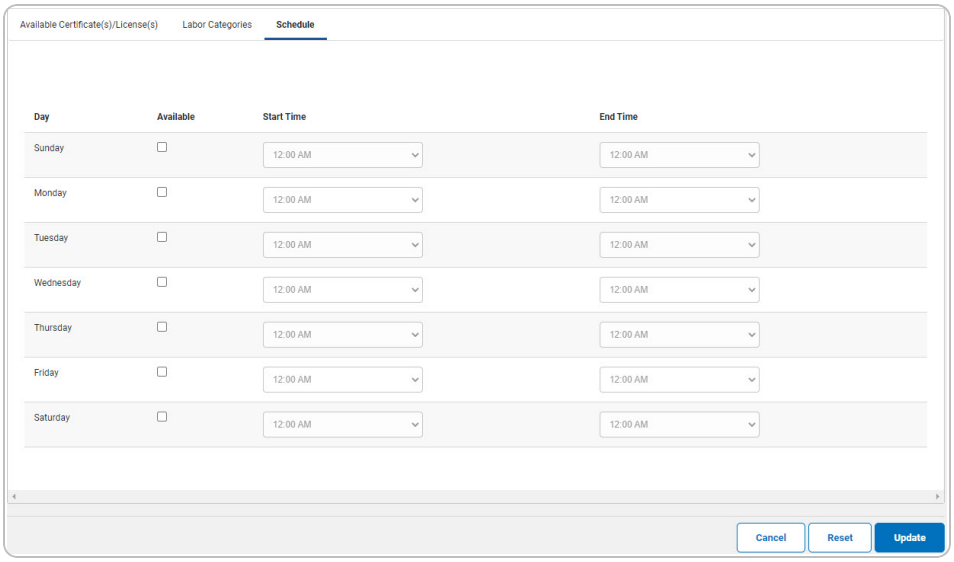
The Labor Categories fields appear and allow data entry once the Rate Type ASSOC is selected.

1. Update the Labor Category, using to select the desired category.
2. Update the Rate Type, using to select the desired rate designation.
3. *Verify the Base Rate.*
4. *Verify the Overtime Rate.*
5. Select the Add hyperlink. *The row becomes read-only and is added to the Labor Categories grid.*

Select Update. *The **Operator/Technician Transaction Status** page appears.*

6. **OR**

Select the Schedule tab to continue adding information.



A. Click ☐ in the Available field to select the Day to schedule.

B. Update the Start Time, using ⌄ to select the desired time.

C. Update the End Time, using ⌄ to select the desired time.

D. Repeat Steps 1-3 for each day as needed.

E. Select Update. *The **Operator/Technician Transaction Status** page appears.*

To Remove an Existing Labor Category

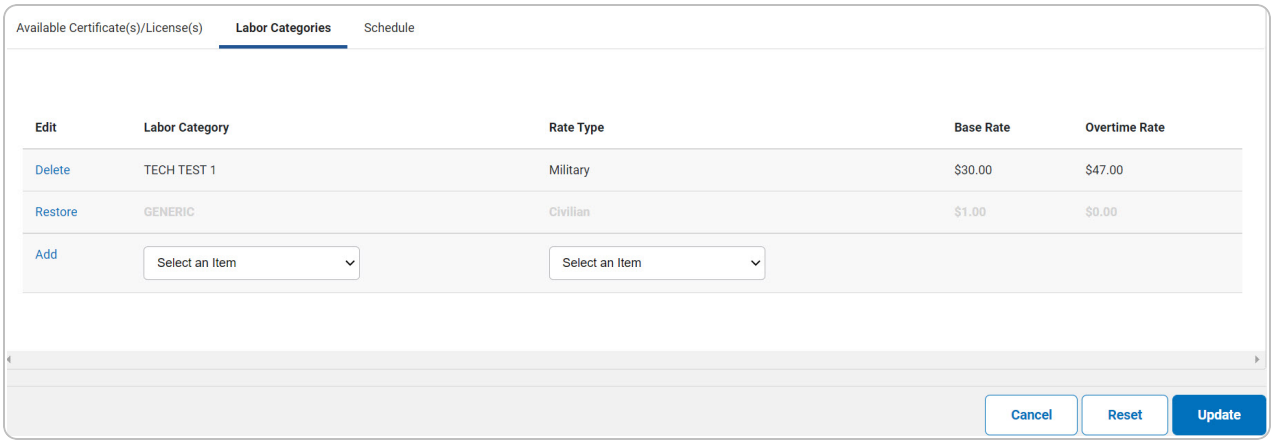
Selecting Cancel at any point of this procedure removes all revisions and closes the page.
***Bold** numbered steps are required.*

Selecting Reset at any point of this procedure returns all fields to the default setting.

1. Select the Delete hyperlink of the desired row. *The Delete hyperlink changes to a Restore hyperlink and the row becomes read-only.*

Note

To restore the deleted row, select the Restore hyperlink.



2. Select Update. *The **Operator/Technician Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
893 — Entry must be >= Current Date.	Invalid Entry. Entry must be either today or a date farther in the future. Select and choose a later date and time.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Last Name and First Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Labor Category*.	
xxxx — Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.	Name contains invalid special characters. Valid special characters are, "-", comma, period, space, and apostrophe.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
614 — Expr Dt must be < 6 months before current date.	Invalid Date. Expiration Dt must be between 6 months ago and today's date. Re-enter the date.
620 — Certificate/License Info Section contains errors. Must correct to continue.	Invalid Entry. The Certificate/License Info Section must be error-free. Correct the section to continue.

xxxx — Shift start and end times cannot overlap and cannot have gaps. Shifts must cover an entire 24 hour day.	• Shift Start Times and End Times cannot overlap. • Shift Start Times and End Times cannot have gaps. • One of the shifts must be chosen as the default shift.
615 — Entry contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Re-enter the entry.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
617 — Record was previously deleted. Must use Add to reactivate.	Invalid Entry. The record needs to be added to reactive. Re-enter the entry.
618 — Certification(s) will be deleted with OPR/TECH CD selected. Use Update to continue.	The Operator/Technician Code is changed and has certification(s) associated with the original code. Review the information and use Update to continue.
619 — License(s) will be deleted with OPR/TECH CD selected. Use Update to continue.	The Operator/Technician Code is changed and has license(s) associated with the original code. Review the information and use Update to continue.

Related Topics

- Search for an Operator/Technician — Criteria
- Search for an Operator/Technician — Results
- Add an Operator/Technician
- Delete an Operator/Technician
- View the Operator/Technician Transaction Status
- Export an Operator/Technician Report

Delete an Operator/Technician

Overview

The Operator/Technician Delete process allows removal of a record of any Operators/Technicians that are on the same maintenance activity as the logged-in user.

Note

A Primary Technician **cannot be deleted** if they are attached to open Work Order(s). (Primary Technicians are designated during the Work Order Add/Update processes).

Navigation

Master Data > Operator/Technician > Search Criteria > Search > Search Results > Delete hyperlink > Operator/Technician Delete page

Page Fields

The following fields display on the **Operator/Technician Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Delete Grid (Personnel INFO)

Opr/Tech Cd *
Opr/Tech Id *
ELMS User Id
Tour Of Duty
Last Name *
First Name *
Loc
Cost Center
DSN
Phone Nbr
Mobile Phone Nbr
E-Mail Address
Rate Type Assoc

Rate Type Assoc Checkbox Options

CV - CIVILIAN
MI - MILITARY

Remarks
History Remarks

Available Certificate(s)/License(s) Tab

Select
Cert Type
Cert/License Name
Issued By
Expr Dt
Error(s)

Labor Categories Tab

Edit
Labor Category
Rate Type
Base Rate
Overtime Rate

Schedule Tab

Day
Available
Start Time
End Time

(*) Asterisk identifies mandatory fields.

Procedures

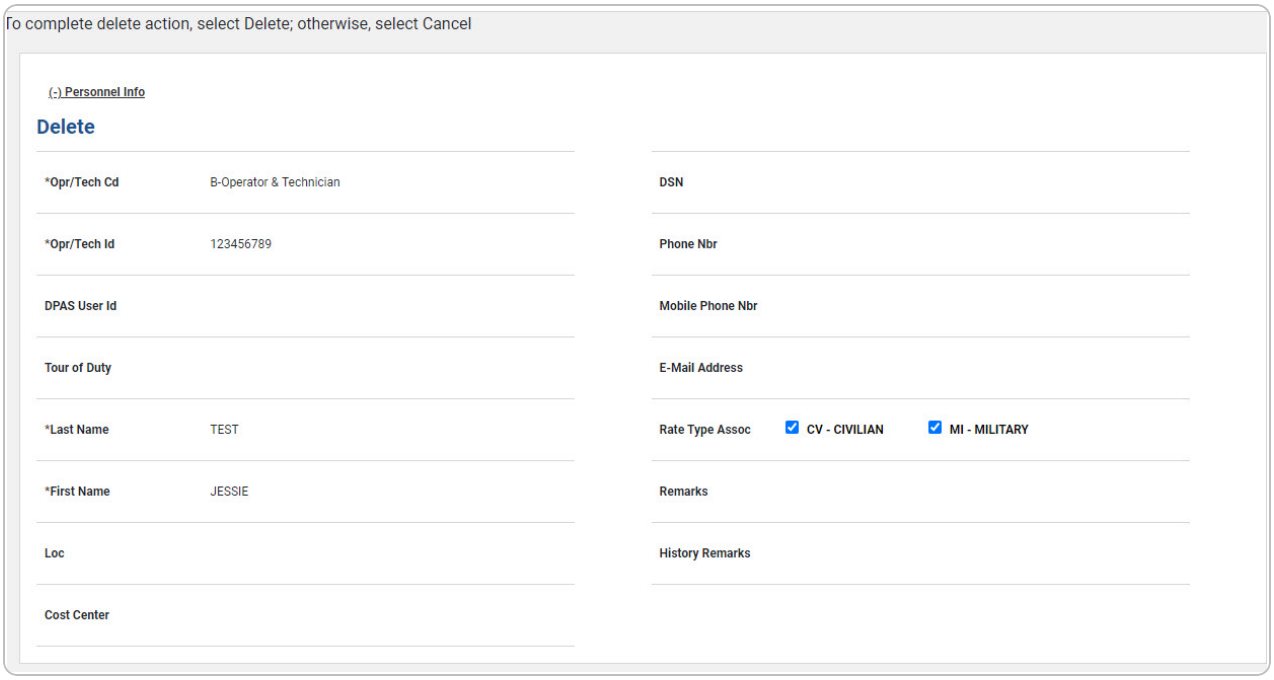
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete an Operator/Technician

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

1. Select the Delete hyperlink. *The **Operator/Technician Delete** page appears.*



A. *Verify the OPR/TECH CD.*

B. *Verify the OPR/TECH ID.*

C. *Verify the ELMS USER ID.*

D. *Verify the Tour of Duty.*

E. *Verify the Last Name.*

F. *Verify the First Name.*

G. *Verify the LOC.*

H. *Verify the Cost Center.*

I. *Verify the DSN.*

J. *Verify the Phone NBR.*

K. *Verify the Mobile Phone NBR.*

L. *Verify the E-MAIL Address*

M. *Verify the Rate Type ASSOC.*

A. Verify the CV - Civilian contains the appropriate ☑ or ☐. *This classifies the Operator/Technician as a civilian.*

B. Verify the MI - Military contains the appropriate ☑ or ☐. *This classifies the Operator/Technician as military.*

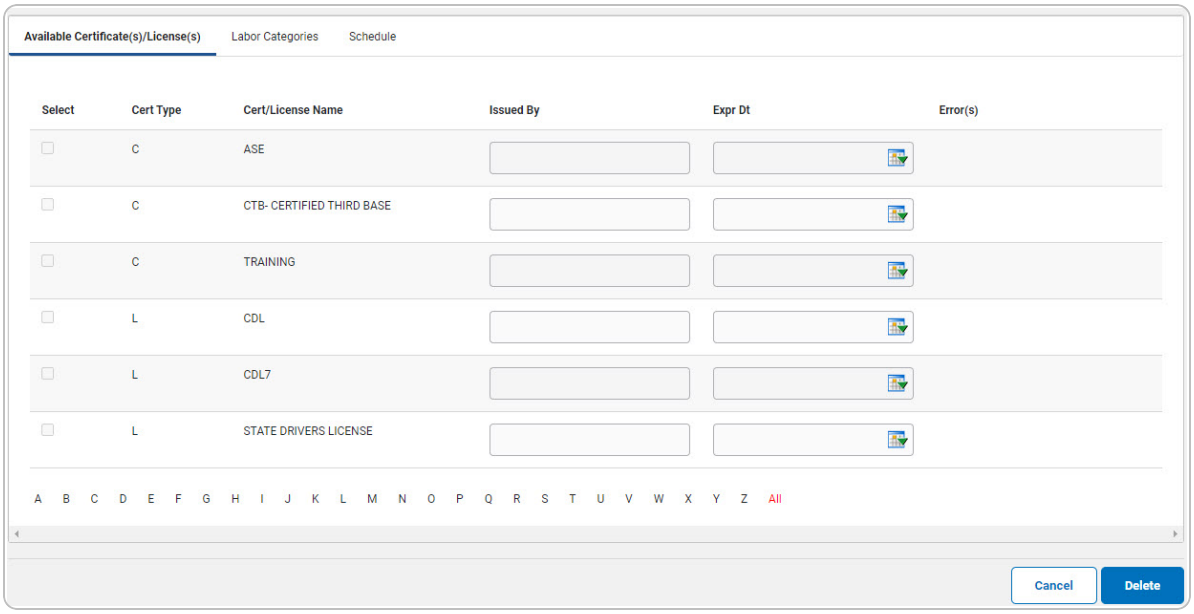
N. *Verify the Remarks.*

O. *Verify the History Remarks.*

P. Select Delete. *The **Operator/Technician Transaction Status** page appears.*

OR

Select the Available Certificate(s)/License(s) tab to continue verifying information.



a. *Verify the Select.*

b. *Verify the CERT Type.*

c. *Verify the CERT/License(s).*

d. *Verify the Issued By.*

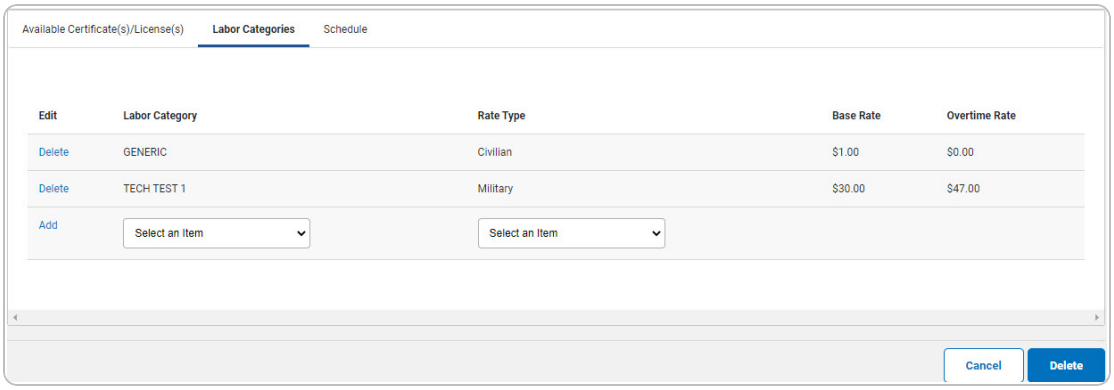
e. *Verify the EXPR DT.*

f. *Verify the Error(s).*

Select Delete. *The **Operator/Technician Transaction Status** page appears.*

g. **OR**

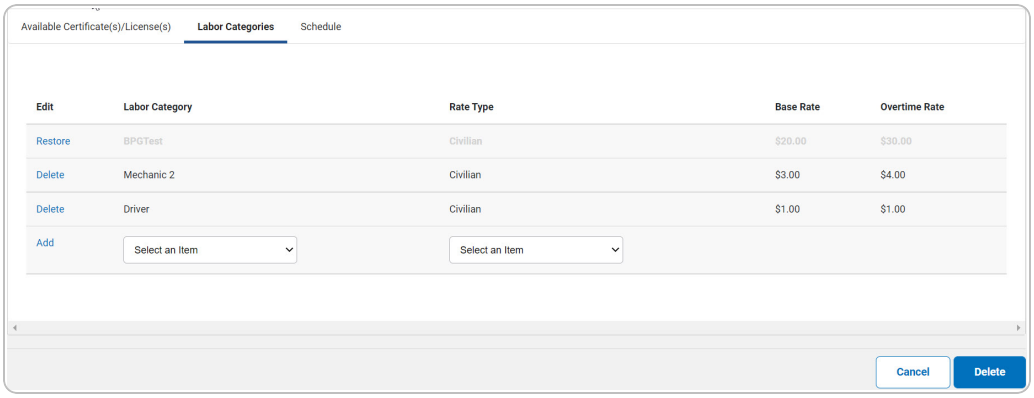
Select the Labor Categories tab to continue verifying information.



1. Select the Delete hyperlink of the desired row. *The Delete hyperlink changes to a Restore hyperlink and the row becomes read-only.*

Note

To restore the deleted row, select the Restore hyperlink.

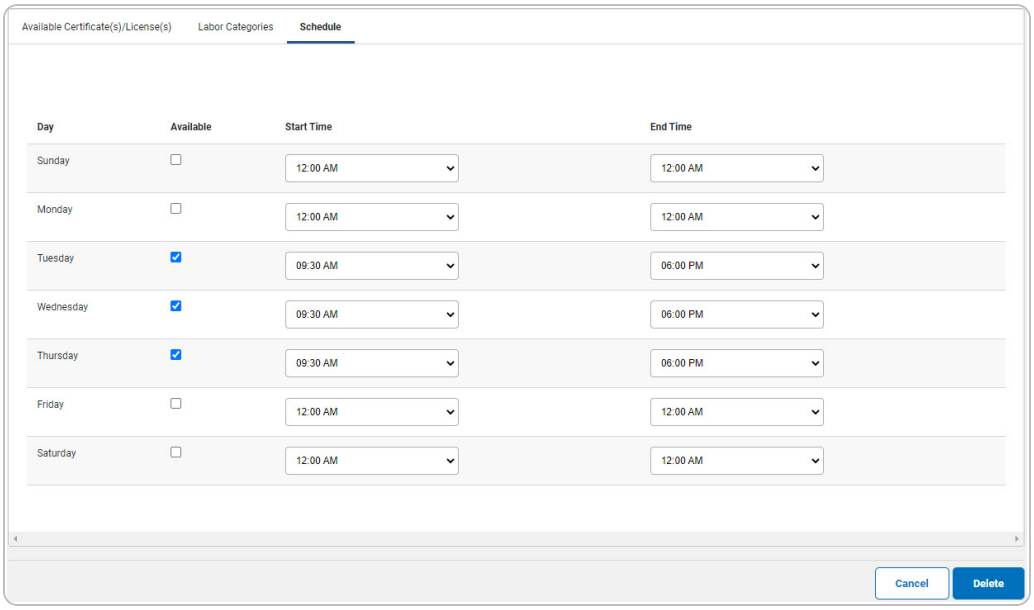


2. *Verify the Labor Category.*
3. *Verify the Rate Type.*
4. *Verify the Base Rate.*
5. *Verify the Overtime Rate.*

Select Delete. *The **Operator/Technician Transaction Status** page appears.*

6. **OR**

Select the Schedule tab to continue verifying information.



A. Verify the Available contains the appropriate ☑ or ☐. *The Day is selected and the Start Time and End Time fields become available to schedule.*

B. *Verify the Start Time.*

C. *Verify the End Time.*

D. Select Delete. *The **Operator/Technician Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an Operator/Technician — Criteria
- Search for an Operator/Technician — Results
- Add an Operator/Technician
- Update an Operator/Technician
- View the Operator/Technician Transaction Status
- Export an Operator/Technician Report

View the Operator/Technician Transaction Status

Overview

The Operator/Technician Transaction Status process displays a verification of the creations, updates, and deletions performed.

Navigation

Master Data > Operator Technician > Search Criteria > *Various Procedural Steps* > Operator/Technician Transaction Status page

Page Fields

The following fields display on the **Operator/Technician Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

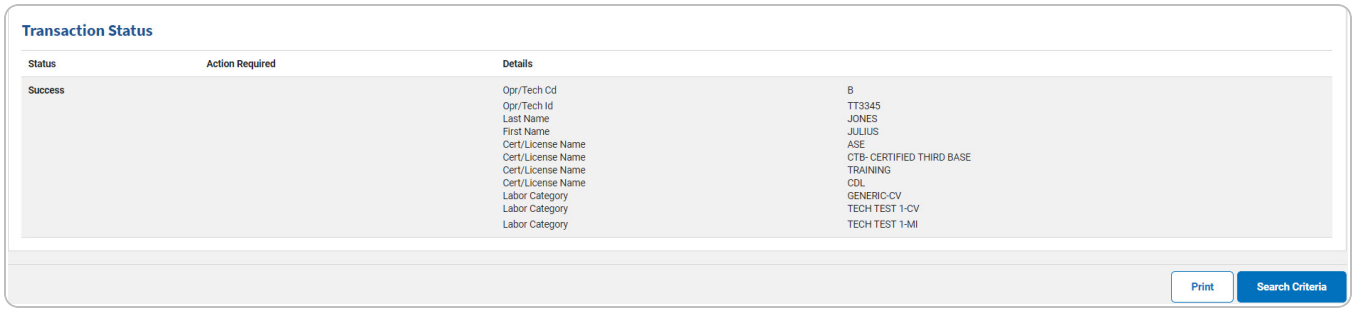
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Operator/Technician Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Operator/Technician Report Export** page appears.*
5. Select Search Criteria. *The **Operator/Technician Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Operator/Technician — Criteria
- Search for an Operator/Technician — Results
- Add an Operator/Technician
- Update an Operator/Technician
- Delete an Operator/Technician
- Export an Operator/Technician Report

Export an Operator/Technician Report

Overview

The Operator/Technician Report Export process provides the ability to save the Operator/Technician in different formats.

Navigation

Master Data > Operator/Technician > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Operator/Technician Report Export page

Page Fields

The following fields display on the **Operator/Technician Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

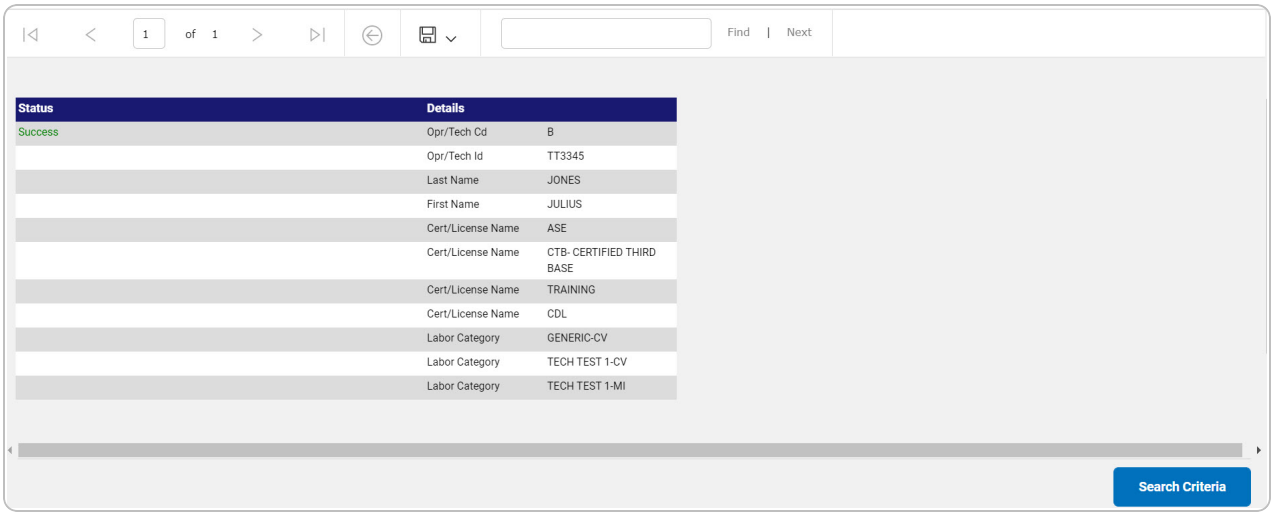
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Operator/Technician Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Operator/Technician Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select [Search Criteria]. *The **Operator/Technician Search Criteria** page appears.*

Related Topics

- Search for an Operator/Technician — Criteria
- Search for an Operator/Technician — Results
- Add an Operator/Technician
- Update an Operator/Technician
- Delete an Operator/Technician
- View the Operator/Technician Transaction Status

Search for a Maintenance Team — Criteria

Overview

The Maintenance and Utilization module Maintenance Team process provides the ability to set up and maintain a team of maintenance technicians assigned to maintenance Work Orders. Any technician in the same logged-in Maintenance Activity (MA) is eligible for assignment.

Navigation

Master Data > Maintenance Team > Maintenance Team Search Criteria page

Page Fields

The following fields display on the **Maintenance Team Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
350	Enter TEAM ID or Team Name, or leave blank to perform Search.
351	One Team Member must be assigned to Add TEAM ID.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Team Id
Team Name

Search Results Grid

Update
Delete
Team Id
Team Name

Procedures

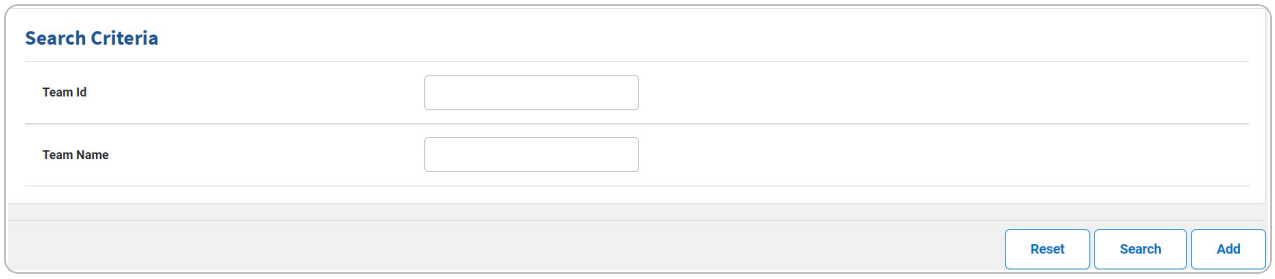
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Team

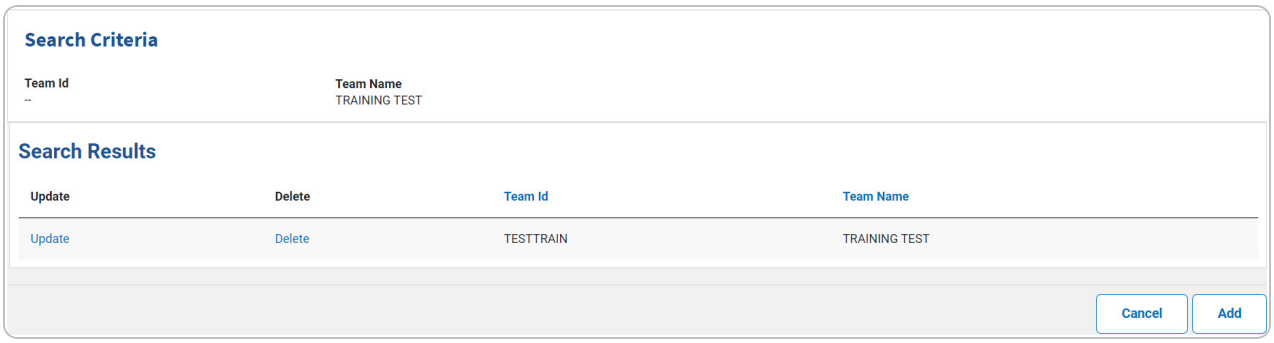
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the TEAM ID in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Team Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Maintenance Team Search Results** page appears.*



Add a Maintenance Team

Select Add. *The **Maintenance Team Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
606 — TEAM ID and Team Name cannot be entered together as Search Criteria.	Invalid Entry. TEAM ID and Team Name cannot be entered together as search criteria. Remove one to continue with the search.

Related Topics

- Search for a Maintenance Team — Results
- Add a Maintenance Team
- Update a Maintenance Team
- Delete a Maintenance Team
- View the Maintenance Team Transaction Status
- Export a Maintenance Team Report

Search for a Maintenance Team — Results

Overview

The Maintenance Team Search Results process provides the ability to update, delete or add a maintenance team.

Navigation

Master Data > Maintenance Team > Search Criteria > Search > Maintenance Team Search Results page

Page Fields

The following fields display on the **Maintenance Team Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Team Id
Team Name

Search Results Grid

Update
Delete
Team Id
Team Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Team

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

Select the Update hyperlink. *The* ***Maintenance Team Update*** *page appears.*

Delete a Maintenance Team

Select the Delete hyperlink. *The* ***Maintenance Team Delete*** *page appears.*

Add a Maintenance Team

Select Add. *The* ***Maintenance Team Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
607 — TEAM ID has open work order(s). Cannot delete.	Verify TEAM ID selected is correct and take required action to remove associated Work Order. Select Maintenance > Work Order to

	remove associated Work Order.
608 — TEAM ID has associated MAINT SCHEDULE(s). Cannot delete.	Verify TEAM ID selected is correct and take required action to remove associated Maintenance Schedule. Maintenance > Sched Prevent Maint.

Related Topics

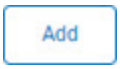
- Search for a Maintenance Team — Criteria
- Add a Maintenance Team
- Update a Maintenance Team
- Delete a Maintenance Team
- View the Maintenance Team Transaction Status
- Export a Maintenance Team Report

Add a Maintenance Team

Overview

The Maintenance Team Add process provides the ability to create a new team of Maintenance Technicians which will be assigned to Maintenance Work Orders.

Navigation

Master Data > Maintenance Team > Search Criteria > 

> Maintenance Team Add page

Page Fields

The following fields display on the **Maintenance Team Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
351	One Team Member must be assigned to Add TEAM ID.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Add Grid

Team Id *
Team Name *

Available Personnel Grid

Add
Team Lead
First Name
Last Name

Assigned Team Members Grid

Remove
Team Lead
First Name
Last Name

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

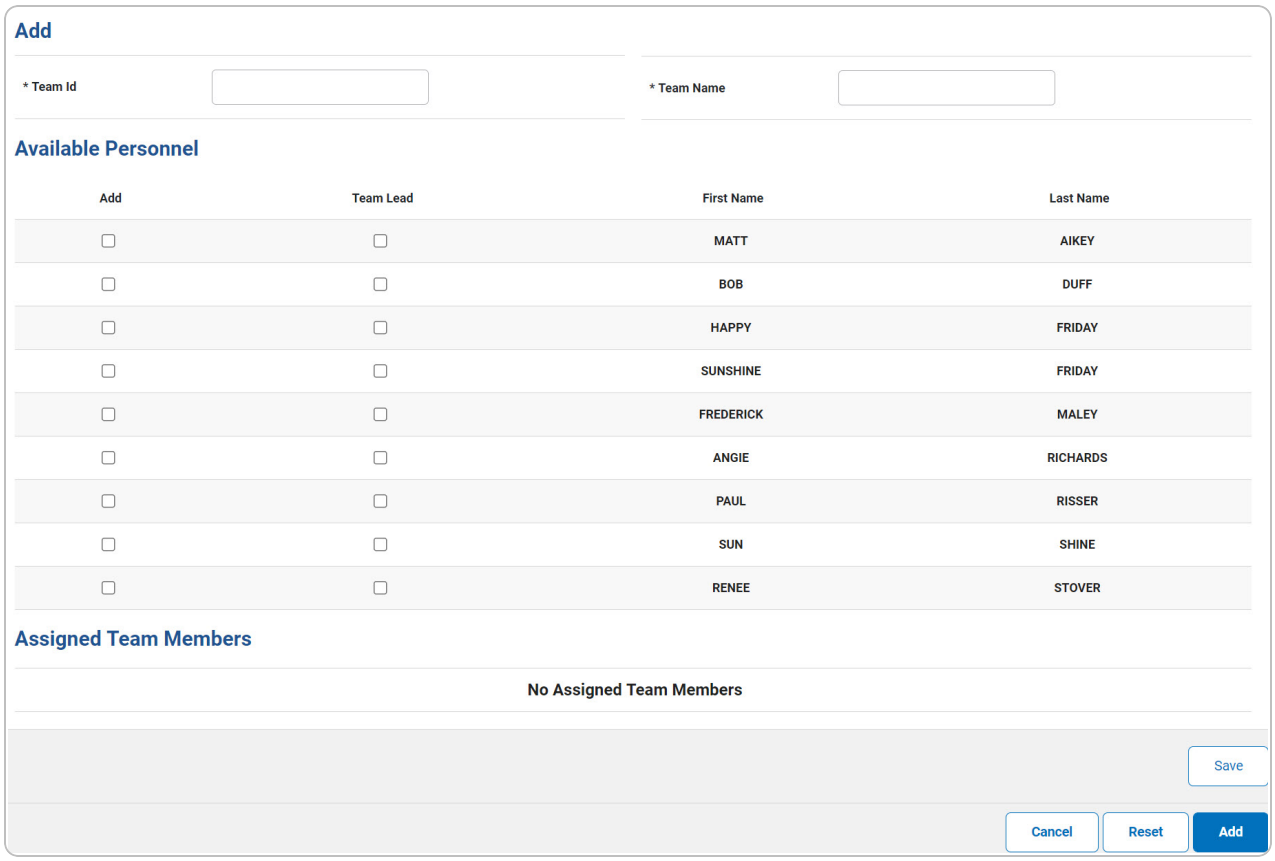
Add a Maintenance Team

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.*

Note

No Assigned Team Members displays to verify no members exist for selected TEAM ID. One Team Member must be assigned to create a TEAM ID.

1. Select Add. *The **Maintenance Team Add** page appears.*



A. Enter the TEAM ID. *This is a 10 alphanumeric character field.*

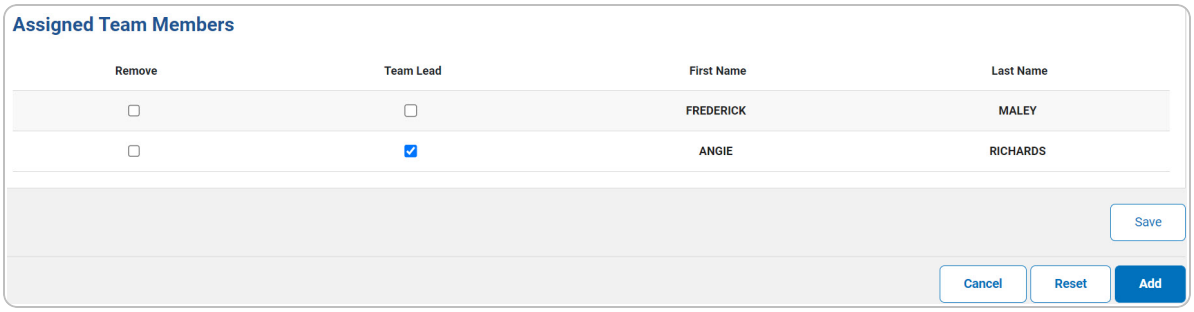
B. Enter the Team Name. *This is a 50 alphanumeric character field.*

C. Click ☐ to select the Available Personnel.

a. Click the Add ☐ to add the personnel.

b. Click the Team Lead ☐ to add the Team Lead.

D. Select Save. *The selected personnel appears in the Assigned Team Members grid.*



2. Select Add. *The **Maintenance Team Transaction Status** page appears.*

Remove a Maintenance Team Member

1. Click the Remove ☐ to select the Assigned Team Member.
2. Select Save. *The selected personnel is removed from the Assigned Team Members grid.*
3. Select Add. *The **Maintenance Team Transaction Status** page appears.*

Change a Team Lead

1. Click the Team Lead ☐ to select the Assigned Team Member.
2. Click the Team Lead ☑ to remove the Team Lead Status.

Note

There can be more than one Team Lead assigned.

3. Select Save. *The selected personnel Team Lead appears in the Assigned Team Members grid.*
4. Select Add. *The **Maintenance Team Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *TEAM ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *TEAM NAME*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
609 — TEAM ID must have a least one team member.	To create a TEAM ID, select the checkbox in the Add column for the "Available Personnel" to assign to the team.

Related Topics

- Search for a Maintenance Team — Criteria
- Search for a Maintenance Team — Results
- Delete a Maintenance Team
- Update a Maintenance Team
- View the Maintenance Team Transaction Status
- Export a Maintenance Team Report

Update a Maintenance Team

Overview

The Maintenance Team Update process allows editing of a team of Maintenance Technicians.

Navigation

Master Data > Maintenance Team > Search Criteria > Search > Search Results > Update hyperlink > Maintenance Team Update page

Page Fields

The following fields display on the **Maintenance Team Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
351	One Team Member must be assigned to Add TEAM ID.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid

Team Id *
Team Name *

Available Personnel Grid

Add
Team Lead
First Name
Last Name

Assigned Team Members Grid

Remove
Team Lead
First Name
Last Name

(*) Asterisk identifies mandatory fields.

Procedures

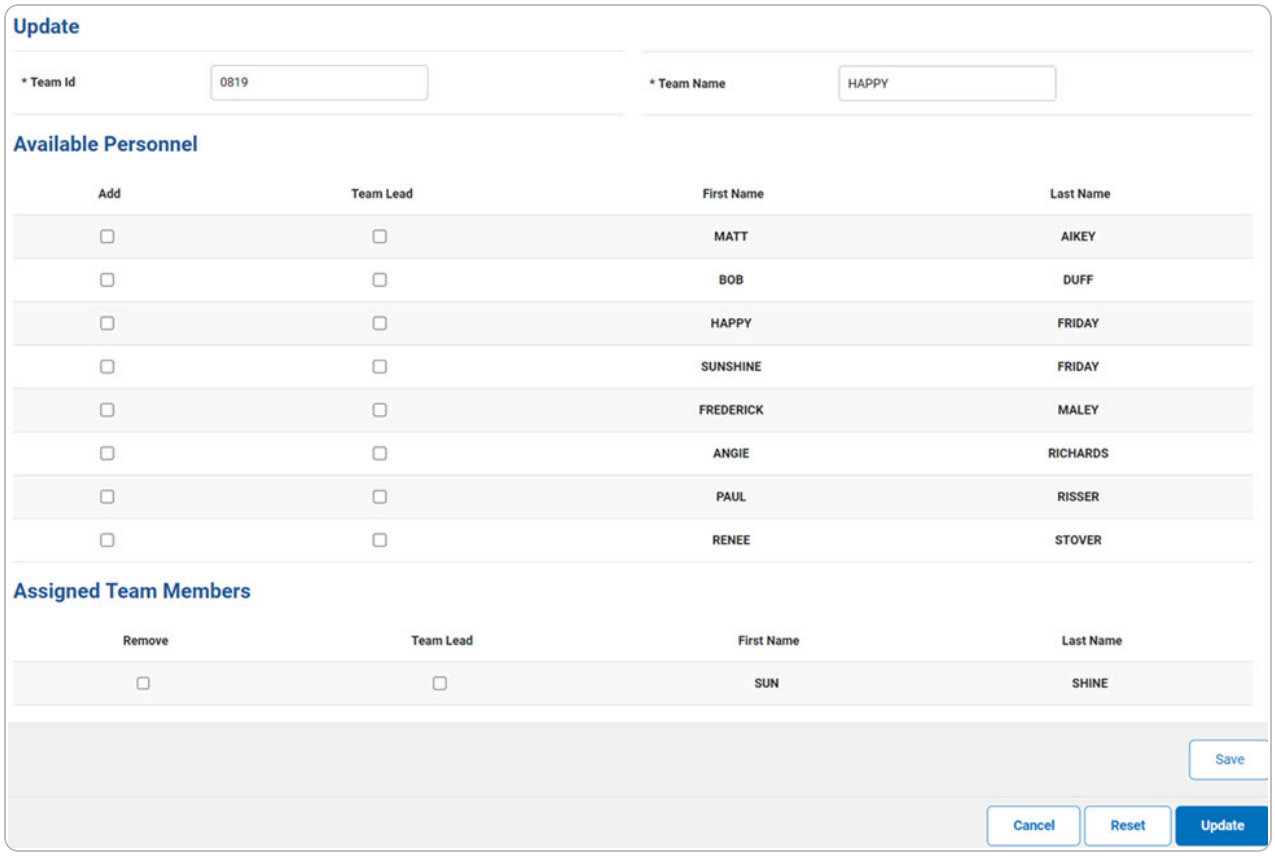
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Team

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 the Update hyperlink. *The **Maintenance Team Update** page appears.*



A. Update the TEAM ID, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*

B. Update the Team Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

C. Verify the Available Personnel contains the appropriate ☑ or ☐. *The Add and/or Team Leads are selected.*

a. Click the Add ☐ to revise the Personnel.

b. Click the Team Lead ☐ to revise the Team Lead.

D. Verify the Assigned Team Members contains the appropriate ☑ or ☐. *Select the Team Lead and/or remove Assigned Team Members.*

a. Click the Remove ☐ to remove the Personnel.

b. Click the Team Lead ☐ to revise the Team Lead.

E. Select Save. *The selected personnel appears in the Assigned Team Members grid.*

2. Select Update. *The **Maintenance Team Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *TEAM ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *TEAM NAME*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
609 — TEAM ID must have a least one team member.	To create a TEAM ID, select the checkbox in the Add column for the "Available Personnel" to assign to the team.
617 — Record was previously deleted. Must use	Invalid Entry. The record needs to be added to reactive. Re-enter the entry.

Add to reactivate.	

Related Topics

- Search for a Maintenance Team — Criteria
- Search for a Maintenance Team — Results
- Add a Maintenance Team
- Delete a Maintenance Team
- View the Maintenance Team Transaction Status
- Export a Maintenance Team Report

Delete a Maintenance Team

Overview

The Maintenance Team Delete process allows removal of a team of Maintenance Technicians.

Navigation

Master Data > Maintenance Team > Search Criteria > Search > Search Results > Delete hyperlink > Maintenance Team Delete page

Page Fields

The following fields display on the **Maintenance Team Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
351	One Team Member must be assigned to Add TEAM ID.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Team Id *
Team Name *

Available Personnel Grid

Add
Team Lead
First Name
Last Name

Assigned Team Members Grid

Remove
Team Lead
First Name
Last Name

(*) Asterisk identifies mandatory fields.

Procedures

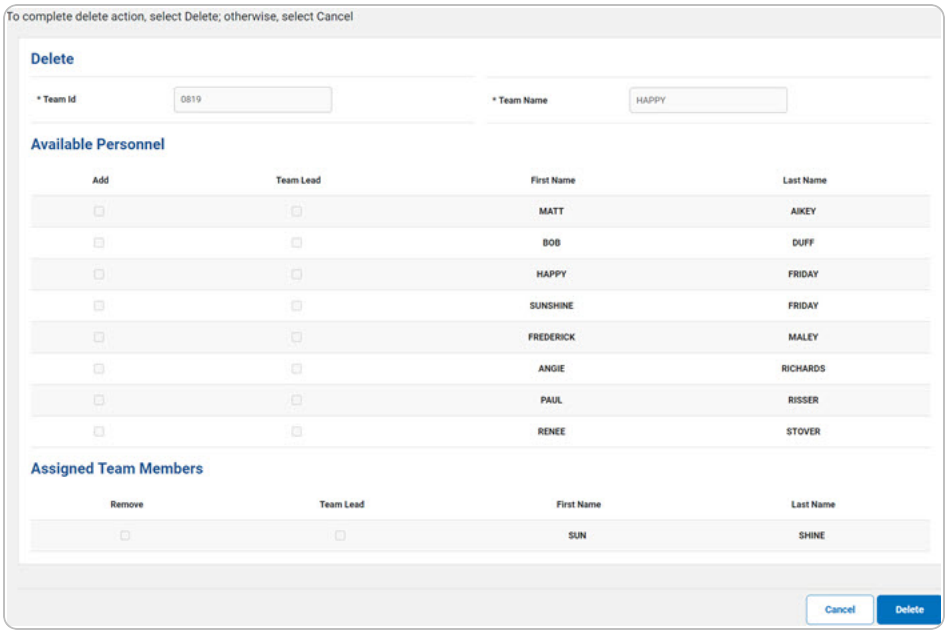
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Maintenance Team

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

1. Select the Delete hyperlink. *The **Maintenance Team Delete** page appears.*



A. *Verify the TEAM ID.*

B. *Verify the Team Name.*

C. *Verify the Available Personnel.*

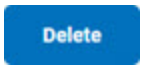
   a. *Verify the Add.*

   b. *Verify the Team Lead.*

D. *Verify the Assigned Team Members*

   a. *Verify the Remove.*

   b. *Verify the Team Lead.*

2. Select 

. *The **Maintenance Team Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors have been identified for this page.

Related Topics

- Search for a Maintenance Team — Criteria
- Search for a Maintenance Team — Results
- Add a Maintenance Team
- Update a Maintenance Team
- View the Maintenance Team Transaction Status
- Export a Maintenance Team Report

View the Maintenance Team Transaction Status

Overview

The Maintenance Team Transaction process displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Maintenance Team > Search Criteria > *Various Procedural Steps* > Maintenance Team Transaction Status page

Page Fields

The following fields display on the **Maintenance Team Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
351	One Team Member must be assigned to Add Team Id.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

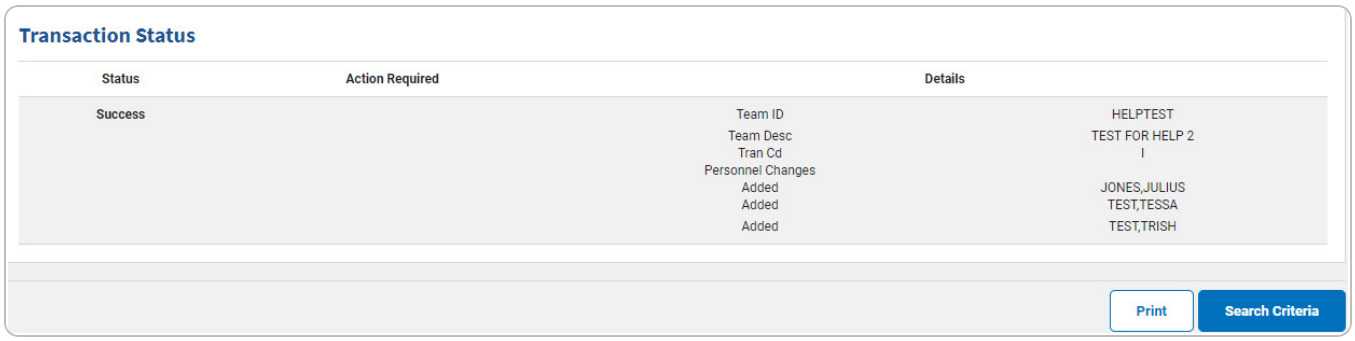
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Maintenance Team Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Maintenance Team Report Export** page appears.*
5. Select Search Criteria. *The **Maintenance Team Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Maintenance Team — Criteria
- Search for a Maintenance Team — Results
- Add a Maintenance Team
- Update a Maintenance Team
- Delete a Maintenance Team
- Export a Maintenance Team Report

Export a Maintenance Team Report

Overview

The Maintenance Team Report Export process provides the ability to save the Maintenance Team in different formats.

Navigation

Master Data > Maintenance Team > Search Criteria > *Various Procedural Steps* > Transaction Status > Maintenance Team Report Export page

Page Fields

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
351	One Team Member must be assigned to Add Team Id.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.

14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

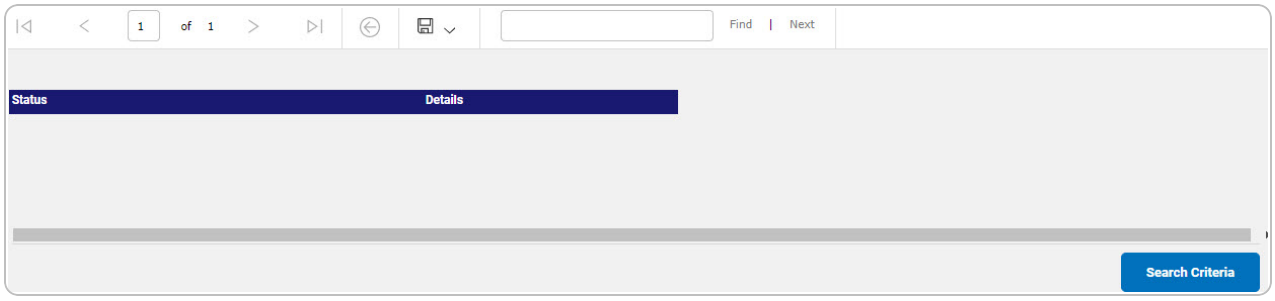
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Team Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The* ***Maintenance Team Search Criteria*** *page appears.*

Search the Results

1. Select the empty field

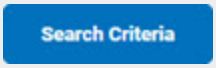
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select 

. *The **Maintenance Team Search Criteria** page appears.* |

Related Topics

- Search for a Maintenance Team — Criteria
- Search for a Maintenance Team — Results
- Add a Maintenance Team
- Update a Maintenance Team
- Delete a Maintenance Team
- View the Maintenance Team Transaction Status

Search for a Contractor — Criteria

Overview

The Maintenance and Utilization module Contractor process provides the ability to add, update or delete contractor information for personnel who receive Government-Furnished Property (GFP) or are responsible for warranties and manage entities that receive GFP assets by tracking furnished warranty, service, subscription and maintenance agreements.

Navigation

Master Data > Contractor > Contractor Search Criteria page

Page Fields

The following fields display on the **Contractor Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Maint Activity / Owning UIC
CAGE Cd
DoDAAC

Search Results Grid

Update
Delete
Maint Activity
CAGE Cd
DoDAAC
Contractor
Division Name
State
Country

Procedures

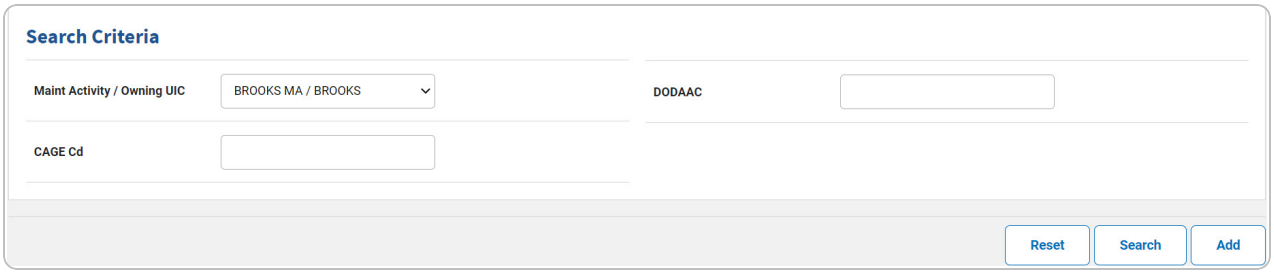
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Contractor

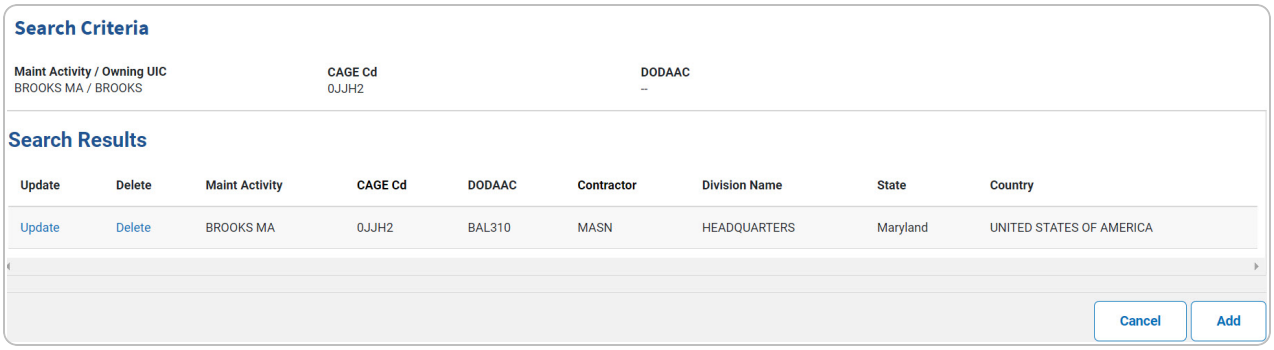
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use ⌄ to select the Maint Activity / Owning UIC. *The Default is currently logged Maintenance Activity.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

2. Select Search. *The **Contractor Search Results** page appears.*



Add a Contractor

1. Use ⌄ to select the Maint Activity / Owning UIC. *The Default is currently logged Maintenance Activity.*
2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

3. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
4. Select Add. *The **Contractor Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
204 — Invalid CAGE / NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the

	1st character is numeric, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6 - POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alpha-numeric entry, but not "I"; "O"; or special char-acters.

Related Topics

- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Search for a Contractor — Results

Overview

The Contractor Search Results process provides the ability to add, update, and delete contracting personnel.

Navigation

Master Data > Contractor > Search Criteria > Search > Contractor Search Results page

Page Fields

The following fields display on the **Contractor Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Maint Activity / Owning UIC
CAGE Cd
DoDAAC

Search Results Grid

Update
Delete
Maint Activity
CAGE Cd
DoDAAC
Contractor
Division Name
State
Country

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Contractor

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

Select the Update hyperlink. *The* ***Contractor Update*** *page appears.*

Delete a Contractor

Select the Delete hyperlink. *The* ***Contractor Delete*** *page appears.*

Add a Contractor

Select Add. *The* ***Contractor Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.
545 — Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

- Search for a Contractor — Criteria
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Add a Contractor

Overview

The Contractor Add process provides the ability to create a new entry for contracting personnel receiving Government Furnished Property (GFP) or organizations that furnish warranty, service, subscription, and maintenance agreements.

Navigation

Master Data > Contractor > Search Criteria > Add > Contractor Add page

Page Fields

The following fields display on the **Contractor Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but

	not alpha O, POS 5 must = 0-9.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

Maint Activity / Owning UIC
CAGE Cd *
Contractor *
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *
DoDAAC
Division Name
FAX Nbr
E-Mail Address
Contractor Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

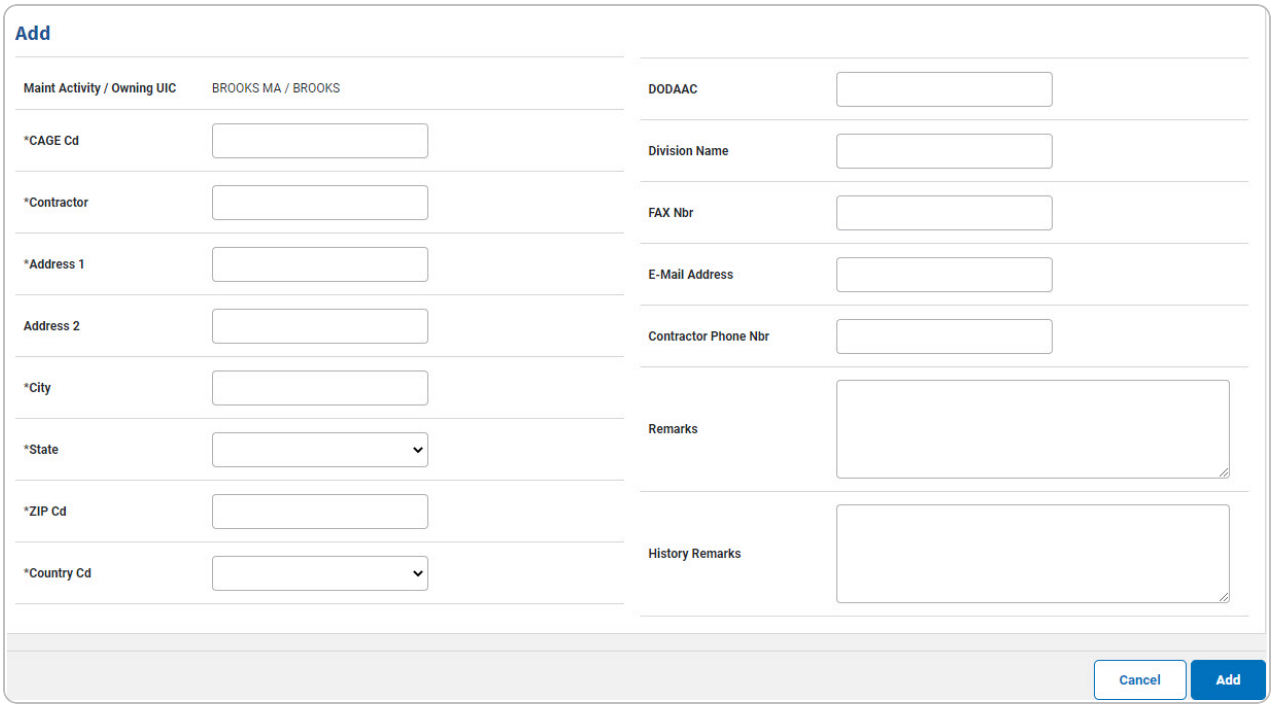
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

1. Select Add. *The* ***Contractor Add*** *page appears.*



A. *The MAINT ACTY / OWNING UIC automatically populates and is not editable.*

B. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

C. Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

G. Use ⌄ to select the State.

H. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

I. Use ⌄ to select the Country Cd.

J. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

K. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

N. Enter the CONTRACTOR PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

O. Enter the Remarks field in the field provided. *This is a 256 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *CONTRACTOR*.	
13 — Mandatory Entry: *ADDRESS 1*.	
13 — Mandatory Entry: *CITY*.	
13 — Mandatory Entry: *STATE*.	
13 — Mandatory Entry: *ZIP CD*.	
13 — Mandatory Entry: *COUNTRY CD*.	
204 — Invalid CAGE / NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When

	the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419— DoDAAC entry must be 6 - pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alpha-numeric entry, but not "I"; "O"; or special characters.
2061 — Invalid entry: *Address 1*.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character and re-attempt.
2061 — Invalid entry: *Address 2*.	
2061 — Invalid entry: *City*.	
2061 — Invalid entry: *ZIP Cd*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "."

	(period) symbol, and at least 1 alphanumeric character.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Update a Contractor

Overview

The Contractor Update process allows editing of information for contracting personnel receiving Government Furnished Property (GFP) or organizations that furnish warranty, service, subscription and maintenance agreements.

Navigation

Master Data > Contractor > Search Criteria > Search > Search Results > Update hyperlink > Contractor Update page

Page Fields

The following fields display on the **Contractor Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Grid

Maint Activity / Owning UIC
CAGE Cd *
Contractor *
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *
DoDAAC
Division Name
FAX Nbr
E-Mail Address
Contractor Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

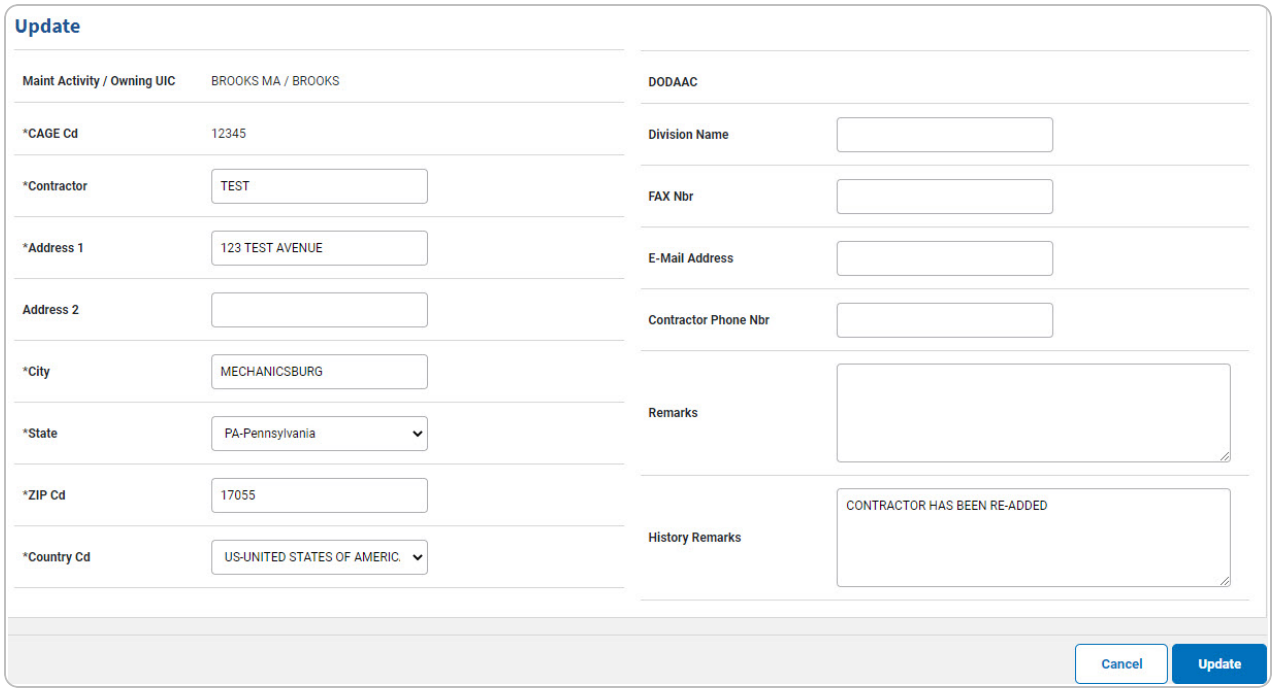
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Contractor

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

1. Select the Update hyperlink. *The* ***Contractor Update*** *page appears.*



A. *Verify the MAINT ACTY / OWNING UIC.*

B. *Verify the CAGE CD.*

Note

The **CAGE CD** cannot be updated. If the CAGE CD was entered in error, the incorrect Contractor record must be deleted and a new record created.

C. Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Address 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

F. Update the City, entering the revised location in the field provided. *This is a 22 alpha-numeric character field.*

G. Update the State, using to select the desired state.

H. Update the ZIP CD, entering the desired code in the field provided. *This is a 10 alpha-numeric character field.*

I. Update the Country Cd, using to select the desired code.

J. *Verify the DODAAC.*

K. Update the Division Name, entering the correct name in the field provided. *This is a 25 alphanumeric character field.*

L. Update the FAX NBR, entering the correct number in the field provided. *This is a 25 alphanumeric character field.*

M. Update the E-MAIL Address, entering the revised E-MAIL in the field provided. *This is a 65 alphanumeric character field.*

N. Update the CONTRACTOR PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

O. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CONTRACTOR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ADDRESS 1*.	
13 — Mandatory Entry: *CITY*.	
13 — Mandatory Entry: *STATE*.	
13 — Mandatory Entry: *ZIP CD*.	
13 — Mandatory Entry: *COUNTRY CD*.	
2061 — Invalid entry: *ADDRESS 1*.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character and re-attempt.
2061 — Invalid entry:	

***Address 2*.**	
2061 — Invalid entry: *City*.	
2061 — Invalid entry: *ZIP Cd*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Delete a Contractor

Overview

The Contractor Delete process allows removal of a contracting personnel record.

Attention

A Contractor cannot be deleted if open Contracts exist.

Navigation

Master Data > Contractor > Search Criteria > Search > Search Results > Delete hyperlink > Contractor Delete page

Page Fields

The following fields display on the **Contractor Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Delete Grid

Maint Activity / Owning UIC
CAGE Cd *
Contractor *
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *
DoDAAC
Division Name
FAX Nbr
E-Mail Address
Contractor Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

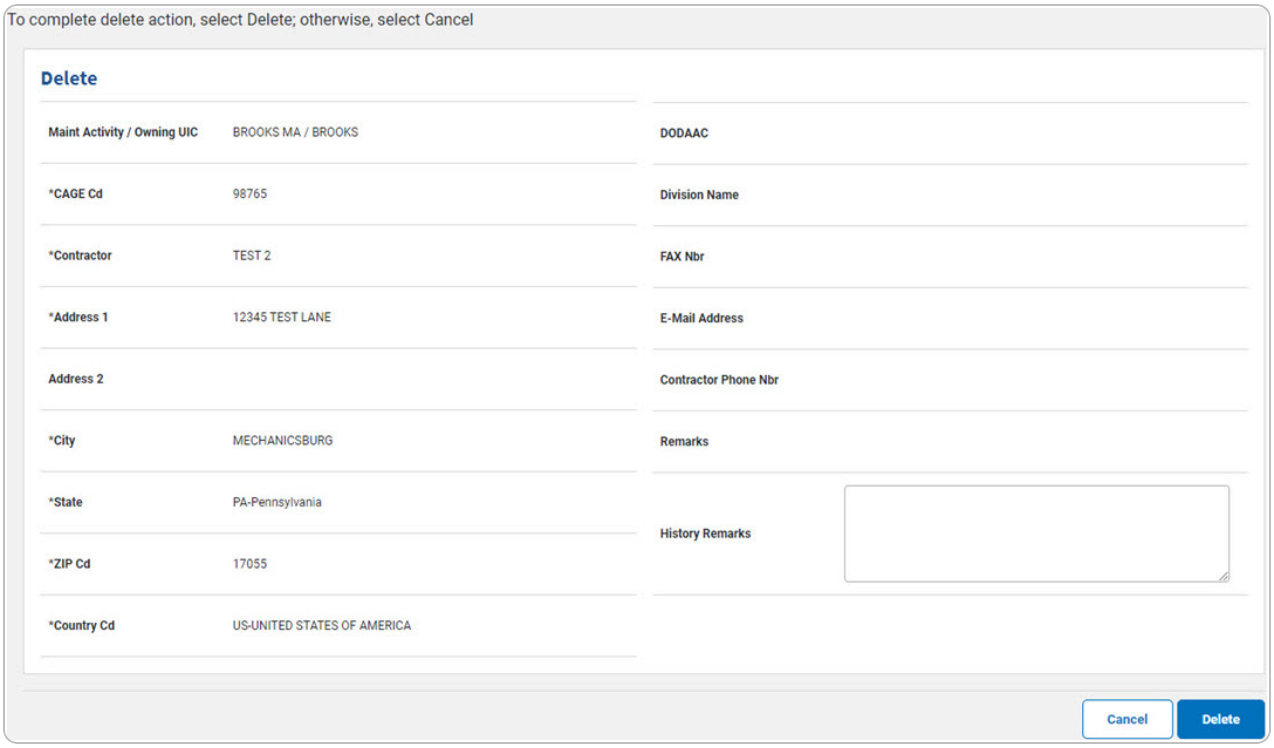
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Contractor

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

1. Select the Delete hyperlink. *The **Contractor Delete** page appears.*



1. *Verify the MAINT ACTY / OWNING UIC.*
2. *Verify the CAGE CD.*
3. *Verify the Contractor.*
4. *Verify the Address 1.*
5. *Verify the Address 2.*
6. *Verify the City.*

7. *Verify the State.*
8. *Verify the ZIP CD.*
9. *Verify the COUNTRY CD.*
10. *Verify the DODAAC.*
11. *Verify the Division Name.*
12. *Verify the FAX NBR.*
13. *Verify the E-MAIL Address.*
14. *Verify the CONTRACTOR PHONE NBR.*
15. *Verify the Remarks.*
16. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
545 — Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

View the Contractor Transaction Status

Overview

The Contractor Transaction Status process displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Contractor Transaction Status page

Page Fields

The following fields display on the **Contractor Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When pos 1 = alpha, but not alpha O, pos 5 must = 0-9.

313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

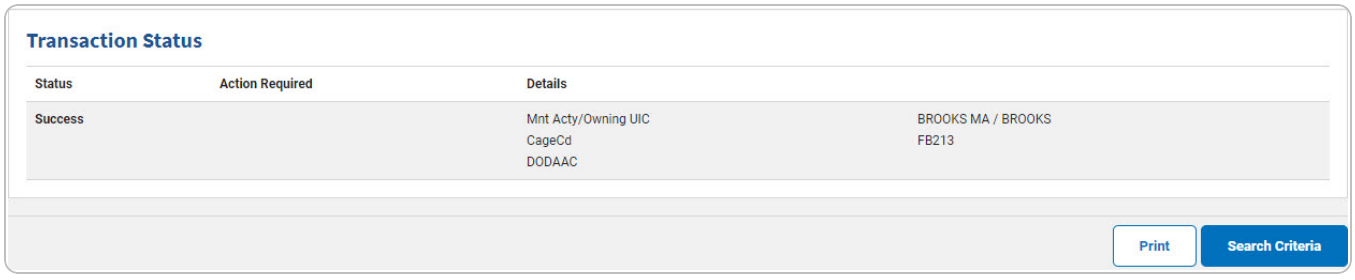
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Contractor Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The* ***Contractor Report Export*** *page appears.*

5. Select Search Criteria. *The* ***Contractor Search Criteria*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- Export a Contractor Report

Export a Contractor Report

Overview

The Contractor Report Export process provides the ability to save the Contractor in different formats.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Contractor Report Export page

Page Fields

The following fields display on the **Contractor Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When pos 1 = alpha, but

	not alpha O, POS 5 must = 0-9.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

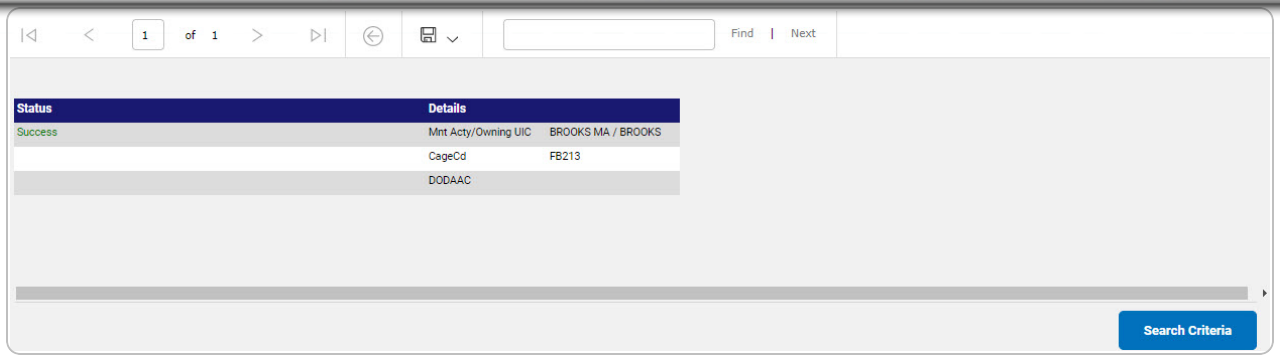
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contractor Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Contractor Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Contractor Search Criteria** page appears.*

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status

Search for a Contract — Criteria

Overview

The Maintenance and Utilization module Contract process provides the ability to add, update or delete contract information. A contract consists of an agreement between the government and a manufacturer to supply equipment, parts and/or services. Contracts must be associated with a contractor and the contractor information must be entered before contracts are added in ELMS.

Navigation

Master Data > Contract > Contract Search Criteria page

Page Fields

The following fields display on the **Contract Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Contract Use Cd
Contract Type Cd
Contract Nbr

Delivery Order Nbr
Contractor

Search Results Grid

Update
Delete
Contract Nbr
Delivery Order Nbr
Contractor
CAGE Cd
DoDAAC
Contract Start Dt
Contract End Dt

Procedures

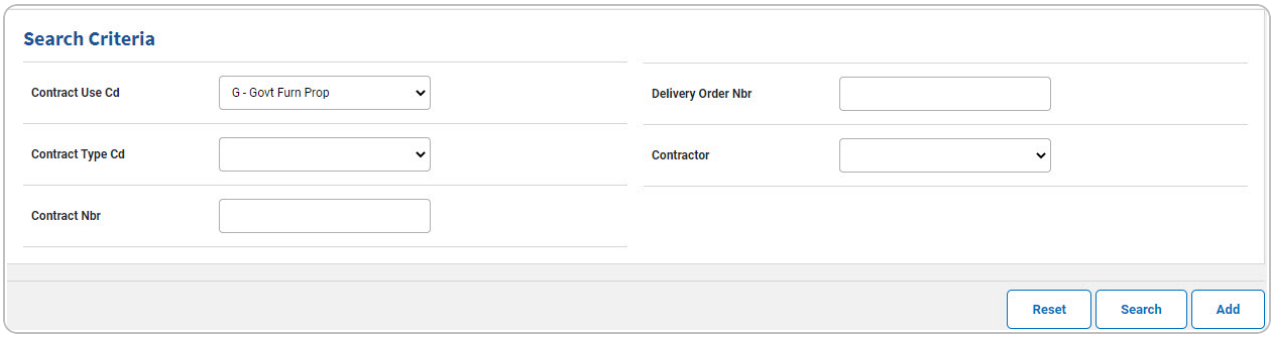
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Contract

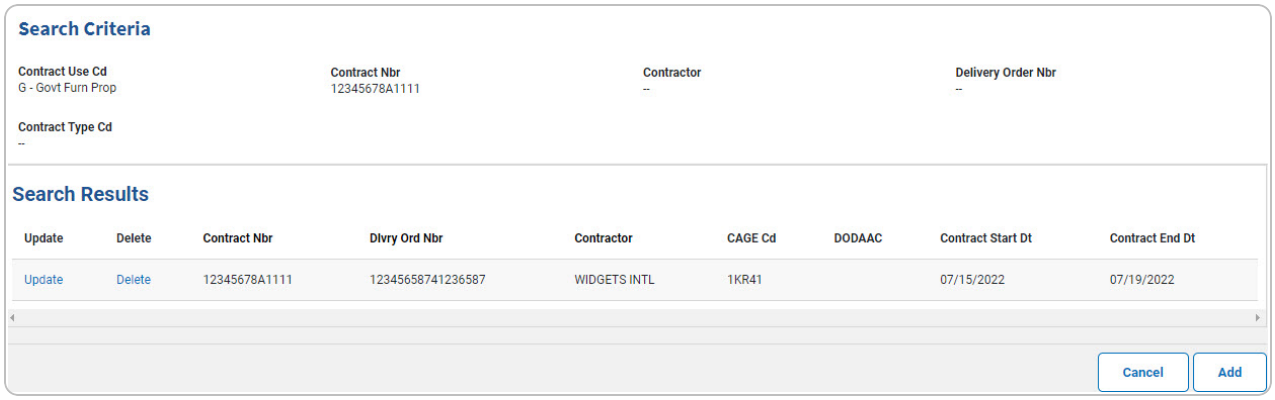
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use to select the Contract Use Cd.
- Use to select the Contract Type Cd.
- Enter the CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the Delivery Order NBR in the field provided. *This is a 11 alphanumeric character field.*
- Use to select the Contractor.

2. Select Search. *The **Contract Search Results** page appears.*



Add a Contract

1. Use to select the Contract Use Cd.
2. Use to select the Contract Type Cd.
3. Enter the CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
4. Use to select the Contractor.

Note

Contractors must be created using the Master Data > Contractor process prior to adding a Contract.

5. Select Add. *The **Contract Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Contract Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Contract Type Cd*.	
553 — Contract Nbr consists of 13 pos: pos 1—6 = DoDAAC, pos 7—8 and 10—13 numeric, pos 9 alpha and DoDAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.

Related Topics

- Search for a Contract — Results
- Add a Contract
- Update a Contract
- View the Contract Attachment
- Delete a Contract
- View the Contract Transaction Status

- Export a Contract Report

Search for a Contract — Results

Overview

The Contract Search Results process provides the ability to add, update or delete a Contract Number.

Navigation

Master Data > Contract > Search Criteria > Search > Contract Search Results page

Page Fields

The following fields display on the **Contract Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Contract Use Cd
Contract Type Cd
Contract Nbr
Delivery Order Nbr
Contractor

Search Results Grid

Update
Delete
Contract Nbr
Delivery Order Nbr
Contractor
CAGE Cd
DoDAAC
Contract Start Dt
Contract End Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Contract

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

Select the Update hyperlink. *The* ***Contract Update*** *page appears.*

Delete a Contract

Select the Delete hyperlink. *The* ***Contract Delete*** *page appears.*

Add a Contract

Select Add. *The* ***Contract Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Contract — Criteria
- Add a Contract
- Update a Contract
- Add a Maintenance Attachment
- View the Contract Attachment
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Add a Contract

Overview

The Contract Add process provides the ability to create a new Contract Number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Add > Contract Add page

Page Fields

The following fields display on the **Contract Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt
Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admin Ofc
Admin Ofc Phone Nbr
Contract Admin DoDAAC *
Prop Admin
Prop Admin Phone Nbr
Prop Admin E-Mail Addr
Attachment
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

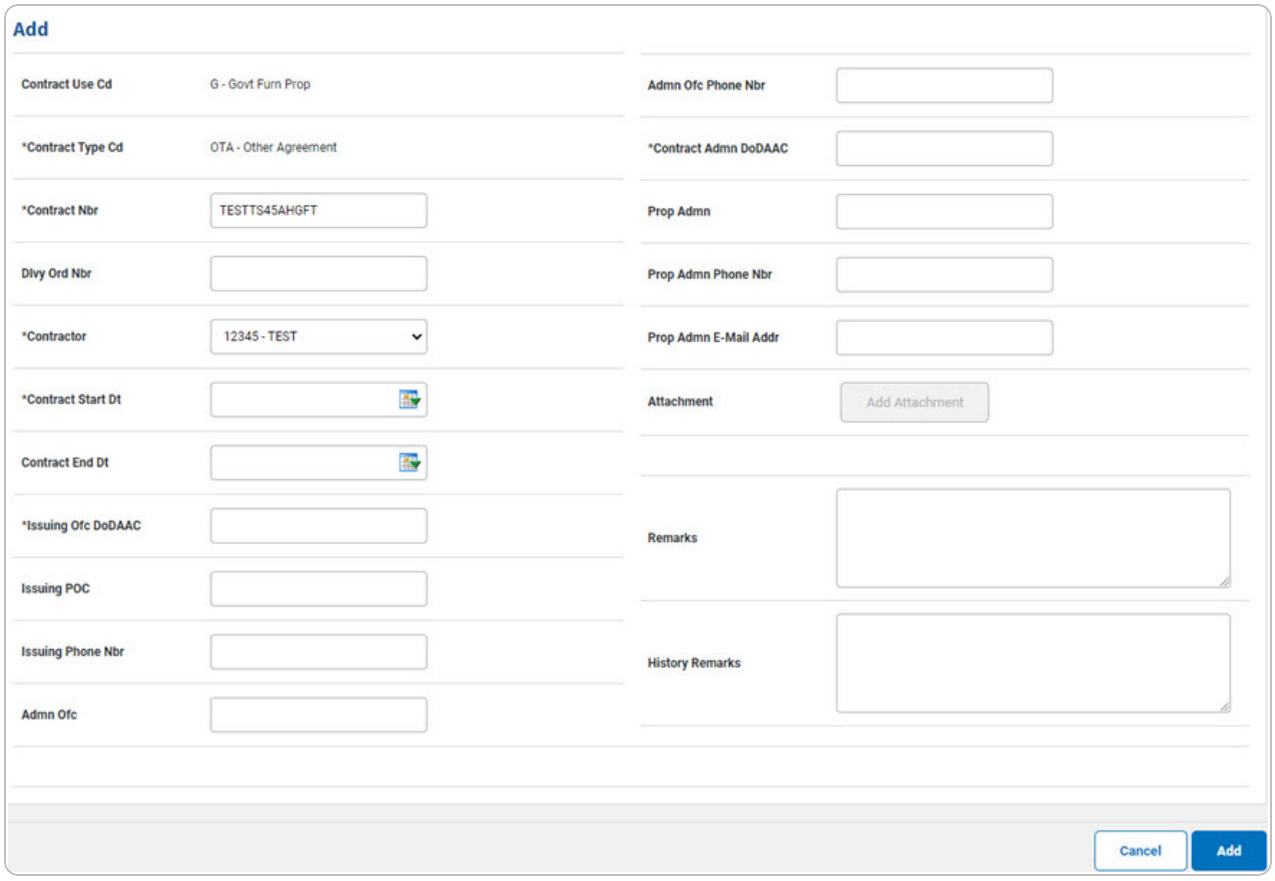
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Contract

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

1. Select Add. *The **Contract Add** page appears.*



A. *The CONTRACT USE CD automatically populates and is not editable.*

B. *The CONTRACT TYPE CD automatically populates and is not editable.*

C. Enter the CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*

D. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

E. Use to select the Contractor.

F. Use to select the CONTRACT START DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Use to select the CONTRACT END DT, or enter the date (MM/DD/YYYY) in the field provided.

H. Enter the ISSUING OFC DODAAC in the field provided. *This is a 6 alphanumeric character field.*

I. Enter the Issuing POC in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the Issuing PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the ADMN OFC in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the ADMN OFC PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the Contract ADMN DODAAC in the field provided. *This is a 6 alphanumeric character field.*

N. Enter the PROP ADMN in the field provided. *This is a 25 alphanumeric character field.*

O. Enter the PROP ADMN PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the PROP ADMN E-MAIL ADDR in the field provided. *This is a 80 alphanumeric character field.*

Q. *The Attachment automatically populates and is not editable.*

R. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

S. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Contract Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *CONTRACTOR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CONTRACT TYPE CD*.	
13 — Mandatory Entry: *CONTRACT NBR*.	
13 — Mandatory Entry: *CONTRACT START DT*.	
13 — Mandatory Entry: *ISSUING OFC DODAAC*.	
13 — Mandatory Entry: *CONTRACT ADMN DODAAC*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or

space.	after the number.
553 — CONTRACT NBR consists of 13 POS: POS 1—6 = DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — Contract End DT must be > Contract Start DT.	Enter a Contract End Date that is greater than the Contract Start Date.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.	Reduce the file size and attach the file again.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Maintenance Attachment
- View the Contract Attachment
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Update a Contract

Overview

The Contract Update process allows editing of Contract Number information regarding an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Search > Search Results > Update hyperlink > Contract Update page

Page Fields

The following fields display on the **Contract Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Grid

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt
Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admin Ofc
Admin Ofc Phone Nbr
Contract Admin DoDAAC *
Prop Admin
Prop Admin Phone Nbr
Prop Admin E-Mail Addr
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

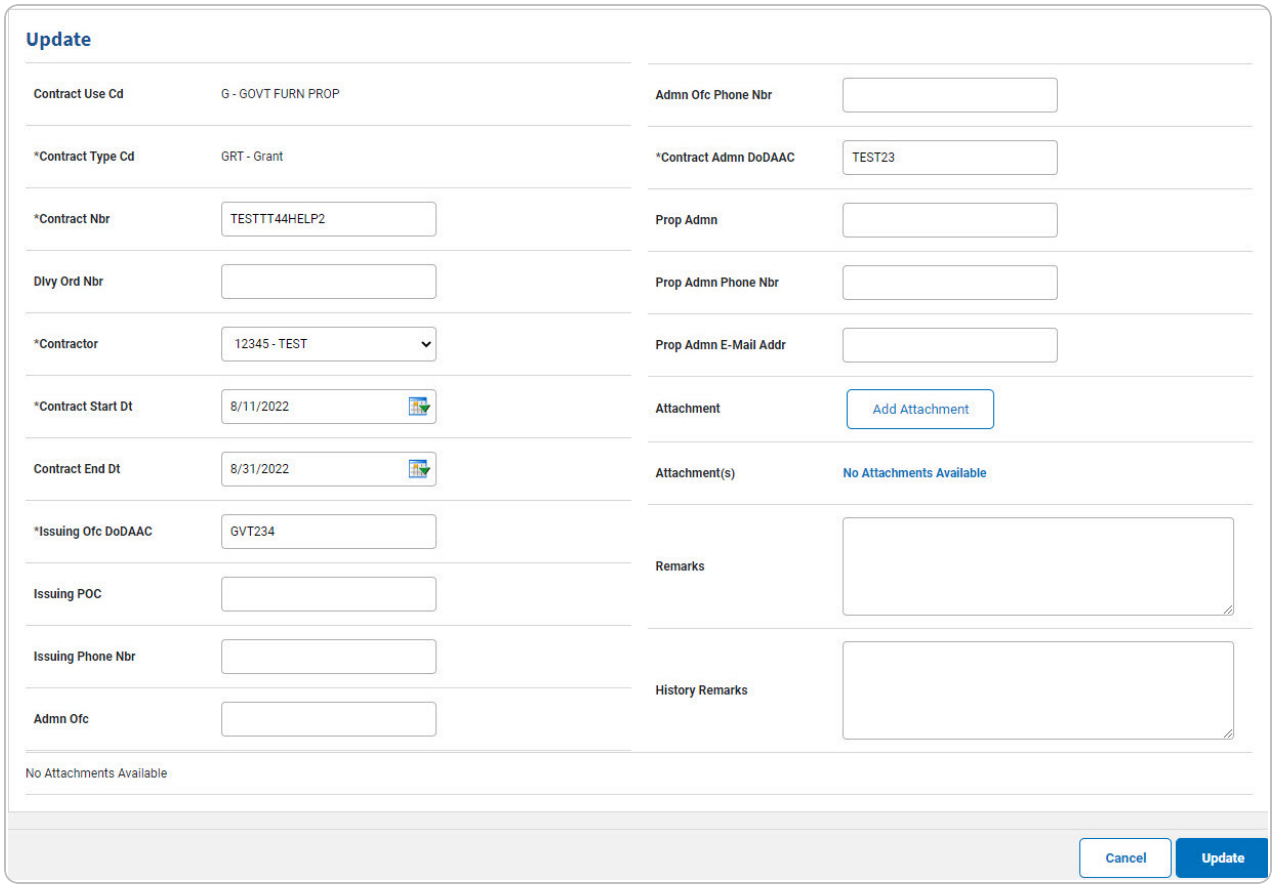
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Contract

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

1. Select the Update hyperlink. *The **Contract Update** page appears.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*

D. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 11 alphanumeric character field.*

E. Update the Contractor, using ⌄ the select the desired contractor.

F. Update the CONTRACT START DT, using or entering the date (MM/DD/YYYY) in the field provided.

G. Update the CONTRACT END DT, using or entering the date (MM/DD/YYYY) in the field provided.

H. Update the ISSUING OFC DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

I. Update the Issuing POC, entering the revised code in the field provided. *This is a 25 alphanumeric character field.*

J. Update the Issuing PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

K. Update the ADMN OFC, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

L. Update the ADMN OFC PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

M. Update the Contract ADMN DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

N. Update the PROP ADMN, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

O. Update the PROP ADMN PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

P. Update the PROP ADMN E-MAIL ADDR, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

Q. *Verify the Attachment.*

a. Select Add Attachment. *The **Maintenance Attachment Add** page appears.*

R. *Verify the Attachment(s).*

S. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

T. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Note

"No Attachments Available" will only appear if there are no attachments added to the contract. The Attachment Files will appear after they are added through the Add Attachment process.

2. Select Update. *The **Contract Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *CONTRACTOR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CONTRACT TYPE CD*.	
13 — Mandatory Entry: *CONTRACT START DT*.	
13 — Mandatory Entry: *ISSUING OFC DODAAC*.	
13 — Mandatory Entry: *CONTRACT ADMN DODAAC*.	
13 — Mandatory Entry: *CONTRACT NBR*.	

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
553 — Contract Nbr consists of 13 pos: pos 1—6 = DoDAAC, pos 7—8 and 10—13 numeric, pos 9 alpha and DoDAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
xxxx — Contract End Dt must be > Contract Start Dt.	Enter a Contract End Date that is greater than the Contract Start Date.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.

1004 — Attachment file size exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
895 — Date entered must be > = System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
4 — Proposed update matches the current record.	Invalid Entry. There were no changes made to the record. Enter actual changes, and try again.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Add a Maintenance Attachment
- View the Contract Attachment
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Delete a Contract

Overview

The Contract Delete process allows removal of a Contract Number of an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Search > Search Results > Delete hyperlink > Contract Delete page

Page Fields

The following fields display on the **Contract Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Delete Grid

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt
Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admin Ofc
Admin Ofc Phone Nbr
Contract Admin DoDAAC *
Prop Admin
Prop Admin Phone Nbr
Prop Admin E-Mail Addr
Attachment
Attachment(s)
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

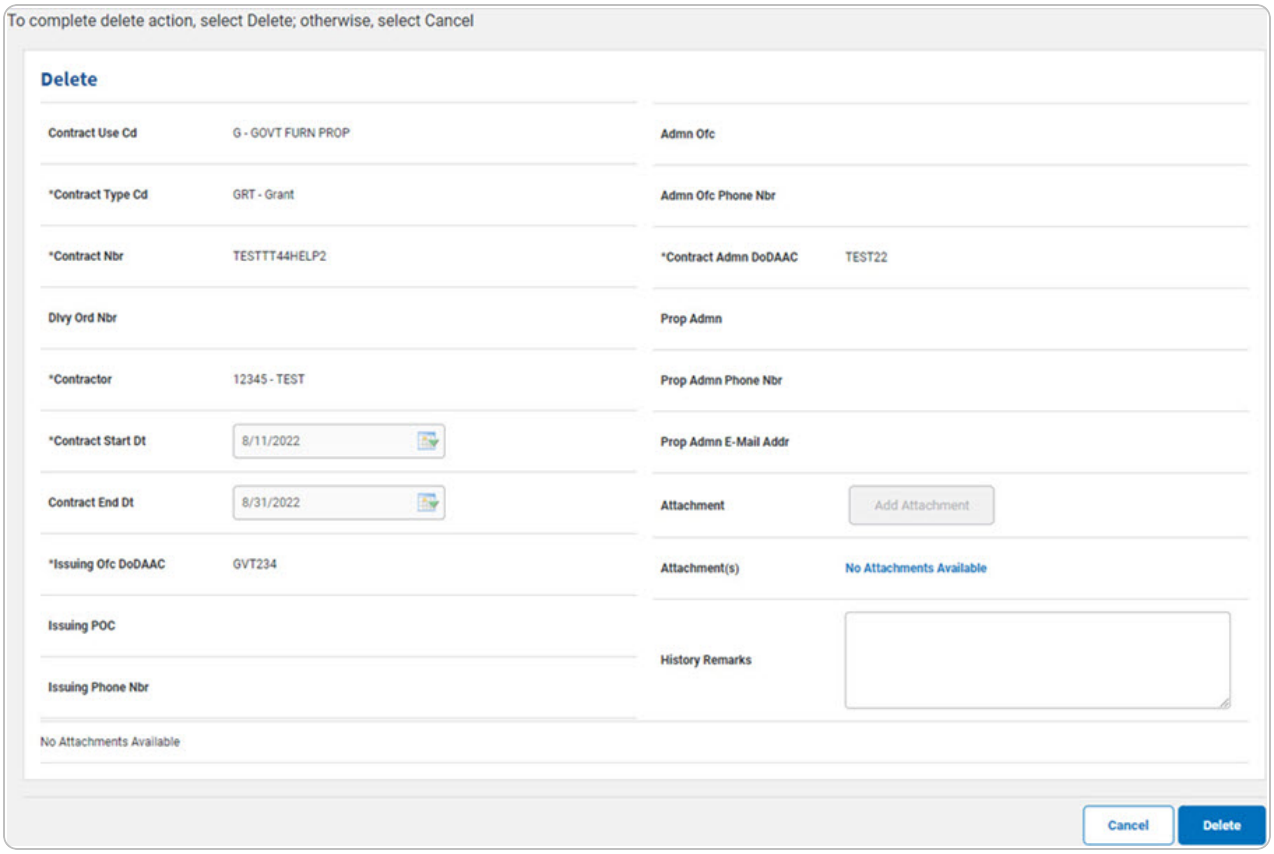
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Contract

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

1. Select the Delete hyperlink. *The **Contract Delete** page appears.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the DLVY ORD NBR.*

E. *Verify the Contractor.*

F. *Verify the CONTRACT START DT.*

G. *Verify the CONTRACT END DT.*

H. *Verify the ISSUING OFC DODAAC.*

I. *Verify the Issuing POC.*

J. *Verify the Issuing PHONE NBR.*

K. *Verify the ADMN OFC.*

L. *Verify the ADMN OFC PHONE NBR.*

M. *Verify the Contract ADMN DODAAC.*

N. *Verify the PROP ADMN.*

O. *Verify the PROP ADMN PHONE NBR.*

P. *Verify the PROP ADMN E-MAIL ADDR.*

Q. *Verify the Attachment.*

R. *Verify the Attachment(s).*

S. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Contract Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
546 — Contract cannot be deleted. Asset record(s) exists.	Invalid Deletion. The contract cannot be deleted because it is in use by assets. Re-select the entry.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Add a Maintenance Attachment
- View the Contract Attachment
- View the Contract Transaction Status

- Export a Contract Report

View the Contract Attachment

Overview

The Contract Attachment Viewer process provides the ability to view and save the attachments to a contract.

Navigation

Master Data > Contract > Search Criteria > Search > Search Results > Update hyperlink > Attachment(s) hyperlink > Contract Attachment Viewer page

Page Fields

The following fields display on the **Contract Attachment Viewer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Contract Attachment Viewer Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Contract Attachment

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

1. Select the Attachment(s) hyperlink. *The* ***Contract Attachment Viewer*** *appears.*

2. Select the document. *The attachment opens for viewing in a pop-up window and the* ***Computer Downloads*** *pop-up window appears.*
3. Select Save. *The attachment is saved to the computer.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Add a Maintenance Attachment
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

View the Contract Transaction Status

Overview

The Contract Transaction Status process displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Contract > Search Criteria > *Various Procedural Steps* > Contract Transaction Status page

Page Fields

The following fields display on the **Contract Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

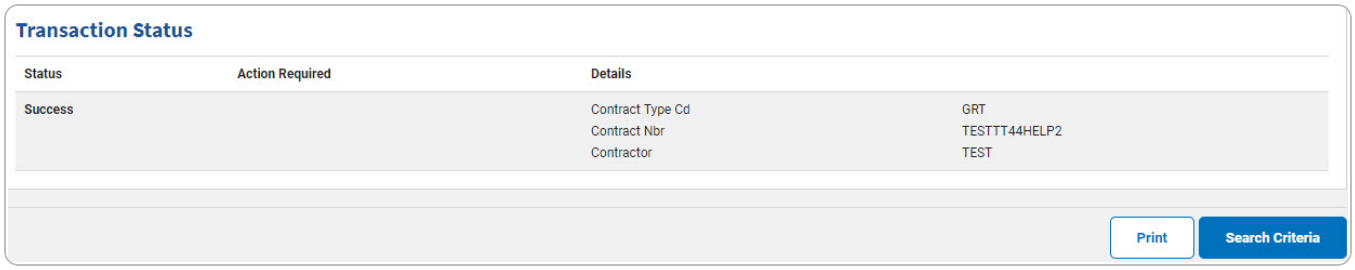
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Contract Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Contract Report Export** page appears.*
5. Select Search Criteria. *The **Contract Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Add a Maintenance Attachment
- View the Contract Attachment
- Delete a Contract
- Export a Contract Report

Export a Contract Report

Overview

The Contract Report Export process provides the ability to save the Contract in different formats.

Navigation

Master Data > Contract > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Contract Report Export page

Page Fields

The following fields display on the **Contract Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

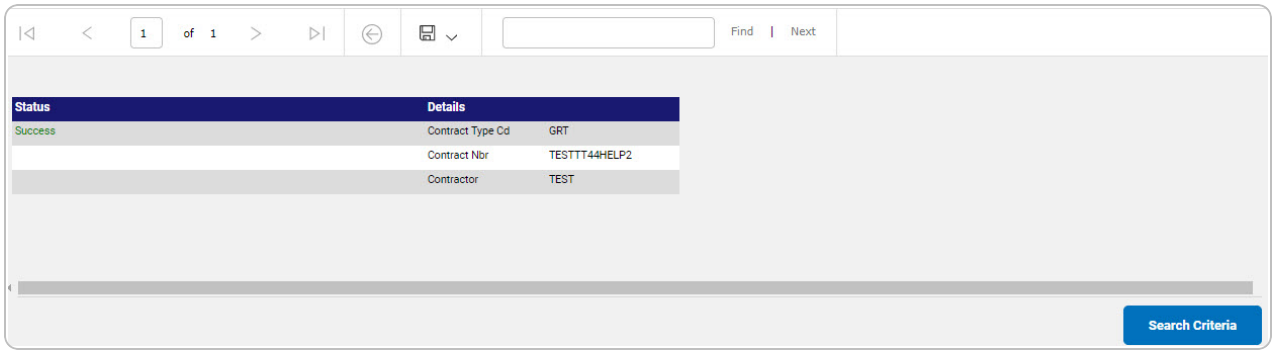
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contract Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Contract Search Criteria** page appears.*

Search the Results

1. Select the empty field

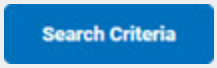
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select 

. *The **Contract Search Criteria** page appears.* |

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Add a Maintenance Attachment
- View the Contract Attachment
- Delete a Contract
- View the Contract Transaction Status

Search for a Dispatch Category — Criteria

Overview

The Maintenance and Utilization module Dispatch Category process provides the ability to enable Equipment Pool managers to assign a user-defined category to assets to create multiple groups of assets, as well as multiple SUB Categories per Dispatch Category. The DISPATCH CATEGORY ID cannot be duplicated in a Maintenance Activity. SUB Categories cannot be duplicated within the Dispatch Category. An example includes:

Dispatch Category:
- Passenger Vehicle

SUB Category:
- 2 Passenger Coupe
- 2 Passenger Compact

Navigation

Master Data > Dispatch Category > Dispatch Category Search Criteria page

Page Fields

The following fields display on the **Dispatch Category Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.

Search Criteria Grid

Dispatch Ctgry Id
Dispatch Ctgry Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

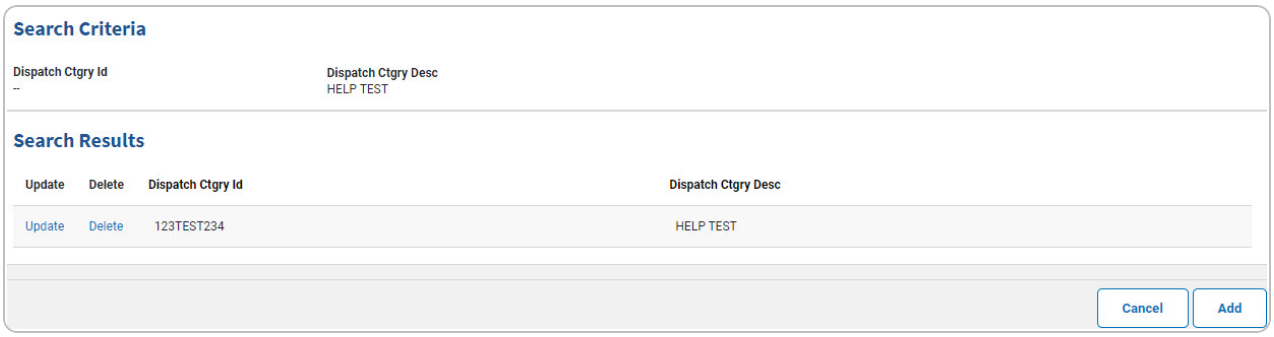
Search for a Dispatch Category

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, narrow the results by entering one of the following optional fields:.

- Enter the DISPATCH CTGRY ID in the field provided. *This is a 15 alphanumeric character field.*
- Enter the DISPATCH CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*

2. Select Search. *The **Dispatch Category Search Results** page appears.*



Add a Dispatch Category

Select Add. *The **Dispatch Category Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for a Dispatch Category — Results
- Add a Dispatch Category
- Update a Dispatch Category

- Delete a Dispatch Category
- View the Dispatch Category Transaction Status
- Export a Dispatch Category Report

Search for a Dispatch Category — Results

Overview

The Dispatch Category Search Results process provides the ability to update, delete, or add a category.

Navigation

Master Data > Dispatch Category > Search Criteria > Search > Dispatch Category Search Results page

Page Fields

The following fields display on the **Dispatch Category Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Dispatch Ctgry Id
Dispatch Ctgry Desc

Search Results Grid

Update
Delete
Dispatch Ctgry Id
Dispatch Ctgry Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Dispatch Category

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

Select the Update hyperlink. *The* ***Dispatch Category Update*** *page appears.*

Delete a Dispatch Category

Select the Delete hyperlink. *The* ***Dispatch Category Delete*** *appears.*

Add a Dispatch Category

Select Add. *The* ***Dispatch Category Add*** *appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
xxxx — Invalid entry. Record is tied to one or more MAINT assets; cannot delete.	Invalid Entry. Cannot delete a record that is associated with a MAINT asset. Re—try the deletion process.

Related Topics

- Search for a Dispatch Category — Criteria
- Add a Dispatch Category
- Update a Dispatch Category
- Delete a Dispatch Category
- View the Dispatch Category Transaction Status
- Export a Dispatch Category Report

Add a Dispatch Category

Overview

The Dispatch Category Add process provides the ability to create new Dispatch Category and SUB CTGRY entries.

Navigation

Master Data > Dispatch Category > Search Criteria > Add > Dispatch Category Add page

Page Fields

The following fields display on the **Dispatch Category Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

Dispatch Ctgry Id *
Dispatch Ctgry Desc *
Dispatch Ctgry Long Desc

History Remarks

SUB CTGRY Grid

Delete
Sub Ctgry Id *
Sub Ctgry Desc *

(*) Asterisk identifies mandatory fields.

Procedures

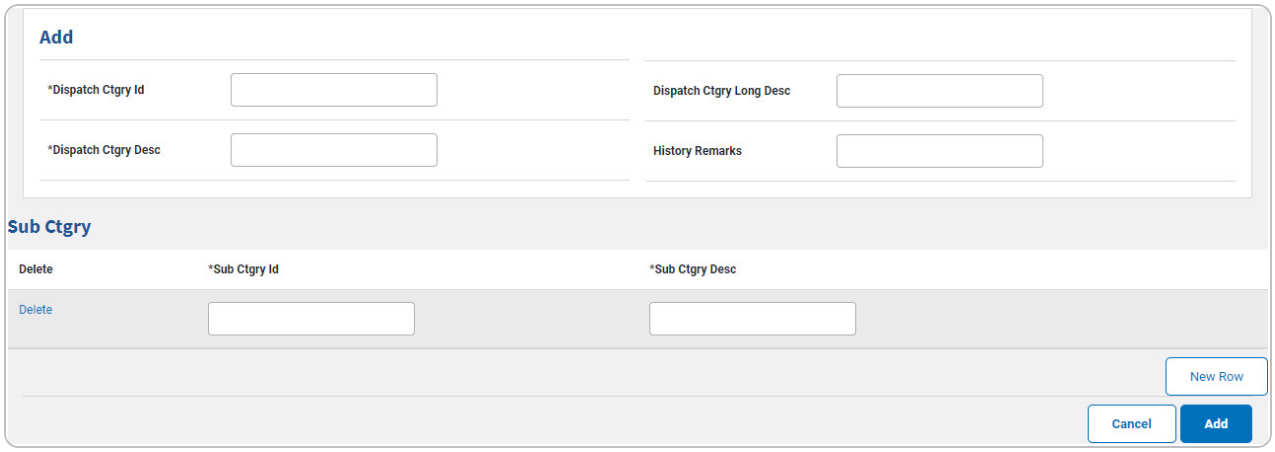
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Dispatch Category

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

1. Select Add. *The* ***Dispatch Category Add*** *page appears.*



A. Enter the DISPATCH CTGRY ID in the field provided. *This is a 15 alphanumeric character field.*

B. Enter the DISPATCH CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*

C. Enter the DISPATCH CTGRY DESC LONG in the field provided. *This is a 125 alphanumeric character field.*

D. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

E. *Complete the SUB CTGRY panel.*

a. Enter the SUB CTGRY ID in the field provided. *This is a 25 alphanumeric character field.*

b. Enter the SUB CTGRY DESC in the field provided. *This is a 25 alphanumeric character field.*

c. Select New Row. *Another row appears under the SUB CTGRY entry.*

d. Repeat Steps a-d to add multiple SUB CTGRY entries.

Delete a SUB CTGRY

Select the Delete hyperlink next to the desired entry. *The entry is deleted from the grid.*

2. Select Add. *The **Dispatch Category Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DISPATCH CTGRY ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DISPATCH CTGRY DESC*.	

13 — Mandatory Entry: *SUB CTGRY ID*.	
13 — Mandatory Entry: *SUB CTGRY DESC*.	
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Maximum of 50 SUB CTGRY's allowed for each Dispatch.	Invalid Entry. The SUB CTGRY can only have up to 50 entries. Revise the SUB CTGRY's entries.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for a Dispatch Category — Criteria
- Search for a Dispatch Category — Results
- Update a Dispatch Category

- Delete a Dispatch Category
- View the Dispatch Category Transaction Status
- Export a Dispatch Category Report

Update a Dispatch Category

Overview

The Dispatch Category Update process allows editing of Dispatch Categories and SUB Categories.

Navigation

Master Data > Dispatch Category > Search Criteria > Search > Search Results > Update hyperlink > Dispatch Category Update page

Page Fields

The following fields display on the **Dispatch Category Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Grid

Dispatch Ctgry Id *
Dispatch Ctgry Desc *
Dispatch Ctgry Long Desc
History Remarks

SUB CTGRY Grid

Delete
Sub Ctgry Id *
Sub Ctgry Desc *

(*) Asterisk identifies mandatory fields.

Procedures

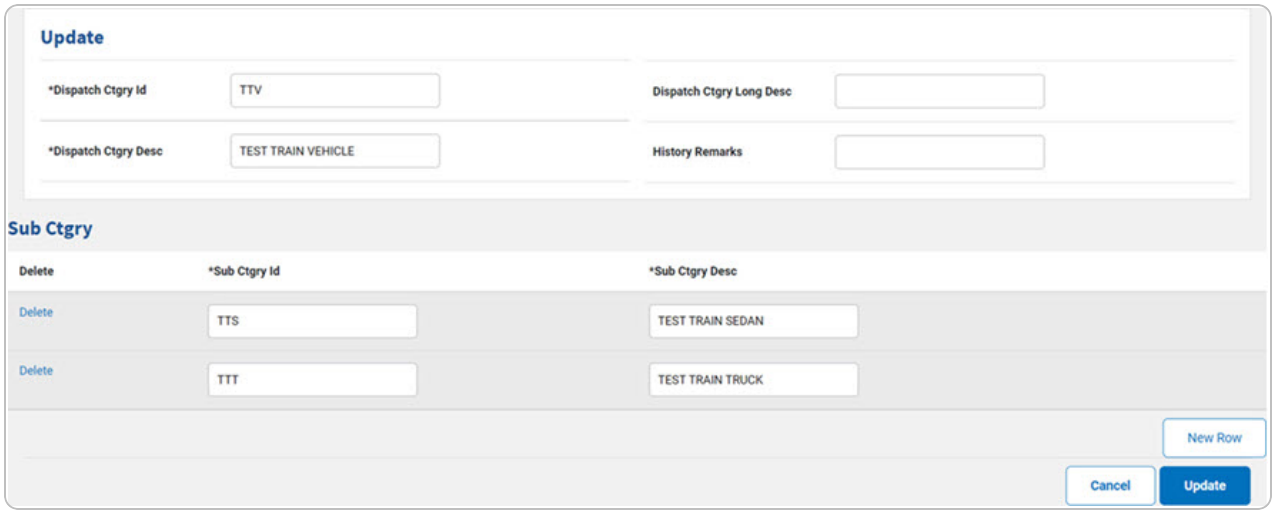
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Dispatch Category

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

1. Select the Update hyperlink. *The* ***Dispatch Category Update*** *page appears.*



A. Update the DISPATCH CTGRY ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

B. Update the DISPATCH CTGRY DESC, entering the description in the field provided. *This is a 25 alphanumeric character field.*

C. Update the DISPATCH CTGRY DESC LONG, entering the description in the field provided. *This is a 125 alphanumeric character field.*

D. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

E. *Complete the SUB CTGRY panel.*

a. Update the SUB CTGRY ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*

b. Update the SUB CTGRY DESC, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*

c. Select New Row. *Another row appears under the SUB CTGRY entry.*

d. Repeat Steps a-d to add multiple SUB CTGRY entries.

Delete a SUB CTGRY

Select the Delete hyperlink next to the desired entry. *The entry is deleted from the grid.*

2. Select Update. *The **Dispatch Category Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DISPATCH CTGRY ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DISPATCH CTGRY DESC*.	

13 — Mandatory Entry: *Sub Ctgry Id*.	
13 — Mandatory Entry: *Sub Ctgry Desc*.	
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Maximum of 50 Sub Ctgry's allowed for each Dispatch.	Invalid Entry. The Sub Ctgry can only have up to 50 entries. Revise the Sub Ctgry's entries.
xxxx — Dispatch Category Id already exists, cannot process Update.	Invalid Entry. The Dispatch Category Id is already created and cannot be duplicated. Re-enter the Dispatch Category Id.

Related Topics

- Search for a Dispatch Category — Criteria
- Search for a Dispatch Category — Results
- Add a Dispatch Category
- Delete a Dispatch Category
- View the Dispatch Category Transaction Status

- Export a Dispatch Category Report

Delete a Dispatch Category

Overview

The Dispatch Category Delete process allows removal of a dispatch category.

Navigation

Master Data > Dispatch Category > Search Criteria > Search > Search Results > Delete hyperlink > Dispatch Category Delete page

Page Fields

The following fields display on the **Dispatch Category Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Dispatch Ctgry Id *
Dispatch Ctgry Desc *
Dispatch Ctgry Long Desc
History Remarks

Sub Ctgry Grid

Delete
Sub Ctgry Id *
Sub Ctgry Desc *

(*) Asterisk identifies mandatory fields.

Procedures

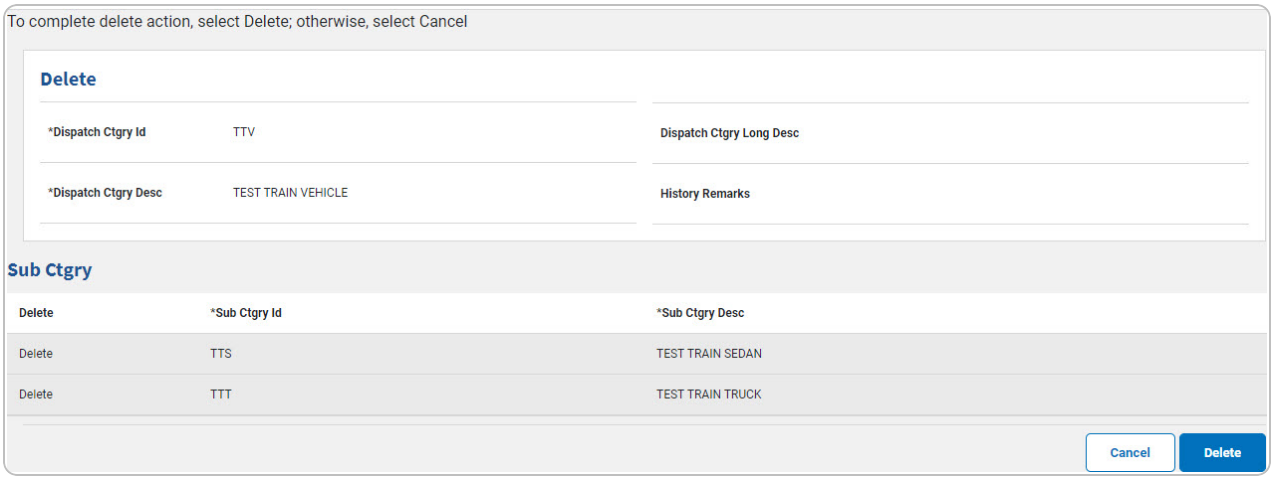
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete an Dispatch Category

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

1. Select the Delete hyperlink. *The **Dispatch Category Delete** page appears.*



A. *Verify the DISPATCH CTGRY ID.*

B. *Verify the DISPATCH CTGRY DESC.*

C. *Verify the DISPATCH CTGRY DESC LONG.*

D. *Verify the History Remarks.*

E. *Complete the SUB CTGRY panel.*

a. *Verify SUB CTGRY ID.*

b. *Verify SUB CTGRY DESC.*

Note

The message "*There are no SUB CTGRY entries for the current Dispatch Ctgry*" displays if there are no SUB Categories.

2. Select Delete. *The **Dispatch Category Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this process.	

Related Topics

- Search for a Dispatch Category — Criteria
- Search for a Dispatch Category — Results
- Add a Dispatch Category
- Update a Dispatch Category
- View the Dispatch Category Transaction Status
- Export a Dispatch Category Report

View the Dispatch Category Transaction Status

Overview

The Dispatch Category Transaction Status process displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Dispatch Category > Search Criteria > *Various Procedural Steps* > Dispatch Category Transaction Status page

Page Fields

The following fields display on the **Dispatch Category Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

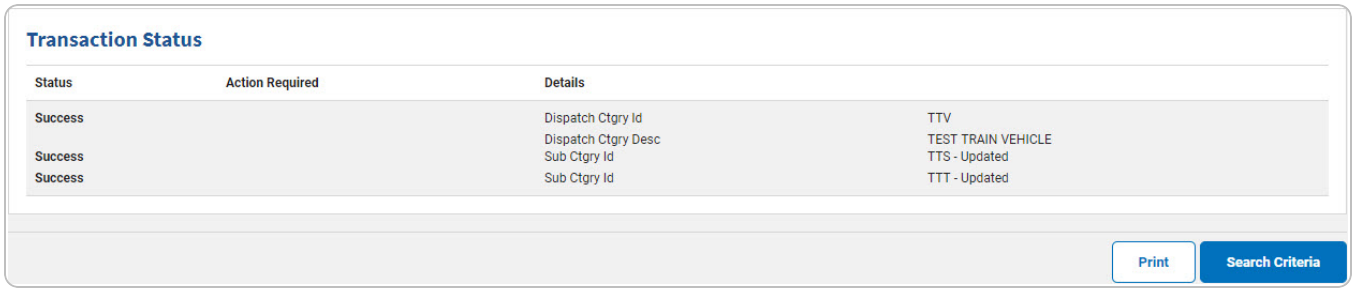
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Dispatch Category Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Dispatch Category Report Export** page appears.*
5. Select Search Criteria. *The **Dispatch Category Search Criteria** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Dispatch Category — Criteria
- Search for a Dispatch Category — Results
- Add a Dispatch Category
- Update a Dispatch Category
- Delete a Dispatch Category
- Export a Dispatch Category Report

Export a Dispatch Category Report

Overview

The Dispatch Category Report Export page provides the ability to save the Dispatch Category in different formats.

Navigation

Master Data > Dispatch Category > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Dispatch Category Report Export page

Page Fields

The following fields display on the **Dispatch Category Export Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

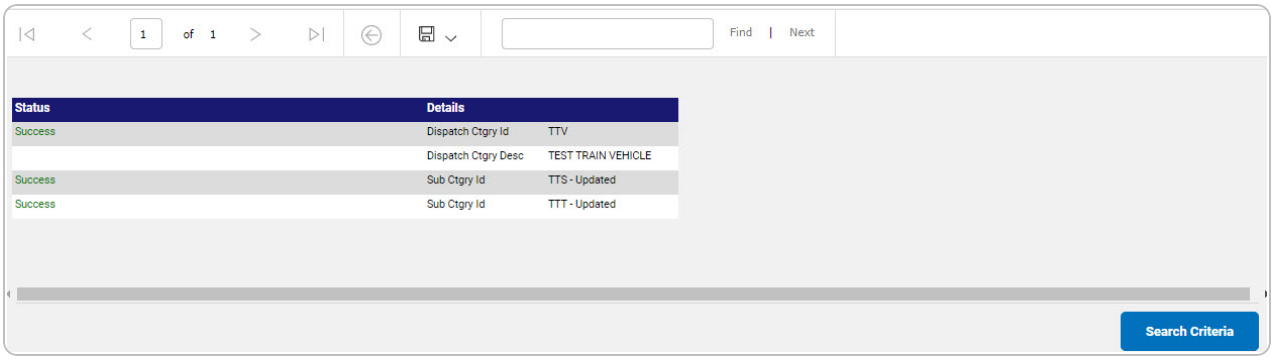
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Category Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The* ***Dispatch Category Search 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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Dispatch Category Search Criteria** page appears.*

Related Topics

- Search for a Dispatch Category — Criteria
- Search for a Dispatch Category — Results
- Add a Dispatch Category
- Update a Dispatch Category
- Delete a Dispatch Category
- View the Dispatch Category Transaction Status

Search for a Dispatch Rate — Criteria

Overview

The Maintenance and Utilization module Dispatch Rate process provides the ability to enter Dispatch Rates into ELMS to calculate Dispatch costs.

Note

Zero (0) is a valid value for both the **Daily Rate** and **Utilization Rate**.

Navigation

Master Data > Dispatch Rate > Dispatch Rate Search Criteria page

Page Fields

The following fields display on the **Dispatch Rate Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Stock Nbr
Lease Cd

Search Results Grid

Update
Delete
Stock Nbr
Item Desc
Lease Cd

Daily Rate
Utilization Rate
Ctlg Nm Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Dispatch Rate

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.*

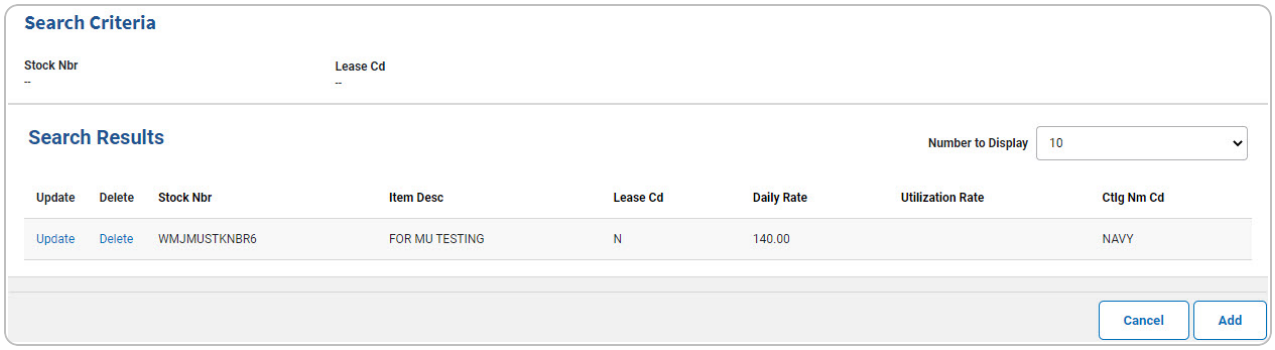
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Nbr Browse help

- Use to select the Lease Cd.

2. Select Search. *The **Dispatch Rate Search Results** page appears.*



Add a Dispatch Rate

Select Add. *The **Dispatch Rate Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Dispatch Rate — Results
- Add a Dispatch Rate
- Update a Dispatch Rate
- Delete a Dispatch Rate
- View the Dispatch Rate Transaction Status
- Export a Dispatch Rate Report
- Stock Nbr Browse

Search for a Dispatch Rate — Results

Overview

The Dispatch Rate Search Results process provides the ability to add, update or delete dispatch rates.

Navigation

Master Data > Dispatch Rate > Search Criteria > Search > Dispatch Rate Search Results page

Page Fields

The following fields display on the **Dispatch Rate Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Stock Nbr
Lease Cd

Search Results Grid

Update
Delete
Stock Nbr
Item Desc
Lease Cd
Daily Rate
Utilization Rate
Ctlg Nm Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Dispatch Rate

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

Select the Update hyperlink. *The* ***Dispatch Rate Update*** *page appears.*

Delete a Dispatch Rate

Select the Delete hyperlink. *The* ***Dispatch Rate Delete*** *page appears.*

Add a Dispatch Rate

Select Add. *The* ***Dispatch Rate Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Dispatch Rate — Criteria
- Add a Dispatch Rate
- Update a Dispatch Rate
- Delete a Dispatch Rate
- View the Dispatch Rate Transaction Status
- Export a Dispatch Rate Report

Add a Dispatch Rate

Overview

The Dispatch Rate Add process provides the ability to create new dispatching rates.

Navigation

Master Data > Dispatch Rate > Search Criteria > Add > Dispatch Rate Add page

Page Fields

The following fields display on the **Dispatch Rate Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Grid

Stock Nbr *
Item Desc
Ctlg Nm
Lease Cd *
Daily Rate *
Utilization Rate
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

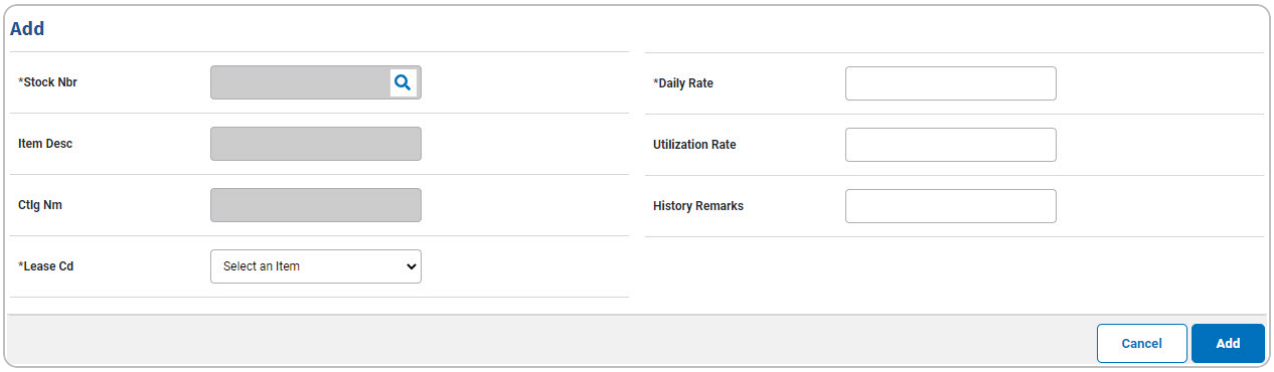
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Dispatch Rate

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

1. Select Add. *The* ***Dispatch Rate Add*** *page appears.*



A. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

Helpful Tip

- Only one Dispatch Rate can be recorded for any Stock Number/LEASE CD combination.
- If a new Dispatch Rate is added where one already exists (the same Stock Number/LEASE CD combination), the old Dispatch Rate will be overwritten without any notification.

B. *The ITEM DESC automatically populates and is not editable.*

C. *The CTLG NM automatically populated and is not editable.*

D. Use to select the Lease Cd.

E. Enter the Daily Rate in the field provided. *This is a 19.2 numeric character field.*

F. Enter the Utilization Rate in the field provided. *This is a 19.2 numeric character field.*

Helpful Tip

Zero (0) is an acceptable value for both the Daily Rate and Utilization Rate.

G. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Dispatch Rate Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Lease Cd*.	
13 — Mandatory Entry: *Daily Rate*.	
xxxx — Lease Code is a required field.	Invalid Entry. One of the Lease Codes must be selected from the drop-down list. Re-enter the Lease Code.
xxxx — Daily Rate is a required field.	Invalid Entry. A Daily Rate must be entered prior to selecting the Update button. Re-enter the Daily Rate.

xxxx — Daily Rate must be numeric (##.##).	Invalid Entry. The Daily Rate must be in the numeric format shown. Re-enter the Daily Rate.
xxxx — Utilization Rate must be numeric (##.##).	Invalid Entry. The Utilization Rate must be in the numeric format shown. Re-enter the Utilization Rate.

Related Topics

- Search for a Dispatch Rate — Criteria
- Search for a Dispatch Rate — Results
- Update a Dispatch Rate
- Delete a Dispatch Rate
- View the Dispatch Rate Transaction Status
- Export a Dispatch Rate Report
- Stock Nbr Browse

Update a Dispatch Rate

Overview

The Dispatch Rate Update process allows editing of a dispatch rate originating from individual and mass uploaded procedures.

Navigation

Master Data > Dispatch Rate > Search Criteria > Search > Search Results > Update hyperlink > Dispatch Rate Update page

Page Fields

The following fields display on the **Dispatch Rate Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update Grid

Stock Nbr *
Item Desc
Ctlg Nm
Lease Cd *
Daily Rate *
Utilization Rate
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

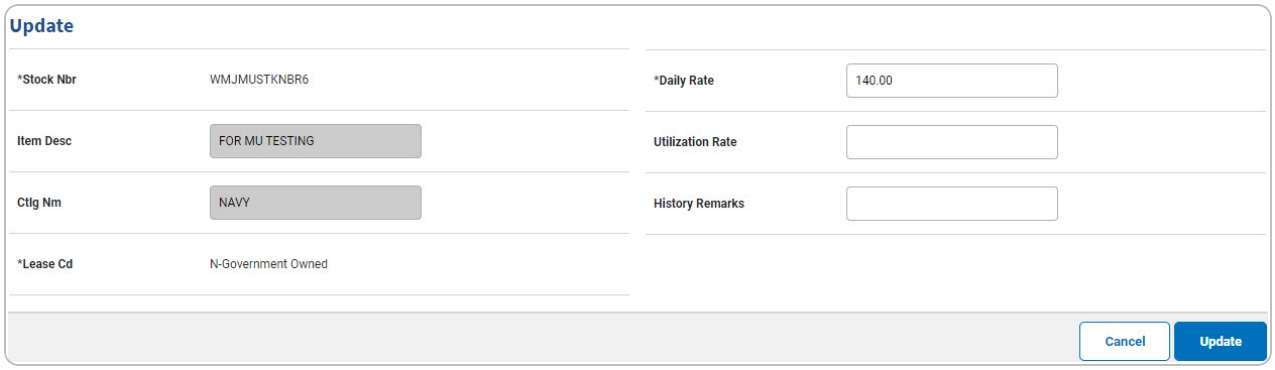
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Dispatch Rate

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

1. Select the Update hyperlink. *The* ***Dispatch Rate Update*** *page appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the CTLG NM.*

D. *Verify the LEASE CD.*

Note

The Lease Code cannot be changed within the Update process. If the Lease Code is incorrect and is not needed for any other Dispatch, it may be deleted and the correct Dispatch Rate with the correct Lease Code can be created.

E. Update the Daily Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*

F. Update the Utilization Rate, entering the revised rate in the field provided. *This is a 19.2 numeric character field.*

Helpful Tip

Zero (0) is an acceptable value for both the Daily Rate and Utilization Rate.

G. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The* ***Dispatch Rate Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LEASE CD*.	
13 — Mandatory Entry: *DAILY RATE*.	
xxxx — Daily Rate is a required field.	Invalid Entry. A Daily Rate must be entered prior to selecting the Update button. Re-enter the Daily Rate.
xxxx — Daily Rate must be numeric (##.##).	Invalid Entry. The Daily Rate must be in the numeric format shown. Re-enter the Daily Rate.
xxxx — Utilization Rate	Invalid Entry. The Utilization Rate must be in the

must be numeric (##.##).	numeric format shown. Re-enter the Utilization Rate.

Related Topics

- Search for a Dispatch Rate — Criteria
- Search for a Dispatch Rate — Results
- Add a Dispatch Rate
- Delete a Dispatch Rate
- View the Dispatch Rate Transaction Status
- Export a Dispatch Rate Report

Delete a Dispatch Rate

Overview

The Dispatch Rate Delete process allows removal of a Dispatch Rate whether it was created individually or mass uploaded.

Navigation

Master Data > Dispatch Rate > Search Criteria > Search > Search Results > Delete hyperlink > Dispatch Rate Delete page

Page Fields

The following fields display on the **Dispatch Rate Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Stock Nbr
Item Desc
Ctlg Nm
Lease Cd *
Daily Rate *
Utilization Rate
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

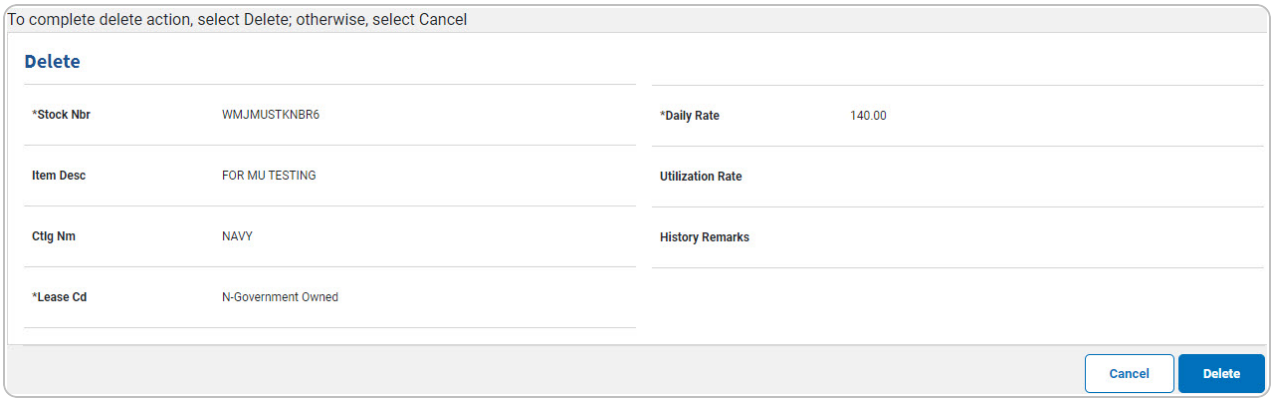
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a Dispatch Rate

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

1. Select the Delete hyperlink. *The* ***Dispatch Rate Delete*** *page appears.*



   A. *Verify the* STOCK NBR.
   B. *Verify the* ITEM DESC.
   C. *Verify the* CTLG NM.
   D. *Verify the* LEASE CD.
   E. *Verify the Daily Rate.*
   F. *Verify the Utilization Rate.*
   G. *Verify the History Remarks.*

2. Select Delete. *The* ***Dispatch Rate Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Dispatch Rate — Criteria
- Search for a Dispatch Rate — Results
- Add a Dispatch Rate
- Update a Dispatch Rate
- View the Dispatch Rate Transaction Status
- Export a Dispatch Rate Report

View the Dispatch Rate Transaction Status

Overview

The Dispatch Rate Transaction Status process displays a verification of the add, update, or delete transactions performed.

Navigation

Master Data > Dispatch Rate > Search Criteria > *Various Procedural Steps* > Dispatch Rate Transaction Status page

Page Fields

The following fields display on the **Dispatch Rate Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

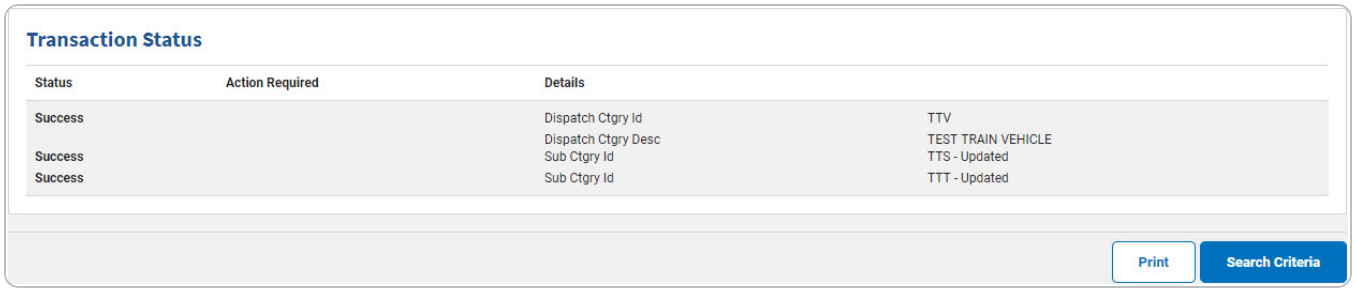
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Dispatch Rate Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Dispatch Rate Report Export** page appears.*
5. Select Search Criteria. *The **Dispatch Rate Search Criteria** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Dispatch Rate — Criteria
- Search for a Dispatch Rate — Results
- Add a Dispatch Rate
- Update a Dispatch Rate
- Delete a Dispatch Rate
- Export a Dispatch Rate Report

Export a Dispatch Rate Report

Overview

The Dispatch Rate Report Export page provides the ability to save the Dispatch Rate in different formats.

Navigation

Master Data > Dispatch Rate > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Dispatch Rate Report Export page

Page Fields

The following fields display on the **Dispatch Rate Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

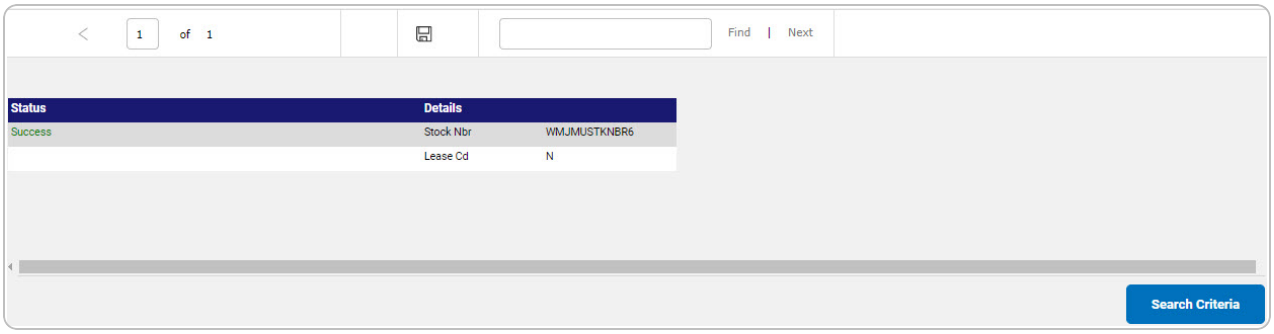
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Rates Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Dispatch Rate Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **Dispatch Rate Search Criteria** page appears.*

Related Topics

- Search for a Dispatch Rate — Criteria
- Search for a Dispatch Rate — Results
- Add a Dispatch Rate
- Update a Dispatch Rate
- Delete a Dispatch Rate
- View the Dispatch Rate Transaction Status

Search for a Maintenance Program — Criteria

Overview

The Maintenance and Utilization module Maintenance Program process provides the ability to create or update Maintenance Program information.

Navigation

Master Data > Maintenance Program > Maintenance Program Search page

Page Fields

The following fields display on the **Maintenance Program Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Program Name
Status
- All
- Active
- Inactive

Search Results Grid

All
Program Name
Status
Agency
FAST

Procedures

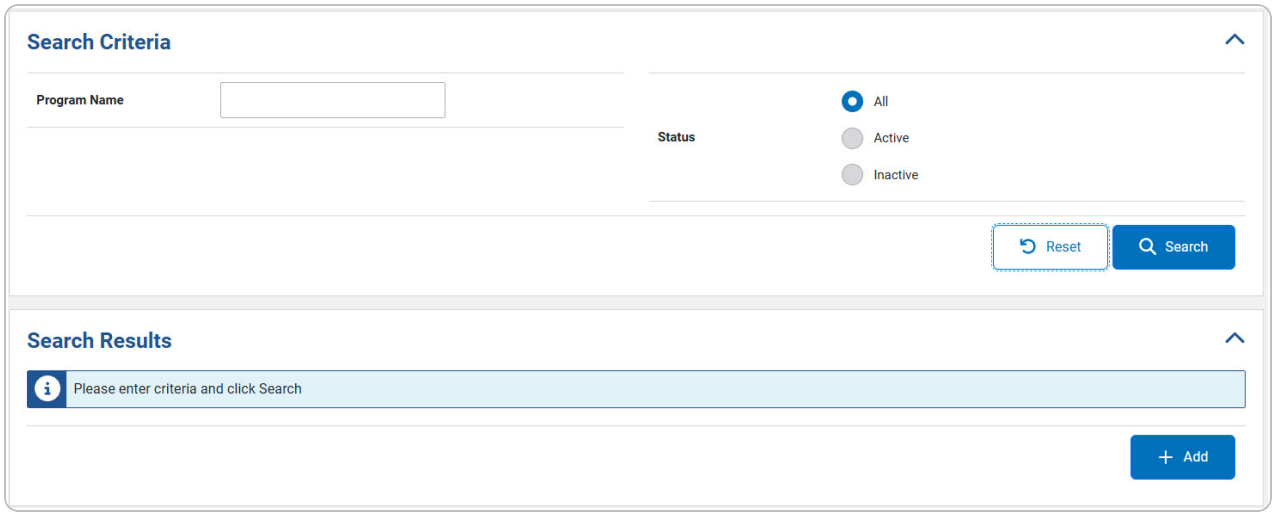
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Program

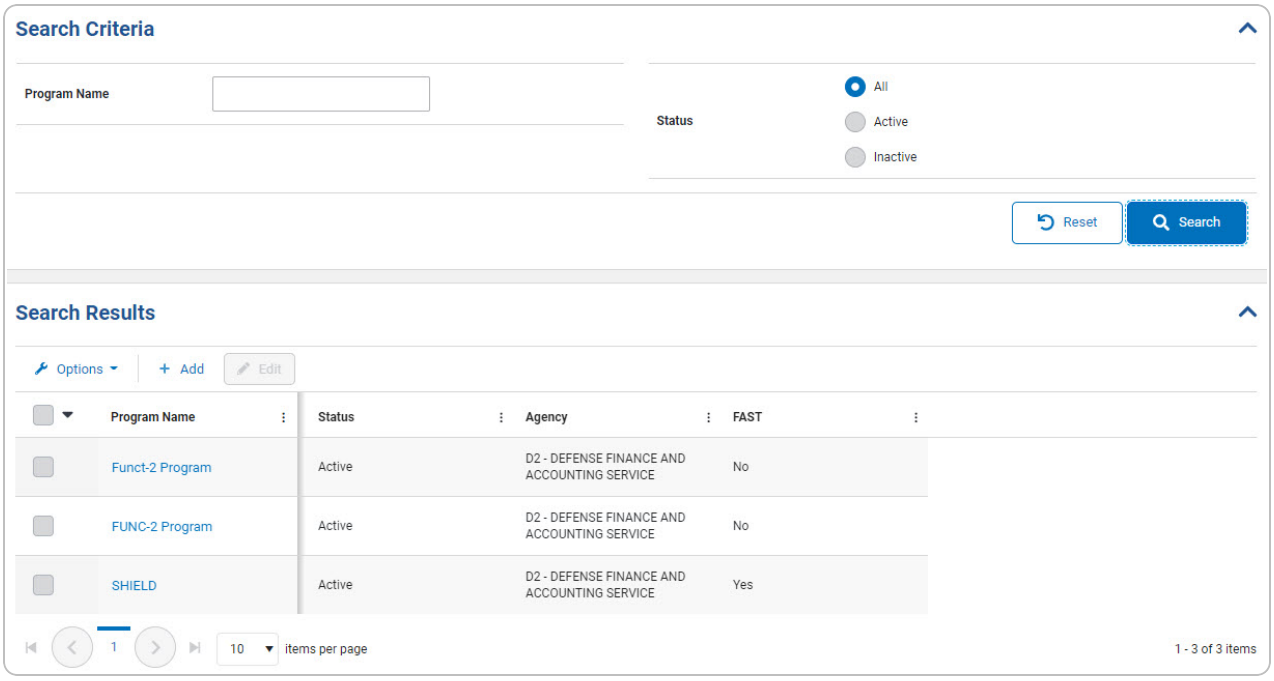
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
- Select to choose the Status. *This indicates the status that will determine the type of entries that will appear in the Search Results grid.*

2. Select Search. *The results appear in the Search Results grid.*



Add a Maintenance Program

Select + Add. *The **Maintenance Program Add** page appears.*

Update a Maintenance Program

Select Edit. *The **Maintenance Program Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Program — Results
- Add a Maintenance Program
- Update a Maintenance Program

Search for a Maintenance Program — Results

Overview

The Maintenance Program Search Results process provides the ability to create and update existing maintenance programs.

Navigation

Master Data > Maintenance Program > Search Criteria > Search > Maintenance Program Search Results page

Page Fields

The following fields display on the **Maintenance Program Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Program Name
Status
- All
- Active
- Inactive

Search Results Grid

All
Program Name
Status
Agency

FAST

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Program

Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

Select Add. *The* ***Maintenance Program Add*** *page appears.*

Update a Maintenance Program

Select Edit. *The* ***Maintenance Program Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Program
- Add a Maintenance Program
- Update a Maintenance Program

Add a Maintenance Program

Overview

The Maintenance Program Add process provides the ability to create new maintenance programs.

Navigation

Master Data > Maintenance Program > Search Criteria > + Add > Add Maintenance Program page

Page Fields

The following fields display on the **Add Maintenance Program** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Identification Tab

Identification Grid

Program Name
Status
Program Type

Config Tab

Settings Grid

Utilization Variance (%)
Fuel Quantity
Agency Code *

Catalog *
Work Order NMC Default
WO Util Required
Schedules

Readiness Reporting Grid

Readiness Report *

FAST Reporting Grid

FAST Reportable
FAST Manager Addr

(*) Asterisk identifies mandatory fields.

Procedures

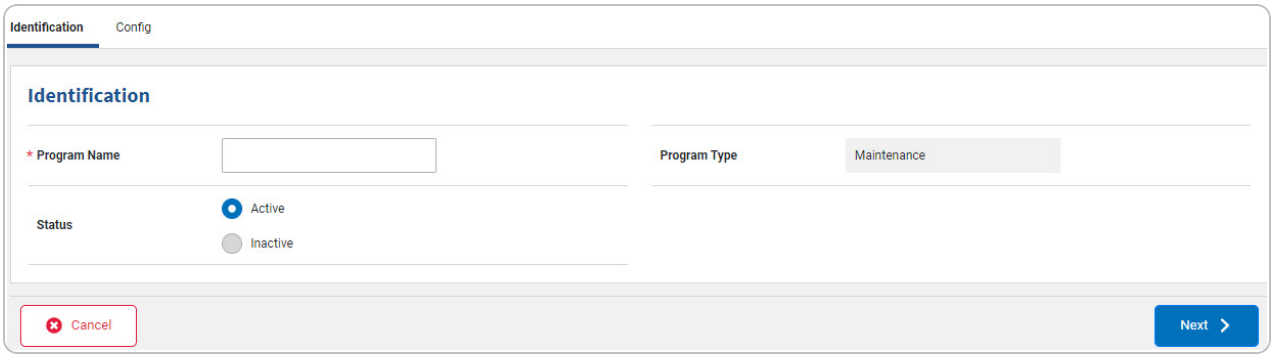
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Program

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Maintenance Program*** *page appears.*



A. Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*

B. Select to choose the WO UTIL Required. *This indicates the status that will determine the type of entries that will appear in the Search Results grid.*

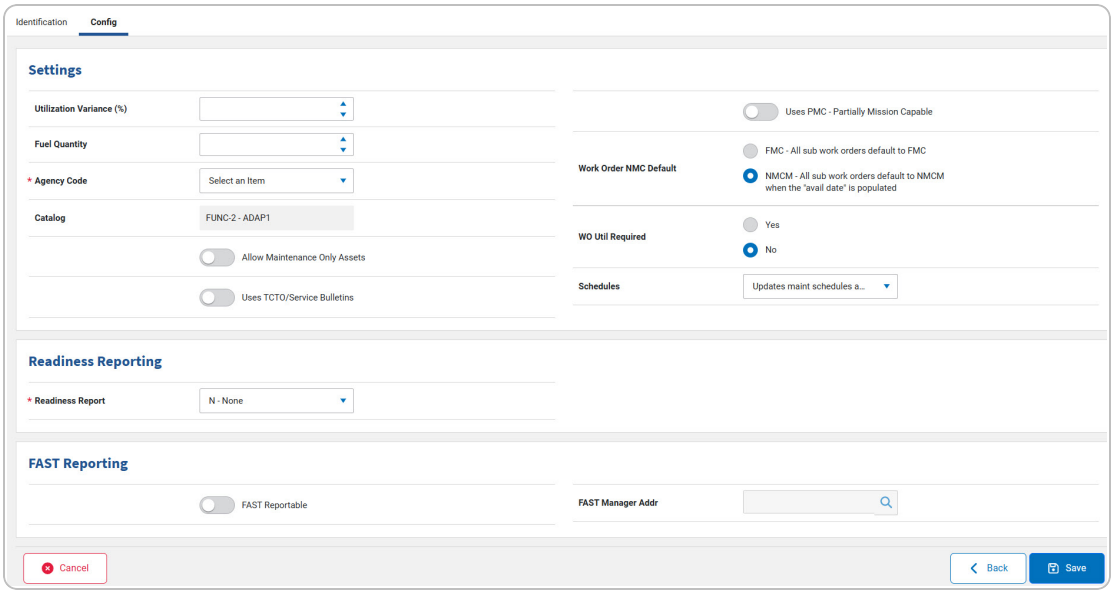
C. *The Program Type automatically populates and is not editable.*

Select Next >. *The CONFIG tab opens.*

D.

OR

Select the Config tab.



a. *Complete the Settings grid.*

1. Use to choose the Utilization Variance %.
2. Use to choose the Fuel Quantity.
3. Use to select the Agency Code.
4. Use to select the Catalog.
5. Click to select the Allow Maintenance Only Assets.
6. Select to choose the Work Order NMC Default. *This indicates the NMC default of the SUB WORK ORDERS in the Maintenance Program.*

7. Select WO UTIL Required if the Maintenance Program has WO UTIL. *Select/deselect the appropriate designation.*

8. Select to choose the Schedules. *This indicates the preferred Maintenance Schedule update method for the Maintenance Program.*

b. *Complete the Readiness Reporting grid*

Use to select the Readiness Report.

c. *Complete the FAST Reporting grid.*

1. Click to select the FAST REPORTABLE. *Indicates the use of a FAST REPORTABLE vehicle.*

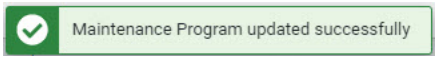
2. Enter the FAST Manager ADDR, or use to browse for the address. *This is a 35 alphanumeric character field.*

Address Browse help

Note

The FAST Manager ADDR field becomes available after clicking the FAST REPORTABLE slider.

2. Select Save. *The **Add Maintenance Program** page closes and*



appears as the entry is added to the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — User can not add Assets to MU and PA.	Invalid Entry. By turning the Direct MU Entry flag to on, all assets will be completed within Maintenance & Utilization Only. Re-enter the entry.

xxxx — Work Orders and Utilization exists.	Invalid Entry. All Work Orders and Utilization must be completed prior to turning off Direct MU Entry Flag. Re-enter the entry.
xxxx — Asset exist in MAM.	Invalid Entry. All Assets need to be removed prior to turning the Direct MU Entry Flag to off. Remove the assets and re-try the entry.
xxxx — Assets, WO, and/or Utilization exists.	Invalid Entry. All Work Orders and Utilization must be completed prior to turning off Direct MU Entry Flag. All Assets need to be removed prior to turn the direct MU Entry flag to on. Remove the entry and re-try.

Related Topics

- Search for a Maintenance Program
- Update a Maintenance Program
- Address Browse

Update a Maintenance Program

Overview

The Maintenance Program Update process allows editing of maintenance program information.

Navigation

Master Data > Maintenance Program > Search Criteria > Search > Search Results > Edit > Maintenance Program Update page

Page Fields

The following fields display on the **Maintenance Program Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Identification Tab

Identification Grid

Program Name
Status
Program Type

Config Tab

Settings Grid

Utilization Variance (%)
Fuel Quantity
Agency Code *

Catalog *
Work Order NMC Default
WO Util Required
Schedules

Readiness Reporting Grid

Readiness Report *

FAST Reporting Grid

FAST Reporting
FAST Manager Addr

(*) Asterisk identifies mandatory fields.

Procedures

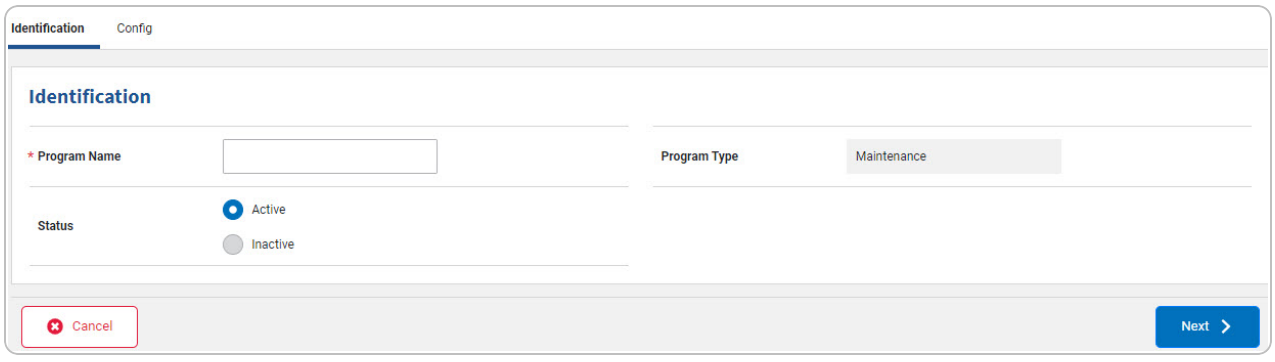
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Program

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

1. Select Edit. *The* ***Add (Update) Maintenance Program*** *page appears.*



A. Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*

B. Verify the Status contains the appropriate or . *This indicates the status that will determine the type of entries that will appear in the Search Results grid.*

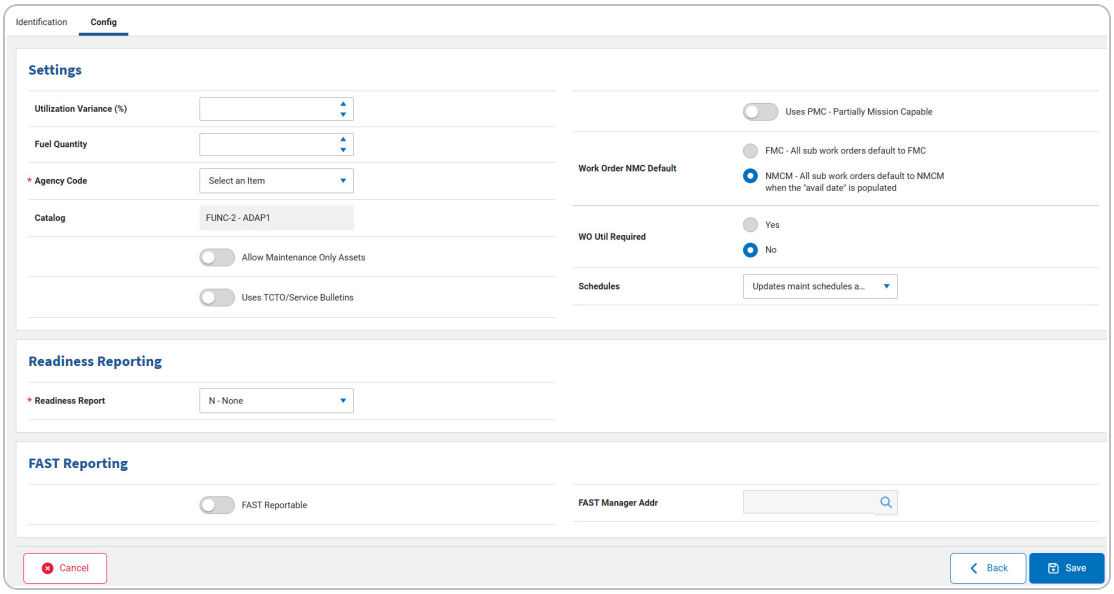
C. *Verify the Program Type.*

Select Next >. *The CONFIG tab opens.*

D.

OR

Select the Config tab.



a. *Update the Settings grid.*

1. Update the Utilization Variance %, using to choose the revised percentage.
2. Update the Fuel Quantity, using to choose the revised amount.
3. Update the Agency Code, using to select the desired code.
4. Update the Catalog, using to select the desired catalog.
5. Verify the Allow Maintenance Only Assets contains the appropriate or .

6. Verify the Work Order NMC Default contains the appropriate or . *This indicates the NMC default of the SUB WORK ORDERS in the Maintenance Program.*

7. Verify the WO UTIL Required contains the appropriate or . *Select/deselect the appropriate designation.*

8. Verify the Schedules contains the appropriate or . *This indicates the preferred Maintenance Schedule update method for the Maintenance Program.*

b. *Update the Readiness Reporting grid*

Update the Readiness Report, using to select the desired status.

c. *Update the FAST Reporting grid.*

d. Verify the FAST REPORTABLE contains the appropriate or . *Indicates the use of a FAST REPORTABLE vehicle.*

e. Update the FAST Manager ADDR, using to browse for the revised address. *This is a 35 alphanumeric character field.*

Address Browse help

Note

The FAST Manager ADDR field becomes available after clicking the FAST REPORTABLE slider.

2. Select Save. *The **Add (Update) Maintenance Program** page closes and* Maintenance Program updated successfully *appears as the revised entry is added to the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — No Data.	Invalid Entry. Record does not exist. Re—enter the entry.

Related Topics

- Search for a Maintenance Program
- Add a Maintenance Program
- Address Browse

Search for a MAINT SCHED ID Prefix — Criteria

Overview

The Maintenance and Utilization module Maintenance Schedule Identifier Prefix process provides the ability to create and identify the MAINT SCHED ID. The MAINT SCHED ID Prefix runs in conjunction with the Schedule Preventative Maintenance process during the creation of the MAINT SCHED ID.

Navigation

Master Data > MAINT SCHED ID Prefix > MAINT SCHED ID Prefix Search Criteria page

Page Fields

The following fields display on the **MAINT SCHED ID Prefix Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Maint Sched Id Prefix

Search Results Grid

Update
Maint Sched Id Prefix
Prefix Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a MAINT SCHED ID Prefix

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, narrow the results by entering one of the following optional fields:.

   - Enter the MAINT SCHED ID Prefix in the field provided. *This is a 25 alphanumeric character field.*

2. Select Search. *The **Maintenance Schedule Identifier Prefix Search Results** page*

appears.

Add a Maint Sched Id Prefix

Select Add. *The **Maintenance Schedule Identifier Prefix Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Schedule Identifier Prefix — Results
- Add a Maintenance Schedule Identifier Prefix
- Update a Maintenance Schedule Identifier Prefix
- View the Maintenance Schedule Identifier Prefix Transaction Status
- Export a Maintenance Schedule Identifier Prefix Report

Search for a MAINT SCHED ID Prefix — Results

Overview

The MAINT SCHED ID Prefix Search Results process provides the ability to update or add MAINT SCHED ID prefixes.

Navigation

Master Data > MAINT SCHED ID Prefix > Search Criteria > Search > MAINT SCHED ID Prefix Search Results page

Page Fields

The following fields display on the **MAINT SCHED ID Prefix Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Maint Sched Id Prefix

Search Results Grid

Update
Maint Sched Id Prefix
Prefix Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maint Sched Id Prefix

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

Select the Update hyperlink. *The* ***Maintenance Schedule Identifier Prefix Update*** *page appears.*

Add a Maint Sched Id Prefix

Select Add. *The* ***Maintenance Schedule Identifier Prefix Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Maintenance Schedule Identifier Prefix — Criteria
- Add a Maintenance Schedule Identifier Prefix
- Update a Maintenance Schedule Identifier Prefix

- View the Maintenance Schedule Identifier Prefix Status
- Export a Maintenance Schedule Identifier Prefix Report

Add a Maint Sched Id Prefix

Overview

The Maint Sched Id Prefix Add process provides the ability to create new Maint Sched Id prefixes.

Navigation

Master Data > Maint Sched Id Prefix > Search Criteria > Add > Maint Sched Id Prefix Add page

Page Fields

The following fields display on the **Maint Sched Id Prefix Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

Maint Sched Id Prefix
Prefix Desc
Active

Procedures

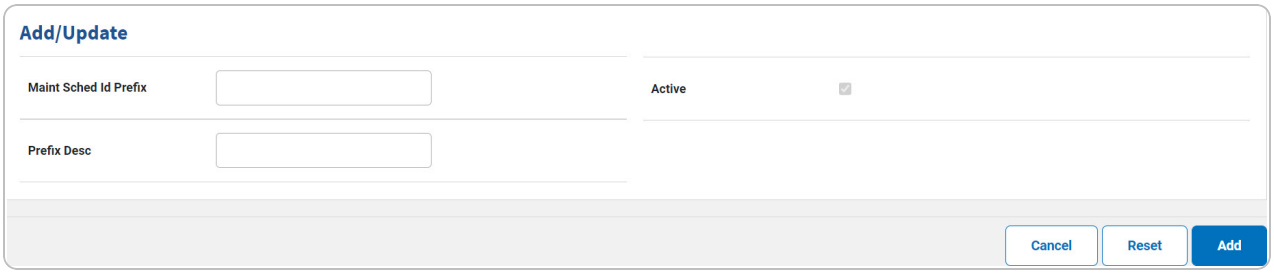
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a MAINT SCHED ID Prefix

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

1. Select Add. *The* ***MAINT SCHED ID Prefix Add*** *page appears.*



   A. Enter the MAINT SCHED ID Prefix in the field provided. *This is a 25 alphanumeric character field.*

   B. Enter the Prefix DESC in the field provided. *This is a 50 alphanumeric character field.*

   C. *The Active automatically populates and is not editable.*

2. Select Add. *The* ***Maintenance Schedule Identifier Prefix Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MAINT SCHED ID PREFIX*.	

	Missing Entry. Enter the appropriate information in the desired field.
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
2355 — The prefix is already in use. Please enter a different prefix.	Invalid Entry. The Prefix already exists. Re-enter the Prefix.

Related Topics

- Search for a Maintenance Schedule Identifier Prefix — Criteria
- Search for a Maintenance Schedule Identifier Prefix — Results
- Update a Maintenance Schedule Identifier Prefix
- View the Maintenance Schedule Identifier Prefix Status
- Export a Maintenance Schedule Identifier Prefix Report

Update a MAINT SCHED ID Prefix

Overview

The MAINT SCHED ID Prefix Update process allows editing of a MAINT SCHED ID prefix.

Navigation

Master Data > MAINT SCHED ID Prefix > Search Criteria > Search > Search Results > Update hyperlink > MAINT SCHED ID Prefix Update page

Page Fields

The following fields display on the **MAINT SCHED ID Prefix Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Grid

Maint Sched Id Prefix
Prefix Desc
Active

Procedures

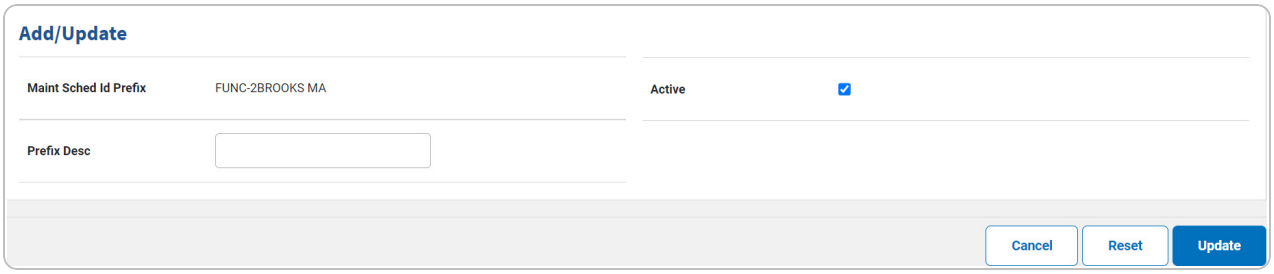
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a MAINT SCHED ID Prefix

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

1. Select the Update hyperlink. *The **MAINT SCHED ID Prefix Update** page appears.*



   A. *Verify the MAINT SCHED ID Prefix.*

   B. Update the Prefix DESC, entering the revised description in the field provided. *This is a 50 alphanumeric character field.*

   C. Verify the Active contains the appropriate ☑ or ☐. *When deselected, the MAINT SCHED ID Prefix is deleted and removed from the Search Results page after selecting* Update.

2. Select Update. *The **Maintenance Schedule Identifier Prefix Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *MAINT SCHED ID PREFIX*.	Missing Entry. Enter the appropriate information in the desired field.
2356 – At least one prefix must exist. Prefix cannot be inactivated.	Invalid Entry. A Prefix must exist and cannot be deleted. Re-enter the entry

Related Topics

- Search for a Maintenance Schedule Identifier Prefix — Criteria
- Search for a Maintenance Schedule Identifier Prefix — Results
- Add a Maintenance Schedule Identifier Prefix
- View the Maintenance Schedule Identifier Prefix Transaction Status
- Export a Maintenance Schedule Identifier Prefix Report

View the MAINT SCHED ID Prefix Transaction Status

Overview

The MAINT SCHED ID Prefix Transaction Status process displays a verification of the add or update transactions performed.

Navigation

Master Data > MAINT SCHED ID Prefix > Search Criteria > *VARIOUS PROCEDURAL STEPS* > MAINT SCHED ID Prefix Transaction Status page

Page Fields

The following fields display on the **MAINT SCHED ID Prefix Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

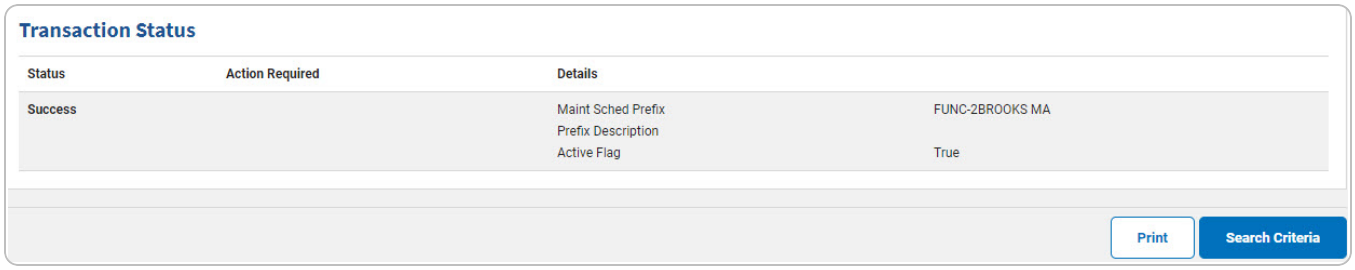
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the MAINT SCHED ID Prefix Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Maintenance Schedule Identifier Prefix Report Export** page appears.*
5. Select Search Criteria. *The **Maintenance Schedule Identifier Prefix — Criteria** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Maintenance Schedule Identifier Prefix — Criteria
- Search for a Maintenance Schedule Identifier Prefix — Results
- Add a Maintenance Schedule Identifier Prefix
- Update a Maintenance Schedule Identifier Prefix
- Export a Maintenance Schedule Identifier Prefix Report

Export a MAINT SCHED ID Prefix Report

Overview

The MAINT SCHED ID Prefix Report Export page provides the ability to save the MAINT SCHED ID Prefix in different formats.

Navigation

Master Data > MAINT SCHED ID Prefix > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > MAINT SCHED ID Prefix Report Export page

Page Fields

The following fields display on the **MAINT SCHED ID Prefix Export Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

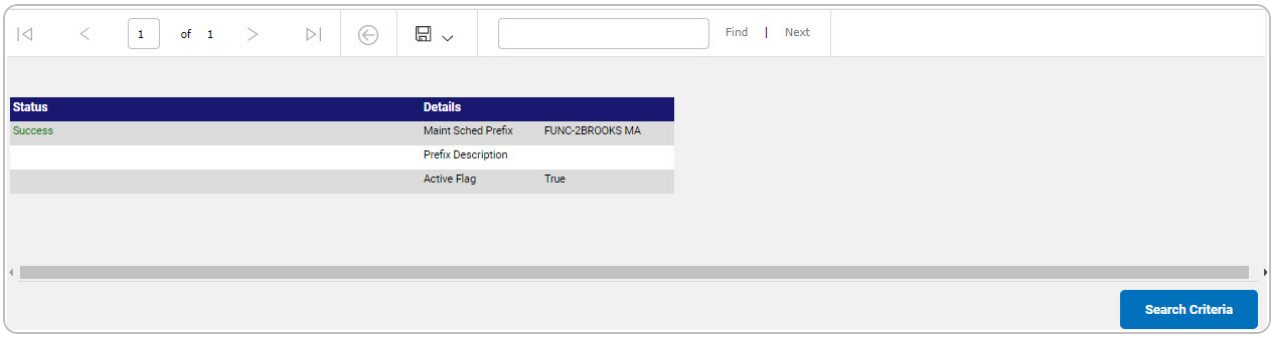
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the MAINT SCHED ID Prefix Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Maintenance Schedule Identifier Prefix Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Maintenance Schedule Identifier Prefix Search Criteria** page appears.*

Related Topics

- Search for a Maintenance Schedule Identifier Prefix — Criteria
- Search for a Maintenance Schedule Identifier Prefix — Results
- Add a Maintenance Schedule Identifier Prefix
- Update a Maintenance Schedule Identifier Prefix
- View the Maintenance Schedule Identifier Prefix Transaction Status

Search for a Maintenance Activity

Overview

The Maintenance and Utilization module Maintenance Activity (MA) process provides the ability to:

- Determine responsibility of performing maintenance for assets
- Create Equipment Pools
- Manage Operators and Technicians

The MA is associated to a Warehouse to manage the parts needed during maintenance.
The MA is usually an in-house organization. However, if the maintenance is contracted out, then an external organization is identified as the MA.

Navigation

Master Data > Maintenance Activity > Maintenance Activity Search page

Page Fields

The following fields display on the **Maintenance Activity Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Activity
Maint Program
Status
- All
- Active
- Inactive

Search Results Grid

Maint Activity
Description
Maint Program
Status

Optional

Establish By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Notes
Program Id
UIC

Procedures

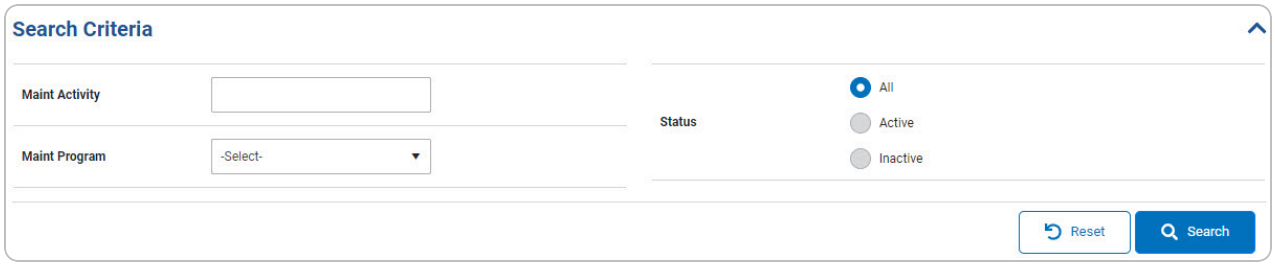
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Activity

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.*

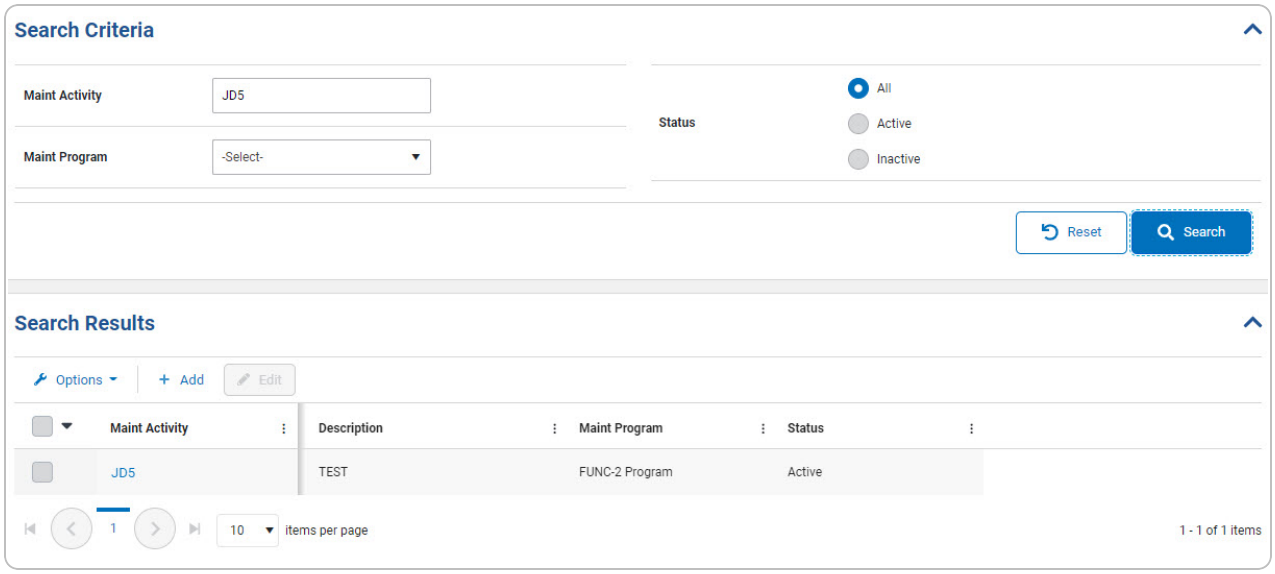
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Enter the MAINT ACTIVITY in the field provided. *This is a 15 alphanumeric character field.*

- Use ▾ to select the Maint Program.
- Select ○ Status if the status of the Maintenance Activity needs to change.*When selected, the Status changes to search for either Active Maintenance Activities or Inactive Maintenance Activities.*

2. Select Search. *The results appear in the Search Results grid.*



Add a Maintenance Activity

Select + Add. *The **Maintenance Activity Settings** page appears.*

Update a Maintenance Activity

1. Click ○ to select the entry. *The MAINT ACTIVITY is highlighted, and* Edit *becomes available.*
2. Select Edit. *The **Maintenance Activity Settings** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Maintenance Activity
- Update a Maintenance Activity
- View the Maintenance Activity Details

Add a Maintenance Activity

Overview

The Maintenance Activity Add process provides the ability to create a new Maintenance Activity (MA).

Navigation

Master Data > Maintenance Activity > Search Criteria > + Add > Maintenance Activity Settings (Add) page

Page Fields

The following fields display on the **Maintenance Activity Settings (Add)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Settings Grid

Maint Activity *
Maint Program *
Description *
UIC *

Address Grid

Address

Info Grid

Full Util Days

Full Util Hours
Full Util Miles
Hours of Operation

(*) Asterisk identifies mandatory fields.

Procedures

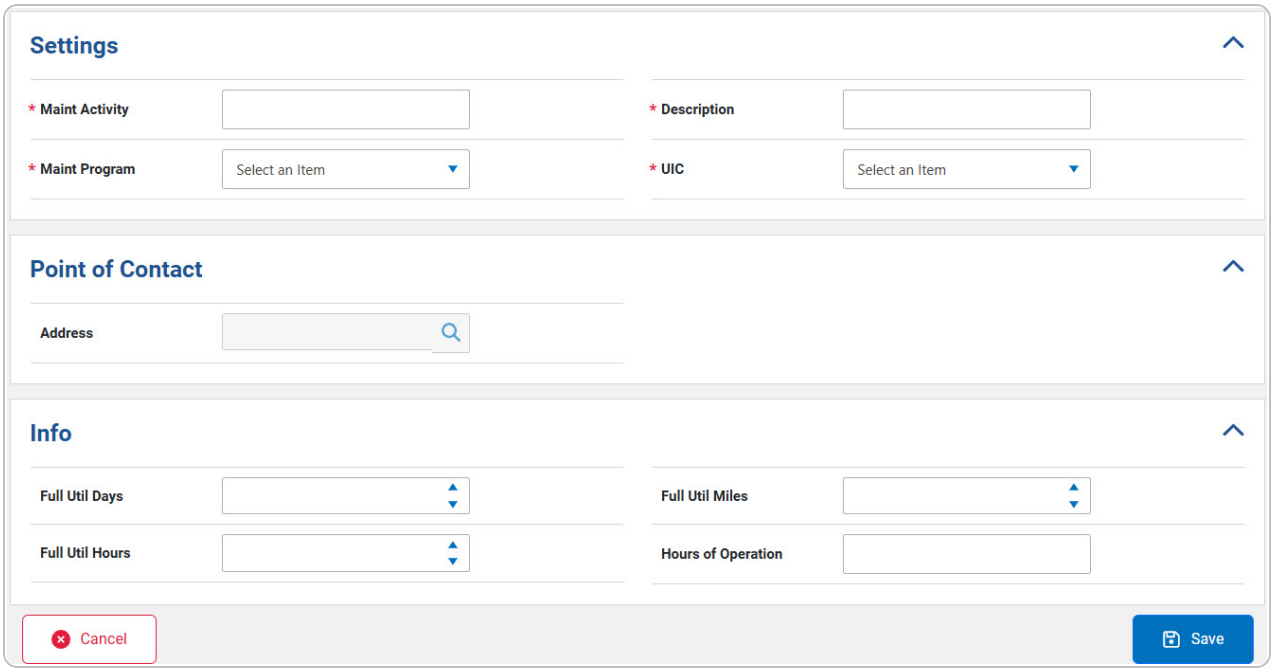
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Activity

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

1. Select + Add. *The* ***Maintenance Activity Settings (Add)*** *page appears.*



2. *Complete the Settings grid.*

   A. Enter the MAINT ACTIVITY in the field provided. *This is a 15 alphanumeric character field.*

B. Use ▾ to select the Maint Program.

C. Enter the Description in the field provided. *This is a 250 alphanumeric character field.*

D. Use ▾ to select the UIC.

3. *Complete the Address grid.*

   Update the Address, using 🔍 to browse for the correct address. *This is a 35 alpha-numeric character field.*

   Address Browse help

> **Note**
>
> If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. *Complete the INFO grid.*

   A. Use ⇕ to choose the FULL UTIL DAYS.

   B. Use ⇕ to choose the FULL UTIL HOURS.

   C. Use ⇕ to choose the FULL UTIL MILES.

   D. Enter the Hours of Operation in the field provided. *This is a 50 alphanumeric character field.*

5. Select Save. *The **Maintenance Activity Search** page appears and*

   Maintenance Activity added successfully

   appears as the entry is added to the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *MAINT ACTIVITY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT PROGRAM*.	
13 — Mandatory Entry: *Description*.	
13 — Mandatory Entry: *MAINT DIVISION*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
350 — Must be alphanumeric with supported special characters $, — , /, #,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”,

&, ;, comma, period, and space.	numeric “0” through “9”) characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Maintenance Activity
- Update a Maintenance Activity
- View the Maintenance Activity Details
- Address Browse

Update a Maintenance Activity

Overview

The Maintenance Activity Update process allows editing of a Maintenance Activity (MA).

Navigation

Master Data > Maintenance Activity > Search Criteria > Search > Search Results > Edit > Maintenance Activity Settings (Update) page

Page Fields

The following fields display on the **Maintenance Activity Settings (Update)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Settings Grid

Maint Activity *
Maint Program *
Description *
UIC *

Address Grid

Address

Info Grid

Full Util Days

Full Util Hours
Full Util Miles
Hours of Operation

(*) Asterisk identifies mandatory fields.

Procedures

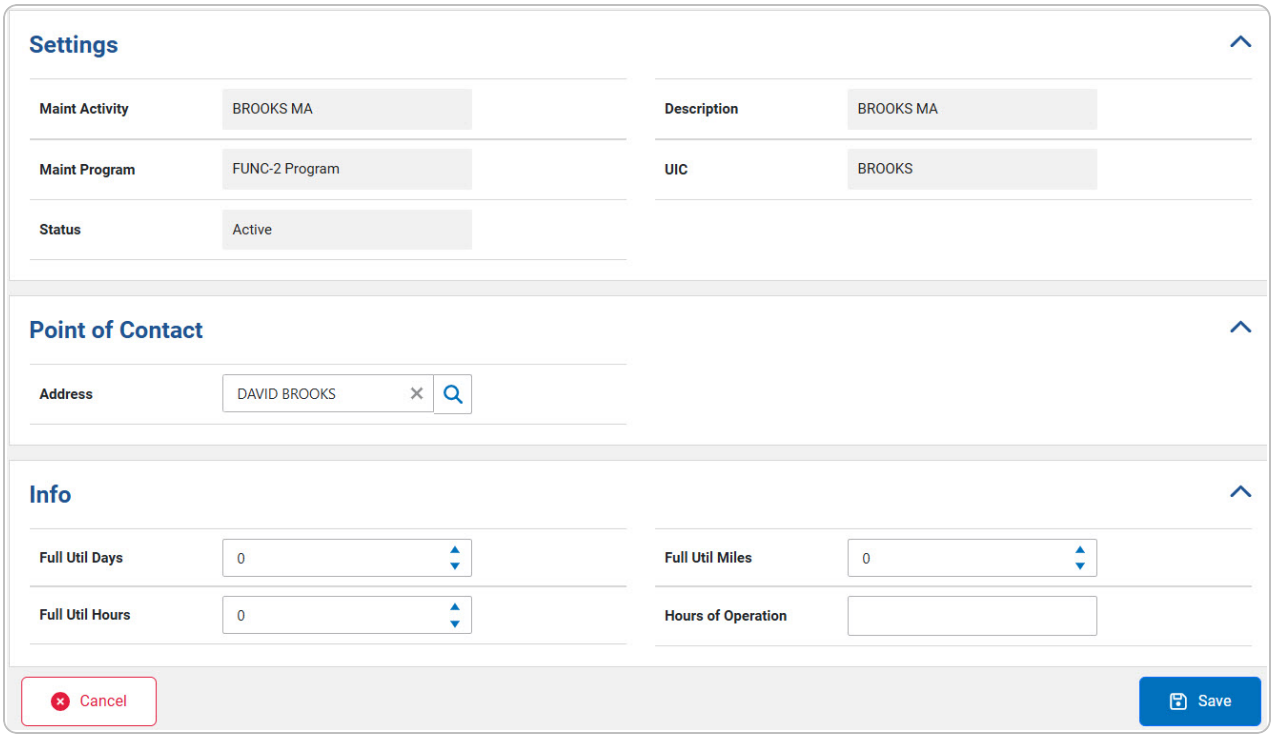
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Maintenance Activity

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

1. Select Edit. *The* ***Maintenance Activity Settings (Update)*** *page appears.*



2. *Complete the Settings grid.*

A. Update the MAINT ACTIVITY, entering the revised activity in the field provided. *This is a 15 alphanumeric character field.*

B. Update the Maint Program, using ▾ to select the desired program.

C. Update the Description, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*

D. Update the UIC, using ▾ to select the desired code.

3. *Complete the Address grid.*

   Update the Address, using 🔍 to browse for the revised address. *This is a 35 alpha-numeric character field.*

   Address Browse help

> **Note**
>
> If the desired address is incomplete, the MA is considered incomplete, and a "Mandatory Entry" error appears. Update the Address first, before updating the MA. See **Update an Address** for further information.

4. *Complete the INFO grid.*

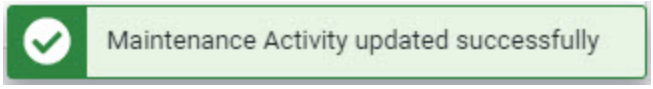
   A. Update the FULL UTIL DAYS, using ▲▼ to choose the revised days.

   B. Update the FULL UTIL HOURS, using ▲▼ to choose the revised hours.

   C. Update the FULL UTIL MILES, using ▲▼ to choose the revised miles.

   D. Enter the Hours of Operation in the field provided. *This is a 50 alphanumeric character field.*

5. Select Save. *The **Maintenance Activity Search** page appears and*



appears as the entry is added to the Search Results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *MAINT ACTIVITY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT PROGRAM*.	
13 — Mandatory Entry: *Description*.	
13 — Mandatory Entry: *MAINT DIVISION*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
350 — Must be alpha-numeric with supported spe-	Invalid Entry. The characters entered in the field

cial characters $, — , /, #, &, ;, comma, period, and space.	include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Maintenance Activity
- Add a Maintenance Activity
- View the Maintenance Activity Details
- Address Browse

View the Maintenance Activity Details

Overview

The Maintenance Activity Details process is view only and displays the Maintenance Activity's (MA)Details.

Navigation

Master Data > Maintenance Activity > Search Criteria > Search > Search Results > Maintenance Activity hyperlink > Maintenance Activity Details slide-out window

Page Fields

The following fields display on the **Maintenance Activity Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Details Grid

Maint Activity
Maint Program
Status
Description
UIC
Address
Full Util Days
Full Util Hours
Full Util Miles
Hours of Operation

Procedures

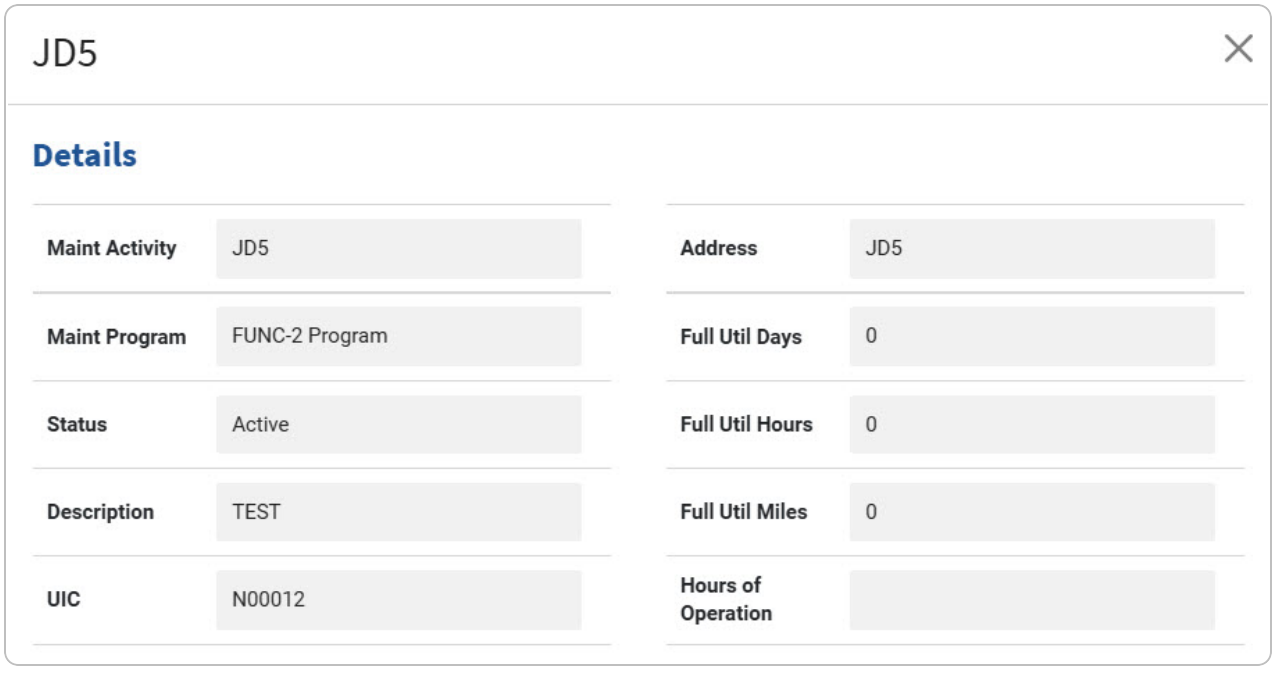
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Maintenance Activity Details

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

1. Select the Maintenance Activity hyperlink of the desired entry. *The **Maintenance Activity Details** slide-out window appears on the right.*



A. *Verify the MAINT ACTIVITY.*
B. *Verify the MAINT PROGRAM.*
C. *Verify the Status.*
D. *Verify the Description.*
E. *Verify the UIC.*
F. *Verify the Address.*

G. *Verify the FULL UTIL DAYS.*

H. *Verify the FULL UTIL HOURS.*

I. *Verify the FULL UTIL MILES.*

J. *Verify the Hours of Operation.*

2. Select . *The **Maintenance Activities Details** slide-out window closes and the Search Results appear.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Activity
- Add a Maintenance Activity
- Update a Maintenance Activity

Operating Target Search

Overview

The Maintenance and Utilization module Operating Target (OPTAR) process provides the ability to read, add, or update an Operating Target.
The Operating Target is used for financial obligations and is selected for non-free Requisitions to the track the funds utilized for a specific budget.
M&U users must have the *Maintenance Director* or *M&U Officer* role for Read/Add/Update access.

Navigation

Master Data > Operating Target > Operating Target (OPTAR) Search page

Page Fields

The following fields display on the **Operating Target (OPTAR) Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Operating Target Search Results.
526	Select "Reset" to clear the Operating Target Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Operating Target data.

528	Select "Add" to create a new Operating Target record.
529	Select "Edit" to update the selected Operating Target record(s).

Search Criteria Grid

OPTAR Name
DoDAAC
Fiscal Year
Object Class Cd
Active

Search Results Grid

OPTAR Name
Fiscal Year
DoDAAC
Funding Cost Center
Budget Amount
Remaining Balance
Allocated Amount
Obligated Amount
Appropriation
Active

Optional

Established By
Established Dt/Tm
Lst Updatd By
Last Updated Dt/Tm
Remarks

Procedures

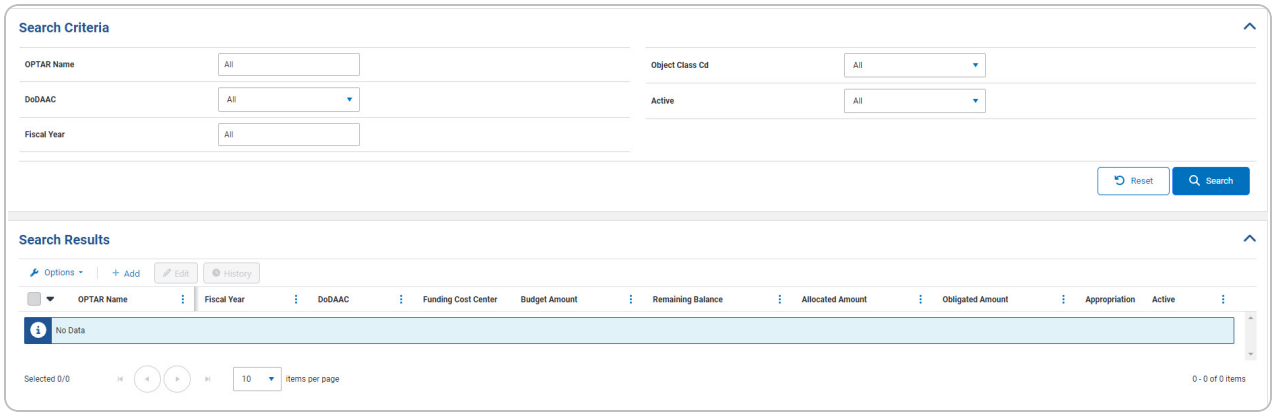
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Operating Target (OPTAR)

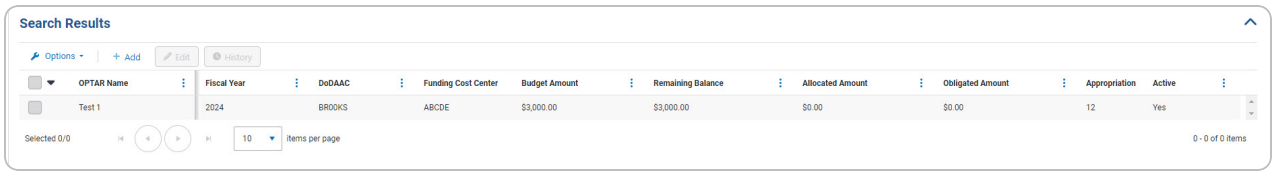
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- Enter the OPTAR Name, using i to assist with the entry. *This is a 60 alphanumeric character field.*
- Use ▼ to select the DoDAAC.
- Enter Fiscal Year, using i to assist with the entry. *This is a 4 numeric character field.*
- Use ▼ to select the Object Class Cd.
- Use ▼ to select the Active.

2. Select Search. *The results display in the Search Results grid.*



Add an Operating Target

Select + Add. *The **Add Operating Target** page appears.*

Update an Operating Target

1. Click ☐ to select the entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*
2. Select Edit. *The **Edit Operating Target** page appears.*

View the Operating Target History

1. Click ☐ to select the entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*
2. Select History. *The **Operating Target History** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Operating Target
- Update an Operating Target
- View the Operating Target History

Add an Operating Target

Overview

The Operating Target Add process provides the ability to create a new Operating Target record.

Navigation

Master Data > Operating Target > Operating Target Search > + Add > Add Operating Target page

Page Fields

The following fields display on the **Add Operating Target** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

OPTAR Name *
Fiscal Year *
DoDAAC
Appropriation *

Funding Cost Center *
Object Class Cd *
Budget Amount *
Active *

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

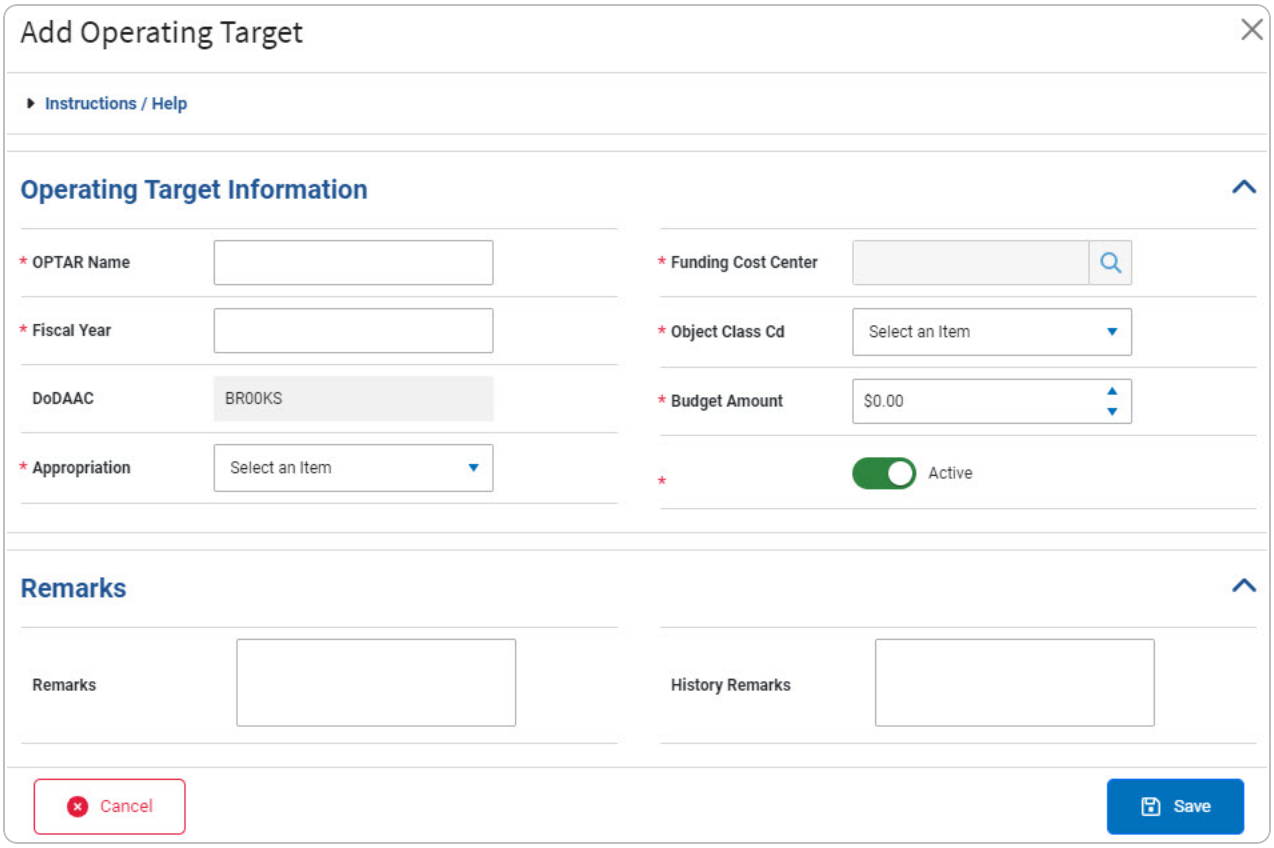
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Operating Target

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

1. Select + Add. *The **Add Operating Target** slide-out window appears on the right.*



2. *Complete the Operating Target Information panel.*

A. Enter the OPTAR Name in the field provided. *This is a 60 alphanumeric character field.*

B. Enter the Fiscal Year in the field provided. *This is a 4 numeric character field.*

C. *The DoDAAC automatically populates and is not editable.*

D. Use ▼ to select the Appropriation.

Helpful Tip

The Funding Cost Center field becomes available after the Appropriation is selected.

E. Enter the Funding Cost Center, or use 🔍 to assist with the entry. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

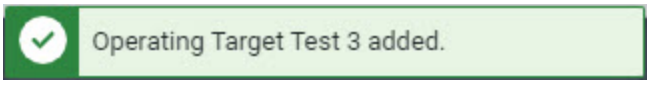
F. Use to select the Object Class Cd.

G. Use to choose the Budget Amount.

H. Click to select the Active. *When selected, indicates the Operating Target is currently active.*

3. *Complete the Remarks panel.*
   A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select

. *The slide-out windows closes and*


appears on the lower right-hand corner.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *OPTAR Name.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Fiscal Year*.	
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *Object Class Cd*.	
13 — Mandatory Entry: *Budget Amount*.	
13 — Mandatory Entry: *Active*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.

xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.	Invalid Entry. The entered information already exists. Re-enter the fields.
2344 — Fiscal Year must be greater than or equal to 2001.	Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.
2345 — Fiscal Year must be less than or equal to 2999.	Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re-enter the Fiscal Year.
2 — Invalid Cost Center.	Invalid Entry. The Cost Center is invalid. Re-enter the Cost Center.
xxxx — Funding Cost Center does not exist.	Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Funding Cost Center.
xxxx — Budget Amount must be greater than 0.	Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.

Related Topics

- Search for an Operating Target
- Update an Operating Target
- View the Operating Target History

Update an Operating Target

Overview

The Operating Target Update process allows editing of the Operating Target record.

Navigation

Master Data > Operating Target > Operating Target Search > (desired record) > Edit > Edit Operating Target slide-out window

Page Fields

The following fields display on the **Edit Operating Target** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

OPTAR Name *
Fiscal Year *
DoDAAC
Appropriation *

Funding Cost Center *
Object Class Cd *
Budget Amount *
Active *

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

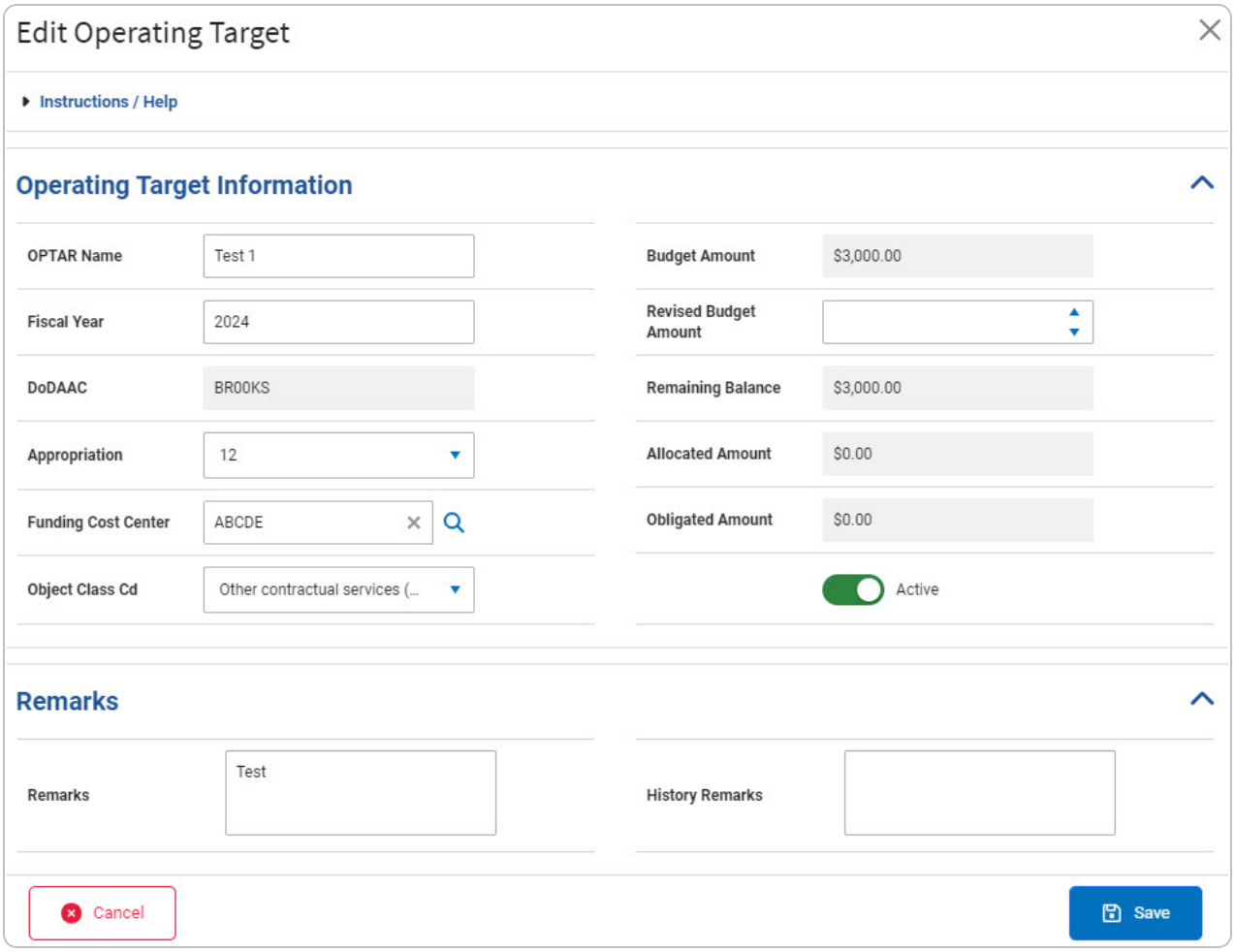
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update an Operating Target

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

1. Select Edit. *The **Edit Operating Target** slide-out window appears on the right.*



2. *Update the Operating Target Information panel.*

   A. Update the OPTAR Name, entering the revised name in the field provided. *This is a 60 alphanumeric character field.*

   B. Update the Fiscal Year, entering the revised year in the field provided. *This is a 4 numeric character field.*

   C. *Verify the DoDAAC.*

   D. Update the Appropriation, using ▼ to select the desired appropriation.

Helpful Tip

The Funding Cost Center field becomes available after the Appropriation is selected.

E. Update the Funding Cost Center, using to browse for the revised Funding Cost Center. *This is an 11 alphanumeric character field.*

Cost Center Browse help

F. Update the Object Class Cd, using to select the desired Object Class Code.

G. Update the Budget Amount, using to choose the revised amount.

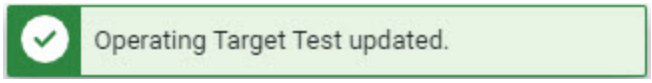
H. Verify the Active contains the appropriate or . *When selected, indicates the Operating Target is currently active.*

3. *Update the Remarks panel.*

A. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select Save. *The slide-out windows closes and*



appears on the lower right-hand corner.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the

security access.	Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *OPTARName.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Fiscal Year*.	
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *Object Class Cd*.	
13 — Mandatory Entry: *Budget Amount*.	
13 — Mandatory Entry: *Active*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol-

space.	lowing permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.	Invalid Entry. The entered information already exists. Re-enter the fields.
2344 — Fiscal Year must be greater than or equal to 2001.	Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.
2345 — Fiscal Year must be less than or equal to 2999.	Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re-enter the Fiscal Year.
2 — Invalid Cost Center.	Invalid Entry. The Cost Center is invalid. Re-enter the Cost Center.
xxxx — Funding Cost Center does not exist.	Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Funding Cost Center.
xxxx — Budget Amount must be greater than 0.	Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.

Related Topics

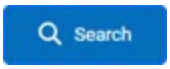
- Search for an Operating Target
- Add an Operating Target
- View the Operating Target History

View the Operating Target History

Overview

The Operating Target History is view only and displays the history records of the Operating Target.

Navigation

Master Data > Operating Target > Search > 

> (desired record) >

> Operating Target History slide-out window

Page Fields

The following fields display on the **Operating Target History** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Operating Target History Grid

Last Updated Dt/Tm
OPTAR Name
DoDAAC
Appropriation
Budget Amount
Funding Cost Center
Object Class Cd
Remaining Balance
Allocated Amount
Obligated Amount
Fiscal Year

History Remarks

Optional

Active
Established By
Established Dt/Tm
Last Updatd By
Operation
Remarks

Procedures

ELMS Navigation Helpful Tips

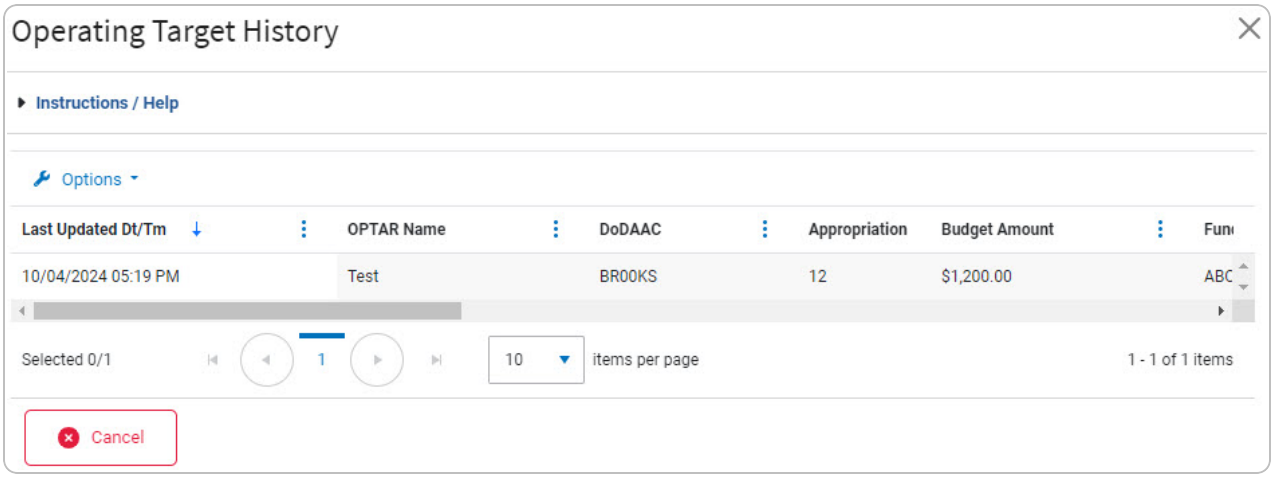
Click the following link to display M&U Navigation Tips.

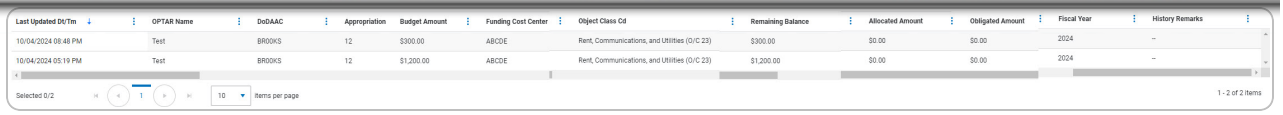
View the Operating Target History

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

1. Click ☐ to select the entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*

2. Select History. *The* ***Operating Target History*** *slide-out window appears.*





1. *Verify the Last Updated Dt/Tm.*
2. *Verify the OPTAR Name.*
3. *Verify the DoDAAC.*
4. *Verify the Appropriation.*
5. *Verify the Budget Amount.*
6. *Verify the Funding Cost Center.*
7. *Verify the Object Class Cd.*
8. *Verify the Remaining Balance.*
9. *Verify the Allocated Amount.*
10. *Verify the Obligated Amount.*
11. *Verify the Fiscal Year.*
12. *Verify the History Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Operating Target
- Add an Operating Target
- Update an Operating Target

Update a Site Report Setting

Overview

The Maintenance and Utilization module Site Report Setting process provides the ability track non-mission capable reporting and dictates when to run the report for a specific site. The Site Report Setting Update process allows editing of the non-mission capable report setting status. Only one setting can be selected for each site at a time. Settings can be modified at any time.

Navigation

Master Data > Maintenance Readiness Set Up > Site Report Setting

Page Fields

The following fields display on the **Site Report Setting** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Site Grid

None
End of Month
15th to 15th

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Site Report Setting

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

1. Verify the Site Report Setting contains the appropriate ○ or ◉ . *The selected setting determines the site reporting method.*

   A. Verify the None contains the appropriate ○ or ◉ . *The selected setting determines the site reporting method.*

   B. Verify the End of Month contains the appropriate ○ or ◉ . *The selected setting determines the site reporting method.*

   C. Verify the 15th to 15th contains the appropriate ○ or ◉ . *The selected setting determines the site reporting method.*

2. Select Update . *The* ***Site Report Setting Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- View the Site Report Setting Transaction Status

View the Site Report Setting Transaction Status

Overview

The Site Report Setting Transaction Status process displays a verification of the updated transactions performed.

Navigation

Master Data > Maintenance Readiness Set Up > Site Report Setting > Update > Site Report Setting Transaction Status page

Page Fields

The following fields display on the **Site Report Setting Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

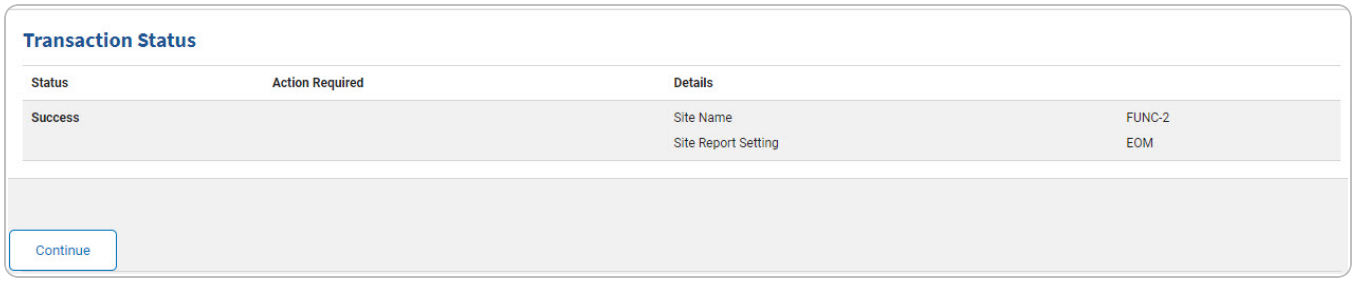
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Site Report Setting Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Continue. *The **Site Report Setting Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Update a Site Report Setting

Update a Site Close Out

Overview

The Site Close Out Update process allows editing of the site close out setting for non-mission capable reporting.

Navigation

Master Data > Maintenance Readiness Set Up > Site Close Out > Site Close Out page

Page Fields

The following fields display on the **Site Close Out** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Site Grid

Report Period Setting
Current Close Out Period

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update a Site Close Out

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

1. Verify the Site Close Out contains the appropriate ○ or ◉ . *The selected setting determines the site close out method.*

2. Select Update. *The **Site Close Out Confirmation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

Related Topics

- Confirm a Site Close Out
- View the Site Close Out Transaction Status
- Site Report Setting

Confirm a Site Close Out

Overview

The Site Close Out Confirmation process allows confirmation of the site close out setting for non-mission capable reporting.

Navigation

Master Data > Maintenance Readiness Set Up > Site Close Out > Site Close Out > Update > Site Close Out Confirmation pop-up window

Page Fields

The following fields display on the **Site Close Out Confirmation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Confirmation Grid

Procedures

ELMS Navigation Helpful Tips

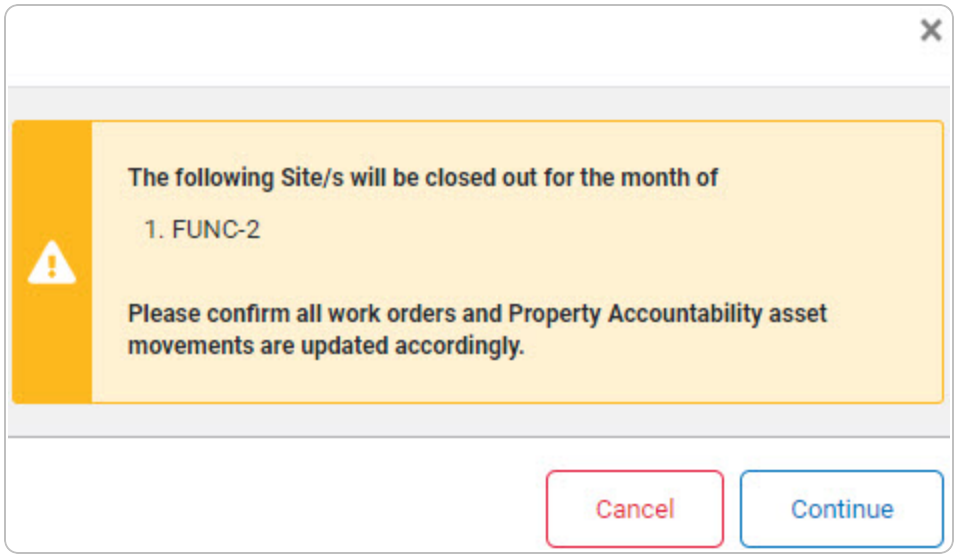
Click the following link to display M&U Navigation Tips.

Update a Site Close Out

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

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

1. Select Update. *The* ***Site Close Out Confirmation*** *pop-up window appears.*



2. Select Continue. *The* ***Site Close Out Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

Related Topics

- Update a Site Close Out
- View the Site Close Out Transaction Status
- Site Report Setting

View the Site Close Out Transaction Status

Overview

The Site Close Out Transaction Status process displays a verification of the transaction performed.

Navigation

Master Data > Maintenance Readiness Set Up > Site Close Out > Site Close Out > Update > Confirmation > Continue > Site Close Out Transaction Status page

Page Fields

The following fields display on the **Site Close Out Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

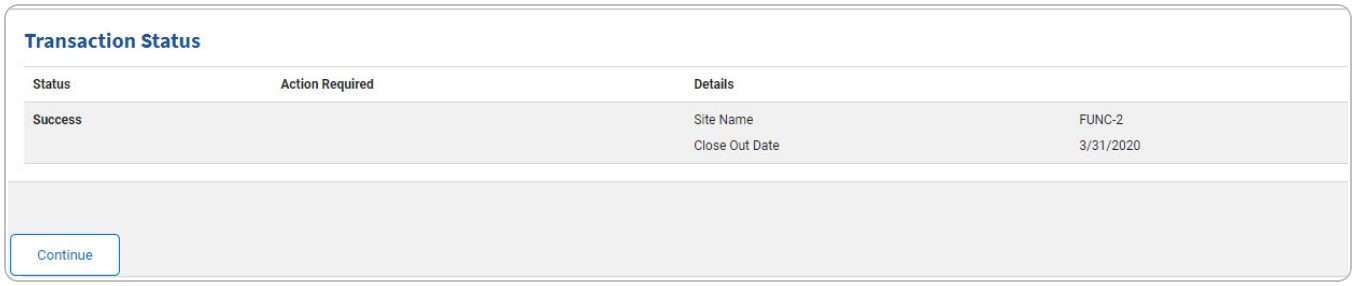
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Site Close Out Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Continue. *The **Site Close Out Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Update a Site Close Out
- Confirm a Site Close Out
- Site Report Setting

Search for Job Order Numbers — Criteria

Overview

The Maintenance and Utilization module Job Order Number (JON) process provides the ability to add, update or delete Job Order Numbers, and determine if the total cost associated with the JON is a reimbursable or non-reimbursable expense.

Navigation

Accounting> JOB ORDER NBR > JOB ORDER NBR Search Criteria page

Page Fields

The following fields display on the **Job Order Number Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

Search Criteria Grid

Job Order Number ID
Effective Dt
End Dt

Search Results Grid

Update
Delete
Job Order Nbr ID
Job Order Number Desc
Effective Dt
End Dt

Procedures

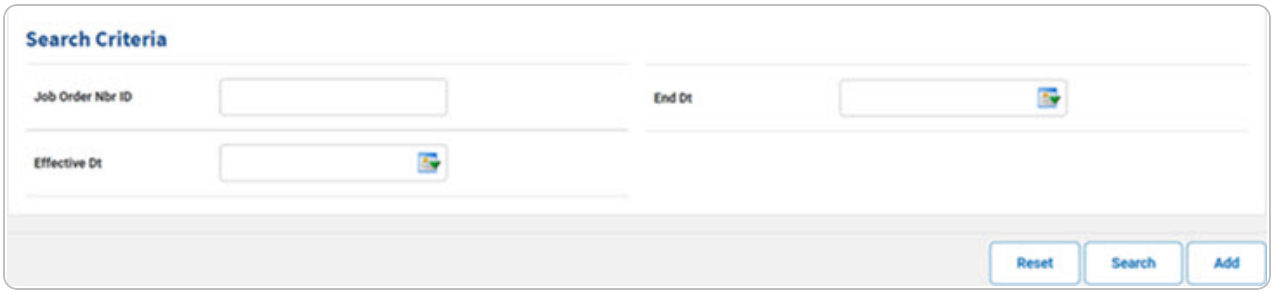
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*

Search for a Job Order Nbr

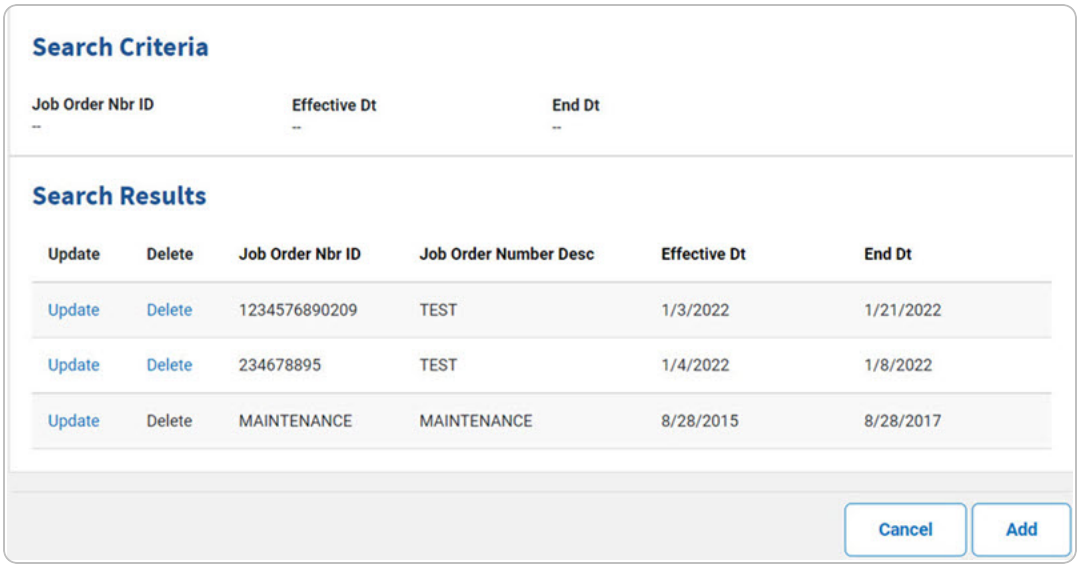
1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Enter the Job Order Nbr ID in the field provided. *This is a 30 alphanumeric character field.*

- Use to select the EFFECTIVE DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The **Job Order Number Search Results** page appears.*



Add a JOB ORDER NBR

Select Add. *The **Job Order Number Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
676 — Entry must be alpha-numeric: *JOB ORDER NBR ID*.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
182 — Entry must be A — Z and/or 0 — 9 with no embed-ded spaces or special char-acters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for a Job Order Number — Results
- Add a Job Order Number
- Update a Job Order Number
- Delete a Job Order Number
- View the Job Order Number Transaction Status
- Export a Job Order Number Report

Search for a Job Order Number — Results

Overview

The Job Order Number (JOB ORDER NBR) Search Results page provides the ability to update or delete a Job Order Number (JON). There may be multiple pages of data returned, remember to look at the number of pages found at the bottom of the page.

Navigation

Accounting > JOB ORDER NBR > Search Criteria > Search > Job Order Number Search Results page

Page Fields

The following fields display on the **Job Order Number Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Job Order Number ID
Effective Dt
End Dt

Search Results Grid

Update
Delete
Job Order Nbr ID
Job Order Number Desc
Effective Dt
End Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update an Existing Job Order Number

Select the Update hyperlink of the desired JON. *The* ***Job Order Number Update*** *page appears.*

Delete a Job Order Nbr

Select the Delete hyperlink of the desired JON. *The* ***Job Order Number Delete*** *page appears.*

Add a Job Order Nbr

Select Add. *The* ***Job Order Number Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Job Order Number — Criteria
- Add a Job Order Number
- Update a Job Order Number
- Delete a Job Order Number
- View the Job Order Number Transaction Status
- Export a Job Order Number Report

Add a Job Order Number

Overview

The Job Order Number (JOB ORDER NBR) Add process provides the ability to create new information to track funding in Dispatches within the M&U module.

Navigation

Accounting > JOB ORDER NBR > Search Criteria > Add > JOB ORDER NBR Add page

Page Fields

The following fields display on the **Job Order Number Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
87	Select "Delete" for delete action.
xxxx	If Reimbursable is checked, then Authorized Dollar Amt is mandatory.
xxxx	Select "Update" button to revise selected fields in record(s).
67	Select "Add" button to process transaction(s).

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Add Grid

Job Order Nbr Id *
Job Order Nbr Desc *
Effective Dt *
End Dt *
Reimbursable *
Remarks
History Remarks

Reimbursable Fields

Authorized Dollar Amt *

(*) Asterisk identifies mandatory fields.

Procedures

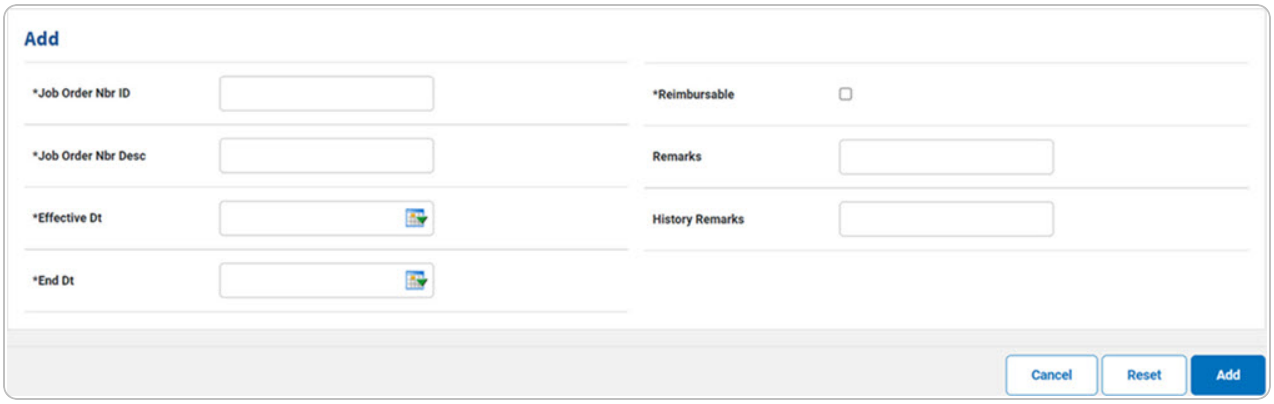
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Job Order Number

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

1. Select Add. *The **Job Order Number Add** page appears.*



A. Enter the JOB ORDER NBR ID in the field provided. *This is a 30 alphanumeric character field.*

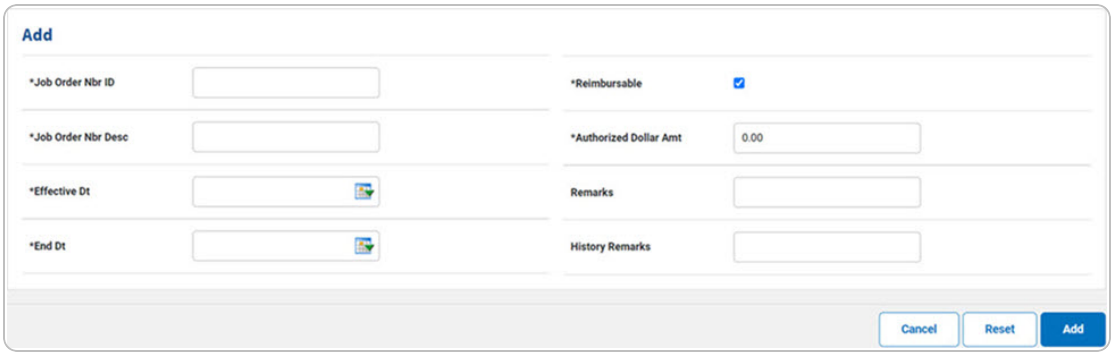
B. Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*

C. Use to select the EFFECTIVE DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Click to select the Reimbursable. *This ensures that the Job Order Number is used to track Dispatch costs.*

a. If Reimbursable, then enter the AUTHORIZED DOLLAR AMT in the field provided. *This is a 17 numeric character field.*



F. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

G. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The* ***Job Order Nbr Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Job Order Nbr ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Job Order Nbr Desc*.	
13 — Mandatory Entry: *Effective Dt*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

676 — Entry must be alpha-numeric: *JOB ORDER NBR ID*.	Invalid Entry. The JOB ORDER NBR ID field contains special characters. Re-enter the field
xxxx — Invalid Entry: End date must be greater than Effective date.	Invalid Entry. The Effective Date must be before the End Date. Re-enter the date.
xxxx — Invalid entry: Entry must be numeric with up to 2 decimal positions: *AUTHORIZED DOLLAR AMT*.	Invalid Entry. The Authorized Dollar Amount field must be numeric with up to two decimal places. Re-enter the amount.

Related Topics

- Search for a Job Order Number — Criteria
- Search for a Job Order Number — Results
- Update a Job Order Number
- Delete a Job Order Number
- View the Job Order Number Transaction Status
- Export a Job Order Number Report

Update a Job Order Number

Overview

The Job Order Number (JOB ORDER NBR) Update page allows editing of a previously added Job Order Number (JON).

Navigation

Accounting > JOB ORDER NBR > Search Criteria > Search > Search Results > Update hyperlink > JOB ORDER NBR Update page

Page Fields

The following fields display on the **Job Order Number Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
87	Select "Delete" for delete action.
xxxx	If Reimbursable is checked, then Authorized Dollar Amt is mandatory.
xxxx	Select "Update" button to revise selected fields in record(s).

67	Select "Add" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid

Job Order Nbr Id *
Job Order Nbr Desc *
Effective Dt *
End Dt *
Reimbursable *
Remarks
History Remarks

Reimbursable Fields

Authorized Dollar Amt *
Remaining Dollar Amt
Total Charges Amt

(*) Asterisk identifies mandatory fields.

Procedures

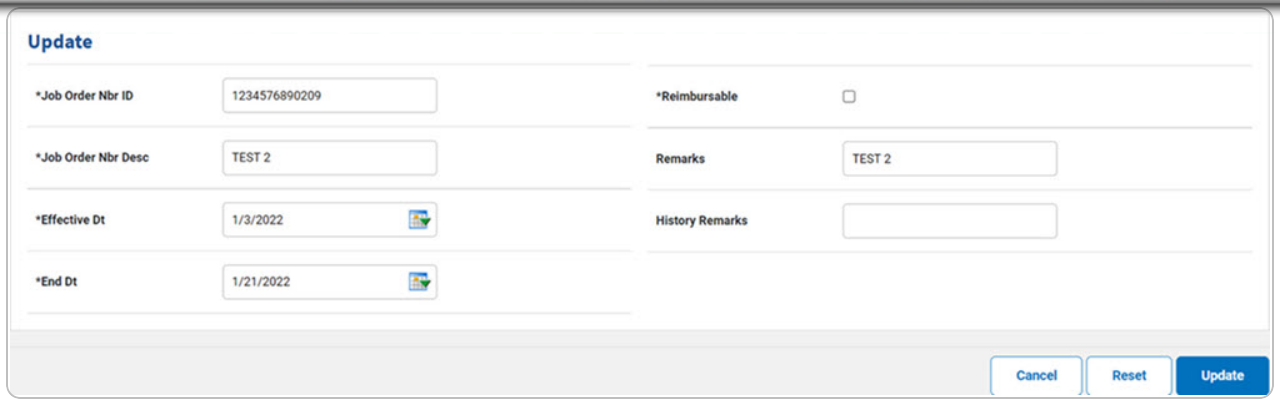
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

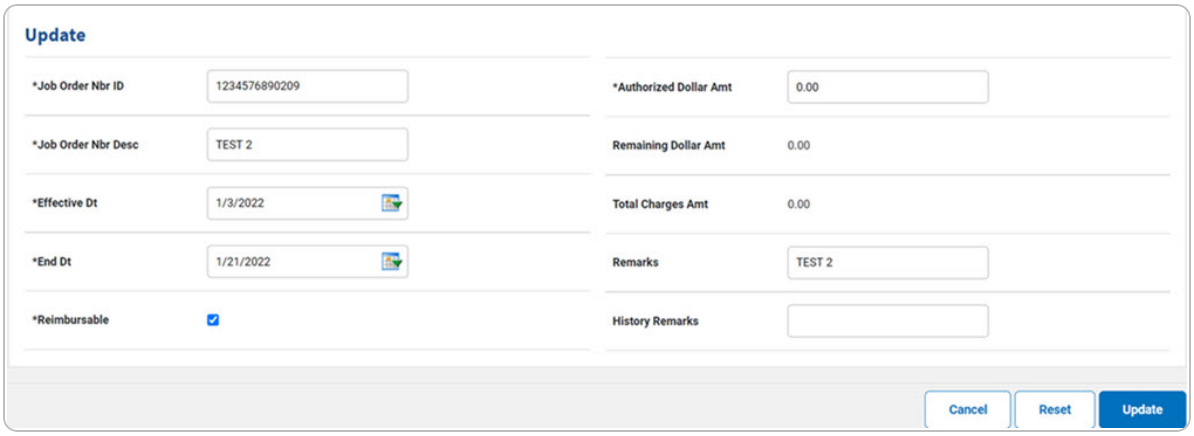
Update a Job Order Nbr

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

1. Select the Update hyperlink of the desired JON. *The **Job Order Number Update** page appears.*



2. Update the JOB ORDER NBR ID, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*
3. Update the JOB ORDER NBR DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*
4. Update the EFFECTIVE DT, using or entering the date (MM/DD/YYYY) in the field provided.
5. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.
6. Verify the Reimbursable contains the appropriate ☐ or ☑. *This ensures that the Job Order Number is used to track Dispatch costs.*
   - **A.** If ☑ Reimbursable, then update the AUTHORIZED DOLLAR AMT, entering the revised number in the field provided. *This is a 17 numeric character field.*



   - B. *Verify the Remaining Dollar AMT.*
   - C. *Verify the Total Charges AMT.*
7. Update the Remarks field, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

8. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

9. Select Update. *The* ***Job Order Number Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Job Order Nbr ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Job Order Nbr Desc*.	
13 — Mandatory Entry: *Effective Dt*.	
13 — Mandatory Entry: *End Dt*.	
13 — Mandatory Entry: *REIMBURSABLE*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special char-

	acters like ! or @ are prohibited.
676 — Entry must be alpha-numeric: *JOB ORDER NBR ID*.	Invalid Entry. The JOB ORDER NBR ID field contains special characters. Re-enter the field
xxxx — End date must be greater than Effective date.	Invalid Entry. The Effective Date must be before the End Date. Re-enter the date.
xxxx — Entry must be numeric with up to 2 decimal positions: AUTHORIZED DOLLAR AMT.	Invalid Entry. The Authorized Dollar Amount field must be numeric with up to two decimal places. Re-enter the amount.
xxxx — Charges associated with JOB ORDER NBR exceed authorized amount; cannot update.	Invalid Entry. If there are charges tied to Job Order Number and the Authorized Dollar Amount is changed, ensure that the total charges does not exceed Authorized Dollar Amount. Re-enter the charges.

Related Topics

- Search for a Job Order Number — Criteria
- Search for a Job Order Number — Results
- Add a Job Order Number
- Delete a Job Order Number
- View the Job Order Number Transaction Status
- Export a Job Order Number Report

Delete a Job Order Number

Overview

The Job Order Number (JOB ORDER NBR) Delete process allows removal of Job Order Number information for those Job Order Numbers (JONs) no longer needed for dispatching.

Note

Job Order Numbers cannot be deleted if open Dispatches exist which use the JON.

Navigation

Accounting > JOB ORDER NBR > Search Criteria > Search > Search Results > Delete hyperlink > Job Order Number Delete page

Page Fields

The following fields display on the **Job Order Number Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
87	Select "Delete" for delete action.
14	Select "Cancel" button to return to previous page.

Delete Grid

Job Order Nbr ID *
Job Order Nbr Desc *
Effective Dt *
End Dt *
Reimbursable *
Remarks
History Remarks

Reimbursable Fields

Authorized Dollar Amount *
Remaining Dollar Amt
Total Charges Amt

(*) Asterisk identifies mandatory fields.

Procedures

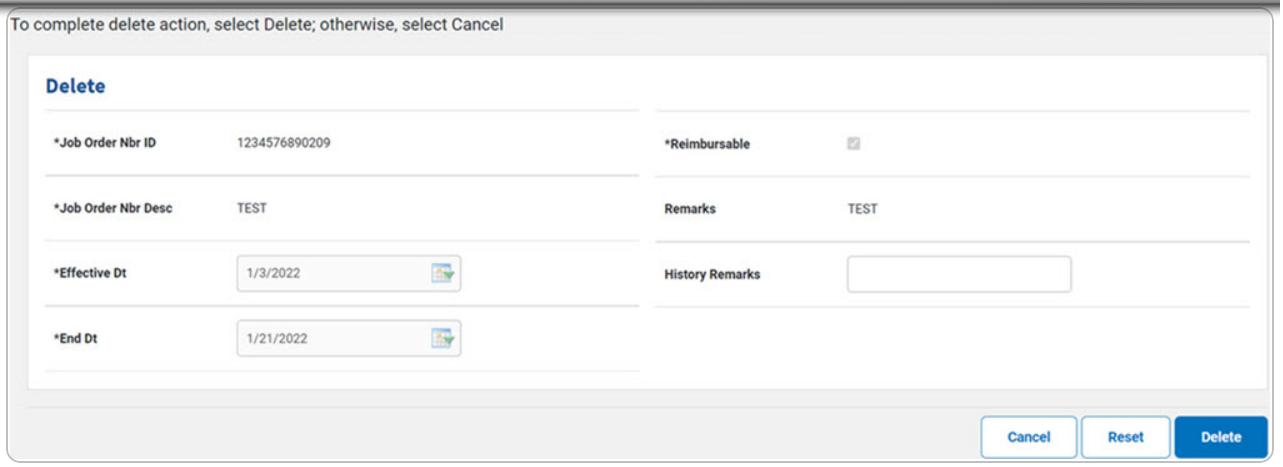
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

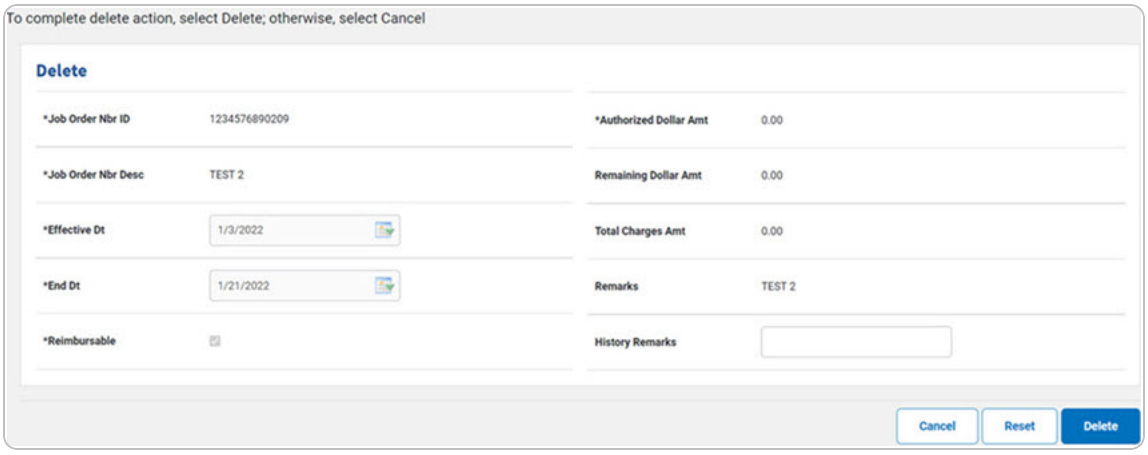
Delete a Job Order Number

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

1. Select the Delete hyperlink of the desired JON. *The* ***Job Order Number Delete*** *page appears.*



2. *Verify the JOB ORDER NBR ID.*
3. *Verify the JOB ORDER NBR DESC.*
4. *Verify the EFFECTIVE DT.*
5. *Verify the END DT.*
6. *Verify the Reimbursable contains the appropriate ☐ or ☑. This ensures that the Job Order Number is used to track Dispatch costs.*
   - **A.** *If ☑ Reimbursable, then verify the AUTHORIZED DOLLAR AMT.*



   - B. *Verify the Remaining Dollar AMT.*
   - C. *Verify the Total Charges AMT.*
7. *Verify the Remarks field.*
8. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*
9. Select Delete. *The **Job Order Number Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Invalid Entry: Costs charged to JOB ORDER NBR; cannot delete.	Invalid Deletion. The Job Order Number cannot be deleted if there is any open Dispatches charged against it. Review the JON again, and remove any remaining associated Dispatches so the JON can be deleted.

Related Topics

- Search for a Job Order Number — Criteria
- Search for a Job Order Number — Results
- Add a Job Order Number
- Update a Job Order Number
- View the Job Order Number Transaction Status
- Export a Job Order Number Report

View the Job Order Number Transaction Status

Overview

The Job Order Number (JOB ORDER NBR) Transaction Status page displays a verification of the creations, updates, or deletions performed.

Navigation

Accounting > JOB ORDER NBR> Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > JOB ORDER NBR Transaction Status page

Page Fields

The following fields display on the **JOB ORDER NBR Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

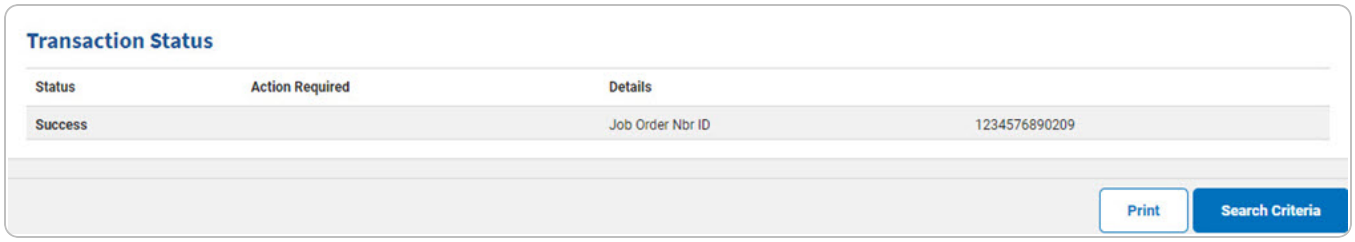
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Job Order Nbr Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print to print a report of the transaction. *The **Job Order Number Report Export** page appears.*
5. Select Search Criteria. *The **Job Order Number Search Criteria** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Job Order Number — Criteria
- Search for a Job Order Number — Results
- Add a Job Order Number
- Update a Job Order Number
- Delete a Job Order Number
- Export a Job Order Number Report

Export a Job Order Number Report

Overview

The Job Order Number (JOB ORDER NBR) Report Export page provides the ability to save the JOB ORDER NBR in different formats.

Navigation

Accounting > JOB ORDER NBR > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > JOB ORDER NBR Report Export page

Page Fields

The following fields display on the **JOB ORDER NBR Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
87	Select "Delete" for delete action.
xxxx	If Reimbursable is checked, then Authorized Dollar Amt is mandatory.
xxxx	Select "Update" button to revise selected fields in record(s).

67	Select "Add" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

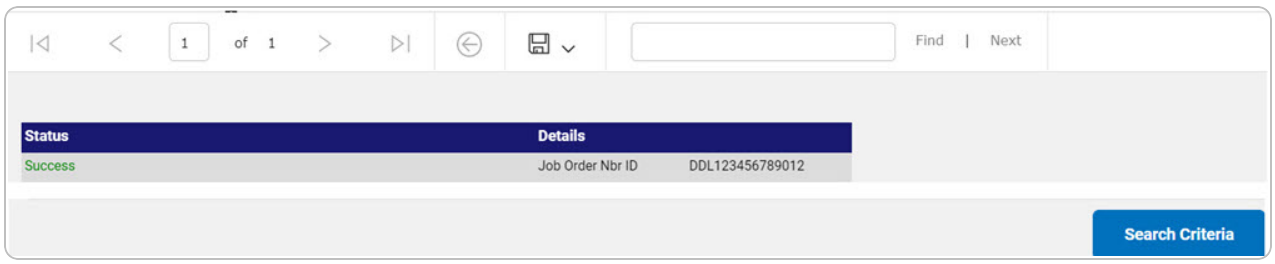
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Job Order Nbr Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Job Order Number Search 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Job Order Number Search Criteria** page appears.*

Related Topics

- Search for a Job Order Number — Criteria
- Search for a Job Order Number — Results
- Add a Job Order Number
- Update a Job Order Number
- Delete a Job Order Number
- View the Job Order Number Transaction Status

Search for a Reports Manager Report — Criteria - View

Overview

The Maintenance and Utilization module Reports Manager Search Criteria — View process provides the ability to view the reports from the Reports Manager.

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria — View page

Page Fields

The following fields display on the **Reports Manager Search Criteria — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Rpt Category
Rpt Status
Rpt Type

Search Results — View Grid

Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Owner

Rpt Status
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

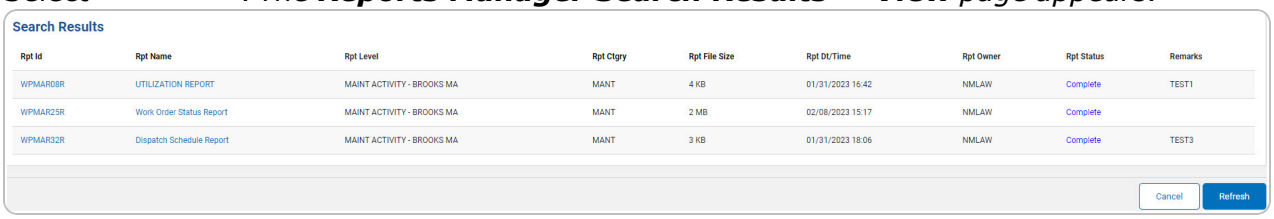
Search for a Reports Manager Report — Criteria - View

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.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

- *The RPT Category automatically populates and is not editable.*
- Use ⌄ to select the Rpt Status.
- Use ⌄ to select the Rpt Type.

Select Search. *The* ***Reports Manager Search Results — View*** *page appears.*



2.

OR

Select the Schedule tab. *The **Reports Manager Search Results — Schedule** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for the Reports Manager Report — Results - View
- Search for a Reports Manager Report — Results - Schedule
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report — View

Search for a Reports Manager Report — Results - View

Overview

The Reports Manager Search Results — View process provides the ability to view the report(s) and the report details.

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria > Search > Reports Manager Search Results — View page

Page Fields

The following fields display on the **Reports Manager Search Results — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
46	Select "RPT ID" hyperlink to display the latest version of a completed report.
47	Select "RPT NAME" hyperlink to view current (and previous) versions of a specific report.
14	Select "Cancel" button to return to previous page.

XXXX	Select "RPT NAME" hyperlink to print multiple reports.

Search Results Grid

Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Owner
Rpt Status
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Selecting Refresh *at any point of this procedure re-loads the page.*

View the Reports Manager Report

Note

Multiple rows may be returned, but only one can be viewed at a time.

Helpful Tip

The RPT ID provides identification for the report and how often a report is generated. For example, the "R" in RPT ID WPHRR0102R reflects the report is Requested.

Select the RPT ID hyperlink. *The selected report PDF opens in another window.*

View the Reports Manager Report Details

Select the RPT NAME hyperlink. *The **Reports Manager — Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reports Manager Report — Criteria - View
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report — View

View the Reports Manager Report Details

Overview

The Reports Manager Details — View process is view only and provides the ability to select a report to display the report details or to delete a report.

Navigation

Forms-Reports > View Reports > Reports Manager Search Criteria > Search > Search Results > RPT NAME hyperlink > Reports Manager Details — View page

Page Fields

The following fields display on the **Reports Manager Details — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
46	Select "RPT ID" hyperlink to display the latest version of a completed report.
15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.
16	"Deselect All" button clears all rows, all pages.
36	Select "Delete" button to remove record(s) from applicable tables.

14	Select "Cancel" button to return to previous page.
xxxx	To print multiple reports, Click the report checkbox that applies and then select the "Show Selected" button.

Details Grid

Select
Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Format
Rpt Owner
Rpt Status
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

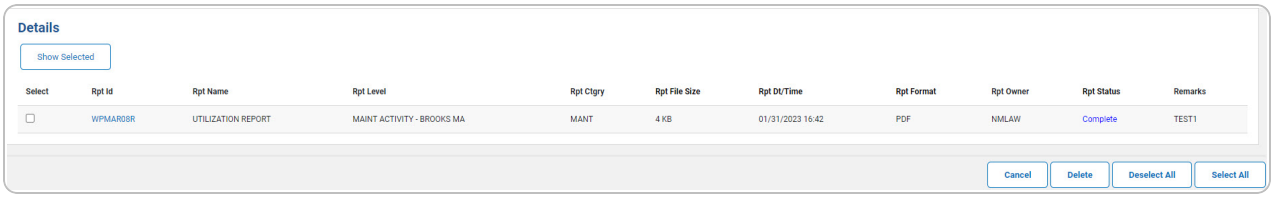
Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Delete a Reports Manager Report

Note

A report can only be deleted by the RPT Owner.

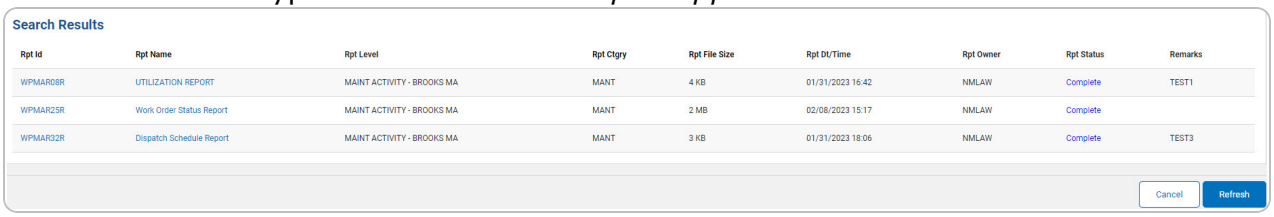
1. Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*



2. Select Delete. *The **Reports Manager — Delete** page appears.*

View a Reports Manager Report

Select the RPT ID hyperlink. *The selected report appears in a new window.*



1.

OR

Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*

2. Select Show Selected. *The selected report appears in a new window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Select a record(s) to continue.	Invalid Selection. At least one report must be selected prior to selecting Delete. Click at least one record to proceed.
165 — Unable to delete	Invalid Entry. A user that does not own the

report. You are not the report owner.	report tried to delete the report. Have the appropriate user delete the report or Contact the ELMS Call Center.
xxxx — Maximum file size (<MAX>) has been exceeded. Total file size selected is <TOTAL>.	Invalid Selection. The maximum file size is reached and the current selection exceeds the maximum limit. Re-try the selection.

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report — View

Delete a Reports Manager Report — View

Overview

The Reports Manager Delete — View process allows removal of a report.

Navigation

Forms-Reports > View Reports > Search Criteria > Search > Search Results > Details > ☐ (desired record) > Delete > Reports Manager Delete — View page

Page Fields

The following fields display on the **Reports Manager Delete — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Rpt Id
Rpt Name
Rpt Ctgry
Rpt Dt/Time
Rpt Owner
Rpt Status

Procedures

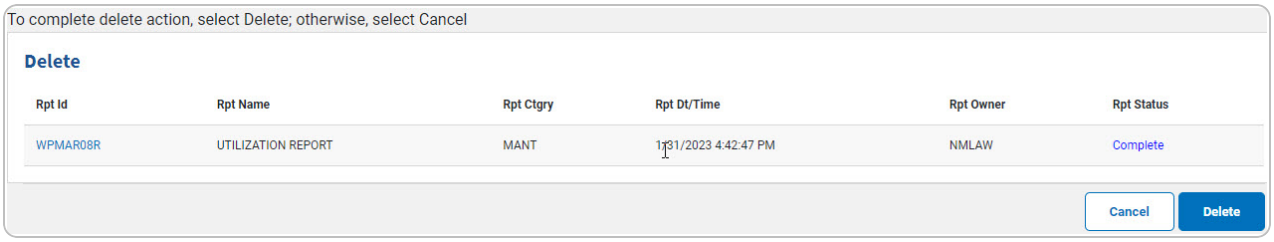
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Delete a Reports Manager Report

1. Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*
2. Select Delete. *The* ***Reports Manager Delete — View*** *page appears.*



3. *Verify the Delete grid.*
   A. *Verify the RPT ID hyperlink. The selected report appears in a new window.*
   B. *Verify the RPT NAME.*
   C. *Verify the RPT CTGRY.*
   D. *Verify the RPT DT/TM.*
   E. *Verify the RPT OWNER.*
   F. *Verify the RPT STATUS.*
4. Select Delete. *The* ***Reports Manager Transaction Status — View*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- View the Reports Manager Report Details
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report

View the Reports Manager Report Transaction Status

Overview

The Reports Manager Transaction Status — View process displays a verification of the sub-missions performed.

Navigation

Forms-Reports > View Reports > Search Criteria > *Various Procedural Steps* > The Reports Manager Transaction Status — View page

Page Fields

The following fields display on the **Reports Manager Transaction Status — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

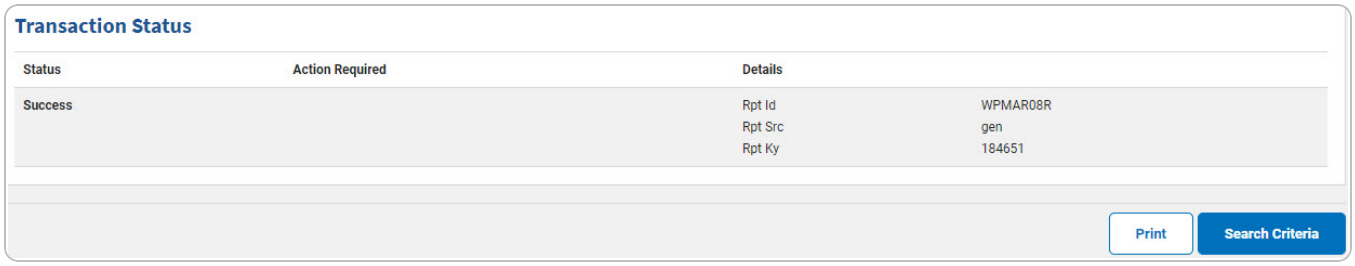
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Reports Manager Report Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Reports Manager Report Export — View** page appears.*
5. Select Search Criteria. *The **Reports Manager — Criteria - View** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- Export the Reports Manager Report — View

Export a Reports Manager Report — View

Overview

The Reports Manager Report Export — View process provides the ability to save the report information in different formats.

Navigation

Forms-Reports > View Reports > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Reports Manager Report Export — View page

Page Fields

The following fields display on the **Reports Manager Report Export — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

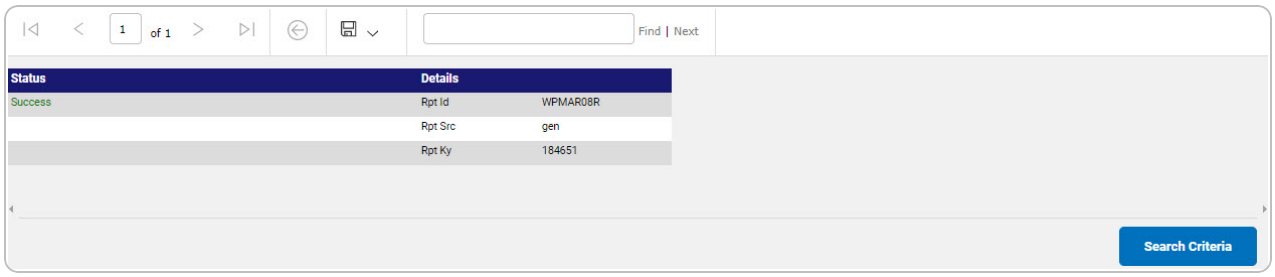
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export a Reports Manager Report — View

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Reports Manger — Criteria - View*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Search for a Reports Manager Report — Criteria - View** page appears.*

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status

Search for Reports Manager — Results - Schedule

Overview

The Maintenance and Utilization module Reports Manager Search Results — Schedule process provides the ability to review important information. The Schedule tab lists the available reports on the page. Maintenance reports generate information at a specific point in time. All maintenance reports in ELMS are user initiated.

Navigation

Forms-Reports > Schedule Reports > Reports Manager Search Results — Schedule page

Page Fields

The following fields display on the **Report Manager Search Results — Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results Grid

Rpt Category

Rpt Id
Rpt Name
Rpt Type
Rpt Ctgry

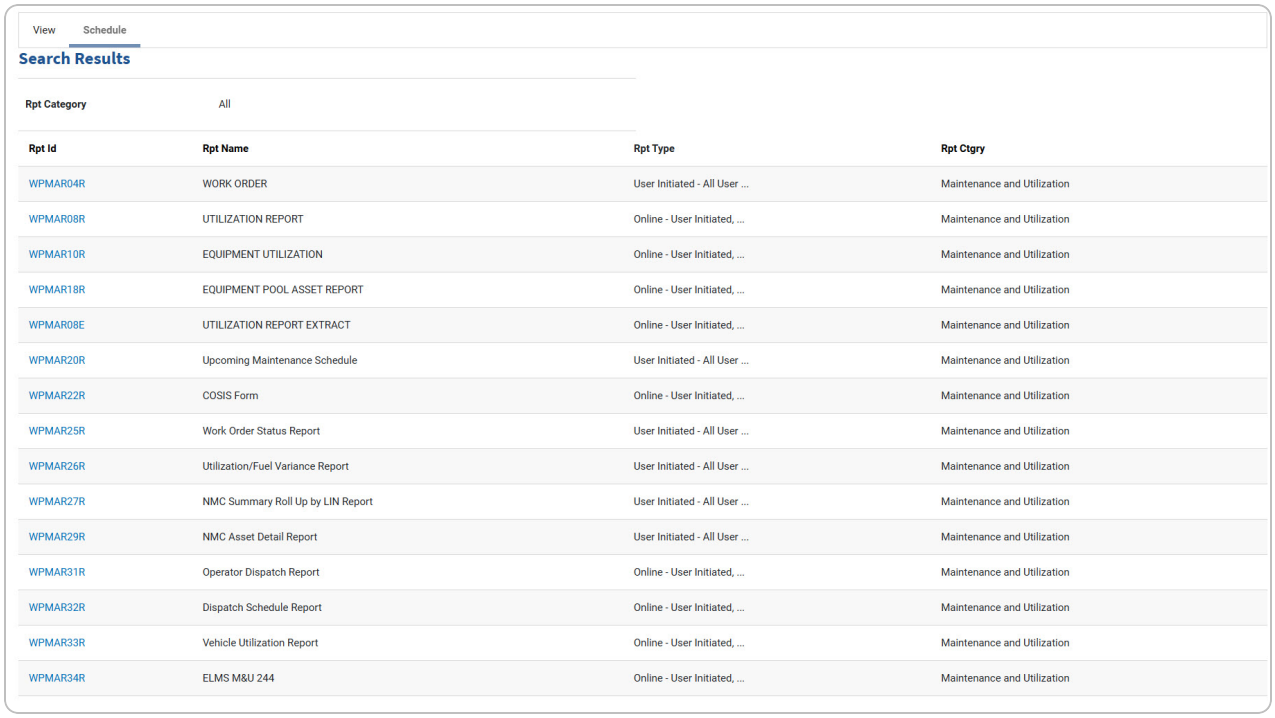
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for Reports Manager — Results - Schedule

1. Select the Schedule tab. *The **Reports Manager — Results - Schedule** page appears.*



Rpt Id	Rpt Name	Rpt Type	Rpt Ctgry
WPMAR04R	WORK ORDER	User Initiated - All User ...	Maintenance and Utilization
WPMAR08R	UTILIZATION REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR10R	EQUIPMENT UTILIZATION	Online - User Initiated, ...	Maintenance and Utilization
WPMAR18R	EQUIPMENT POOL ASSET REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR08E	UTILIZATION REPORT EXTRACT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR20R	Upcoming Maintenance Schedule	User Initiated - All User ...	Maintenance and Utilization
WPMAR22R	COSIS Form	Online - User Initiated, ...	Maintenance and Utilization
WPMAR25R	Work Order Status Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR26R	Utilization/Fuel Variance Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR27R	NMC Summary Roll Up by LIN Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR29R	NMC Asset Detail Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR31R	Operator Dispatch Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR32R	Dispatch Schedule Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR33R	Vehicle Utilization Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR34R	ELMS M&U 244	Online - User Initiated, ...	Maintenance and Utilization

2. Select the RPT ID hyperlink of the desired entry. *The **Reports Manager Submit/Schedule** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Submit/Schedule a Reports Manager Report
- View the Reports Manager Report Transaction Status — Schedule
- Export a Reports Manager Report — Schedule

Submit/Schedule a Reports Manager Report

Overview

The Reports Manager Submit/Schedule process provides the ability to create and submit important information.

Helpful Tip

The person who initiates the report is the only one who can delete it.

The Maintenance and Utilization Schedule Reports/Forms include:

- Work Order
- Utilization Report
- Equipment Utilization
- Equipment Pool Asset Report
- Utilization Report Extract
- Upcoming Maintenance Schedule
- COSIS Form
- Work Order Status Report
- Utilization/Fuel Variance Report
- NMC Summary Roll Up by LIN Report
- NMC Asset Detail Report
- Operator Dispatch Report
- Dispatch Schedule Report
- Vehicle Utilization Report
- ELMS M&U 244

Navigation

Forms-Reports > Schedule Reports > Reports Manager Submit/Schedule page

Page Fields

The following fields display on the **Reports Manager Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Work Order Grid

Work Order Id(s)
Task(s)
Part(s)
Tool(s)/Equip
Labor
Cert(s)

Utilization Report Grid

Reporting Period *
Sort
ECC
LIN/TAMCN
Stock Nbr
Asset ID
Site ID
UIC
Maint Activity
Vehicle Type Cd

Vehicle Group Cd
Annual Status
Report Type *

Equipment Utilization Grid

Form Option *

Form Only and Form With Inspection List

Dispatch Cd *
Equip Pool
Asset Id
UII
Serial Nbr
Dispatch Ctgry
Secondary Serial Number
Sub Ctgry
Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatch Estbd Dt From
Dispatch Estbd Dt To
Sort Sequence 1
Sort Sequence 2
Sort Sequence 3
Sort Sequence 4

Inspection List Only

Dispatch Ctgry *

Blank Form

Rpt Msg

Equipment Pool Asset Report Grid

Sort Sequence
Equip Pool

Utilization Report Extract Grid

Reporting Period
Sort
ECC

LIN/TAMCN
Stock Nbr
Asset ID
Site ID
UIC
Maint Activity
Vehicle Type Cd
Vehicle Group Cd
Annual Status
Report Type

Upcoming Maintenance Schedule Grid

Schedule Maint Activity *
Schedule Id
Work Plan Id
Work Plan Type Cd
Central Maint Schedule
Team Id
Frequency Cd
Priority Cd
Recurring Method Cd
Schedule Occurrence Cd

Asset Grid

Next Maint Date From *
Next Maint Date To *
UIC
Asset Id
Equip Pool ID
LIN/TAMCN
Site ID
Serial Number
Stock Number
Maint Group Id

COSIS Form Grid

Maint Activity
Equip Pool
Technician
Next Inspection Date

Work Order Status Report Grid

Work Order Id(s)
Work Order Status Cd
Sub Work Order State Cd
Asset Id
Asset Stock Nbr
NMC
Date From
Report Sections
Site Id
Maint Activity
Equip Pool
Primary Technician
Maint Loc
LIN/TAMCN
NMC Status
Date To
ECC

Utilization/Fuel Variance Report Grid

Site ID
Maint Activity
Equip Pool
Report Type
Asset Id
Asset Stock Nbr
Vehicle Type Cd
LIN/TAMCN
Util Variance Threshold
Fuel Variance Threshold
Date From *
Date To *

NMC Summary Roll Up by UN Report

Date From *
Date To*
Site ID
UIC
Maint Activity

Equip Pool ID
Asset Id
Stock Number
Custodian Number
LIN/TAMCN
Paragraph Number
Major Command Code
Authn Prop Type Code
Authn Remarks Code
Authn Doc Number
GSA Lease Code
Maint Group ID
Vehicle Type Code

NMC Asset Detail Report

Date From *
Date To *
Site ID
UIC
Maint Activity
Equip Pool ID
Report Activity Name
Equip Pool Name
Asset Id
Stock Number
Custodian Number
LIN/TAMCN
Maint Group Id
Major Command Code
GSA Lease Code
Vehicle Type Code

Operator Dispatch Report

Operator ID *
Est Issue Dt/Tm *
Asset Id

Dispatch Schedule Report

Equip Pool *
Date From *

Date To *

Vehicle Utilization Report

Date From *
Date To *
Sort
ECC
LIN/TAMCN
Stock Nbr
Asset ID
Site ID
UIC
Maint Activity
Vehicle Type Code
Vehicle Group Cd
Annual Status
Report Type *

ELMS M&U 244

Search Criteria Grid

Basic Search Grid

Asset Id
Equipment Pool
Stock Number
Serial Number
Secondary Serial Number

Search Results Grid

Asset Id
Stock Number
Item Description
Serial Number
Secondary Serial Number
Equipment Pool

(*) Asterisk identifies mandatory fields.

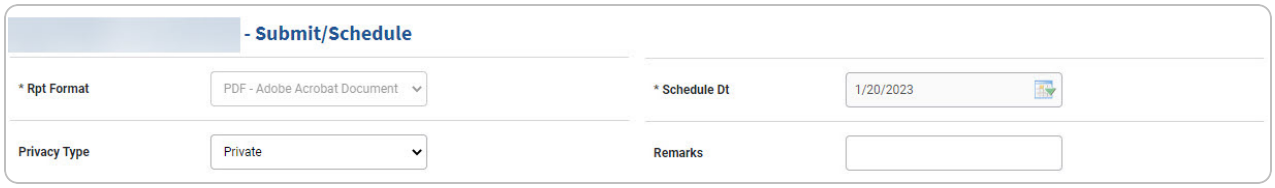
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Submit/Schedule a Reports Manager Report

1. Select the hyperlink of the desired Report. *The **Reports Manager Submit/Schedule** page appears.*



A. *The RPT Format automatically populates and is not editable.*

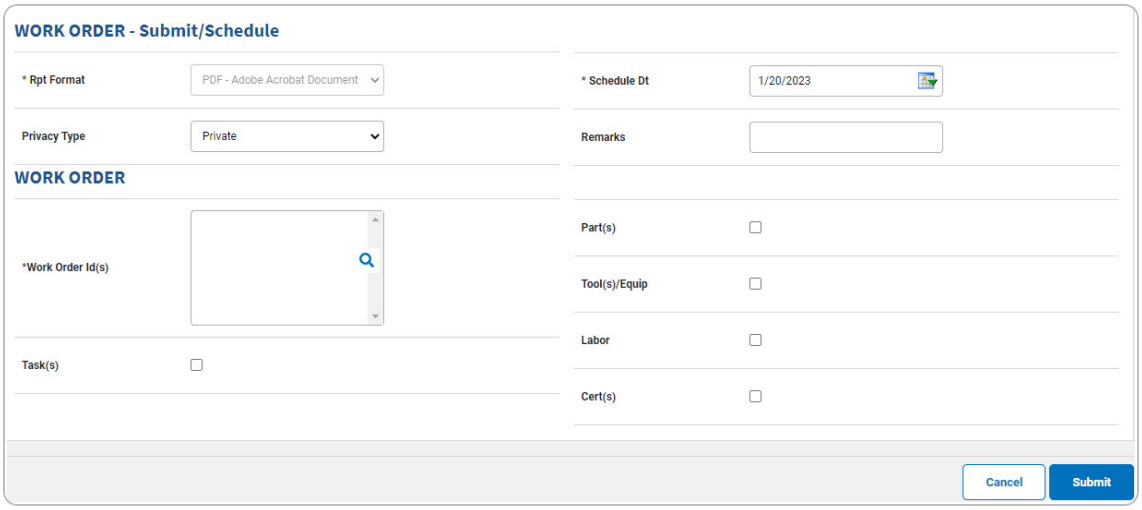
B. Use to select the Privacy Type.

C. Use to select the Schedule Date, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. *Complete the selected report grid(s).*

- Work Order



A. Enter the WORK ORDER ID(s), or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Work Order Browse help

B. Click ☐ to select the Task(s). *When selected, indicates task(s) are included.*

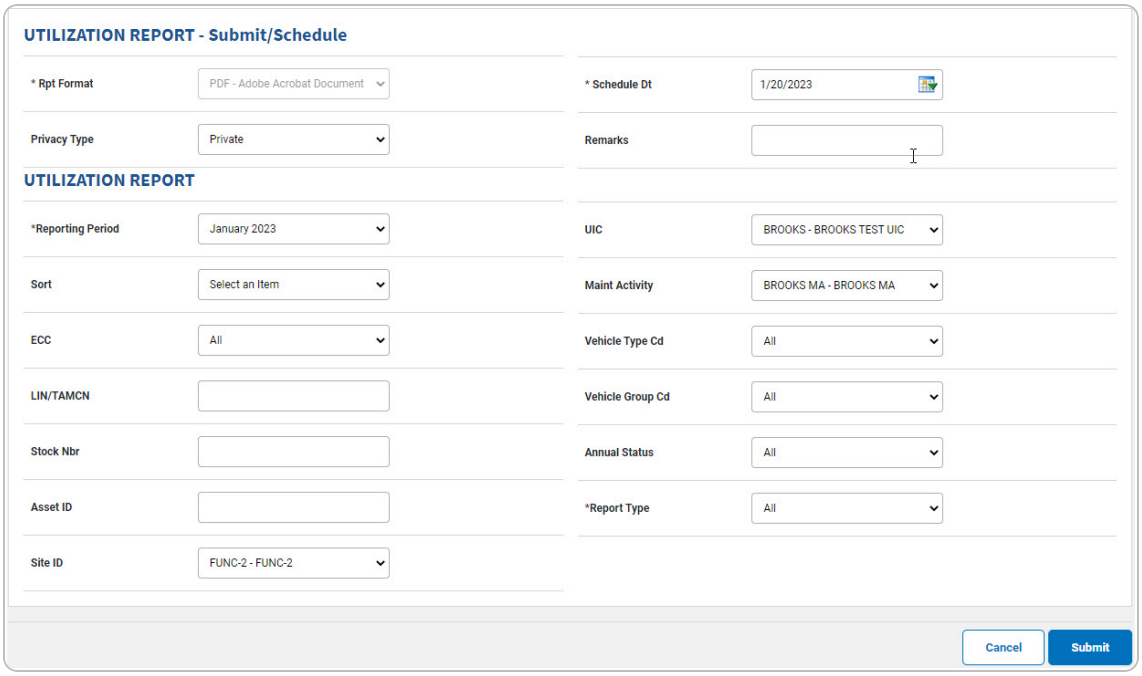
C. Click ☐ to select the Part(s). *When selected, indicates part(s) are included.*

D. Click ☐ to select the Tool(s)/EQUIP. *When selected, indicates tool(s)/EQUIP are included.*

E. Click ☐ to select the Labor. *When selected, indicates labor is included.*

F. Click ☐ to select the CERT(s). *When selected, indicates CERT(s) are included.*

- Utilization Report



A. Use ⌄ to select the Reporting Period.

B. Use ⌄ to select the Sort.

C. Use ⌄ to select the ECC.

D. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

E. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

F. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

G. Use to select the Site ID.

H. Use to select the UIC.

I. Use to select the Maint Activity.

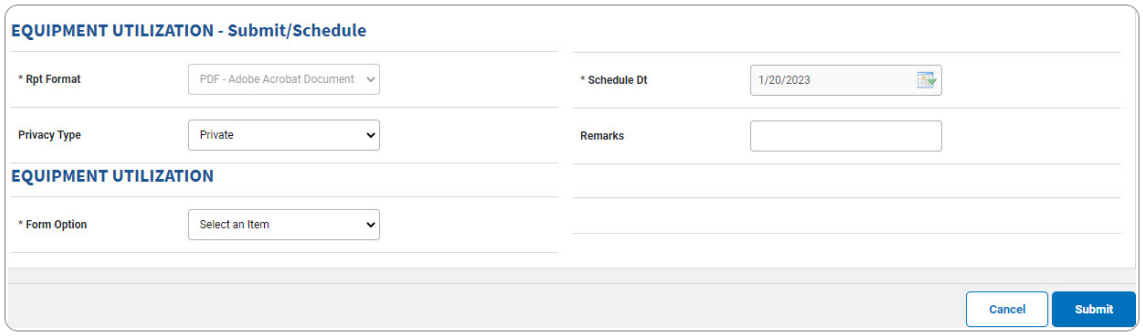
J. Use to select the Vehicle Type Cd.

K. Use to select the Vehicle Group Cd.

L. Use to select the Annual Status.

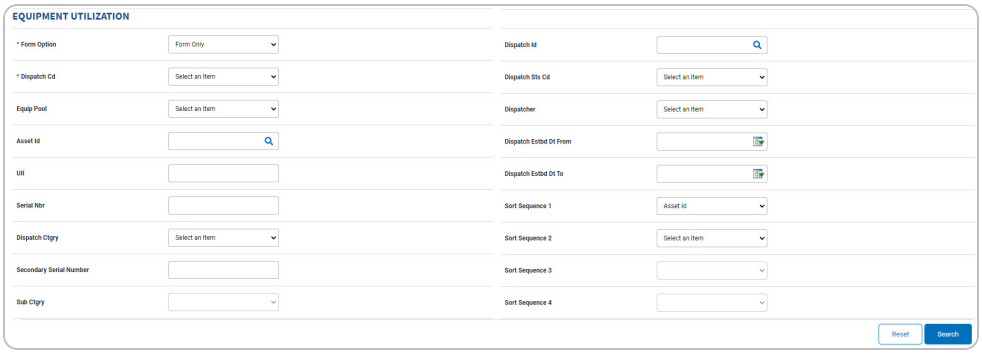
M. Use to select the Report Type.

- Equipment Utilization



A. Use to select the Form Option.

- Form Only and Form With Inspection List



a. Use to select the Dispatch Cd.

b. Use to select the Equip Pool.

c. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

Asset Id Browse help

d. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

e. Enter the SERIAL NBR in the field provided. *This is a 30 alpha-numeric character field.*

f. Use to select the Dispatch Ctgry.

g. Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

h. Use to select the Sub Ctgry.

i. Enter the DISPATCH ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

Dispatch Id Browse help

j. Use to select the Dispatch Sts Cd.

k. Use to select the Dispatcher.

l. Use to select the Dispatch ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.

m. Use to select the Dispatch ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.

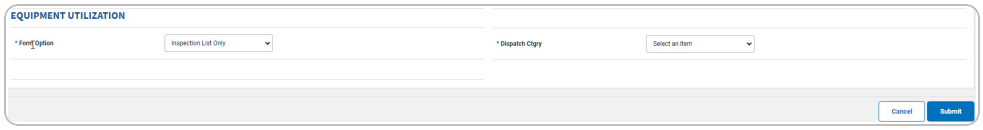
n. Use to select the Sort Sequence 1.

o. Use to select the Sort Sequence 2.

p. Use to select the Sort Sequence 3.

q. Use to select the Sort Sequence 4.

- Inspection List Only

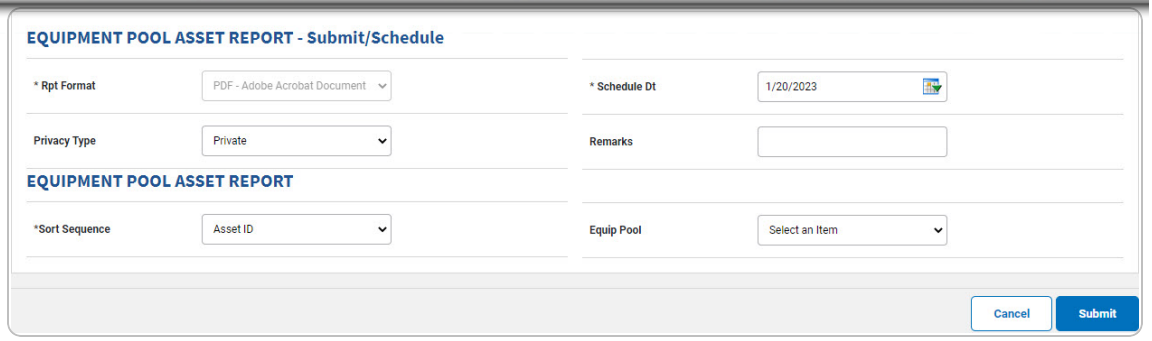


a. Use to select the Dispatch Ctgry.

- Blank Form

a. Enter the RPT MSG in the field provided. *This is a 256 alpha-numeric character field.*

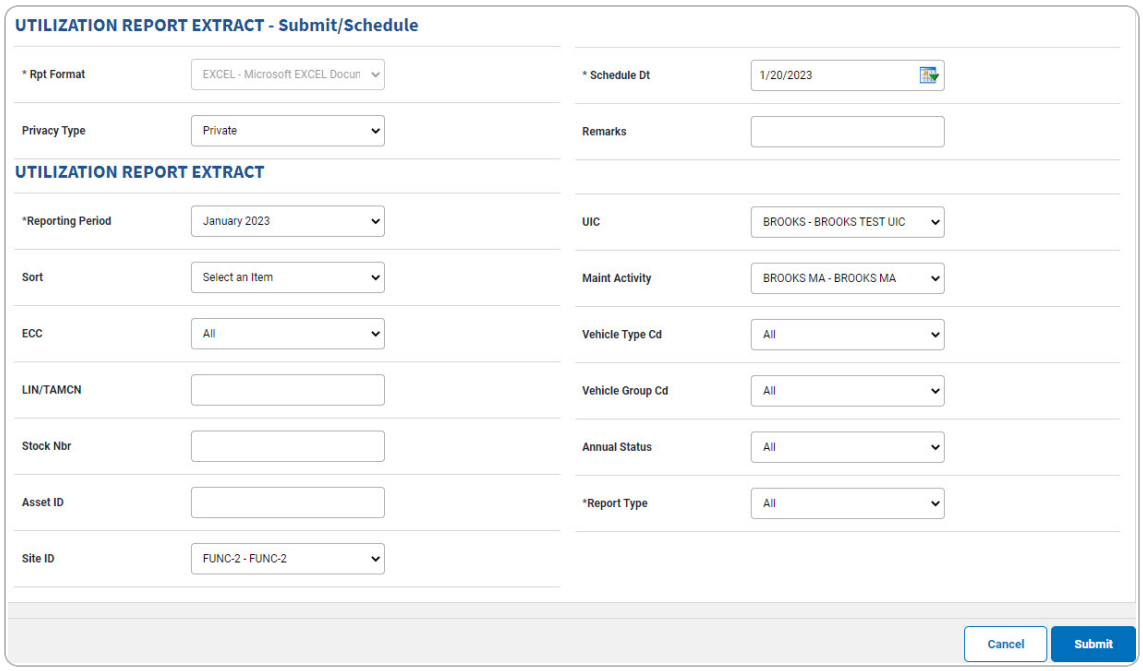
- Equipment Pool Asset Report



A. Use ⌄ to select the Sort Sequence.

B. Use ⌄ to select the Equip Pool.

- Utilization Report Extract



A. Use ⌄ to select the Reporting Period.

B. Use ⌄ to select the Sort.

C. Use ⌄ to select the ECC.

D. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

E. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

F. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

G. Use to select the Site ID.

H. Use to select the UIC.

I. Use to select the Maint Activity.

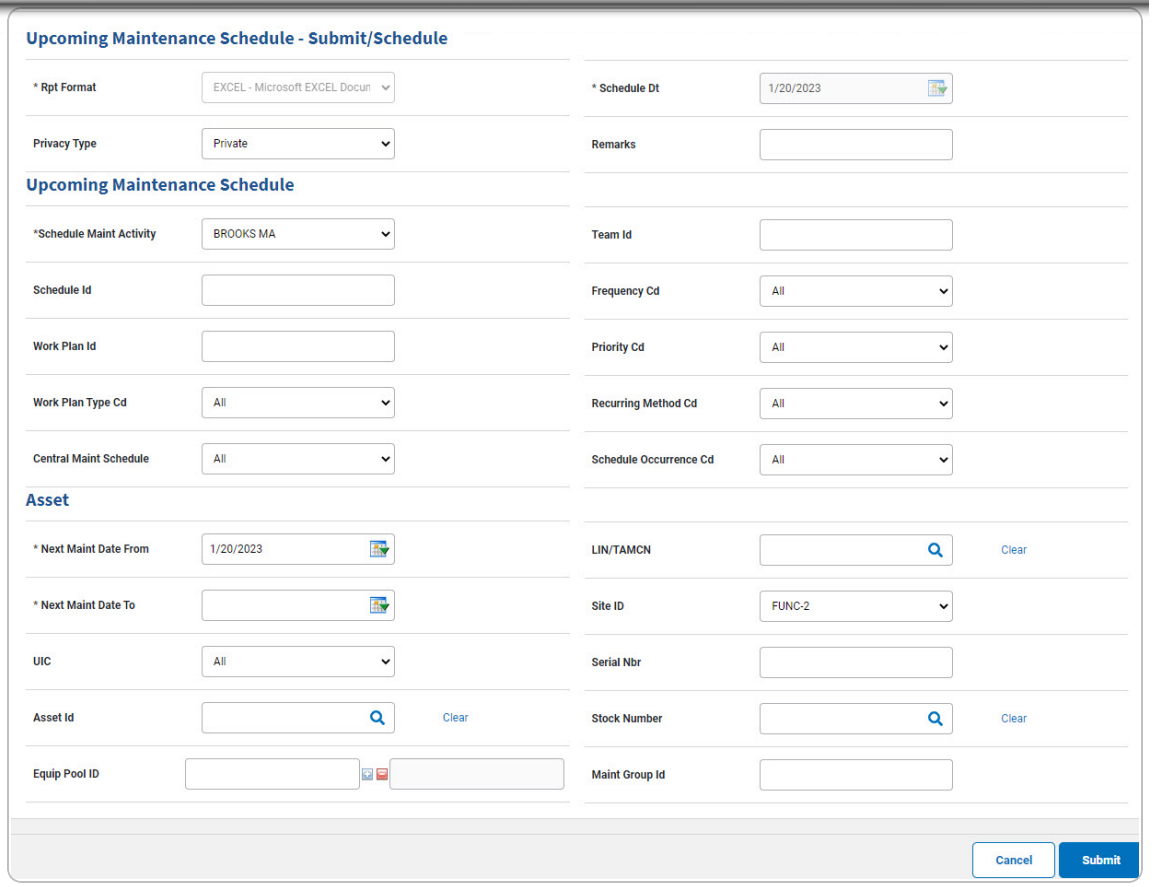
J. Use to select the Vehicle Type Cd.

K. Use to select the Vehicle Group Cd.

L. Use to select the Annual Status.

M. Use to select the Report Type.

- Upcoming Maintenance Schedule



A. *Complete the Upcoming Maintenance Schedule grid.*

a. Use ⌄ to select the Schedule Maint Activity.

b. Enter the Schedule ID in the field provided. *This is a 85 alphanumeric character field.*

c. Enter the WORK PLAN ID in the field provided. *This is a 50 alpha-numeric character field.*

d. Use ⌄ to select the Work Plan Type Cd.

e. Use ⌄ to select the Central Maint Schedule.

f. Enter the Team ID in the field provided. *This is a 10 alphanumeric character field.*

g. Use ⌄ to select the Frequency Cd.

h. Use to select the Priority Cd.

i. Use to select the Recurring Method Cd.

j. Use to select the Schedule Occurrence Cd.

B. *Complete the Asset grid.*

a. Use to select the NEXT MAINT DATE From, or enter the date (MM/DD/YYYY) in the field provided.

b. Use to select the NEXT MAINT DATE To, or enter the date (MM/DD/YYYY) in the field provided.

c. Use to select the UIC.

d. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

Asset Id Browse help

e. Enter the EQUIP POOL ID in the fields provided. *This is a 2 alpha-numeric character field. Use to add or remove EQUIP POOL ID (s).*

f. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

g. Use to select the Site ID.

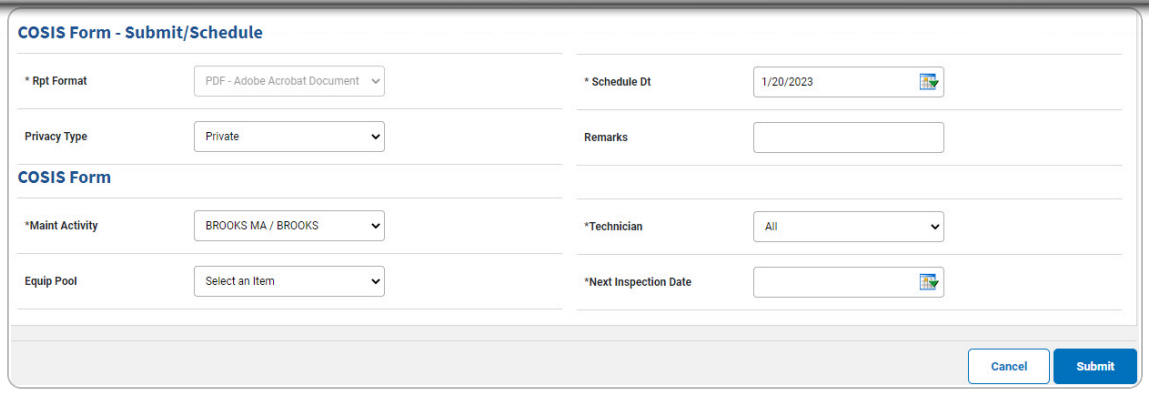
h. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

i. Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

j. Enter the MAINT GRP ID in the field provided. *This is a 2 alpha-numeric character field.*

- COSIS Form



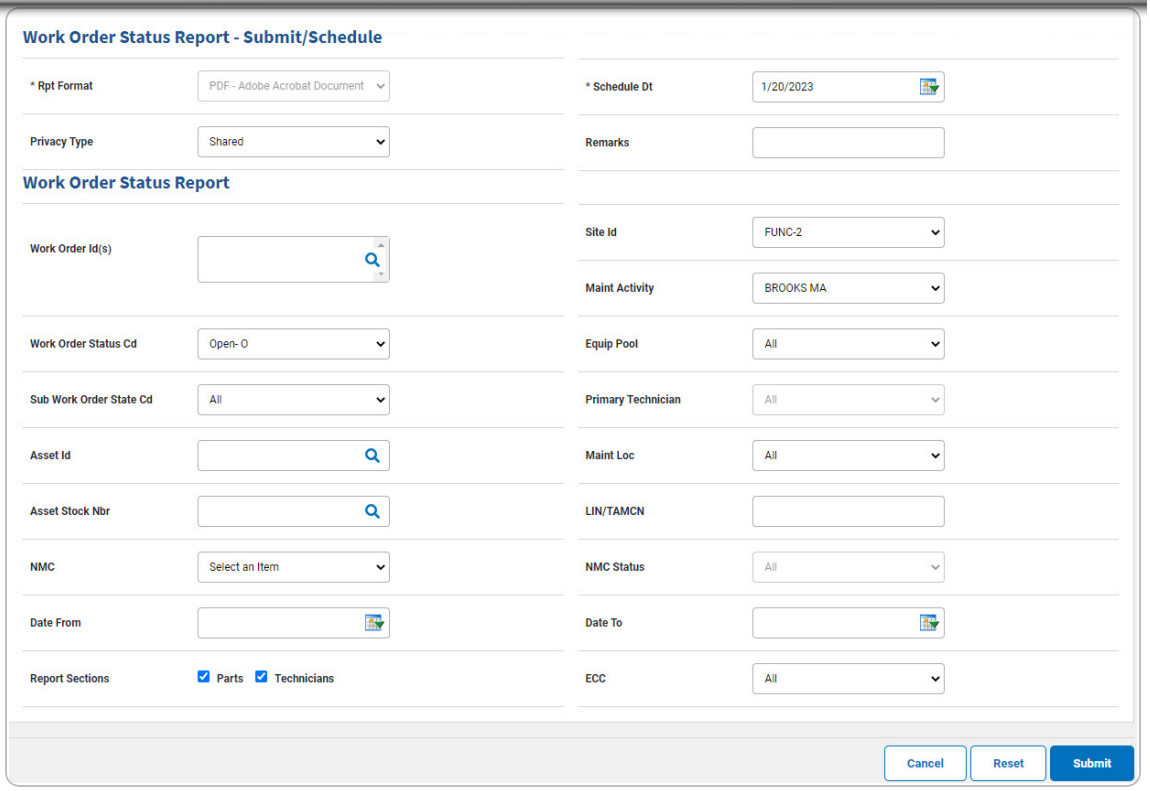
A. Use to select the Maint Activity.

B. Use to select the Equip Pool.

C. Use to select the Technician.

D. Use to select the Next Inspection Date, or enter the date (MM/DD/YYYY) in the field provided.

- Work Order Status Report



A. Enter the WORK ORDER ID(s), or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Work Order Browse help

B. Use ⌄ to select the Work Order Status Cd.

C. Use ⌄ to select the Sub Work Order State Cd.

D. Enter the ASSET ID, or use 🔍 to browse for the entry. *This is a 12 alpha-numeric character field.*

Asset Id Browse help

E. Enter the Asset STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

F. Use ⌄ to select the NMC.

G. Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

H. Verify the Report Sections contains the appropriate ☑ or ☐. *Select to include the parts and/or technicians.*

I. Use to select the Site ID.

J. Use to select the Maint Activity.

K. Use to select the Equip Pool.

L. *The Primary Technician automatically populates and is not editable.*

M. Use to select the Maint Loc.

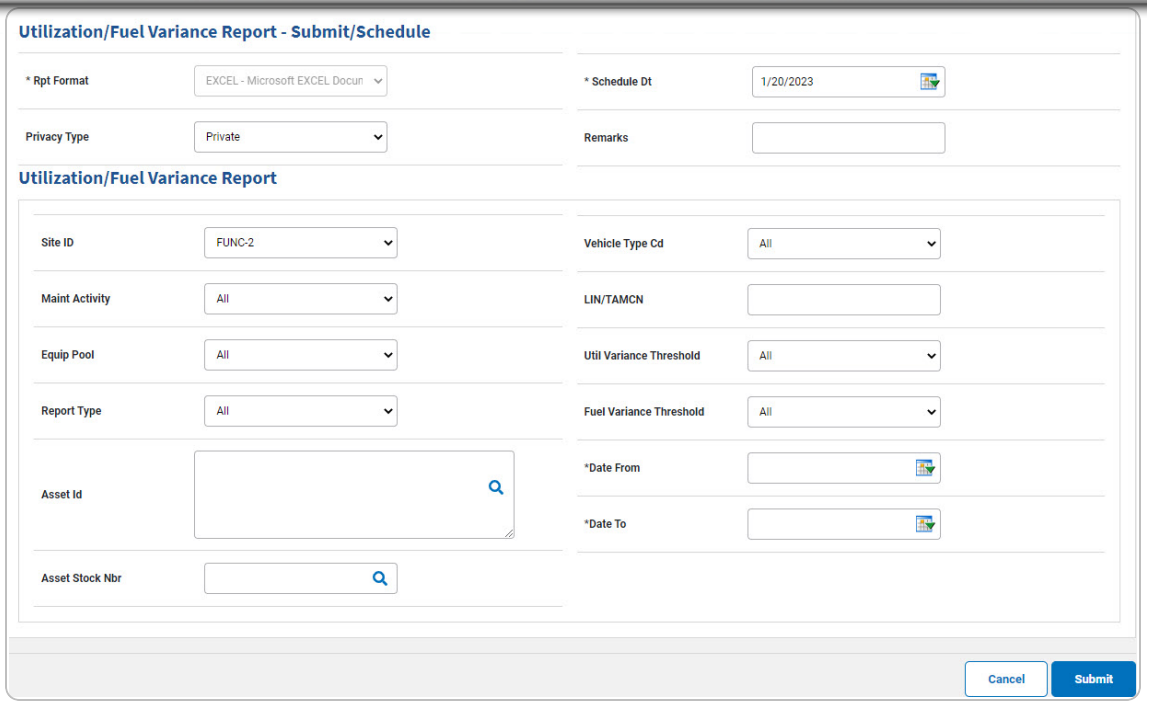
N. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

O. *The NMC Status automatically populates and is not editable.*

P. Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the ECC.

- Utilization/Fuel Variance Report



A. Use to select the Site ID.

B. Use to select the Maint Activity.

C. Use to select the Equip Pool.

D. Use to select the Report Type.

E. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

Asset Id Browse help

F. Enter the Asset STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

G. Use to select the Vehicle Type Cd.

H. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

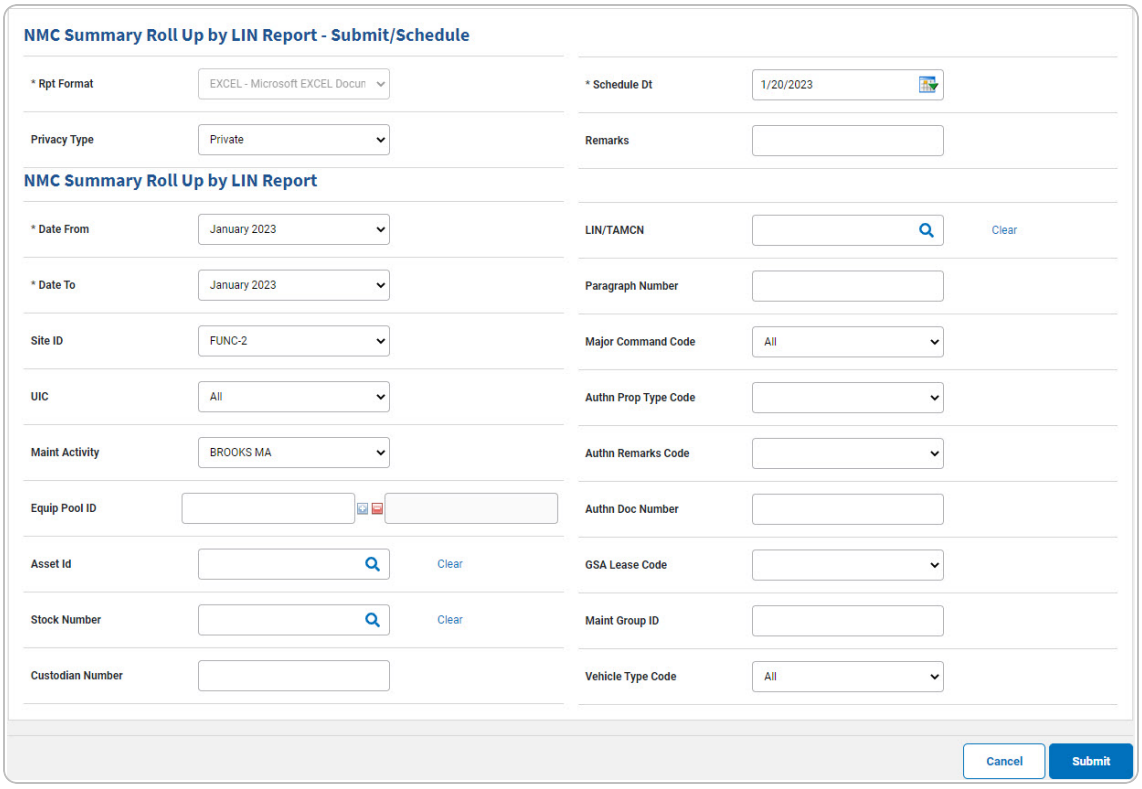
I. Use to select the Util Variance Threshold.

J. Use to select the Fuel Variance Threshold.

K. Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

L. Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

- NMC Summary Roll Up by LIN Report



A. Use to select the Date From.

B. Use to select the Date To.

C. Use to select the Site ID.

D. Use to select the UIC.

E. Use to select the Maint Activity.

F. Enter the EQUIP POOL ID in the fields provided. *This is a 2 alphanumeric character field.*

G. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

Asset Id Browse help

H. Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

I. Enter the Custodian Number in the field provided. *This is a 6 alphanumeric character field.*

J. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

K. Enter the Paragraph Number in the field provided. *This is a 4 alphanumeric character field.*

L. Use to select the Major Command Code.

M. Use to select the Authn Prop Type Code.

N. Use to select the Authn Remarks Code.

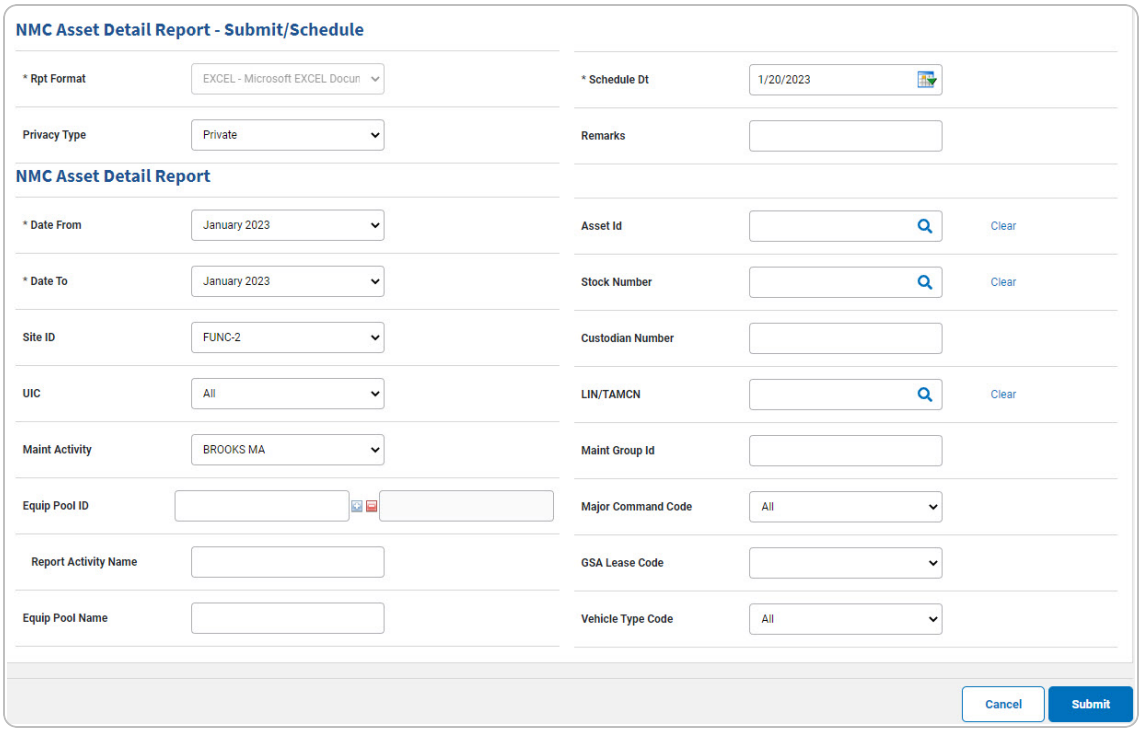
O. Enter the Authn Doc Number in the field provided. *This is a 14 alpha-numeric character field.*

P. Use to select the GSA Lease Code.

Q. Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*

R. Use to select the Vehicle Type Cd.

- NMC Asset Detail Report



A. Use ⌄ to select the Date From.

B. Use ⌄ to select the Date To.

C. Use ⌄ to select the Site ID.

D. Use ⌄ to select the UIC.

E. Use ⌄ to select the Maint Activity.

F. Enter the EQUIP POOL ID in the fields provided. *This is a 2 alphanumeric character field. Use ⊞ ⊟ to add or remove EQUIP POOL ID(s).*

G. Enter the Report Activity Name in the field provided. *This is a 50 alpha-numeric character field.*

H. Enter the Equipment Pool Name in the field provided. *This is a 15 alpha-numeric character field.*

I. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

Asset Id Browse help

J. Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

K. Enter the Custodian Number in the field provided. *This is a 6 alphanumeric character field.*

L. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

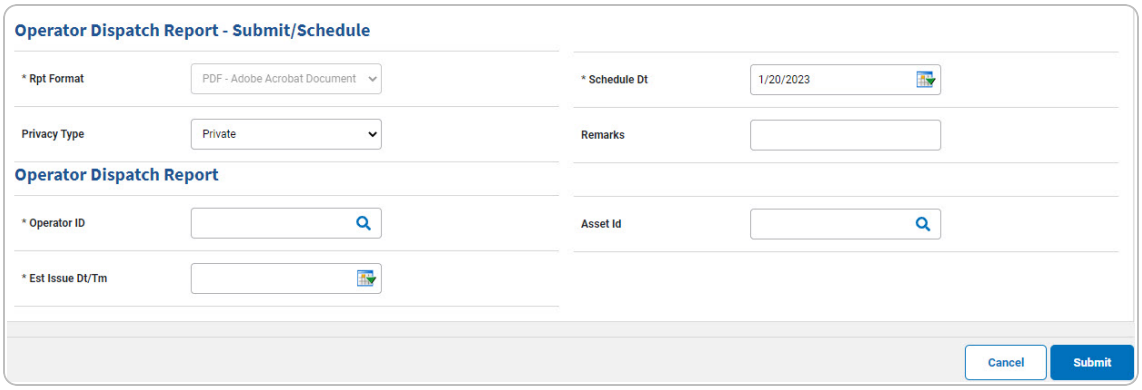
M. Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*

N. Use to select the Major Command Code.

O. Use to select the GSA Lease Code.

P. Use to select the Vehicle Type Cd.

- Operator Dispatch Report



A. Enter the Operator ID, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

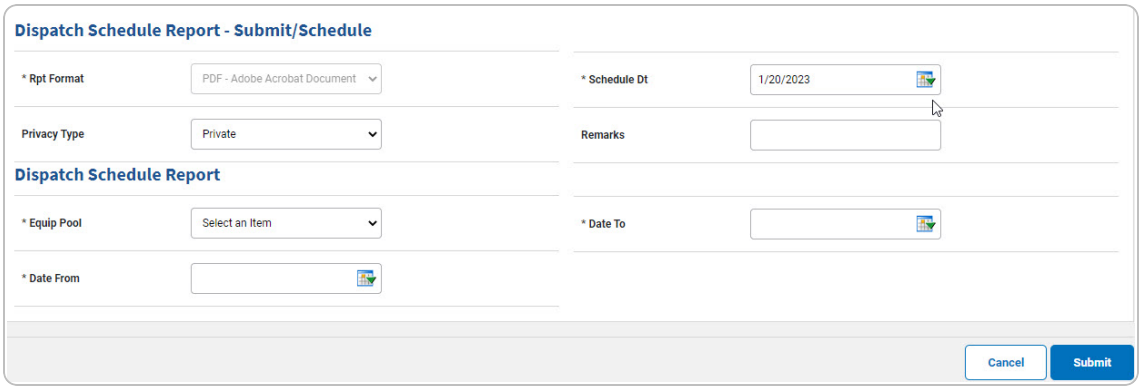
Operator/Technician Browse help

B. Use to select the EST ISSUE DT/TM, or enter the date (MM/DD/YYYY) in the field provided.

C. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

Asset Id Browse help

- Dispatch Schedule Report

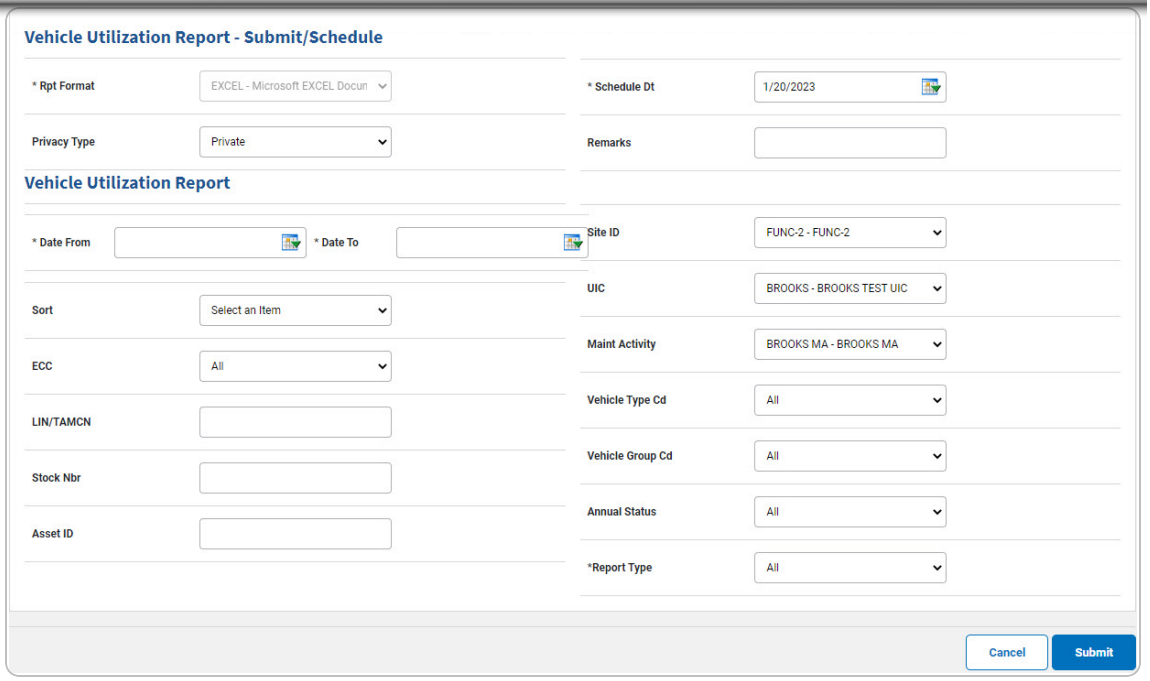


A. Use to select the Equip Pool.

B. Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

- Vehicle Utilization Report



A. Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

B. Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the Sort.

D. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

E. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

F. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

G. Use to select the Site ID.

H. Use to select the UIC.

I. Use to select the Maint Activity.

J. Use to select the Vehicle Type Cd.

K. Use to select the Vehicle Group Cd.

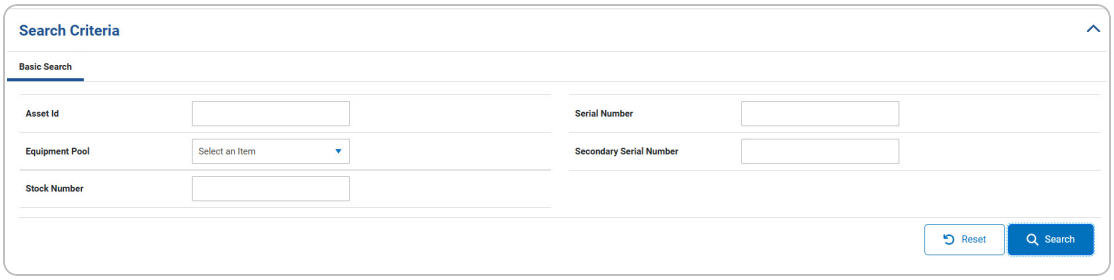
L. Use to select the Annual Status.

M. Use to select the Report Type.

3. Select Submit. *The **Reports Manager Transaction Status — Schedule** page appears.*

- ELMS M&U 244

A. *Complete the Search Criteria panel.*



a. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

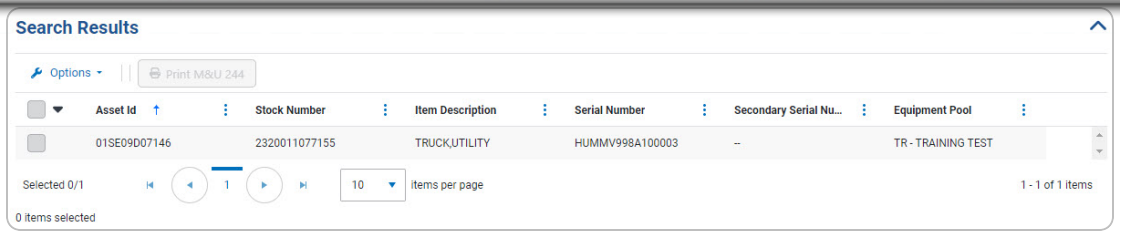
b. Use to select the Equipment Pool.

c. Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*

d. Enter the Serial Number in the field provided. *This is a 30 alphanumeric character field.*

e. Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

B. *Complete the Search Results panel.*



a. Click ☐ to select the entry. *The ASSET ID is highlighted, and* Print M&U 244 *becomes available.*

b. Select Print M&U 244. *The procedure leaves the application based on the selection made.*

c. *Follow the prompts provided by the computer.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center
895 — Date entered must be > = System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.

Related Topics

- Search for a Reports Manager Report — Results - Schedule
- View the Reports Manager Report Transaction Status — Schedule
- Export a Reports Manager Report — Schedule

- Work Order Browse
- Asset Id Browse
- Dispatch Id Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse
- Stock Nbr Browse

View the Reports Manager Transaction Status — Schedule

Overview

The Reports Manager Transaction Status — Schedule process displays a verification of the submissions performed.

Navigation

Forms-Reports > Schedule Reports > Search Results - Schedule Tab > Report hyperlink > Submit/Schedule page > Submit > The Reports Manager Transaction Status — Schedule page

Page Fields

The following fields display on the **Reports Manager Transaction Status — Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

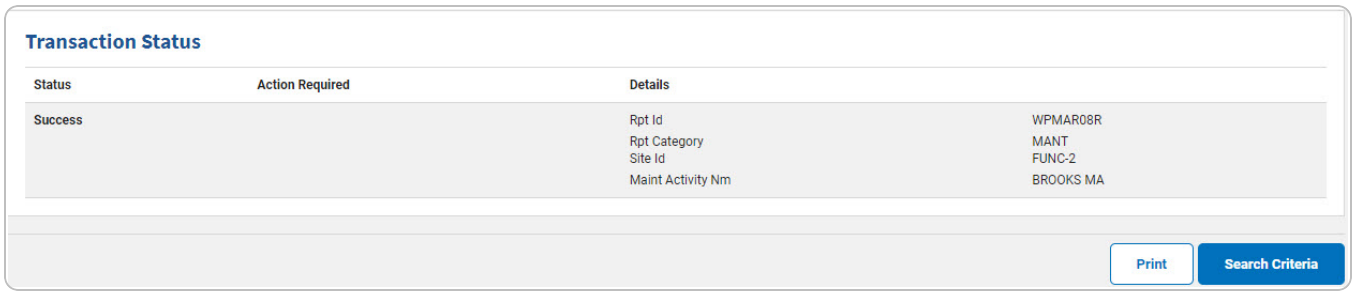
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Reports Manager Transaction Status — Schedule



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Reports Manager Report Export — Schedule** page appears.*
5. Select Search Criteria. *The **Reports Manager — Results - Schedule** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reports Manager Report — Results - Schedule
- Submit/Schedule a Reports Manager Report
- Export a Reports Manager Report — Schedule

Export a Reports Manager Report — Schedule

Overview

The Reports Manager Report Export — Schedule process provides the ability to save the scheduled report information in different formats.

Navigation

Forms-Reports > Schedule Reports > Search Results - Schedule Tab > Report hyperlink > Submit/Schedule page > Submit > Transaction Status > Print > Reports Manager Report Export — Schedule page

Page Fields

The following fields display on the **Reports Manager Report Export — Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

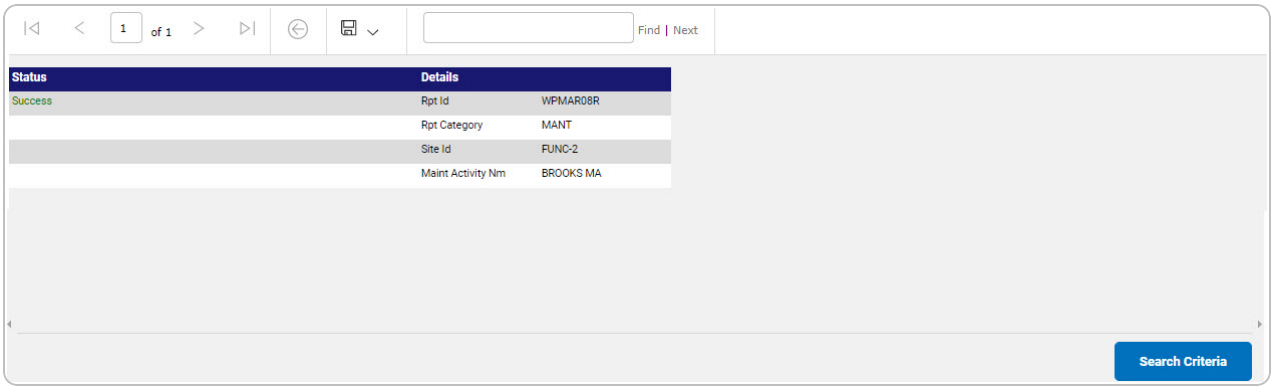
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export a Reports Manager Report — Schedule

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Reports Manager — Results - Schedule*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Search for a Reports Manager Report — Results - Schedule** page appears.*

Related Topics

- Search for a Reports Manager Report — Results - Schedule
- Submit/Schedule a Reports Manager Report
- View the Reports Manager Report Transaction Status — Schedule

Search for a FAST Outbound Display — Criteria

Overview

The Maintenance and Utilization module Federal Automotive Statistical Tool (FAST) Outbound Display process provides the ability to identify and correct any record from the FAST outbound report year-to-date process, as well as retrieve all vehicle reporting records that failed validation edits from the different processing steps.

Navigation

Utilities > Fleet > FAST Outbound DSPL > FAST Outbound Display Search Criteria page

Page Fields

The following fields display on the **FAST Outbound Display Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
24	(*) Asterisk identifies mandatory fields.

Search Criteria Grid

Fiscal Year *
Search Type *

Vehicle

Search Mode *
Process Status Cd
If EN - Error Not Processed is entered, Error Type appears
UIC
Agency *
Site
Actbl UIC

Agency File Status

Search Mode *
Process Status Cd
If EN - Error Not Processed is entered, Error Type appears
Agency *

Accountable UIC

Search Mode *
Process Status Cd
If EN - Error Not Processed is entered, Error Type appears
Agency *
Site
Actbl UIC

(*) Asterisk identifies mandatory fields.

Procedures

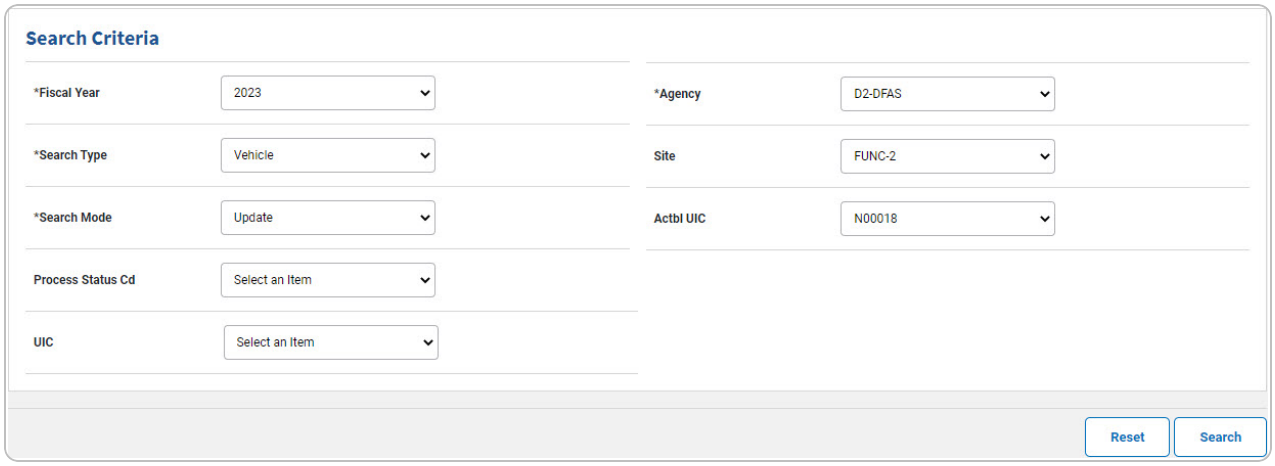
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for Federal Automotive Statistical Tool (FAST) Outbound Display

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.* ***Bold*** *numbered steps are required.*

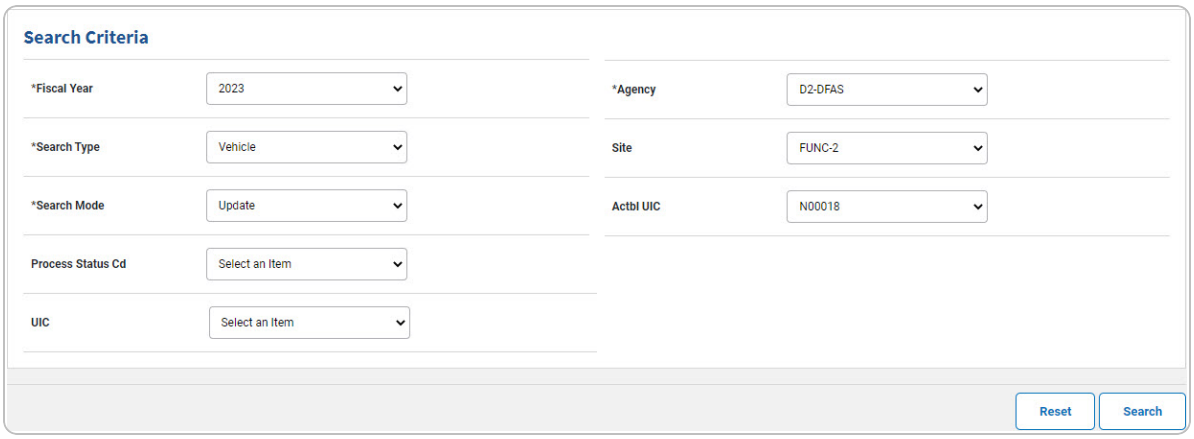
1. In the Search Criteria box, narrow the results by entering one of the following fields:.



2. Use ⌄ to select the Fiscal Year.

3. Use ⌄ to select the Search Type.

- Choose Vehicle.



A. Use ⌄ to select the Search Mode.

Note

If FAST REPORT is chosen, the Agency field remains, all other fields are removed, and Generate replaces Search on the Search Criteria screen.

Select Generate. *The FAST Report, named Export.xlsx, opens.*

B. Use to select the Process Status Cd. *If EN - Error Not Processed is entered, Error Type appears.*
The Error Type automatically populates, and is not editable.

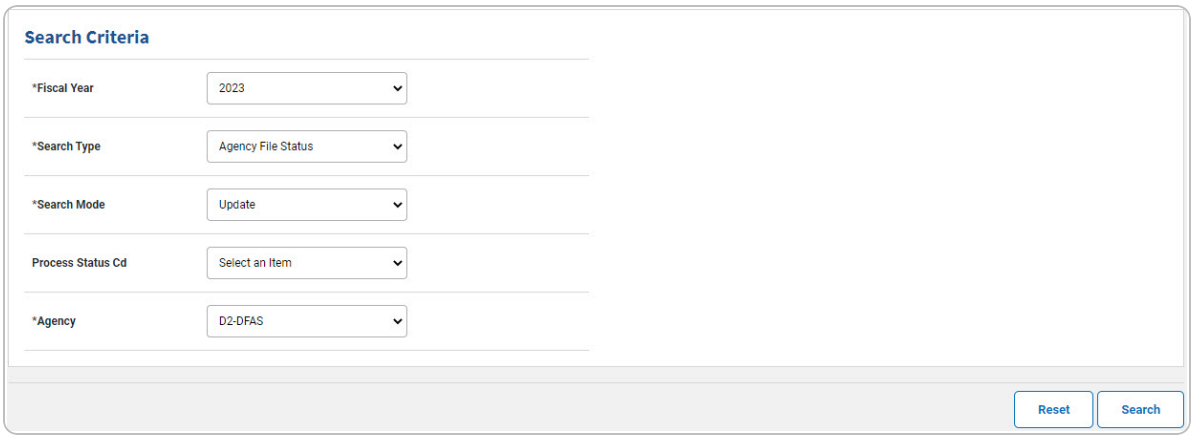
C. Use to select the UIC.

D. Use to select the Agency.

E. Use to select the Site.

F. Use to select the Actbl UIC.

- Choose Agency File Status.

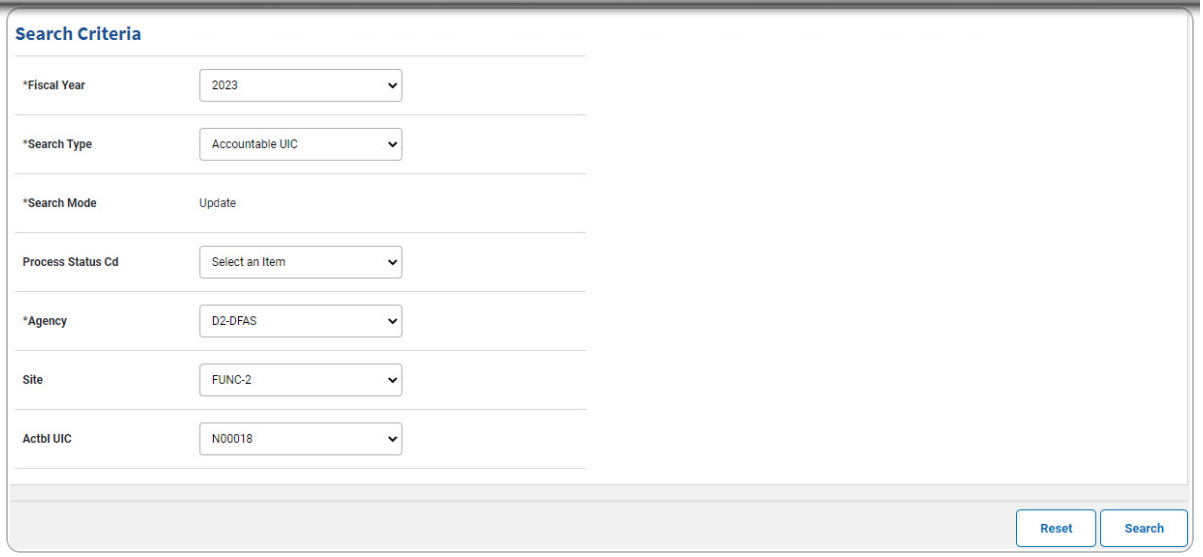


A. Use to select the Search Mode.

B. Use to select the Process Status Cd. *If EN - Error Not Processed is entered, Error Type appears.*
The Error Type automatically populates, and is not editable.

C. Use to select the Agency.

- Choose Accountable UIC.



A. *The Search Mode automatically populates and is not editable.*

B. Use ⌄ to select the Process Status Cd. *If EN - Error Not Processed is entered, Error Type appears.*
The Error Type automatically populates, and is not editable.

C. Use ⌄ to select the Agency.

D. Use ⌄ to select the Site.

E. Use ⌄ to select the Actbl UIC.

4. Select Search. *The **FAST Outbound Display Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Fis-*	Missing Entry. Enter the appropriate information

***cal Year*.**	in the desired field.
13 — Mandatory Entry: *Search Type*.	
13 — Mandatory Entry: *Search Mode*.	
13 — Mandatory Entry: *Agency*.	

Related Topics

- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Search for a FAST Outbound Display Record — Results

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Results process provides the ability to correct any errors and submit them for processing to the FAST outbound vehicle report.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > FAST Outbound Display Search Results page

Page Fields

The following fields display on the **FAST Outbound Display Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
61	Select "Cancel" to return to Search Criteria page.
232	Select "Update" hyperlink to process an Update Action.
xxxx	Select "Submit" button to send report.
xxxx	Click the (+) to expand or (-) to collapse the nested grid.

xxxx	Select "View" to see available data.

Search Criteria Grid

Vehicle

Search Mode
Search Type
Fiscal Year
Agency
Site
Actbl UIC
UIC
Process Status Cd
Error Type

Results Grid

Organization
Process Status Cd
Last Tran Dt/Tm

Agency File Status

Update

Search Mode
Search Type
Fiscal Year
Agency
Process Status Cd
Error Type

Results Grid

Update
Organization
Process Status Cd
Last Tran Dt/Tm

Submit

Search Mode
Search Type
Fiscal Year
Agency
Process Status Cd

Results Grid

Submit
Agency
Process Status Cd

Accountable UIC

Search Mode
Search Type
Fiscal Year
Agency
Site
Actbl UIC
Process Status Cd
Error Type

Results Grid

Organization
Process Status Cd
Last Tran Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

Update the FAST Vehicle records

1. Use ⌄ to select the Search Type. *Choose Vehicle.*
2. Use ⌄ to select the Search Mode. *Choose Update.*
3. Select Search. *Results display in the Search Results grid.*
4. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
5. Select ☐ next to the desired record(s).
6. Select Update. *The **Vehicle Grid** page appears.*
7. Click the Edit hyperlink. *The **Edit Record** pop-up window appears.*

View the FAST Vehicle records

1. Use ⌄ to select the Search Type. *Choose Vehicle.*
2. Use ⌄ to select the Search Mode. *Choose View.*
3. Select Search. *Results display in the Search Results grid.*
4. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
5. Select ☐ next to the desired record(s).
6. Select View. *The **FAST Outbound Display Vehicle Grid** page appears.*

Delete the FAST Vehicle records

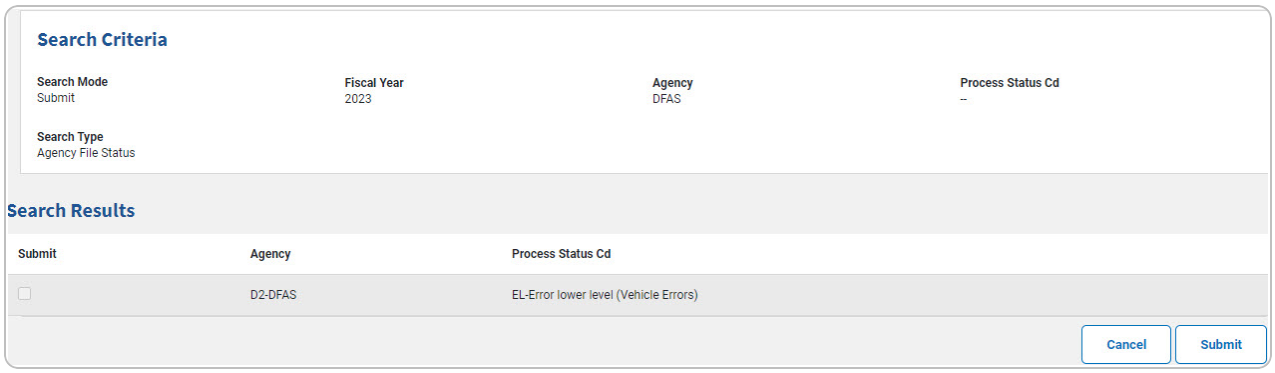
1. Choose Update in the Search Mode drop-down.
2. Select Search. *Results display in the Search Results grid.*
3. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
4. Select ☐ next to the desired record(s).
5. Select Update. *The **FAST Outbound Display Vehicle Grid** page appears.*

Update the FAST Agency File Status

1. Use ⌄ to select the Search Type. *Choose Agency File Status.*
2. Use ⌄ to select the Search Mode. *Choose Update.*
3. Select Search. *Results display in the Search Results grid.*
4. Click the Update hyperlink. *The **FAST Outbound Display Agency File Status Update** page appears.*

Submit the FAST Agency File Status

1. Use ⌄ to select the Search Type. *Choose Agency File Status.*
2. Use ⌄ to select the Search Mode. *Choose Submit.*
3. Select Search. *Results display in the Search Results grid.*



4. Click ☐ to select the desired Agency.
5. Select Submit. *The record submits and the **FAST Outbound Display Transaction Status** page appears.*

Update the FAST Accountable UIC

1. Use ⌄ to select the Search Type. *Choose Accountable UIC.*
2. Select Search. *Results display in the Search Results grid.*
3. Use the (+) or (-) to expand or collapse the nested grid to select the record(s).
4. Click the Update hyperlink. *The **FAST Outbound Display Accountable UIC Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Invalid Record(s) selected for Update.	Invalid Entry. Status Codes of File Initialized (FI) or File Complete (FX) are not allowed to be updated. Choose correct records for updating.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Update a FAST Outbound Display Accountable UIC Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Accountable UIC Record Update process allows editing of any information regarding the UIC, as well as viewing any errors found during the UIC's processing.

Helpful Tip

To access the Accountable UIC Records, choose Accountable UIC in the Search Type drop-down field.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > Update hyperlink > FAST Outbound Display Accountable UIC Update page

Page Fields

The following fields display on the **FAST Outbound Display Accountable UIC Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
13	Select "Reset" button to clear data.

61	Select "Cancel" to return to Search Criteria page.

Accountable UIC Grid

Agency Cd
Site Id
Actbl UIC
Domestic
FAST Agency Nm *
FAST Agency Abbrv *
POC Report To Nm
POC Report To Addr 1
POC Report To Addr 2
POC Report To City
POC Report To State
POC Report to ZIP *
POC Report To E-mail
POC Report To Phn Nbr
POC Report To Fax Nbr
Indirect Costs
Budget Element Cd
Hist Remarks

Errors Grid

Clear
Syntactic Error
FAST Error Id
FAST Error Desc
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

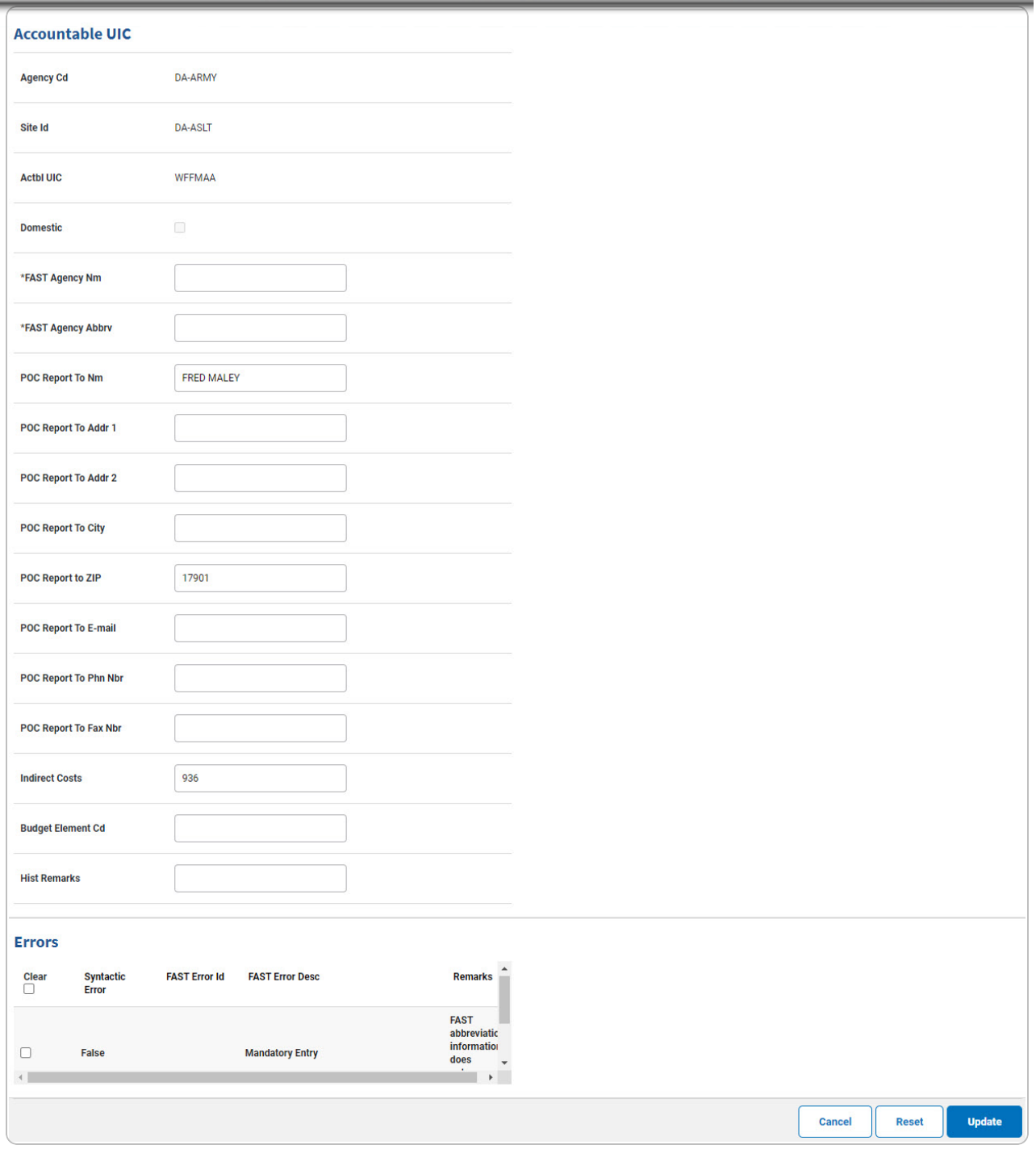
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update the FAST Outbound Display Accountable UIC

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 the Update hyperlink. *The* ***FAST Outbound Display Accountable UIC Update*** *page appears.*



2. *Update the Accountable UIC grid.*

A. *Verify the AGENCY CD.*

B. *Verify the SITE ID.*

C. *Verify the ACTBL UIC.*

D. Verify the Domestic contains the appropriate ☑ or ☐. *This specifies if the asset is domestic.*

E. Update the FAST Agency NM, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

F. Update the FAST Agency ABBRV, entering the revised abbreviation in the field provided. *This is a 20 alphanumeric character field.*

G. Update the POC Report to NM, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

H. Update the POC Report to ADDR 1, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

I. Update the POC Report to ADDR 2, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

J. Update the POC Report to City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

K. Update the POC Report To State, using ⌄ to select the desired state.

L. Update the POC Report to ZIP, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

M. Update the POC Report to E-MAIL, entering the revised E-MAIL in the field provided. *This is an 80 alphanumeric character field.*

N. Update the POC Report to PHN NBR, entering the revised phone number in the field provided. *This is a 25 alphanumeric character field.*

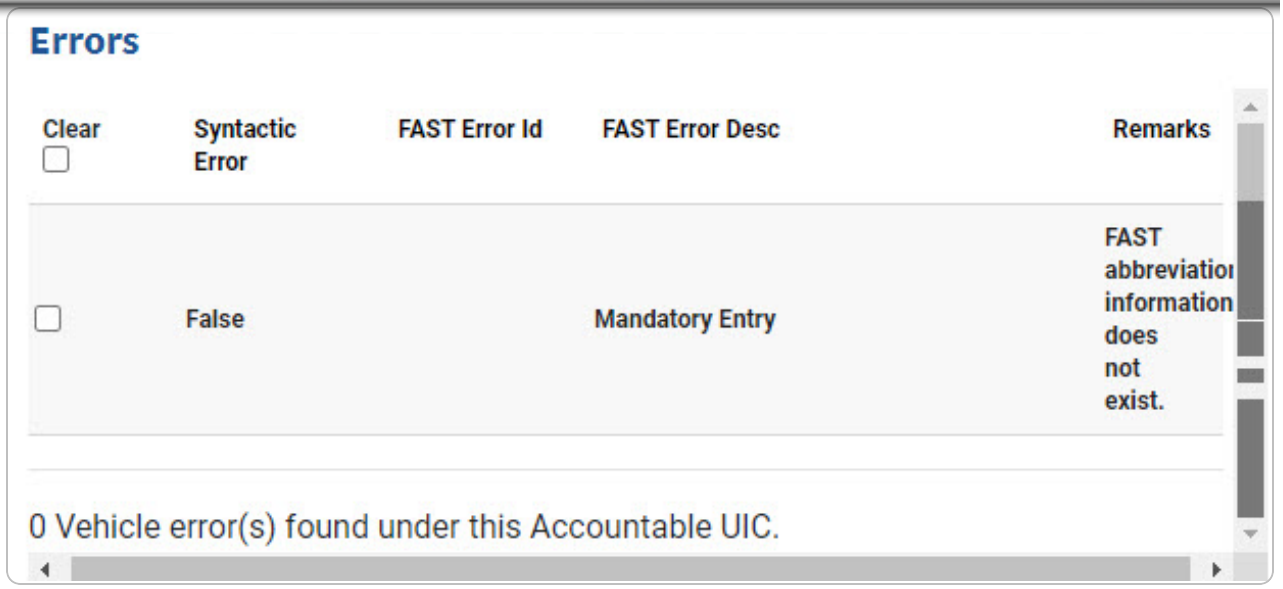
O. Update the POC Report to FAX NBR, entering the revised FAX NBR in the field provided. *This is a 10 numeric character field.*

P. Update the Indirect Costs, entering the revised costs in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the Budget Element CD, entering the revised code in the field provided. *This is a 32 alphanumeric character field.*

R. Update the HIST REMARKS, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

3. *Verify the Errors grid, fixing them as needed.*



4. Click ☐ to select the Error to Clear. *After the error is fixed, the error clears when the record is updated.*

5. Select Update. *The record submits and the **FAST Outbound Display Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *FAST Agency Nm*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *FAST Agency Abbrv*.	
13 — Mandatory Entry: *POC*	

***Report to ZIP*.**	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Update a FAST Outbound Display Agency File Status Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Agency File Status Record Update process allows editing of any remarks regarding the agency, as well as viewing any errors found during the agency's processing.

Helpful Tip

To access the Agency File Status Records, choose Agency File Status in the Search Type drop-down field.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > Update hyperlink > FAST Outbound Display Agency File Status Update page

Page Fields

The following fields display on the **FAST Outbound Display Agency File Status Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.

14	Select "Cancel" button to return to previous page.

Agency File Status Grid

Agency Cd
Fiscal Year
Process Status Cd
FAST File Nm
FAST Submit Dt/Tm
FAST Response Dt/Tm
Remarks

Errors

Errors for Selected Record
Accountable UIC Errors for Agency
Vehicle Errors for Agency

Procedures

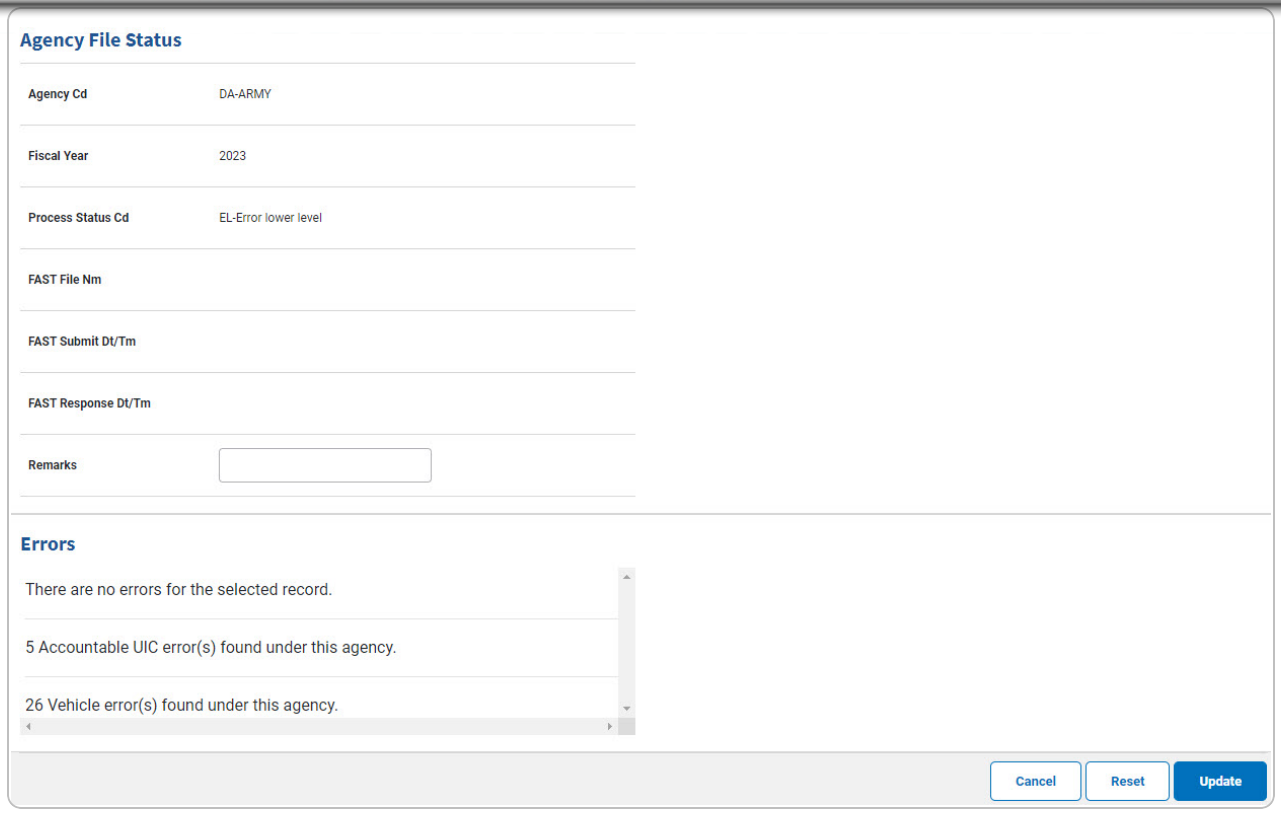
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Update the FAST Outbound Display Agency File Status

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 the Update hyperlink. *The* ***FAST Outbound Display Agency File Status Update*** *page appears.*



2. *Verify the Agency File Status grid.*
   A. *Verify the AGENCY CD.*
   B. *Verify the Fiscal Year.*
   C. *Verify the Process Status CD.*
   D. *Verify the FAST FILE NM.*
   E. *Verify the FAST Submit DT/TM.*
   F. *Verify the FAST Response DT/TM.*
   G. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
3. *Verify the Errors grid, fixing them as needed.*
4. Select Update. *The **FAST Outbound Display Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Invalid Record(s) selected for Update.	Invalid Entry. Status Codes of File Initialized (FI) or File Complete (FX) are not allowed to be updated. Choose correct records for updating.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Delete a FAST Outbound Display Vehicle Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Vehicle Record Delete process allows removal of the record. When clicking the Delete hyperlink, the Undelete hyperlink appears, allowing restoration of the record.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > (desired record) > Update > Delete hyperlink > Update > FAST Outbound Display Vehicle Grid page

Page Fields

The following fields display on the **FAST Outbound Display Vehicle Grid** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.
xxxx	Select Apply to update entries made in header.

Mass Change Grid

Field
Value

Vehicle Grid

Edit
Delete/Undelete
Asset Id
Process Status Cd
Details
Stk Nbr
VIN
Vehicle Class Tag
Vehicle Desc
Mfr Nm
Mdl Nbr
Mdl Yr
Vehicle Ownr Cd
EISA Acq Cd
Vehicle Armor Cd
Exec Vehicle Cd
GSA Report Util
EPAct Coverage Cd
Vehicle Type
Fuel Config Cd
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
Vehicle Age Amt
Acquired
Disposed
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd

Vehicle Loc Lng
Acq Cst Amt
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn
Tot FY To Dt Maint Labor
Tot FY To Dt Maint Non-Labor
Tot FY To Dt Lease
Tot FY To Dt Fuel Use Qy One
Tot FY To Dt Fuel Use Qy Two
Tot FY To Dt Fuel Cst One
Tol FY To Dt Fuel Cst Two
Tot FY To Dt Mileage
Location Withheld
Gross Vehicle Weight Requirement
Vehicle Assignment Type
LGHG AFV, Petroleum-Dedicated Vehicles
EPAct 701 Designation
Accident Repair Cost Amount
Indirect Cost Amount
Budget Element Code (BEC)

Procedures

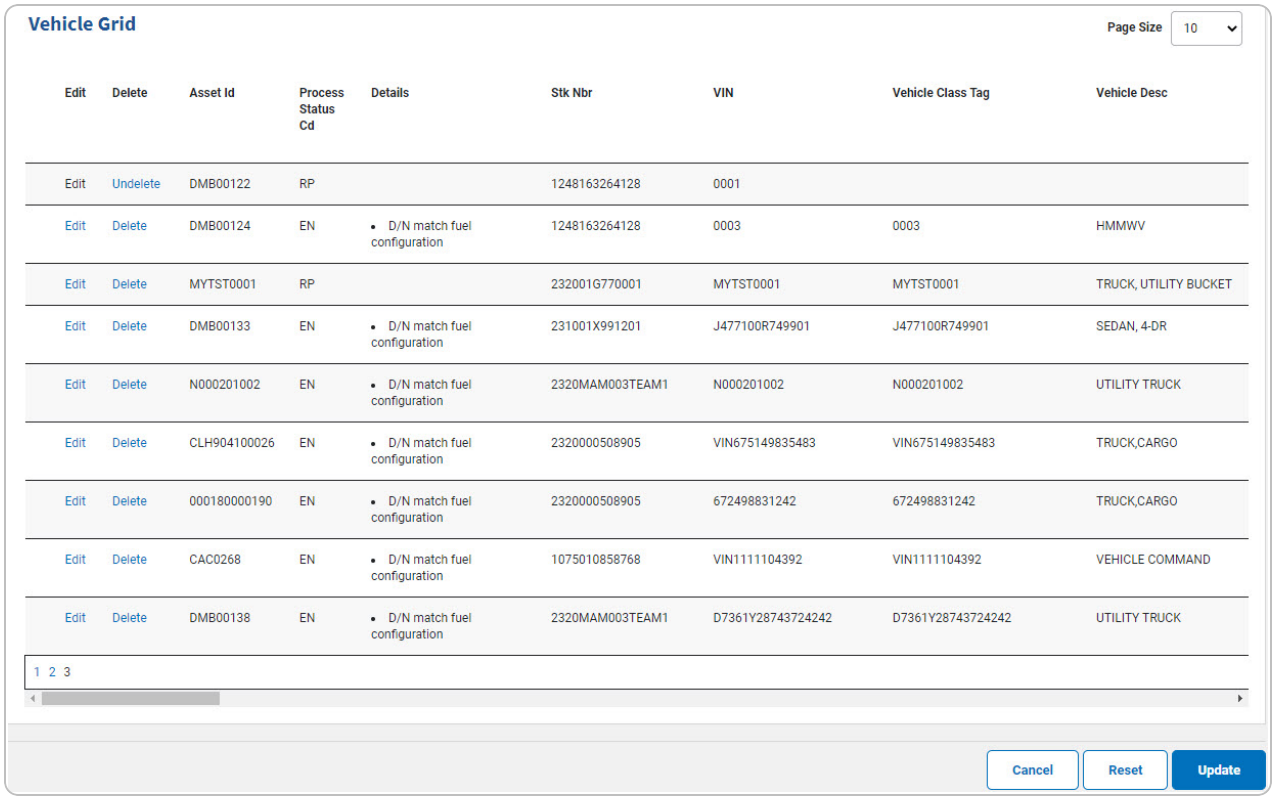
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Delete a FAST Outbound Display Vehicle Record

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

1. *Verify the desired record row for deletion.*



A. *Verify the ASSET ID.*

B. *Verify the Process Status CD.*

C. *Verify the Details.*

D. *Verify the STK NBR.*

E. *Verify the VIN.*

F. *Verify the Vehicle Class Tag.*

G. *Verify the Vehicle DESC.*

H. *Verify the MFR NM.*

I. *Verify the MDL NBR.*

J. *Verify the MDL YR.*

K. *Verify the Vehicle OWNR CD.*

L. *Verify the EISA ACQ CD.*

M. *Verify the Vehicle Armor CD.*

N. *Verify the EXEC VEHICLE CD.*

O. *Verify the GSA Report UTIL.*
P. *Verify the EPACT Coverage CD.*
Q. *Verify the Vehicle Type.*
R. *Verify the Fuel CONFIG CD.*
S. *Verify the FUEL FLEET TYPE CD One.*
T. *Verify the FUEL FLEET TYPE CD Two.*
U. *Verify the EMER RESPONSE VEH.*
V. *Verify the LAW ENFRCMT VEH.*
W. *Verify the EO 13693 Designation.*
X. *Verify the Vehicle Age AMT.*
Y. *Verify the Acquired.*
Z. *Verify the Disposed.*
AA. *Verify the Vehicle LOC.*
AB. *Verify the Vehicle LOC ZIP.*
AC. *Verify the Vehicle LOC Street 1.*
AD. *Verify the Vehicle LOC Street 2.*
AE. *Verify the Vehicle LOC City.*
AF. *Verify the Vehicle LOC State.*
AG. *Verify the Vehicle LOC LTD.*
AH. *Verify the Vehicle LOC LNG.*
AI. *Verify the ACQ CST AMT.*
AJ. *Verify the Fuel Unit CD One.*
AK. *Verify the Fuel Unit CD Two.*
AL. *Verify the FUEL STATE CD.*
AM. *Verify the Fuel ZIP CD.*
AN. *Verify the TOT FY TO DT DEPRN.*
AO. *Verify the TOT FY TO DT MAINT Labor.*
AP. *Verify the TOT FY TO DT MAINT Non-Labor.*
AQ. *Verify the TOT FY TO DT Lease.*
AR. *Verify the TOT FY TO DT FUEL USE QY One.*
AS. *Verify the TOT FY TO DT FUEL USE QY Two.*

AT. *Verify the TOT FY TO DT FUEL CST One.*

AU. *Verify the TOT FY TO DT FUEL CST Two.*

AV. *Verify the TOT FY TO DT Mileage.*

AW. *Verify the Location Withheld.*

AX. *Verify the Gross Vehicle Weight Requirement.*

AY. *Verify the Vehicle Assignment Type.*

AZ. *Verify the LGHG AFV, Petroleum-Dedicated Vehicles.*

BA. *Verify the EPACT 701 Designation.*

BB. *Verify the Accident Repair Cost Amount.*

BC. *Verify the Indirect Cost Amount.*

BD. *Verify the Budget Element Code (BEC).*

2. Select the Delete hyperlink. *The hyperlink changes to Undelete*.

Note

If the deletion was accidental, select the Undelete hyperlink to restore the record.

The record cannot be restored after Update is clicked.

3. Select Update. *The record is deleted from the grid and the **FAST Outbound Display Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Update a FAST Outbound Display Vehicle Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Vehicle Record Update process allows editing of the vehicle's information.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > (desired record) > Update > Edit hyperlink > Edit Record pop-up window

Page Fields

The following fields display on the **Edit Record** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Record Grid

Asset Id
Stock Nbr
VIN
Process Status Cd
Details

Edit Grid

Vehicle Class Tag *
Vehicle Desc *
Mfr Nm
Mdl Nbr

Mdl Yr
Vehicle Ownr Cd *
EISA Acq Cd *
Vehicle Armor Cd *
Exec Vehicle Cd *
GSA Report Util *
EPAct Coverage Cd *
Vehicle Type *
Fuel Config Cd *
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation *
Vehicle Age Amt *
Acquired *
Disposed *
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd
Vehicle Loc Lng
Acq Cst Amt *
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn *
Tot FY To Dt Maint Labor *
Tot FY To Dt Maint Non-Labor *
Tot FY To Dt Lease *
Tot FY To Dt Fuel Use Qy One *
Tot FY To Dt Fuel Use Qy Two *
Tot FY To Dt Fuel Cst One *
Tol FY To Dt Fuel Cst Two *
Tot FY To Dt Mileage *
Location Withheld *
Gross Vehicle Weight Requirement *
Vehicle Assignment Type *
LGHG AFV, Petroleum-Dedicated Vehicles *

EPAct 701 Designation *
Accident Repair Cost Amount *
Indirect Cost Amount *
Budget Element Code (BEC)

(*) Asterisk identifies mandatory fields.

Procedures

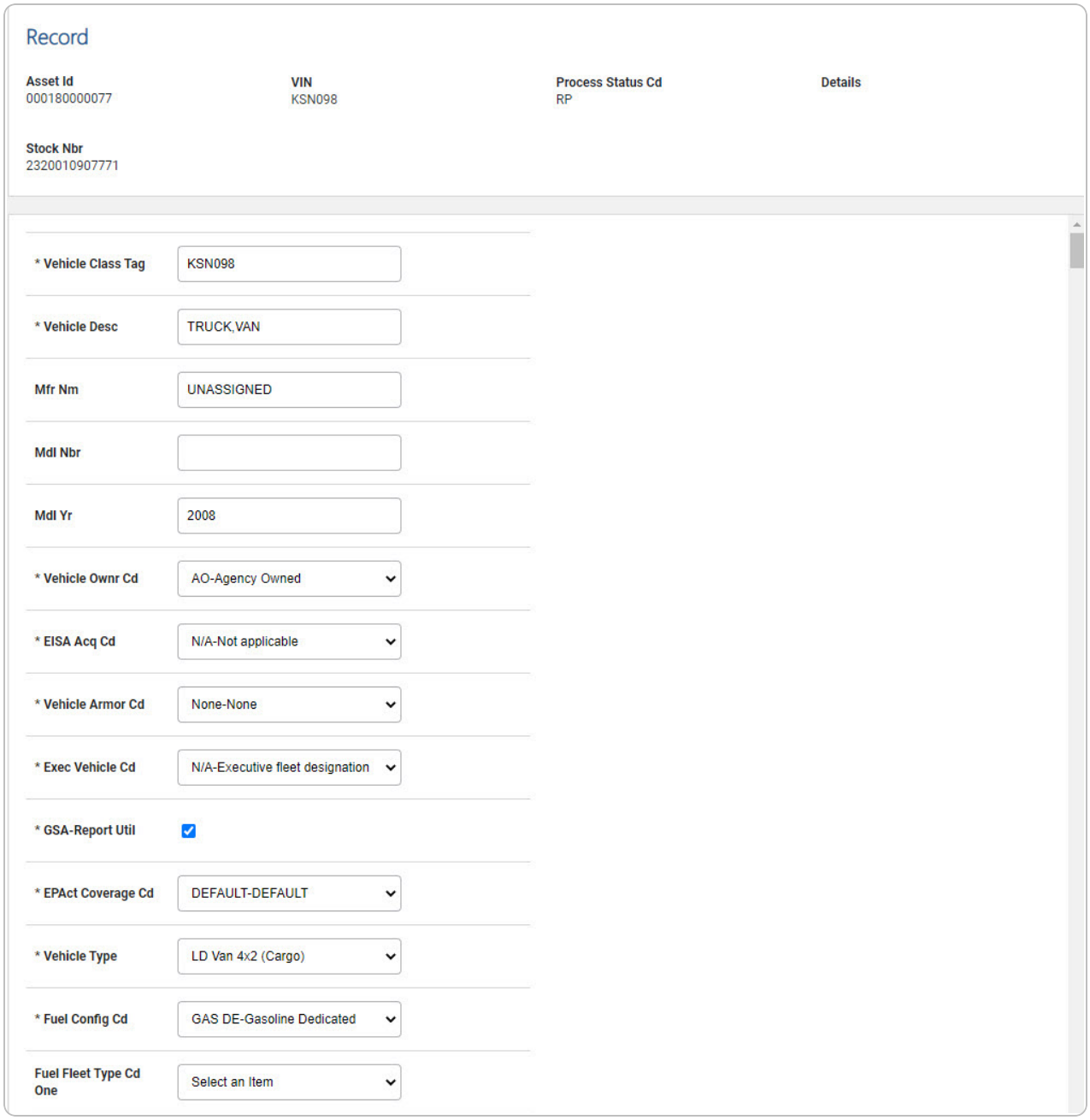
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

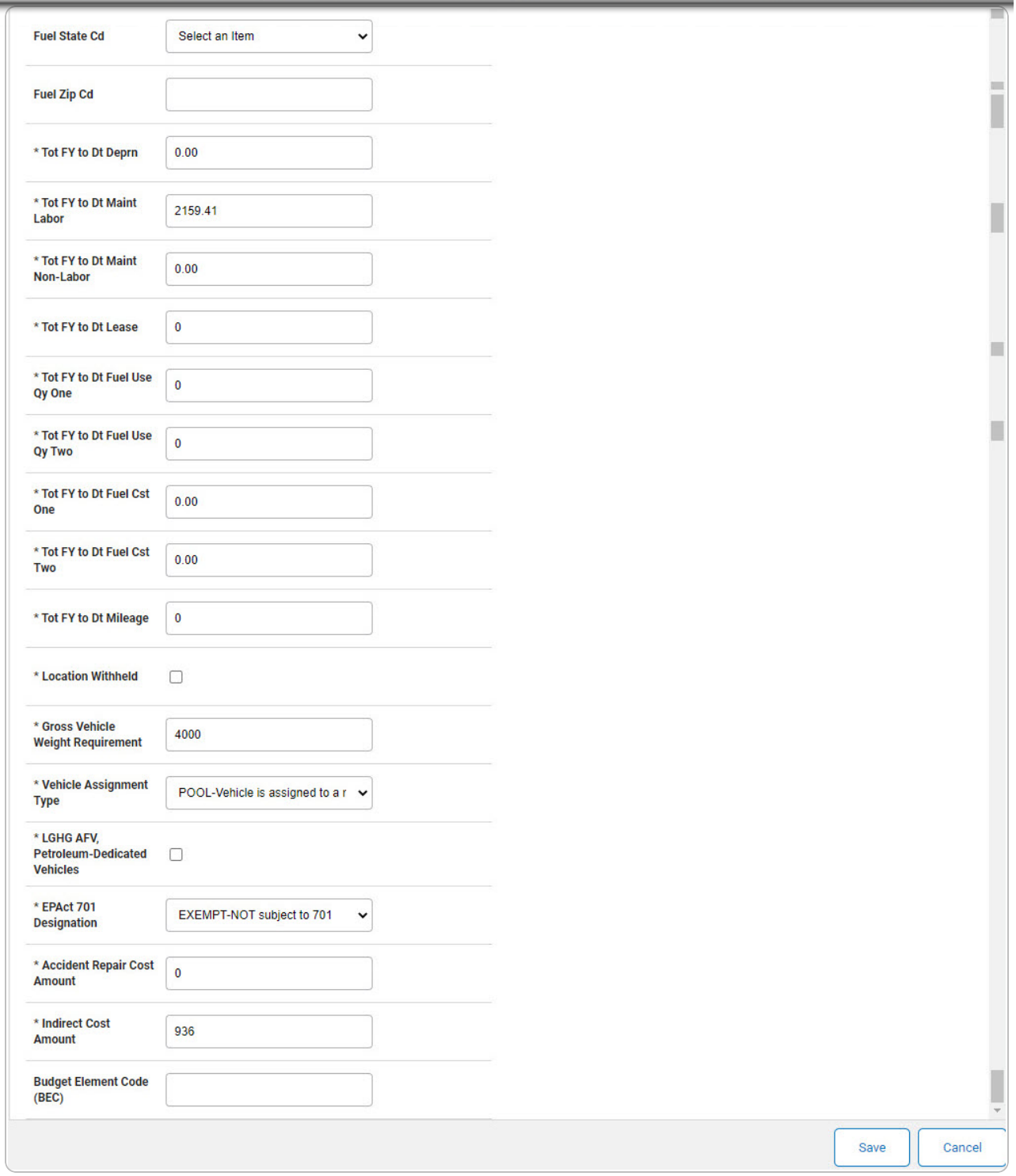
Update the FAST Vehicle Record

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

1. Select the Edit hyperlink. *The **Edit Record** pop-up window appears.*



Fuel Fleet Type Cd Two	Select an Item
Emer Response Veh	☐
Law Enfrcmt Veh	☐
* EO 13693 Designation	DEFAULT-Vehicle coverage/exe
* Vehicle Age Amt	5299
* Acquired	☐
* Disposed	☐
Vehicle Loc	PA
Vehicle Loc ZIP	
Vehicle Loc Street1	999 FANTASY STREET
Vehicle Loc Street2	
Vehicle Loc City	HEAVEN
Vehicle Loc State	PA
Vehicle Loc Ltd	
Vehicle Loc Lng	
* Acq Cst Amt	10200
Fuel Unit Cd One	Select an Item
Fuel Unit Cd Two	Select an Item



2. *Verify the Record grid.*

A. *Verify the ASSET ID.*

B. *Verify the STK NBR.*

C. *Verify the VIN.*

D. *Verify the Process Status CD.*

E. *Verify the Details.*

3. *Update the Vehicle Information grid.*

A. Update the Vehicle Class Tag, entering the revised class tag in the field provided. *This is a 15 alphanumeric character field.*

B. Update the Vehicle DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

C. Update the MFR NM, entering the name in the field provided. *This is a 36 alpha-numeric character field.*

D. Update the MDL NBR, entering the number in the field provided. *This is a 20 alpha-numeric character field.*

E. Update the MDL YR, entering the year in the field provided. *This is a 4 numeric character field.*

F. Update the Vehicle Ownr Cd, using to select the desired code.

G. Update the EISA Acq Cd, using Use to select the desired code.

H. Update the Vehicle Armor Cd, using to select the desired code.

I. Update the Exec Vehicle Cd, using to select the desired code.

J. Verify the GSA Report UTIL contains the appropriate ☑ or ☐. *This specifies if the asset uses FAST to report the utilization.*

K. Update the EPAct Coverage Cd, using to select the desired code.

L. Update the Vehicle Type, using to select the desired vehicle type.

M. Update the Fuel Config Cd, using to select the desired code.

N. Update the Fuel Fleet Type Cd One, using to select the desired code.

O. Update the Fuel Fleet Type Cd Two, using ⌄ to select the desired code.

P. Verify the EMER RESPONSE VEH contains the appropriate ☑ or ☐. *This specifies if the asset is designated as Emergency Response (S-7).*

Q. Verify the LAW ENFRCMT VEH contains the appropriate ☑ or ☐. *This specifies if the asset is designated as Law Enforcement (S-6).*

R. Update the EO 13693 Designation, using ⌄ to select the desired designation.

S. Update the Vehicle Age AMT, entering the revised amount in the field provided. *This is a 3 numeric character field.*

T. Verify the Acquired contains the appropriate ☑ or ☐. *This specifies if the asset was obtained during the current Fiscal Year (checked).*

U. Verify the Disposed contains the appropriate ☑ or ☐. *This specifies if the asset was disposed of during the current Fiscal Year (checked).*

V. Update the Vehicle LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

W. Update the Vehicle LOC ZIP, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

X. Update the Vehicle LOC Street 1, entering the revised street information in the field provided. *This is a 25 alphanumeric character field.*

Y. Update the Vehicle LOC Street 2, entering the revised street information in the field provided. *This is a 25 alphanumeric character field.*

Z. Update the Vehicle LOC City, entering the revised city in the field provided. *This is a 22 alphanumeric character field.*

AA. Update the Vehicle LOC State, entering the revised state in the field provided. *This is a 5 alphanumeric character field.*

AB. Update the Vehicle LOC LTD, entering the revised latitude in the field provided. *This is a 5 alphanumeric character field.*

AC. Update the Vehicle LOC LNG, entering the revised longitude in the field provided. *This is a 5 alphanumeric character field.*

AD. Update the ACQ CST AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

AE. Update the Fuel Unit Cd One, using ⌄ to select the desired fuel code.

AF. Update the Fuel Unit Cd Two, using ⌄ to select the desired fuel code.

AG. Update the Fuel State Cd, using ⌄ to select the desired fuel state code.

AH. Update the Fuel ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

AI. Update the Tot FY to Dt Deprn, entering the revised date in the field provided. *This is a 5 numeric character field.*

AJ. Update the Tot FY to Dt Maint Labor, entering the revised labor information in the field provided. *This is a 5 numeric character field.*

AK. Update the Tot FY to Dt Maint Non-Labor, entering the revised non-labor information in the field provided. *This is a 5 numeric character field.*

AL. Update the Tot FY to Dt Lease, entering the revised lease information in the field provided. *This is a 3 numeric character field.*

AM. Update the Tot FY to Dt Fuel Use Qy One, entering the revised quantity in the field provided. *This is a 10 numeric character field.*

AN. Update the Tot FY to Dt Fuel Use Qy Two, entering the revised quantity in the field provided. *This is a 10 numeric character field.*

AO. Update the Tot FY to Dt Fuel Cst One, entering the revised cost in the field provided. *This is an 18 numeric character field.*

AP. Update the Tot FY to Dt Fuel Cst Two, entering the revised cost in the field provided. *This is an 18 numeric character field.*

AQ. Update the Tot FY to Dt Mileage, entering the revised mileage in the field provided. *This is an 18 numeric character field.*

AR. Verify the Location Withheld contains the appropriate ☑ or ☐. *This specifies if the asset is secretive enough that the whereabouts cannot be known.*

AS. Update the Gross Vehicle Weight Requirement, entering the revised weight requirement in the field provided. *This is a 5 numeric character field.*

AT. Update the Vehicle Assignment Type, using ⌄ to select the desired vehicle assignment type.

AU. Verify the LGHG AFV Petroleum-Dedicated Vehicles contains the appropriate ☑ or ☐. *This specifies if the vehicle meets all aspects of the definition for purposes of EPAct compliance.*

AV. Update the EPAct 701 Designation, using to select the desired designation.

AW. Update the Accident Repair Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*

AX. Update the Indirect Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*

AY. Update the Budget Element Code (BEC), entering the revised code in the field provided. *This is a 32 alphanumeric character field.*

4. Select Save. *The **Edit Record** pop-up window closes, and the updated information is saved.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Vehicle Class Tag*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Vehicle Desc*.	
13 — Mandatory Entry: *Vehicle Ownr Cd*.	
13 — Mandatory Entry: *EISA Acq Cd*.	
13 — Mandatory Entry: *Vehicle Armor Cd*.	

13 — Mandatory Entry: *Exec Vehicle Cd*.	
13 — Mandatory Entry: *GSA Report Util*.	
13 — Mandatory Entry: *EPAct Coverage Cd*.	
13 — Mandatory Entry: *Vehicle Type*.	
13 — Mandatory Entry: *Fuel Config Cd*.	
13 — Mandatory Entry: *EO 13693 Designation*.	
13 — Mandatory Entry: *Vehicle Age Amt*.	
13 — Mandatory Entry: *Acquired*.	
13 — Mandatory Entry: *Disposed*.	
13 — Mandatory Entry: *Acq CstAmt*.	

13 — Mandatory Entry: *Tot FY to DtDeprn*.	
13 — Mandatory Entry: *Tot FY to DtMaint Labor*.	
13 — Mandatory Entry: *Tot FY to DtMaint Non-Labor*.	
13 — Mandatory Entry: *Tot FY to Dt Lease*.	
13 — Mandatory Entry: *Tot FY to DtFuel Use Qy One*.	
13 — Mandatory Entry: *Tot FY to DtFuel Use Qy Two*.	
13 — Mandatory Entry: *Tot FY to DtFuel Cst One*.	
13 — Mandatory Entry: *Tot FY to DtFuel Cst Two*.	
13 — Mandatory Entry: *Tot FY to Dt Mileage*.	
13 — Mandatory Entry: *Location Withheld*.	

13 — Mandatory Entry: *Gross Vehicle Weight Requirement*.	
13 — Mandatory Entry: *Vehicle Assignment Type*.	
13 — Mandatory Entry: *LGHGAFV, Petroleum-Dedicated Vehicles*.	
13 — Mandatory Entry: *EPAct 701 Designation*.	
13 — Mandatory Entry: *Accident Repair Cost Amount*.	
13 — Mandatory Entry: *Indirect Cost Amount*.	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

Mass Change the FAST Outbound Display Records

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Record Mass Change Update process allows editing of multiple records at the same time.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > (desired record) > Update > FAST Outbound Display Mass Change Grid page

Page Fields

The following fields display on the **FAST Outbound Display Mass Change Grid** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.
xxxx	Select Apply to update entries made in header.

Mass Change Grid

Field
Value

Vehicle Grid

Edit
Delete/Undelete
Asset Id
Process Status Cd
Details
Stk Nbr
VIN
Vehicle Class Tag
Vehicle Desc
Mfr Nm
Mdl Nbr
Mdl Yr
Vehicle Ownr Cd
EISA Acq Cd
Vehicle Armor Cd
Exec Vehicle Cd
GSA Report Util
EPAct Coverage Cd
Vehicle Type
Fuel Config Cd
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
Vehicle Age Amt
Acquired
Disposed
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd

Vehicle Loc Lng
Acq Cst Amt
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn
Tot FY To Dt Maint Labor
Tot FY To Dt Maint Non-Labor
Tot FY To Dt Lease
Tot FY To Dt Fuel Use Qy One
Tot FY To Dt Fuel Use Qy Two
Tot FY To Dt Fuel Cst One
Tol FY To Dt Fuel Cst Two
Tot FY To Dt Mileage
Location Withheld
Gross Vehicle Weight Requirement
Vehicle Assignment Type
LGHG AFV, Petroleum-Dedicated Vehicles
EPAct 701 Designation
Accident Repair Cost Amount
Indirect Cost Amount
Budget Element Code (BEC)

Procedures

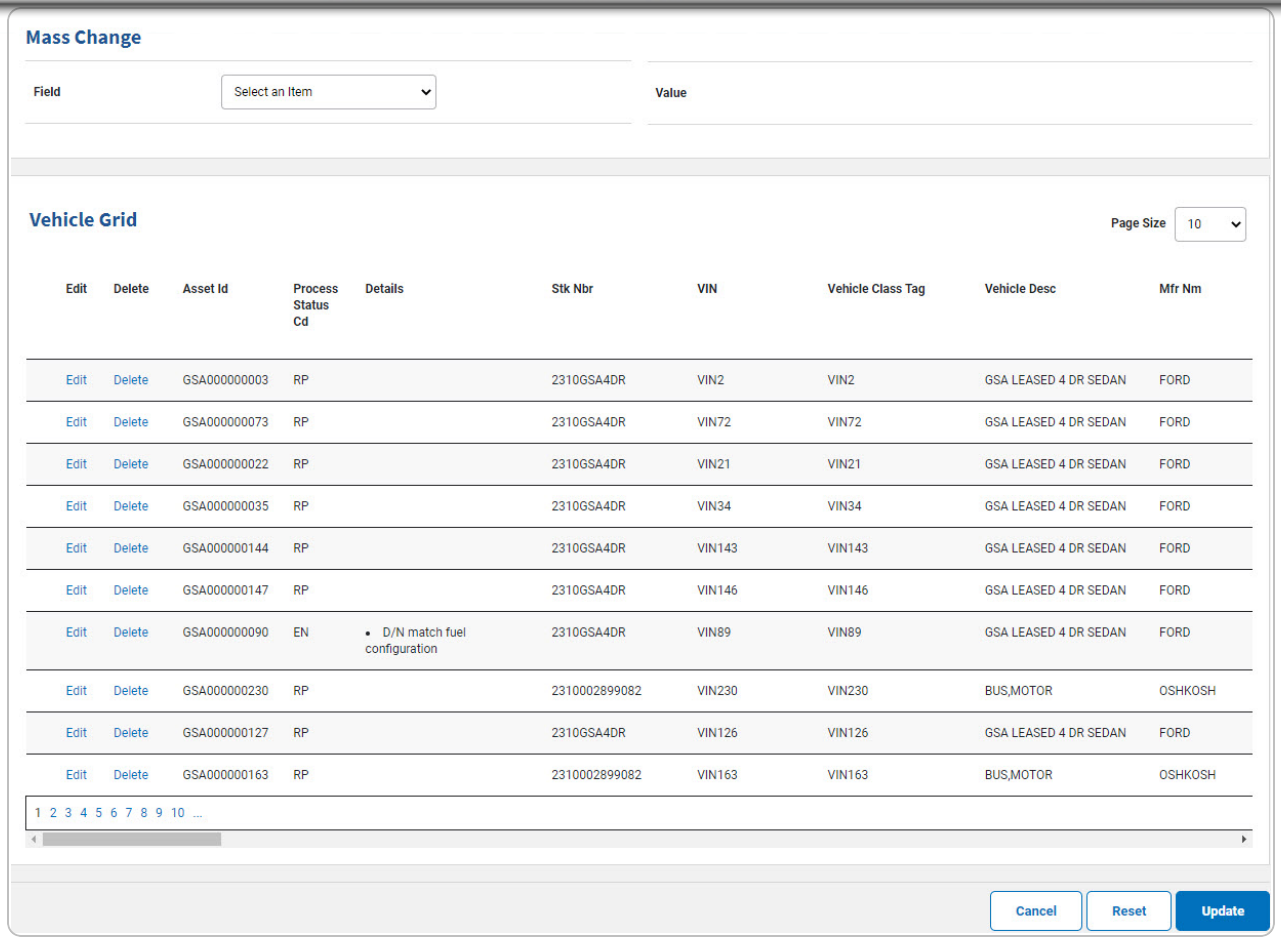
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Mass Update Selected FAST Outbound Records

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

1. Select ☐ next to multiple desired records. ☑ *appears.*
2. Select Update. *The* ***Mass Change Grid*** *page appears.*



3. Use ⌄ to select the Field. *When the Field is chosen, the Value field appears.*

4. Enter the Value in the field provided, or use ⌄ or ☐ to select the Value. *The Value field is dependent upon the Field choice. The entry depends upon which Field is chosen.*

A. Update the Vehicle Class Tag, entering the revised class tag in the field provided. *This is a 15 alphanumeric character field.*

B. Update the Vehicle DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

C. Update the MFR NM, entering the name in the field provided. *This is a 36 alpha-numeric character field.*

D. Update the MDL NBR, entering the number in the field provided. *This is a 20 alpha-numeric character field.*

E. Update the MDL YR, entering the year in the field provided. *This is a 4 numeric character field.*

F. Update the Vehicle Ownr Cd, using ⌄ to select the desired code.

G. Update the EISA Acq Cd, using Use ⌄ to select the desired code.

H. Update the Vehicle Armor Cd, using ⌄ to select the desired code.

I. Update the Exec Vehicle Cd, using ⌄ to select the desired code.

J. Verify the GSA Report UTIL contains the appropriate ☑ or ☐. *This specifies if the asset uses FAST to report the utilization.*

K. Update the EPAct Coverage Cd, using ⌄ to select the desired code.

L. Update the Vehicle Type, using ⌄ to select the desired vehicle type.

M. Update the Fuel Config Cd, using ⌄ to select the desired code.

N. Update the Fuel Fleet Type Cd One, using ⌄ to select the desired code.

O. Update the Fuel Fleet Type Cd Two, using ⌄ to select the desired code.

P. Verify the EMER RESPONSE VEH contains the appropriate ☑ or ☐. *This specifies if the asset is designated as Emergency Response (S-7).*

Q. Verify the LAW ENFRCMT VEH contains the appropriate ☑ or ☐. *This specifies if the asset is designated as Law Enforcement (S-6).*

R. Update the EO 13693 Designation, using ⌄ to select the desired designation.

S. Update the Vehicle Age AMT, entering the revised amount in the field provided. *This is a 3 numeric character field.*

T. Verify the Acquired contains the appropriate ☑ or ☐. *This specifies if the asset was obtained during the current Fiscal Year (checked).*

U. Verify the Disposed contains the appropriate ☑ or ☐. *This specifies if the asset was disposed of during the current Fiscal Year (checked).*

V. Update the Vehicle LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

W. Update the Vehicle LOCZIP, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

X. Update the Vehicle LOC Street 1, entering the revised street information in the field provided. *This is a 25 alphanumeric character field.*

Y. Update the Vehicle LOC Street 2, entering the revised street information in the field provided. *This is a 25 alphanumeric character field.*

Z. Update the Vehicle LOC City, entering the revised city in the field provided. *This is a 22 alphanumeric character field.*

AA. Update the Vehicle LOC State, entering the revised state in the field provided. *This is a 5 alphanumeric character field.*

AB. Update the Vehicle LOCLTD, entering the revised latitude in the field provided. *This is a 5 alphanumeric character field.*

AC. Update the Vehicle LOCLNG, entering the revised longitude in the field provided. *This is a 5 alphanumeric character field.*

AD. Update the ACQ CSTAMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

AE. Update the Fuel Unit Cd One, using ⌄ to select the desired fuel code.

AF. Update the Fuel Unit Cd Two, using ⌄ to select the desired fuel code.

AG. Update the Fuel State Cd, using ⌄ to select the desired fuel state code.

AH. Update the Fuel ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

AI. Update the TOT FY TO DTDEPRN, entering the revised date in the field provided. *This is a 5 numeric character field.*

AJ. Update the TOT FY TO DTMAINT Labor, entering the revised labor information in the field provided. *This is a 5 numeric character field.*

AK. Update the TOT FY TO DTMAINT Non-Labor, entering the revised non-labor information in the field provided. *This is a 5 numeric character field.*

AL. Update the TOT FY TO DT Lease, entering the revised lease information in the field provided. *This is a 3 numeric character field.*

AM. Update the TOT FY TO DT Fuel Use QY One, entering the revised quantity in the field provided. *This is a 10 numeric character field.*

AN. Update the TOT FY TO DT Fuel Use QY Two, entering the revised quantity in the field provided. *This is a 10 numeric character field.*

AO. Update the TOT FY TO DTFUEL CST One, entering the revised cost in the field provided. *This is an 18 numeric character field.*

AP. Update the TOT FY TO DTFUEL CST Two, entering the revised cost in the field provided. *This is an 18 numeric character field.*

AQ. Update the TOT FY TO DT Mileage, entering the revised mileage in the field provided. *This is an 18 numeric character field.*

AR. Verify the Location Withheld contains the appropriate ☑ or ☐. *This specifies if the asset is secretive enough that the whereabouts cannot be known.*

AS. Update the Gross Vehicle Weight Requirement, entering the revised weight requirement in the field provided. *This is a 5 numeric character field.*

AT. Update the Vehicle Assignment Type, using ⌄ to select the desired vehicle assignment type.

AU. Verify the LGHG AFV Petroleum-Dedicated Vehicles contains the appropriate ☑ or ☐. *This specifies if the vehicle meets all aspects of the definition for purposes of EPACT compliance.*

AV. Update the EPAct 701 Designation, using ⌄ to select the desired designation.

AW. Update the Accident Repair Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*

AX. Update the Indirect Cost Amount, entering the revised amount in the field provided. *This is an 18 numeric character field.*

AY. Update the Budget Element Code (BEC), entering the revised code in the field provided. *This is a 32 alphanumeric character field.*

5. Select Apply. *The appropriate field changes in the Vehicle grid.*
6. Repeat steps 3 - 5 to revise more fields.
7. Select Update. *The records submit and the **FAST Outbound Display Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

View a FAST Outbound Display Vehicle Record

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Vehicle Grid process provides the ability to view the vehicle's information.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > (desired record) > View > FAST Outbound Display Vehicle Grid page

Page Fields

The following fields display on the **FAST Outbound Display Vehicle Grid** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.
xxxx	Select Apply to update entries made in header.

Vehicle Grid

Asset Id
Process Status Cd
Details
Stk Nbr
VIN
Vehicle Class Tag
Vehicle Desc
Mfr Nm
Mdl Nbr
Mdl Yr
Vehicle Ownr Cd
EISA Acq Cd
Vehicle Armor Cd
Exec Vehicle Cd
GSA Report Util
EPAct Coverage Cd
Vehicle Type
Fuel Config Cd
Fuel Fleet Type Cd One
Fuel Fleet Type Cd Two
Emer Response Veh
Law Enfrcmnt Veh
EO 13693 Designation
Vehicle Age Amt
Acquired
Disposed
Vehicle Loc
Vehicle Loc ZIP
Vehicle Loc Street1
Vehicle Loc Street2
Vehicle Loc City
Vehicle Loc State
Vehicle Loc Ltd
Vehicle Loc Lng
Acq Cst Amt
Fuel Unit Cd One
Fuel Unit Cd Two
Fuel State Cd
Fuel Zip Cd
Tot FY To Dt Deprn

Tot FY To Dt Maint Labor
Tot FY To Dt Maint Non-Labor
Tot FY To Dt Lease
Tot FY To Dt Fuel Use Qy One
Tot FY To Dt Fuel Use Qy Two
Tot FY To Dt Fuel Cst One
Tol FY To Dt Fuel Cst Two
Tot FY To Dt Mileage
Location Withheld
Gross Vehicle Weight Requirement
Vehicle Assignment Type
LGHG AFV, Petroleum-Dedicated Vehicles
EPAct 701 Designation
Accident Repair Cost Amount
Indirect Cost Amount
Budget Element Code (BEC)

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the FAST Outbound Display Vehicle Record

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

1. Select View. *The **Vehicle Grid** page appears.*

A. *Verify the ASSET ID.*
B. *Verify the Process Status CD.*
C. *Verify the Details.*
D. *Verify the STK NBR.*
E. *Verify the VIN.*

F. *Verify the Vehicle Class Tag.*
G. *Verify the Vehicle DESC.*
H. *Verify the MFR NM.*
I. *Verify the MDL NBR.*
J. *Verify the MDL YR.*
K. *Verify the Vehicle OWNR CD.*
L. *Verify the EISA ACQ CD.*
M. *Verify the Vehicle Armor CD.*
N. *Verify the EXEC VEHICLE CD.*
O. *Verify the GSA Report UTIL.*
P. *Verify the EPACT Coverage CD.*
Q. *Verify the Vehicle Type.*
R. *Verify the Fuel CONFIG CD.*
S. *Verify the FUEL FLEET TYPE CD One.*
T. *Verify the FUEL FLEET TYPE CD Two.*
U. *Verify the EMER RESPONSE VEH.*
V. *Verify the LAW ENFRCMT VEH.*
W. *Verify the EO 13693 Designation.*
X. *Verify the Vehicle Age AMT.*
Y. *Verify the Acquired.*
Z. *Verify the Disposed.*
AA. *Verify the Vehicle LOC.*
AB. *Verify the Vehicle LOC ZIP.*
AC. *Verify the Vehicle LOC Street 1.*
AD. *Verify the Vehicle LOC Street 2.*
AE. *Verify the Vehicle LOC City.*
AF. *Verify the Vehicle LOC State.*
AG. *Verify the Vehicle LOC LTD.*
AH. *Verify the Vehicle LOC LNG.*
AI. *Verify the ACQ CST AMT.*
AJ. *Verify the Fuel Unit CD One.*

AK. *Verify the Fuel Unit Cd Two.*

AL. *Verify the Fuel State Cd.*

AM. *Verify the Fuel ZIP Cd.*

AN. *Verify the Tot FY to Dt Deprn.*

AO. *Verify the Tot FY to Dt Maint Labor.*

AP. *Verify the Tot FY to Dt Maint Non-Labor.*

AQ. *Verify the Tot FY to Dt Lease.*

AR. *Verify the Tot FY to Dt Fuel Use Qy One.*

AS. *Verify the Tot FY to Dt Fuel Use Qy Two.*

AT. *Verify the Tot FY to Dt Fuel Cst One.*

AU. *Verify the Tot FY to Dt Fuel Cst Two.*

AV. *Verify the Tot FY to Dt Mileage.*

AW. *Verify the Location Withheld.*

AX. *Verify the Gross Vehicle Weight Requirement.*

AY. *Verify the Vehicle Assignment Type.*

AZ. *Verify the LGHG AFV, Petroleum-Dedicated Vehicles.*

BA. *Verify the EPAct 701 Designation.*

BB. *Verify the Accident Repair Cost Amount.*

BC. *Verify the Indirect Cost Amount.*

BD. *Verify the Budget Element Code (BEC).*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status
- Export a FAST Outbound Display Report

View the FAST Outbound Display Transaction Status

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Transaction Status process displays a verification of the creations and updates performed.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > FAST Outbound Display Transaction Status page

Page Fields

The following fields display on the **FAST Outbound Display Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

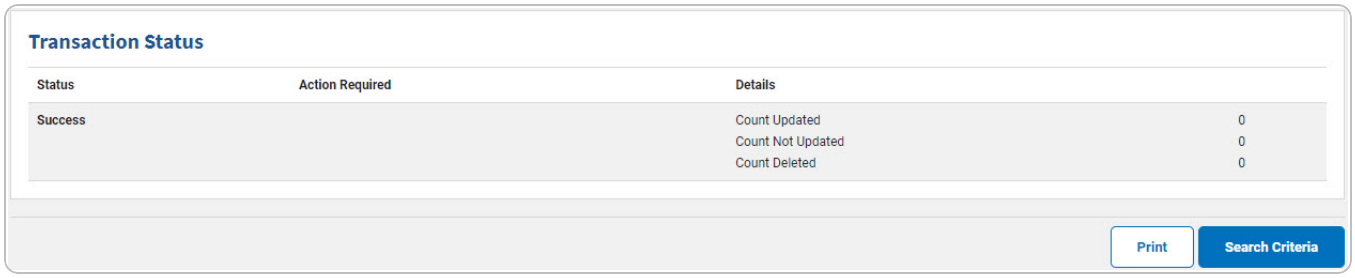
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the FAST Outbound Display Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **FAST Outbound Display Export Report** page appears.*
5. Select Search Criteria. *The **FAST Outbound Display Search** page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record

- Delete a FAST Outbound Record
- Export a FAST Outbound Display Report

Export a FAST Outbound Display Report

Overview

The Federal Automotive Statistical Tool (FAST) Outbound Display Report Export process provides the ability to save the report in different formats.

Navigation

Utilities > Fleet > FAST Outbound DSPL > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > FAST Outbound Display Report Export page

Page Fields

The following fields display on the **Contract Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

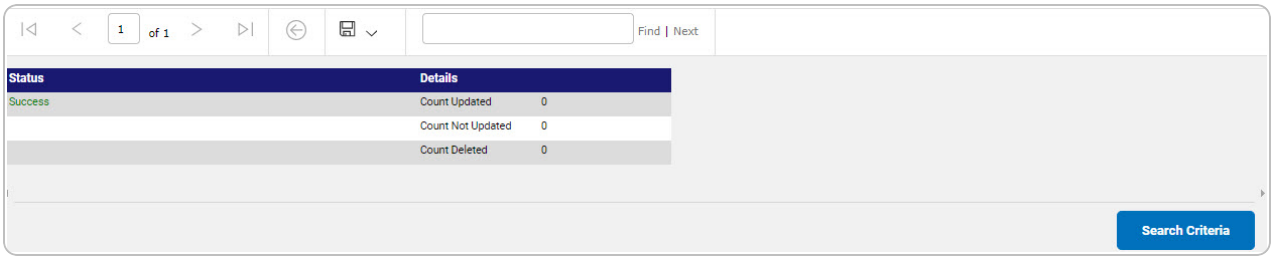
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the FAST Outbound Display Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **FAST Outbound Display Search Criteria** page appears.*

Search the Results

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

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **FAST Outbound Display Search Criteria** page appears.*

Related Topics

- Search for a FAST Outbound Record — Criteria
- Search for a FAST Outbound Record — Results
- Update a FAST Outbound Agency File Status Record
- Update a FAST Outbound Accountable UIC Record
- Update a FAST Outbound Vehicle Record
- Update a FAST Outbound Vehicle Record En Masse
- View a FAST Outbound Vehicle Record
- Delete a FAST Outbound Record
- View the FAST Outbound Display Transaction Status

Upload a Dispatch Rates File

Overview

The Maintenance and Utilization module Dispatch Rates Upload process provides the ability to have maintenance activities include rates for dispatching assets. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data. The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Dispatch Rates > Dispatch Rates Upload page

Page Fields

The following fields display on the **Dispatch Rates Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header
Catalog Number Code *
NSN *
Lease Code *
Base Rate *
Daily Rate *
Utilization Rate *
History *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Upload the Dispatch Rates file

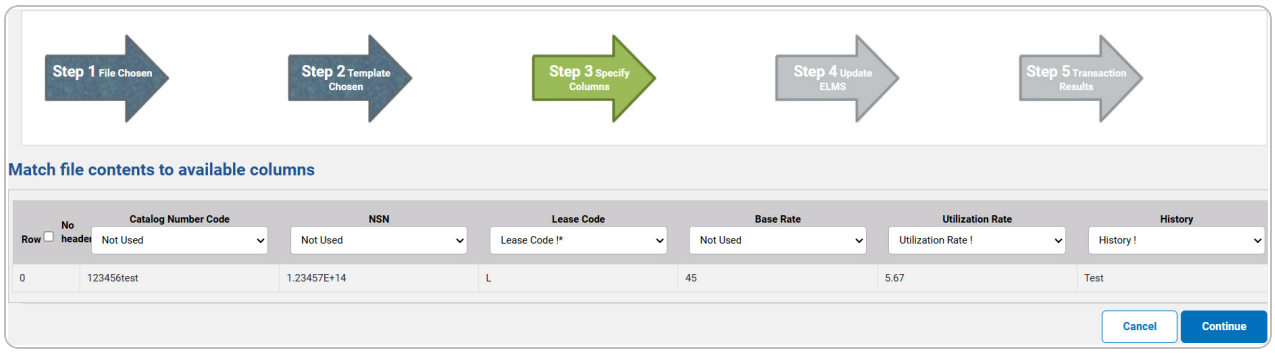
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Choose File in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

2. Choose the .CSV file to attach, and select it.

3. Select Open. *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ˅ to select the Dispatch Rates file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*



5. Click ☐ to select the No Header. *Only select if the .CSV file does NOT have a header row listing the column contents.*

6. Use ˅ to select the correct column indicator for the Catalog Number Code = CTLG NM CD.

7. Use ˅ to select the correct column indicator for the NSN = Stock Nbr.

8. Use ˅ to select the correct column indicator for the Lease Code.

9. Use ˅ to select the correct column indicator for the Base Rate = Daily Rate.

10. Use ˅ to select the correct column indicator for the Utilization Rate.

11. Use ˅ to select the correct column indicator for the History.

12. For all other rows, use ˅ to select Not Used.

13. Select Continue. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

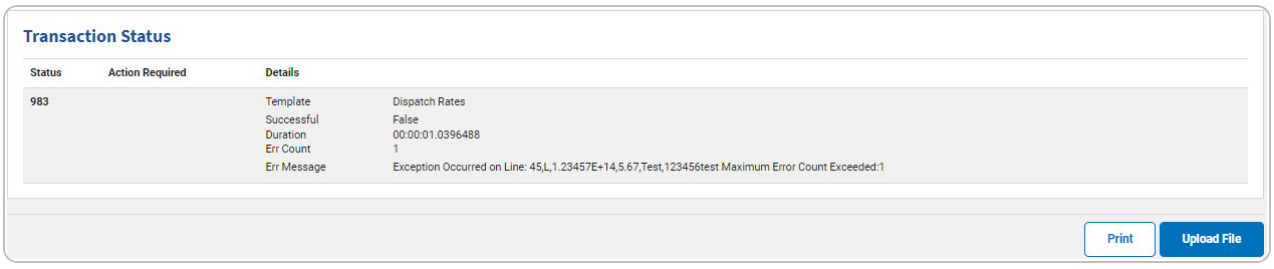
B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Click Update to finalize and check for upload errors step appears.

14. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*



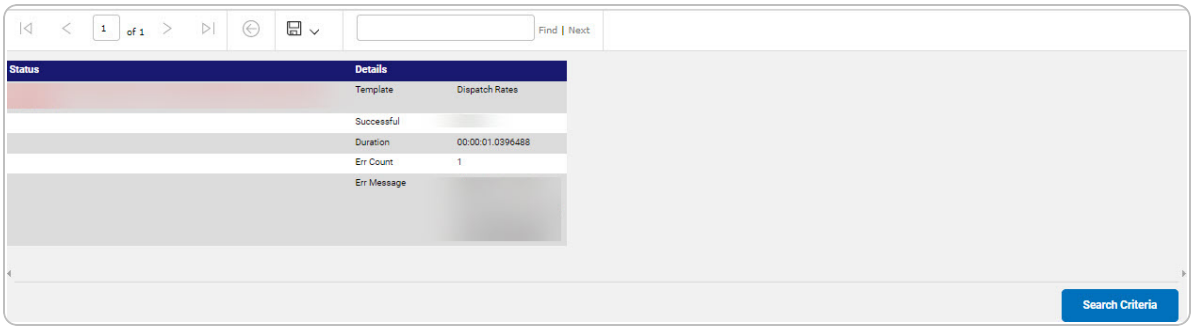
*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of ELMS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*



B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
13 — Mandatory Entry: *Lease Code*.	
13 — Mandatory Entry: *Daily*	

***Rate*.**	
13 — Mandatory Entry: *Base Rate*.	
13 — Mandatory Entry: *History*.	
13 — Mandatory Entry: *CTLG NM CD*.	
13 — Mandatory Entry: *Utilization Rate*.	
13 — Mandatory Entry: *NSN*.	
983 — USER ID must be 1 — 25 alpha/numeric with supported special character(s) # and underscore.	Invalid Entry. The USER ID needs to have between 1-25 alphanumeric characters including supported characters and an underscore. Re-enter the USER ID.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column	Invalid Entry. The template requires specific

not selected.	columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the .csv file. An example of a possible issue is that the Stock Number listed in the .csv file is not profiled in the Maintenance Asset Master process.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Report

Upload a GSA Rates File

Overview

The Maintenance and Utilization module General Services Administration (GSA) Rates Upload process provides the ability to upload one to many GSA Rates associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > GSA Rates > GSA Rates Upload Page

Page Fields

The following fields display on the **GSA Rates Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

GSA Annual Vehicle Leased Rates

Vehicle Group Cd *
Vehicle Description *
Federal Standard Item *
Monthly Rate Amount *
Mileage Rate Amount *
Service Rate Year *

GSA Vehicle Cost Dependent Rates

Rate Id *
Total Cost of Equipment - low range *
Total Cost of Equipment - high range *
Monthly Rate *
Mileage Rate *
Service Rate Year *
History

(*) Asterisk identifies mandatory fields.

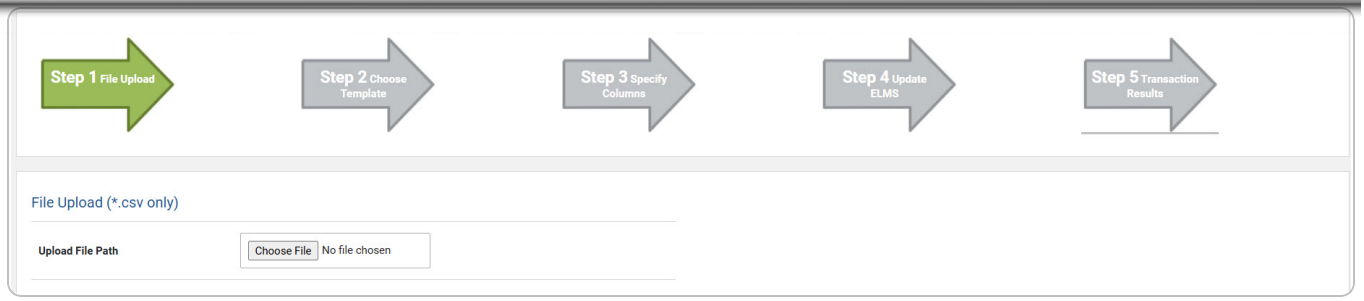
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Upload a GSA Rates File

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



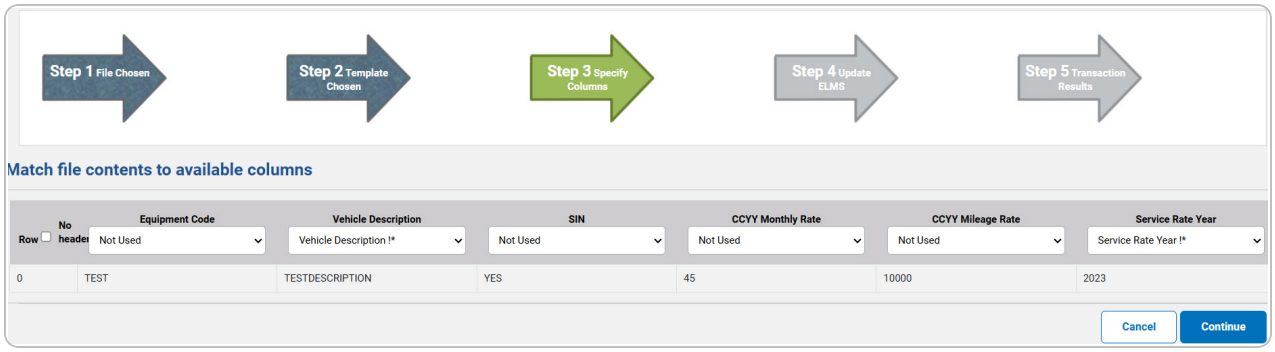
1. Select Choose File in the Upload File Path field. *The Windows **Choose File to Upload** pop-up window appears.*

2. Choose the .csv file to attach, and select it.

3. Select Open. *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ⌄ to select the desired file Template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

For GSA Annual Vehicle Leased Rates



A. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the Vehicle Group Cd = Equipment Code.

C. Use ⌄ to select the correct column indicator for the Vehicle Description.

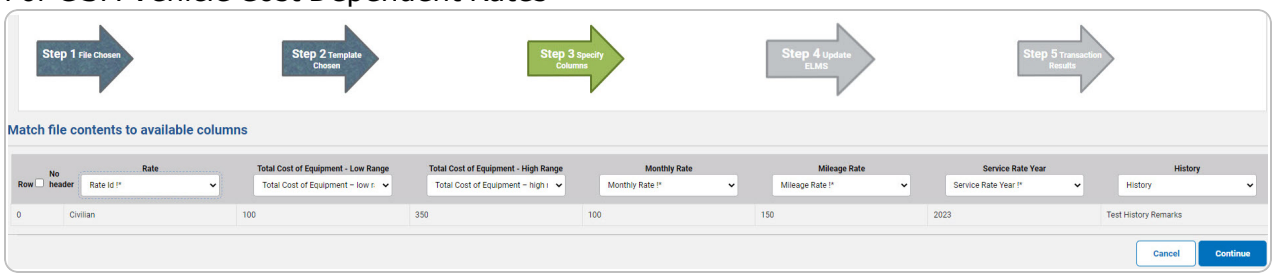
D. Use ⌄ to select the correct column indicator for the Federal Standard Item = SIN.

E. Use ⌄ to select the correct column indicator for the Monthly Rate Am = CCYY Monthly Rate.

F. Use ⌄ to select the correct column indicator for the Mileage Rate Am = CCYY Mileage Rate.

G. Use ⌄ to select the correct column indicator for the Service Rate Year.

For GSA Vehicle Cost Dependent Rates



A. Click ☐ to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the Rate Id = Rate.

C. Use ⌄ to select the correct column indicator for the Total Cost of Equipment - low range.

D. Use ⌄ to select the correct column indicator for the Total Cost of Equipment - high range.

E. Use ⌄ to select the correct column indicator for the Monthly Rate.

F. Use ⌄ to select the correct column indicator for the Mileage Rate.

G. Use ⌄ to select the correct column indicator for the Service Rate Year.

H. Use ⌄ to select the correct column indicator for the History.

5. Select Continue. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

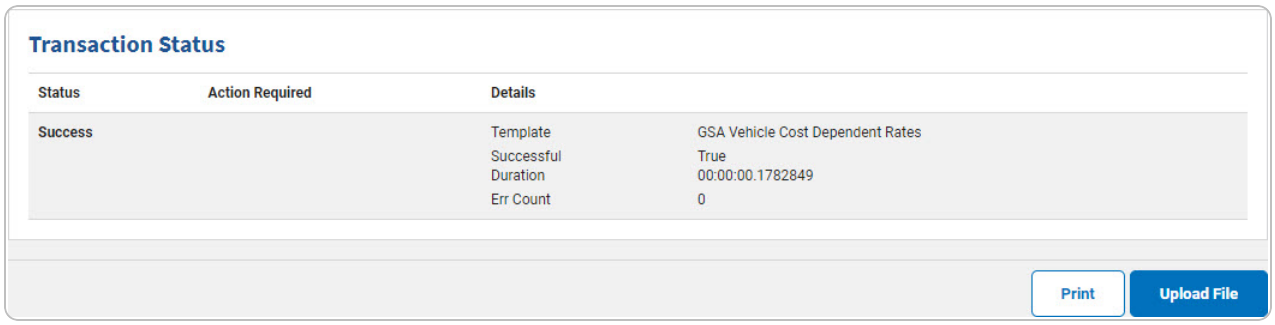
B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Update ELMS step appears.

6. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*



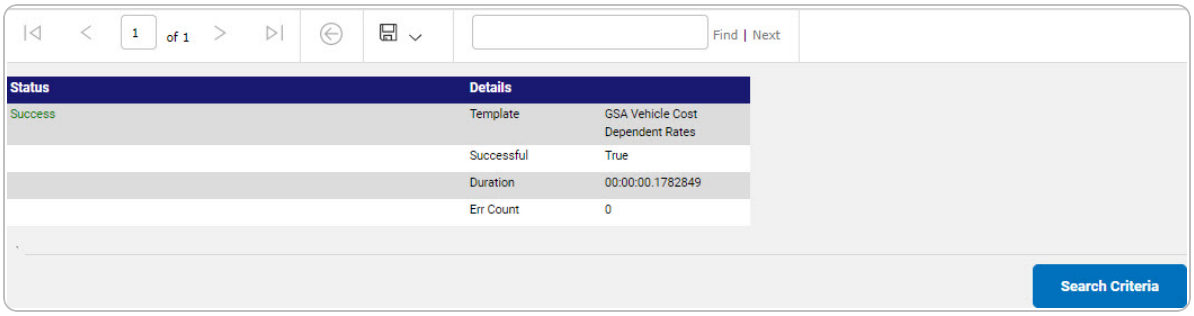
*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of ELMS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*



B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle Group Cd*.	Missing Entry. This column is required by the system. Choose the row header in the drop-down menu.
13 — Mandatory Entry: *Vehicle Description*.	
13 — Mandatory Entry: *Federal Standard Item*.	

13 — Mandatory Entry: *Monthly Rate Am*.	
13 — Mandatory Entry: *Mileage Rate Am*.	
13 — Mandatory Entry: *Service Rate Year*.	
13 — Mandatory Entry: *Total Cost of Equipment - low range*.	
13 — Mandatory Entry: *Total Cost of Equipment - high range*.	
13 — Mandatory Entry: *Monthly Rate*.	
13 — Mandatory Entry: *Mileage Rate*.	
13 — Mandatory Entry: *Service Rate Year*.	
13 — Mandatory Entry: *Rate Id*.	

983 — User Id must be 1 — 25 alpha/numeric with supported special character(s) # and underscore.	Invalid Entry. The User Id needs to have between 1-25 alphanumeric characters including supported characters and an underscore. Re-enter the User Id.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the .csv file. An example of a possible issue is that the Stock Number listed in the .csv file is not profiled in the Maintenance Asset Master process.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Report

Upload a GSA Fleet File

Overview

The Maintenance and Utilization module General Services Administration (GSA) Fleet Upload process provides the ability to insert new records for the GSA Fleet via a browser upload. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > GSA Fleet > GSA Fleet Upload page

Page Fields

The following fields display on the **GSA Fleet Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header

GSA Fuel Consumption Upload

Vehicle Tag *
VIN *
Mileage *
Region *
Account Code (BOAC) *
Purch Date *
Transaction Time *
State *
Zip *
Purchased Fuel Type *
Natural Units *

GSA Vehicle Cost Upload

Statement Number *
Statement Date *
Amount *
Account Code *
Source Number *
Vehicle Class *
Vehicle Tag *
Sales Code *

(*) Asterisk identifies mandatory fields.

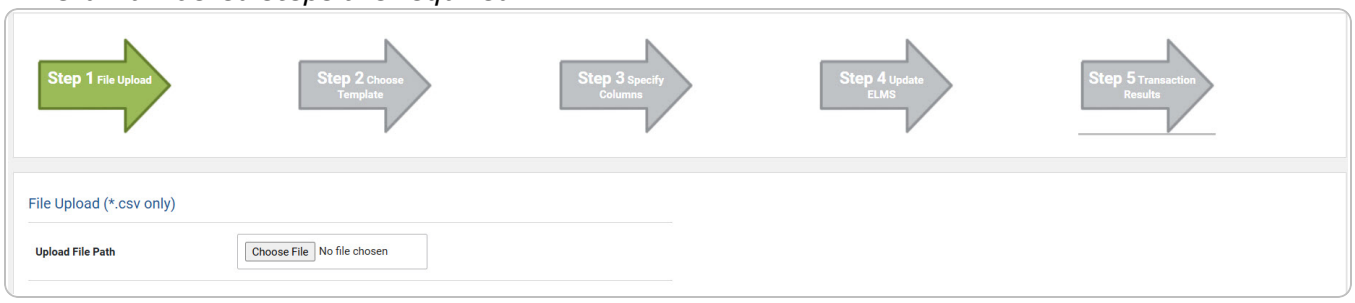
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Upload a GSA Fleet File

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



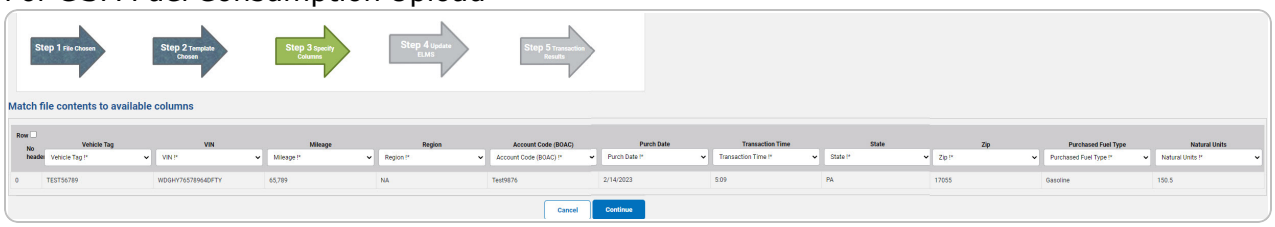
1. Select Choose File in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

2. Choose the .csv file to attach, and select it.

3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ⌄ to select the desired file Template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

For GSA Fuel Consumption Upload



A. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the Vehicle Tag.

C. Use ⌄ to select the correct column indicator for the VIN = Vehicle Identification Number.

D. Use ⌄ to select the correct column indicator for the Mileage.

E. Use ⌄ to select the correct column indicator for the Region.

F. Use ⌄ to select the correct column indicator for the Account Code (BOAC).

G. Use ⌄ to select the correct column indicator for the Purch Date = Purchase Date.

H. Use ⌄ to select the correct column indicator for the Transaction Time.

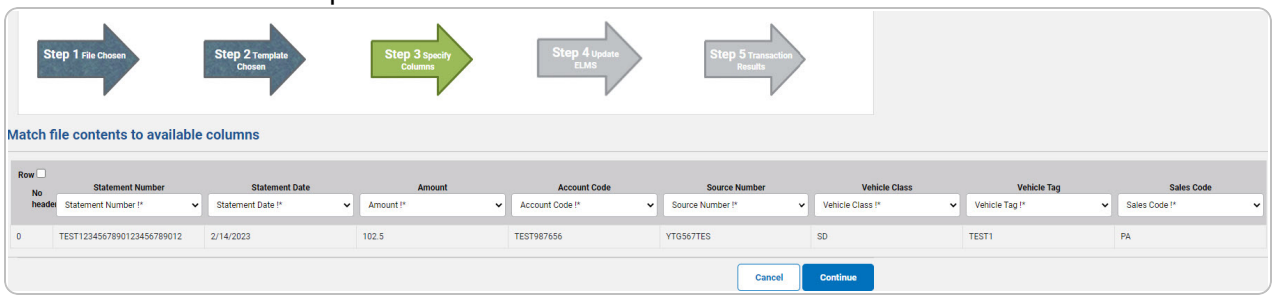
I. Use ⌄ to select the correct column indicator for the State.

J. Use ⌄ to select the correct column indicator for the Zip = ZIP Cd.

K. Use ⌄ to select the correct column indicator for the Purchased Fuel Type.

L. Use ⌄ to select the correct column indicator for the Natural Units.

For GSA Vehicle Cost Upload



A. Click ☐ to select the Row. *Only select if the .csv file does NOT have a header row listing the column contents.*

B. Use ⌄ to select the correct column indicator for the Statement Number.

C. Use ⌄ to select the correct column indicator for the Statement Date.

D. Use ⌄ to select the correct column indicator for the Amount.

E. Use ⌄ to select the correct column indicator for the Account Code.

F. Use ⌄ to select the correct column indicator for the Source Number.

G. Use ⌄ to select the correct column indicator for the Vehicle Class.

H. Use ⌄ to select the correct column indicator for the Vehicle Tag.

I. Use ⌄ to select the correct column indicator for the Sales Code.

5. Select Continue. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

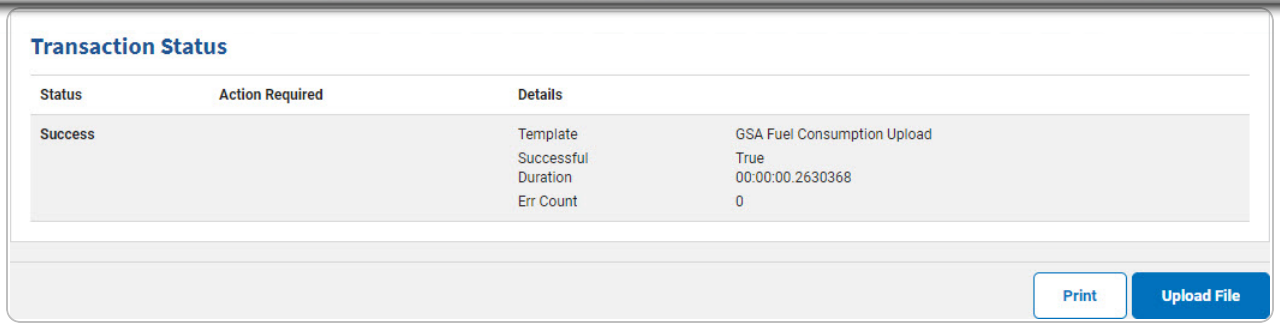
B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Update ELMS step appears.

6. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*



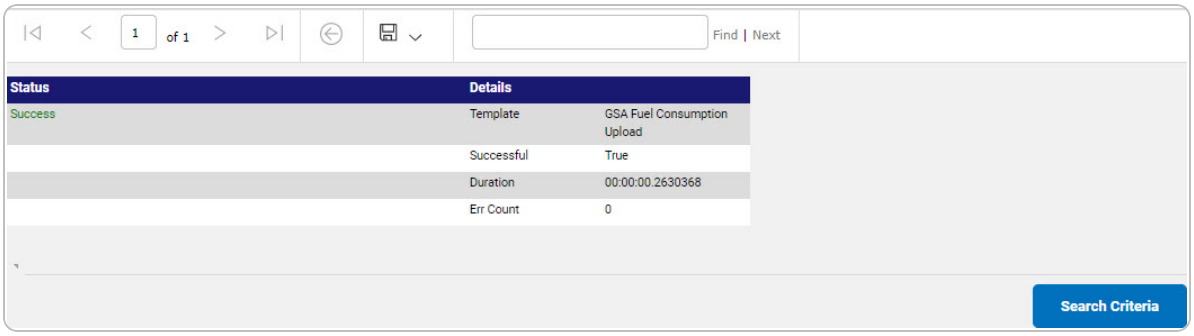
*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of ELMS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*



B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma	Invalid File Format. Only CSV or XLS files can

Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle Tag*.	Missing Entry. This column is required by the system. Choose the row header in the drop-down menu.
13 — Mandatory Entry: *VIN*.	
13 — Mandatory Entry: *Mileage*.	
13 — Mandatory Entry: *Region*.	
13 — Mandatory Entry: *Account Code (BOAC)*.	
13 — Mandatory Entry: *Purch Date*.	
13 — Mandatory Entry: *Transaction Time*.	
13 — Mandatory Entry: *State*.	
13 — Mandatory Entry: *Zip*.	

13 — Mandatory Entry: *Purchased Fuel Type*.	
13 — Mandatory Entry: *Natural Units*.	
13 — Mandatory Entry: *Statement Number*.	
13 — Mandatory Entry: *Statement Date*.	
13 — Mandatory Entry: *Account Code*.	
13 — Mandatory Entry: *Amount*.	
13 — Mandatory Entry: *Vehicle Class*.	
13 — Mandatory Entry: *Source Number*.	
13 — Mandatory Entry: *Sales Code*.	
983 — USER ID must be 1 — 25 alpha/numeric with sup-	Invalid Entry. The USER ID needs to have between 1-25 alphanumeric characters includ-

ported special character(s) # and underscore.	ing supported characters and an underscore. Re-enter the USER ID.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the .CSV file. An example of a possible issue is that the Stock Number listed in the .CSV file is not profiled in the Maintenance Asset Master process.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Report

Upload a Telematics File

Overview

The Maintenance and Utilization module Telematics Upload process provides the ability to upload one to many Telematics associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data. The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Telematics > Telematics Upload page

Page Fields

The following fields display on the **Telematics File Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header
Vehicle ID *
Distance *

(*) Asterisk identifies mandatory fields.

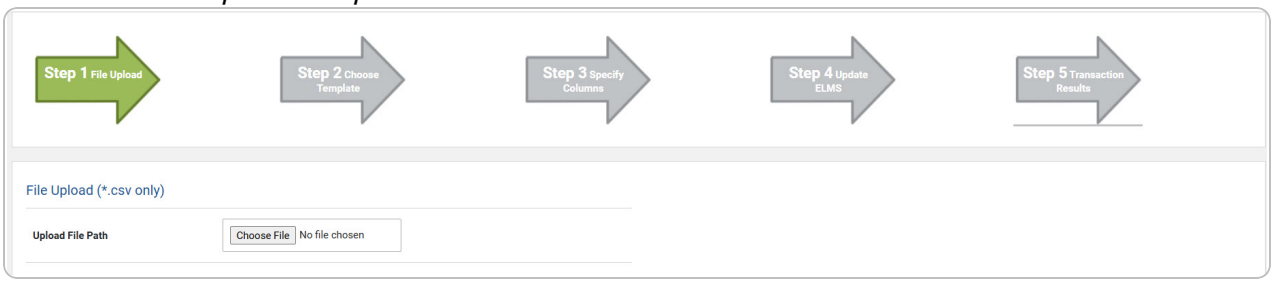
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Upload a Telematics File

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



1. Select Choose File in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ˅ to select the Telematics file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

6. Use ˅ to select the correct column indicator for the Vehicle ID.

7. Use ˅ to select the correct column indicator for the Distance.

8. For all other rows, use ˅ to select Not Used.

9. Select Continue. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

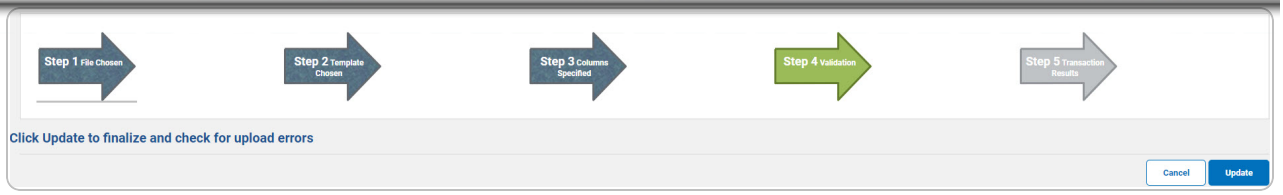
- ⚠ — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Update ELMS step appears.



10. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

    *If the file **does not** pass validation:*

    A. Review and edit the original .CSV file outside of ELMS.

    B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

    *If the file **does** pass validation:*

    A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

    B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle ID*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.

13 — Mandatory Entry: *Distance*.	
983 — USER ID must be 1 — 25 alpha/numeric with supported special character(s) # and underscore.	Invalid Entry. The USER ID needs to have between 1-25 alphanumeric characters including supported characters and an underscore. Re-enter the USER ID.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the .CSV file. An example of a possible issue is that the Stock Number listed in the .CSV file is not profiled in the Maintenance Asset Master process.

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Vehicle Diagnostics Upload
- Export a File Upload Report

Upload a DLA Fuel File

Overview

The Maintenance and Utilization module Defense Logistics Agency (DLA) Fuel Upload process provides the ability to upload one to many DLA Fuel records associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.
The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > DLA Fuel > DLA Fuel Upload page

Page Fields

The following fields display on the **DLA Fuel Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header
EBS Billing Document Number *
Transaction Date *
Product Code *
Quantity *
Unit Cost *
Customer State *
Vehicle ID *
Odometer *
EBS Processing Date *

(*) Asterisk identifies mandatory fields.

Procedures

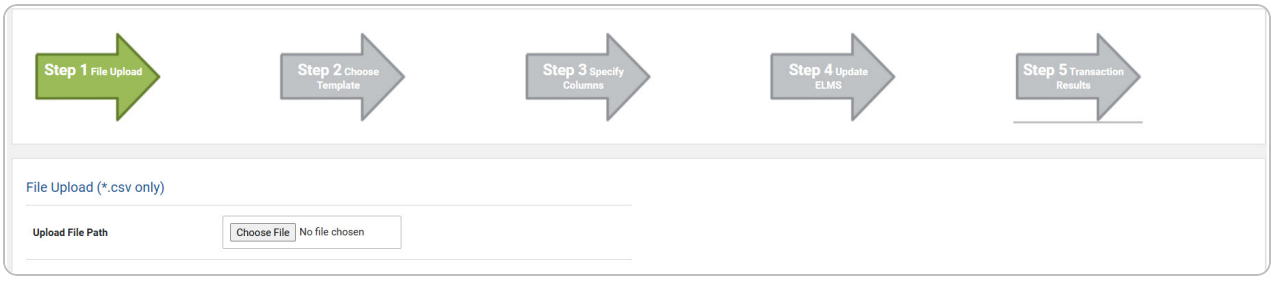
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Upload a DLA Fuel File

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

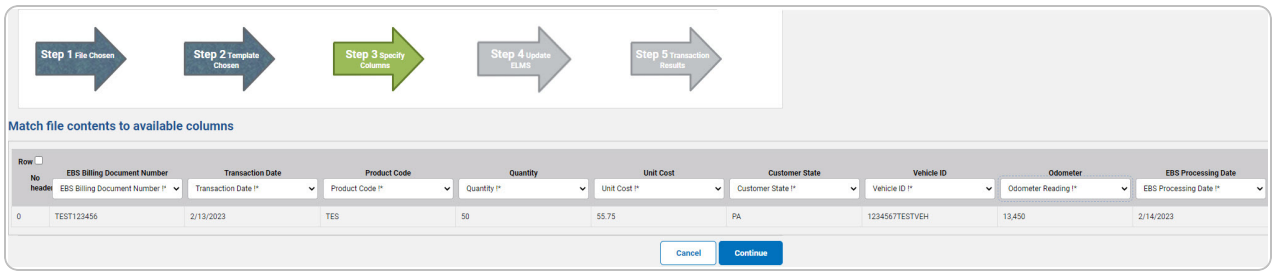
1. Select Choose File in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*



2. Choose the .csv file to attach, and select it.

3. Select Open. *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ˅ to select the DLA Fuel file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*



5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

6. Use ˅ to select the correct column indicator for the EBS Billing Document Number.

7. Use ˅ to select the correct column indicator for the Transaction Date.

8. Use ˅ to select the correct column indicator for the Product Code.

9. Use ˅ to select the correct column indicator for the Quantity.

10. Use ˅ to select the correct column indicator for the Unit Cost.

11. Use ˅ to select the correct column indicator for the Customer State.

12. Use ˅ to select the correct column indicator for the Vehicle ID.

13. Use ˅ to select the correct column indicator for the Odometer.

14. Use ˅ to select the correct column indicator for the EBS Processing Date.

15. For all other rows, use ⌄ to select Not Used.

16. Select Continue. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

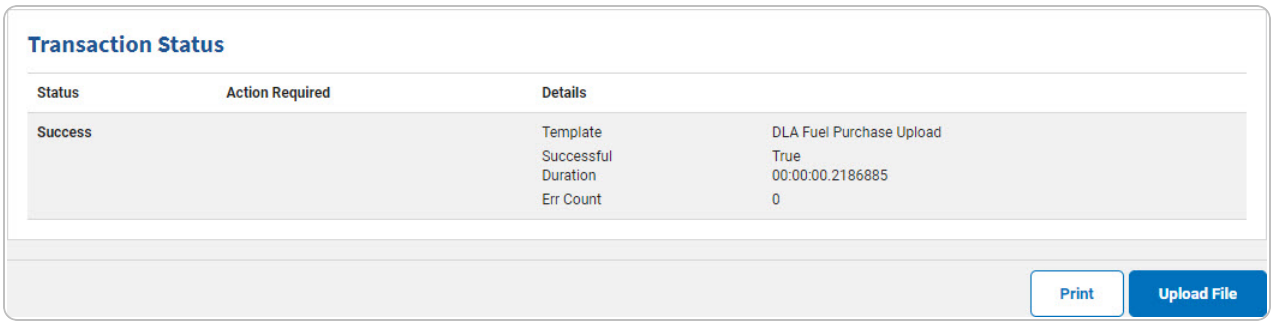
B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The to the Update ELMS step appears.

17. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*



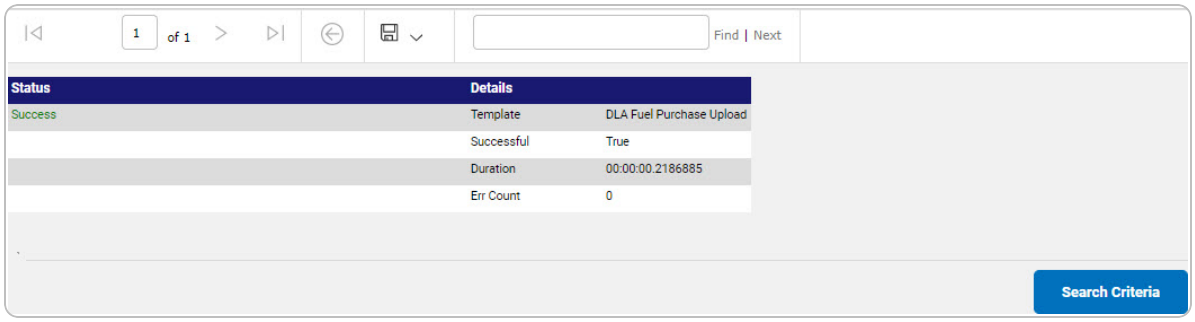
*If the file **does not** pass validation:*

A. Review and edit the original .CSV file outside of ELMS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*



B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *EBS Billing Document Number*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
13 — Mandatory Entry:	

***Transaction Date*.**	
13 — Mandatory Entry: *Product Code*.	
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Unit Cost*.	
13 — Mandatory Entry: *Customer State*.	
13 — Mandatory Entry: *Vehicle ID*.	
13 — Mandatory Entry: *Odometer Reading*.	
13 — Mandatory Entry: *EBS Processing Date*.	
983 — USER ID must be 1 — 25 alpha/numeric with supported special character(s) # and underscore.	Invalid Entry. The USER ID needs to have between 1-25 alphanumeric characters including supported characters and an underscore. Re-enter the USER ID.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice

	from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the .csv file. An example of a possible issue is that the Stock Number listed in the .csv file is not profiled in the Maintenance Asset Master process.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.: Formatting	Contact the ELMS Call Center

Related Topics

- Dispatch Rates Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload

- Vehicle Diagnostics Upload
- Export a File Upload Report

Upload a Vehicle Diagnostics File

Overview

The Maintenance and Utilization module Vehicle Diagnostics Upload process provides the ability to upload one to many Vehicle Diagnostics associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Vehicle Diagnostics > Vehicle Diagnostics Upload page

Page Fields

The following fields display on the **Vehicle Diagnostics Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header
Vehicle ID *
Fault Reported Date *
Fault Description *
Fault Code *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

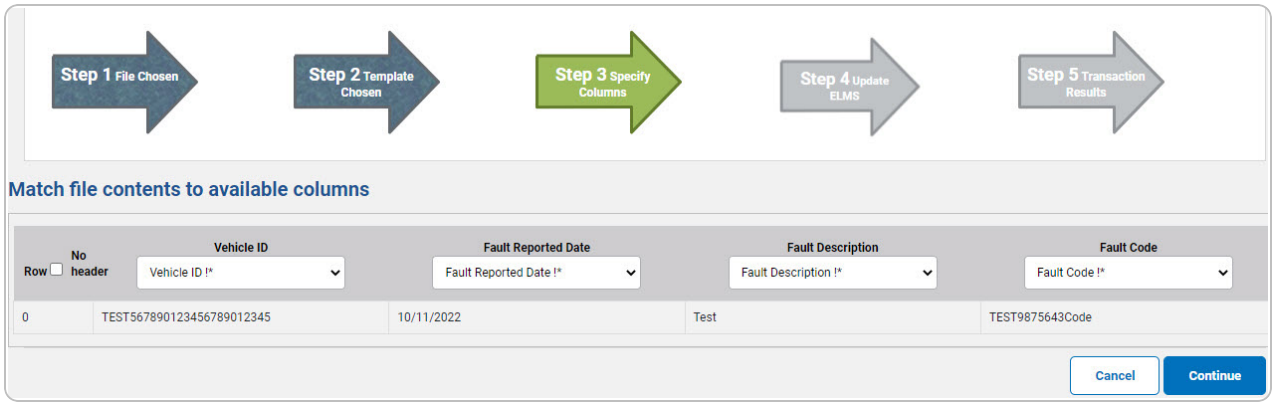
Upload a Vehicle Diagnostics File

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

1. Select Choose File in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.

3. Select Open. *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ˅ to select the Vehicle Diagnostics file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*



5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

6. Use ˅ to select the correct column indicator for the Vehicle ID.

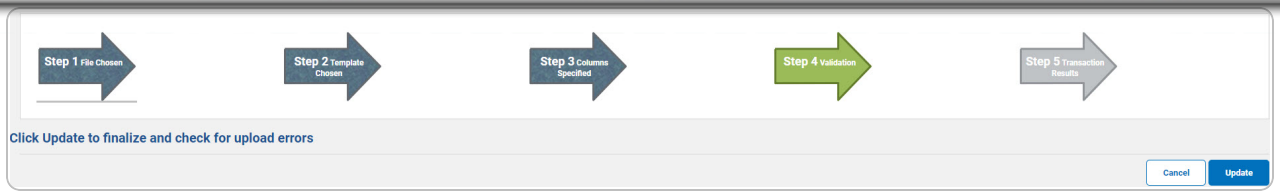
7. Use ˅ to select the correct column indicator for the Fault Reported Date.

8. Use ˅ to select the correct column indicator for the Fault Description.

9. Use ˅ to select the correct column indicator for the Fault Code.

10. For all other rows, use ˅ to select Not Used.

11. Select Continue. *The file upload starts validating.*



If the validation fails:

A. The following symbols specify the error for the individual cell:

- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

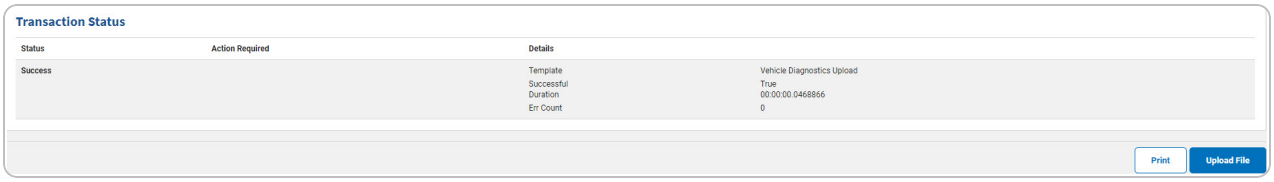
B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Update ELMS step appears.

12. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*



*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of ELMS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle ID*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.
13 — Mandatory Entry: *Fault Reported Date*.	
13 — Mandatory Entry: *Fault Code*.	
13 — Mandatory Entry: *Fault*	

***Description*.**	
983 — USER ID must be 1 — 25 alpha/numeric with supported special character(s) # and underscore.	Invalid Entry. The USER ID needs to have between 1-25 alphanumeric characters including supported characters and an underscore. Re-enter the USER ID.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review data in error rows(s) of spreadsheet.	This indicates there is an issue with the data in the .CSV file. An example of a possible issue is that the Stock Number listed in the .CSV file is not profiled in the Maintenance Asset Master process.
xxxx — Column count is not	Invalid Entry. The template requires specific

consistent on each row.	columns to be consistent. Enter the correct columns.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Export a File Upload Report

Upload a Driver Behavior File

Overview

The Maintenance and Utilization module Driver Behavior Upload process provides the ability to upload one to many Driver Behavior associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data. The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

Navigation

Utilities > File Upload > Driver Behavior > Driver Behavior Upload page

Page Fields

The following fields display on the **Driver Behavior Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

File Upload

Upload File Path

Choose Template

Template

Specify Columns

No Header
Vehicle ID *
Speeding Violations *
Idling Violations *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Upload a Driver Behavior File

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

1. Select Choose File in the Upload File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use ˅ to select the Driver Behavior file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

5. Click ☐ to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*

6. Use ˅ to select the correct column indicator for the Vehicle ID.

7. Use ˅ to select the correct column indicator for the Speeding Violations.

8. Use ˅ to select the correct column indicator for the Idling Violations.

9. For all other rows, use ˅ to select Not Used.

10. Select Continue. *The file upload starts validating.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

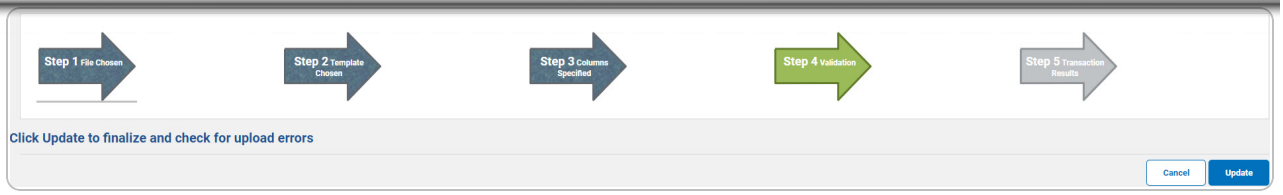
- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

B. Select Cancel twice to return to the **File Upload** page.

C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Update ELMS step appears.



11. Select Update. *The file is finalized, checked for errors, and the Transaction Results step appears.*

    *If the file **does not** pass validation:*

    A. Review and edit the original .csv file outside of ELMS.

    B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

    *If the file **does** pass validation:*

    A. Select Print to print a report of the transaction. *The **Print a File Upload** page appears.*

    B. Select Search Criteria. *The **File Upload** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Only CSV (Comma Delimited) and XLS (Excel 97 - 2003) files can be uploaded.	Invalid File Format. Only CSV or XLS files can be uploaded. Choose a different file to upload.
13 — Mandatory Entry: *Vehicle ID*.	Missing Entry. The template columns must have one of each of the required column headers selected. Choose a column for the missing header.

13 — Mandatory Entry: *Speeding Violations*.	
13 — Mandatory Entry: *Idling Violations*.	
983 — USER ID must be 1 — 25 alpha/numeric with supported special character(s) # and underscore.	Invalid Entry. The USER ID needs to have between 1-25 alphanumeric characters including supported characters and an underscore. Re-enter the USER ID.
xxxx — Duplicate Column Header.	Invalid Selection. Each column must have a unique data element name. Select a valid choice from the drop-down menu.
xxxx — No header is selected.	Missing Entry. Select the required header to determine the type of validation to apply and target table column to store the value. Select a header from the drop-down menu.
xxxx — Required Column not selected.	Invalid Entry. The template requires specific columns to be selected. Select the required columns.
xxxx — Edit Validation Error.	Invalid Cell Contents. The value in the cell failed the validation edit. Click the icon to show the error, and re-enter the value.
xxxx — File upload error occurred. Please review	This indicates there is an issue with the data in the .CSV file. An example of a possible issue is

data in error rows(s) of spreadsheet.	that the Stock Number listed in the .csv file is not profiled in the Maintenance Asset Master process.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload
- Export a File Upload Report

Export a File Upload Report

Overview

The Maintenance and Utilization module File Upload Report Export process provides the ability to print or save the status in different formats.

Navigation

Utilities > File Upload > Various File Upload > *Various Procedural Steps* > Transaction Status > Print > File Upload Report Export page

Page Fields

The following fields display on the **File Upload Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the File Upload Report

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

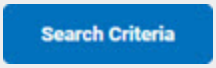
2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The previous File Upload page appears.*

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  . *The previous File Upload page appears.*

Related Topics

- Dispatch Rates Upload
- DLA Fuel Upload
- Driver Behavior Upload
- GSA Fleet Upload
- GSA Rates Upload
- Telematics Upload
- Vehicle Diagnostics Upload

Search for a Maintenance and Utilization Statistics Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Statistics Inquiry process provides the ability to search for Dispatch, Utilization, Asset Type, PM Schedules, Work Order, Work Plan, or Job Order Number statistics summary records for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Maintenance and Utilization Statistics Inquiry Search Criteria page

Page Fields

The following fields display on the **Maintenance and Utilization Statistics Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Query Type

Dispatch Statistics Inquiry

Reporting Period
Dispatch Cd

Utilization Statistics Inquiry

Reporting Period

Asset Type Statistics Inquiry

Reporting Period
Type Asset Cd

PM Schedules Statistics Inquiry

Reporting Period

Work Order Statistics Inquiry

Reporting Period

Work Plan Statistics Inquiry

Reporting Period

Job Order Number Statistics

Reporting Period

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance and Utilization Statistics 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.

- Use ▼ to select the Query Type.
  - Dispatch Statistic Inquiry

A. Use ▼ to select the Reporting Period.

B. Use ▼ to select the Dispatch Cd.

  - Utilization Statistic Inquiry

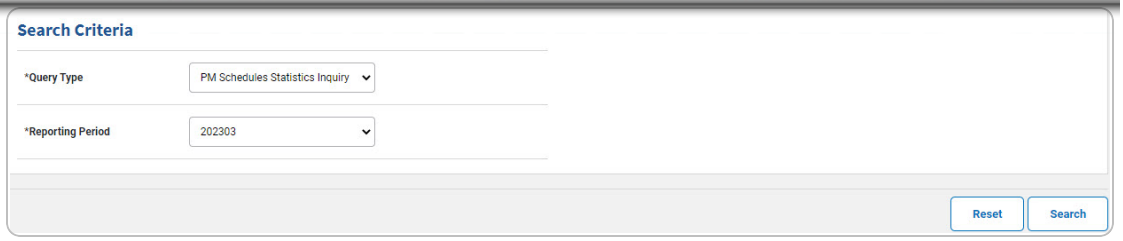
A. Use ▼ to select the Reporting Period.

  - Asset Type Statistics Inquiry

A. Use ▼ to select the Reporting Period.

B. Use ▼ to select the Type Asset Cd.

  - PM Schedules Statistics Inquiry



A. Use ▼ to select the Reporting Period.

- Work Order Statistics Inquiry

A. Use ▼ to select the Reporting Period.

- Work Plan Statistics Inquiry

A. Use ▼ to select the Reporting Period.

- Job Order Number Statistics

A. Use ▼ to select the Reporting Period.

2. Select Search. *The **Maintenance and Utilization Statistics Inquiry Results** page appears.*

Note

The Search Results vary and are based on the selected Query Type.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Query Type*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Reporting Period*.	

Related Topics

- View the Dispatch Statistics Inquiry Results
- View the Utilization Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — Dispatch Statistics Inquiry

Overview

The Dispatch Statistics Inquiry Results process displays the dispatch statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > Dispatch Statistics Inquiry Query Type > Search > Dispatch Statistics Inquiry Results

Page Fields

The following fields display on the **Dispatch Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Dispatch Statistics Inquiry Results Grid

Site Id
Totals
Maint Activities
Equip Pools
Dispatch Cd
Assets Assigned an Equip Pool at End of Period

Assets Not Available for Dispatch at End of Period

Maintenance
Not Ready

Pending Disposal
On Hold
Dispatch Ctgry is Different than Asset Dispatch Ctgry at End of Period
Dispatch Ctgry is the Same, but Dispatch Sub Ctgry is Different at End of Period
Pending Dispatches at End of Period
Average Days an Asset is Dispatched at End of Period
Assets in Dispatch Status This Period

Dispatches This Period

Total
Returns
Created
Returned Late

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

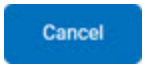
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

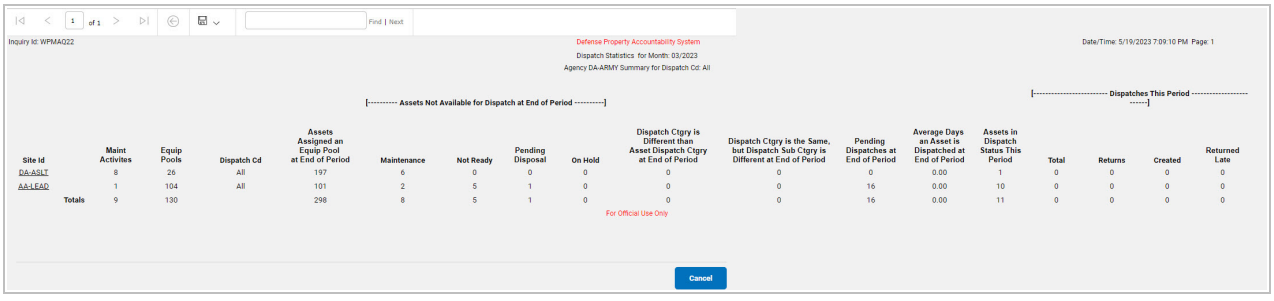
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Statistics Inquiry Results

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

1. *Verify the Dispatch Statistics Inquiry Results.*



Inquiry Id: WPMAQ22

Defense Property Accountability System
Dispatch Statistics for Month: 03/2023
Agency DA-ARMY Summary for Dispatch Cd: All

Date/Time: 5/19/2023 7:09:10 PM Page: 1

[---------- Assets Not Available for Dispatch at End of Period ----------] [---------- Dispatches This Period ----------]

Site Id	Maint Activites	Equip Pools	Dispatch Cd	Assets Assigned an Equip Pool at End of Period	Maintenance	Not Ready	Pending Disposal	On Hold	Dispatch Ctgry is Different than Asset Dispatch Ctgry at End of Period	Dispatch Ctgry is the Same, but Dispatch Sub Ctgry is Different at End of Period	Pending Dispatches at End of Period	Average Days an Asset is Dispatched at End of Period	Assets in Dispatch Status This Period	Total	Returns	Created	Returned Late
DA-ASLT	8	26	All	197	6	0	0	0	0	0	0	0.00	1	0	0	0	0
AA-LEAD	1	104	All	101	2	5	1	0	0	0	16	0.00	10	0	0	0	0
Totals	9	130		298	8	5	1	0	0	0	16	0.00	11	0	0	0	0

For Official Use Only

Cancel

   A. *Verify the SITE ID.*
   B. *Verify the Totals.*
   C. *Verify the MAINT Activities.*

D. *Verify the EQUIP Pools.*

E. *Verify the DISPATCH CD.*

F. *Verify the Assets Assigned an EQUIP Pool at End of Period.*

G. *Verify the Assets Not Available for Dispatch at End of Period section.*

   a. *Verify the Maintenance.*

   b. *Verify the Not Ready.*

   c. *Verify the Pending Disposal.*

   d. *Verify the One Hold.*

H. *Verify the DISPATCH CTGRY is Different than Asset DISPATCH CTGRY at End of Period.*

I. *Verify the DISPATCH CTGRY is the Same, but Dispatch Sub CTGRY is Different at End of Period.*

J. *Verify the Pending Dispatches at End of Period.*

K. *Verify the Average Days an Asset is Dispatched at End of Period.*

L. *Verify the Assets in Dispatch Status This Period.*

M. *Verify the Dispatches This Period section.*

   a. *Verify the Total.*

   b. *Verify the Returns.*

   c. *Verify the Created.*

   d. *Verify the Returned Late.*

2. Select Cancel. *The **Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Utilization Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — Utilization Statistics Inquiry

Overview

The Utilization Statistics Inquiry Results process displays the utilization statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > Utilization Statistics Inquiry Query Type > Search > Utilization Statistics Inquiry Results

Page Fields

The following fields display on the **Utilization Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Utilization Statistics Inquiry Results Grid

Site Id
Grand Totals
Number of Maint Activities
Assets That Should Report Util

Assets with No UTIL Reported

This Period
3 Periods
6 Periods
9 Periods

12 Periods

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

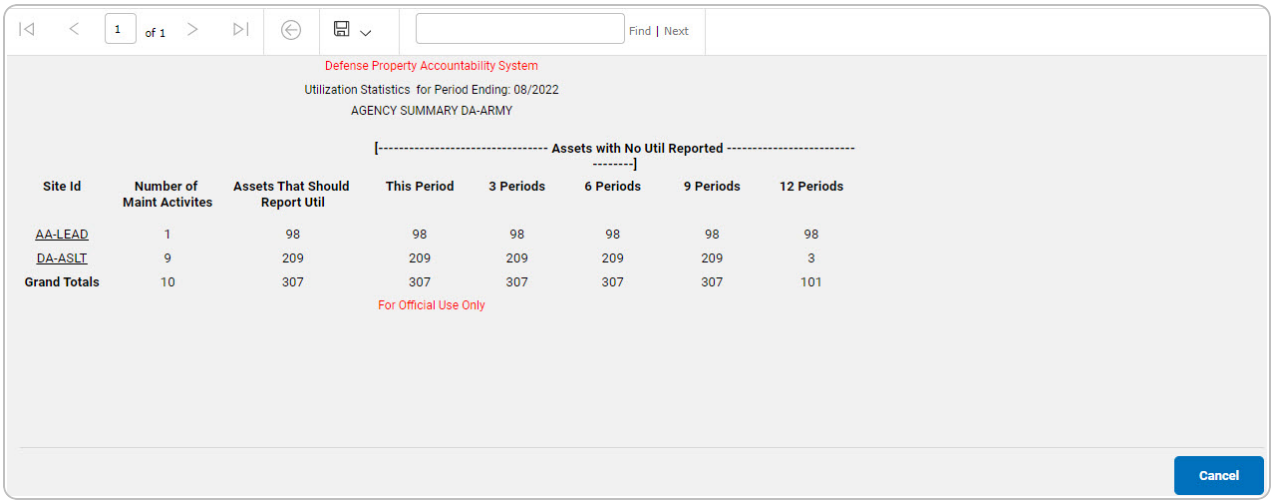
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Utilization Statistics Inquiry Results

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

1. *Verify the Utilization Statistics Inquiry Results.*



A. *Verify the SITE ID.*
B. *Verify the Grand Totals.*
C. *Verify the Number of MAINT Activities.*
D. *Verify the Assets That Should Report UTIL.*
E. *Verify the This Period.*
F. *Verify the 3 Periods.*
G. *Verify the 6 Periods.*
H. *Verify the 9 Periods.*
I. *Verify the 12 Periods.*

2. Select Cancel. *The **Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Dispatch Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — Asset Type Statistics Inquiry

Overview

The Asset Type Statistics Inquiry Results process displays the asset type statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > Asset Type Statistics Inquiry Query Type > Search > Asset Type Statistics Inquiry Results

Page Fields

The following fields display on the **Asset Type Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Type Statistics Inquiry Results Grid

Site Id
Totals
Number of Maint Activities
Type Asset Cd
Assets at End Of Period
Assets Not Profiled at End of Period
Assets Tracked this Period
Assets Not Tracked at End of Period

Assets Tracking

Maint Only at End of Period
Util Only at End of Period
Maint and Util at End of Period
New Assets this Report Period
Assets Discontinued this Period

Assets Exceeded Useful Life

By Age at End of Period
By Utilization at End of Period
Total at End of Period

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

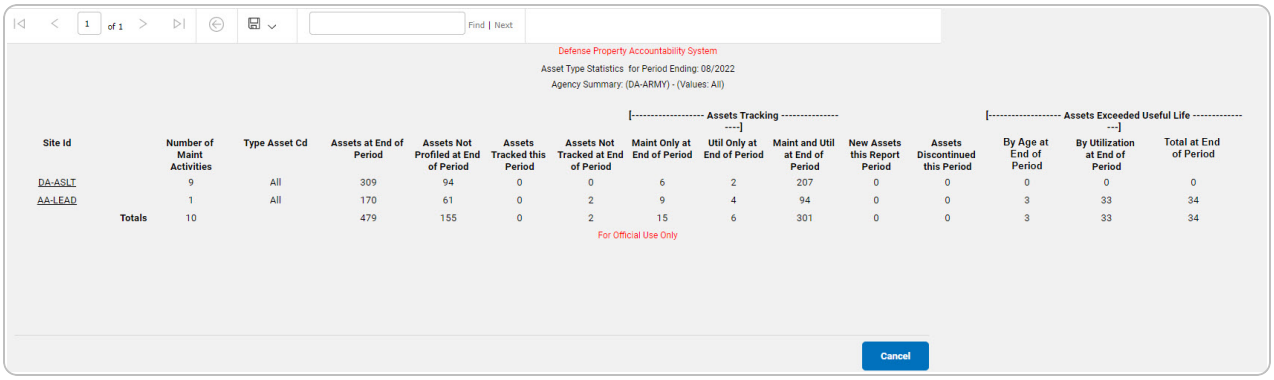
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Asset Type Statistics Inquiry Results

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

1. *Verify the Asset Type Statistics Inquiry Results.*



Defense Property Accountability System

Asset Type Statistics for Period Ending: 08/2022

Agency Summary: (DA-ARMY) - (Values: All)

Site Id		Number of Maint Activities	Type Asset Cd	Assets at End of Period	Assets Not Profiled at End of Period	Assets Tracked this Period	Assets Not Tracked at End of Period	Maint Only at End of Period	Util Only at End of Period	Maint and Util at End of Period	New Assets this Report Period	Assets Discontinued this Period	By Age at End of Period	By Utilization at End of Period	Total at End of Period
				Assets Tracking									Assets Exceeded Useful Life		
DA-ASLT		9	All	309	94	0	0	6	2	207	0	0	0	0	0
AA-LEAD		1	All	170	61	0	2	9	4	94	0	0	3	33	34
	Totals	10		479	155	0	2	15	6	301	0	0	3	33	34

For Official Use Only

Cancel

A. *Verify the SITE ID.*
B. *Verify the Totals.*
C. *Verify the Number of MAINT Activities.*
D. *Verify the Type Asset CD.*
E. *Verify the Assets at End of Period.*
F. *Verify the Assets Not Profiled at End of Period.*
G. *Verify the Assets Tracked this Period.*
H. *Verify the Assets Not Tracked at End of Period.*
I. *Verify the Assets Tracking section.*
    a. *Verify the MAINT Only at End of Period.*
    b. *Verify the UTIL Only at End of Period.*
    c. *Verify the MAINT and UTIL at End of Period.*
    d. *Verify the New Assets this Report Period.*
    e. *Verify the Assets Discontinued this Period.*
J. *Verify the Assets Exceeded Useful Life section.*
    a. *Verify the By Age at End of Period.*
    b. *Verify the By Utilization at End of Period.*
    c. *Verify the Total at End of Period.*

2. Select Cancel. *The **Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Dispatch Statistics Inquiry Results
- View the Utilization Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — PM Schedules Statistics Inquiry

Overview

The PM Schedules Statistics Inquiry Results process displays the PM schedules statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > PM Schedules Statistics Inquiry

Query Type > Search > PM Schedules Statistics Inquiry Results

Page Fields

The following fields display on the **PM Schedules Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

PM Schedules Statistics Inquiry Results Grid

Site Id
Grand Totals
Number of Maint Activities

One Time PM Schedules

This Period
End of Period

Recurring PM Schedules

This Period
End of Period

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

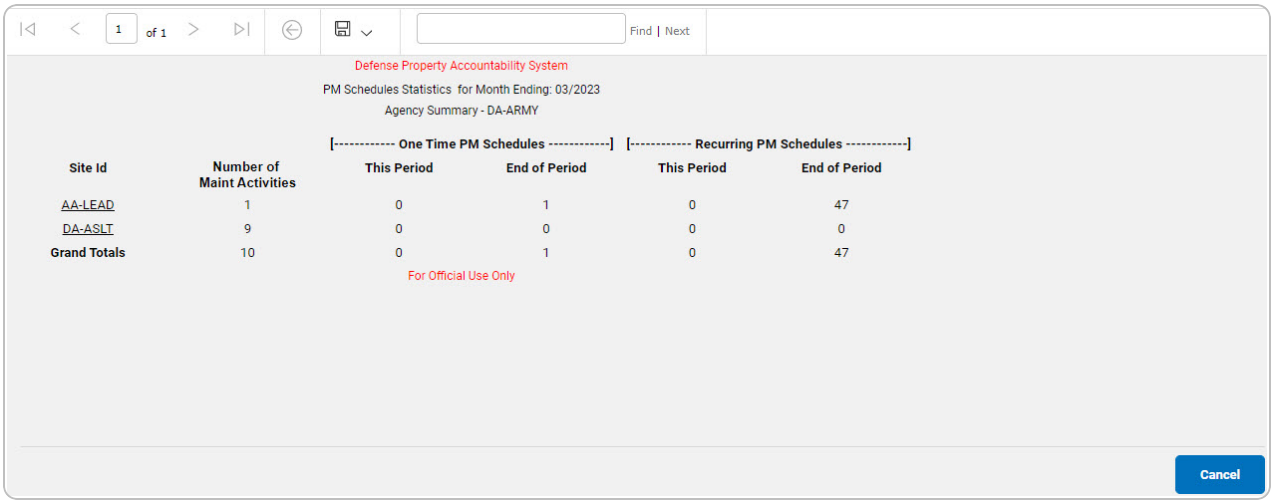
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the PM Schedules Statistics Inquiry Results

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

1. *Verify the PM Schedules Statistics Inquiry Results.*



A. *Verify the SITE ID.*

B. *Verify the Grand Totals.*

C. *Verify the Number of MAINT Activities.*

D. *Verify the One Time PM Schedules section.*

a. *Verify the This Period.*

b. *Verify the End of Period.*

E. *Verify the Recurring PM Schedules section.*

a. *Verify the This Period.*

b. *Verify the End of Period.*

2. Select Cancel. *The **Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Dispatch Statistics Inquiry Results
- View the Utilization Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — Work Order Statistics Inquiry

Overview

The Work Order Statistics Inquiry Results process displays the work order statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > Work Order Statistics Inquiry Query Type > Search > Work Order Statistics Inquiry Results

Page Fields

The following fields display on the **Work Order Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Statistics Inquiry Results Grid

Site Id
Grand Totals
Number of Maint Activities

Number in Progress at End of Period

Total
Past Due

Not Started At End of Period

Total
Total Estimated Labor Cost

Total Estimated Non-Labor Cost

Started Work This Period

Total
Total Estimated Labor Hours
Total Actual Labor Hours
Total Value of Estimated Labor Cost
Total Value of Estimated Non-Labor Cost

Completed This Period

Total
Total Estimated Labor Hours
Total Actual Labor Hours
Total Estimated Labor Cost
Total Actual Labor Cost
Total Estimated Non-Labor Cost
Total Actual Non-Labor Cost

Generated This Period

Total
Total Estimated Labor Hours
Total Actual Labor Hours
Total Estimated Labor Cost
Total Estimated Non-Labor Cost

Auto Generated This Period

Total
Total Estimated Labor Hours
Total Actual Labor Hours
Total Estimated Labor Cost
Total Estimated Non-Labor Cost
Work Orders Cancelled This Period

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Statistics Inquiry Results

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

1. *Verify the Work Order Statistics Inquiry Results.*

   A. *Verify the SITE ID.*
   B. *Verify the Grand Totals.*
   C. *Verify the Number of MAINT Activities.*
   D. *Verify the Number in Progress at End of Period section.*
      a. *Verify the Total.*
      b. *Verify the Past Due.*
   E. *Verify the Not Started At End of Period section.*
      a. *Verify the Total.*
      b. *Verify the Total Estimated Labor Cost.*
      c. *Verify the Total Estimated Non-Labor Cost.*
   F. *Verify the Started Work This Period section.*
      a. *Verify the Total.*
      b. *Verify the Total Estimated Labor Hours.*
      c. *Verify the Total Actual Labor Hours.*
      d. *Verify the Total $ Value of Estimated Labor Cost.*
      e. *Verify the Total $ Value of Estimated Non-Labor Cost.*
   G. *Verify the Completed This Period section.*
      a. *Verify the Total.*
      b. *Verify the Total Estimated Labor Hours.*
      c. *Verify the Total Actual Labor Hours.*
      d. *Verify the Total Estimated Labor Cost.*
      e. *Verify the Total Actual Labor Cost.*

f. *Verify the Total Estimated Non-Labor Cost.*

g. *Verify the Total Actual Non-Labor Cost.*

H. *Verify the Generated This Period section.*

a. *Verify the Total.*

b. *Verify the Total Estimated Labor Hours.*

c. *Verify the Total Actual Labor Hours.*

d. *Verify the Total Estimated Labor Cost.*

e. *Verify the Total Estimated Non-Labor Cost.*

I. *Verify the Auto Generated This Period section.*

1. *Verify the Total.*
2. *Verify the Total Estimated Labor Hours.*
3. *Verify the Total Actual Labor Hours.*
4. *Verify the Total Estimated Labor Cost.*
5. *Verify the Total Estimated Non-Labor Cost.*
6. *Verify the Work Orders Cancelled This Period.*

2. Select Cancel. *The **Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Dispatch Statistics Inquiry Results
- View the Utilization Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — Work Plan Statistics Inquiry

Overview

The Work Plan Statistics Inquiry Results process displays the work plan statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > Work Plan Statistics Inquiry Query Type > Search > Work Plan Statistics Inquiry Results

Page Fields

The following fields display on the **Work Plan Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Plan Statistics Inquiry Results Grid

Site Id
Grand Totals
Work Plan Type Cd
Number of Maint Activities
Number of Public Work Plans This Period
Number of Non-Public Work Plans This Period
Number of Public Work Plans at End of Period
Number of Non-Public Work Plans at End of Period

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Plan Statistics Inquiry Results

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

1. *Verify the Work Plan Statistics Inquiry Results.*

   A. *Verify the SITE ID.*
   B. *Verify the Grand Totals.*
   C. Verify the Work Plan Type Cd.
   D. *Verify the Number of MAINT Activities.*
   E. *Verify the Number of Public Work Plans This Period.*
   F. *Verify the Number of Non-Public Work Plans This Period.*
   G. *Verify the Number of Public Work Plans at End of Period.*

2. Select Cancel. *The* ***Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Dispatch Statistics Inquiry Results
- View the Utilization Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Job Order Number Statistics Inquiry Results

View the Maintenance and Utilization Statistics Inquiry Results — Job Order Nbr Statistics Inquiry

Overview

The Job Order Nbr Statistics Inquiry Results process displays the work order statistics summary record for a specified period length.

Navigation

Inquiries > Inquiries > Statistics > Search Criteria > Job Order Nbr Statistics Inquiry Query Type > Search > Job Order Nbr Statistics Inquiry Results

Page Fields

The following fields display on the **Job Order Nbr Statistics Inquiry Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Job Order Nbr Statistics Inquiry Results Grid

Site Id
Grand Totals
Number of Maint Activities
Job Order Nbr

Estimated Labor

Labor Hours
Labor Dollar Amt

Estimated Non Labor

Non Labor Cost Amt

Actual Labor

Labor Hours
Labor Dollar Amt

Actual Non Labor

Non Labor Cost Amt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the JOB ORDER NBR Statistics Inquiry Results

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

1. *Verify the JOB ORDER NBR Statistics Inquiry Results.*

   A. *Verify the SITE ID.*
   B. *Verify the Grand Totals.*
   C. *Verify the Number of MAINT Activities.*
   D. *Verify the JOB ORDER NBR.*
   E. *Verify the Estimated Labor section.*
      a. *Verify the Labor Hours.*
      b. *Verify the Labor Dollar AMT.*
   F. *Verify the Estimated Non Labor section.*
      a. *Verify the Non Labor Cost AMT.*
   G. *Verify the Actual Labor section.*

a. *Verify the Labor Hours.*

b. *Verify the Labor Dollar AMT.*

H. *Verify the Actual Non Labor section.*

a. *Verify the Non Labor Cost AMT.*

2. Select Cancel. *The **Maintenance and Utilization Statistics 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance and Utilization Statistics Inquiry — Criteria
- View the Dispatch Statistics Inquiry Results
- View the Utilization Statistics Inquiry Results
- View the Asset Type Statistics Inquiry Results
- View the PM Schedules Statistics Inquiry Results
- View the Work Order Statistics Inquiry Results
- View the Work Plan Statistics Inquiry Results

Search for a JOB ORDER NBR Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module JOB ORDER NBR Inquiry process provides the ability to search for Job Order Numbers.

Navigation

Inquiries > Inquiries > JOB ORDER NBR > JOB ORDER NBR Inquiry Search Criteria page

Page Fields

The following fields display on the **JOB ORDER NBR Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

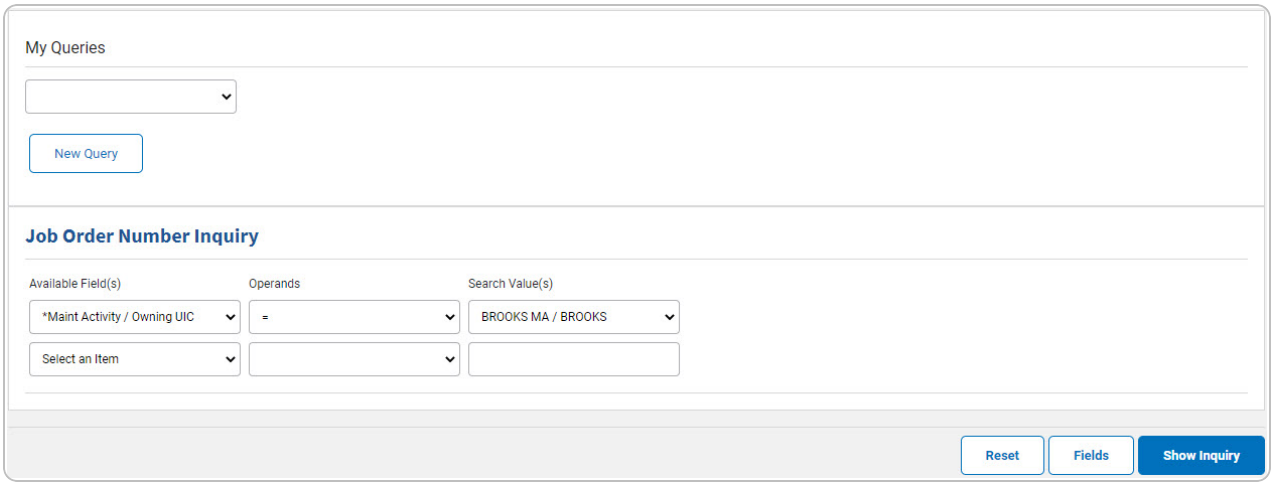
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a JOB ORDER NBR 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.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

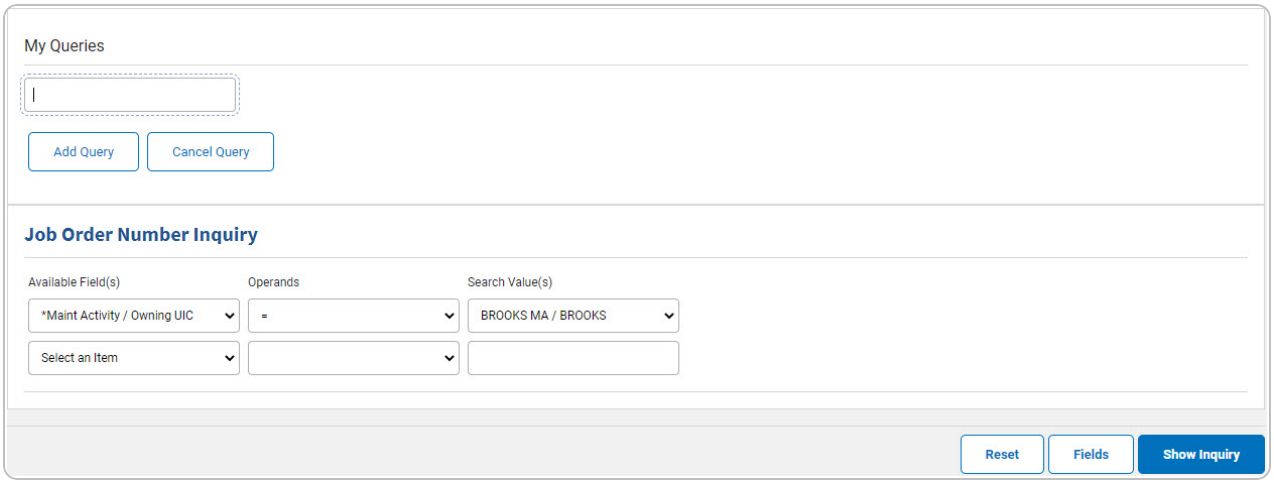
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Job Order Nbr 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.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*

4. 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.*

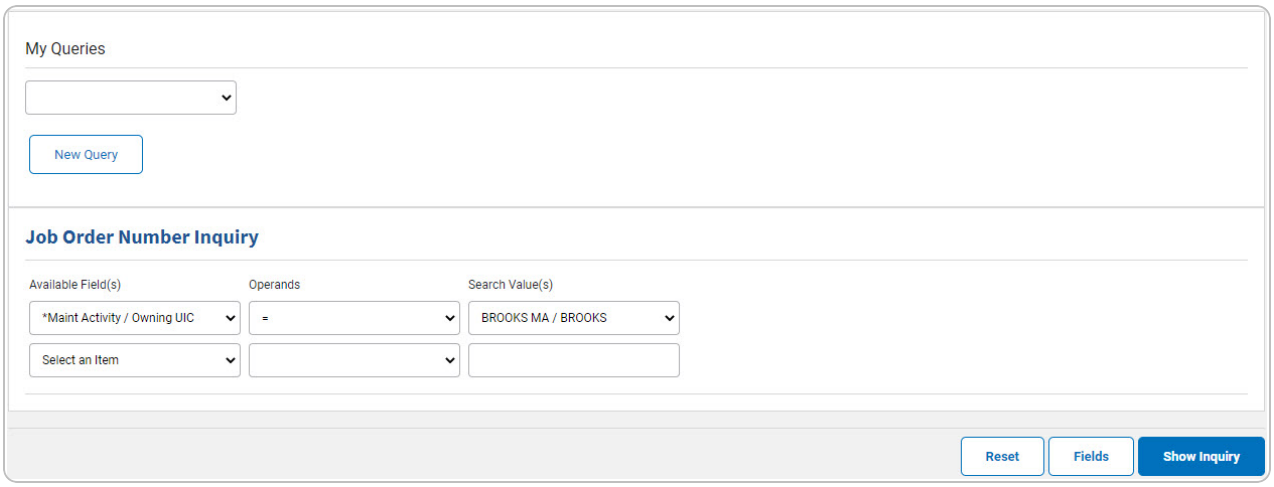
5. Select Fields. *The* ***Job Order Nbr Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Job Order Nbr 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.*



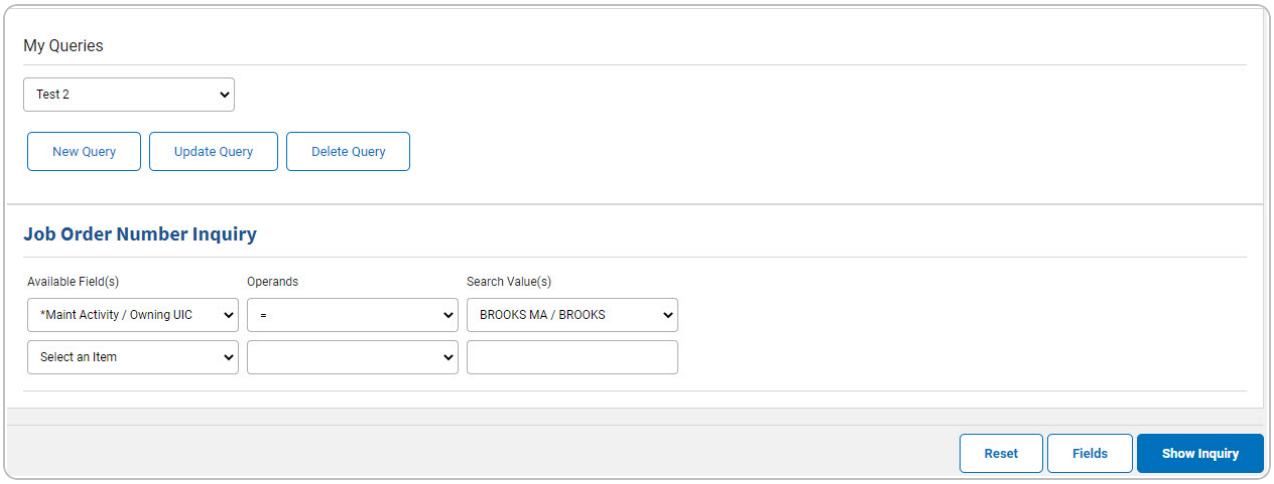
2. Select Fields. *The* ***Job Order Nbr Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Job Order Nbr 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.*



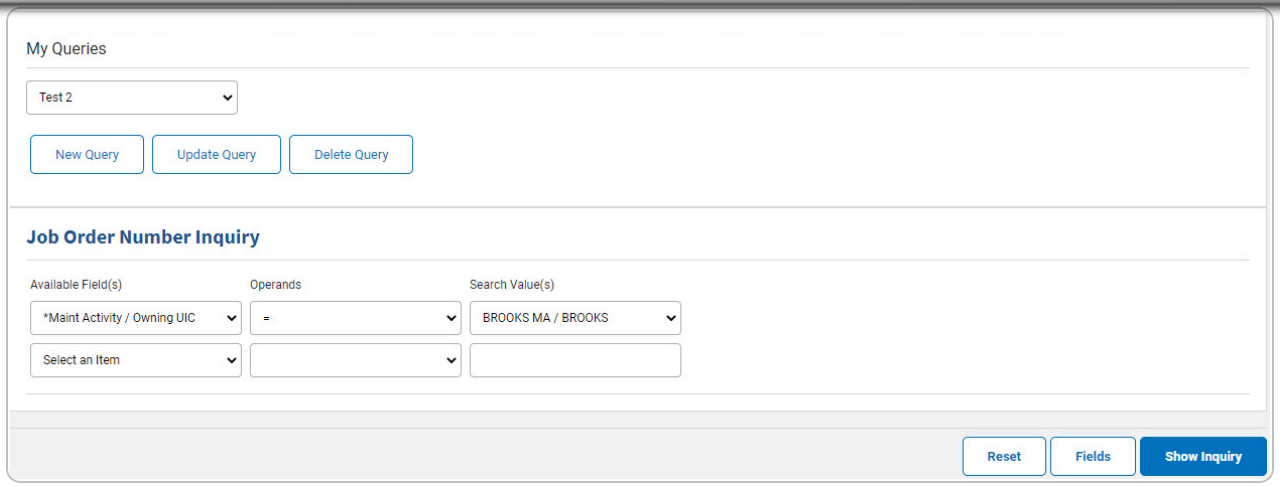
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*
4. Select Fields*. The* ***Job Order Nbr Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry*. The* ***Job Order Nbr 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Job Order Number Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Job Order Nbr Inquiry — Results
- Select Fields for the Job Order Nbr Inquiry
- View the Job Order Nbr Inquiry Detail — Basic
- View the Job Order Nbr Inquiry Detail
- View the Job Order Nbr Inquiry Transaction Status

- Export the Job Order Nbr Inquiry Transaction Status

Search for a JOB ORDER NBR Inquiry — Results

Overview

The JOB ORDER NBR Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > Show Inquiry > JOB ORDER NBR Inquiry Search Results page

Page Fields

The following fields display on the **JOB ORDER NBR Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Job Order Nbr
Job Order Nbr Desc
Eff Date
End Date
Reimbursable
Authorized Dol Amt
Avail Dol Amt
Total Charges

Optional

Estbd By
Estbd Dt/Tm
Last Updtd By
Last Tran Dt/Tm
Maint Activity / Owning UIC
Remarks
Site Id
UIC

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

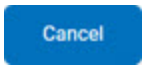
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

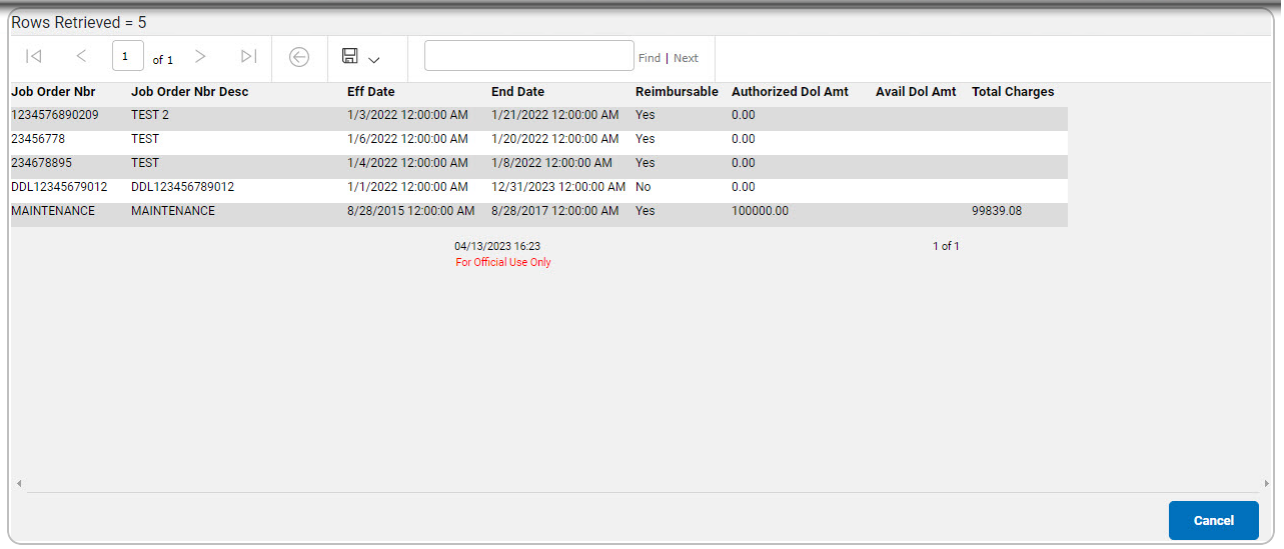
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the JOB ORDER NBR Inquiry Results

Selecting  *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.*



Note

To reach the optional fields, refer to the Job Order Number Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Job Order Nbr 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 JOB ORDER NBR Detail

Select the desired JOB ORDER NBR row. *The **Job Order Nbr Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Job Order Nbr Inquiry — Criteria
- Select Fields for the Job Order Nbr Inquiry
- View the Job Order Nbr Inquiry Detail — Basic
- View the Job Order Nbr Inquiry Detail
- View the Job Order Nbr Inquiry Transaction Status
- Export the Job Order Nbr Inquiry Transaction Status

Select Fields for the Job Order Nbr Inquiry

Overview

The Job Order Nbr Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inquiries > Job Order Nbr > Search Criteria > Fields > Job Order Nbr Inquiry Fields Selection page

Page Fields

The following fields display on the **Job Order Nbr Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Job Order Nbr
Job Order Nbr Desc
Eff Date
End Date
Reimbursable
Authorized Dol Amt
Avail Dol Amt
Total Charges

Optional

Estbd By
Estbd Dt/Tm
Last Updtd By
Last Tran Dt/Tm
Maint Activity / Owning UIC
Remarks
Site Id
UIC

Procedures

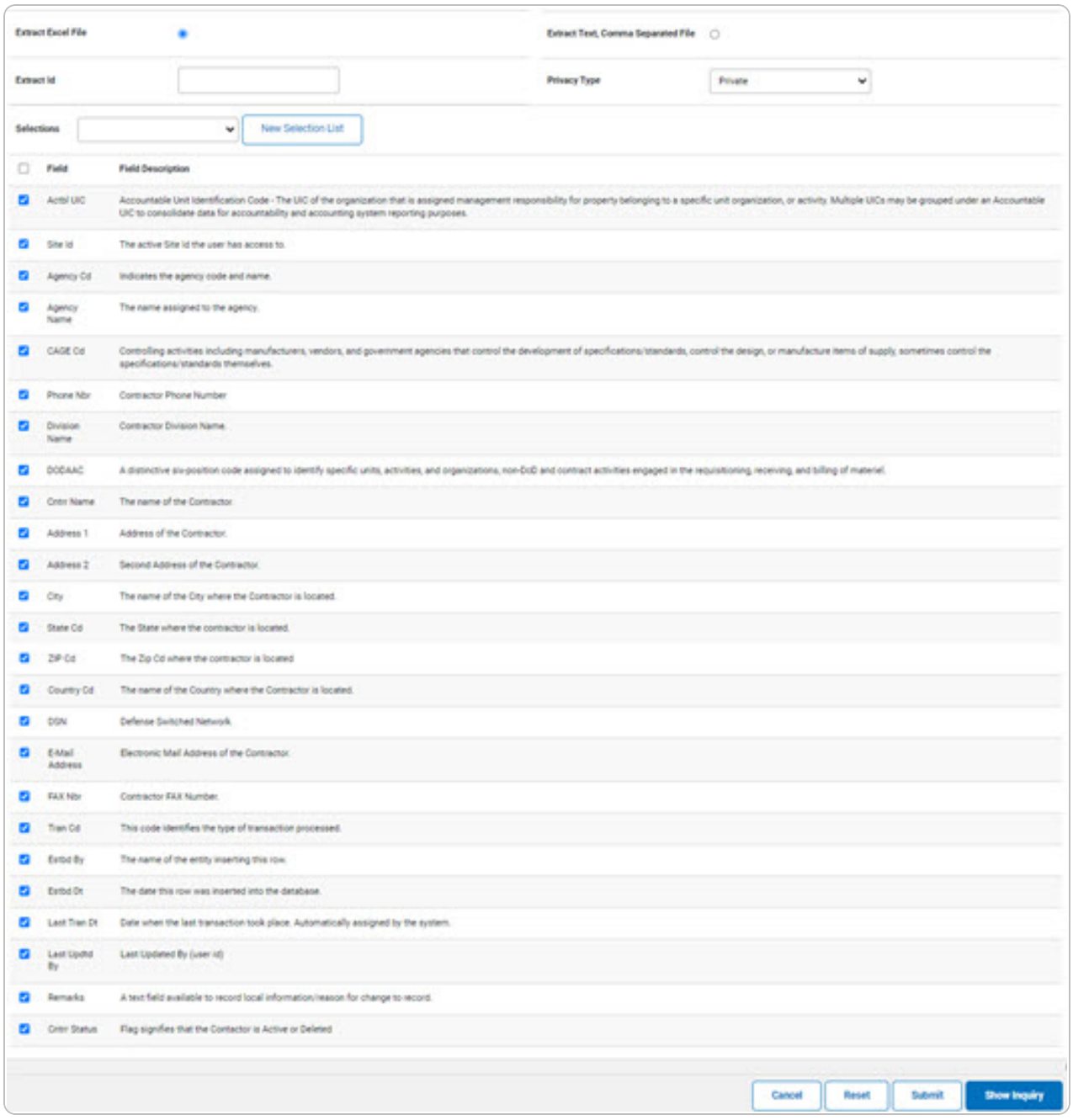
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 **JOB ORDER NBR 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.*

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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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 **Job Order Nbr Inquiry — Results** page appears.*
5.

OR

Select Submit for large volumes of data. *The **Job Order Nbr Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

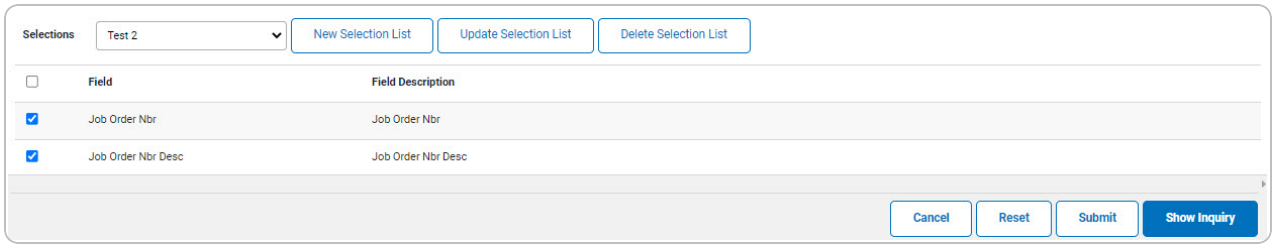
   Select Show Inquiry for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **Job Order Nbr 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.



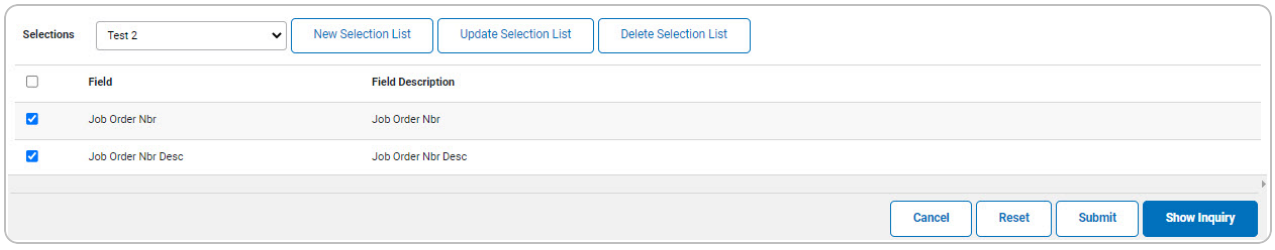
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*
4. **OR**

   Select Submit for large volumes of data. *The **Job Order Nbr 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.

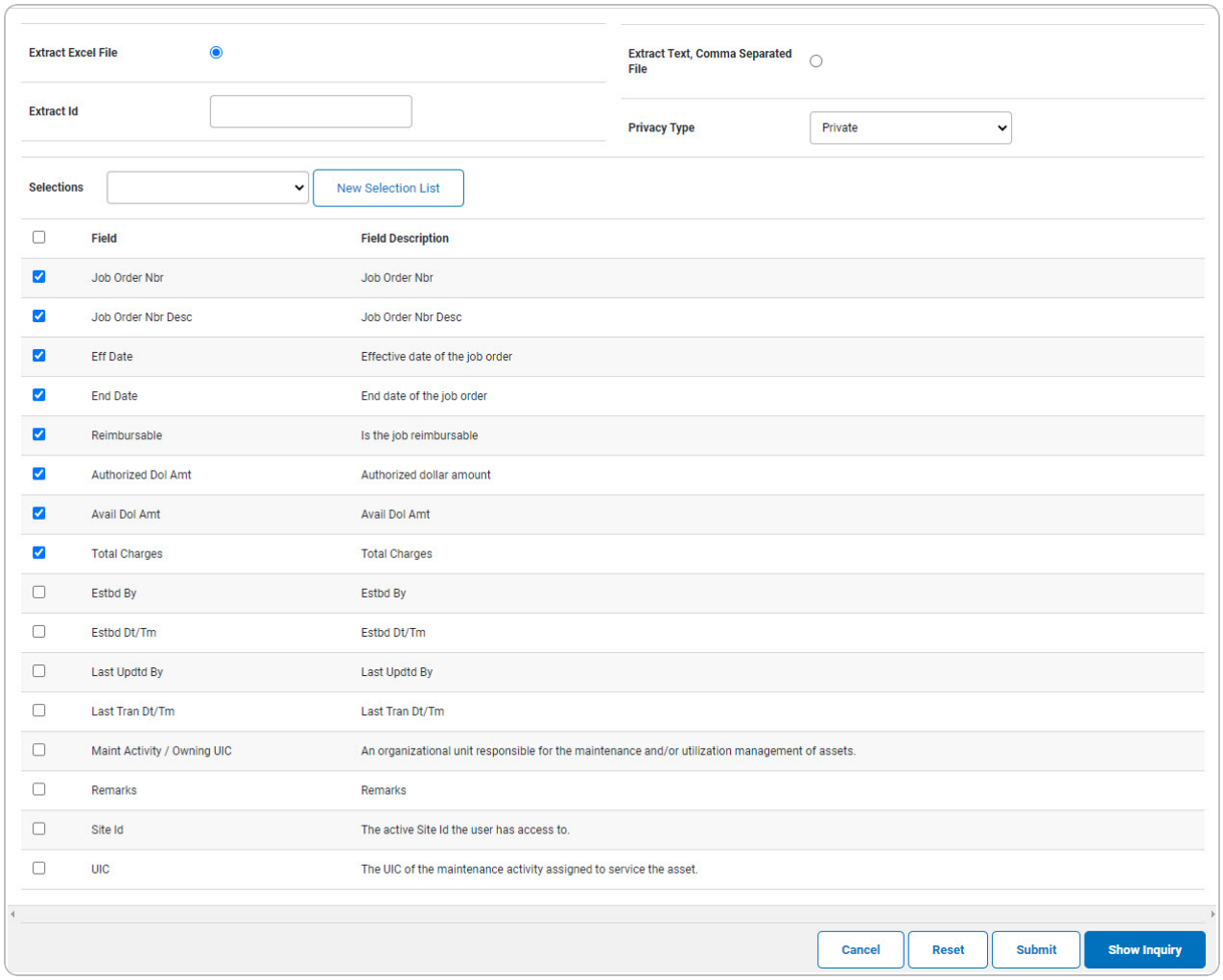


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **JOB ORDER NBR Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 8 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.

- Verify the JOB ORDER NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a JOB ORDER NBR.*

- Verify the JOB ORDER NBR DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a JOB ORDER NBR DESC.*
- Verify the EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an effective date.*
- Verify the End Date contains the appropriate ☑ or ☐. *Select if the inquiry has an end date.*
- Verify the Reimbursable contains the appropriate ☑ or ☐. *Select if the inquiry contains a reimbursable designation.*
- Verify the AUTHORIZED DOL AMT contains the appropriate ☑ or ☐.*Select if the inquiry contains an authorized dollar amount.*
- Verify the AVAIL DOL AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains an available dollar amount.*
- Verify the Total Charges contains the appropriate ☑ or ☐. *Select if the inquiry contains a total charge(s).*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*
- Click ☐ to select the ESTBD DT/TM. *Select if the inquiry contains established date/-time information.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*
- Click ☐ to select the LAST TRAN DT/TM. *Select if the inquiry contains remark information.*
- Click ☐ to select the MAINT ACTIVITY / OWNING UIC. *Select if the inquiry contains a responsible unit for maintenance and/or the utilization management of assets.*
- Click ☐ to select the Remarks. *Select if the inquiry contains remark information.*

- Click ☐ to select the SITE ID. *Select if the inquiry contains an active site identifier.*
- Click ☐ to select the UIC. *Select if the inquiry contains an unit identification code.*

Select Show Inquiry for small volumes of data. *The* ***Job Order Nbr Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Job Order Nbr Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Job Order Nbr Inquiry — Criteria
- Search for a Job Order Nbr Inquiry — Results
- View the Job Order Nbr Inquiry Detail — Basic
- View the Job Order Nbr Inquiry Detail
- View the Job Order Nbr Inquiry Transaction Status
- Export the Job Order Nbr Inquiry Transaction Status

View the JOB ORDER NBR Inquiry Detail — Basic

Overview

The JOB ORDER NBR Inquiry Detail — Basic process displays the basic record of the selected inquiry.

Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > JOB ORDER NBR Inquiry Detail — Basic page

Page Fields

The following fields display on the **JOB ORDER NBR Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

JOB ORDER NBR Inquiry — Basic Detail

Job Order Nbr
Reimbursable
Actual Dol Amt
Eff Dt
Maint Activity / Owning UIC
Site ID
Estbd Dt/Tm
Last Tran Dt/Tm
Remarks
Job Order Desc
Authorized Dol Amt
Avail Dol Amt

End Dt
UIC
Estbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

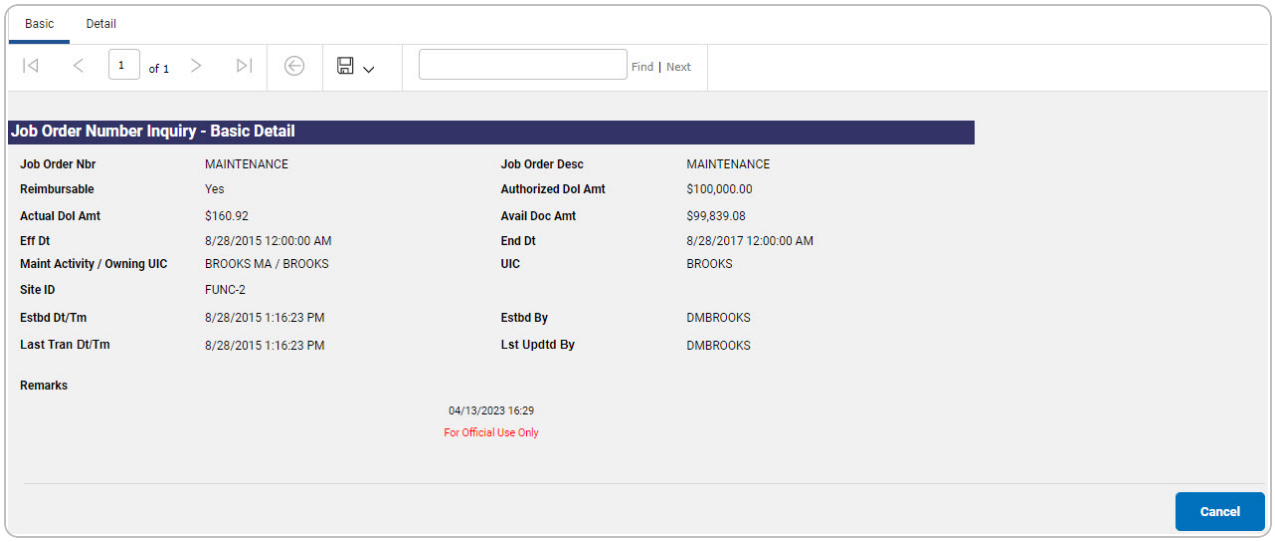
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the JOB ORDER NBR 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.*



A. *Verify the JOB ORDER NBR.*

B. *Verify the Reimbursable.*

C. *Verify the ACTUAL DOL AMT.*

D. *Verify the EFF DT.*

E. *Verify the MAINT ACTIVITY / OWNING UIC.*

F. *Verify the SITE ID.*

G. *Verify the ESTBD DT/TM.*

H. *Verify the LAST TRAN DT/TM.*

I. *Verify the Remarks.*

J. *Verify the JOB ORDER DESC.*

K. *Verify the AUTHORIZED DOL AMT.*

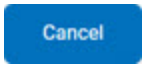
L. *Verify the AVAIL DOL AMT.*

M. *Verify the END DT.*

N. *Verify the UIC.*

O. *Verify the ESTBD BY.*

P. *Verify the LAST UPDTD BY.*

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

   OR

   Select the Detail tab. *The **Job Order Nbr Inquiry Detail** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Job Order Nbr Inquiry — Criteria
- Search for a Job Order Nbr Inquiry — Results
- Select Fields for the Job Order Nbr Inquiry
- View the Job Order Nbr Inquiry Detail
- View the Job Order Nbr Inquiry Transaction Status
- Export the Job Order Nbr Inquiry Transaction Status

View the JOB ORDER NBR Inquiry Detail

Overview

The JOB ORDER NBR Inquiry Detail process displays the contract record of the selected contractor.

Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Detail tab > JOB ORDER NBR Inquiry Detail page

Page Fields

The following fields display on the **JOB ORDER NBR Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

JOB ORDER NBR Inquiry Detail

Job Order Nbr
Job Order Nbr Desc
Bill Dt
Asset Id
Item Desc
Dispatch Nbr
Dispatched To
Dispatch Purpose
Trip Cost
Issue Dt/Tm
Return Dt/Tm

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

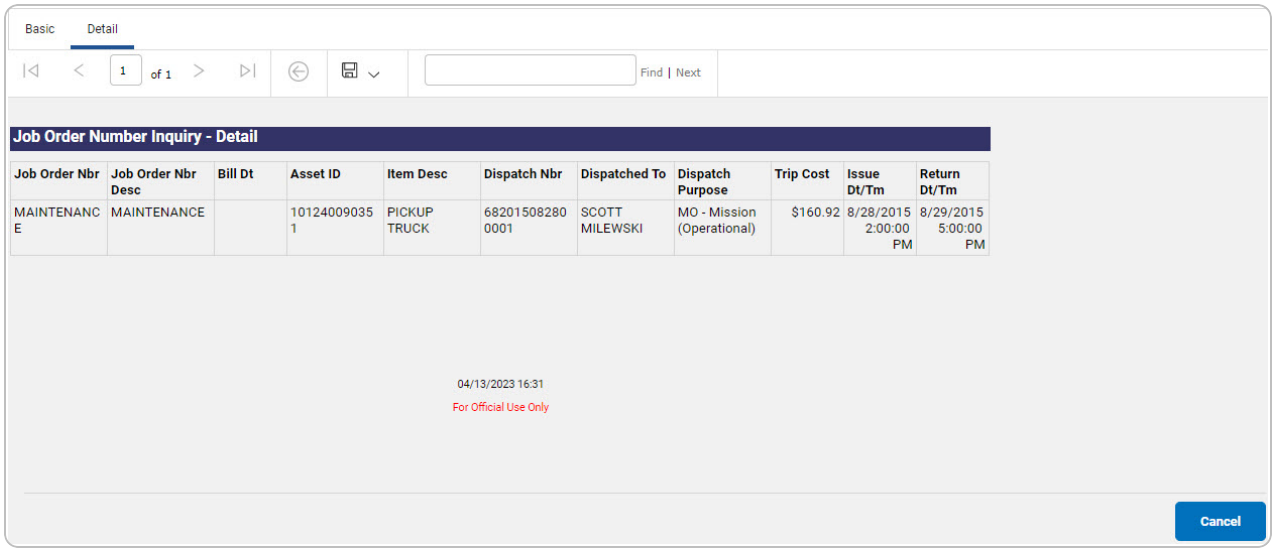
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Job Order Nbr Inquiry Detail

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

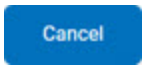
1. *Verify the Detail tab.*



A. *Verify the Job Order Nbr.*
B. *Verify the Job Order Nbr Desc.*
C. *Verify the Bill Dt.*
D. *Verify the Asset ID.*
E. *Verify the Item Desc.*
F. *Verify the Dispatch Nbr.*
G. *Verify the Dispatched To.*
H. *Verify the Dispatch Purpose.*
I. *Verify the Trip Cost.*

J. *Verify the ISSUE DT/TM.*

K. *Verify the RETURN DT/TM.*

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

   OR

   Select the Basic tab. *The **Job Order Nbr Inquiry Detail — Basic** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Job Order Nbr Inquiry — Criteria
- Search for a Job Order Nbr Inquiry — Results
- Select Fields for the Job Order Nbr Inquiry

- View the Job Order Nbr Inquiry Detail — Basic
- View the Job Order Nbr Inquiry Transaction Status
- Export the Job Order Nbr Inquiry Transaction Status

View the JOB ORDER NBR Inquiry Transaction Status

Overview

The JOB ORDER NBR Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > JOB ORDER NBR Inquiry Transaction Status page

Page Fields

The following fields display on the **JOB ORDER NBR Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

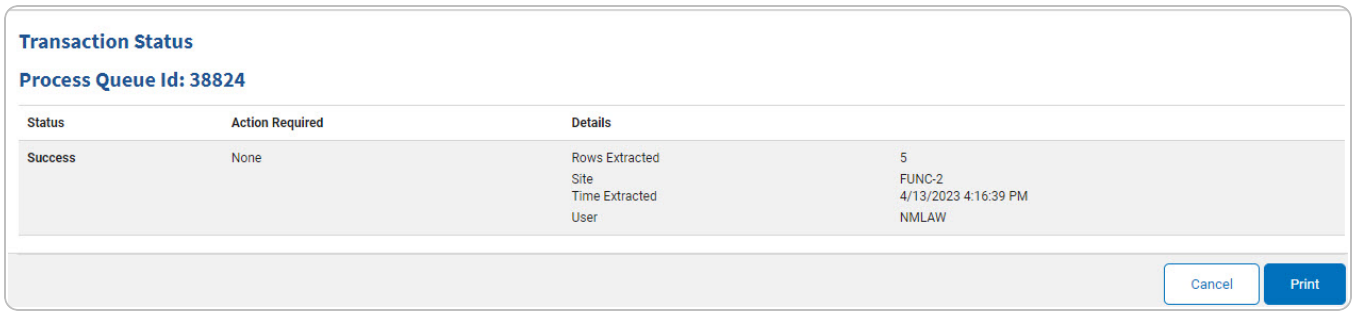
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Job Order NbrInquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Job Order Nbr Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Job Order Nbr Inquiry — Criteria
- Search for a Job Order Nbr Inquiry — Results
- Select Fields for the Job Order Nbr Inquiry
- View the Job Order Nbr Inquiry Detail — Basic
- View the Job Order Nbr Inquiry Detail

- Export the Job Order Nbr Inquiry Transaction Status

Export the JOB ORDER NBR Inquiry Transaction Status

Overview

The JOB ORDER NBR Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > JOB ORDER NBR Inquiry Transaction Status Export page

Page Fields

The following fields display on the **JOB ORDER NBR Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

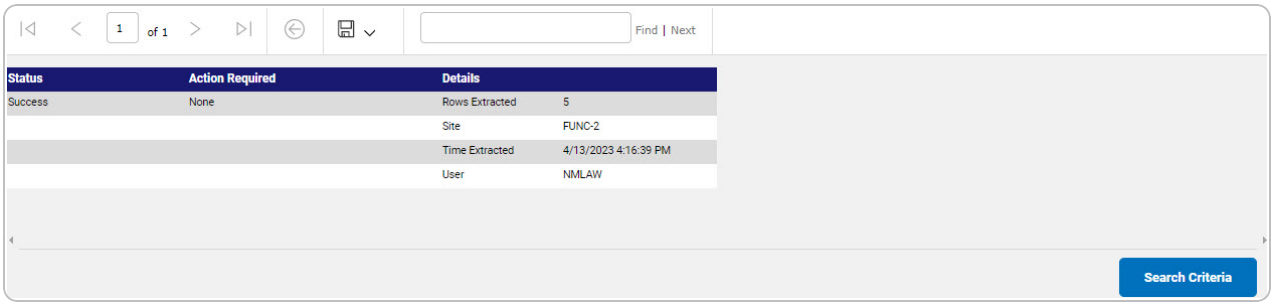
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Job Order Nbr Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Job Order Number 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Job Order Number Inquiry — Criteria** page appears.*

Related Topics

- Search for a Job Order Nbr Inquiry — Criteria
- Search for a Job Order Nbr Inquiry — Results
- Select Fields for the Job Order Nbr Inquiry
- View the Job Order Nbr Inquiry Detail — Basic
- View the Job Order Nbr Inquiry Detail
- View the Job Order Nbr Inquiry Transaction Status

View an Inquiry Extract

Overview

The Maintenance and Utilization module Inquiry Extract Viewer process provides the ability to download large inquiries that are available to the Inquiry Owner (the personnel that created the inquiry) or publicly shared reports.

Note

Only the owner of the inquiry can delete it. If the owner does not delete it before 30 days, the inquiry is automatically deleted from ELMS.

Navigation

Inquiries > Inquiries > View Inquiry Extract page

Page Fields

The following fields display on the **View Inquiry Extract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Inquiry Extract Grid

Delete
Download
Extract Date
User Id Owner

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View an Inquiry Extract

1. Select the Download hyperlink of the desired report. *The **File Download** pop-up window displays.*

2. Follow the prompts provided by the computer. *The file ELMSExtract.zip downloads to the computer.*
3. Select Save. *The Excel spreadsheet opens outside of the application.*

Note

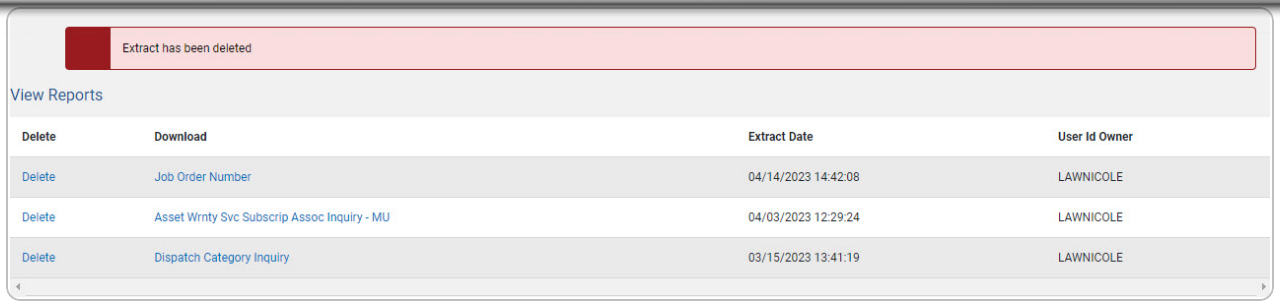
The file name of the spreadsheet always has the same format:

ELMSExcelData-{userid}-{date/time}.xls

Delete an Inquiry Extract

1. Select the Delete hyperlink of the desired report. *The report is immediately deleted.*

2. The *Extract has been deleted* notification appears.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

M&U

- Select Fields for the Asset Preventive Maintenance Schedule Inquiry

Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Asset Preventive Maintenance Schedule Inquiry process provides the ability to search for Preventive Maintenance Schedules that have been configured for a particular ASSET ID.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > ASSET PRVN MAINT SCHED Inquiry Search Criteria page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.

323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria

Available Field(s)
Operands
Search Value(s)

Procedures

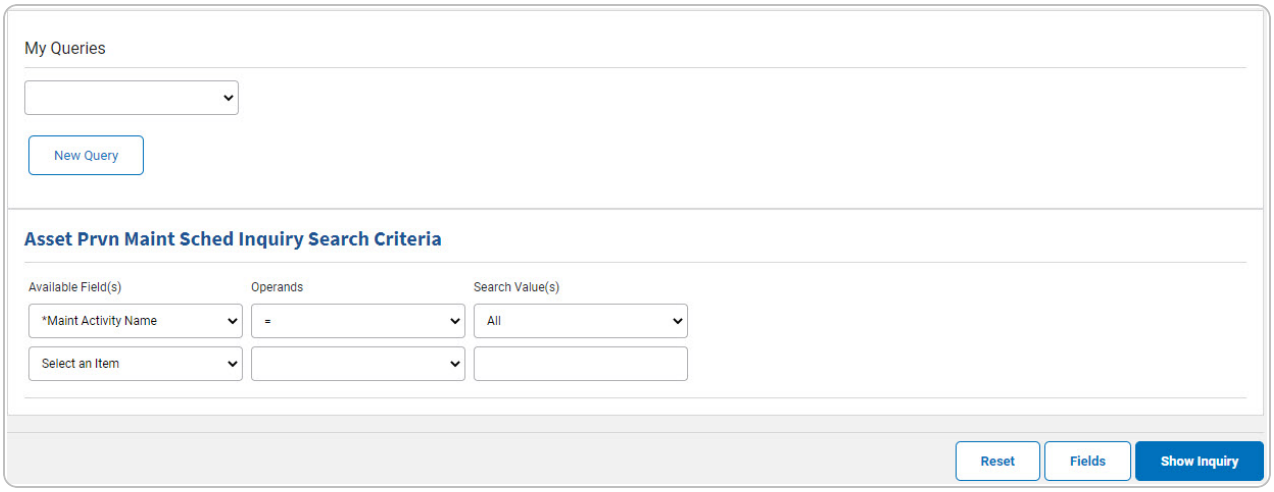
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Asset Preventive Maintenance Schedule 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.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **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. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

Remove an Available Field Row

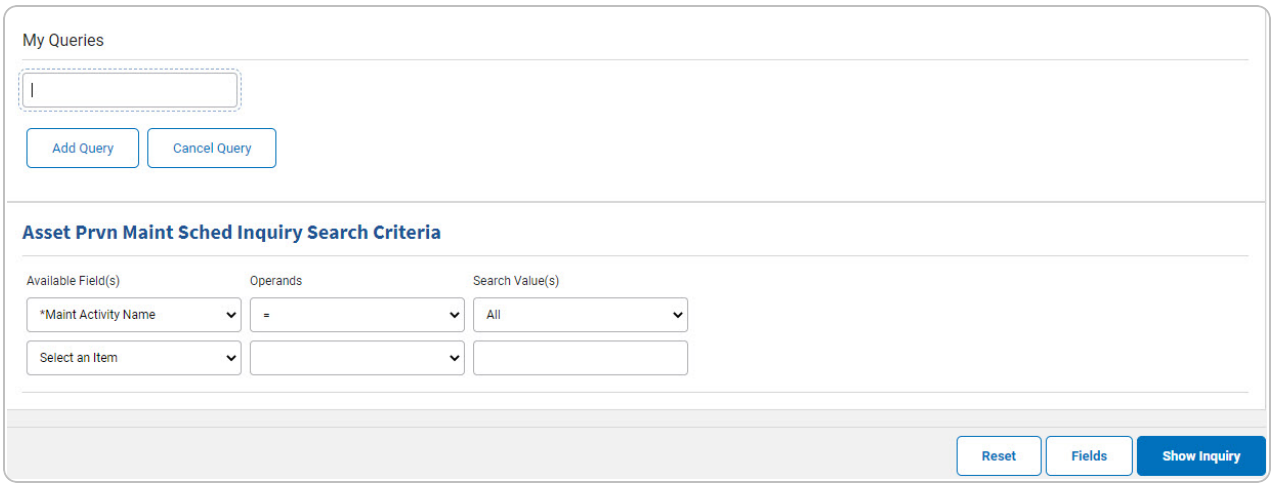
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Asset Preventive Maintenance Schedule 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.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. 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.*

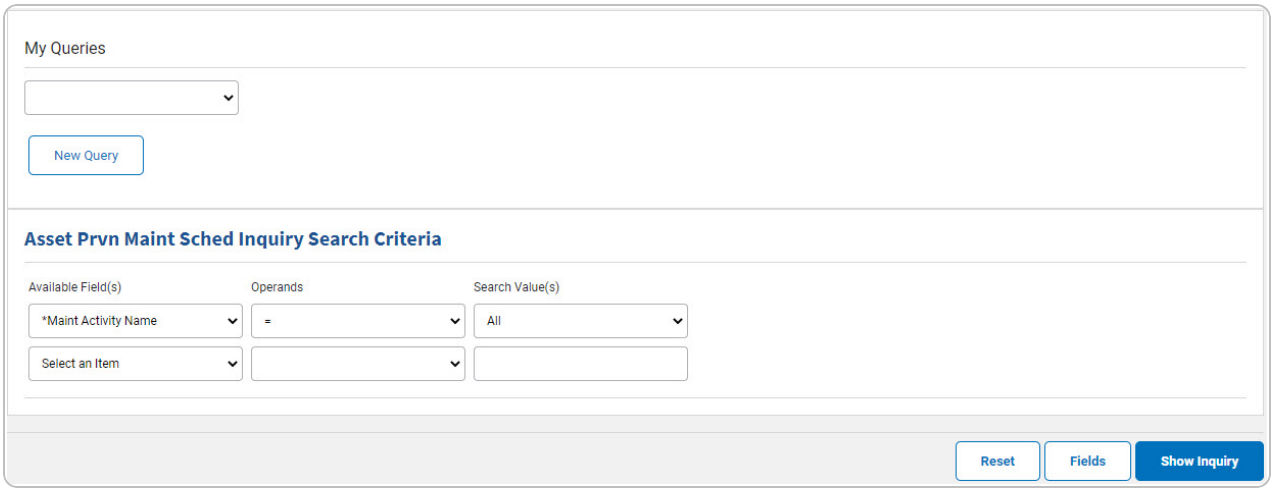
   Select Fields. *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*
5.

OR

Select Show Inquiry. *The **Asset Preventive Maintenance Schedule 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.*



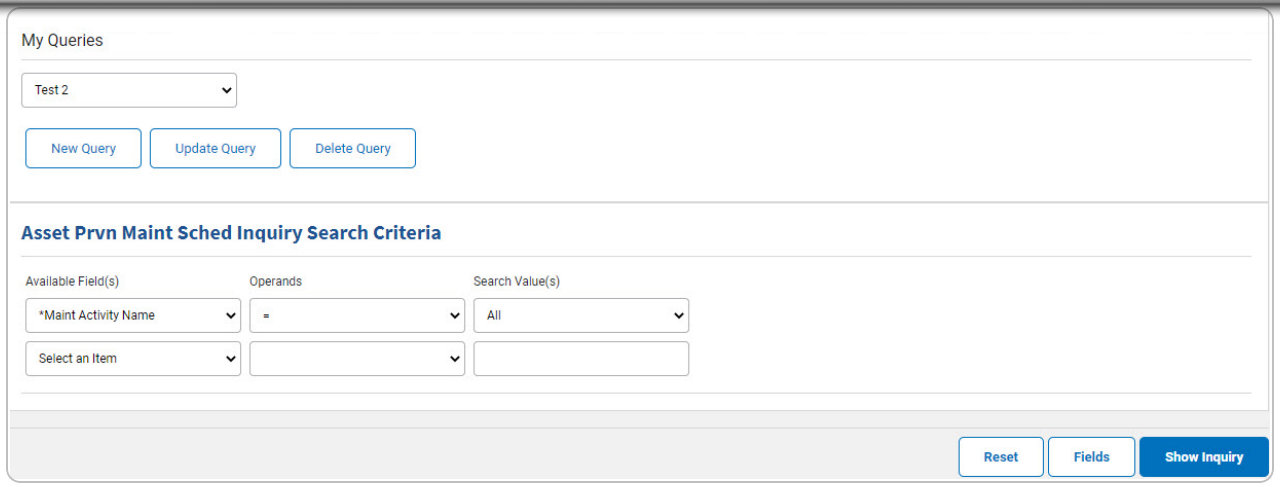
Select Fields. *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Asset Preventive Maintenance Schedule 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. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

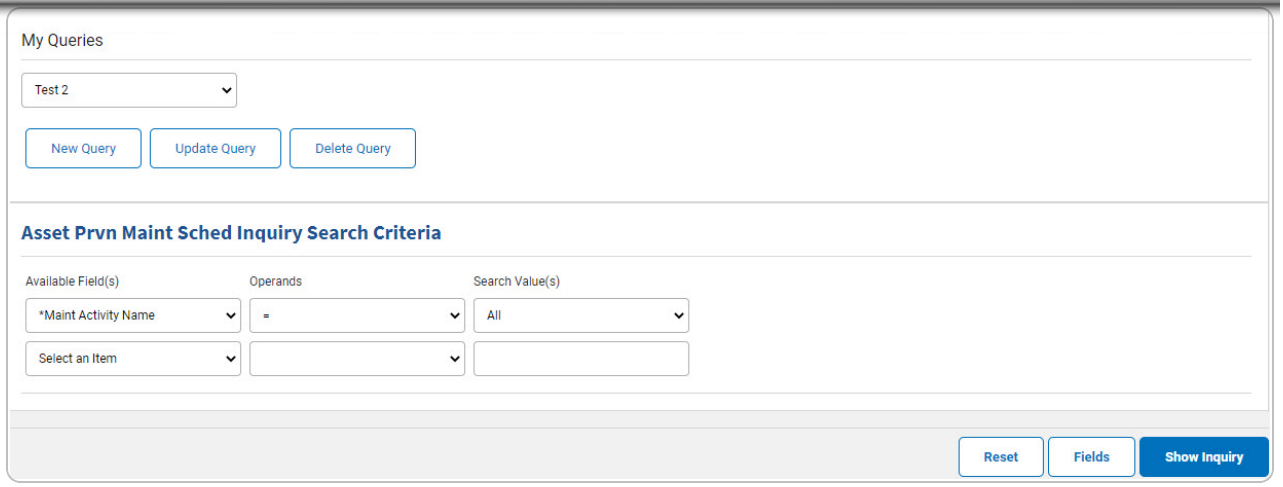
   Select Fields. *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Asset Preventive Maintenance Schedule 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for an Asset Preventive Maintenance Schedule Inquiry — Results
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic
- View the Asset Preventive Maintenance Schedule Inquiry Transaction Status
- Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Search for Asset Preventive Maintenance Schedule Inquiry — Results

Overview

The Asset Preventive Maintenance Schedule Inquiry Results page provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > Show Inquiry > Asset Preventive Maintenance Schedule Inquiry Search Results page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity Name
Equip Pool Name
Asset Id
Item Desc
Location
Maintenance Schedule Id
Plan Id
Plan Name
Plan Desc
Plan Type Cd
Occurrence Cd
Last Maint Dt
Recurring Method Cd
Total Util Qty
Schedule Method
Last Util Qty
Utilization Measure Cd
Next Maint Date
Schedule Date

Optional

ACC
Acq Pgm Desc
Acq Pgm Name
APO Name
Asset Sts Cd
Before Util Qty
Central Maint Schedule Flag
Custodian Name
Custodian Nbr
Days Before Sched Qty
DOD Serial Nbr
Equip Grp Cd
Frequency Cd
Include Weekend
Interval
LIN/TAMCN
Maint Acty Desc
Maint Loc
Maint Team Desc

Maint Team Id
Mfr Model Nbr
Mfr Name
Mfr Part Nbr
Next Util Qty
Not In Use
Owning UIC
Priority Cd
Sched Effective Dt
Serial Nbr
Stock Nbr
Suspend Until Dt
Suspend Until Util Qty
Type Dsg Desc
Type Dsg Group Cd
Type Dsg Name
UII
Util Qty Frequency
Util Svc Life
Vehicle Grp Cd
Vehicle Type Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

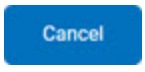
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

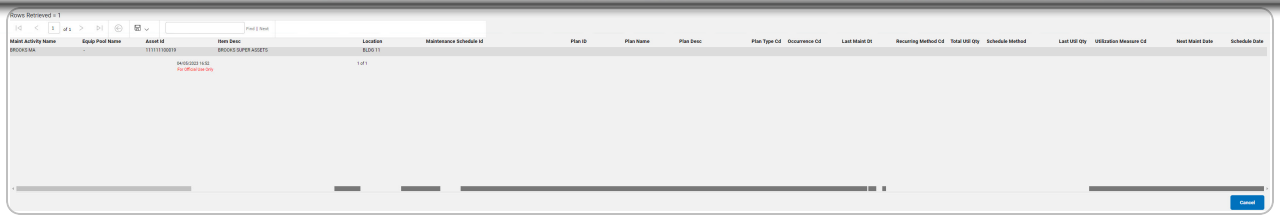
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Asset Preventive Maintenance Schedule Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Asset Preventive Maintenance Schedule 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 Asset Preventive Maintenance Schedule Detail

Select the desired Asset Preventive Maintenance Schedule row. *The **Asset Preventive Maintenance Inquiry — Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic
- View the Asset Preventive Maintenance Schedule Inquiry Transaction Status
- Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic

Overview

The Asset Preventive Maintenance Schedule Inquiry Detail — Basic process displays the basic record of the selected inquiry.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Preventive Maintenance Schedule Inquiry Detail — Basic page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Asset Preventive Maintenance Schedule Inquiry — Basic Detail

Maint Activity

Asset Id
Serial Nbr
Location
Secondary Serial Number
Asset Sts Cd
Plan Type Cd
Plan Name
Plan Desc
Occurrence Cd
Recurring Mthd Cd
Recurring XML
Sched Mthd
Susp Until Dt
Days Before Sched Dt
Frequency
Interval
Set Sched Dt
Last Maint Dt
Sched Eff Dt
Estbd Dt
Last Activity Dt
Maint Schedule ID
Equip Pool
Stock Nbr
Item Desc
UII
Do Not Sched - If Asset Not In Use
Do Not Sched - Saturday/Sunday
Priority
Maint Team Id
Maint Loc
Util Measure Cd
Susp Until Util Qty
Sched Before Util Qty
Util Qty Frequency
Set Sched Util Qty
Last Util Qty
Estbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

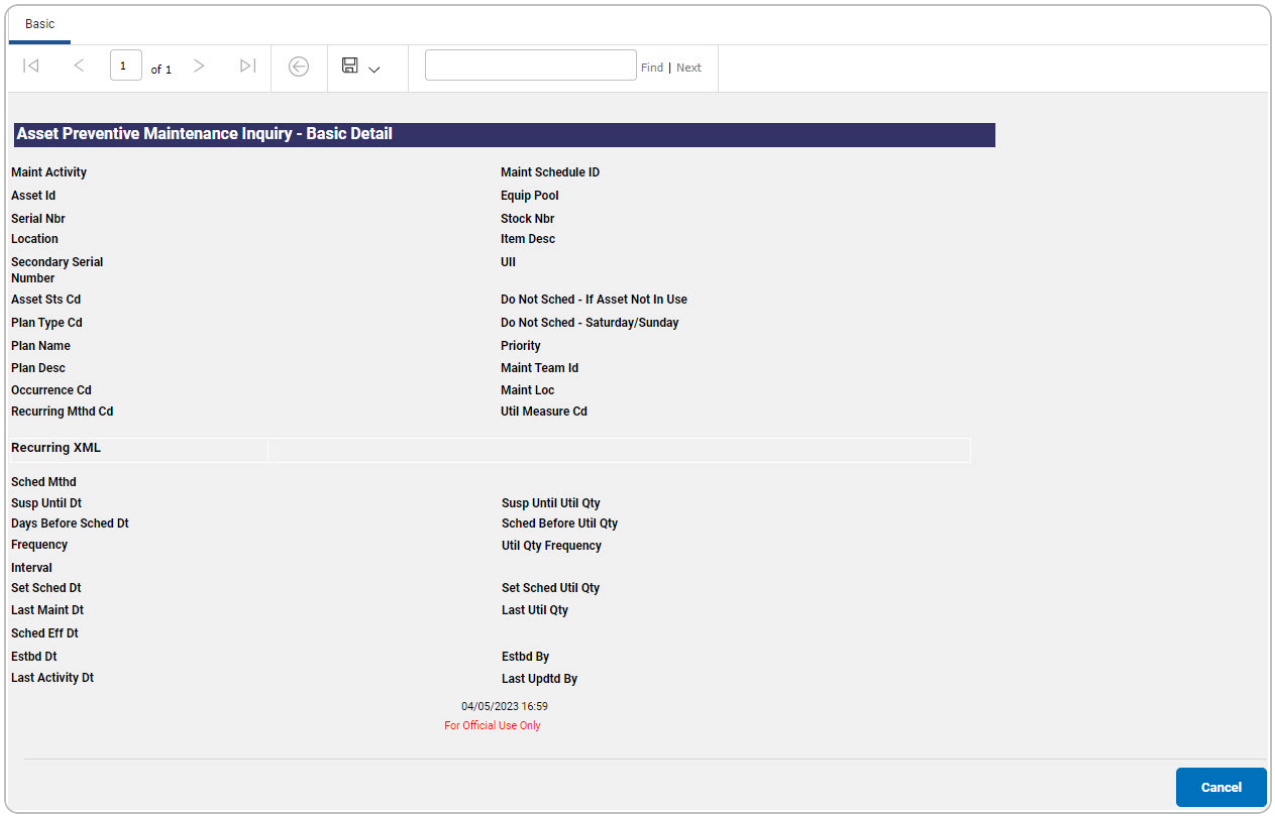
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Asset Preventive Maintenance Schedule 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.*



A. *Verify the MAINT ACTIVITY.*

B. *Verify the ASSET ID.*

C. *Verify the SERIAL NBR.*

D. *Verify the Location.*
E. *Verify the Secondary Serial Number.*
F. *Verify the ASSET STS CD.*
G. *Verify the PLAN TYPE CD.*
H. *Verify the Plan Name.*
I. *Verify the PLAN DESC.*
J. *Verify the OCCURRENCE CD.*
K. *Verify the RECURRING MTHD CD.*
L. *Verify the RECURRING XML.*
M. *Verify the SCHED MTHD.*
N. *Verify the SUSP UNTIL DT.*
O. *Verify the DAYS BEFORE SCHED DT.*
P. *Verify the Frequency.*
Q. *Verify the Interval.*
R. *Verify the SET SCHED DT.*
S. *Verify the LAST MAINT DT.*
T. *Verify the SCHED EFF DT.*
U. *Verify the ESTBD DT.*
V. *Verify the LAST ACTIVITY DT.*
W. *Verify the MAINT SCHED ID.*
X. *Verify the EQUIP POOL.*
Y. *Verify the STOCK NBR.*
Z. *Verify the ITEM DESC.*
AA. *Verify the UII.*
AB. *Verify the DO NOT SCHED - IF ASSET NOT IN USE.*
AC. *Verify the DO NOT SCHED - SATURDAY/SUNDAY.*
AD. *Verify the Priority.*
AE. *Verify the MAINT TEAM ID.*
AF. *Verify the MAINT LOC.*
AG. *Verify the UTIL MEASURE CD.*
AH. *Verify the SUSP UNTIL UTIL QTY.*

AI. *Verify the SCHED BEFORE UTIL QTY.*

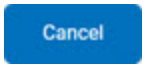
AJ. *Verify the UTIL QTY FREQUENCY.*

AK. *Verify the SET SCHED UTIL QTY.*

AL. *Verify the LAST UTIL QTY.*

AM. *Verify the ESTBD BY.*

AN. *Verify the LAST UPDTD BY.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The **Asset Preventive Maintenance Schedule 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for an Asset Preventive Maintenance Schedule Inquiry — Results
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Asset Preventive Maintenance Schedule Inquiry Transaction Status
- Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Select Fields for the Asset Preventive Maintenance Schedule Inquiry

Overview

The Asset Preventive Maintenance Schedule Inquiry Field Selection page provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > Fields > ASSET PRVN MAINT SCHED Inquiry Fields Selection page

Page Fields

The following fields display on the **ASSET PRVN MAINT SCHED Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Maint Activity Name
Equip Pool Name
Asset Id
Item Desc
Location
Maintenance Schedule Id
Plan ID
Plan Name
Plan Desc
Plan Type Cd
Occurrence Cd
Last Maint Dt
Recurring Method Cd
Total Util Qty
Schedule Method
Last Util Qty
Utilization Measure Cd
Next Maint Date
Schedule Date

Optional

ACC
Acq Pgm Desc
Acq Pgm Name
APO Name
Asset Sts Cd
Before Util Qty
Central Maint Schedule Flag
Custodian Name
Custodian Nbr
Days Before Sched Qty
DOD Serial Nbr
Equip Grp Cd
Frequency Cd
Include Weekend
Interval
LIN/TAMCN
Maint Acty Desc
Maint Loc
Maint Team Desc
Maint Team Id
Mfr Model Nbr
Mfr Name
Mfr Part Nbr
Next Util Qty
Not In Use
Owning UIC
Priority Cd
Sched Effective Dt
Serial Nbr
Stock Nbr
Suspend Until Dt
Suspend Until Util Qty
Type Dsg Desc
Type Dsg Group Cd
Type Dsg Name
UII
Util Qty Frequency
Util Svc Life
Vehicle Grp Cd
Vehicle Type Cd

Procedures

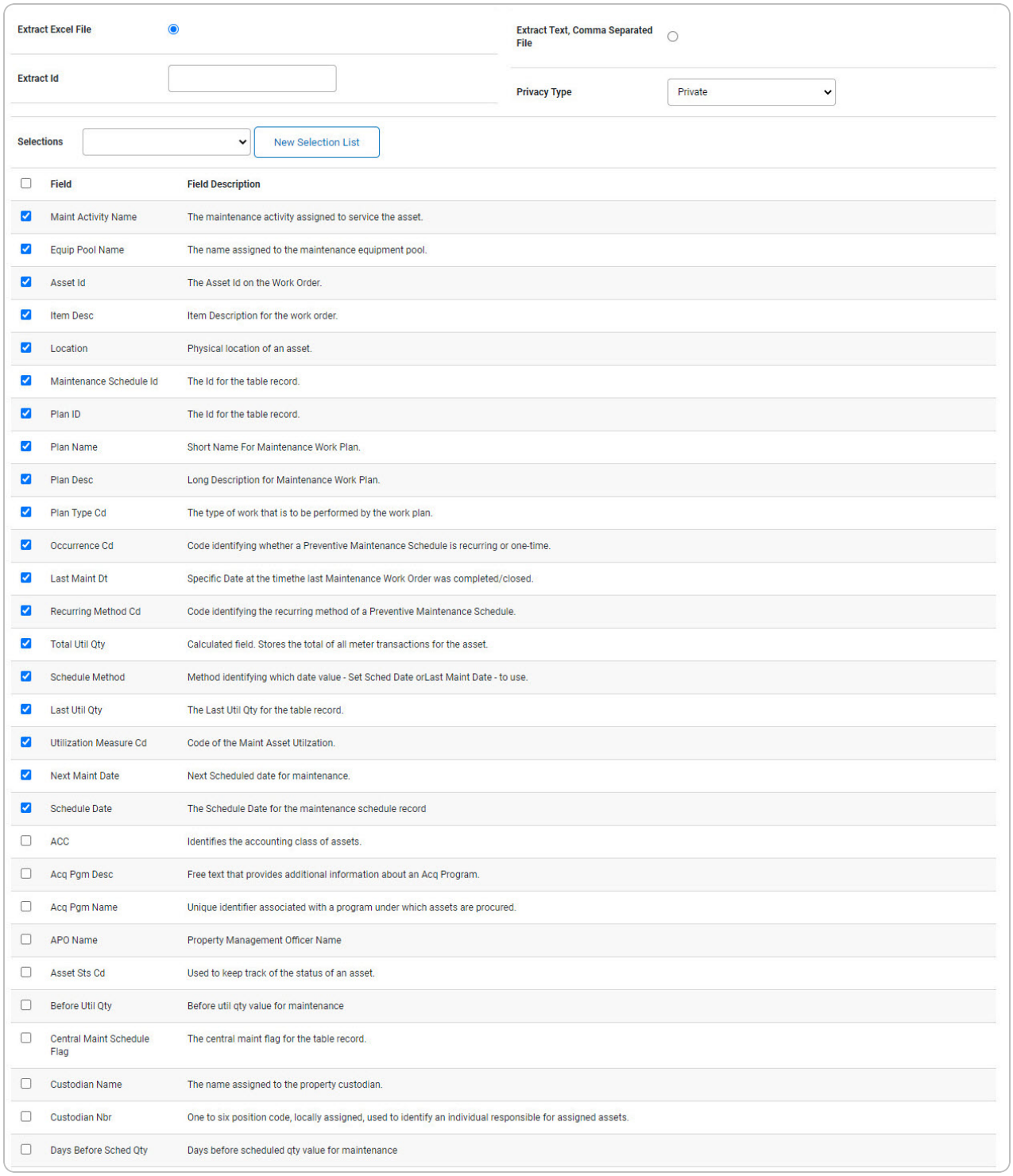
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 **Asset Preventive Maintenance Schedule 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.
☑	Equip Pool Name	The name assigned to the maintenance equipment pool.
☑	Asset Id	The Asset Id on the Work Order.
☑	Item Desc	Item Description for the work order.
☑	Location	Physical location of an asset.
☑	Maintenance Schedule Id	The Id for the table record.
☑	Plan ID	The Id for the table record.
☑	Plan Name	Short Name For Maintenance Work Plan.
☑	Plan Desc	Long Description for Maintenance Work Plan.
☑	Plan Type Cd	The type of work that is to be performed by the work plan.
☑	Occurrence Cd	Code identifying whether a Preventive Maintenance Schedule is recurring or one-time.
☑	Last Maint Dt	Specific Date at the timethe last Maintenance Work Order was completed/closed.
☑	Recurring Method Cd	Code identifying the recurring method of a Preventive Maintenance Schedule.
☑	Total Util Qty	Calculated field. Stores the total of all meter transactions for the asset.
☑	Schedule Method	Method identifying which date value - Set Sched Date orLast Maint Date - to use.
☑	Last Util Qty	The Last Util Qty for the table record.
☑	Utilization Measure Cd	Code of the Maint Asset Utilzation.
☑	Next Maint Date	Next Scheduled date for maintenance.
☑	Schedule Date	The Schedule Date for the maintenance schedule record
☐	ACC	Identifies the accounting class of assets.
☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	APO Name	Property Management Officer Name
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Before Util Qty	Before util qty value for maintenance
☐	Central Maint Schedule Flag	The central maint flag for the table record.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Days Before Sched Qty	Days before scheduled qty value for maintenance

☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
☐	Frequency Cd	How frequent the asset is serviced - i.e daily, weekly, monthly, yearly
☐	Include Weekend	The Include Weekend for the maintenance schedule record.
☐	Interval	The Interval for the table record.
☐	LIN/TAMCN	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.
☐	Maint Acty Desc	The description of the maintenance activity.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Maint Team Desc	The description of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Maint Team Id	The Id of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Next Util Qty	Next scheduled utilization value for maintenance
☐	Not In Use	The Not In Use for the maintenance schedule record.
☐	Owning UIC	The Owning UIC for an Asset Preventative Maintenance Schedule
☐	Priority Cd	Maintenance Priority Code.
☐	Sched Effective Dt	The Sched Effective Dt for the maintenance schedule record.
☐	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.
☐	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.
☐	Suspend Until Dt	The Suspend Until Dt for the table record.
☐	Suspend Util Qty	The Suspend Util Qty for the maintenance schedule record.
☐	Type Dsg Desc	Free text that provides additional information about the Type Dsg Name.
☐	Type Dsg Group Cd	Code that indicates the type designate group code.
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Qty Frequency	The Util Qty Frequency for the table record.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☐	Vehicle Type Cd	Code that identifies the vehicles type.

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.*

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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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 **Asset Prevent Maintenance Schedule Inquiry — Results** page appears.*
5.

OR

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

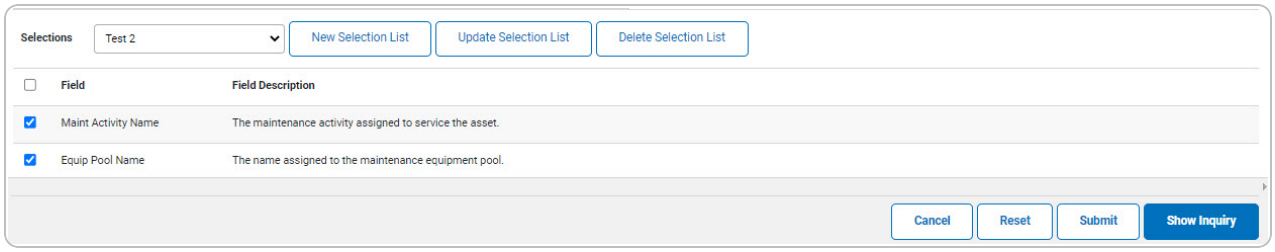
   Select Show Inquiry for small volumes of data. *The* ***Asset Prevent Maintenance Schedule Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Asset Prevent Maintenance Schedule 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

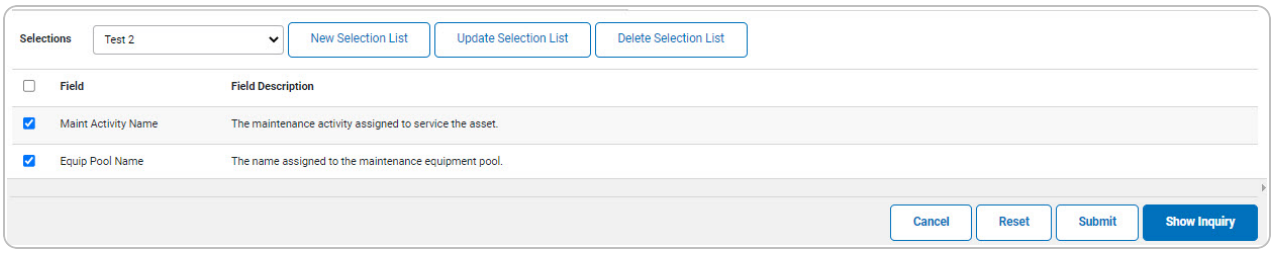
   Select Show Inquiry for small volumes of data. *The* ***Asset Prevent Maintenance Schedule Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Asset Prevent Maintenance Schedule 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.

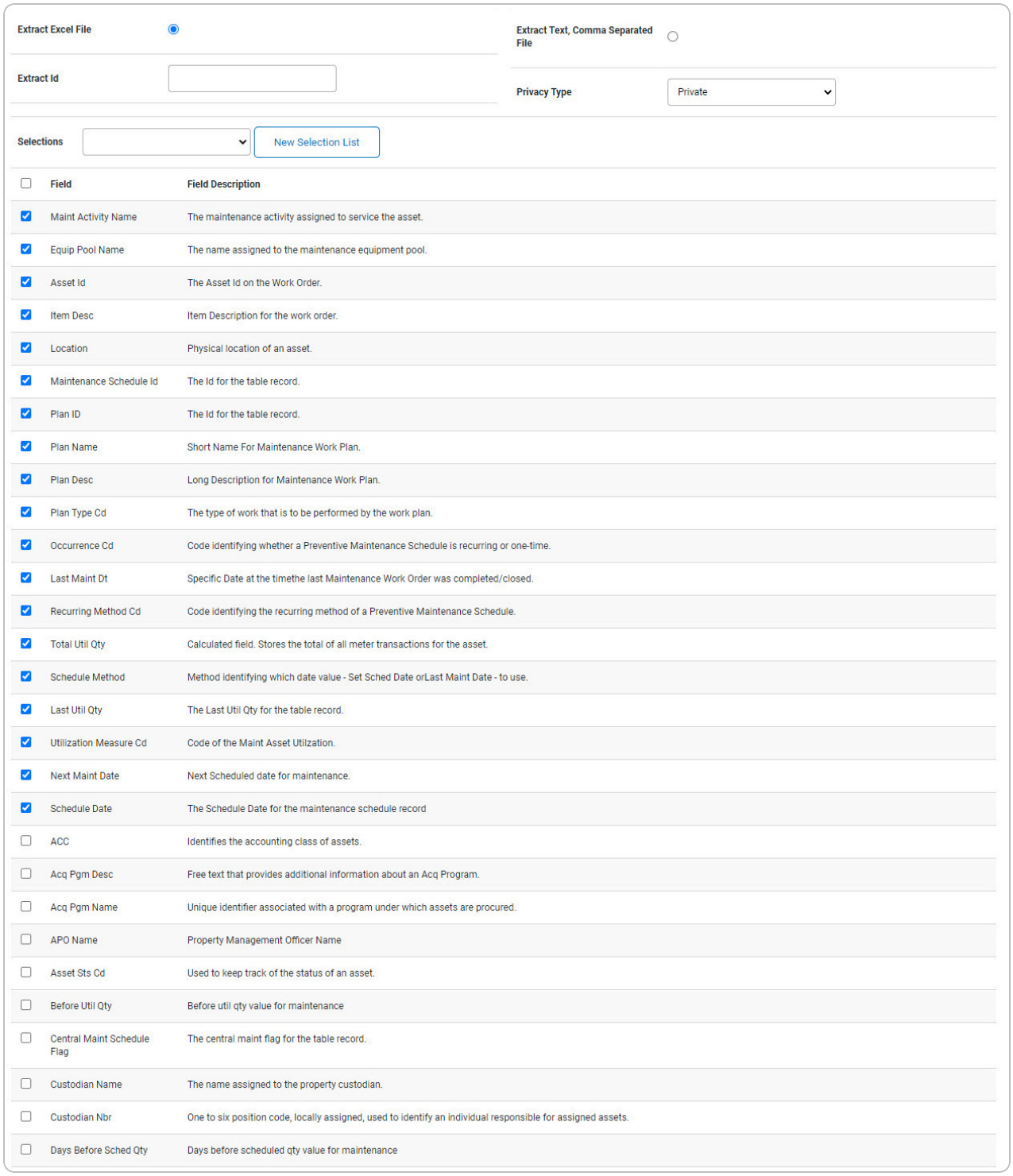


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **Asset Preventive Maintenance Schedule 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.
☑	Equip Pool Name	The name assigned to the maintenance equipment pool.
☑	Asset Id	The Asset Id on the Work Order.
☑	Item Desc	Item Description for the work order.
☑	Location	Physical location of an asset.
☑	Maintenance Schedule Id	The Id for the table record.
☑	Plan ID	The Id for the table record.
☑	Plan Name	Short Name For Maintenance Work Plan.
☑	Plan Desc	Long Description for Maintenance Work Plan.
☑	Plan Type Cd	The type of work that is to be performed by the work plan.
☑	Occurrence Cd	Code identifying whether a Preventive Maintenance Schedule is recurring or one-time.
☑	Last Maint Dt	Specific Date at the timethe last Maintenance Work Order was completed/closed.
☑	Recurring Method Cd	Code identifying the recurring method of a Preventive Maintenance Schedule.
☑	Total Util Qty	Calculated field. Stores the total of all meter transactions for the asset.
☑	Schedule Method	Method identifying which date value - Set Sched Date orLast Maint Date - to use.
☑	Last Util Qty	The Last Util Qty for the table record.
☑	Utilization Measure Cd	Code of the Maint Asset Utilzation.
☑	Next Maint Date	Next Scheduled date for maintenance.
☑	Schedule Date	The Schedule Date for the maintenance schedule record
☐	ACC	Identifies the accounting class of assets.
☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	APO Name	Property Management Officer Name
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Before Util Qty	Before util qty value for maintenance
☐	Central Maint Schedule Flag	The central maint flag for the table record.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Days Before Sched Qty	Days before scheduled qty value for maintenance

☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
☐	Frequency Cd	How frequent the asset is serviced - i.e daily, weekly, monthly, yearly
☐	Include Weekend	The Include Weekend for the maintenance schedule record.
☐	Interval	The Interval for the table record.
☐	LIN/TAMCN	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.
☐	Maint Acty Desc	The description of the maintenance activity.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Maint Team Desc	The description of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Maint Team Id	The Id of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Next Util Qty	Next scheduled utilization value for maintenance
☐	Not In Use	The Not In Use for the maintenance schedule record.
☐	Owning UIC	The Owning UIC for an Asset Preventative Maintenance Schedule
☐	Priority Cd	Maintenance Priority Code.
☐	Sched Effective Dt	The Sched Effective Dt for the maintenance schedule record.
☐	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.
☐	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.
☐	Suspend Until Dt	The Suspend Until Dt for the table record.
☐	Suspend Util Qty	The Suspend Util Qty for the maintenance schedule record.
☐	Type Dsg Desc	Free text that provides additional information about the Type Dsg Name.
☐	Type Dsg Group Cd	Code that indicates the type designate group code.
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Qty Frequency	The Util Qty Frequency for the table record.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☐	Vehicle Type Cd	Code that identifies the vehicles type.

Cancel | Reset | Submit | Show Inquiry

2. Select the fields required for the inquiry. *The first 19 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.

- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity name.*
- Verify the EQUIP POOL NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool name.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset identifier.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an item description.*
- Verify the Location contains the appropriate ☑ or ☐. *Select if the inquiry contains a location.*
- Verify the MAINT SCHEDULE ID contains the appropriate ☑ or ☐.*Select if the inquiry contains a maintenance schedule identifier.*
- Verify the PLAN ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a plan identifier.*
- Verify the Plan Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance work plan name.*
- Verify the PLAN DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a description of the maintenance work plan.*
- Verify the PLAN TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a type code for the work plan.*

- Verify the OCCURRENCE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a recurring or one-time occurrence code.*
- Verify the LAST MAINT DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a closed or completion date of a maintenance work order.*
- Verify the RECURRING METHOD CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a recurring method code.*
- Verify the TOTAL UTIL QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a total utilization amount.*
- Verify the Schedule Method contains the appropriate ☑ or ☐. *Select if the inquiry contains a schedule method.*
- Verify the LAST UTIL QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a last utilization quantity.*
- Verify the UTIL MEASURE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance asset utilization code.*
- Verify the NEXT MAINT DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a scheduled date for the next maintenance.*
- Verify the Schedule Date contains the appropriate ☑ or ☐. *Select if the inquiry contains a schedule date.*
- Click ☐ to select the ACC. *Select if the inquiry contains an accounting class of assets code.*
- Click ☐ to select the ACQ PGM DESC. *Select if the inquiry contains additional program information.*
- Click ☐ to select the ACQ PGM NAME. *Select if the inquiry contains a program name.*

- Click ☐ to select the APO NAME. *Select if the inquiry contains a property management officer name.*
- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains a status code.*
- Click ☐ to select the BEFORE UTIL QTY. *Select if the inquiry contains a utilization quantity before the maintenance.*
- Click ☐ to select the CENTRAL MAINT SCHEDULE Flag. *Select if the inquiry contains a central maintenance schedule designation.*
- Click ☐ to select the Custodian Name. *Select if the inquiry contains a custodian name.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a custodian number.*
- Click ☐ to select the DAYS BEFORE SCHED QTY. *Select if the inquiry contains an amount of days before a scheduled maintenance.*
- Click ☐ to select the DOD SERIAL NBR. *Select if the inquiry contains a serial number identifier.*
- Click ☐ to select the EQUIP GRP CD. *Select if the inquiry contains an equipment group code.*
- Click ☐ to select the FREQUENCY CD. *Select if the inquiry contains a frequency code.*
- Click ☐ to select the Include Weekend. *Select if the inquiry contains a weekend schedule record.*
- Click ☐ to select the Interval. *Select if the inquiry contains an interval.*
- Click ☐ to select the LIN/TAMCN. *Select if the inquiry contains a LIN/TAMCN.*

- Click ☐ to select the MAINT ACTY DESC. *Select if the inquiry contains a maintenance activity description.*
- Click ☐ to select the MAINT LOC. *Select if the inquiry contains a maintenance location.*
- Click ☐ to select the MAINT TEAM DESC. *Select if the inquiry contains a team description.*
- Click ☐ to select the MAINT TEAM ID. *Select if the inquiry contains an established date/time.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains a manufacturer model number.*
- Click ☐ to select the MFR NAME. *Select if the inquiry contains a manufacturer name of the asset.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a manufacturer part number.*
- Click ☐ to select the NEXT UTIL QY. *Select if the inquiry contains an utilization amount for the next scheduled maintenance.*
- Click ☐ to select the Not In Use. *Select if the inquiry contains a not in use designation.*
- Click ☐ to select the OWNING UIC. *Select if the inquiry contains an owning unit identification code.*
- Click ☐ to select the PRIORITY CD. *Select if the inquiry contains a priority code.*
- Click ☐ to select the SCHED EFFECTIVE DT. *Select if the inquiry contains a schedule effective date.*
- Click ☐ to select the SERIAL NBR. *Select if the inquiry contains a serial number.*

- Click ☐ to select the STOCK NBR. *Select if the inquiry contains the stock number of an asset.*
- Click ☐ to select the SUSPEND UNTIL DT. *Select if the inquiry contains a suspend until date.*
- Click ☐ to select the SUSP UTIL QTY. *Select if the inquiry contains a suspend utilization quantity.*
- Click ☐ to select the TYPE DSG DESC. *Select if the inquiry contains a type designation description.*
- Click ☐ to select the TYPE DSG GRP CD. *Select if the inquiry contains a type designation group code.*
- Click ☐ to select the TYPE DSG NAME. *Select if the inquiry contains a type designation name.*
- Click ☐ to select the UII. *Select if the inquiry contains an unique item identifier.*
- Click ☐ to select the UTIL QTY FREQUENCY. *Select if the inquiry contains an utilization quantity frequency.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains an utilization service life.*
- Click ☐ to select the VEHICLE GRP CD. *Select if the inquiry contains a vehicle group code.*
- Click ☐ to select the VEHICLE TYPE CD. *Select if the inquiry contains a vehicle type code.*

Select Show Inquiry for small volumes of data. *The* ***Asset Prevent Maintenance Schedule Inquiry — Results*** *page appears.*

3.

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for an Asset Preventive Maintenance Schedule Inquiry — Results
- View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic
- View the Asset Preventive Maintenance Schedule Inquiry Transaction Status
- Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

View the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Overview

The Asset Preventive Maintenance Schedule Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset Preventive Maintenance Schedule Transaction Status page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

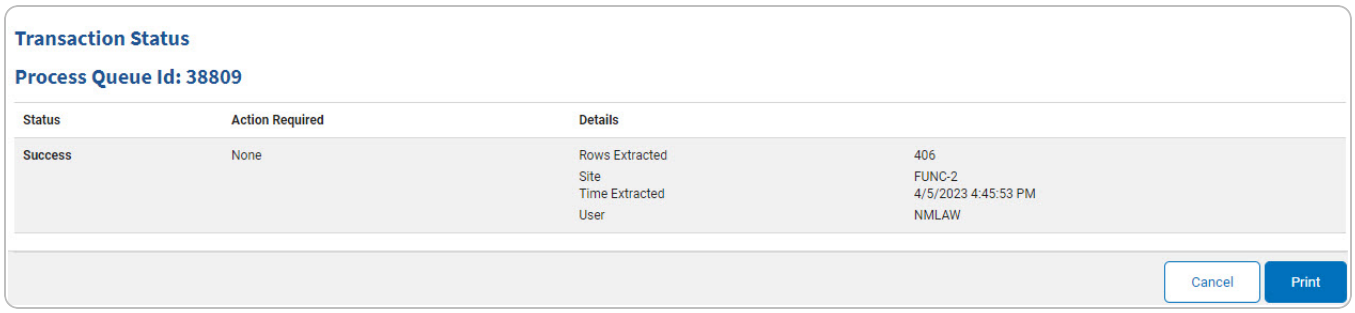
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Asset Preventive Maintenance Schedule Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Asset Preventive Maintenance Schedule Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS	Contact the ELMS Call Center.

Call Center for assistance.	

Related Topics

- Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for an Asset Preventive Maintenance Schedule Inquiry — Results
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic
- Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Overview

The Asset Preventive Maintenance Schedule Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset Preventive Maintenance Schedule Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Asset Preventive Maintenance Schedule Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

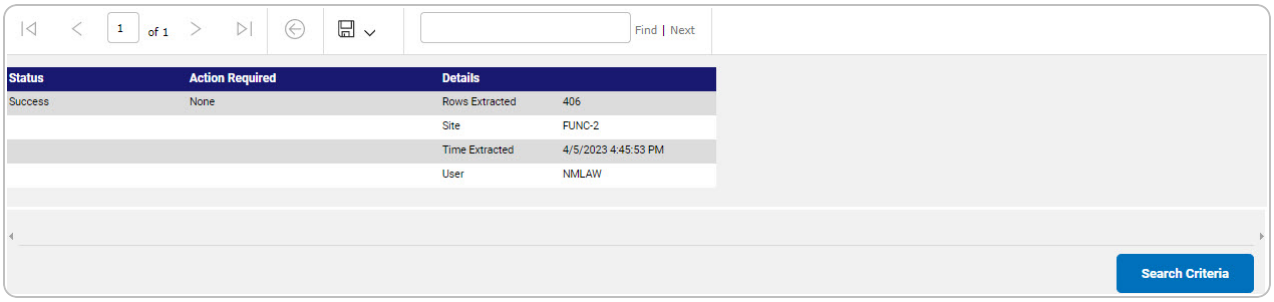
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Asset Preventive Maintenance Schedule Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Asset Preventive Maintenance Schedule 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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Asset Preventive Maintenance Schedule Inquiry — Criteria** page appears.*

Related Topics

- Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria
- Search for an Asset Preventive Maintenance Schedule Inquiry — Results
- Select Fields for the Asset Preventive Maintenance Schedule Inquiry
- View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic
- View the Asset Preventive Maintenance Schedule Inquiry Transaction Status

Search for Maintenance Asset Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Maintenance Asset Inquiry process provides the ability to search for Maintenance Activities that have been configured for a particular ASSET ID.

Navigation

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

Page Fields

The following fields display on the **MAINT Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

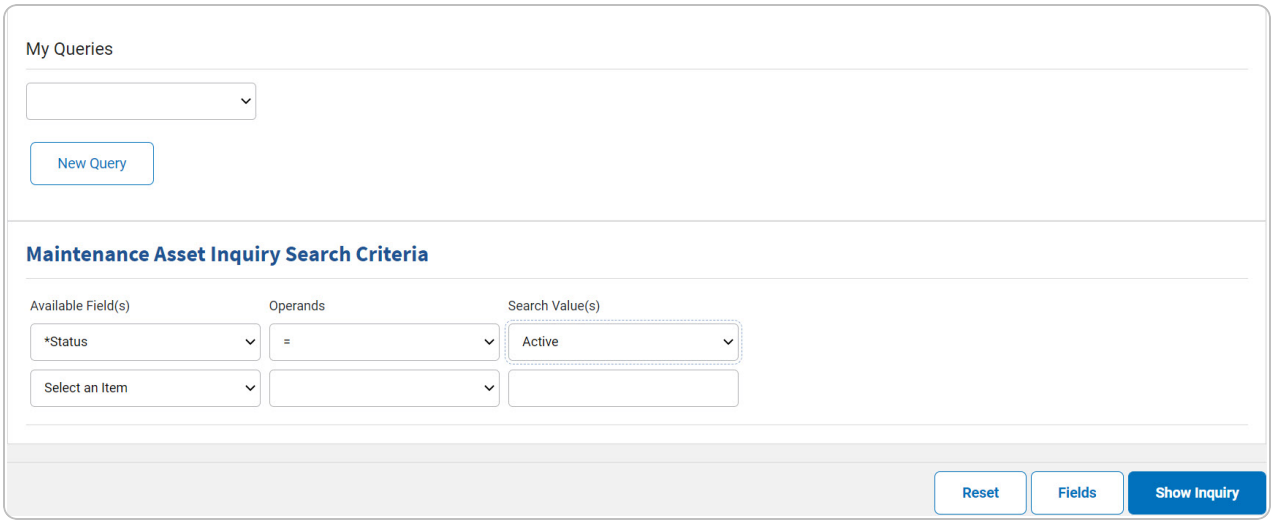
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Asset Inquiry

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 (Status) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

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

   A. Use ⌄ to select the first Search Value.

   B. Enter the second Search Value(s) in the field provided.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

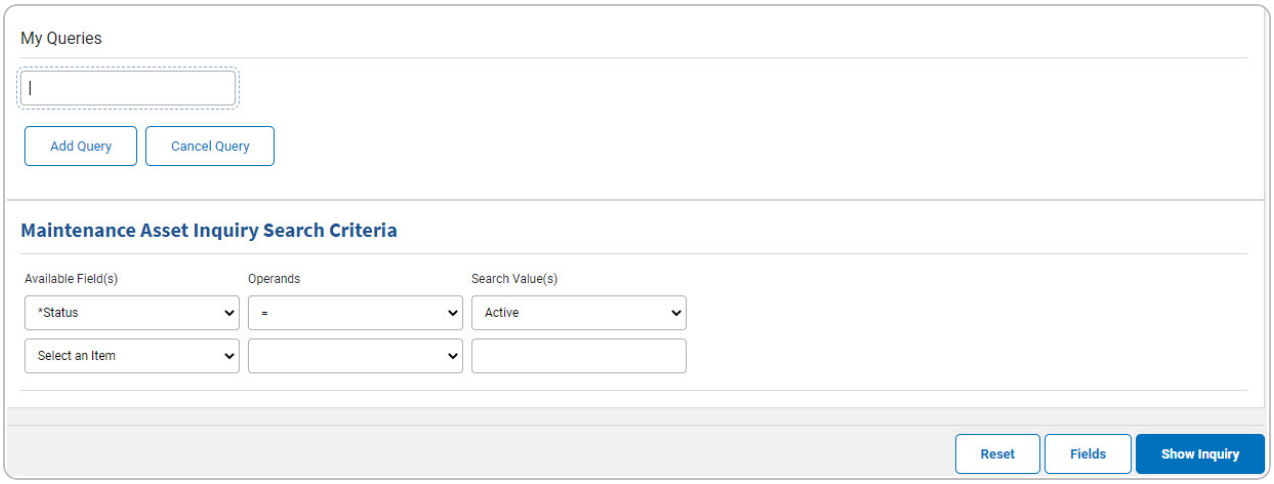
   a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Maintenance Asset 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.*



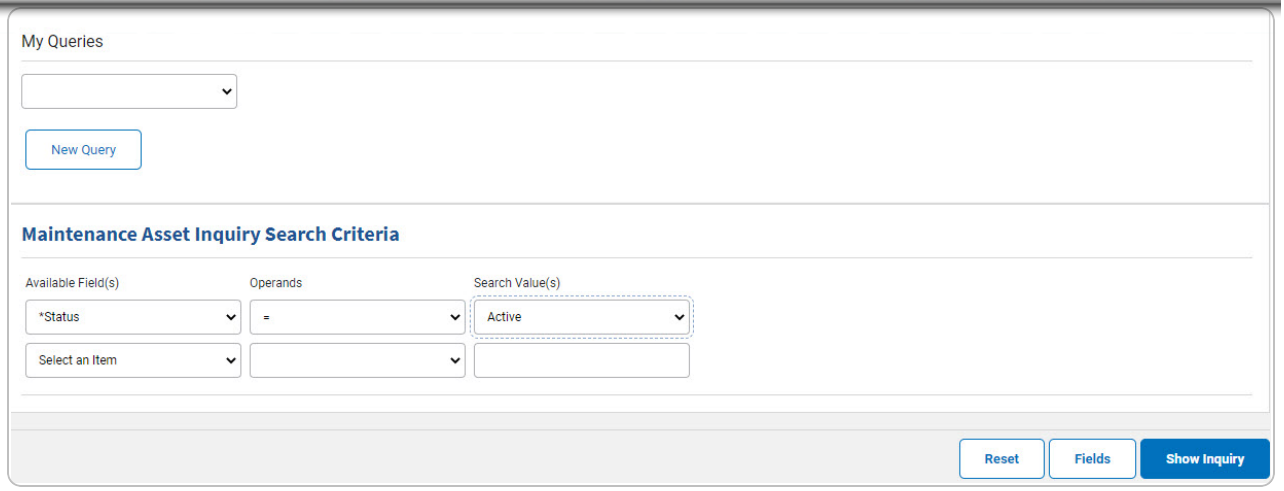
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select [Add Query]. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* [Cancel Query] *to disregard the Query.*
5. Select [Fields]. *The* ***Maintenance Asset Inquiry — Select Fields*** *page appears.*

   OR

   Select [Show Inquiry]. *The* ***Maintenance Asset 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.*



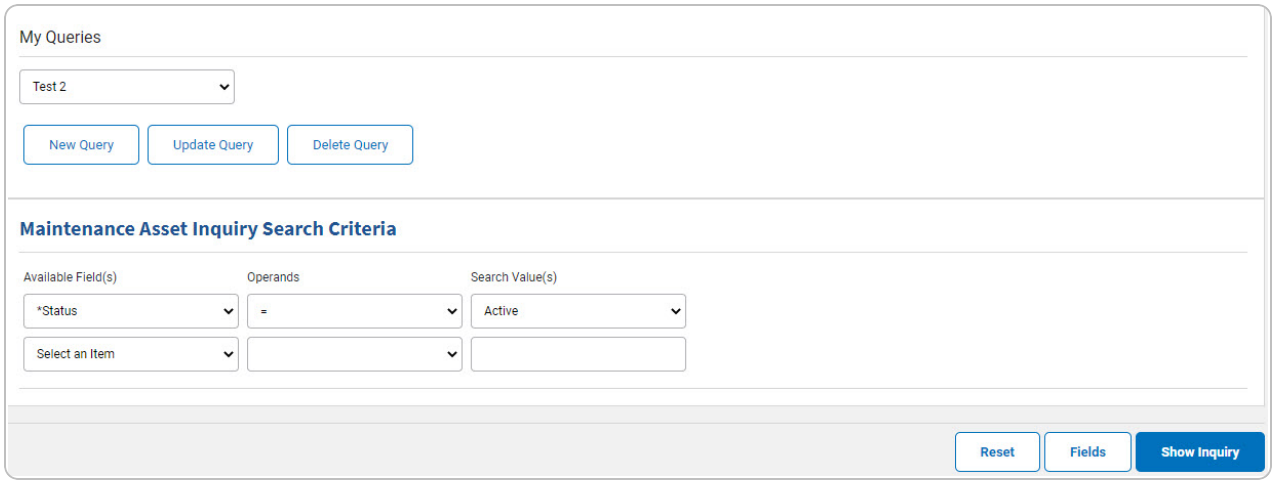
2. Select Fields. *The **Maintenance Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Maintenance Asset 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.*



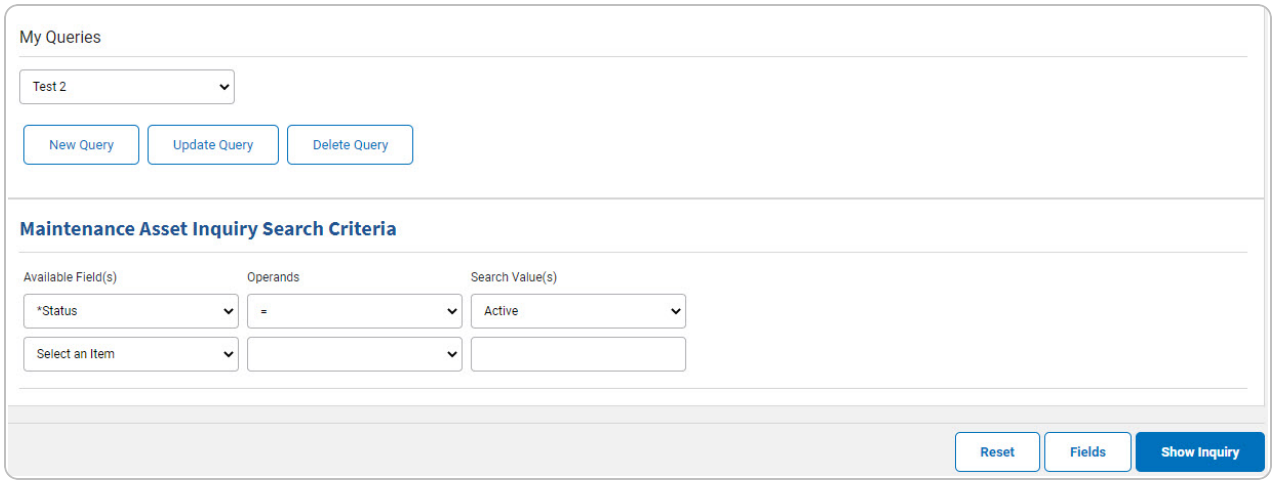
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Maintenance Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Maintenance Asset 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query

	or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

Search for Maintenance Asset Inquiry — Results

Overview

The Maintenance Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Maintenance Asset Inquiry Search Results page

Page Fields

The following fields display on the **MAINT Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Item Desc
Maint Mgt Cd
Location
Initial Dt Profiled
UIC
UIC Name
Maint Activity Name
Equip Pool
Dispatch Cd
FAST Rptbl
Vehicle Grp Cd
Vehicle Type Cd
Utilization Measure Cd
Petroleum Dedicated

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

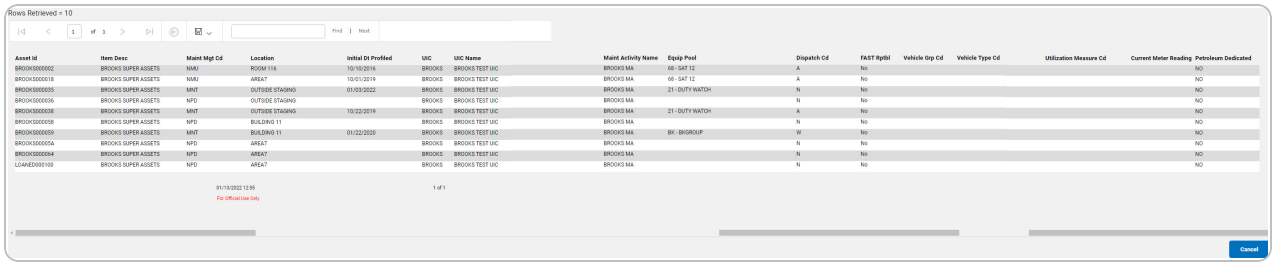
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Inquiry Results

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

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



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Maintenance Asset 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 Maintenance Asset Detail

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status

- Export the Maintenance Asset Inquiry Transaction Status

View Maintenance Asset Inquiry Details — Basic

Overview

The Maintenance Asset Inquiry Detail — Basic process displays the basic maintenance record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Maintenance Asset Inquiry Detail — Basic page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Basic Detail

Site Id
UIC
Stock Nbr
Item Desc

Asset Id
Lot Nbr
Qty
Loc
Acq Cost
Acq Dt
Origl In Svc Dt
Cond Cd
Asset Cd
Embedded Cost
Sys Id
Catalog Pilferable
Non-Actbl
Owng Cost Center
Rcpt Doc Nbr
Estbd Dt
Last Activity Dt
Cause of Suspt Loss
UII
Remarks
Actbl UIC
Process Action
Serial Nbr
Asset Status
Custodian Nbr
Expr Dt
Total Cost
Sub Loc
Avg Unit Cost
Rcpt Dt
Retirement / Dspsl Dt
Asset Level Cd
Asset Sts Cd
HA Asset Id
Action Cd
Asset Pilferable
Owng Cost Center Desc
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

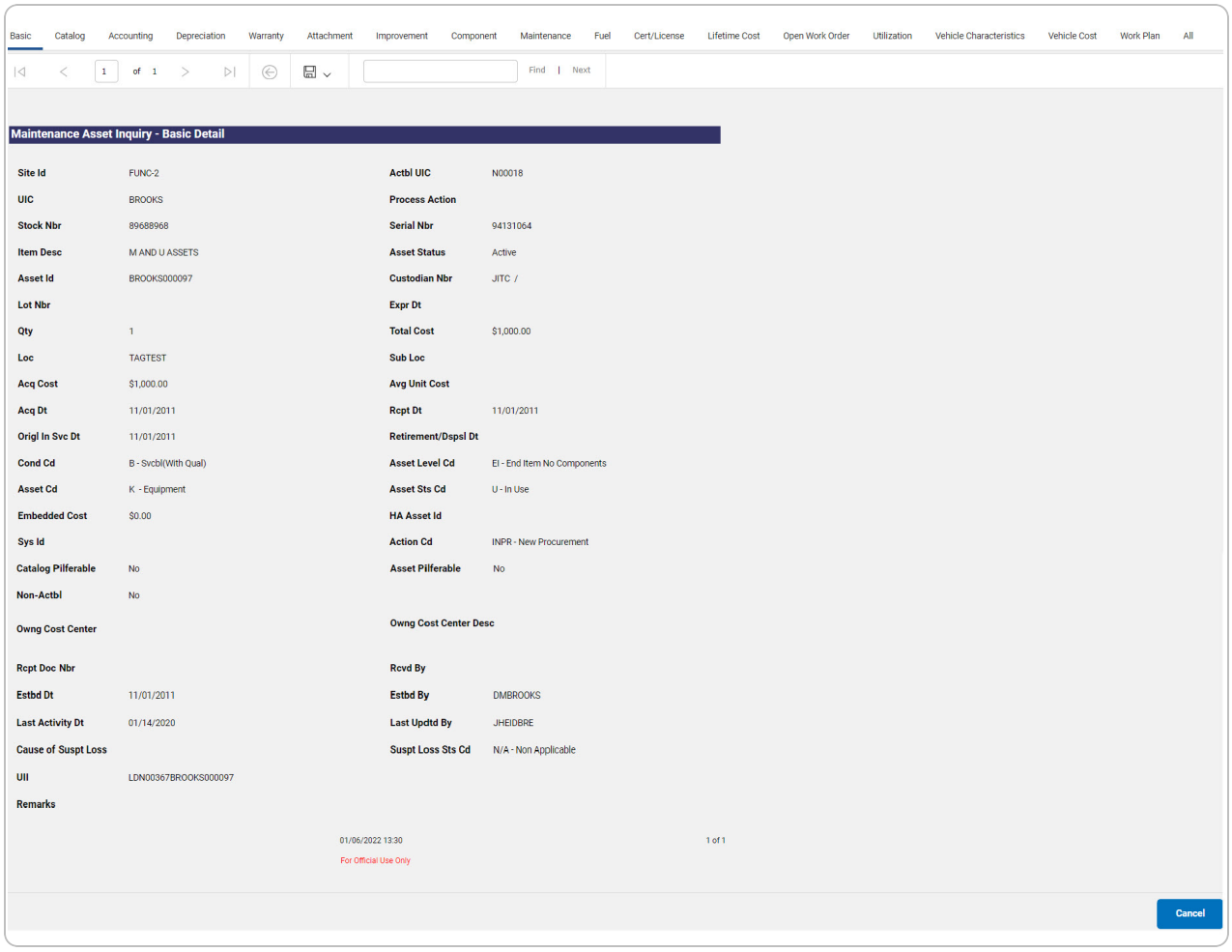
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset 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.*



A. *Verify the SITE ID.*
B. *Verify the UIC.*
C. *Verify the STOCK NBR.*
D. *Verify the ITEM DESC.*
E. *Verify the ASSET ID.*
F. *Verify the LOT NBR.*
G. *Verify the QTY.*
H. *Verify the LOC.*
I. *Verify the ACQ COST.*
J. *Verify the ACQ DT.*
K. *Verify the ORIGL IN SVC DT.*
L. *Verify the COND CD.*
M. *Verify the ASSET CD.*
N. *Verify the Embedded Cost.*
O. *Verify the SYS ID.*
P. *Verify the Catalog Pilferable.*
Q. *Verify the NON—ACTBL.*
R. *Verify the OWNG COST CENTER.*
S. *Verify the RCPT DOC NBR.*
T. *Verify the ESTBD DT.*
U. *Verify the Last Activity DT.*
V. *Verify the Cause of SUSPCTD Loss.*
W. *Verify the UII*
X. *Verify the Remarks.*
Y. *Verify the ACTBL UIC.*
Z. *Verify the Process Action.*
AA. *Verify the SERIAL NBR.*
AB. *Verify the Asset Status.*
AC. *Verify the CUSTODIAN NBR.*
AD. *Verify the EXPR DT.*
AE. *Verify the Total Cost.*

AF. *Verify the SUB LOC.*

AG. *Verify the AVG Unit Cost.*

AH. *Verify the RCPT DT.*

AI. *Verify the Retirement/DSPSL DT.*

AJ. *Verify the ASSET LEVEL CD.*

AK. *Verify the ASSET STS CD.*

AL. *Verify the HA ASSET ID.*

AM. *Verify the ACTION CD.*

AN. *Verify the Asset Pilferable.*

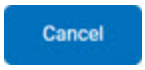
AO. *Verify the OWNG COST CENTER DESC.*

AP. *Verify the RCVD BY.*

AQ. *Verify the ESTBD BY.*

AR. *Verify the LAST UPDTD BY.*

AS. *Verify the SUSPT LOSS STS CD.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select 

. *The **Maintenance Asset Inquiry — Criteria** page appears.*

   OR

   Select the Catalog tab. *The **Maintenance Asset Inquiry Detail — Catalog** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Details — Accounting

Overview

The Maintenance Asset Inquiry Detail — Accounting process displays the accounting record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Accounting tab > Maintenance Asset Inquiry Detail — Accounting page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Accounting** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Accounting Detail Grid

Asset Id

Stock Nbr
Item Desc
Acq Cost
Asset Cd
Acct Rpt Nbr
Deprn Exp Cd
Task Cd
Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Fndg Cost Center
Serial Nbr
Acq Dt
Deprn Cd
Cptl Cd
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Pgm Yr
Subhead
LOA
Fndg Cost Center Desc

Loan

Loan Cd
Loaning DODAAC/CAGE Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Code
Loan Start Dt
Mode of Shipment
TCN
Loan Rcvd By
Loan Notify Cd
Contract Nbr
State
Country Cd
Loan End Dt
Shipment Dt

Loan Rcvd Dt

Lease

Lease Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Lease Start Dt
State
Country Cd
Lease End Dt

Contract

Oblign Doc Nbr
SPIIN
SLIN
Cntr/PO Nbr
CLIN
ACRN

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

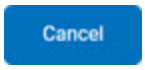
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Accounting

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

1. *Verify the Accounting Detail tab.*

A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the ACQ COST.*
E. *Verify the ASSET CD.*
F. *Verify the ACCT RPT NBR.*
G. *Verify the DEPRN EXP CD.*
H. *Verify the TASK CD.*
I. *Verify the JOB ORDER NBR.*
J. *Verify the FUND CD/ASN.*
K. *Verify the DEPT CD.*
L. *Verify the Basic Symbol.*
M. *Verify the OBJ CLASS CD.*
N. *Verify the FNDNG COST CENTER.*
O. *Verify the SERIAL NBR.*
P. *Verify the ACQ DT.*
Q. *Verify the DEPRN CD.*
R. *Verify the CPTL CD.*
S. *Verify the TRANSFER TYPE CD.*
T. *Verify the TRADING PARTNER NBR.*
U. *Verify the TYPE FUND ID.*
V. *Verify the PGM YR.*
W. *Verify the Subhead.*
X. *Verify the LOA.*
Y. *Verify the FNDNG COST CENTER DESC.*

2. *Verify the Loan section.*
   A. *Verify the LOAN CD.*
   B. *Verify the Loaning DODAAC/CAGE CD.*
   C. *Verify the ACTIVITY.*
   D. *Verify the ACTY Address 1.*
   E. *Verify the ACTY Address 2.*

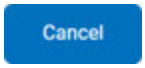
F. *Verify the City.*
G. *Verify the ZIP CD.*
H. *Verify the LOAN START DT.*
I. *Verify the Mode of Shipment.*
J. *Verify the TCN.*
K. *Verify the Loan RCVD BY.*
L. *Verify the Loan Notify CD.*
M. *Verify the CONTRACT NBR.*
N. *Verify the State.*
O. *Verify the COUNTRY CD.*
P. *Verify the LOAN END DT.*
Q. Verify the SHIPMENT DT.
R. *Verify the Loan RCVD DT.*

3. Verify the Lease section.

A. *Verify the LEASE CD.*
B. *Verify the ACTIVITY.*
C. *Verify the ACTY Address 1.*
D. *Verify the ACTY Address 2.*
E. *Verify the City.*
F. *Verify the ZIP CD.*
G. *Verify the LEASE START DT.*
H. *Verify the State.*
I. *Verify the COUNTRY CD.*
J. *Verify the LEASE END DT.*

4. Verify the Contract section.

A. *Verify the OBLIGN DOC NBR.*
B. *Verify the SPIIN.*
C. *Verify the SLIN.*
D. *Verfiy the CNTR/PO NBR.*
E. *Verify the CLIN.*
F. *Verify the ACRN.*

5. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
6. Follow the prompts provided by the computer.
7. Select  . *The **Maintenance Asset Inquiry — Criteria** page appears.*

   OR

   Select the Depreciation tab. *The **Maintenance Asset Inquiry Detail — Depreciation** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic

- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Attachment

Overview

The Maintenance Asset Inquiry Detail — Attachment process displays the attachment record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Attachment tab > Maintenance Asset Inquiry Detail — Attachment page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Attachment** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Attachment Detail Grid

Management Asset Inquiry - Attachment View

Procedures

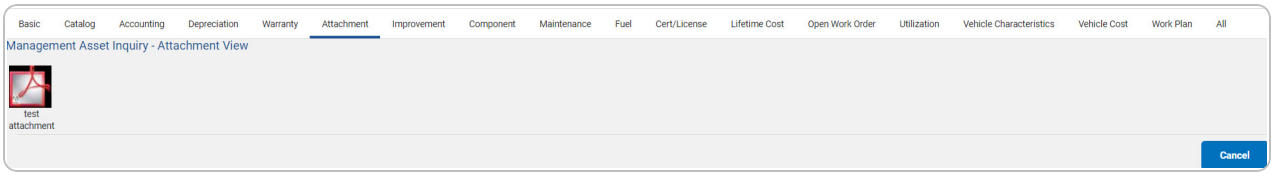
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Maintenance Asset Detail — Attachment

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

1. *Verify the Attachment Detail tab.*



2. Select the desired attachment to verify the Maintenance Asset Detail Inquiry - Attachment.
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***Maintenance Asset Inquiry — Criteria*** *page appears.*

   OR

   Select the Improvement tab. *The* ***Maintenance Asset Inquiry Detail — Improvement*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Catalog

Overview

The Maintenance Asset Inquiry Detail — Catalog page displays the catalog record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Catalog tab > Maintenance Asset Inquiry Detail — Catalog page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Catalog Detail Grid

Asset Id

Stock Nbr
Item Desc
Serial Nbr

Catalog

FSC
Type Asset Cd
ACC
Dmil Cd
Calibration Cd
Acq Program
Type Dsg Cd
Fdcry Deprn Mthd Cd
Reportable Cd
IT Device Cd
ARC
CIIC
LIN/TAMCN
Util Measur Cd
Util Svc Life

MFR

Mfr Name
Mfr Part Nbr
Non-Actbl
DOD Serial Nbr
Mfr Model Nbr
Cage Cd
Mfr Yr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

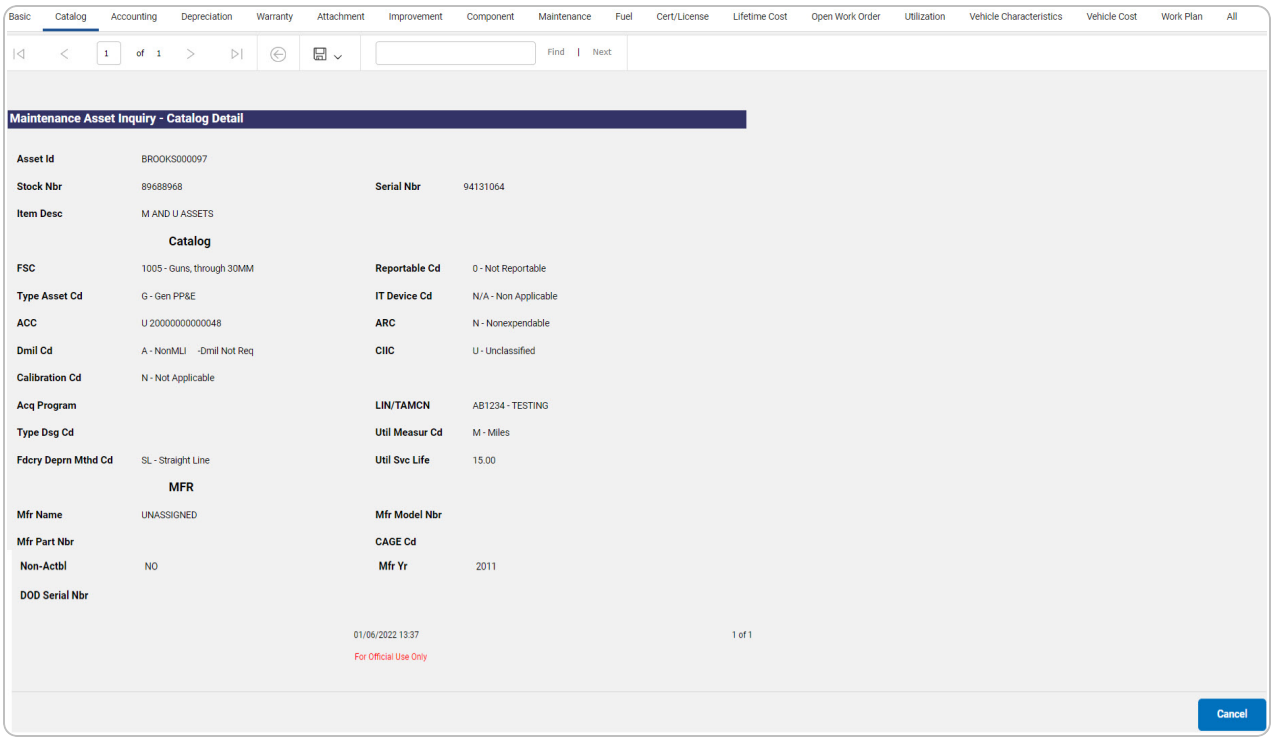
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Catalog

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

1. *Verify the Catalog Detail tab.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the SERIAL NBR.*

2. *Verify the Catalog section.*
   A. *Verify the FSC.*
   B. *Verify the TYPE ASSET CD.*
   C. *Verify the ACC*
   D. *Verify the DMIL CD.*
   E. *Verify the CALIBRATION CD.*

F. *Verify the ACQ PROGRAM.*

G. *Verify the TYPE DSG CD.*

H. *Verify the FDCRY DEPRN MTHD CD.*

I. *Verify the REPORTABLE CD.*

J. *Verify the IT DEVICE CD.*

K. *Verify the ARC.*

L. *Verify the CIIC.*

M. *Verify the LIN/TAMCN.*

N. *Verify the UTIL MEASUR CD.*

O. *Verify the UTIL SVC LIFE.*

3. *Verify the Mfr section.*

A. *Verify the MFR NAME.*

B. *Verify the MFR PART NBR.*

C. *Verify the NON—ACTBL.*

D. *Verify the DOD SERIAL NBR.*

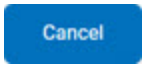
E. *Verify the MFR MODEL NBR.*

F. *Verify the CAGE CD.*

G. *Verify the MFR YR.*

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

5. Follow the prompts provided by the computer.

6. Select  . *The **Maintenance Asset Inquiry — Criteria** page appears.*

OR

Select the Accounting tab. *The **Maintenance Asset Inquiry Detail — Accounting** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics

- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — CERT/LICENSE

Overview

The Maintenance Asset Inquiry Detail — CERT/LICENSE process displays the certification and/or license record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > CERT/LICENSE tab > Maintenance Asset Inquiry Detail — CERT/LICENSE page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — CERT/LICENSE** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — CERT/LICENSE Detail Grid

Asset Id

Stock Nbr
Item Desc
Cert(s)/License(s) Cd
Serial Nbr
Cert(s)/License(s) Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

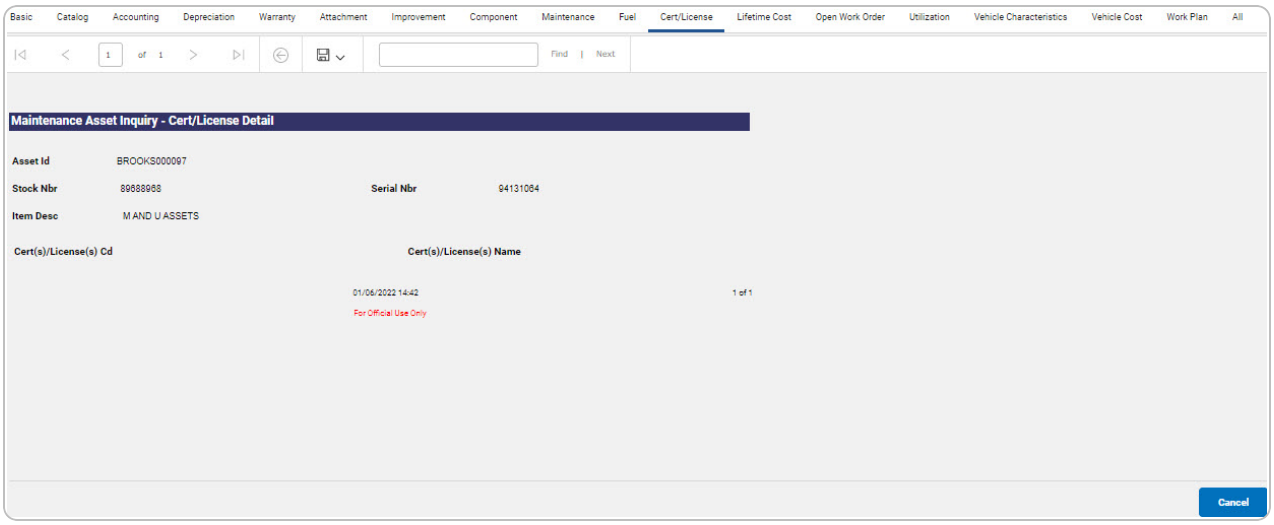
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — CERT/LICENSE

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

1. *Verify the CERT/LICENSE Detail tab.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*

D. *Verify the CERT(S)/LICENSE(S) CD.*

E. *Verify the SERIAL NBR.*

F. *Verify the CERT(S)/LICENSE(S) NAME.*

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 Inquiry — Criteria*** *page appears.*

OR

Select the Lifetime Cost tab. *The* ***Maintenance Asset Inquiry Detail — Lifetime Cost*** *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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Component

Overview

The Maintenance Asset Inquiry Detail — Component process displays the component record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Component tab > Maintenance Asset Inquiry Detail — Component page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Component** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Component Details Grid

Management Asset Inquiry - Component View

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level

Procedures

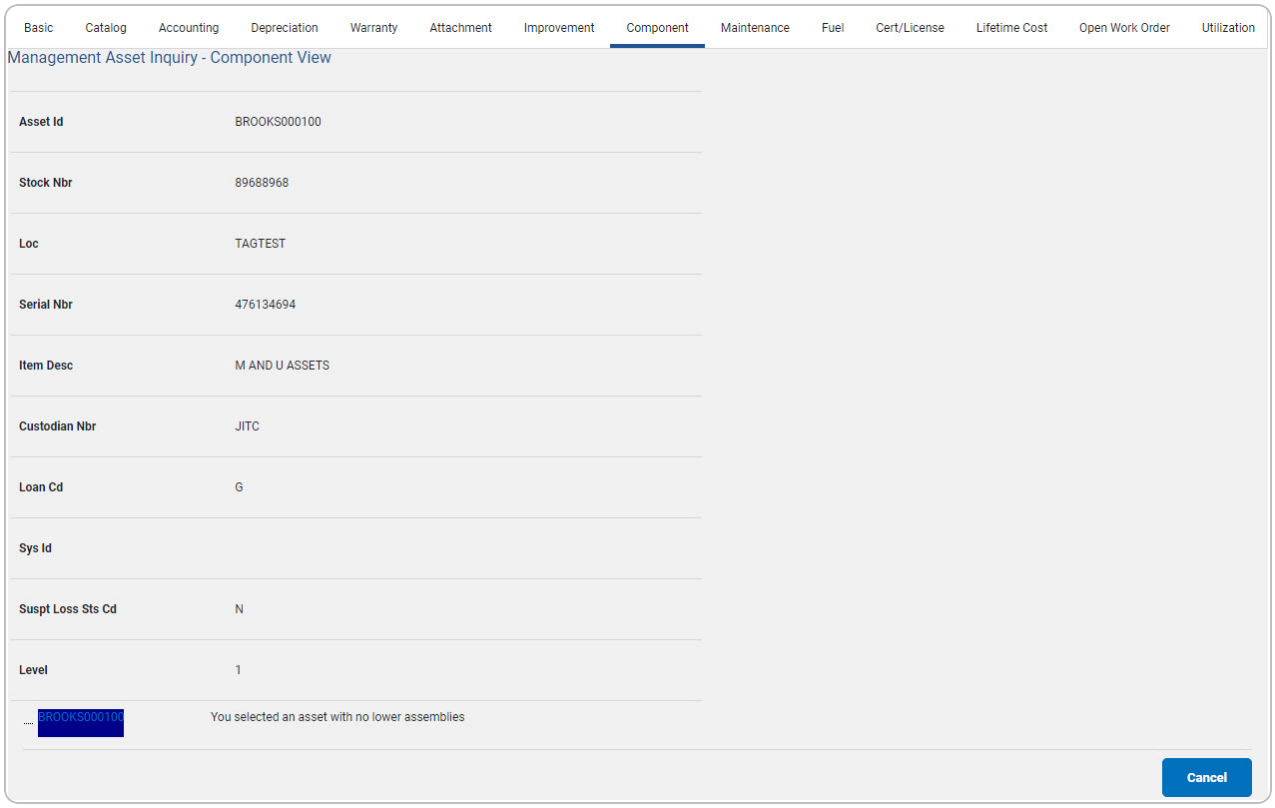
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Maintenance Asset Detail — Component

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

1. *Verify the Component Detail tab.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the LOC.*
D. *Verify the SERIAL NBR.*
E. *Verify the ITEM DESC.*
F. *Verify the CUSTODIAN NBR.*
G. *Verify the LOAN CD.*
H. *Verify the SYS CD.*
I. *Verify the SUSPT LOSS STS CD.*
J. *Verify the Level.*

2. Select Cancel. *The **Maintenance Asset Inquiry — Criteria** page appears.*

OR

Select the Maintenance tab. *The **Maintenance Asset Inquiry Detail — Maintenance** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Depreciation

Overview

The Maintenance Asset Inquiry Detail — Depreciation process displays the depreciation record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Depreciation tab > Maintenance Asset Inquiry Detail — Depreciation page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Depreciation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Depreciation Detail Grid

Asset Id

Stock Nbr
Item Desc
Deprn Sts Cd
Activation Dt
Deprn Period
Deprn Period Days
Deprn Util Period
Deprn SL Rebsin
Prr Deprn SL Rebsin
Total Cost
Accmd Deprn
Current Mth Deprn
Slvg Value
Deprn Cost Center
Deprn Job Order Nbr
Serial Nbr
Deprn Exp Cd
Fdcry Deprn Mthd Cd
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn AB Rebsin
Prr Deprn AB Rebsin
Net Book Value
Prior Deprn
FY Cost
Write Down Amt
Deprn Task Cd
Util Measr Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

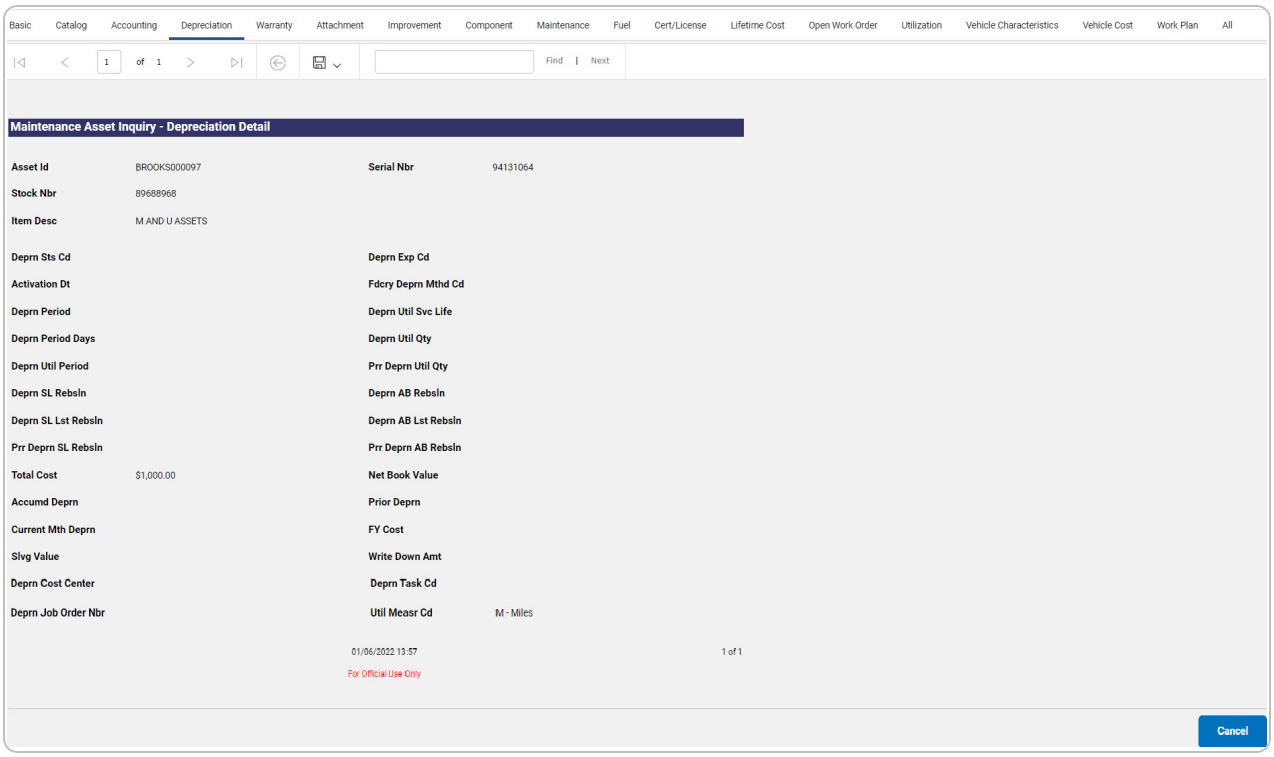
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Depreciation

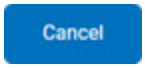
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Depreciation Detail tab.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the DEPRN STS CD.*
E. *Verify the Activation DT.*
F. *Verify the DEPRN PERIOD.*
G. *Verify the DEPRN Period Days.*
H. *Verify the DEPRN UTIL PERIOD.*
I. *Verify the DEPRN SL REBSLN.*
J. *Verify the DEPRN SL LST REBSLN.*

K. *Verify the PRR DEPRN SL REBSLN.*
L. *Verify the Total Cost.*
M. *Verify the ACCUMD DEPRN.*
N. *Verify the CURRENT MNTH DEPRN.*
O. *Verify the SLVG Value.*
P. *Verify the DEPRN COST CENTER.*
Q. *Verify the DEPRN JOB ORDER NBR.*
R. *Verify the SERIAL NBR.*
S. *Verify the DEPRN EXP CD.*
T. *Verify the FDCRY DEPRN MTHD CD.*
U. *Verify the DEPRN UTIL SVC LIFE.*
V. *Verify the DEPRN UTIL QTY.*
W. *Verify the PRR DEPRN UTIL QTY.*
X. *Verify the DEPRN AB REBSLN.*
Y. *Verify the DEPRN AB LST REBSLN.*
Z. *Verify the PRR DEPRN AB REBSLN.*
AA. *Verify the Net Book Value.*
AB. *Verify the PRIOR DEPRN.*
AC. *Verify the FY Cost.*
AD. *Verify the Write Down AMT.*
AE. *Verify the DEPRN TASK CD.*
AF. *Verify the UTIL MEASR CD.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select 

. *The **Maintenance Asset Inquiry — Criteria** page appears.*

   OR

   Select the Warranty tab. *The **Maintenance Asset Inquiry Detail — Warranty** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics

- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Fuel

Overview

The Maintenance Asset Inquiry Detail — Fuel process displays the fuel record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Fuel tab > Maintenance Asset Inquiry Detail — Fuel page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Fuel** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Fuel Detail Grid

Asset Id
Stock Nbr
Item Desc

Fuel Cd
Serial Nbr
Fuel Type Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

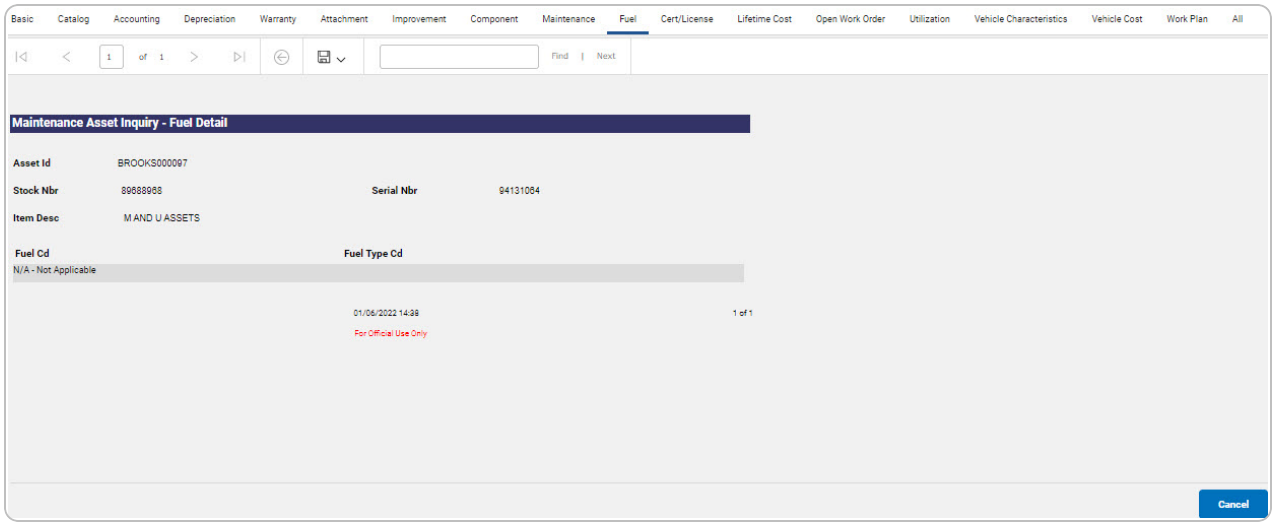
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

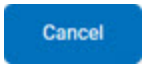
Export the Maintenance Asset Detail — Fuel

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

1. *Verify the Fuel Detail tab.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the FUEL CD.*
   E. *Verify the SERIAL NBR.*
   F. *Verify the FUEL TYPE CD.*

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

   OR

   Select the Cert/License tab. *The **Maintenance Asset Inquiry Detail — Cert/License** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic

- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Improvement

Overview

The Maintenance Asset Inquiry Detail — Improvement process displays the improvement record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Improvement tab > Maintenance Asset Inquiry Detail — Improvement page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Improvement** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Improvement Detail Grid

Impv Nbr

Impv Cost
ACC
Eff Dt
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

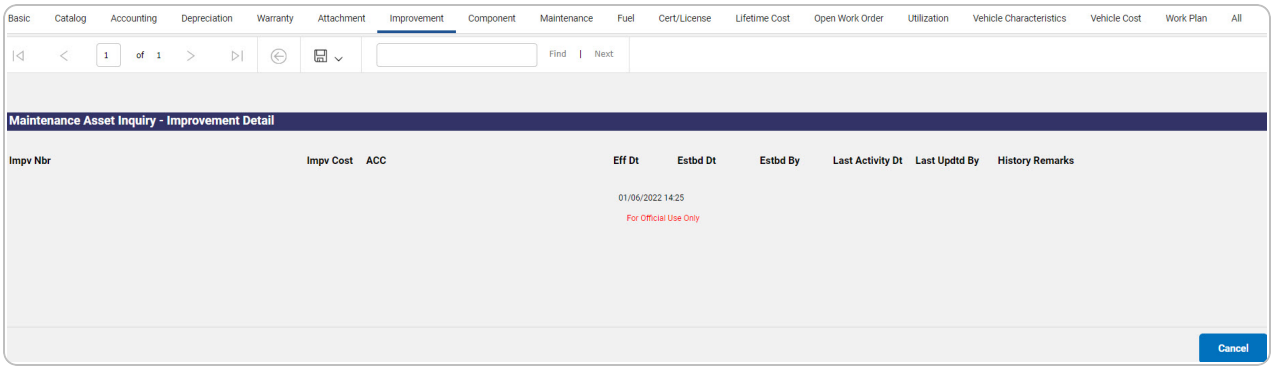
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Improvement

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

1. *Verify the Improvement Detail tab.*

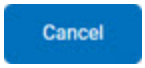


A. *Verify the IMPV NBR.*
B. *Verify the IMPV COST.*
C. *Verify the ACC.*
D. *Verify the EFF DT.*
E. *Verify the ESTBD DT.*
F. *Verify the ESTBD BY.*

G. *Verify the Last Activity DT.*

H. *Verify the LAST UPDTD BY.*

I. *Verify the History Remarks.*

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

OR

Select the Component tab. *The* ***Maintenance Asset Inquiry Detail — Component*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Lifetime Cost

Overview

The Maintenance Asset Inquiry Detail — Lifetime Cost process displays the lifetime cost record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Lifetime Cost tab > Maintenance Asset Inquiry Detail — Lifetime Cost page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Lifetime Cost** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Lifetime Cost Detail Grid

Asset Id

Stock Nbr
Item Desc
Serial Nbr
Work Plan Type Cd
Actual Labor Hours
Actual Labor Cost
Actual Non-Labor Cost
Total Labor and Non-Labor Cost

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

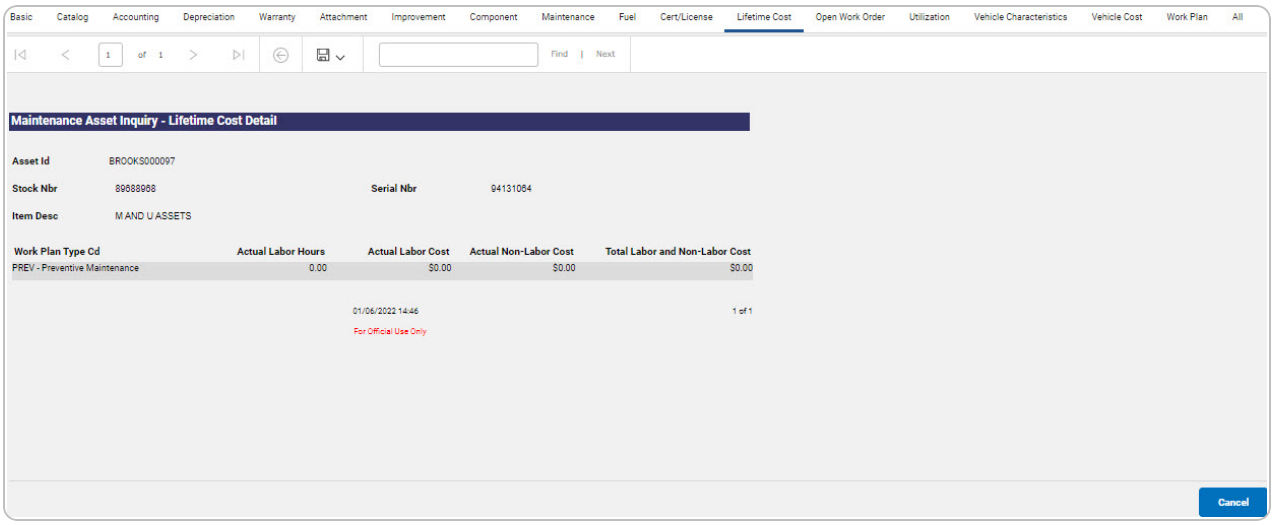
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Lifetime Cost

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

1. *Verify the Lifetime Cost Detail tab.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*

D. *Verify the SERIAL NBR.*

E. *Verify the Work Plan Type CD.*

F. *Verify the Actual Labor Hours.*

G. *Verify the Actual Labor Cost.*

H. *Verify the Actual Non-Labor Cost.*

I. *Verify the Total Labor and Non-Labor Cost.*

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 Inquiry — Criteria*** *page appears.*

   OR

   Select the Open Work Order tab. *The* ***Maintenance Asset Inquiry Detail — Open Work Order*** *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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Maintenance

Overview

The Maintenance Asset Inquiry Detail — Maintenance process displays the maintenance record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Maintenance tab > Maintenance Asset Inquiry Detail — Maintenance page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Maintenance** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Maintenance Detail Grid

Asset Id

Stock Nbr
Item Desc
Maint Mgt Cd
Dispatch Cd
Dispatch Ctgry
Obj Percent
Possible Days Used
Esbd Dt
Last Activity Dt
Serial Nbr
Maint Loc
Equip Pool
Sub Ctgry
Dispatch Unavl Cd
Min Obj Percent
Initial Dt Profiled
Esbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

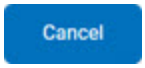
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

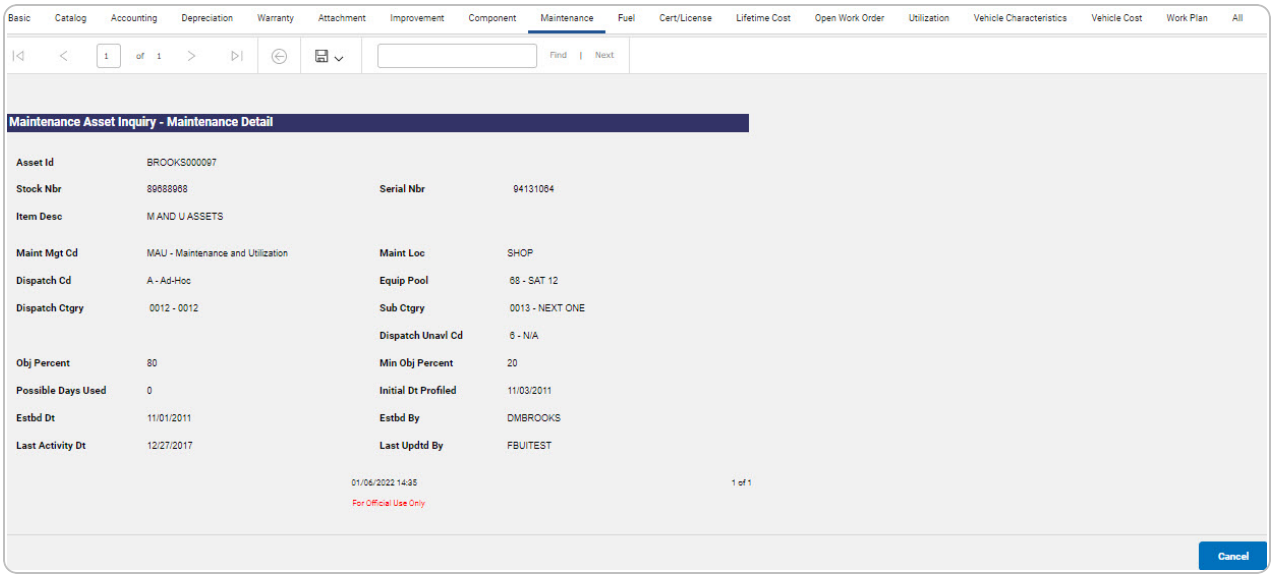
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Maintenance

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

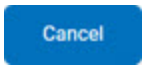
1. *Verify the Maintenance Detail tab.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the MAINT MGT CD.*
E. *Verify the DISPATCH CD.*
F. *Verify the DISPATCH CTGRY.*
G. *Verify the OBJ PERCENT.*
H. *Verify the Possible Days Used.*
I. *Verify the ESTBD DT.*
J. *Verify the Last Activity DT.*
K. *Verify the SERIAL NBR.*
L. *Verify the MAINT LOC.*
M. *Verify the Equip Pool.*
N. *Verify the Sub Category.*
O. *Verify the DISPATCH UNAVL CD.*
P. *Verify the MIN OBJ PERCENT.*
Q. *Verify the Initial DT Profiled.*

R. *Verify the ESTBD BY.*

S. *Verify the LAST UPDTD BY.*

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

OR

Select the Fuel tab. *The* ***Maintenance Asset Inquiry Detail — Fuel*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry

- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Open Work Order

Overview

The Maintenance Asset Inquiry Detail — Open Work Order process displays the open work order record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Open Work Order tab > Maintenance Asset Inquiry Detail — Open Work Order page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Open Work Order** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Open Work Order Detail Grid

Asset Id

Stock Nbr
Item Desc
Serial Nbr
Work Order Id
Priority Cd
Receipt Dt
Approval Dt
Est Svc End Dt
Customer Name
Customer E-Mail Address
Customer Phone Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

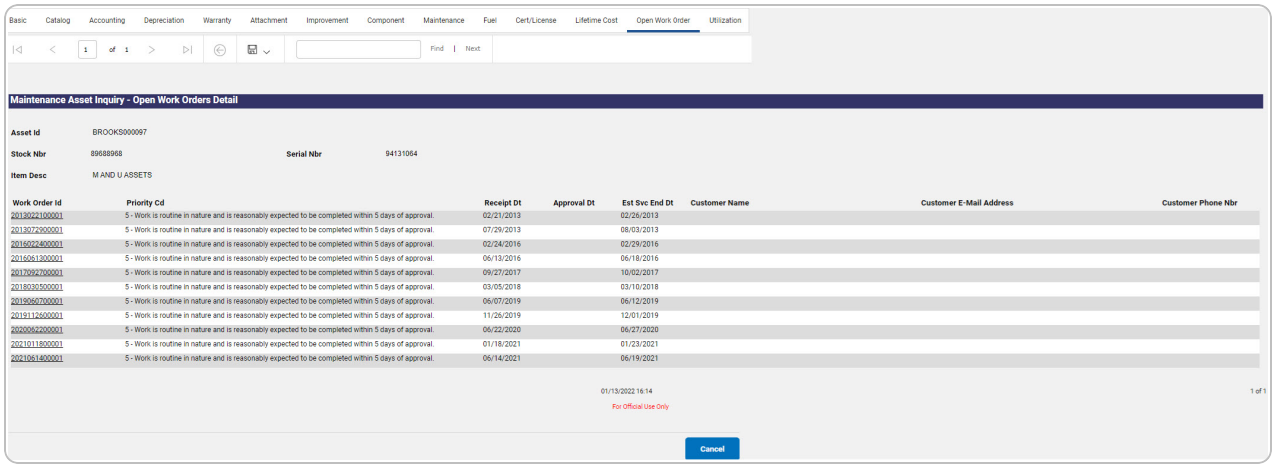
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Open Work Order

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

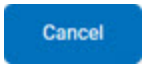
1. *Verify the Open Work Order Detail tab.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*
D. *Verify the SERIAL NBR.*
E. *Verify the WORK ORDER ID.*
F. *Verify the PRIORITY CD.*
G. *Verify the RECEIPT DT.*
H. *Verify the APPROVAL DT.*
I. *Verify the EST SVC END DT.*
J. *Verify the Customer Name.*
K. *Verify the Customer E-mail Address.*
L. *Verify the Customer Phone NBR.*

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

   OR

   Select the Utilization tab. *The **Maintenance Asset Inquiry Detail — Utilization** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Utilization

Overview

The Maintenance Asset Inquiry Detail — Utilization process displays the utilization record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Utilization tab > Maintenance Asset Inquiry Detail — Utilization page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Utilization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Utilization Detail Grid

Asset Id

Stock Nbr
Item Desc
Serial Nbr
Tran Ref Id
Rpt Dt
Mtr Rdng
Total Util Qty
Util Measure Cd
Util Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

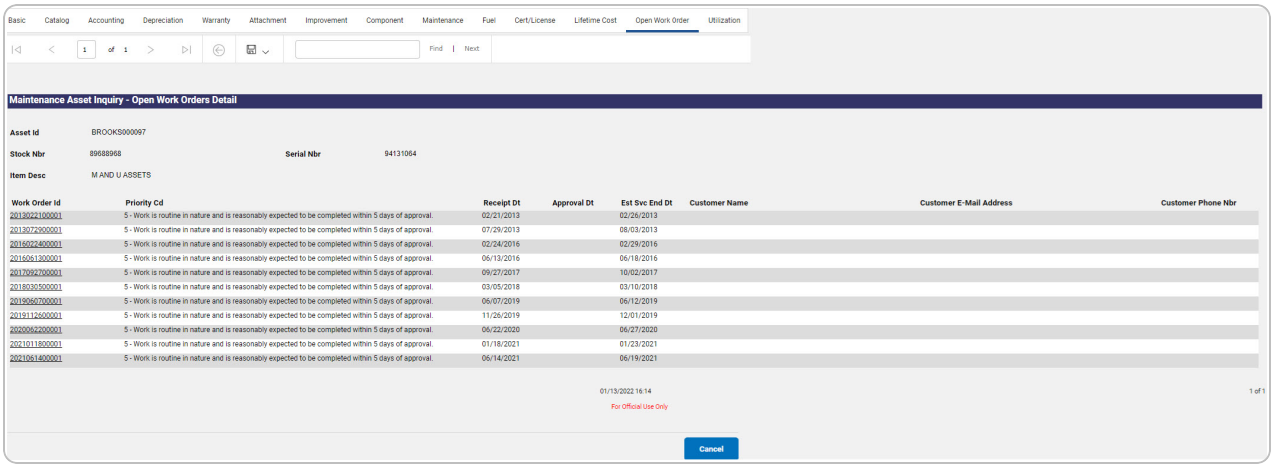
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Utilization

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

1. *Verify the Utilization Detail tab.*



   A. *Verify the ASSET ID.*

   B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the SERIAL NBR.*

E. *Verify the TRAN REF ID.*

F. *Verify the RPT DT.*

G. *Verify the MTR RDNG.*

H. *Verify the TOTAL UTIL QTY.*

I. *Verify the UTIL MEASURE CD.*

J. *Verify the UTIL SVC LIFE.*

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 Inquiry — Criteria*** *page appears.*

OR

Select the Vehicle Characteristics tab. *The* ***Maintenance Asset Inquiry Detail — Vehicle Characteristics*** *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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Vehicle Characteristics

Overview

The Maintenance Asset Inquiry Detail — Vehicle Characteristics process displays the vehicle characteristics record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Vehicle Characteristics tab > Maintenance Asset Inquiry Detail — Vehicle Characteristics page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Vehicle Characteristics** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Vehicle Characteristics Detail Grid

Asset Id

Stock Nbr
Item Desc
Vehicle Type
Exec Vehicle Cd
Vehicle Exempt Cd
Emer Response Veh
EO 13693 Designation
Custdn Nbr
State
Remarks
Serial Nbr
DoD Serial Nbr
EISA Acq Cd
Vehicle Armor Cd
GSA-Report Util
Law Enfrcmt Veh
Fuel Configuration Cd
Country Cd
ZIP

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

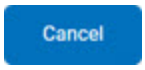
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

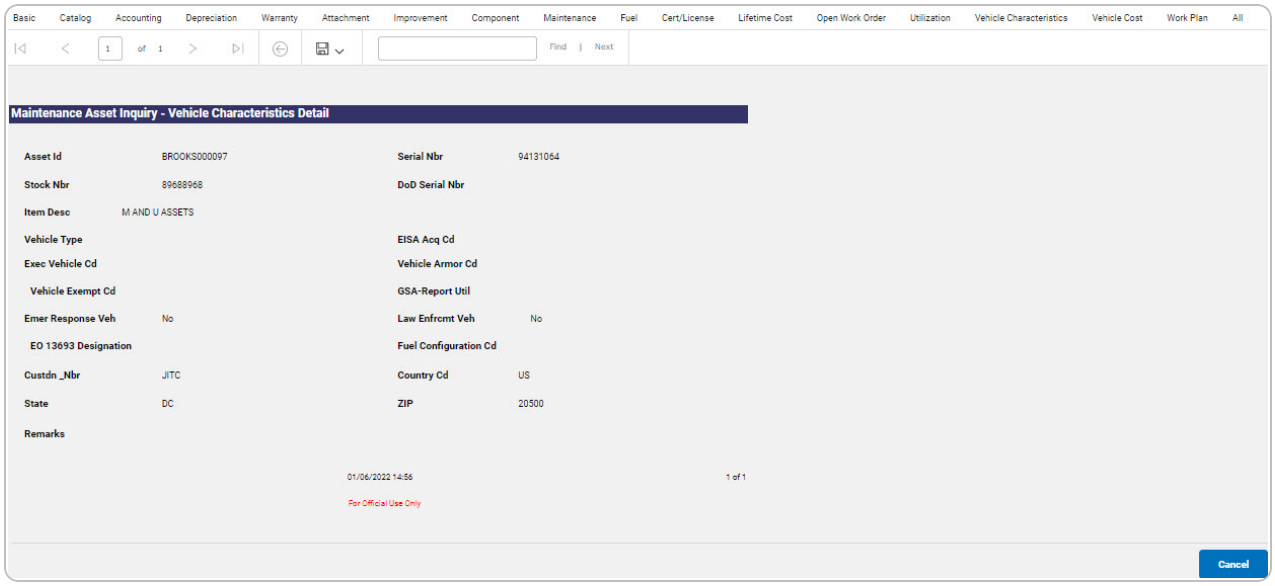
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Vehicle Characteristics

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

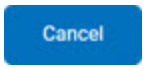
1. *Verify the Vehicle Characteristics Detail tab.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the Vehicle Type*
E. *Verify the EXEC VEH CD.*
F. *Verify the Vehicle Exempt CD.*
G. *Verify the EMER RESPONSE VEH.*
H. *Verify the EO 13693 Designation.*
I. *Verify the CUSTDN _NBR.*
J. *Verify the State.*
K. *Verify the Remarks.*
L. *Verify the SERIAL NBR.*
M. *Verify the DOD SERIAL NBR.*
N. *Verify the EISA ACQ CD.*
O. *Verify the Vehicle Armor CD.*
P. *Verify the GSA-Report UTIL.*
Q. *Verify the LAW ENFRCMT VEH.*
R. *Verify the Fuel Configuration CD.*

S. *Verify the COUNTRY CD.*

T. *Verify the ZIP.*

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

   OR

   Select the Vehicle Cost tab. *The **Maintenance Asset Inquiry Detail — Vehicle Cost** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results

- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Vehicle Cost

Overview

The Maintenance Asset Inquiry Detail — Vehicle Cost process displays the vehicle cost record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Vehicle Cost tab > Maintenance Asset Inquiry Detail — Vehicle Cost page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Vehicle Cost** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Vehicle Cost Detail Grid

Statement Dt

Statement Nbr
Acct Cd
Amnt
Vehicle Class
Vehicle Tag
sales cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

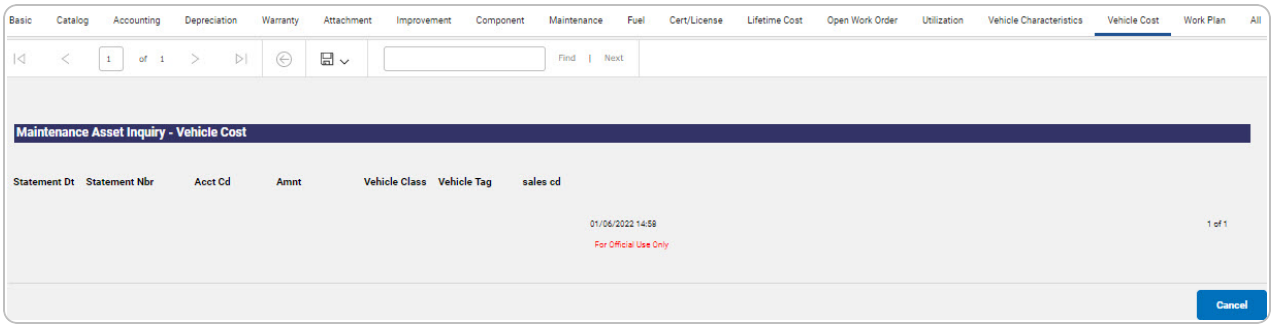
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

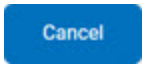
Export the Maintenance Asset Detail — Vehicle Cost

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

1. *Verify the Vehicle Cost Detail tab.*



   A. *Verify the Statement DT.*
   B. *Verify the Statement NBR.*
   C. *Verify the ACC CD.*
   D. *Verify the AMNT.*
   E. *Verify the Vehicle Cost.*
   F. *Verify the Vehicle Tag.*
   G. *Verify the sales CD.*

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

   OR

   Select the Work Plan tab. *The **Maintenance Asset Inquiry Detail — Work Plan** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic

- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Warranty

Overview

The Maintenance Asset Inquiry Detail — Warranty process displays the warranty record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Detail > Warranty tab > Maintenance Asset Inquiry Detail — Warranty page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Warranty** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Warranty Detail Grid

Expired

Clause Desc
CAGE Cd
Contract Nbr
Divy Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

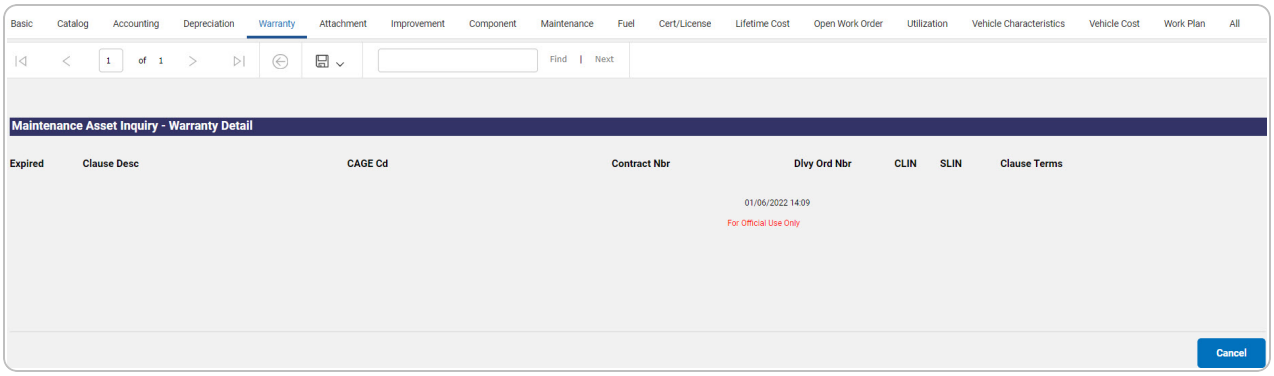
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Warranty

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

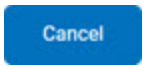
1. *Verify the Warranty Detail tab.*



   A. *Verify the Expired.*
   B. *Verify the Clause DESC.*
   C. *Verify the CAGE CD.*
   D. *Verify the CONTRACT NBR.*
   E. *Verify the DLVY ORD NBR.*
   F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. *Verify the Clause Terms.*

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

OR

Select the Attachment tab. *The* ***Maintenance Asset Inquiry Detail — Attachment*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results

- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Detail — Work Plan

Overview

The Maintenance Asset Inquiry Detail — Work Plan process displays the work plan record of the selected asset.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Show Inquiry > Search Results > Asset Row hyperlink > Basic Details > Work Plan tab > Maintenance Asset Inquiry Detail — Work Plan page

Page Fields

The following fields display on the **MAINT Asset Inquiry Detail — Work Plan** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Inquiry — Work Plan Detail Grid

Plan Id

Next Maint Date
Plan Name
Plan Description

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

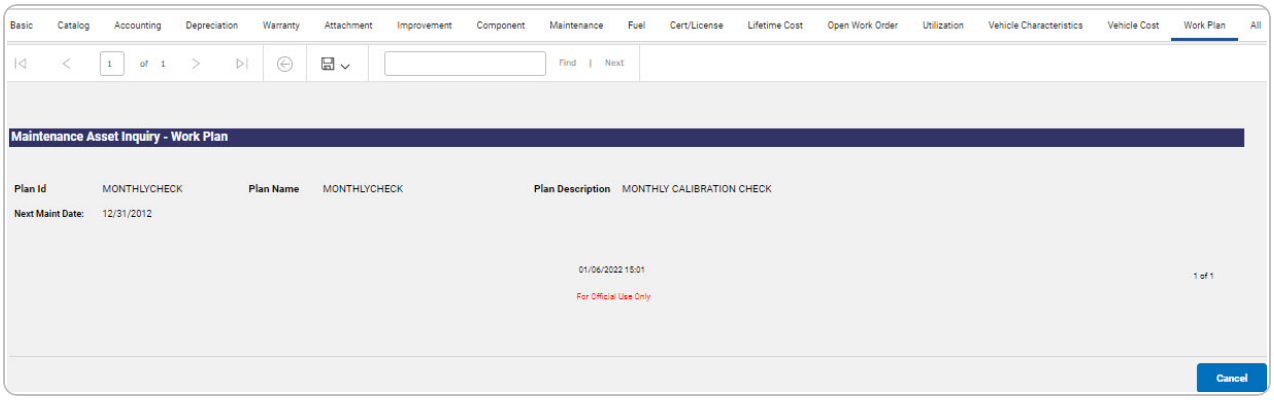
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Detail — Work Plan

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

1. *Verify the Work Plan Detail tab.*



   A. *Verify the Plan ID.*
   B. *Verify the Next MAINT Date.*
   C. *Verify the Plan Name.*
   D. *Verify the Plan Description.*

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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License

- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Transaction Status
- Export the Maintenance Asset Inquiry Transaction Status

Select Fields for the Maintenance Asset Inquiry

Overview

The Maintenance Asset Inquiry Field Selection page provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Fields > MAINT Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **MAINT Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract ID
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Asset Id
Item Desc
Maint Mgt Cd
Location
Initial Dt Profiled
UIC
UIC Name
Maint Activity Name
Equip Pool
Dispatch Cd

FAST Rptbl
Vehicle Grp Cd
Vehicle Type Cd
Utilization Measure Cd
Current Meter Reading

Optional

Accumd Deprn
Acq Pgm Desc
Acq Pgm Name
Activation Dt
Activity Cd
Address 1
Address 2
ARC
Asset Level Cd
City
CAGE Cd
Cond Cd
CLIN
Owng Cost Center
Country Cd
Custodian Nbr
Custodian Name
DSN
Dmil Cd
Deprn Period
Deprn Cost Center
Dispatch Ctgry
Asset Sts Cd
Sub Ctgry
Dispatch Unavl Cd
Type Action
Disposition Type Action Cd
DOD Serial Nbr
E-Mail Address
ECC
EISA
EPAct 2005
FAST Fuel Config
Fndng Cost Center
Haz Mat Cd
IT Device Cd

Law Enforcement
Lease Cd
Lease End Dt
Lease Start Dt
LIN/TAMCN Desc
LIN/TAMCN
Loan Cd
Loan End Dt
Loan Start Dt
Location Withheld
Maint Grp
Mfr Name
Mfr Part Nbr
Mfr Yr
Min Obj Percent
Mfr Model Nbr
Obj Percent Util
Office Id
Office Name
Origl In Svc Dt
Phone Nbr
APO E-mail
APO Phone Nbr
Possible Days Used
Precious Mtl Cd
Maint Loc
Last Maint Dt
APO Address 1
APO Address 2
APO City
APO Country
APO Name
APO Office Id
APO Office Name
APO State
APO ZIP Cd
PO Nbr
Retirement / Dspsl Dt
Serial Nbr
State
Stock Nbr
Sub Custodian Nbr
Sub Loc

SPIIN
Total Cost
Type Dsg Name
UII
Util Svc Life
Vehicle Armor
Yr Service Life
ZIP Cd
Petroleum Dedicated

Procedures

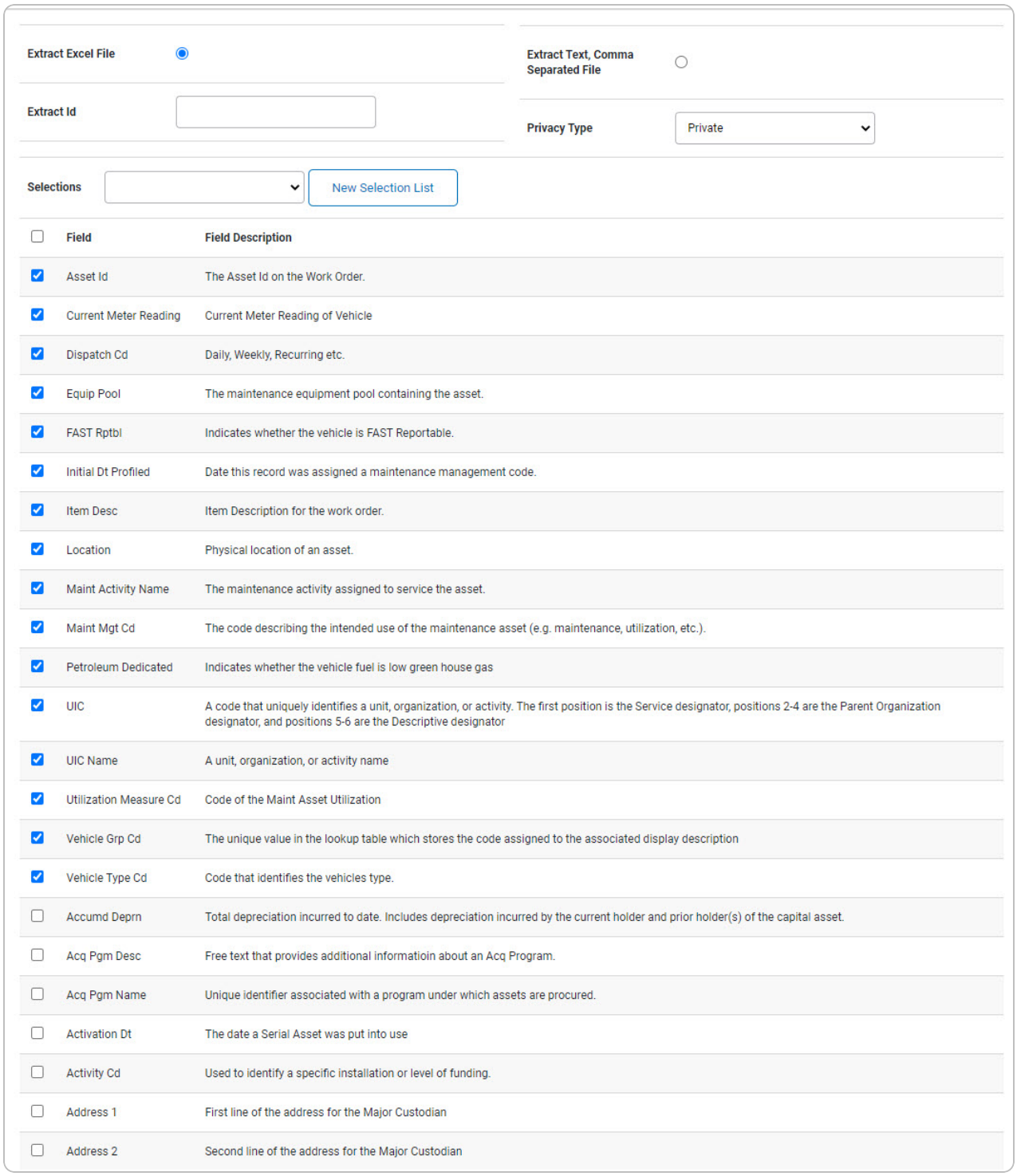
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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* ***Select Fields for the Maintenance Asset 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	The Asset Id on the Work Order.
☑	Current Meter Reading	Current Meter Reading of Vehicle
☑	Dispatch Cd	Daily, Weekly, Recurring etc.
☑	Equip Pool	The maintenance equipment pool containing the asset.
☑	FAST Rptbl	Indicates whether the vehicle is FAST Reportable.
☑	Initial Dt Profiled	Date this record was assigned a maintenance management code.
☑	Item Desc	Item Description for the work order.
☑	Location	Physical location of an asset.
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☑	Petroleum Dedicated	Indicates whether the vehicle fuel is low green house gas
☑	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☑	UIC Name	A unit, organization, or activity name
☑	Utilization Measure Cd	Code of the Maint Asset Utilization
☑	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☑	Vehicle Type Cd	Code that identifies the vehicles type.
☐	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☐	Acq Pgm Desc	Free text that provides additional informatioin about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	Activation Dt	The date a Serial Asset was put into use
☐	Activity Cd	Used to identify a specific installation or level of funding.
☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian

☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	CAGE Cd	Controlling activities including manufactures, 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.
☐	Cond Cd	Condition Code
☐	CLIN	A four position field that identifies different contract line items within the same contract.
☐	Owng Cost Center	A code that identifies an organization
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Custodian Name	The name assigned to the property custodian.
☐	DSN	Defense Switched Network for the Major Custodian.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Cost Center	A code that identifies the organization handling depreciation.
☐	Dispatch Ctgry	The identifier of the dispatch category.
☐	Sub Ctgry	The dispatch sub-category assigned to the asset.
☐	Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
☐	Type Action	Designates selection of an action to be taken on disposition of asset
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	ECC	Equipment category of the asset.
☐	EISA	EISA Code
☐	Emergency Response	Emergency Response Designation
☐	EPAct 2005	EPAct 2005 Act
☐	EPAct Coverage	EPAct Coverage
☐	FAST Fuel Config	FAST Fuel Configuration
☐	Fndng Cost Center	Funding Cost Center
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.

☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Law Enforcement	Law Enforcement Designation
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Lease End Dt	The date the assets warranty, service or lease contract expires
☐	Lease Start Dt	The date the assets warranty, service or lease contract starts
☐	LIN/TAMCN Desc	Description that the Line Item Number / Table of Authorized Material Control Number represents.
☐	LIN/TAMCN	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.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Location Withheld	Indicates whether the location is withheld
☐	Maint Grp	The maintenance group of the asset, used to determine how the asset was assigned to the maint activity.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Min Obj Percent	Minimum percent of utilization.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Obj Percent Util	Desired percentage of utilization.
☐	Office Id	The name of the office where the Major Custodian is located
☐	Office Name	Description of the organization of the Major Custodian
☐	Origl In Svc Dt	A date that an acquisition was placed in service
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	APO E-Mail	The electronic mailing address of the Point of Contact
☐	APO Phone Nbr	Office commercial phone number of custodian or Point of Contact who determined the status of the excess materiel or the Point of Contact for the SCHOOL DONATION.
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Maint Loc	The maintenance location assigned to the asset.

☐	APO Address 1	Property Management Officer Address Line 1
☐	APO Address 2	Property Management Officer Address Line 2
☐	APO City	Property Management Officer City
☐	APO Country	Property Management Officer Country
☐	APO Name	Property Management Officer Name
☐	APO Office Id	Property Management Officer Office Id
☐	APO Office Name	Property Management Officer Office Name
☐	APO State	Property Management Officer State
☐	APO ZIP Cd	Property Management Officer Zip Code
☐	PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Retirement/Dspsl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	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.
☐	State	The State where the Major Custodian is located
☐	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 Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Armor	Code that indicates the level of armoring applicable for a vehicle.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	ZIP Cd	ZIP Code

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

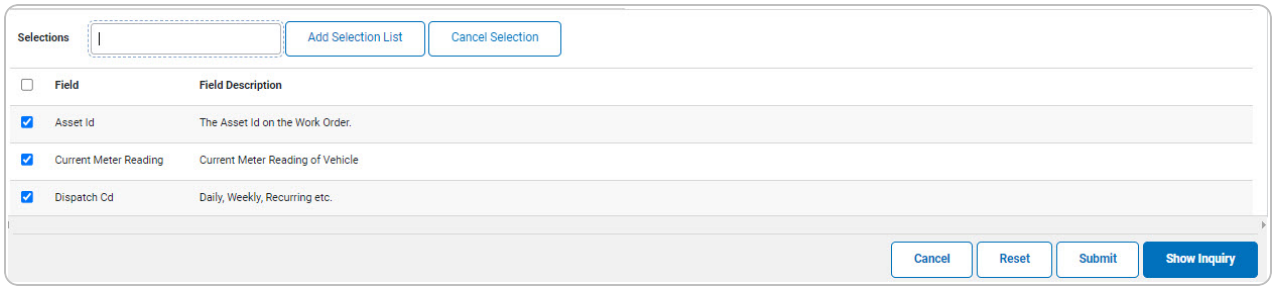
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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.

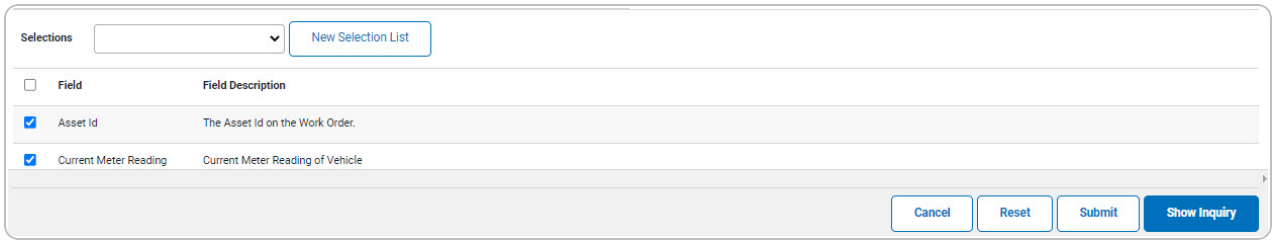
   Select Show Inquiry for small volumes of data. *The **Maintenance Asset Inquiry — Results** page appears.*
5.

OR

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

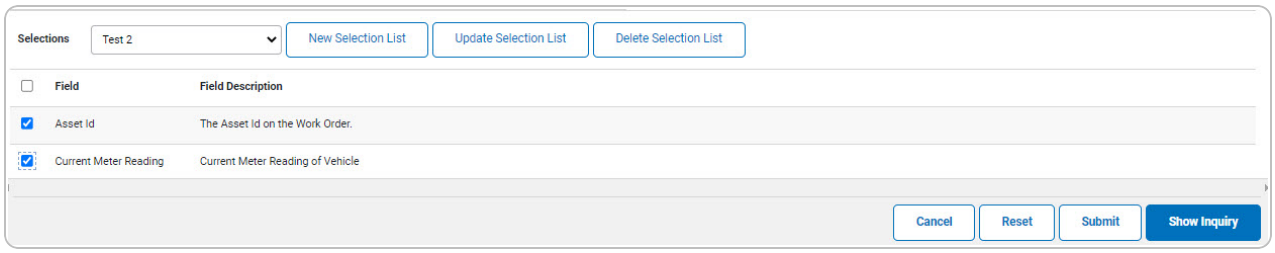
   Select Show Inquiry for small volumes of data. *The* ***Maintenance Asset Inquiry — Results*** *page appears.*

3. **OR**

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



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

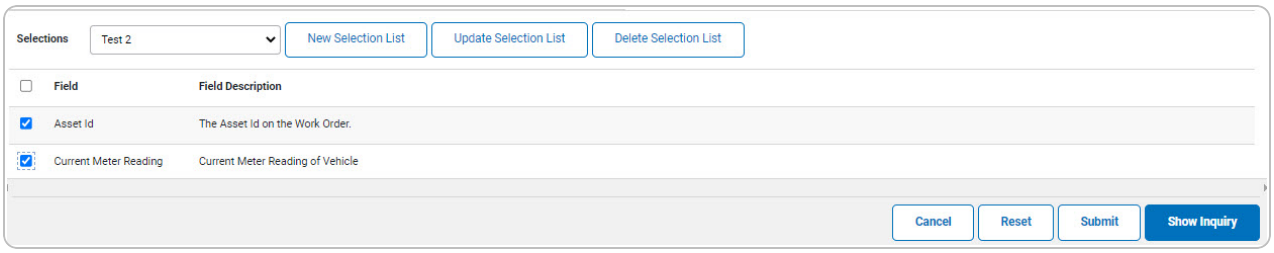
   Select Show Inquiry for small volumes of data. *The **Maintenance Asset Inquiry — Results** page appears.*

4. **OR**

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

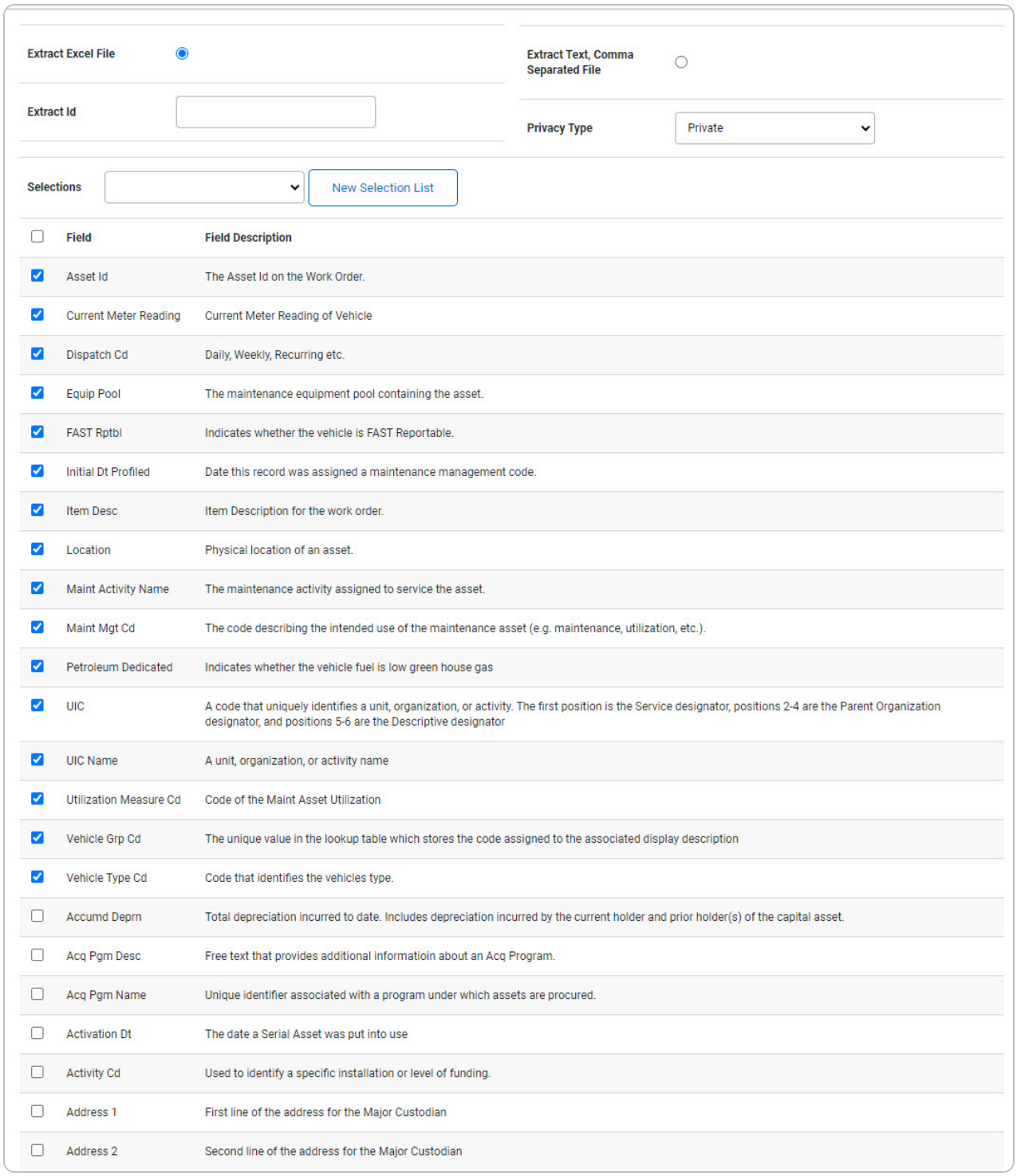


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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* ***Select Fields for the Maintenance Asset 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	The Asset Id on the Work Order.
☑	Current Meter Reading	Current Meter Reading of Vehicle
☑	Dispatch Cd	Daily, Weekly, Recurring etc.
☑	Equip Pool	The maintenance equipment pool containing the asset.
☑	FAST Rptbl	Indicates whether the vehicle is FAST Reportable.
☑	Initial Dt Profiled	Date this record was assigned a maintenance management code.
☑	Item Desc	Item Description for the work order.
☑	Location	Physical location of an asset.
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☑	Petroleum Dedicated	Indicates whether the vehicle fuel is low green house gas
☑	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☑	UIC Name	A unit, organization, or activity name
☑	Utilization Measure Cd	Code of the Maint Asset Utilization
☑	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☑	Vehicle Type Cd	Code that identifies the vehicles type.
☐	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☐	Acq Pgm Desc	Free text that provides additional informatioin about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	Activation Dt	The date a Serial Asset was put into use
☐	Activity Cd	Used to identify a specific installation or level of funding.
☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian

☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	CAGE Cd	Controlling activities including manufactures, 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.
☐	Cond Cd	Condition Code
☐	CLIN	A four position field that identifies different contract line items within the same contract.
☐	Owng Cost Center	A code that identifies an organization
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Custodian Name	The name assigned to the property custodian.
☐	DSN	Defense Switched Network for the Major Custodian.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Cost Center	A code that identifies the organization handling depreciation.
☐	Dispatch Ctgry	The identifier of the dispatch category.
☐	Sub Ctgry	The dispatch sub-category assigned to the asset.
☐	Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
☐	Type Action	Designates selection of an action to be taken on disposition of asset
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	ECC	Equipment category of the asset.
☐	EISA	EISA Code
☐	Emergency Response	Emergency Response Designation
☐	EPAct 2005	EPAct 2005 Act
☐	EPAct Coverage	EPAct Coverage
☐	FAST Fuel Config	FAST Fuel Configuration
☐	Fndng Cost Center	Funding Cost Center
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.

☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Law Enforcement	Law Enforcement Designation
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Lease End Dt	The date the assets warranty, service or lease contract expires
☐	Lease Start Dt	The date the assets warranty, service or lease contract starts
☐	LIN/TAMCN Desc	Description that the Line Item Number / Table of Authorized Material Control Number represents.
☐	LIN/TAMCN	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.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Location Withheld	Indicates whether the location is withheld
☐	Maint Grp	The maintenance group of the asset, used to determine how the asset was assigned to the maint activity.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Min Obj Percent	Minimum percent of utilization.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Obj Percent Util	Desired percentage of utilization.
☐	Office Id	The name of the office where the Major Custodian is located
☐	Office Name	Description of the organization of the Major Custodian
☐	Origl In Svc Dt	A date that an acquisition was placed in service
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	APO E-Mail	The electronic mailing address of the Point of Contact
☐	APO Phone Nbr	Office commercial phone number of custodian or Point of Contact who determined the status of the excess materiel or the Point of Contact for the SCHOOL DONATION.
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Maint Loc	The maintenance location assigned to the asset.

☐	APO Address 1	Property Management Officer Address Line 1
☐	APO Address 2	Property Management Officer Address Line 2
☐	APO City	Property Management Officer City
☐	APO Country	Property Management Officer Country
☐	APO Name	Property Management Officer Name
☐	APO Office Id	Property Management Officer Office Id
☐	APO Office Name	Property Management Officer Office Name
☐	APO State	Property Management Officer State
☐	APO ZIP Cd	Property Management Officer Zip Code
☐	PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Retirement/Dspsl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	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.
☐	State	The State where the Major Custodian is located
☐	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 Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Armor	Code that indicates the level of armoring applicable for a vehicle.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	ZIP Cd	ZIP Code

Cancel | Reset | Submit | Show Inquiry

2. Select the fields required for the inquiry. *The first 16 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the data contains an ASSET ID.*
- Verify the Current Meter Reading contains the appropriate ☑ or ☐. *Select if the asset contains a current meter reading.*
- Verify the DISPATCH CD contains the appropriate ☑ or ☐. *Select if the asset contains a DISPATCH CD.*
- Verify the EQUIP POOL NAME contains the appropriate ☑ or ☐. *Select if the asset contains an EQUIP POOL NAME.*
- Verify the FAST RPBL contains the appropriate ☑ or ☐. *Select if the asset contains a FAST RPBL.*
- Verify the Initial DT Profiled contains the appropriate ☑ or ☐. *Select if the asset contains an initial DT profiled.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the asset contains an item description.*
- Verify the Location contains the appropriate ☑ or ☐. *Select if the asset has a location.*
- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the asset contains an activity name.*
- Verify the MAINT MGMT CD contains the appropriate ☑ or ☐. *Select if the asset contains an Maint MGMT CD.*

- Verify the Petroleum Dedicated contains the appropriate ☑ or ☐. *Select if the asset contains fuel that is low green house gas.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the asset contains an UIC.*
- Verify the UIC Name contains the appropriate ☑ or ☐. *Select if the asset contains an UIC name.*
- Verify the UTIL MEASURE CD contains the appropriate ☑ or ☐. *Select if the asset contains an item UTIL MEASURE CD.*
- Verify the VEHICLE GRP CD contains the appropriate ☑ or ☐. *Select if the asset contains a VEHICLE GRP CD.*
- Verify the VEHICLE TYPE CD contains the appropriate ☑ or ☐. *Select if the asset contains a VEHICLE TYPE CD.*
- Click ☐ to select the ACCUMD DEPRN. *Select if the asset contains incurred depreciation.*
- Click ☐ to select the ACQ PGM DESC. *Select if the asset contains additional information text.*
- Click ☐ to select the ACQ PROGRAM NAME. *Select if the asset contains a program name.*
- Click ☐ to select the ACTVN DT. *Select if the serial asset contains an activation date.*
- Click ☐ to select the ACTIVITY CD. *Select if the asset contains a specific installation or level of funding.*
- Click ☐ to select the Address 1. *Select if the asset contains an address.*
- Click ☐ to select the Address 2. *Select if the asset needs additional line for the address.*

- Click to select the ARC. *Select if the asset is designated as durable, expendable or non-expendable.*
- Click to select the ASSET LVL CD. *Select if the asset is an end item or component and/or if it has lower-level components.*
- Click to select the ASSET STS CD.*Select to follow the asset status.*
- Click to select the City. *Select if the responsible party for the asset is in a specific city or real property facility.*
- Click to select the CAGE CD. *Select if the asset is an end item or component and/or if it has lower-level components.*
- Click to select the COND CD. *Select if the asset has controlling activities.*
- Click to select the CLIN. *Select if the asset has a CLIN.*
- Click to select the OWNG COST CENTER. *Select if the asset has an organization identifier code.*
- Click to select the Country CD. *Select if the asset has an organization identifier code.*
- Click to select the CUSTODIAN NBR.*Select if the asset has an assigned custodian number.*
- Click to select the Custodian Name. *Select if the asset has an assigned custodian name.*
- Click to select the DSN. *Select if the asset is apart of the DSN.*
- Click to select the DMIL CD. *Select if the asset has a DMIL CD.*
- Click to select the DEPRN PERIOD. *Select if the asset has a DEPRN PRD.*

- Click to select the DEPRN COST CENTER. *Select if the asset has an organization identifier code.*
- Click to select the DISPATCH CTGRY. *Select if the asset has a DISPATCH CTGRY.*
- Click to select the SUB CTGRY. *Select if the asset has a SUB CTGRY.*
- Click to select the DISPATCH UNAVL CD. *Select if the asset has a DISPATCH UNAVL CD.*
- Click to select the Type Action. *Select if the asset has a type action.*
- Click to select the Disposition Type Action CD. *Select if the asset has disposition type action code.*
- Click to select the DOD SERIAL NBR. *Select if the asset has a DOD SERIAL NBR.*
- Click to select the E-MAIL Address. *Select if the asset has an email address.*
- Click to select the ECC. *Select if the asset has an equipment category.*
- Click to select the EISA. *Select if the asset has EISA code.*
- Click to select the Emergency Response. *Select if the asset has an equipment category.*
- Click to select the EPACT 2005. *Select if the asset is apart of the EPACT 2005.*
- Click to select the EPACT Coverage. *Select if the asset is apart of the EPACT Coverage.*
- Click to select the FAST Fuel CONFIG. *Select if the asset has a FAST Fuel Configuration.*
- Click to select the FNDNG COST CENTER. *Select if the asset has a FNDNG COST CENTER.*

- Click to select the HAZ MAT CD. *Select if the asset has a HAZ MAT CD.*
- Click to select the IT DEVICE CD.*Select if the asset has a IT DEVICE CD.*
- Click to select the Law Enforcement. *Select if the asset has a law enforcement designation.*
- Click to select the LEASE CD. *Select if the asset has a LEASE CD.*
- Click to select the LEASE END DT. *Select if the asset has a LEASE END DT.*
- Click to select the LEASE START DT. *Select if the asset has a LEASE START DT.*
- Click to select the LIN/TAMCN DESC. *Select if the asset has a LIN/TAMCN DESC.*
- Click to select the LIN/TAMCN. *Select if the asset has a LIN/TAMCN number.*
- Click to select the LOAN CD. *Select if the asset has a LOAN CD status.*
- Click to select the LOAN END DT. *Select if the asset has a LOAN END DT.*
- Click to select the LOAN START DT. *Select if the asset has a LOAN START DT.*
- Click to select the Location Withheld. *Select if the asset's location is withheld.*
- Click to select the MAINT GRP. *Select if the asset has a MAINT GRP.*
- Click to select the MFR NAME. *Select if the asset has a MFR NAME.*
- Click to select the MFR PART NBR. *Select if the asset has a MFR PART NBR.*
- Click to select the MFR YR. *Select if the asset has a MFR YR.*
- Click to select the MIN OBJ PCT. *Select if the asset has a MFR YR.*

- Click ☐ to select the OBJ PERCENT UTIL. *Select if the asset has an OBJ PERCENT UTIL.*
- Click ☐ to select the Office ID. *Select if the asset has an office identifier code.*
- Click ☐ to select the Office Name. *Select if the asset has an office identifier name.*
- Click ☐ to select the ORIGL IN SVC DT. *Select if the asset has an ORIGL IN SVC DT.*
- Click ☐ to select the PHONE NBR. *Select if the asset has a PHONE NBR.*
- Click ☐ to select the APO E-MAIL. *Select if the asset has a APO E-MAIL.*
- Click ☐ to select the APO PHONE NBR. *Select if the asset has a APO PHONE NBR.*
- Click ☐ to select the Possible Days Used. *Select if the asset has possible days used.*
- Click ☐ to select the PRECIOUS MTL CD. *Select if the asset has PRECIOUS MTL CD.*
- Click ☐ to select the MAINT LOC. *Select if the asset has a MAINT LOC.*
- Click ☐ to select the APO Address 1. *Select if the asset has a APO Address 1.*
- Click ☐ to select the APO Address 2. *Select if the asset has a APO Address 2.*
- Click ☐ to select the APO City. *Select if the asset has a APO City.*
- Click ☐ to select the APO Country. *Select if the asset has a APO Country.*
- Click ☐ to select the APO Name. *Select if the asset has a APO Name.*
- Click ☐ to select the APO Office ID. *Select if the asset has a APO Office .ID*
- Click ☐ to select the APO Office Name. *Select if the asset has a APO Office Name.*

- Click ☐ to select the APO State. *Select if the asset has a APO State.*
- Click ☐ to select the APO ZIP CD. *Select if the asset has a APO ZIP CD.*
- Click ☐ to select the PO NBR. *Select if the asset has a PO NBR.*
- Click ☐ to select the Retirement / DSPSL DT. *Select if the asset has a retirement / DSPSL DT.*
- Click ☐ to select the SERIAL NBR. *Select if the asset has a SERIAL NBR.*
- Click ☐ to select the State. *Select if the asset is located in a state.*
- Click ☐ to select the STOCK NBR. *Select if the asset has STOCK NBR.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the asset has a SUB CUSTODIAN NBR.*
- Click ☐ to select the SUB LOC. *Select if the asset has a SUB LOC.*
- Click ☐ to select the SPIIN. *Select if the asset has a SPIIN.*
- Click ☐ to select the Total Cost. *Select if the asset has a total cost.*
- Click ☐ to select the TYPE DSG NAME. *Select if the asset has a TYPE DSG NAME.*
- Click ☐ to select the UII. *Select if the asset has an UII.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the asset has an UTIL SVC LIFE.*
- Click ☐ to select the Vehicle Armor. *Select if the asset has a Vehicle Armor code.*
- Click ☐ to select the YR SVC LIFE. *Select if the asset has a YR SVC LIFE.*
- Click ☐ to select the ZIP CD. *Select if the asset has a ZIP CD.*

Select Show Inquiry for small volumes of data. *The* ***Maintenance Asset Inquiry — Results*** *page appears.*

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog
- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- View the Maintenance Asset Inquiry Transaction Status

- Export the Maintenance Asset Inquiry Transaction Status

View the Maintenance Asset Inquiry Transaction Status

Overview

The Maintenance Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Maintenance Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

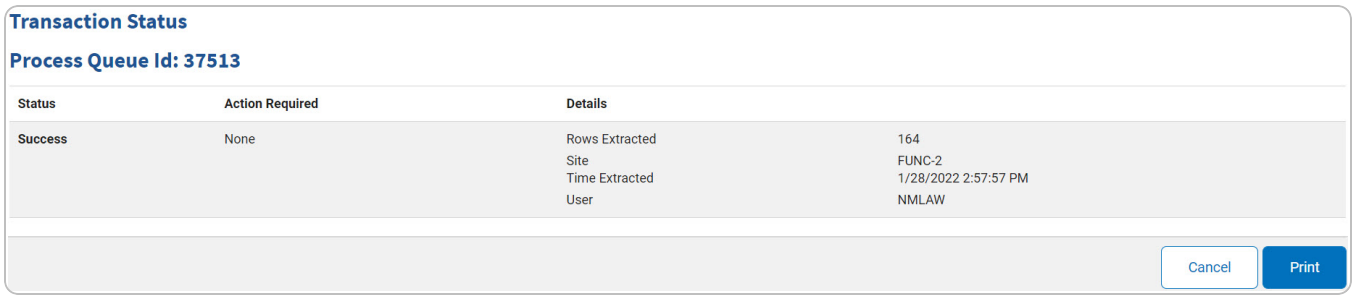
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Maintenance Asset Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Maintenance Asset Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Detail — Catalog

- View the Maintenance Asset Inquiry Detail — Accounting
- View the Maintenance Asset Inquiry Detail — Depreciation
- View the Maintenance Asset Inquiry Detail — Warranty
- View the Maintenance Asset Inquiry Detail — Attachment
- View the Maintenance Asset Inquiry Detail — Improvement
- View the Maintenance Asset Inquiry Detail — Component
- View the Maintenance Asset Inquiry Detail — Maintenance
- View the Maintenance Asset Inquiry Detail — Fuel
- View the Maintenance Asset Inquiry Detail — Cert/License
- View the Maintenance Asset Inquiry Detail — Lifetime Cost
- View the Maintenance Asset Inquiry Detail — Open Work Order
- View the Maintenance Asset Inquiry Detail — Utilization
- View the Maintenance Asset Inquiry Detail — Vehicle Characteristics
- View the Maintenance Asset Inquiry Detail — Vehicle Cost
- View the Maintenance Asset Inquiry Detail — Work Plan
- Export the Maintenance Asset Inquiry Transaction Status

Export a Maintenance Asset Inquiry Transaction Status

Overview

The Maintenance Asset Management Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > MAINT Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Maintenance Asset Inquiry Transaction Status > Print > Maintenance Asset Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Maintenance Asset Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

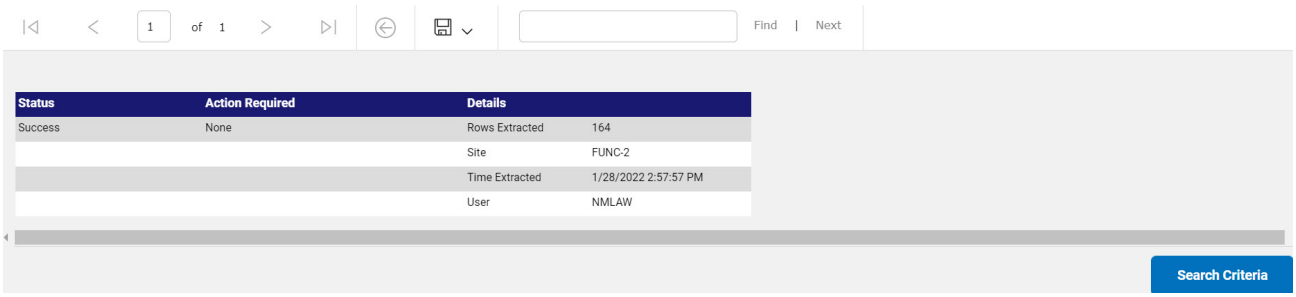
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Maintenance Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Maintenance Asset Inquiry - Criteria** page appears.*

Related Topics

- Search for Maintenance Asset Inquiry — Criteria
- Search for Maintenance Asset Inquiry — Results
- Select Fields for the Maintenance Asset Inquiry
- View the Maintenance Asset Inquiry Detail — Basic
- View the Maintenance Asset Inquiry Details — Catalog
- View the Maintenance Asset Inquiry Details — Accounting
- View the Maintenance Asset Inquiry Details — Depreciation
- View the Maintenance Asset Inquiry Details — Warranty
- View the Maintenance Asset Inquiry Details — Attachment
- View the Maintenance Asset Inquiry Details — Improvement
- View the Maintenance Asset Inquiry Details — Component
- View the Maintenance Asset Inquiry Details — Maintenance
- View the Maintenance Asset Inquiry Details — Fuel
- View the Maintenance Asset Inquiry Details — Cert/License
- View the Maintenance Asset Inquiry Details — Lifetime Cost
- View the Maintenance Asset Inquiry Details — Open Work Order
- View the Maintenance Asset Inquiry Details — Utilization
- View the Maintenance Asset Inquiry Details — Vehicle Characteristics
- View the Maintenance Asset Inquiry Details — Vehicle Cost
- View the Maintenance Asset Inquiry Details — Work Plan
- View the Maintenance Asset Inquiry Transaction Status

Search for an Equipment Pool Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Equipment Pool Inquiry process provides the ability to search for Equipment Pools.

Navigation

Inquiries > Maintenance > EQUIP POOL > Equipment Pool Inquiry Search Criteria page

Page Fields

The following fields display on the **Equipment Pool Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

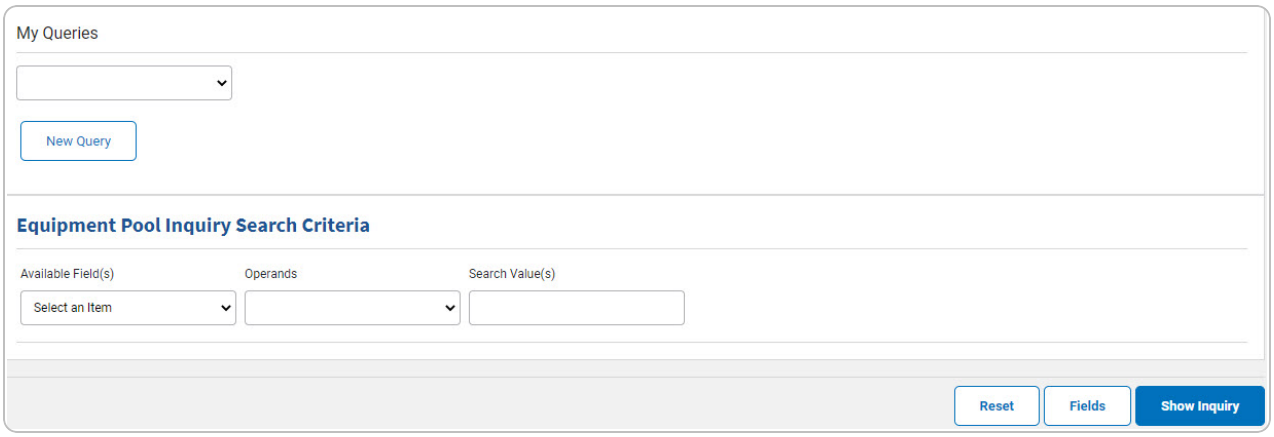
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Equipment Pool Inquiry

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. Use ⌄ to select the first Available Field.

   B. Repeat Step B to add additional search criteria.

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. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

Remove an Available Field Row

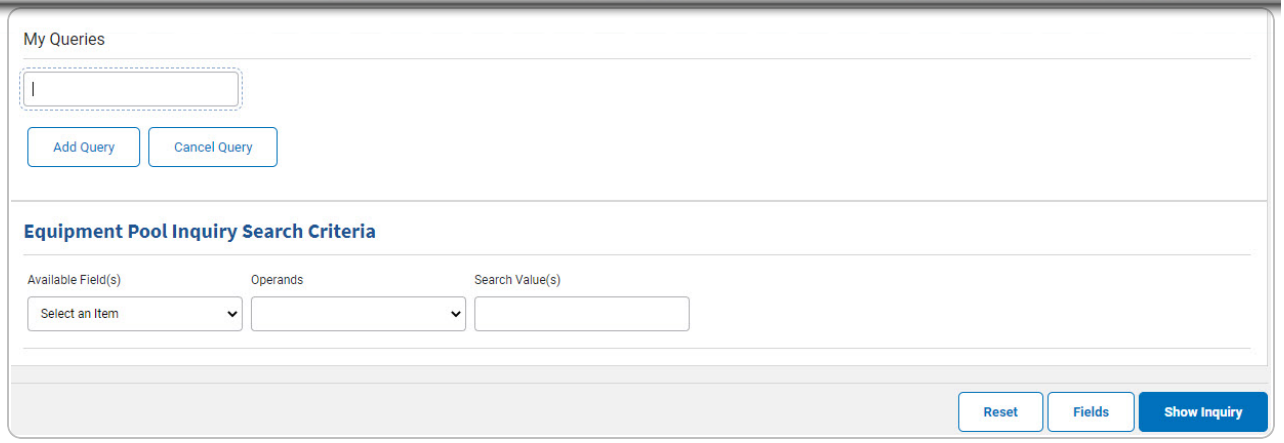
a. Use to select desired Available Field.

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

5. Select Show Inquiry. *The **Equipment Pool 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.*



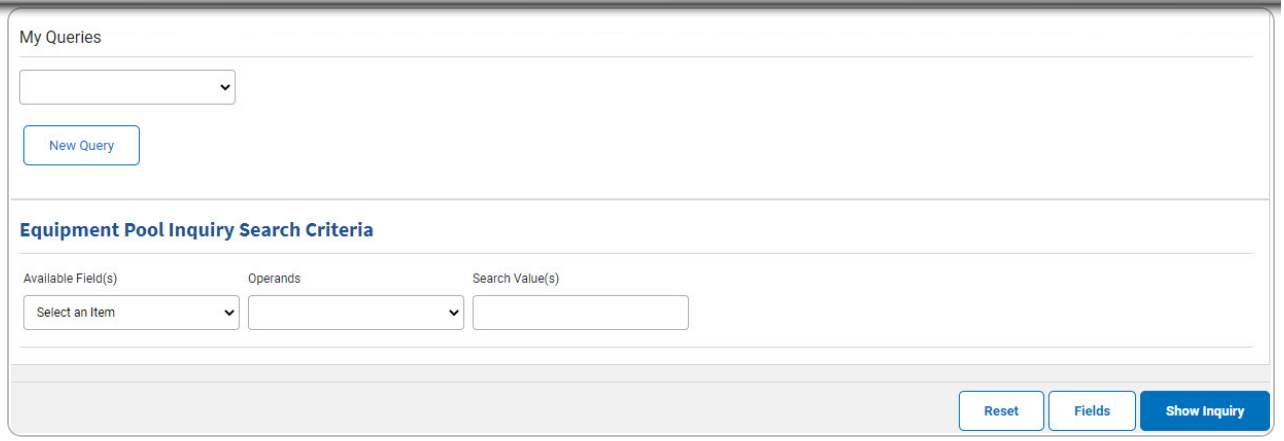
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Equipment Pool Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Equipment Pool 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.*



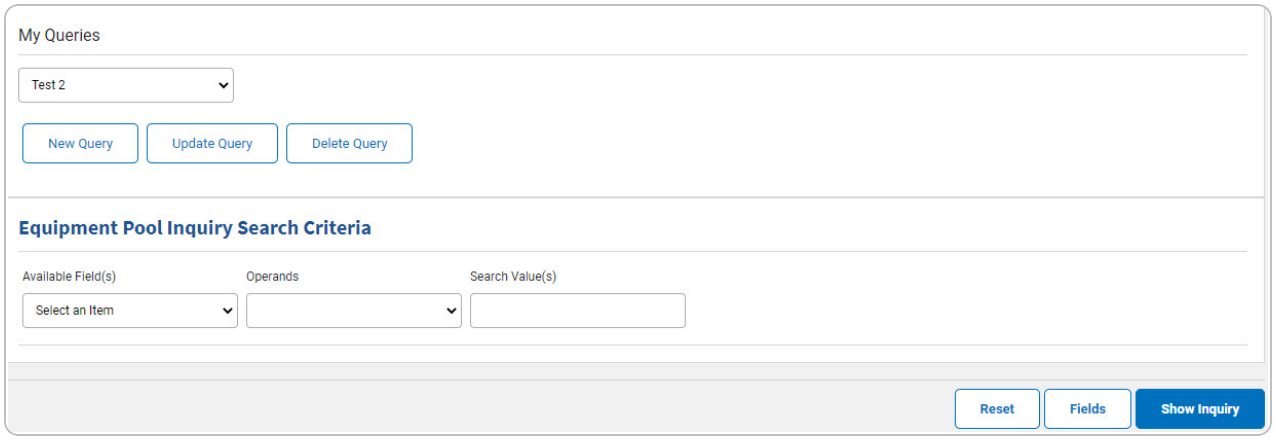
2. Select Fields. *The **Equipment Pool Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Equipment Pool 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. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

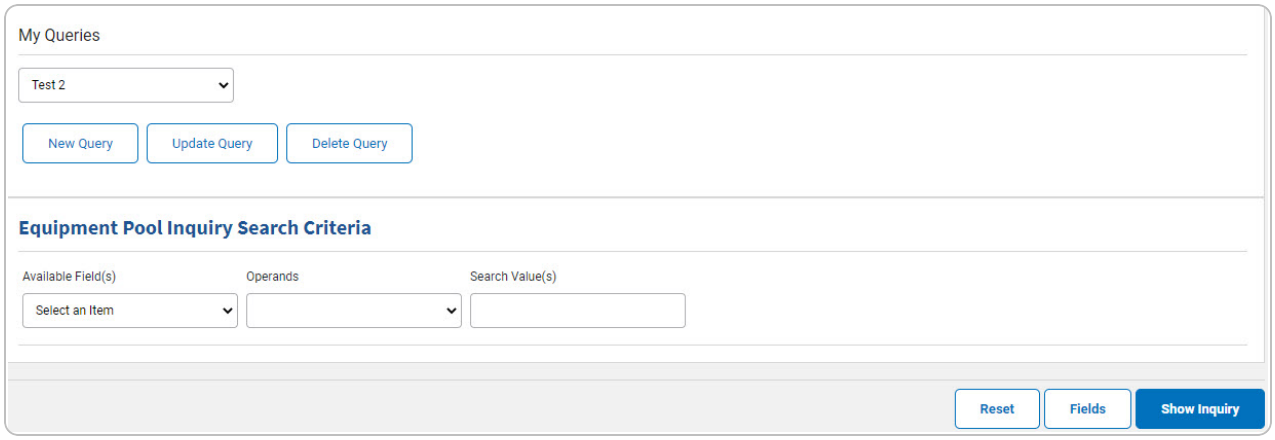
4. Select Fields. *The **Equipment Pool Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Equipment Pool 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Equipment Pool Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.

31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for an Equipment Pool Inquiry — Results
- Select Fields for the Equipment Pool Inquiry
- View the Equipment Pool Inquiry Detail — Basic
- View the Equipment Pool Inquiry Transaction Status
- Export the Equipment Pool Inquiry Transaction Status

Search for a Equipment Pool Inquiry — Results

Overview

The Equipment Pool Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > Show Inquiry > Equipment Pool Inquiry Search Results page

Page Fields

The following fields display on the **Equipment Pool Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity Name
Maint Acty Desc
Equip Pool
Equip Pool Name
Equip Pool Desc
POC
Location

Optional

Report Acty Name
Non Cntrr City
Non Cntrr State Cd
Non Cntrr ZIP Cd
Non Cntrr Country Cd
Phone Nbr
Non Cntrr E-Mail Address
Latitude
Longitude

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

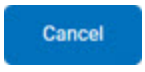
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

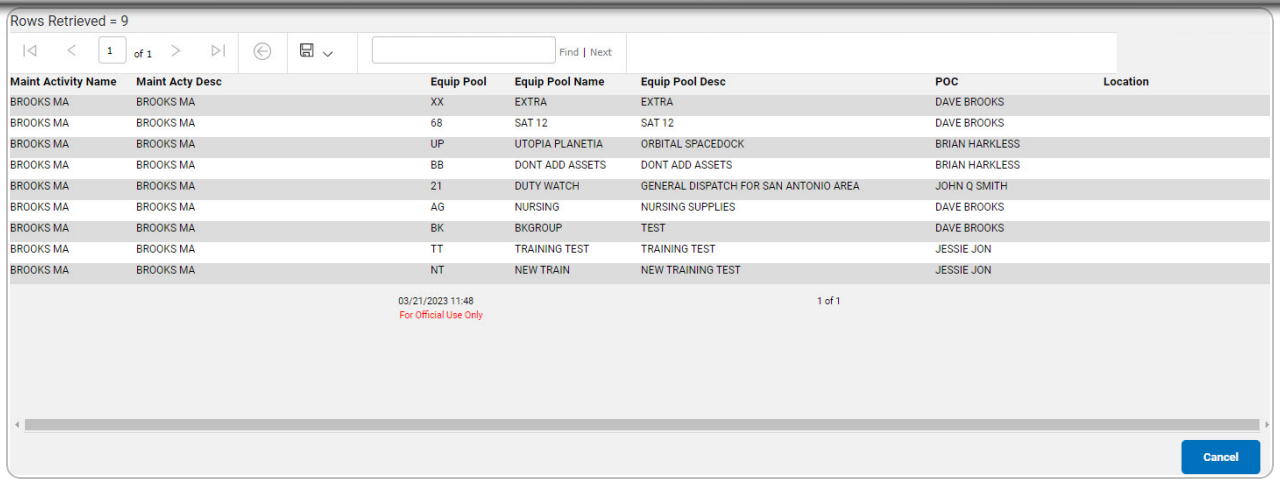
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Equipment Pool Inquiry Results

Selecting  *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 = 9

1 of 1 | Find | Next

Maint Activity Name	Maint Acty Desc	Equip Pool	Equip Pool Name	Equip Pool Desc	POC	Location
BROOKS MA	BROOKS MA	XX	EXTRA	EXTRA	DAVE BROOKS	
BROOKS MA	BROOKS MA	68	SAT 12	SAT 12	DAVE BROOKS	
BROOKS MA	BROOKS MA	UP	UTOPIA PLANETIA	ORBITAL SPACEDOCK	BRIAN HARKLESS	
BROOKS MA	BROOKS MA	BB	DONT ADD ASSETS	DONT ADD ASSETS	BRIAN HARKLESS	
BROOKS MA	BROOKS MA	21	DUTY WATCH	GENERAL DISPATCH FOR SAN ANTONIO AREA	JOHN Q SMITH	
BROOKS MA	BROOKS MA	AG	NURSING	NURSING SUPPLIES	DAVE BROOKS	
BROOKS MA	BROOKS MA	BK	BKGROUP	TEST	DAVE BROOKS	
BROOKS MA	BROOKS MA	TT	TRAINING TEST	TRAINING TEST	JESSIE JON	
BROOKS MA	BROOKS MA	NT	NEW TRAIN	NEW TRAINING TEST	JESSIE JON	

03/21/2023 11:48
For Official Use Only
1 of 1

Cancel

Note

To reach the optional fields, refer to the Equipment Pool Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Equipment Pool 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 Equipment Pool Detail

Select the desired Equipment Pool row. *The **Equipment Pool Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Equipment Pool Inquiry — Criteria
- Select Fields for the Equipment Pool Inquiry
- View the Equipment Pool Inquiry Detail — Basic
- View the Equipment Pool Inquiry Transaction Status
- Export the Equipment Pool Inquiry Transaction Status

View the Equipment Pool Inquiry Detail — Basic

Overview

The Equipment Pool Inquiry Detail — Basic process displays the basic equipment pool record of the selected inquiry.

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Equipment Pool Inquiry Detail — Basic page

Page Fields

The following fields display on the **Equipment Pool Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Equipment Pool Inquiry — Basic Detail

Agency Name
Site Id
Site Name
Maint Activity

Equip Pool
Equip Pool Name
Equip Pool Desc
POC
Phone Nbr
E-Mail Address
Actbl UIC
UIC
Activity Name
Maint Activity Desc
Location
City
State Cd
ZIP Cd
Country Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

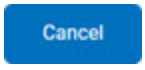
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

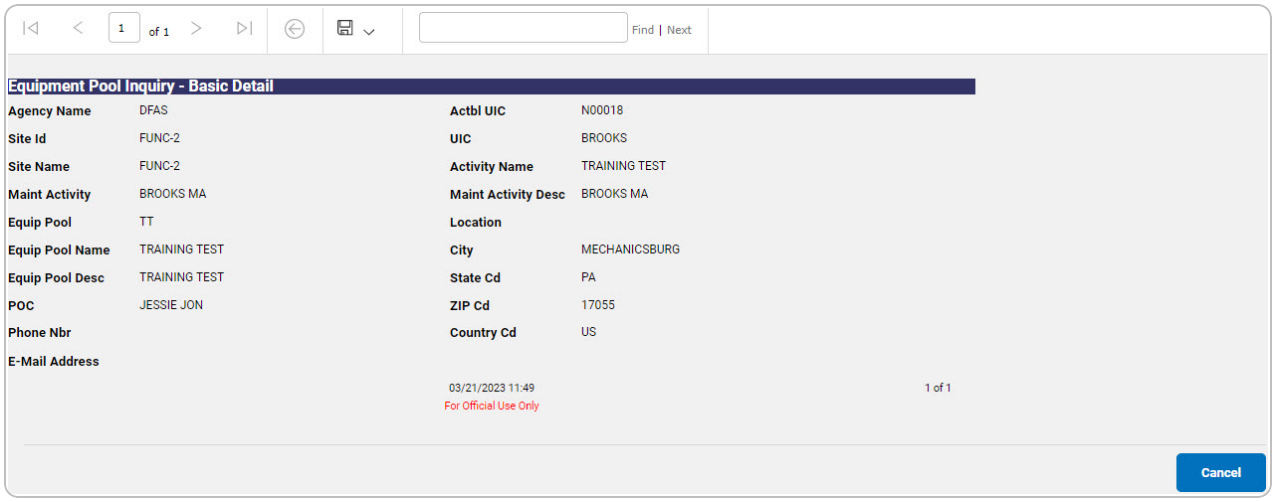
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

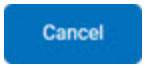
Export the Equipment Pool Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*



A. *Verify the Agency Name.*
B. *Verify the SITE ID.*
C. *Verify the Site Name.*
D. *Verify the MAINT ACTIVITY.*
E. *Verify the EQUIP POOL.*
F. *Verify the EQUIP POOL NAME.*
G. *Verify the EQUIP POOL DESC.*
H. *Verify the POC.*
I. *Verify the PHONE NBR.*
J. *Verify the E-MAIL Address.*
K. *Verify the ACTBL UIC.*
L. *Verify the UIC.*
M. *Verify the Activity Name.*
N. *Verify the MAINT ACTIVITY DESC.*
O. *Verify the Location.*
P. *Verify the City.*
Q. *Verify the STATE CD.*
R. *Verify the ZIP CD.*
S. *Verify the COUNTRY CD.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The* ***Equipment Pool 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Equipment Pool Inquiry — Criteria
- Search for an Equipment Pool Inquiry — Results
- Select Fields for the Equipment Pool Inquiry
- View the Equipment Pool Inquiry Transaction Status
- Export the Equipment Pool Inquiry Transaction Status

Select Fields for the Equipment Pool Inquiry

Overview

The Equipment Pool Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > Fields > Equipment Pool Inquiry Fields Selection page

Page Fields

The following fields display on the **Equipment Pool Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Maint Acty Name
Maint Acty Desc
Equip Pool
Equipment Pool Name
Equipment Pool Desc
POC
Location

Optional

Report Acty Name
Non Cntrr City
Non Cntrr State Cd
Non Cntrr ZIP Cd
Non Cntrr Country Cd
Phone Nbr
Non Cntrr E-Mail Address
Latitude
Longitude

Procedures

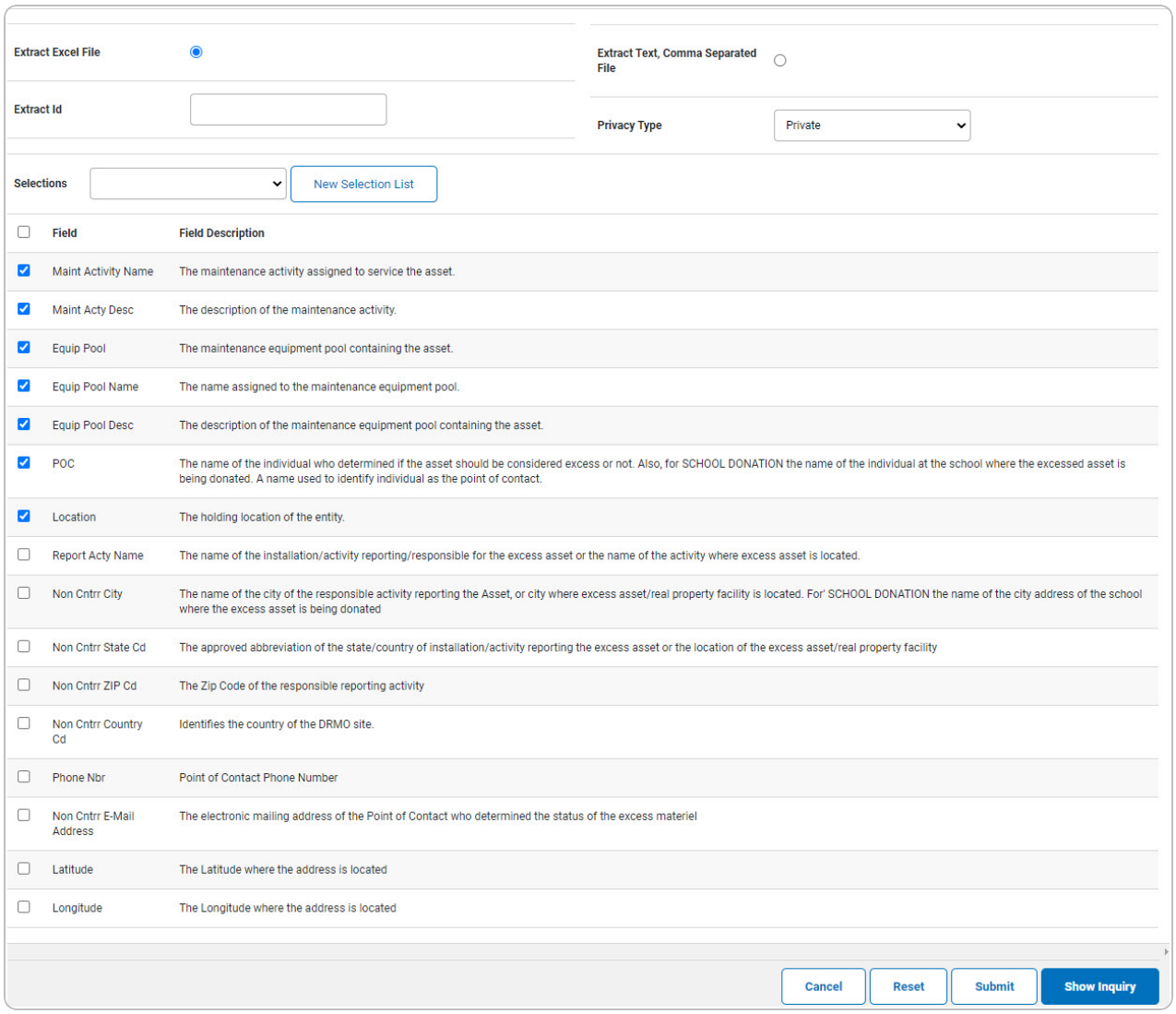
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 **Equipment Pool 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

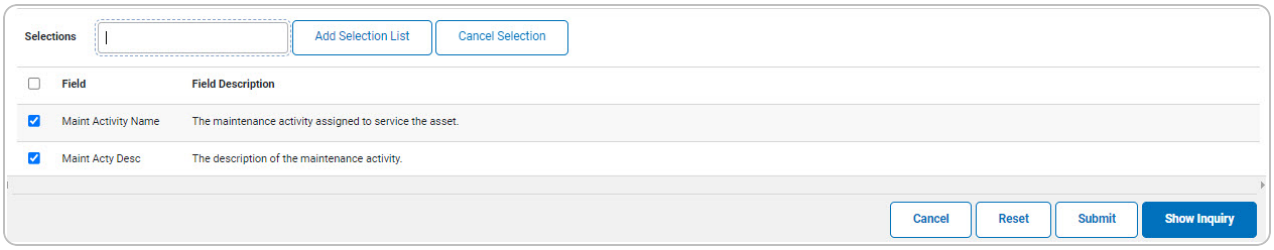
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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 **Equipment Pool Inquiry — Results** page appears.*

5. **OR**

   Select Submit for large volumes of data. *The **Equipment Pool Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

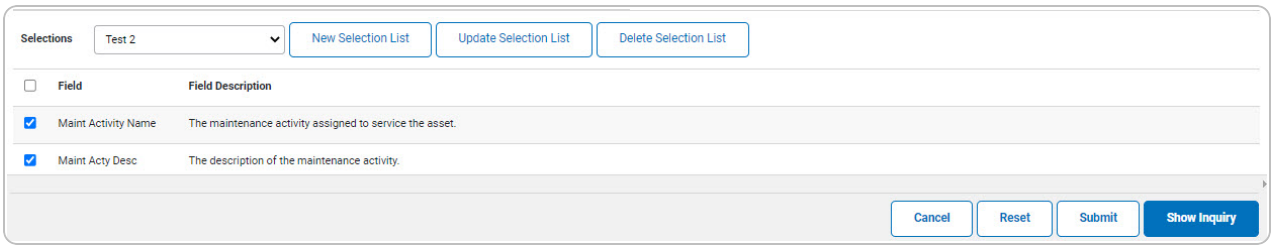
3. Select Show Inquiry for small volumes of data. *The **Equipment Pool Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Equipment Pool 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

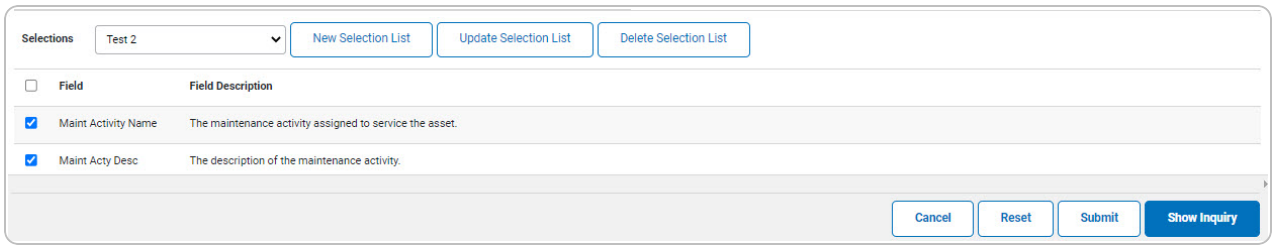
   Select Show Inquiry for small volumes of data. *The* ***Equipment Pool Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Equipment Pool 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.

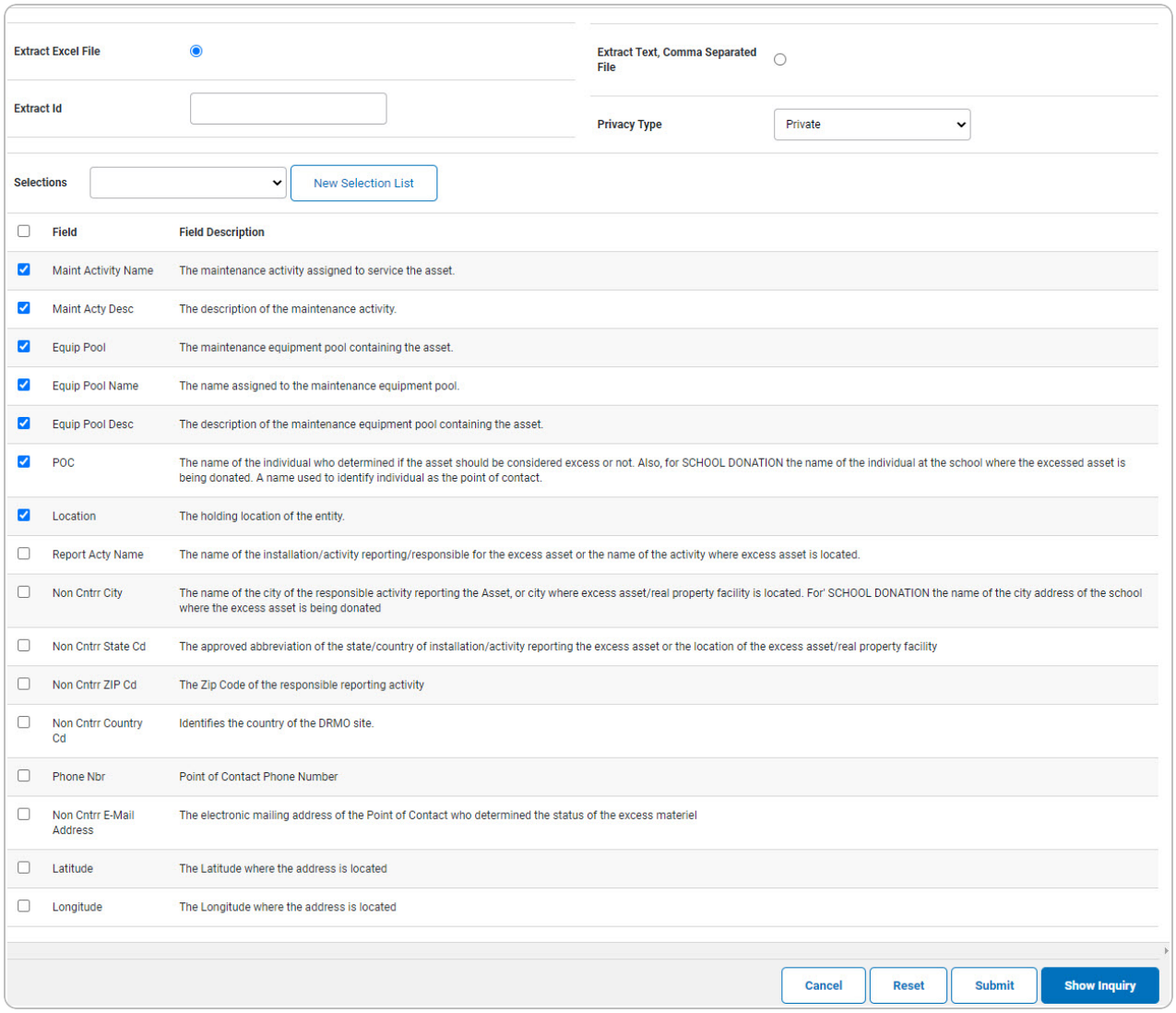


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **Equipment Pool Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 7 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.

- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT ACTIVITY NAME.*
- Verify the MAINT ACTY DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity description.*
- Verify the EQUIP POOL contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool.*
- Verify the EQUIP POOL NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool name.*
- Verify the EQUIP POOL DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool description.*
- Verify the POC contains the appropriate ☑ or ☐. *Select if the inquiry has a POC.*
- Verify the Location contains the appropriate ☑ or ☐. *Select if the inquiry contains a holding location.*
- Click ☐ to select the REPORT ACTY NAME. *Select if the inquiry contains an activity name.*
- Click ☐ to select the NON CNTRR CITY. *Select if the inquiry contains a specified city.*
- Click ☐ to select the NON CNTRR STATE CD. *Select if the inquiry contains a specified state code.*
- Click ☐ to select the NON CNTRR ZIP CD. *Select if the inquiry contains a ZIP CD.*
- Click ☐ to select the NON CNTRR COUNTRY CD. *Select if the inquiry contains a country code.*
- Click ☐ to select the PHONE NBR. *Select if the inquiry contains a PHONE NBR.*

- Click ☐ to select NON CNTRR E-MAIL ADDRESS. *Select if the inquiry contains an E-MAIL address.*
- Click ☐ to select the Latitude. *Select if the inquiry contains latitude information.*
- Click ☐ to select the Longitude. *Select if the inquiry contains longitude information.*

Select Show Inquiry for small volumes of data. *The* ***Equipment Pool Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Equipment Pool Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Equipment Pool Inquiry — Criteria
- Search for an Equipment Pool Inquiry — Results
- View the Equipment Pool Inquiry Detail — Basic
- View the Equipment Pool Inquiry Transaction Status
- Export the Equipment Pool Inquiry Transaction Status

View the Equipment Pool Inquiry Transaction Status

Overview

The Equipment Pool Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Equipment Pool Inquiry Transaction Status page

Page Fields

The following fields display on the **Equipment Pool Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

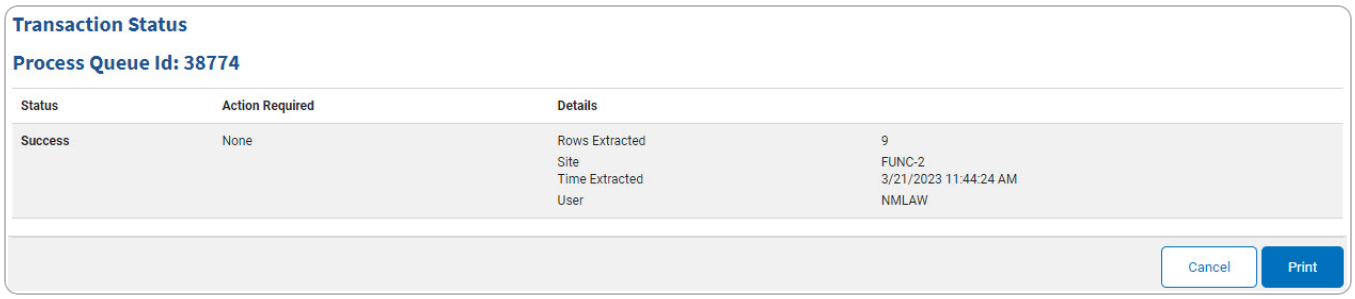
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Equipment Pool Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Equipment Pool Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Equipment Pool Inquiry — Criteria
- Search for an Equipment Pool Inquiry — Results
- Select Fields for the Equipment Pool Inquiry
- View the Equipment Pool Inquiry Detail — Basic
- Export the Equipment Pool Inquiry Transaction Status

Export the Equipment Pool Inquiry Transaction Status

Overview

The Equipment Pool Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Equipment Pool Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Equipment Pool Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

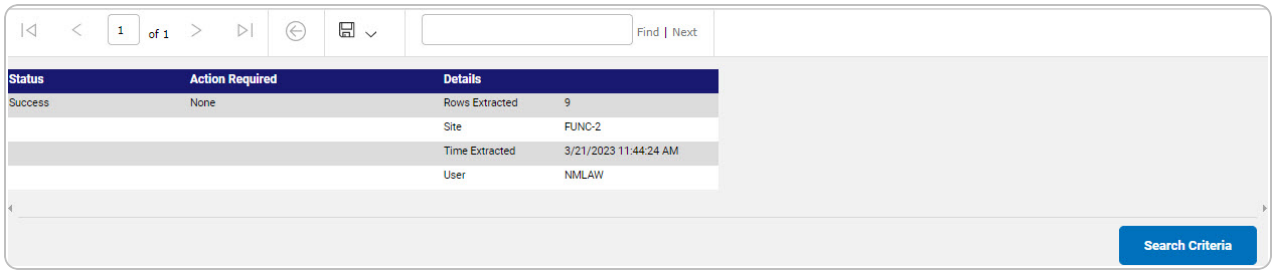
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Equipment Pool Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select **Search Criteria**. *The* ***Equipment Pool 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Equipment Pool Inquiry — Criteria** page appears.*

Related Topics

- Search for an Equipment Pool Inquiry — Criteria
- Search for an Equipment Pool Inquiry — Results
- Select Fields for the Equipment Pool Inquiry
- View the Equipment Pool Inquiry Detail — Basic
- View the Equipment Pool Inquiry Transaction Status

Search for a Work Order Inquiry — Criteria

Overview

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

Navigation

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

Page Fields

The following fields display on the **Work Order Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

13	Select "Reset" button to clear data.
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

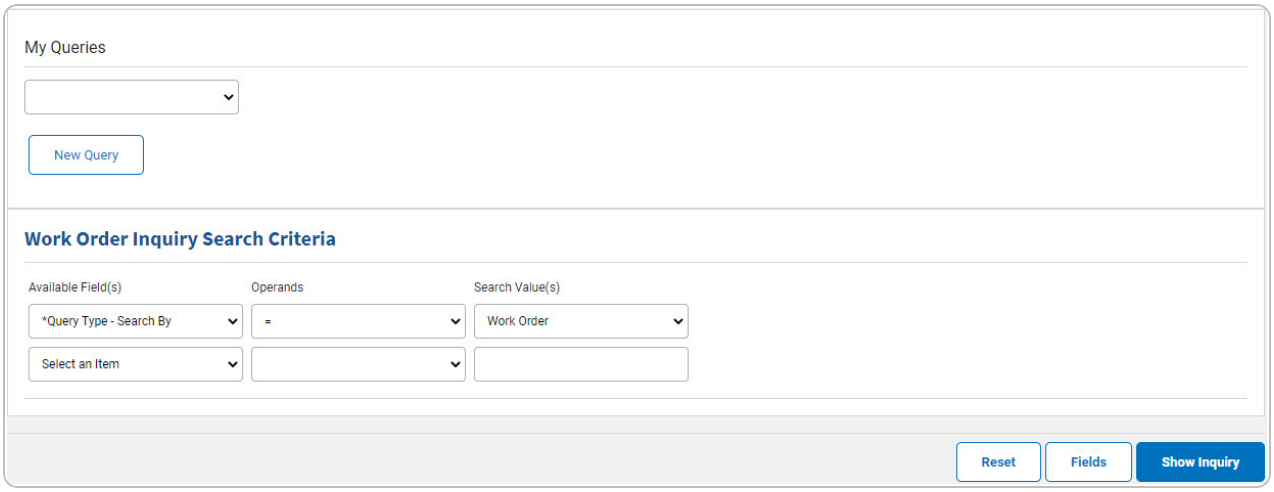
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Work Order 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 (Query Type - Search By) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

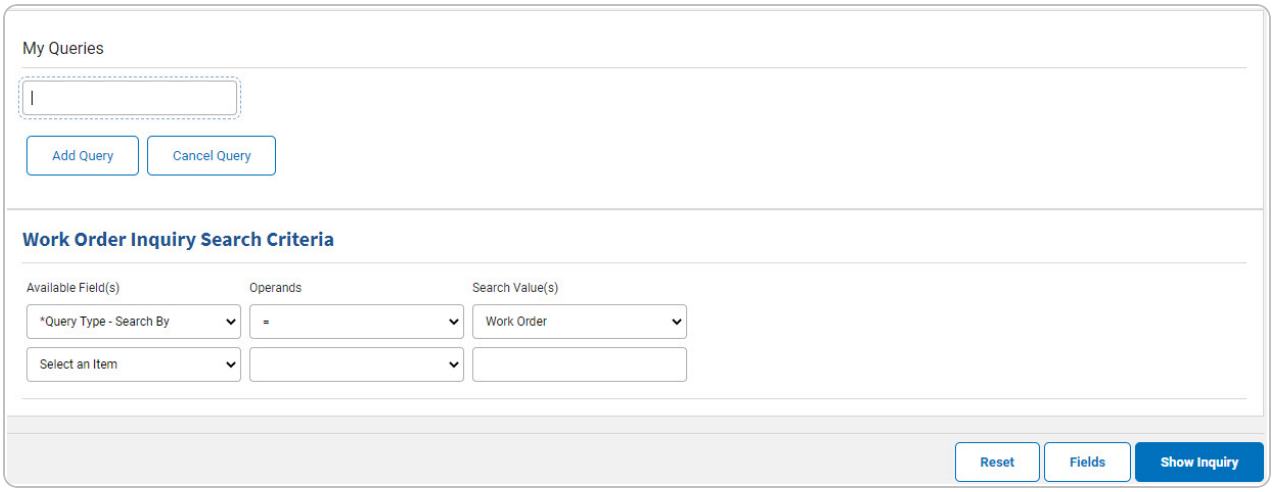
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Work Order 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.*



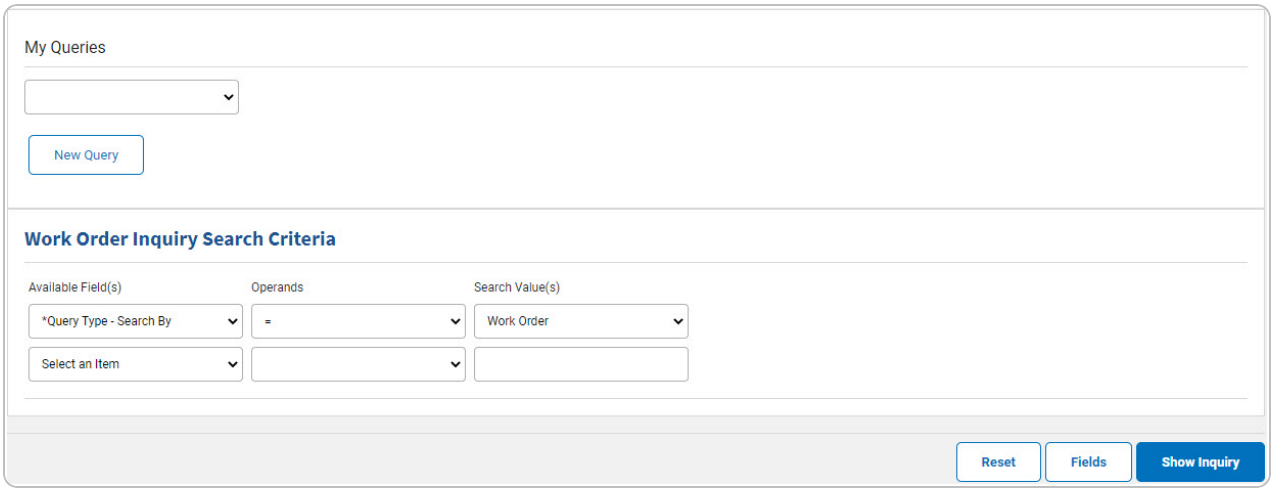
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Work Order Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The* ***Work Order 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.*



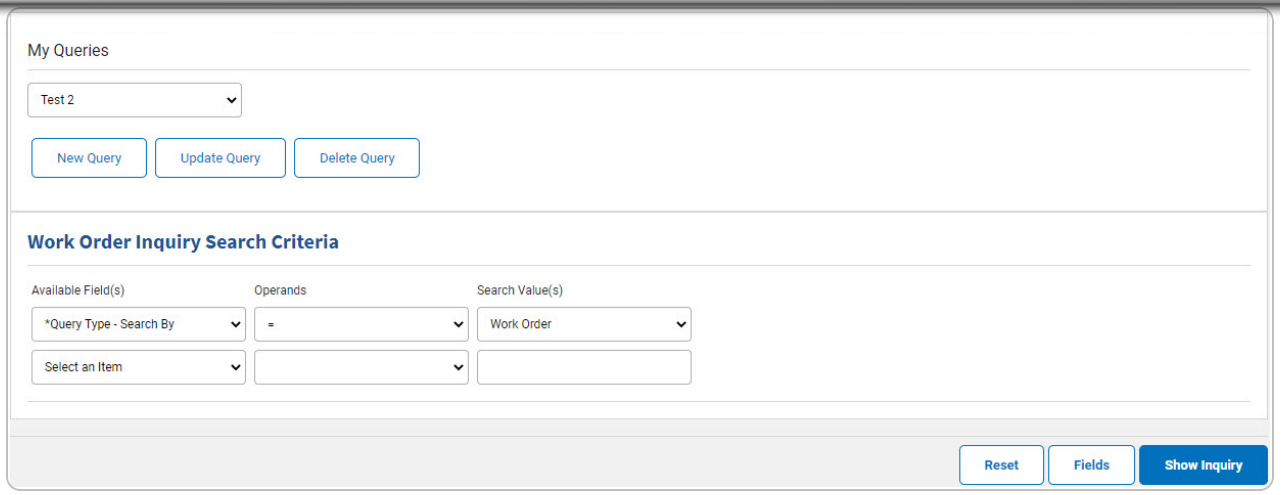
Select Fields. *The* ***Work Order Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Work Order 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.*



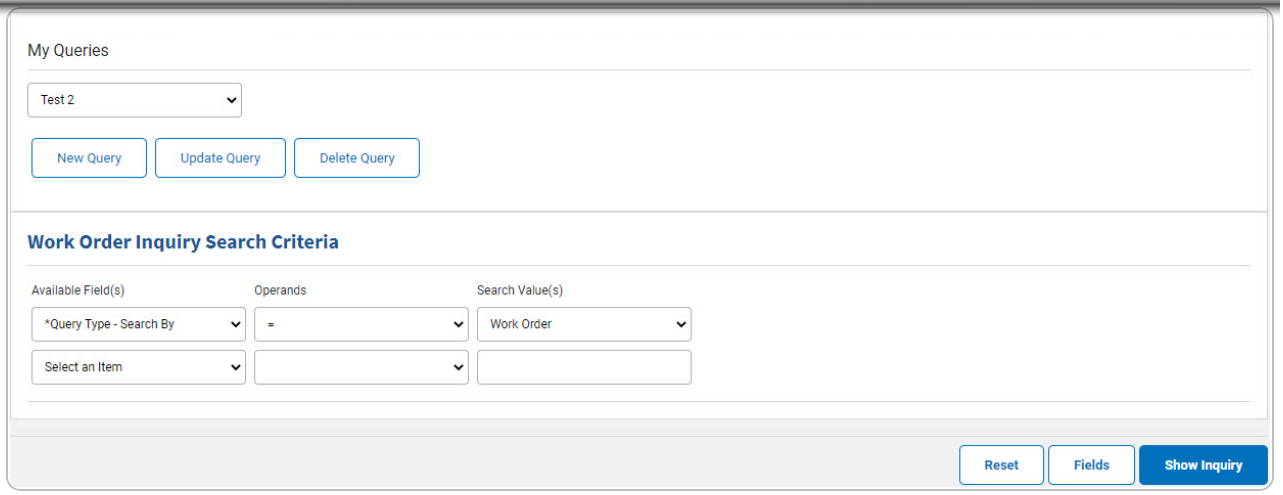
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Work Order Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Work Order 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Work Order Inquiry Detail — Sub Work Order
- View the Work Order Inquiry Transaction Status
- Export the Work Order Inquiry Transaction Status

Search for a Work Order Inquiry — Results

Overview

The Work Order Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Show Inquiry > Work Order Inquiry Search Results page

Page Fields

The following fields display on the **Work Order Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Work Order Id
Approval Dt
Asset Id
DoD Serial Nbr
ECC
Item Desc
Maint Activity
Priority Cd
Serial Nbr
Stock Nbr
Doc Nbr
Work Order Status Cd
Closed Dt
Work Order Has Asset

Optional

ACC
Actual Labor Hours
Asset LIN/TAMCN
Asset UIC
Avail Dt
Cond Cd
Dmil Cd
Equipment Pool
Est Labor Cost
Est Labor Hours
Est Non-Labor Cost
Est Service End Dt
Estbd By
Estbd Dt/Time
Haz Mat Cd
Incoming Meter Reading
Incoming Util Report
Job Order Nbr
Labor Cost
Last Updtd By
Mfr Model Nbr
Mfr Name
Mfr Part Nbr
NMC End Date

NMC Start Date
NMC Status
NMC Total Time in Days
NMC Total Time in Hours
NMCM Days
NMCM Hours
NMCS Days
NMCS Hours
Non-Labor Cost
Outgoing Meter Reading
Outgoing Util Report Date
Owning UIC
Preservation Level Cd
Rcpt Dt
Remarks
Requested Dt
Required Delivery Dt
Sched Exists
Site Id
Storage Type Cd
Total Actual Cost
Total Est Cost
Total Util Qty
UII
Work Order Reason

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

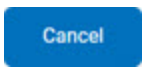
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

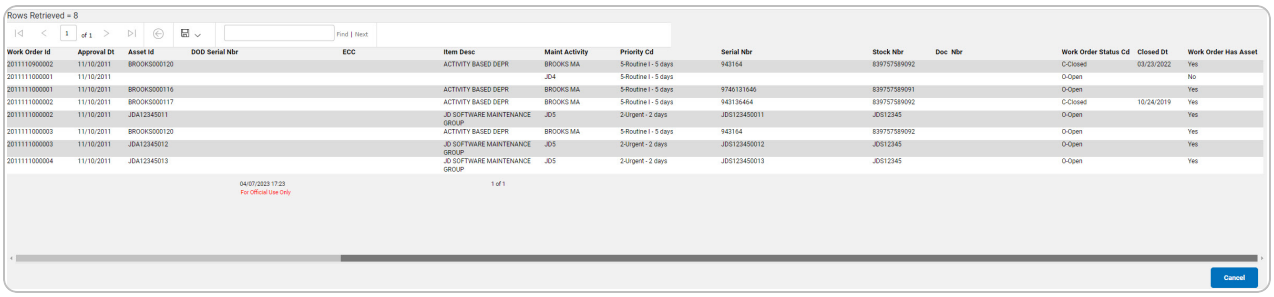
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Work Order 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 Order Detail

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
548 — Search has exceeded the Inquiry limit of a 5,000 row display. Refine Search criteria.	Invalid Entry. The Search Results cannot display more than 5,000 rows at a time. All rows are not displayed. Refine the Search Criteria to narrow the results.

Related Topics

- Search for a Work Order Inquiry — Criteria
- Select Fields for the Work Order Inquiry
- View the Work Order Inquiry Detail — Sub Work Order
- View the Work Order Inquiry Transaction Status
- Export the Work Order Inquiry Transaction Status

View the Work Order Inquiry Details — Sub Work Order Selection

Overview

The Work Order Inquiry Detail — Sub Work Order Selection process displays the Subordinate Work Order record of the selected inquiry.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Work Order Inquiry Detail — Sub Work Order Selection page

Page Fields

The following fields display on the **Work Order Inquiry Detail — Sub Work Order Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Order Inquiry — Sub Work Order Selection Detail

Work Order Id
Work Order Status Cd

Priority Cd
Receipt Dt
Closed Dt
Return Dt
Special Instructions
External System Cd
Asset Id
Item Desc
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Est Labor Cost
Est Non-Labor Cost
Actual Labor Cost
Actual Non-Labor Cost
Total Estimated Cost
Total Actual Cost

Sub Work Order Id Grid

Sub Work Order Id
Work Order State Cd
Sub Priority Cd
Team Id
Team Desc
Team Member First Name
Team Member Last Name
Maint Loc
Work Plan Type Cd
Work Order Desc
Serviced By Cd
Est Labor Hours
Est Labor Cost
Est Non-Labor Cost
Actual Labor Hours
Actual Labor Cost
Actual Non-Labor Cost
Claim Id
Service Requested
Service Performed
Service Start Dt
Service End Dt
Doc Nbr

Contractor Name
Contract Nbr
CLIN/SLIN
Contract Use Cd
Terms
Times Printed
Inspection Status Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Inquiry Details — Sub Work Order Selection

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

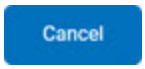
1. *Verify the Sub Work Order Selection Detail tab.*

   A. *Verify the Work Order Id.*
   B. *Verify the Work Order Status Cd.*
   C. *Verify the Priority Cd.*
   D. *Verify the Receipt Dt.*
   E. *Verify the Closed Dt.*
   F. *Verify the Return Dt.*
   G. *Verify the Special Instructions.*
   H. *Verify the External System Cd.*
   I. *Verify the Asset Id.*
   J. *Verify the Item Desc.*
   K. *Verify the Stock Nbr.*
   L. *Verify the Serial Nbr.*

M. *Verify the Secondary Serial Number.*
N. *Verify the UII.*
O. *Verify the EST LABOR COST.*
P. *Verify the EST NON-LABOR COST.*
Q. *Verify the Actual Labor Cost.*
R. *Verify the Actual Non-Labor Cost.*
S. *Verify the Total Estimated Cost.*
T. *Verify the Total Actual Cost.*

2. *Verify the SUB WORK ORDER ID grid.*
   A. *Verify the SUB WORK ORDER ID.*
   B. *Verify the WORK ORDER STATE CD.*
   C. *Verify the SUB PRIORITY CD.*
   D. *Verify the TEAM ID.*
   E. *Verify the TEAM DESC.*
   F. *Verify the Team Member First Name.*
   G. *Verify the Team Member Last Name.*
   H. *Verify the MAINT LOC.*
   I. *Verify the WORK PLAN TYPE CD.*
   J. *Verify the WORK ORDER DESC.*
   K. *Verify the SERVICE BY CD.*
   L. *Verify the EST LABOR HOURS.*
   M. *Verify the EST LABOR COST.*
   N. *Verify the EST NON-LABOR COST.*
   O. *Verify the Actual Labor Hours.*
   P. *Verify the Actual Labor Cost.*
   Q. *Verify the Actual Non-Labor Cost.*
   R. *Verify the CLAIM ID.*
   S. *Verify the Service Requested.*
   T. *Verify the Service Performed.*
   U. *Verify the SERVICE START DT.*
   V. *Verify the SERVICE END DT.*

W. *Verify the DOC NBR.*
X. *Verify the Contractor Name.*
Y. *Verify the CONTRACT NBR.*
Z. *Verify the CLIN/SLIN.*
AA. *Verify the CONTRACT USE CD.*
AB. *Verify the Terms.*
AC. *Verify the Times Printed.*
AD. *Verify the INSPECTION STATUS CD.*

3. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.
5. Select  . *The **Work Order 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Inquiry — Criteria
- Search for a Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Work Order Inquiry Transaction Status
- Export the Work Order Inquiry Transaction Status

Select Fields for the Work Order Inquiry

Overview

The Work Order Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Fields > Work Order Inquiry Fields Selection page

Page Fields

The following fields display on the **Work Order Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Work Order Id
Approval Dt
Asset Id
DoD Serial Nbr
ECC
Item Desc
Maint Activity
Priority Cd
Serial Nbr
Stock Nbr
Doc Nbr
Work Order Status Cd
Closed Dt
Work Order Has Asset

Optional

ACC
Actual Labor Hours
Asset Certifications
Asset LIN/TAMCN

Asset Location
Asset UIC
Avail Dt
CAGE Code
CIIC
Cond Cd
Custodian Id
Dmil Cd
Dollar Amount
Equipment Pool
Est Labor Cost
Est Labor Hours
Est Non-Labor Cost
Est Service End Dt
Estbd By
Estbd Dt/Time
Haz Mat Cd
Incoming Meter Reading
Incoming Util Report
Job Order Nbr
Labor Cost
Last Updtd By
Maint Loc
Manufactured Year
Meter
Mfr Model Nbr
Mfr Name
Mfr Part Nbr
NMC End Date
NMC Start Date
NMC Status
NMC Status Start Date/Time
NMC Total Time in Days
NMC Total Time in Hours
NMCM Days
NMCM Hours
NMCS Days
NMCS Hours
Non Accountable
Non-Labor Cost
Nuclear
Nuclear Restricted
Nuclear Restricted Reason

Outgoing Meter Reading
Outgoing Util Report Date
Owning UIC
Precious Metal Code
Prep for Shipment Code
Preservation Level Cd
Rcpt Dt
Reimbursable
Refundable
Remarks
Requested Dt
Required Delivery Dt
Return Date
RIC
Sched Exists
Site Id
Special Instructions
Storage Type Cd
Total Actual Cost
Total Est Cost
Total Util Qty
UII
Work Order Reason

Procedures

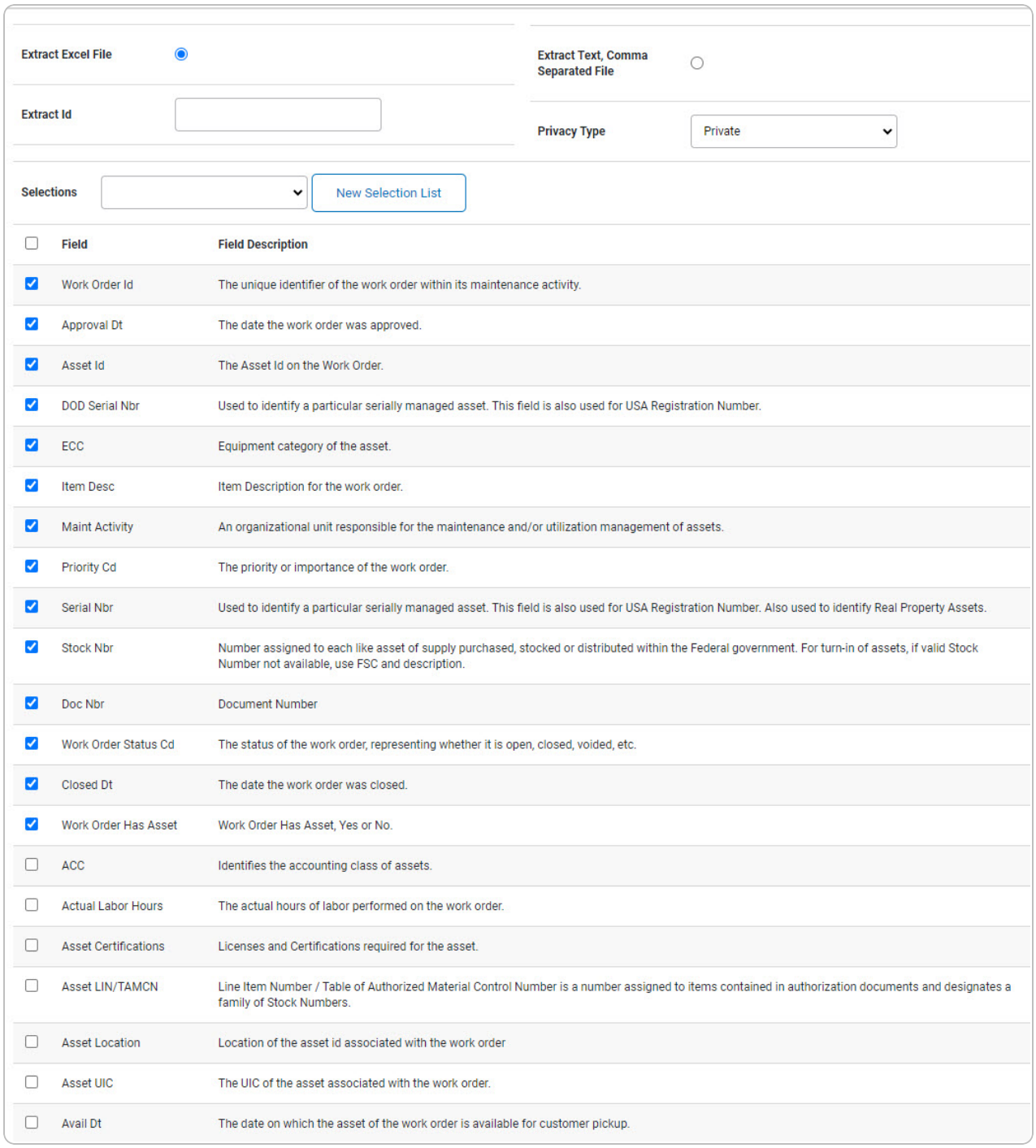
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 Order Inquiry** page appears.*



Extract Excel File ◉ | Extract Text, Comma Separated File ○

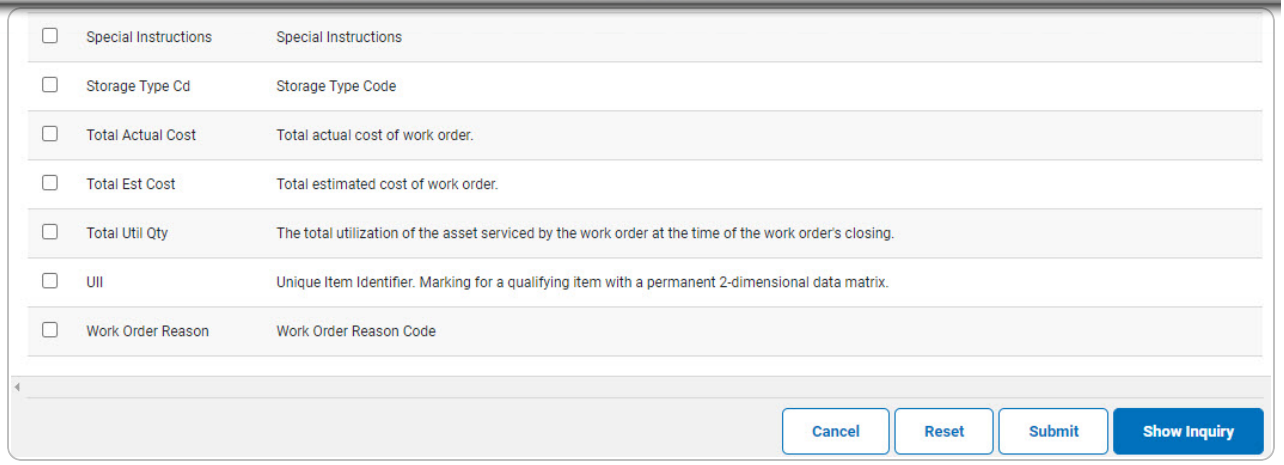
Extract Id | Privacy Type: Private

Selections | New Selection List

	Field	Field Description
☑	Work Order Id	The unique identifier of the work order within its maintenance activity.
☑	Approval Dt	The date the work order was approved.
☑	Asset Id	The Asset Id on the Work Order.
☑	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☑	ECC	Equipment category of the asset.
☑	Item Desc	Item Description for the work order.
☑	Maint Activity	An organizational unit responsible for the maintenance and/or utilization management of assets.
☑	Priority Cd	The priority or importance of the work order.
☑	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.
☑	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.
☑	Doc Nbr	Document Number
☑	Work Order Status Cd	The status of the work order, representing whether it is open, closed, voided, etc.
☑	Closed Dt	The date the work order was closed.
☑	Work Order Has Asset	Work Order Has Asset, Yes or No.
☐	ACC	Identifies the accounting class of assets.
☐	Actual Labor Hours	The actual hours of labor performed on the work order.
☐	Asset Certifications	Licenses and Certifications required for the asset.
☐	Asset LIN/TAMCN	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.
☐	Asset Location	Location of the asset id associated with the work order
☐	Asset UIC	The UIC of the asset associated with the work order.
☐	Avail Dt	The date on which the asset of the work order is available for customer pickup.

☐	CAGE Code	CAGE Code associated to the asset.
☐	CIIC	A one position code that indicates the security classification.
☐	Cond Cd	Condition Code
☐	Custodian Id	ID of the custodian listed in Asset Details.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Dollar Amount	Dollar amount associated with the asset.
☐	Equipment Pool	Equipment pool for asset on the work order.
☐	Est Labor Cost	The estimated number of labor-specific dollars needed to perform the work order.
☐	Est Labor Hours	The estimated number of hours needed to perform the work order.
☐	Est Non-Labor Cost	The estimated number of non-labor (e.g. parts) dollars needed to perform the work order.
☐	Est Service End Dt	Estimated Service End Date
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt/Time	The date of this row's insertion into the database.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Incoming Meter Reading	The begining meter reading of the asset on the work order at the time of the work order's opening
☐	Incoming Util Report Date	The date of the incoming meter reading was recorded
☐	Job Order Nbr	A reference number used to identify the customer or project that the activity is associated.
☐	Labor Cost	Actual Labor Cost
☐	Last Updtd By	The id of the user that last modified this row.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Manufactured Year	Manufactured Year
☐	Meter	Code for the Unit of Measure used to track the Assets utilization
☐	Mfr Model Nbr	Manufacturer Model Number
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Manufacturer Part Number
☐	NMC End Date	The date the Work Order ended NMC
☐	NMC Start Date	The date the Work Order started NMC
☐	NMC Status	The current NMC status of the Work Order.
☐	NMC Status Start Date/Time	The nmc start dt tm for the work order header nmc record.
☐	NMC Total Time in Days	The total NMC time in days.
☐	NMC Total Time in Hours	The total NMC time in hours.
☐	NMCM Days	The number of days in NMC Maintenance.

☐	NMCM Hours	The number of hours in NMC Maintenance.
☐	NMCS Days	The number of days in NMC Supply.
☐	NMCS Hours	The number of hours in NMC Supply.
☐	Non Accountable	Designates property that is being tracked via DPAS , but does not meet the definition of accountable property.
☐	Non-Labor Cost	Actual Non-Labor Cost
☐	Nuclear	Used in inquiry to determine if record exists
☐	Nuclear Restricted	If the asset is considered nuclear restricted
☐	Nuclear Restricted Reason	Reason why nuclear flag was last changed to restricted
☐	Outgoing Meter Reading	The end meter reading of the asset on the work order at the time of the work order's closing.
☐	Outgoing Util Report Date	The date of the outgoing meter reading was recorded
☐	Owning UIC	The active UIC the user has access to
☐	Precious Metal Code	Code designating the use of precious metal in the asset.
☐	Prep for Shipment Code	Code designating how the asset should be prepared for shipment.
☐	Preservation Level Cd	The preservation level required by the work order.
☐	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance.
☐	Reimbursable	If asset is considered reimbursable
☐	Refundable	If asset is considered refundable
☐	Remarks	Remarks from the work order.
☐	Requested Dt	The date on which the work order was requested.
☐	Required Delivery Dt	The date by which the work order must be completed.
☐	Return Date	Date the Asset was returned to the custodian.
☐	RIC	Identifies the Routing Identification Code for the warehouse the item is coming from.
☐	Sched Exists	Preventative schedule exists, Yes or No.
☐	Site Id	The active Site Id the user has access to.



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

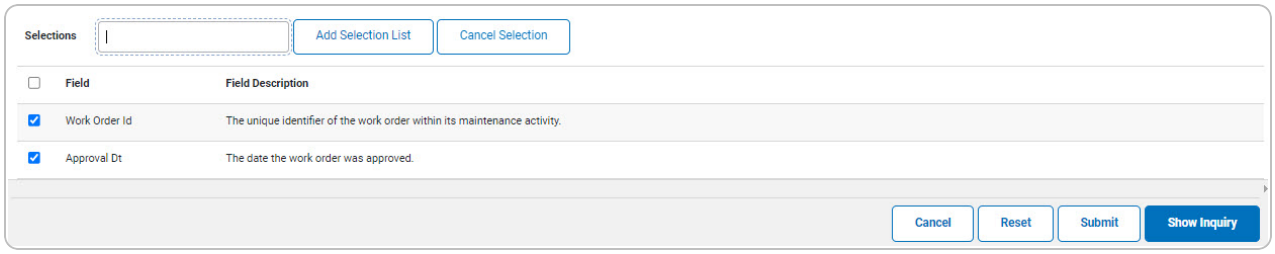
     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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.

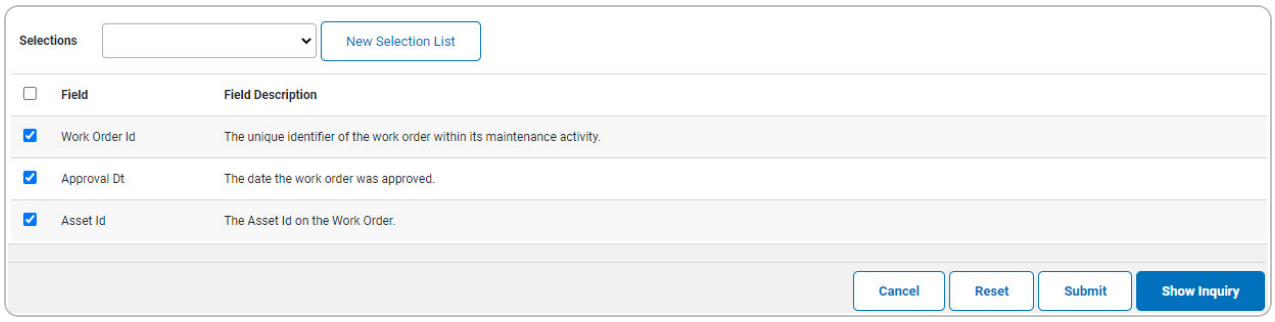
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

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

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

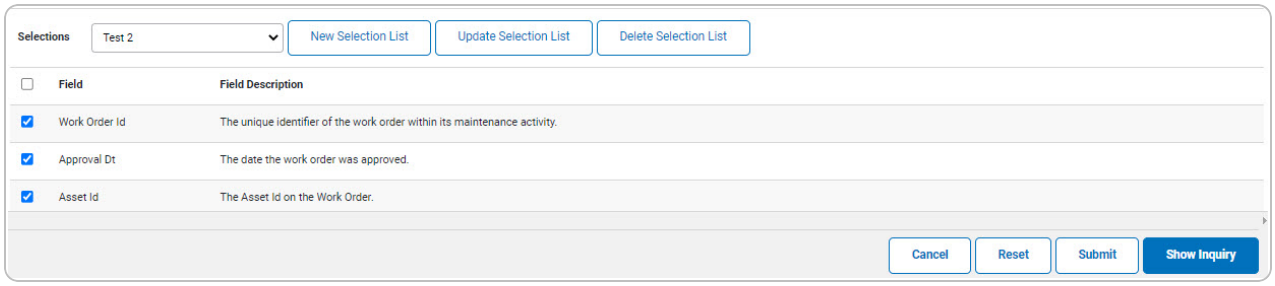
3. Select Show Inquiry for small volumes of data. *The **Work Order Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Work Order 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

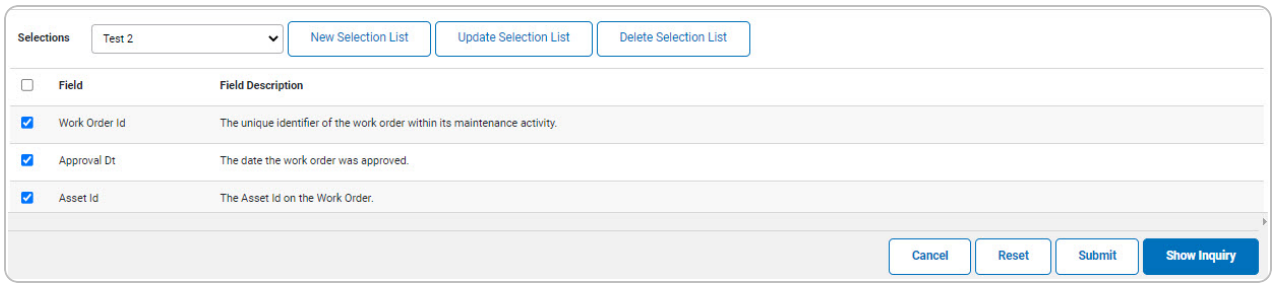
   Select Show Inquiry for small volumes of data. *The* ***Work Order Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Work Order 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.

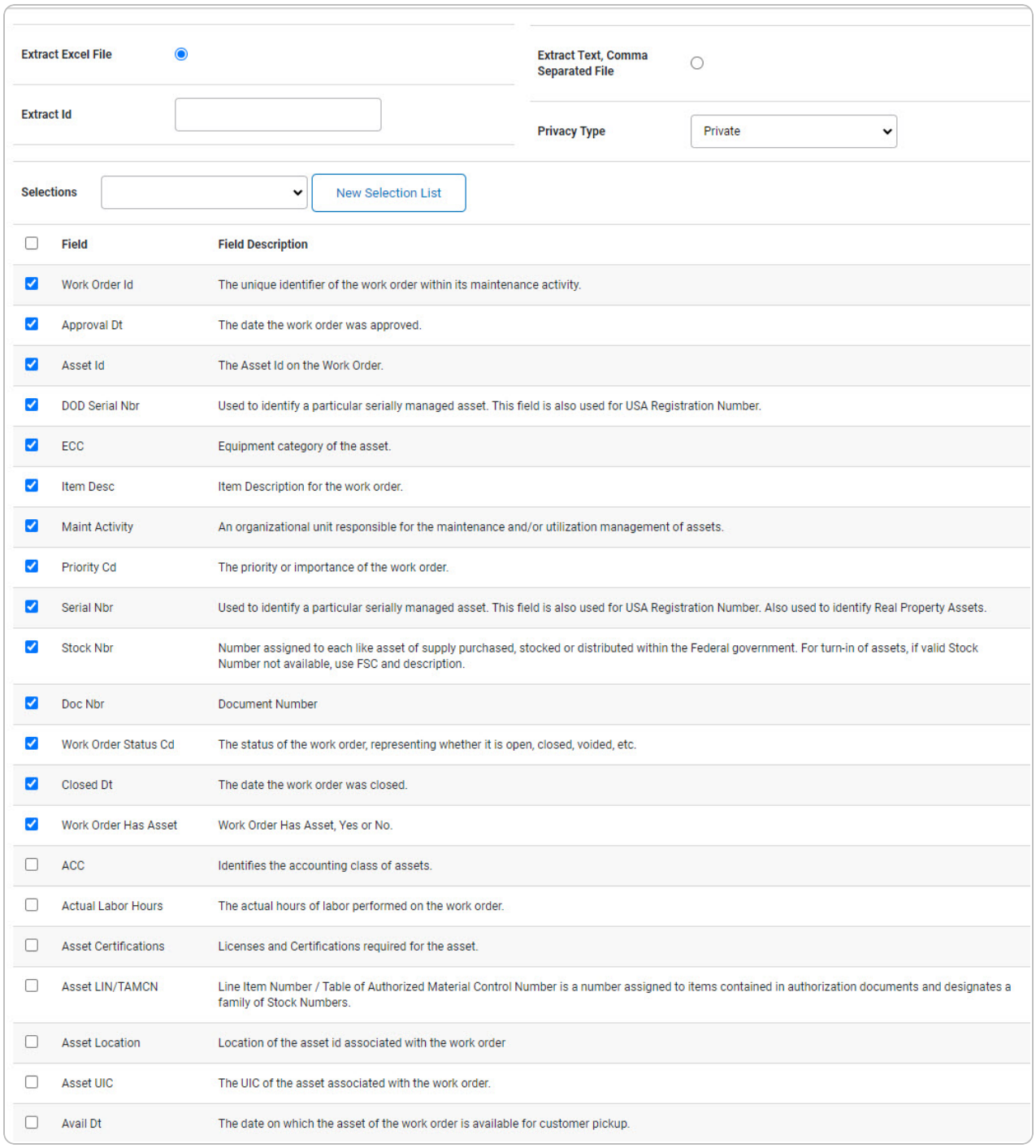


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 Order Inquiry** page appears.*



Extract Excel File ◉ | Extract Text, Comma Separated File ○

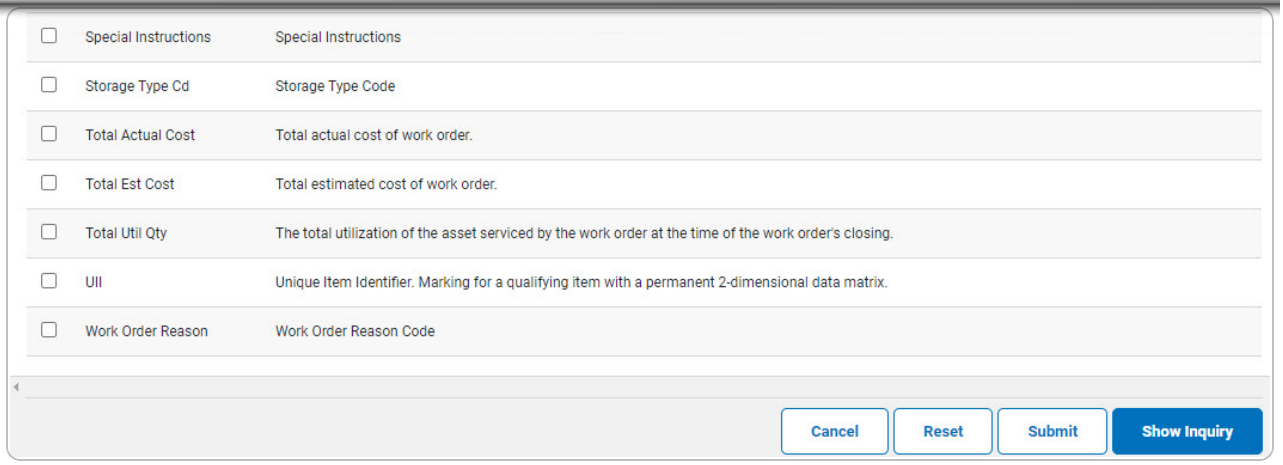
Extract Id | Privacy Type: Private

Selections | New Selection List

	Field	Field Description
☑	Work Order Id	The unique identifier of the work order within its maintenance activity.
☑	Approval Dt	The date the work order was approved.
☑	Asset Id	The Asset Id on the Work Order.
☑	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☑	ECC	Equipment category of the asset.
☑	Item Desc	Item Description for the work order.
☑	Maint Activity	An organizational unit responsible for the maintenance and/or utilization management of assets.
☑	Priority Cd	The priority or importance of the work order.
☑	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.
☑	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.
☑	Doc Nbr	Document Number
☑	Work Order Status Cd	The status of the work order, representing whether it is open, closed, voided, etc.
☑	Closed Dt	The date the work order was closed.
☑	Work Order Has Asset	Work Order Has Asset, Yes or No.
☐	ACC	Identifies the accounting class of assets.
☐	Actual Labor Hours	The actual hours of labor performed on the work order.
☐	Asset Certifications	Licenses and Certifications required for the asset.
☐	Asset LIN/TAMCN	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.
☐	Asset Location	Location of the asset id associated with the work order
☐	Asset UIC	The UIC of the asset associated with the work order.
☐	Avail Dt	The date on which the asset of the work order is available for customer pickup.

☐	CAGE Code	CAGE Code associated to the asset.
☐	CIIC	A one position code that indicates the security classification.
☐	Cond Cd	Condition Code
☐	Custodian Id	ID of the custodian listed in Asset Details.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Dollar Amount	Dollar amount associated with the asset.
☐	Equipment Pool	Equipment pool for asset on the work order.
☐	Est Labor Cost	The estimated number of labor-specific dollars needed to perform the work order.
☐	Est Labor Hours	The estimated number of hours needed to perform the work order.
☐	Est Non-Labor Cost	The estimated number of non-labor (e.g. parts) dollars needed to perform the work order.
☐	Est Service End Dt	Estimated Service End Date
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt/Time	The date of this row's insertion into the database.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Incoming Meter Reading	The begining meter reading of the asset on the work order at the time of the work order's opening
☐	Incoming Util Report Date	The date of the incoming meter reading was recorded
☐	Job Order Nbr	A reference number used to identify the customer or project that the activity is associated.
☐	Labor Cost	Actual Labor Cost
☐	Last Updtd By	The id of the user that last modified this row.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Manufactured Year	Manufactured Year
☐	Meter	Code for the Unit of Measure used to track the Assets utilization
☐	Mfr Model Nbr	Manufacturer Model Number
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Manufacturer Part Number
☐	NMC End Date	The date the Work Order ended NMC
☐	NMC Start Date	The date the Work Order started NMC
☐	NMC Status	The current NMC status of the Work Order.
☐	NMC Status Start Date/Time	The nmc start dt tm for the work order header nmc record.
☐	NMC Total Time in Days	The total NMC time in days.
☐	NMC Total Time in Hours	The total NMC time in hours.
☐	NMCM Days	The number of days in NMC Maintenance.

☐	NMCM Hours	The number of hours in NMC Maintenance.
☐	NMCS Days	The number of days in NMC Supply.
☐	NMCS Hours	The number of hours in NMC Supply.
☐	Non Accountable	Designates property that is being tracked via DPAS , but does not meet the definition of accountable property.
☐	Non-Labor Cost	Actual Non-Labor Cost
☐	Nuclear	Used in inquiry to determine if record exists
☐	Nuclear Restricted	If the asset is considered nuclear restricted
☐	Nuclear Restricted Reason	Reason why nuclear flag was last changed to restricted
☐	Outgoing Meter Reading	The end meter reading of the asset on the work order at the time of the work order's closing.
☐	Outgoing Util Report Date	The date of the outgoing meter reading was recorded
☐	Owning UIC	The active UIC the user has access to
☐	Precious Metal Code	Code designating the use of precious metal in the asset.
☐	Prep for Shipment Code	Code designating how the asset should be prepared for shipment.
☐	Preservation Level Cd	The preservation level required by the work order.
☐	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance.
☐	Reimbursable	If asset is considered reimbursable
☐	Refundable	If asset is considered refundable
☐	Remarks	Remarks from the work order.
☐	Requested Dt	The date on which the work order was requested.
☐	Required Delivery Dt	The date by which the work order must be completed.
☐	Return Date	Date the Asset was returned to the custodian.
☐	RIC	Identifies the Routing Identification Code for the warehouse the item is coming from.
☐	Sched Exists	Preventative schedule exists, Yes or No.
☐	Site Id	The active Site Id the user has access to.



2. Select the fields required for the inquiry. *The first 14 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.

- Verify the WORK ORDER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a WORK ORDER ID.*
- Verify the APPROVAL DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an approval date.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset identifier.*
- Verify the DOD SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a serial managed asset.*
- Verify the ECC contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment category code.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry has a description.*

- Verify the MAINT ACTIVITY contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity.*
- Verify the PRIORITY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a priority code.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOC NBR.*
- Verify the WORK ORDER STATUS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a work order status.*
- Verify the CLOSED DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a work order closed date.*
- Verify the Work Order Has Asset contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset in the work order.*
- Click ☐ to select the ACC. *Select if the inquiry contains an accounting class code.*
- Click ☐ to select the Actual Labor Hours. *Select if the inquiry contains a specified city.*
- Click ☐ to select the Asset Certifications. *Select if the inquiry contains an asset certifications.*
- Click ☐ to select the ASSET LIN/TAMCN. *Select if the inquiry contains an Asset LIN/TAMCN.*
- Click ☐ to select the Asset Location. *Select if the inquiry contains an asset location.*

- Click ☐ to select the ASSET UIC. *Select if the inquiry contains an asset unit identification code.*
- Click ☐ to select the AVAIL DT. *Select if the inquiry contains an available date.*
- Click ☐ to select the CAGE CODE. *Select if the inquiry contains a CAGE CD.*
- Click ☐ to select the CIIC. *Select if the inquiry contains a CIIC.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a condition code.*
- Click ☐ to select the CUSTODIAN ID. *Select if the inquiry contains a custodian identifier.*
- Click ☐ to select DMIL CD. *Select if the inquiry contains a demilitarization code.*
- Click ☐ to select Dollar Amount. *Select if the inquiry contains a dollar amount.*
- Click ☐ to select the Equipment Pool. *Select if the inquiry contains an equipment pool.*
- Click ☐ to select the EST LABOR COST. *Select if the inquiry contains an estimated labor cost amount.*
- Click ☐ to select the EST LABOR HOURS. *Select if the inquiry contains estimated labor hours.*
- Click ☐ to select the EST NON-LABOR COST. *Select if the inquiry contains an estimated non-labor cost.*
- Click ☐ to select the EST SERVICE END DT. *Select if the inquiry contains an estimated service end date.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*

- Click ☐ to select the ESTBD DT/TM. *Select if the inquiry contains an estimated labor cost amount.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry contains a HAZ MAT CD.*
- Click ☐ to select the Incoming Meter Reading. *Select if the inquiry contains an incoming meter reading.*
- Click ☐ to select the INCOMING UTIL REPORT DATE. *Select if the inquiry contains an incoming utilization report date.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a job order number.*
- Click ☐ to select the Labor Cost. *Select if the inquiry contains an estimated labor cost amount.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*
- Click ☐ to select the MAINT LOC. *Select if the inquiry contains maintenance location information.*
- Click ☐ to select the Manufactured Year. *Select if the inquiry contains a manufactured year.*
- Click ☐ to select the Meter. *Select if the inquiry contains meter information.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains a manufacturer model number.*
- Click ☐ to select the MFR NAME. *Select if the inquiry contains a manufacturer name.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a manufacturer part number.*

- Click ☐ to select the NMC END DATE. *Select if the inquiry contains a non mission capable end date.*
- Click ☐ to select the NMC START DATE. *Select if the inquiry contains a non mission capable start date.*
- Click ☐ to select the NMC STATUS. *Select if the inquiry contains a non mission capable status.*
- Click ☐ to select the NMC STATUS START DATE/TIME. *Select if the inquiry contains a non mission capable status start date/time.*
- Click ☐ to select the NMC TOTAL TIME IN DAYS. *Select if the inquiry contains a non mission capable total time in days.*
- Click ☐ to select the NMC TOTAL TIME IN HOURS. *Select if the inquiry contains a non mission capable total time in hours.*
- Click ☐ to select the NMCM DAYS. *Select if the inquiry contain non mission capable - maintenance days.*
- Click ☐ to select the NMCM HOURS. *Select if the inquiry contain non mission capable - maintenance hours.*
- Click ☐ to select the NMCS DAYS. *Select if the inquiry contain non mission capable - supply days.*
- Click ☐ to select the NMCS HOURS. *Select if the inquiry contain non mission capable - supply hours.*
- Click ☐ to select the Non Accountable. *Select if the inquiry contains non accountable information.*
- Click ☐ to select the Non-Labor Cost. *Select if the inquiry contains a non-labor cost.*
- Click ☐ to select the Nuclear. *Select if the inquiry contains a nuclear record.*

- Click to select the Nuclear Restricted. *Select if the inquiry contains a nuclear restricted asset.*
- Click to select the Nuclear Restricted Reason. *Select if the inquiry contains a nuclear restricted reason.*
- Click to select the Outgoing Meter Reading. *Select if the inquiry contains an outgoing meter reading.*
- Click to select the OUTGOING UTIL REPORT DATE. *Select if the inquiry contains an estimated labor cost amount.*
- Click to select the OWNING UIC. *Select if the inquiry contains an owning unit identification code.*
- Click to select the Precious Metal Code. *Select if the inquiry contains a precious metal code.*
- Click to select the PREP for Shipment Code. *Select if the inquiry contains a prepared for shipment code.*
- Click to select the PRESERVATION LEVEL CD. *Select if the inquiry contains a preservation level code.*
- Click to select the RCPT DT. *Select if the inquiry contains a receipt date.*
- Click to select the Reimbursable. *Select if the inquiry contains a reimbursable asset.*
- Click to select the Refundable. *Select if the inquiry contains a refundable asset.*
- Click to select the Remarks. *Select if the inquiry contains remarks.*
- Click to select the REQUESTED DT. *Select if the inquiry contains a requested date.*

- Click ☐ to select the REQUIRED DELIVERY DT. *Select if the inquiry contains a requested delivery date.*
- Click ☐ to select the Return Date. *Select if the inquiry contains a return date.*
- Click ☐ to select the RIC. *Select if the inquiry contains a routing identifying code.*
- Click ☐ to select the SCHED EXISTS. *Select if the inquiry contains a preventative schedule.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a site identifier.*
- Click ☐ to select the Special Instructions. *Select if the inquiry contains special instructions.*
- Click ☐ to select the STORAGE TYPE CD. *Select if the inquiry contains a storage type code.*
- Click ☐ to select the Total Actual Cost. *Select if the inquiry contains a complete actual cost of the work order.*
- Click ☐ to select the TOTAL EST CT. *Select if the inquiry contains a complete estimated cost of the work order.*
- Click ☐ to select the TOTAL UTIL QTY. *Select if the inquiry contains a complete utilization quantity of the work order.*
- Click ☐ to select the UII. *Select if the inquiry contains a unique item identification.*
- Click ☐ to select the Work Order Reason. *Select if the inquiry contains work order reason information.*

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

3.

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Inquiry — Criteria
- Search for a Work Order Inquiry — Results
- View the Work Order Inquiry Detail — Sub Work Order
- View the Work Order Inquiry Transaction Status
- Export the Work Order Inquiry Transaction Status

View the Work Order Inquiry Transaction Status

Overview

The Work Order Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Work Order Inquiry Transaction Status page

Page Fields

The following fields display on the **Work Order Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

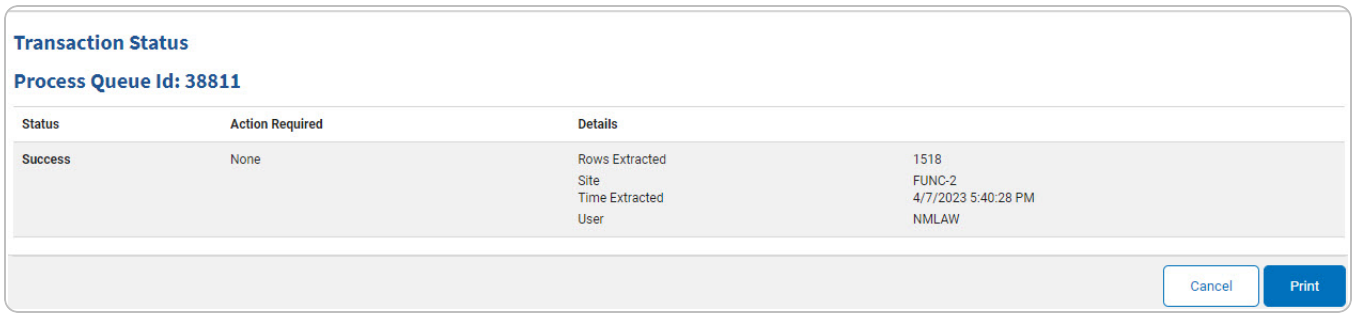
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Work Order Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Work Order Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Work Order Inquiry — Criteria
- Search for a Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Work Order Inquiry Detail — Sub Work Order
- Export the Work Order Inquiry Transaction Status

Export the Work Order Inquiry Transaction Status

Overview

The Work Order Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > Work Order > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Work Order Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Work Order Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

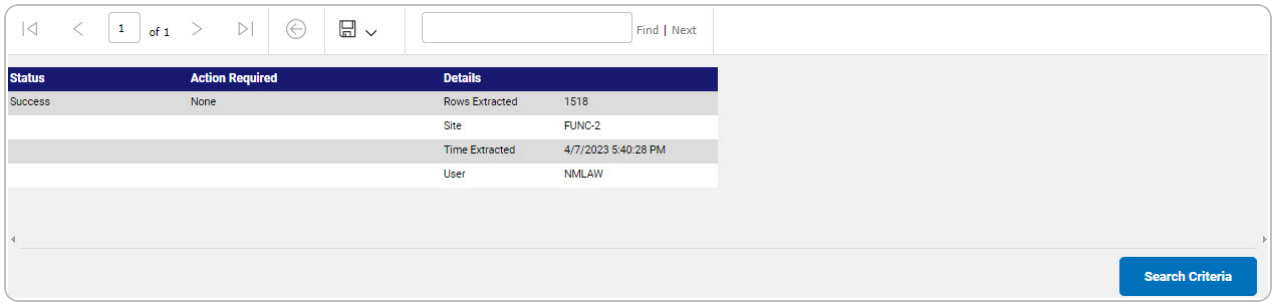
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select **Search Criteria**. *The **Work Order 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Work Order Inquiry — Criteria** page appears.*

Related Topics

- Search for a Work Order Inquiry — Criteria
- Search for a Work Order Inquiry — Results
- Select Fields for the Work Order Inquiry
- View the Work Order Inquiry Detail — Sub Work Order
- View the Work Order Inquiry Transaction Status

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

Page Fields

The following fields display on the **Work Plan Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

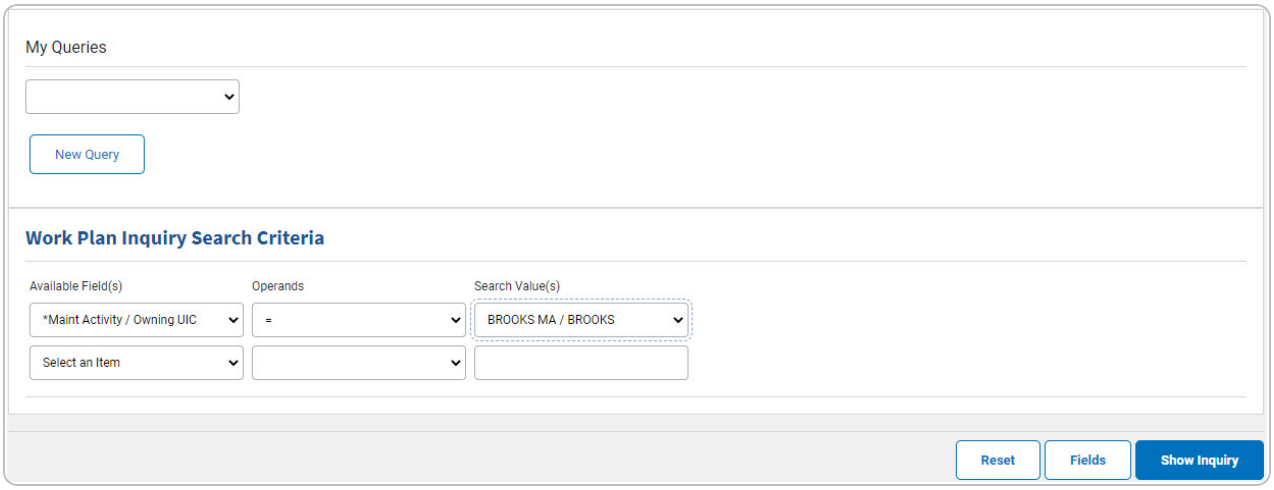
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

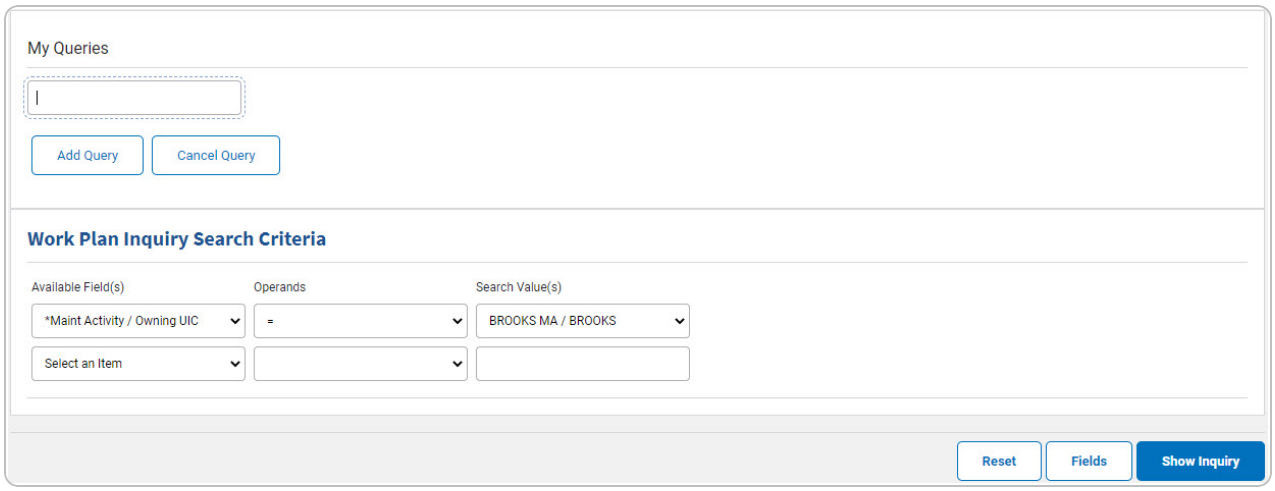
a. Use ⌄ to select desired Available Field.

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.*



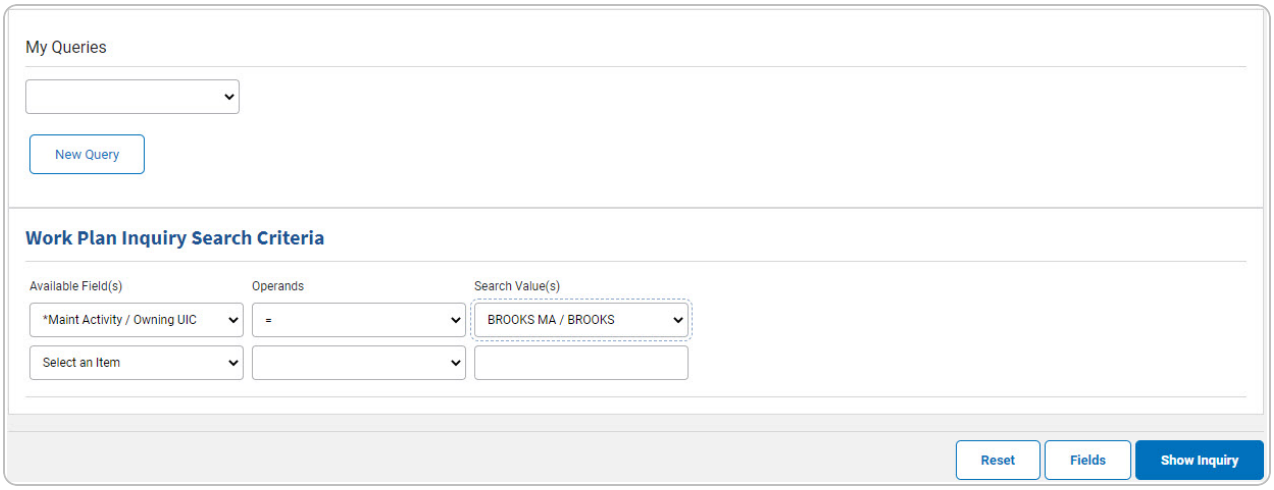
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select Cancel Query to disregard the Query.*
5. 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.*



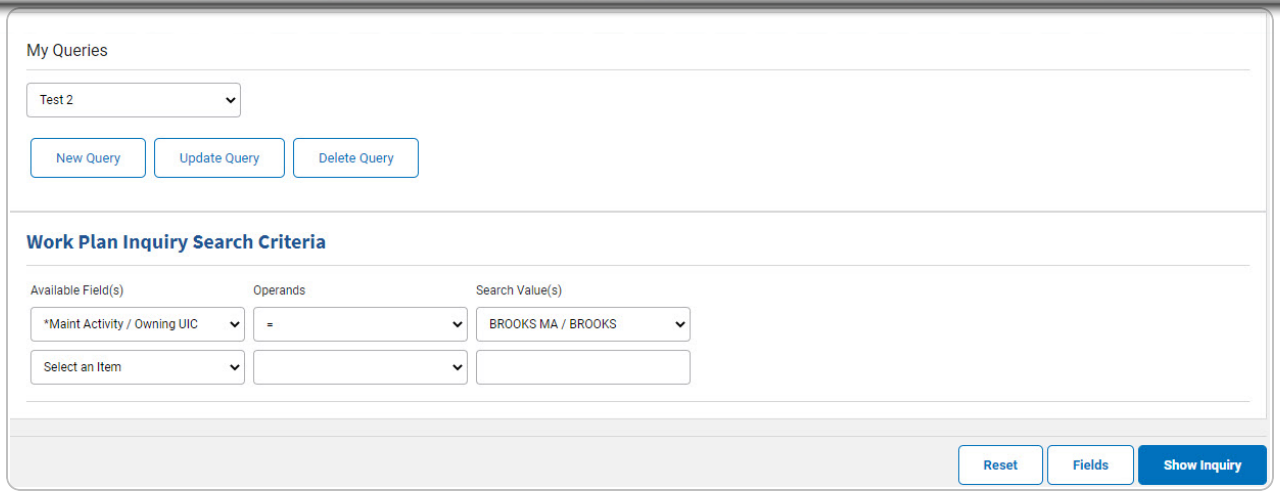
Select Fields. *The* ***Work Plan Inquiry — Select Fields*** *page appears.*

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.*



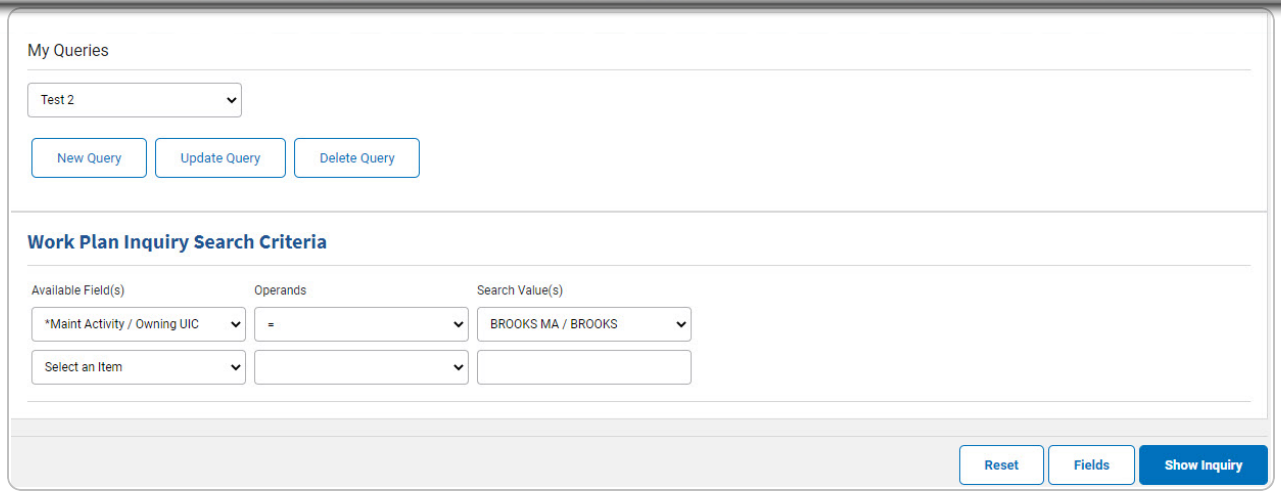
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Work Plan Inquiry — Select Fields** page appears.*

   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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)

- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

Search for a Work Plan Inquiry — Results

Overview

The Work Plan Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

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

Page Fields

The following fields display on the **Work Plan Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity Name
Plan Id
Plan Name

Optional

Est Hrs
Est Labor Cost
Est Non-Labor Cost
Estbd By
Estbd Dt/Time
History Remarks
Last Tran Dt/Time
Last Updtd By
Plan Desc
Plan Type Cd
Public
Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

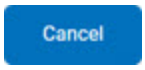
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

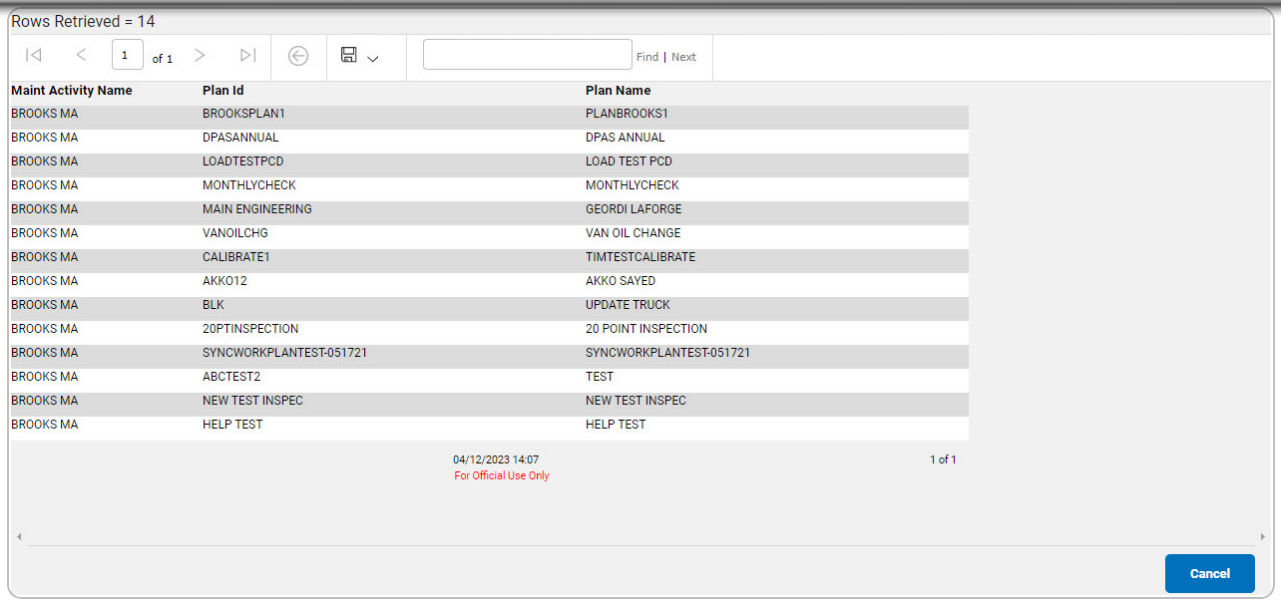
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Plan Inquiry Results

Selecting  *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

1 of 1 Find | Next

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

04/12/2023 14:07 1 of 1
For Official Use Only

Cancel

Note

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

2. Follow the prompts provided by the computer.
3. 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

View the Work Plan Inquiry Detail — Basic

Overview

The Work Plan Inquiry Detail — Basic process displays the basic record of the selected inquiry.

Navigation

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

Page Fields

The following fields display on the **Work Plan Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Plan Inquiry — Basic Detail

Maint Activity
Plan Name
Plan Desc
Public
Est Labor Cost

Remarks
History Remarks
Estbd Dt/Time
Last Acty Dt/Time
Plan Id
Plan Type
Est Hrs
Est Non-Labor Cost
Estbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

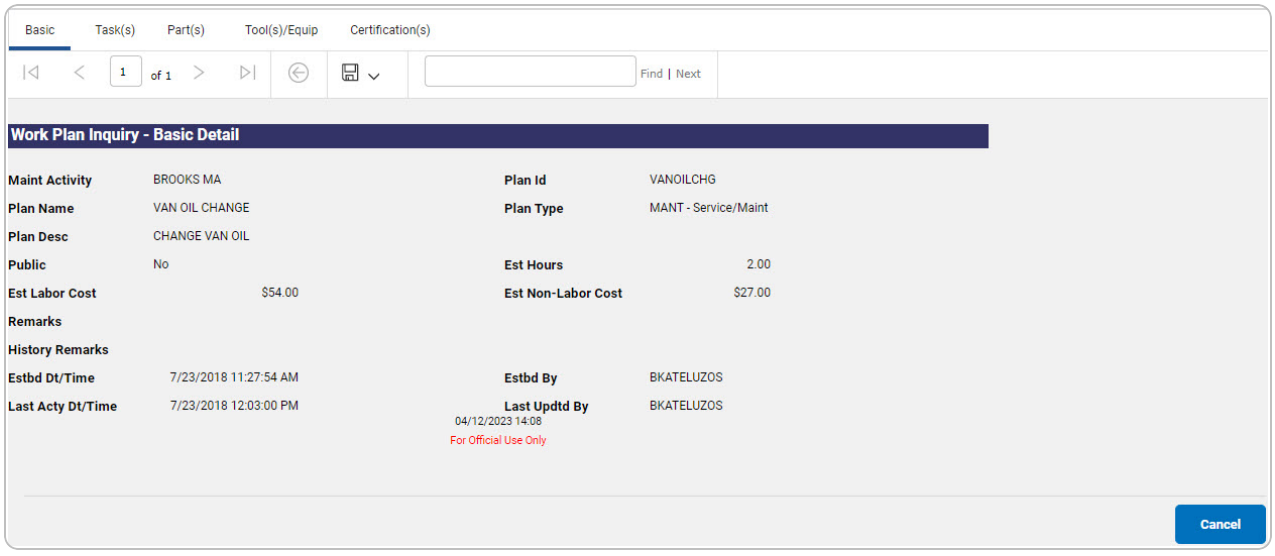
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

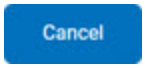
Export the Work Plan Inquiry Detail — Basic

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.*



A. *Verify the MAINT ACTIVITY.*
B. *Verify the Plan Name.*
C. *Verify the PLAN DESC.*
D. *Verify the Public.*
E. *Verify the EST LABOR COST.*
F. *Verify the Remarks.*
G. *Verify the History Remarks.*
H. *Verify the ESTBD DT/TIME.*
I. *Verify the LAST ACTY DT/TIME.*
J. *Verify the PLAN ID.*
K. *Verify the Plan Type.*
L. *Verify the EST HOURS.*
M. *Verify the EST NON-LABOR COST.*
N. *Verify the ESTBD BY.*
O. *Verify the LAST UPDTD BY.*

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

.
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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

View the Work Plan Inquiry Detail — Certification(s)

Overview

The Work Plan Inquiry Detail — Certification(s) process displays the certification record of the selected work plan.

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

Page Fields

The following fields display on the **Work Plan Inquiry Detail — Certification(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Plan Inquiry — Certification(s) Detail

Plan Id
Plan Name
Seq Nbr

Certification Name
Certification Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

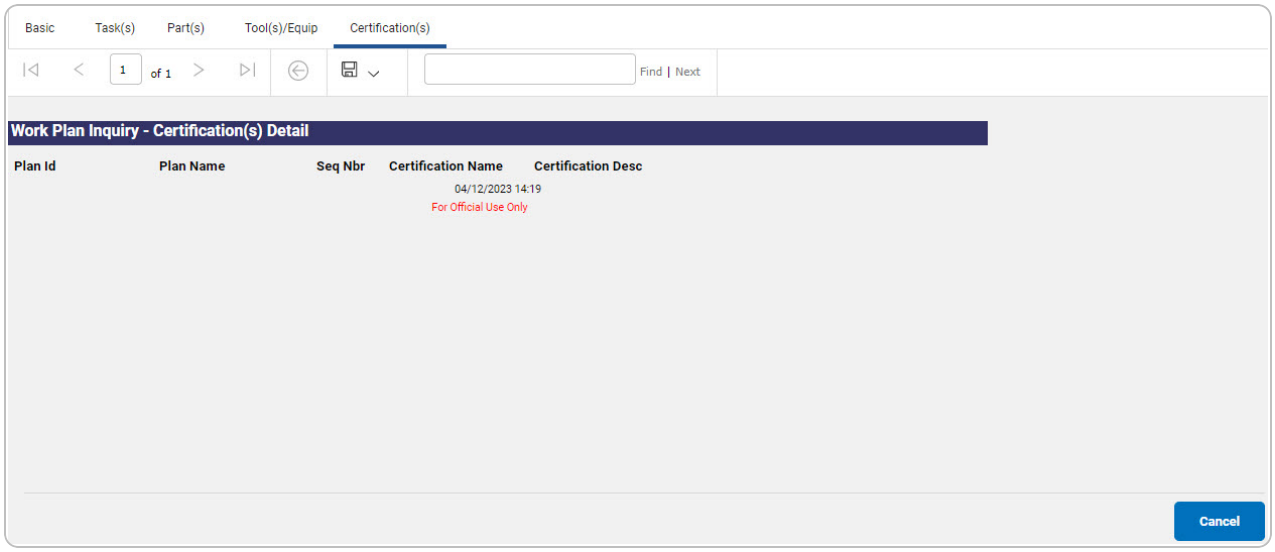
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

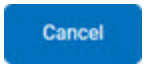
Export the Work Plan Inquiry Detail — Certification(s)

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.*



   A. *Verify the PLAN ID.*
   B. *Verify the Plan Name.*
   C. *Verify the SEQ NBR.*
   D. *Verify the Certification Name.*
   E. *Verify the CERTIFICATION DESC.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

View the Work Plan Inquiry Detail — Part(s)

Overview

The Work Plan Inquiry Detail — Part(s) process displays the part(s) record of the selected work plan.

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

Page Fields

The following fields display on the **Work Plan Inquiry Detail — Part(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Plan Inquiry — Part(s) Detail

Plan Id
Plan Name
Seq Nbr

Part Qty
Item Desc
Required
Stock Nbr
Mfr Name
Mfr Part Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

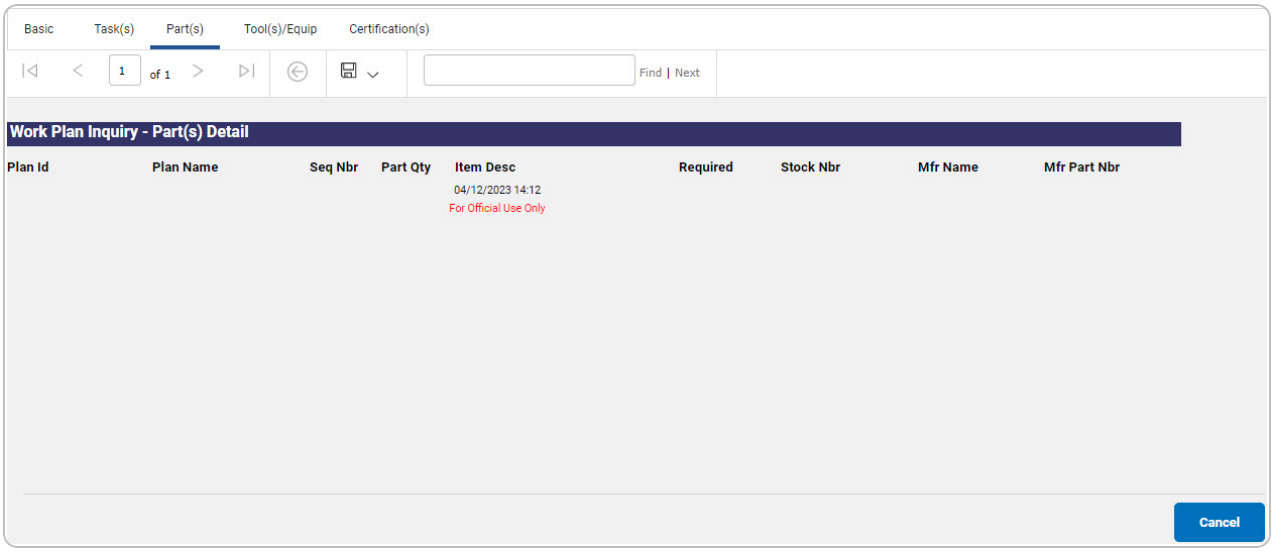
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*



A. *Verify the PLAN ID.*

B. *Verify the Plan Name.*

C. *Verify the SEQ NBR.*

D. *Verify the PART QTY.*

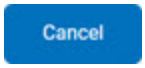
E. *Verify the ITEM DESC.*

F. *Verify the Required.*

G. *Verify the STOCK NBR.*

H. *Verify the MFR NAME.*

I. *Verify the MFR PART NBR.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The* ***Work 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 .
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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

View the Work Plan Inquiry Detail — Task(s)

Overview

The Work Plan Inquiry Detail — Task(s) process displays the task record of the selected work plan.

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

Page Fields

The following fields display on the **Work Plan Inquiry Detail — Task(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Plan Inquiry — Task(s) Detail

Plan Id
Plan Name
Seq Nbr

Step Desc
Allowable Result

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

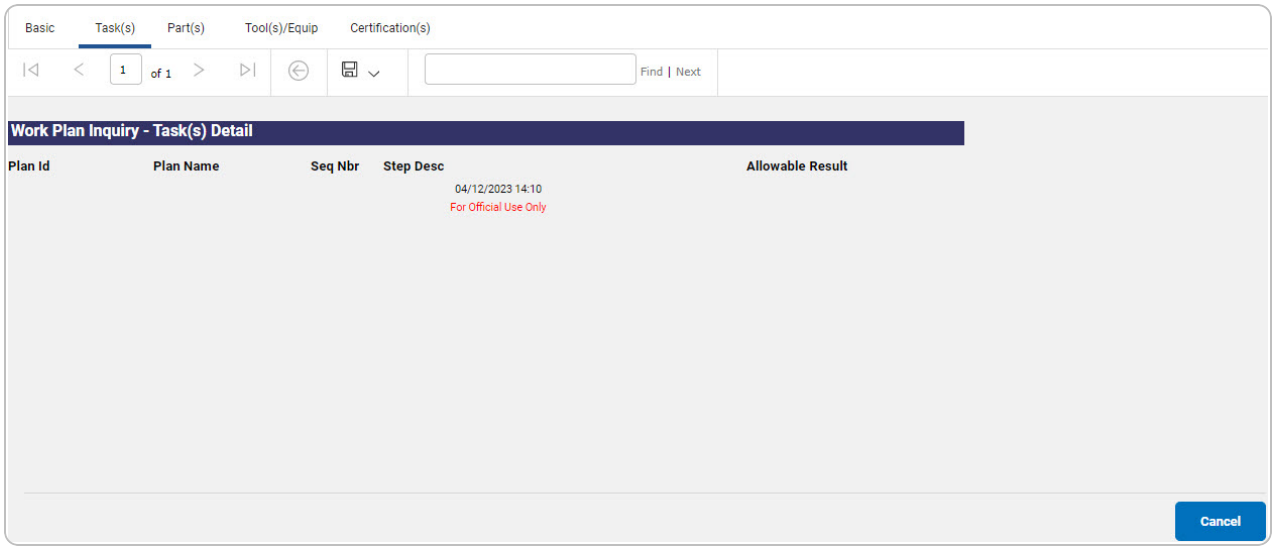
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

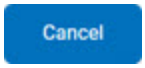
Export the Work Plan Inquiry Detail — Task(s)

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.*



A. *Verify the PLAN ID.*
B. *Verify the Plan Name.*
C. *Verify the SEQ NBR.*
D. *Verify the STEP DESC.*
E. *Verify the Allowable Result.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

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

Overview

The Work Plan Inquiry Detail — Tool(s)/Equip process displays the tool(s)/equipment record of the selected work plan.

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

Page Fields

The following fields display on the **Work Plan Inquiry Detail — Tool(s)/Equip** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Plan Inquiry — Tool(s)/Equip Detail

Plan Id
Plan Name
Seq Nbr

Tool(s)/Equip Qty
Tool(s)/Equip Desc
Required

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

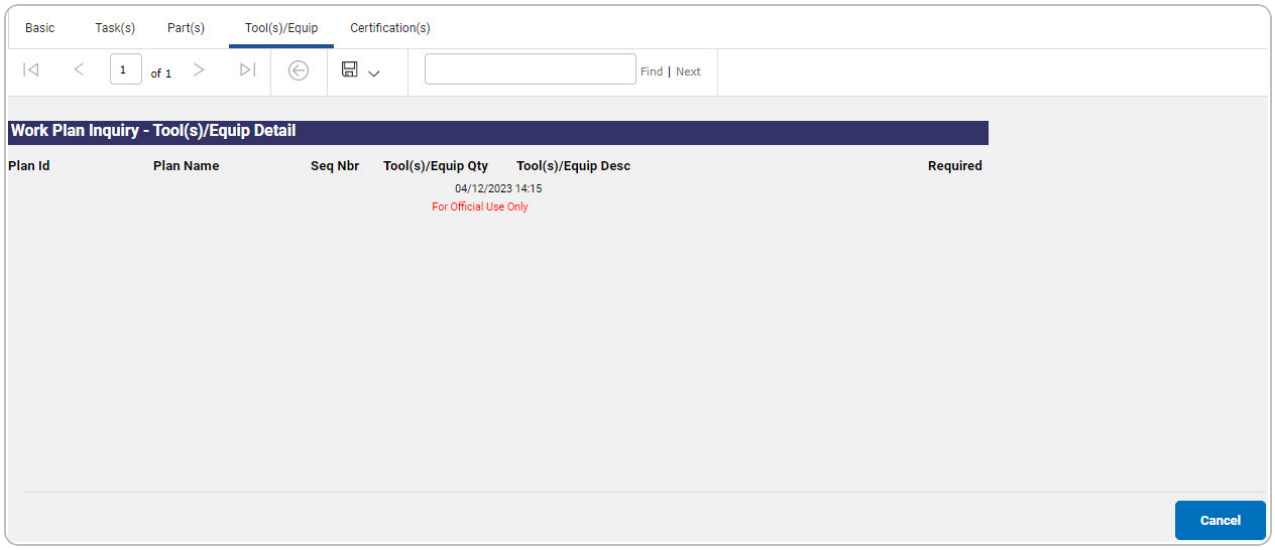
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*

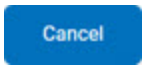
1. *Verify the Tool(s)/Equip Detail tab.*



   A. *Verify the Plan Id.*
   B. *Verify the Plan Name.*
   C. *Verify the Seq Nbr.*
   D. *Verify the Tool(s)/Equip Qty.*

E. *Verify the TOOL(S)/EQUIP DESC.*

F. *Verify the Required.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

Select Fields for the Work Plan Inquiry

Overview

The Work Plan Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

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

Page Fields

The following fields display on the **Work Plan Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Maint Activity Name
Plan Id
Plan Name

Optional

Est Hrs
Est Labor Cost
Est Non-Labor Cost
Estbd By
Estbd Dt/Time
History Remarks
Last Tran Dt/Time
Last Updtd By
Plan Desc
Plan Type Cd
Public
Remarks

Procedures

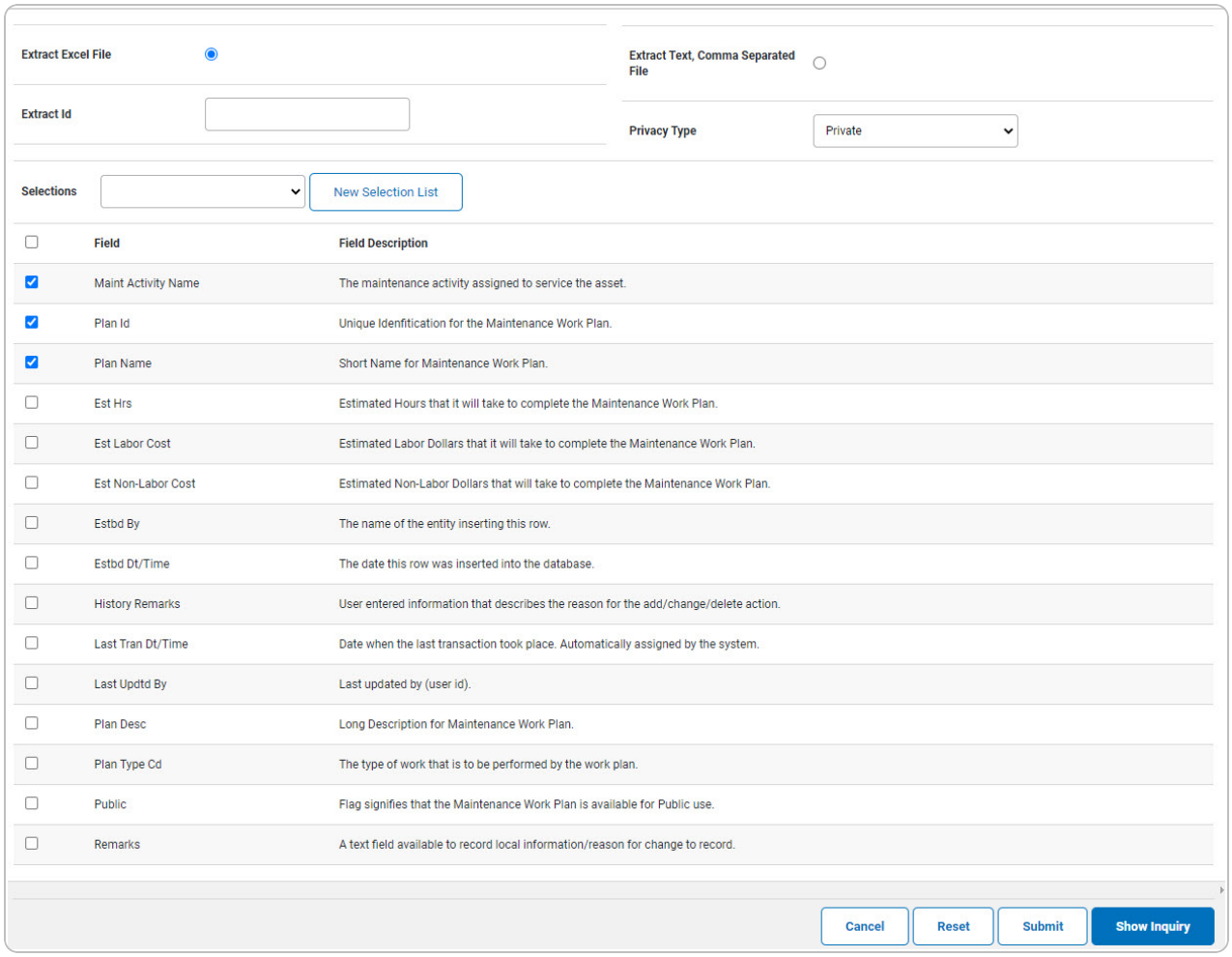
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*



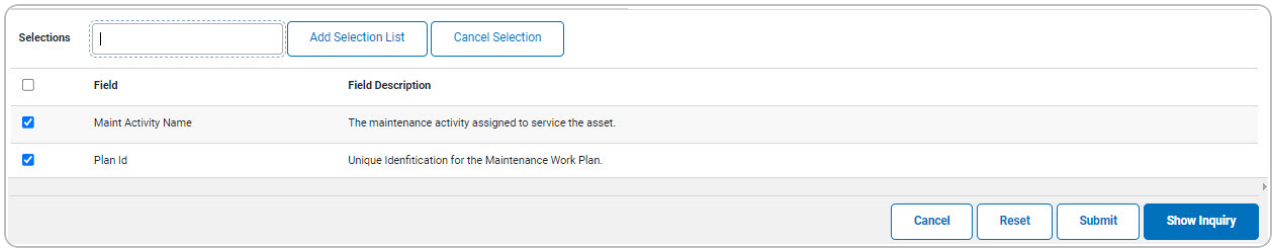
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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].

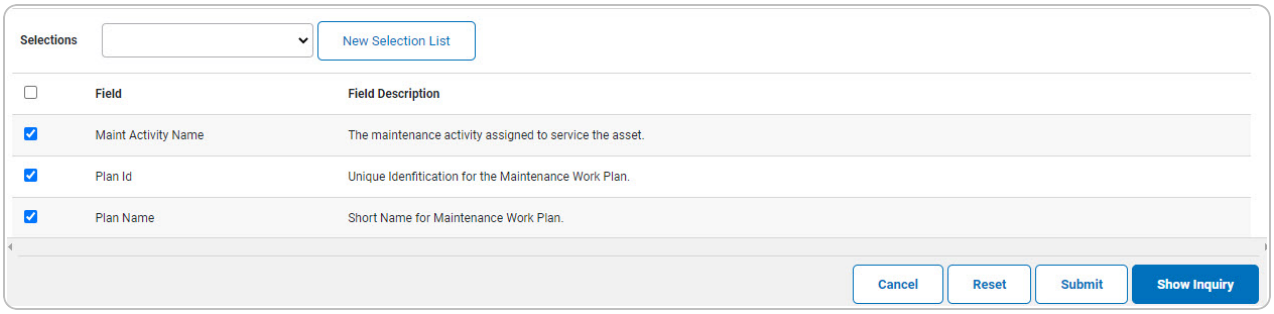
Select Show Inquiry for small volumes of data. *The* ***Work Plan Inquiry — Results*** *page appears.*

5. **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.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

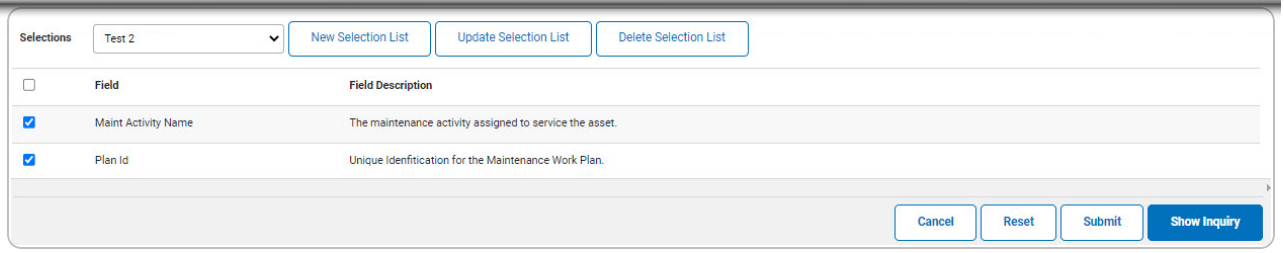
Select Show Inquiry for small volumes of data. *The* ***Work Plan Inquiry — Results*** *page appears.*

3. **OR**

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

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.



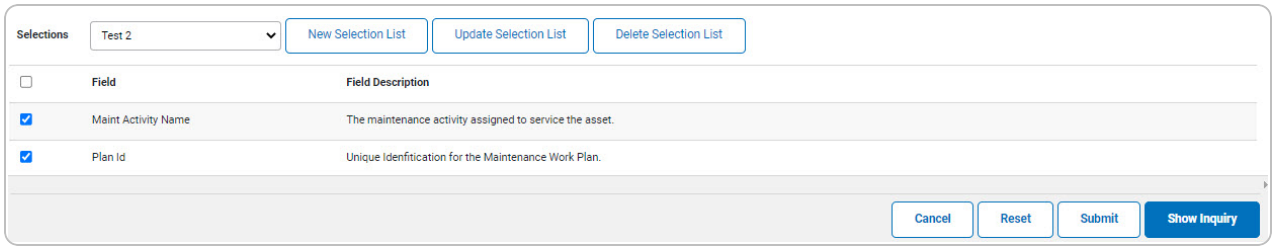
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Work Plan Inquiry — Results*** *page appears.*
4. **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.



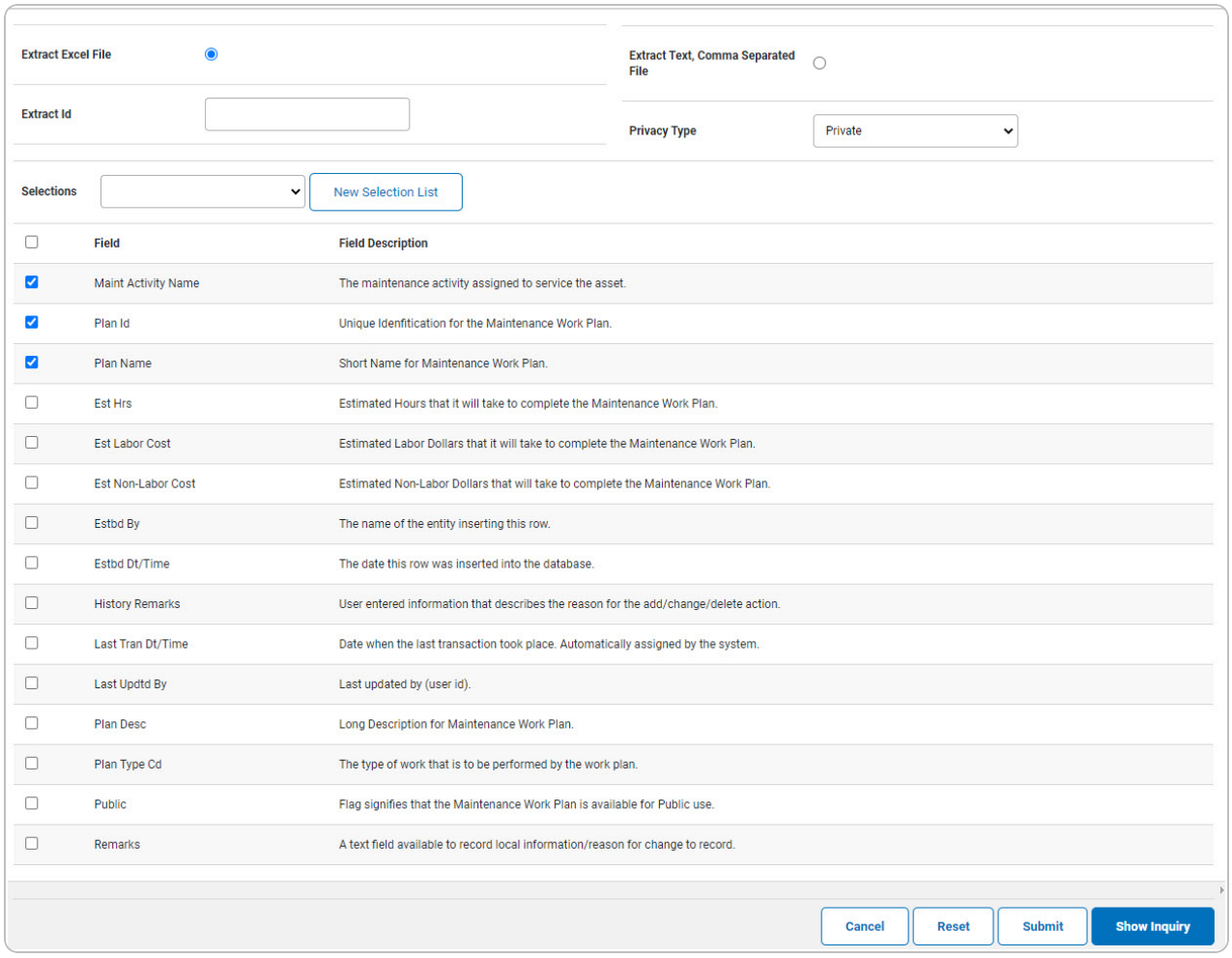
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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.*



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.

- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an appointed MAINT ACTIVITY NAME.*
- Verify the PLAN ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a plan identifier for the maintenance work plan.*
- Verify the Plan Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a plan name for the maintenance work plan.*
- Click ☐ to select the EST HRS. *Select if the inquiry contains estimated hours.*
- Click ☐ to select the EST LABOR COST. *Select if the inquiry contains an estimated labor cost amount.*
- Click ☐ to select the EST NON-LABOR COST. *Select if the inquiry contains an estimated non-labor cost amount.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains an established by record.*
- Click ☐ to select the ESTBD DT/TM. *Select if the inquiry contains an available date.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains history remarks information.*
- Click ☐ to select LAST TRAN DT/TM. *Select if the inquiry contains last transaction date/time information.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*
- Click ☐ to select the PLAN DESC. *Select if the inquiry contains a plan description.*
- Click ☐ to select the PLAN TYPE CD. *Select if the inquiry contains a plan type code.*
- Click ☐ to select the Public. *Select if the inquiry contains a public designation.*

- Click to select the Remarks. *Select if the inquiry contains remark information.*

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status
- Export the Work Plan Inquiry Transaction Status

View the Work Plan Inquiry Transaction Status

Overview

The Work Plan Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Work Plan Inquiry Transaction Status page

Page Fields

The following fields display on the **Work Plan Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

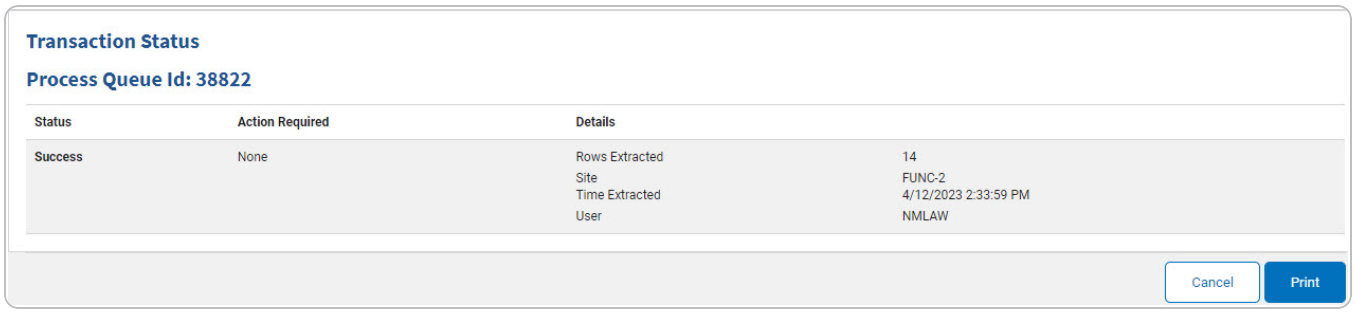
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Work Plan Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Work Plan Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)

- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- Export the Work Plan Inquiry Transaction Status

Export the Work Plan Inquiry Transaction Status

Overview

The Work Plan Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > Work Plan > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Work Plan Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Work Plan Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

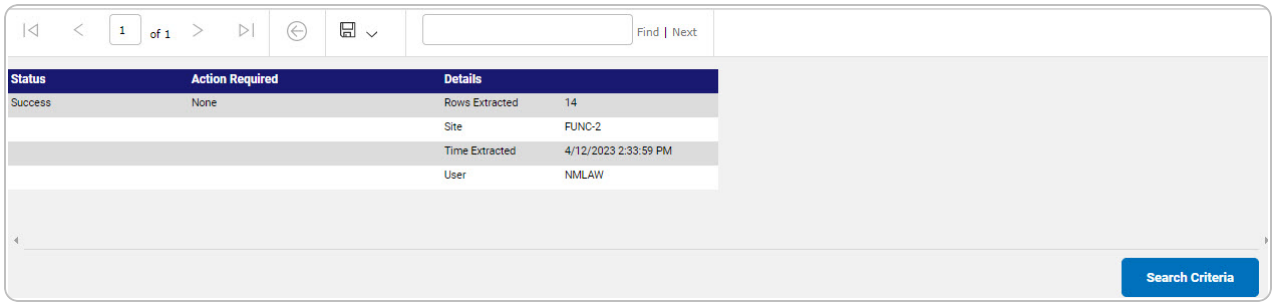
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Plan Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select **Search Criteria**. *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Work Plan Inquiry — Criteria** page appears.*

Related Topics

- Search for a Work Plan Inquiry — Criteria
- Search for a Work Plan Inquiry — Results
- Select Fields for the Work Plan Inquiry
- View the Work Plan Inquiry Detail — Basic
- View the Work Plan Inquiry Detail — Task(s)
- View the Work Plan Inquiry Detail — Part(s)
- View the Work Plan Inquiry Detail — Tools/Equip
- View the Work Plan Inquiry Detail — Certification(s)
- View the Work Plan Inquiry Transaction Status

Search for a Work Order Legacy History Inquiry — Criteria

Overview

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

Navigation

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

Page Fields

The following fields display on the **Work Order Legacy History Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to gen-

	erate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

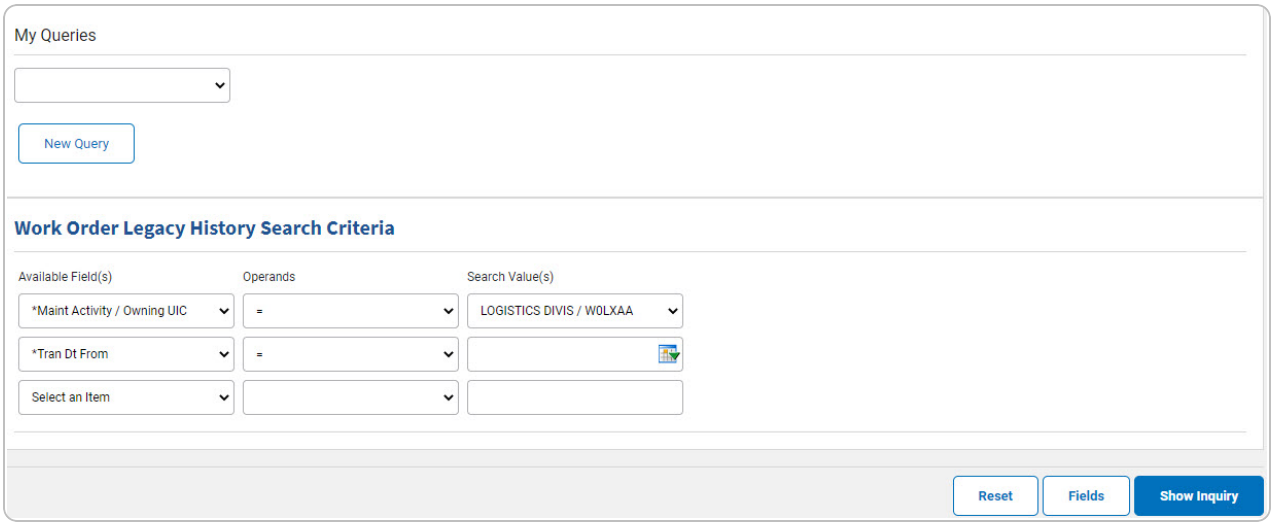
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Work Order Legacy History Inquiry — Criteria

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

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



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.*

   B. *The second Available Field(s) option (TRAN DT FROM) automatically populates and is not editable.*

   C. Use ⌄ to select the third Available Field.

   D. Repeat Step C to add additional search criteria.

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. Repeat Step C to add additional search criteria.

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

A. Use ⌄ to select the first Search Value.

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

C. Use ⌄ to select the third Search Value.

D. Repeat Step C to add additional search criteria.

Remove an Available Field Row

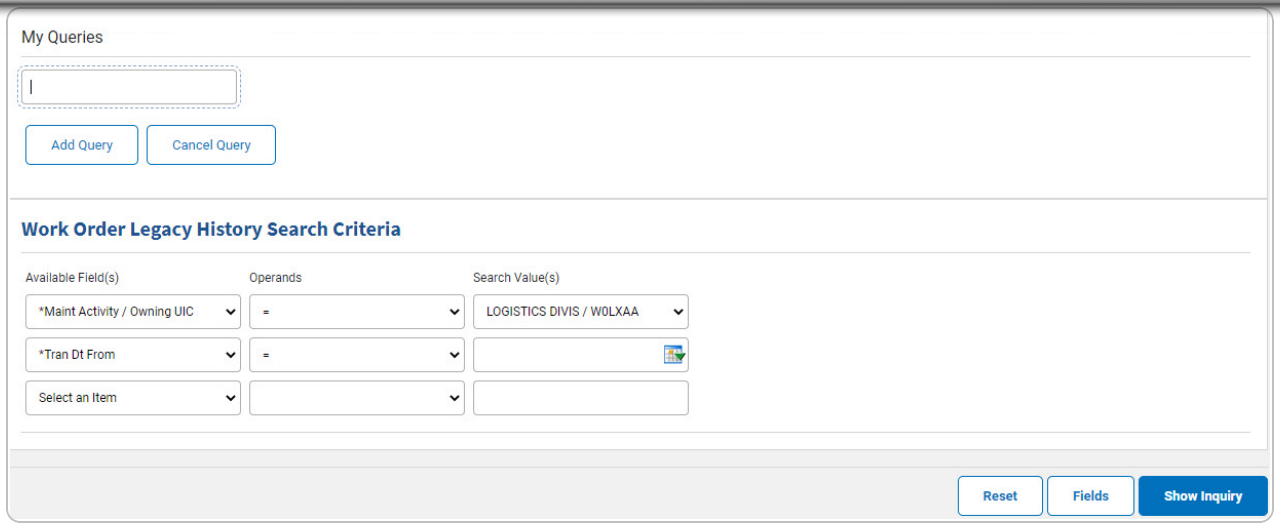
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Work Order Legacy History 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.*



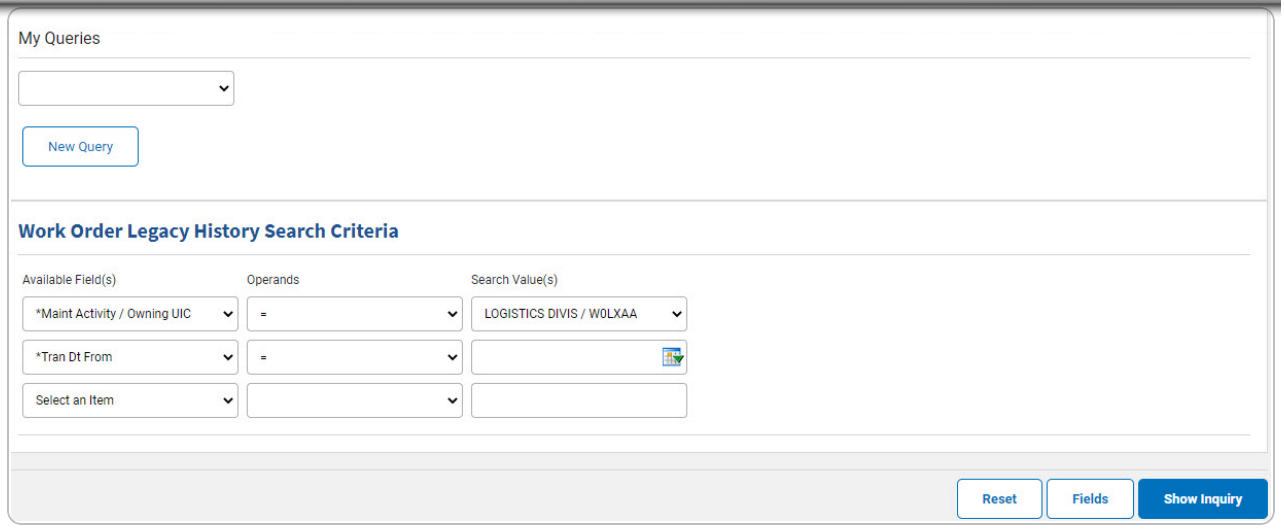
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

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

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

Select a My Queries Inquiry

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



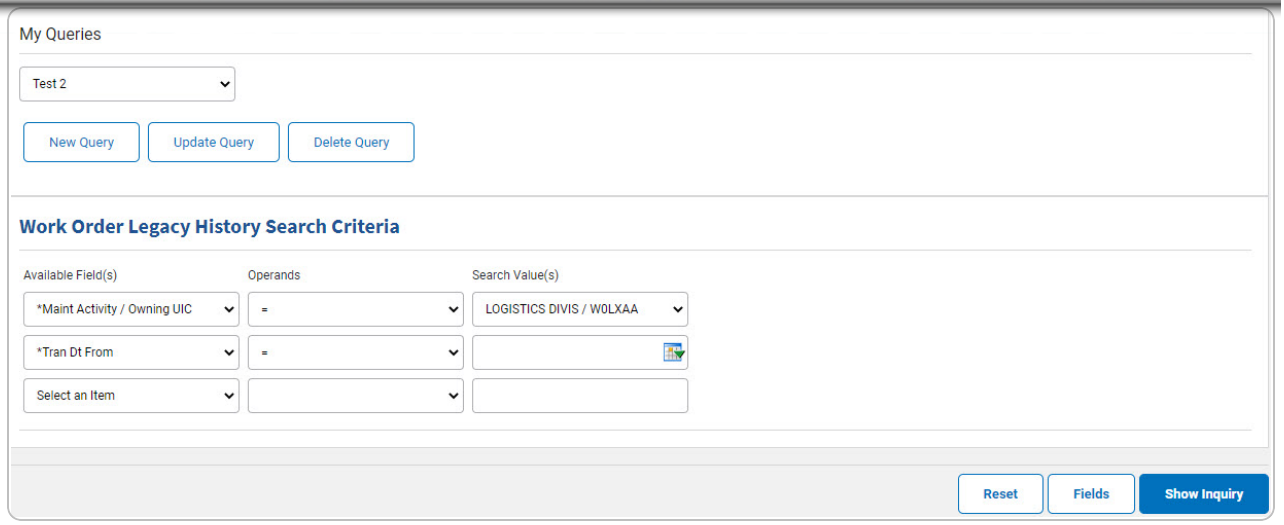
Select Fields. *The **Work Order Legacy History Inquiry — Select Fields** page appears.*

2. OR

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

Update a My Queries Inquiry

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. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

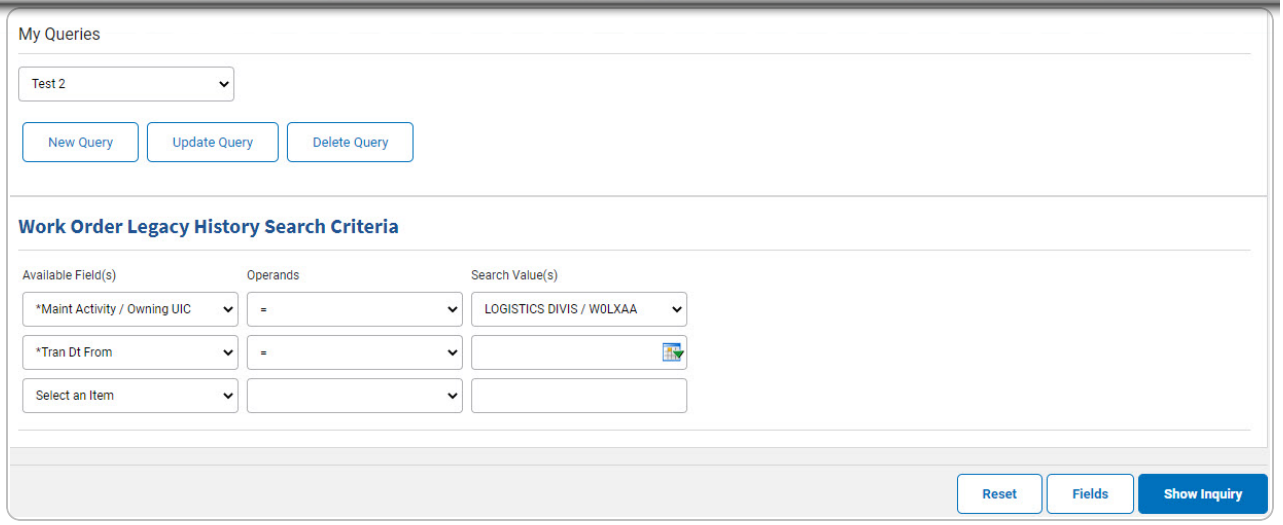
   Select Fields. *The **Work Order Legacy History Inquiry — Select Fields** page appears.*

4. OR

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

Delete a My Queries Inquiry

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



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Work Order Legacy History Inquiry — Results
- Select Fields for the Work Order Legacy History Inquiry
- View the Work Order Legacy History Inquiry Detail
- View the Work Order Legacy History Inquiry Transaction Status
- Export the Work Order Legacy History Inquiry Transaction Status

Search for a Work Order Legacy History Inquiry — Results

Overview

The Work Order Legacy History Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

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

Page Fields

The following fields display on the **Work Order Legacy History Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity / Owning UIC
Local Id
Asset Id
Stock Nbr
Serial Nbr
Receipt Dt

Optional

Cancel Cd
Cmpltn Dt
Cmrc Repair Cd
Operator Cost Center
End Mtr Rdng
Item Desc
Labor Cost
Labor Hrs
Lo Le Cd
Local Use
Maint Loc
Maj Custodian Nbr
Mfr Name
Mfr Part Nbr
Mfr Yr
Nbr of Items
Next Svc Due Dt
Next Svc Due Mi Hrs
Non-Labor Cost
Phone Nbr Ext
Pool Dispatch Nbr
Pri Cd
Property Book Cd
Start Dt
Sub Custodian Nbr
Submitter
Svc Cd
Type Maint Cd
Unavail Maint Days
Unavail Sply Days
User Loc
Wrnty Cd

Work Ctgry
Work Desc
Work Order Aprvl Dt
Print Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

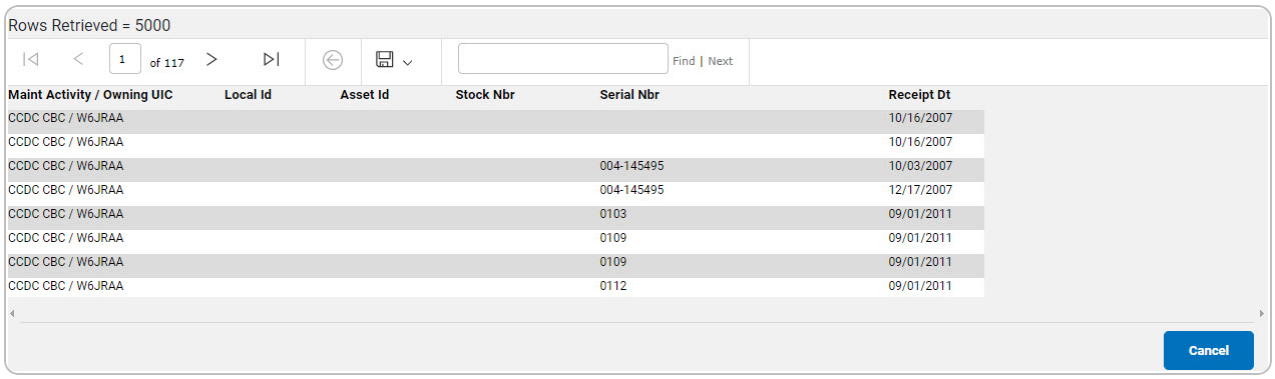
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Legacy History Inquiry Results

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

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



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Work Order Legacy History Inquiry — Criteria*** *page appears*.

Search the Results

1. Select the empty field

.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

to search for the entry. *The entry appears highlighted in the file.*
4. Select

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

View the Work Order Legacy History Detail

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Legacy History Inquiry — Criteria
- Select Fields for the Work Order Legacy History Inquiry
- View the Work Order Legacy History Inquiry Detail
- View the Work Order Legacy History Inquiry Transaction Status
- Export the Work Order Legacy History Inquiry Transaction Status

Select Fields for the Work Order Legacy History Inquiry

Overview

The Work Order Legacy History Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

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

Page Fields

The following fields display on the **Work Order Legacy History Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Maint Activity / Owning UIC
Local Id
Asset Id
Stock Nbr
Serial Nbr
Receipt Dt

Optional

Cancel Cd
Cmpltn Dt
Cmrc Repair Cd
Operator Cost Center
End Mtr Rdng
Item Desc
Labor Cost
Labor Hrs
Lo Le Cd
Local Use
Maint Loc
Maj Custodian Nbr

Mfr Name
Mfr Part Nbr
Mfr Yr
Nbr of Items
Next Svc Due Dt
Next Svc Due Mi Hrs
Non-Labor Cost
Phone Nbr Ext
Pool Dispatch Nbr
Pri Cd
Property Book Cd
Start Dt
Sub Custodian Nbr
Submitter
Svc Cd
Type Maint Cd
Unavail Maint Days
Unavail Sply Days
User Loc
Wrnty Cd
Work Ctgry
Work Desc
Work Order Aprvl Dt
Print Cd

Procedures

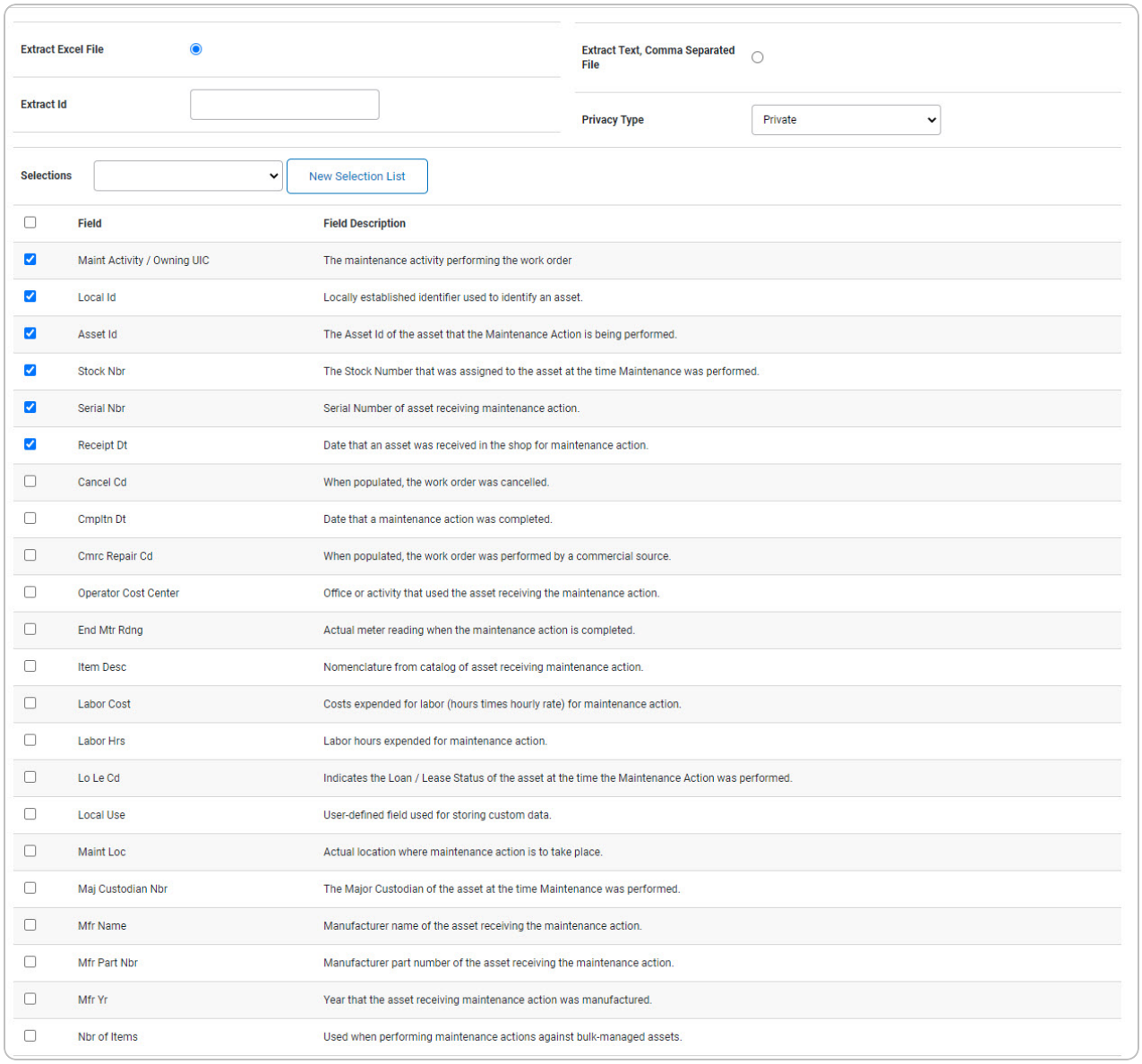
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 Order Legacy History Inquiry*** *page appears.*

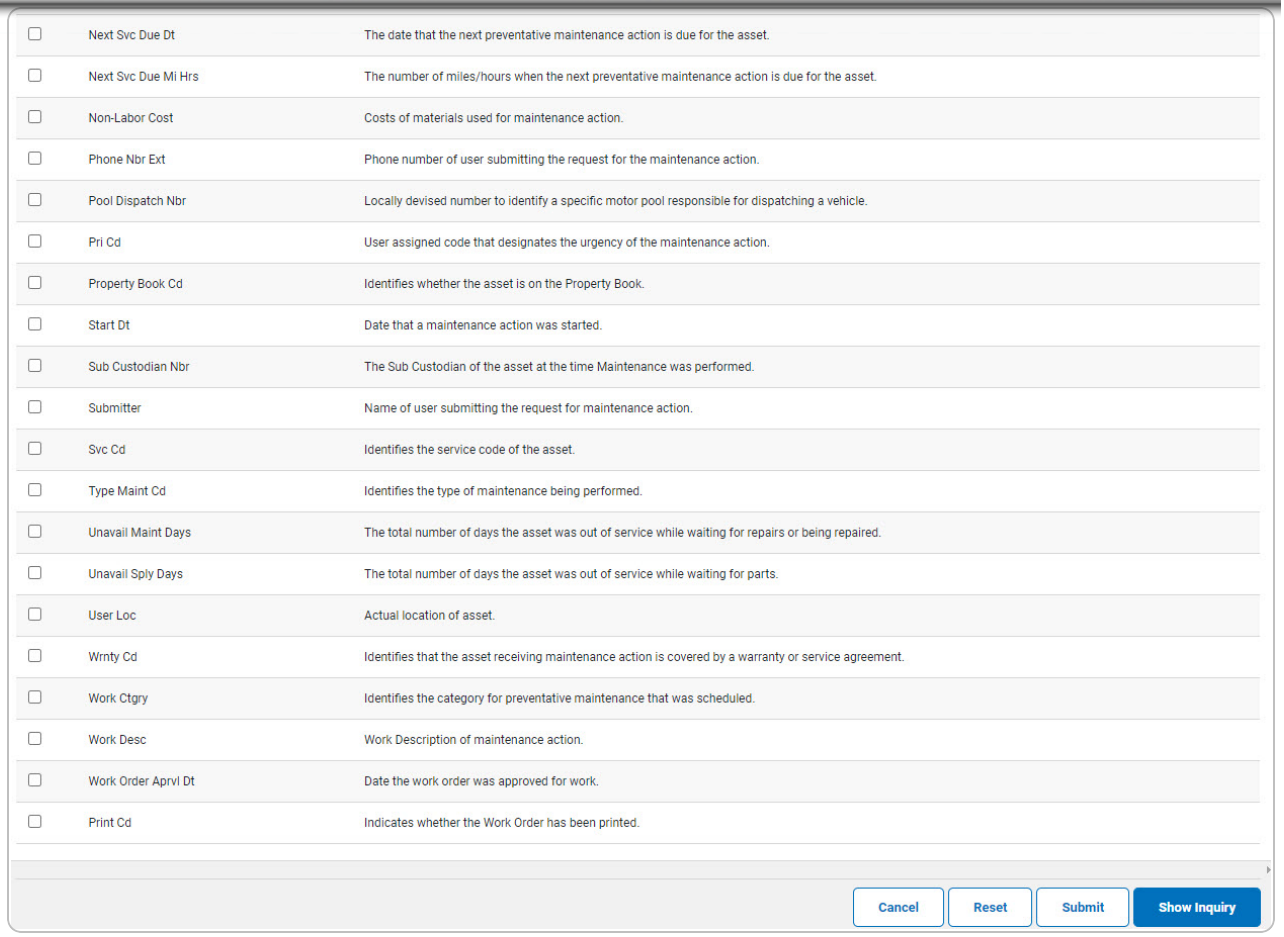


Extract Excel File ◉ | Extract Text, Comma Separated File ○

Extract Id | Privacy Type: Private

Selections | New Selection List

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



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

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

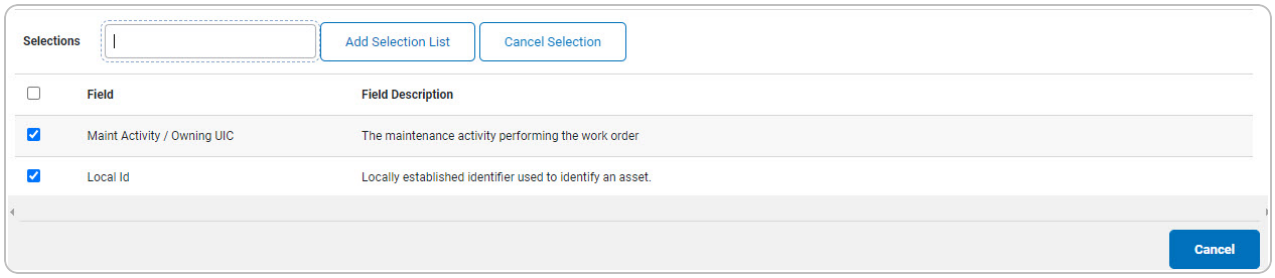
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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].

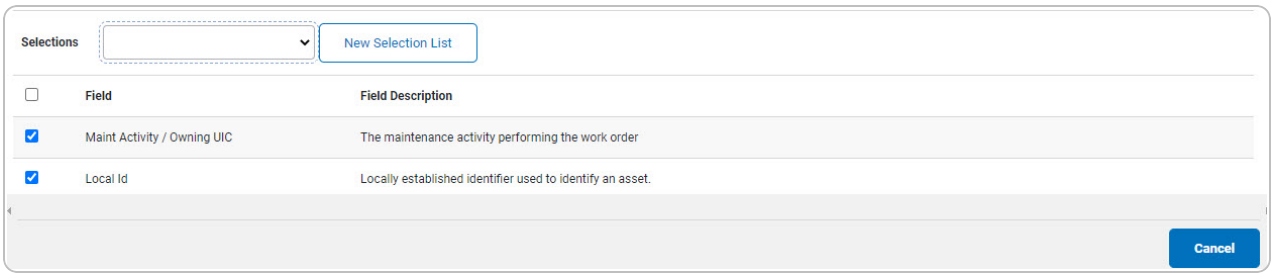
   Select [Show Inquiry] for small volumes of data. *The* ***Work Order Legacy History Inquiry — Results*** *page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

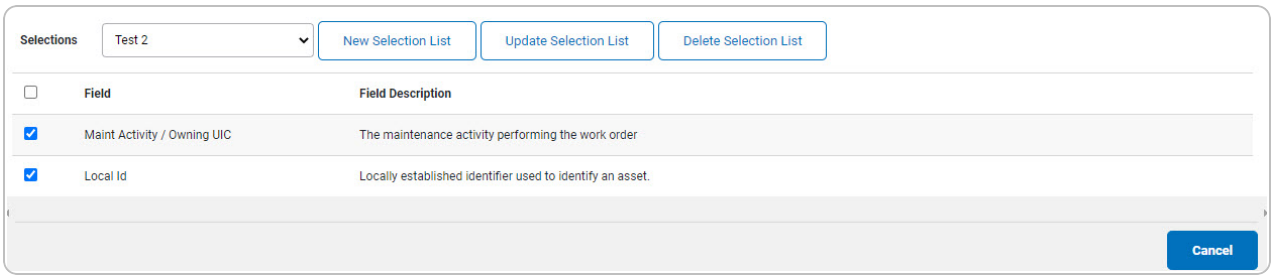
3. Select Show Inquiry for small volumes of data. *The* ***Work Order Legacy History Inquiry — Results*** *page appears.*

OR

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

Update a Selection List

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



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

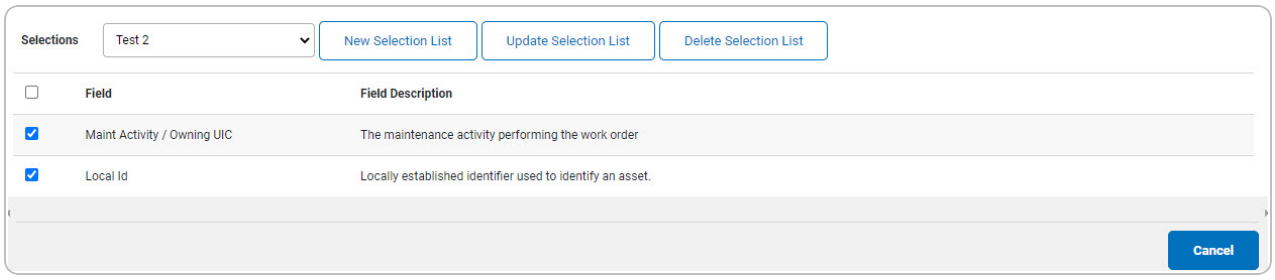
   Select Show Inquiry for small volumes of data. *The* ***Work Order Legacy History Inquiry — Results*** *page appears.*

4. **OR**

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

Delete a Selection List

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

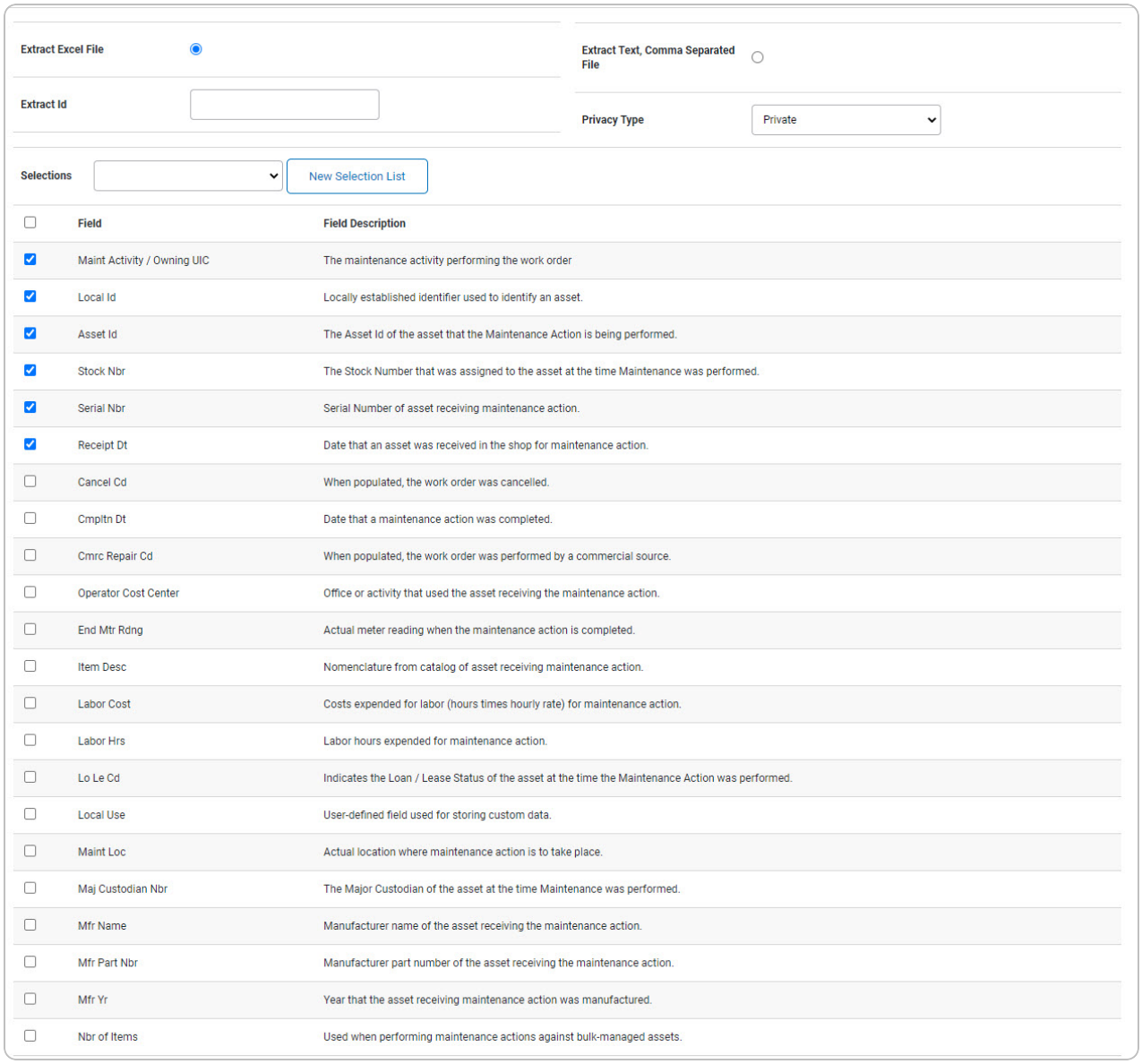


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 Order Legacy History Inquiry*** *page appears.*

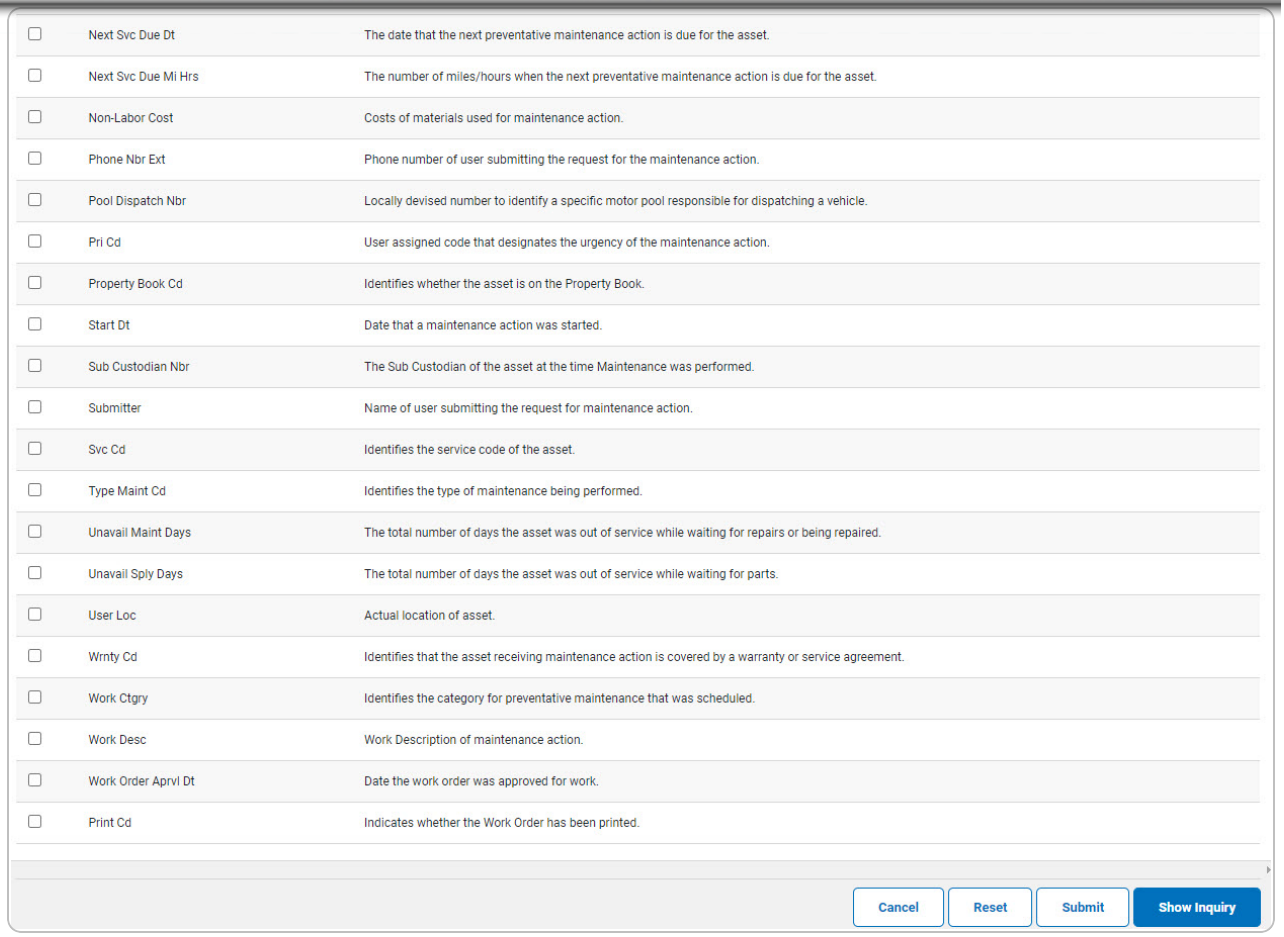


Extract Excel File ◉ | Extract Text, Comma Separated File ○

Extract Id | Privacy Type: Private

Selections | New Selection List

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



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

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

Note

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

- Verify the MAINT ACTIVITY / OWNING UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT ACTIVITY / OWNING UIC.*
- Verify the LOCAL ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a local identifier.*

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset identifier.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the RECEIPT DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a receipt date.*
- Click ☐ to select the Cancel CD. *Select if the inquiry contains a cancel code.*
- Click ☐ to select the CMPLTN DT. *Select if the inquiry contains a completion date.*
- Click ☐ to select the CMRC REPAIR CD. *Select if the inquiry contains a CMRC REPAIR CD.*
- Click ☐ to select the Operator Cost Center. *Select if the inquiry contains an operator cost center.*
- Click ☐ to select the END MTR RDNG. *Select if the inquiry contains an end meter reading.*
- Click ☐ to select the ITEM DESC. *Select if the inquiry contains an item description.*
- Click ☐ to select Labor Cost. *Select if the inquiry contains a labor cost.*
- Click ☐ to select the Labor HRS. *Select if the inquiry contains labor hours.*
- Click ☐ to select the LO LE CD. *Select if the inquiry contains a loan/lease code.*
- Click ☐ to select the Local Use. *Select if the inquiry contains a local use.*
- Click ☐ to select the MAINT LOC. *Select if the inquiry contains a maintenance location.*

- Click ☐ to select the MAJ Custodian NBR. *Select if the inquiry contains a majority custodian number.*
- Click ☐ to select the MFR NAME. *Select if the inquiry contains a manufacturer name.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a manufacturer part number.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a manufacturer year.*
- Click ☐ to select the NBR of Items. *Select if the inquiry contains an item amount.*
- Click ☐ to select the Next SVC Due DT. *Select if the inquiry contains a Next SVC Due DT.*
- Click ☐ to select the Next SVC Due MI HRS. *Select if the inquiry contains a Next SVC Due MI HRS.*
- Click ☐ to select the Non-Labor Cost. *Select if the inquiry contains a non-labor cost amount.*
- Click ☐ to select the PHONE NBR EXT. *Select if the inquiry contains a phone number extension.*
- Click ☐ to select the Pool Dispatch NBR. *Select if the inquiry contains a pool dispatch number.*
- Click ☐ to select the PRI CD. *Select if the inquiry contains a priority code.*
- Click ☐ to select the Property Book CD. *Select if the inquiry contains a property book code.*
- Click ☐ to select the START DT. *Select if the inquiry contains a start date.*
- Click ☐ to select the SUB Custodian NBR. *Select if the inquiry contains a subordinate custodian number.*

- Click ☐ to select the Submitter. *Select if the inquiry contains a submitter.*
- Click ☐ to select the SVC CD. *Select if the inquiry contains a service code.*
- Click ☐ to select the TYPE MAINT CD. *Select if the inquiry contains a type maintenance code.*
- Click ☐ to select the UNAVIL MAINT DAYS. *Select if the inquiry contain UNAVIL MAINT DAYS.*
- Click ☐ to select the UNAVIL SPLY DAYS. *Select if the inquiry contain UNAVIL SPLY DAYS.*
- Click ☐ to select the User LOC. *Select if the inquiry contains a user location.*
- Click ☐ to select the WRNTY CD. *Select if the inquiry contains a warranty code.*
- Click ☐ to select the WORK CTGRY. *Select if the inquiry contains a work category.*
- Click ☐ to select the WORK DESC. *Select if the inquiry contains a work description.*
- Click ☐ to select the Work Order APRVL DT. *Select if the inquiry contains a work order approval date.*
- Click ☐ to select the Print CD. *Select if the inquiry contains a print code.*

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

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Legacy History Inquiry — Criteria
- Search for a Work Order Legacy History Inquiry — Results
- View the Work Order Legacy History Inquiry Detail
- View the Work Order Legacy History Inquiry Transaction Status
- Export the Work Order Legacy History Inquiry Transaction Status

View the Work Order Legacy History Inquiry Details

Overview

The Work Order Legacy History Inquiry Detail process displays the work order legacy history record of the selected inquiry.

Navigation

Inquiries > Maintenance > Work Order LGCY HIST > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Work Order Legacy History Inquiry Detail page

Page Fields

The following fields display on the **Work Order Legacy History Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Work Order Legacy History Inquiry Detail

Maint Activity / Owning UIC
Work Order Nbr
Local Id
Work Desc

Type Maint Cd
Receipt Dt
Start Dt
Cmpltn Dt
Work Order Aprvl Dt
Maint Loc
Cmrc Repair Cd
Pri Cd
Submitter
Phone Nbr Ext
Non-Labor Cost
Labor Cost
Labor Hrs
Unavail Maint Days
Unavail Sply Days
Cancel Cd
Pool Dispatch Nbr
Next Svc Due Dt
Work Ctgry
Stock Nbr
Serial Nbr
Asset Id
UIC
Maj Custodian Nbr
Sub Custodian Nbr
Item Desc
Operator Cost Center
User Loc
Svc Cd
Print Cd
Mfr Name
Mfr Part Number
Nbr of Items
Lo Le Cd
Wrnty Cd
Local Use
End Mtr Rdng
Next Svc Due Mi Hrs

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

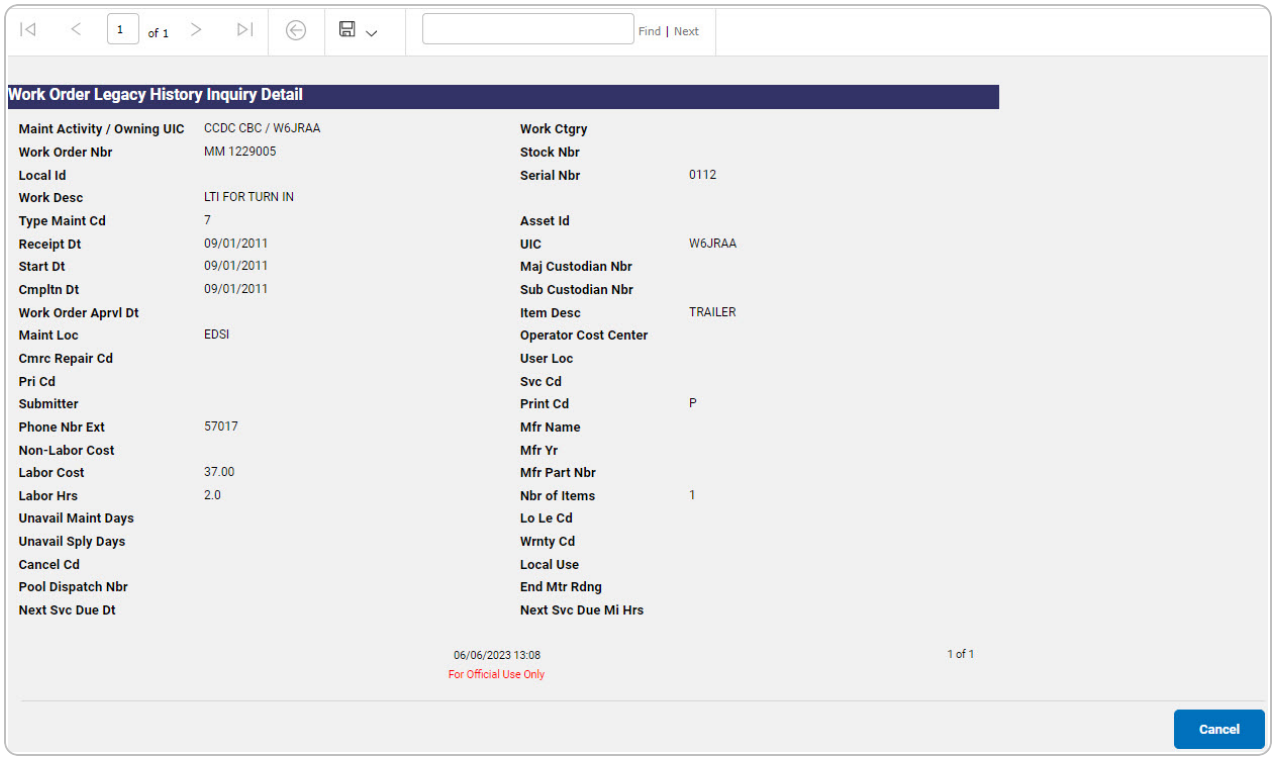
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Legacy History Inquiry Detail

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

1. *Verify the Work Order Legacy History Detail tab.*



A. *Verify the MAINT ACTIVITY / OWNING UIC.*

B. *Verify the WORK ORDER NBR.*

C. *Verify the LOCAL ID.*

D. *Verify the WORK DESC.*

E. *Verify the TYPE MAINT CD.*

F. *Verify the RECEIPT DT.*
G. *Verify the START DT.*
H. *Verify the CMPLTN DT.*
I. *Verify the Work Order APRVL DT.*
J. *Verify the MAINT LOC.*
K. *Verify the CMRC REPAIR CD.*
L. *Verify the PRI CD.*
M. *Verify the Submitter.*
N. *Verify the PHONE NBR EXT.*
O. *Verify the Non-Labor Cost.*
P. *Verify the Labor Cost.*
Q. *Verify the Labor HRS.*
R. *Verify the UNAVIL MAINT DAYS.*
S. *Verify the UNAVIL SPLY DAYS.*
T. *Verify the Cancel CD.*
U. *Verify the Pool Dispatch NBR.*
V. *Verify the Next SVC Due DT.*
W. *Verify the WORK CTGRY.*
X. *Verify the STOCK NBR.*
Y. *Verify the SERIAL NBR.*
Z. *Verify the ASSET ID.*
AA. *Verify the UIC.*
AB. *Verify the MAJ Custodian NBR.*
AC. *Verify the SUB Custodian NBR.*
AD. *Verify the ITEM DESC.*
AE. *Verify the Operator Cost Center.*
AF. *Verify the User LOC.*
AG. *Verify the SVC CD.*
AH. *Verify the Print CD.*
AI. *Verify the MFR NAME.*
AJ. *Verify the MFR YR.*

AK. *Verify the MFR PART NBR.*

AL. *Verify the NBR of Items.*

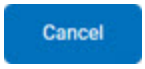
AM. *Verify the LO LE CD.*

AN. *Verify the WRNTY CD.*

AO. *Verify the Local Use.*

AP. *Verify the END MTR RDNG.*

AQ. *Verify the Next SVC Due MI HRS.*

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

Search the Results

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Legacy History Inquiry — Criteria
- Search for a Work Order Legacy History Inquiry — Results
- Select Fields for the Work Order Legacy History Inquiry
- View the Work Order Legacy History Inquiry Transaction Status
- Export the Work Order Legacy History Inquiry Transaction Status

View the Work Order Legacy History Inquiry Transaction Status

Overview

The Work Order Legacy History Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Work Order LGCY HIST > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Work Order Legacy History Inquiry Transaction Status page

Page Fields

The following fields display on the **Work Order Legacy History Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

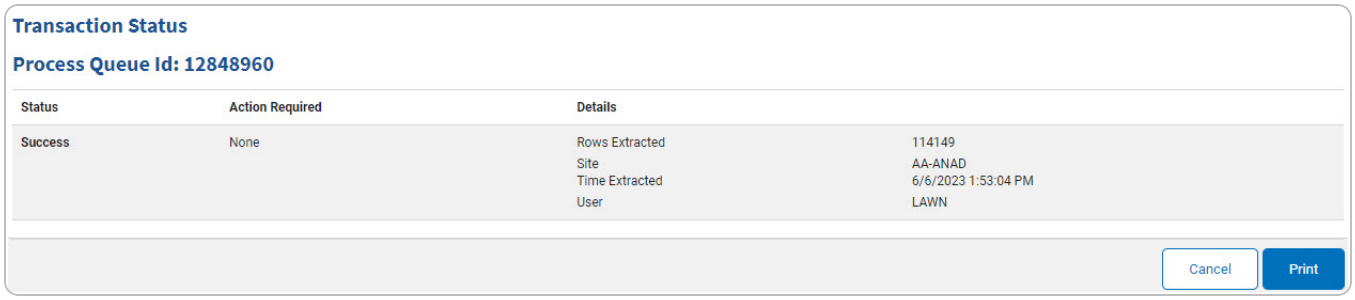
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Work Order Legacy History Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Work Order Legacy History Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Work Order Legacy History Inquiry — Criteria
- Search for a Work Order Legacy History Inquiry — Results
- Select Fields for the Work Order Legacy History Inquiry
- View the Work Order Legacy History Inquiry Detail
- Export the Work Order Legacy History Inquiry Transaction Status

Export the Work Order Legacy History Inquiry Transaction Status

Overview

The Work Order Legacy History Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > Work Order LGCY HIST > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Work Order Legacy History Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Work Order Legacy History Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

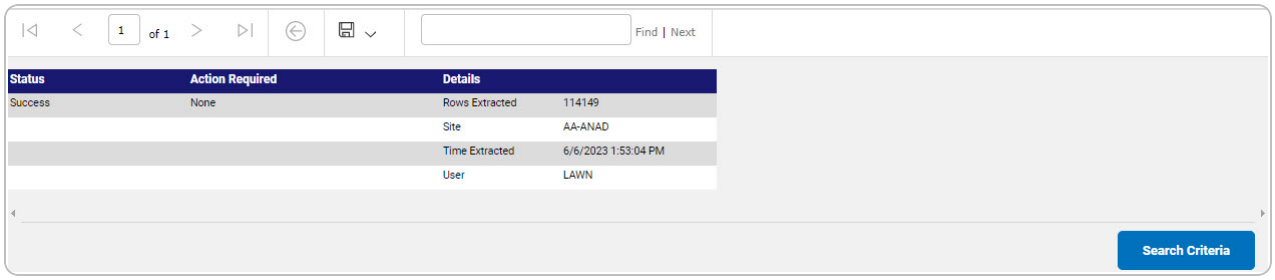
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Work Order Legacy History Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Work Order Legacy History Inquiry — Criteria*** *page appears.*

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Work Order Legacy History Inquiry — Criteria** page appears.*

Related Topics

- Search for a Work Order Legacy History Inquiry — Criteria
- Search for a Work Order Legacy History Inquiry — Results
- Select Fields for the Work Order Legacy History Inquiry
- View the Work Order Legacy History Inquiry Detail
- View the Work Order Legacy History Inquiry Transaction Status

Search for a NMC Inquiry — Criteria

Overview

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

Navigation

Inquiries > Maintenance > NMC > NMC Inquiry Search Criteria page

Page Fields

The following fields display on the **NMC Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

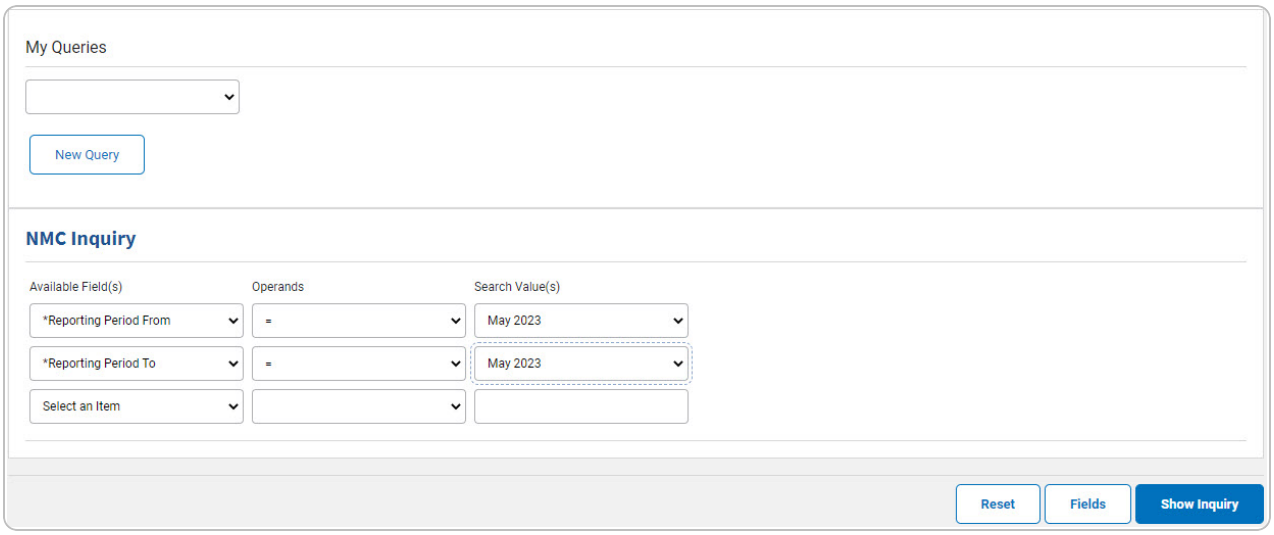
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a NMC Inquiry

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 (Reporting Period From) automatically populates and is not editable.*

B. *The first Available Field(s) option (Reporting Period To) automatically populates and is not editable.*

C. Use ⌄ to select the third Available Field.

D. Repeat Step C to add additional search criteria.

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 second Operands.

D. Repeat Step C to add additional search criteria.

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. Enter the second Search Value(s) in the field provided.

D. Repeat Step C to add additional search criteria.

Remove an Available Field Row

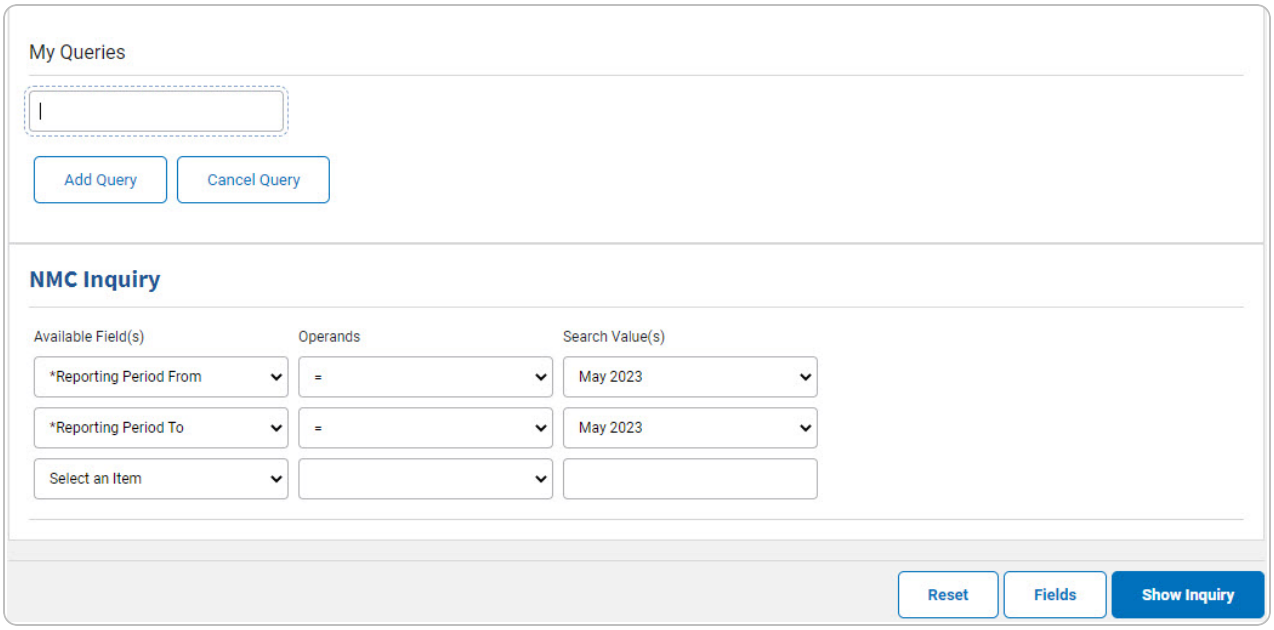
a. Use to select desired Available Field.

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

5. Select Show Inquiry. *The **NMC 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.*



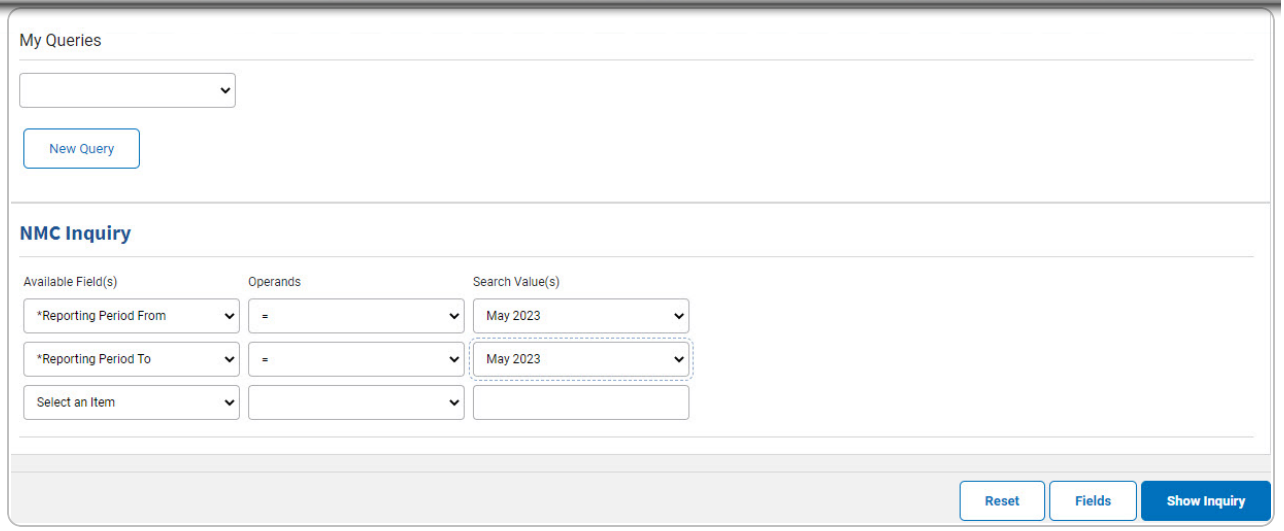
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***NMC Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***NMC 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.*



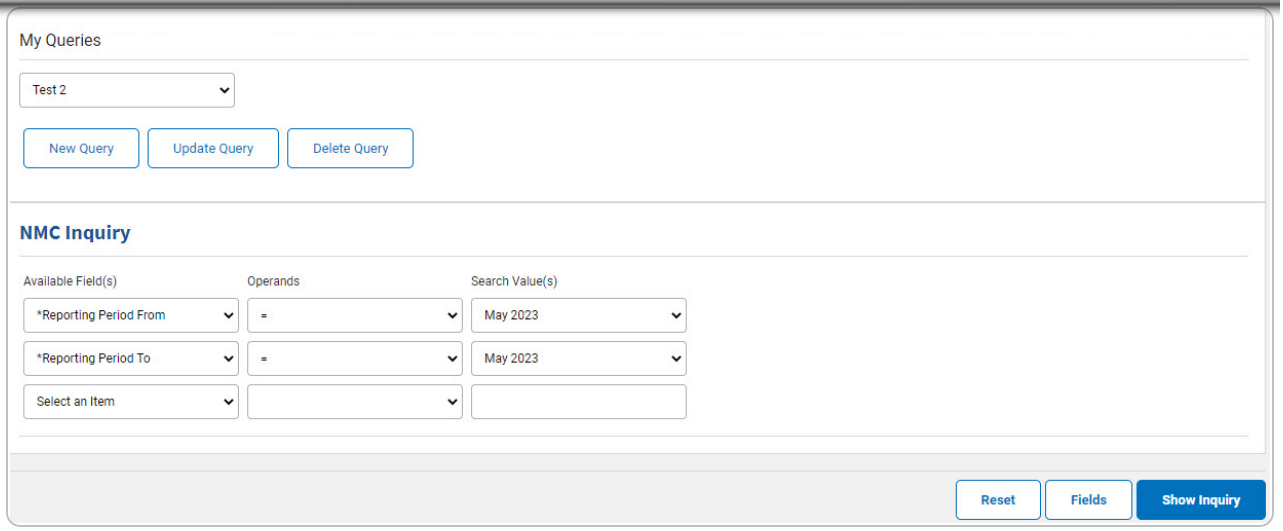
2. Select Fields. *The **NMC Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **NMC 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. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

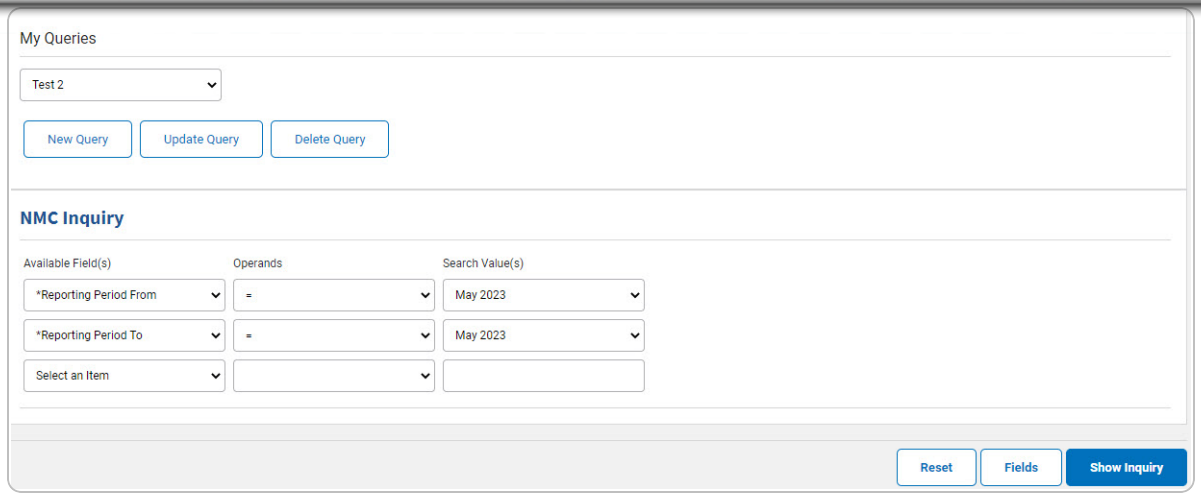
4. Select Fields. *The **NMC Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **NMC Inquiry — Results** page appears.*

Delete a My Queries Inquiry

A. 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.*



B. *Verify the query information.*

C. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **NMC Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a NMC Inquiry — Results
- Select Fields for the NMC Inquiry
- View the NMC Inquiry Transaction Status
- Export the NMC Inquiry Transaction Status

Search for a NMC Inquiry — Results

Overview

The NMC Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > NMC > Search Criteria > Show Inquiry > NMC Inquiry Search Results page

Page Fields

The following fields display on the **NMC Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Reporting Period
Site ID
UIC
Maintenance Activity
Equip Pool ID
Stock Nbr
Asset ID
Asset LIN/TAMCN
Total FMC Hours %
Total NMC Hours %
NMCM Hours %
NMCS Hours %

Optional

Accountable UIC
Agency
Authn Prop Type Cd
Authn Remarks Cd
Authorization Number
Custodian ID
Force Element
GSA Lease Code
Major Command Code
NMC Site Reporting Cd
NMCM Days
NMCM Hours
NMCS Days
NMCS Hours
Paragraph Nbr
Serial Number
Total FMC Days
Total FMC Hours
Total NMC Days
Total NMC Hours
UIC Auth Setting

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

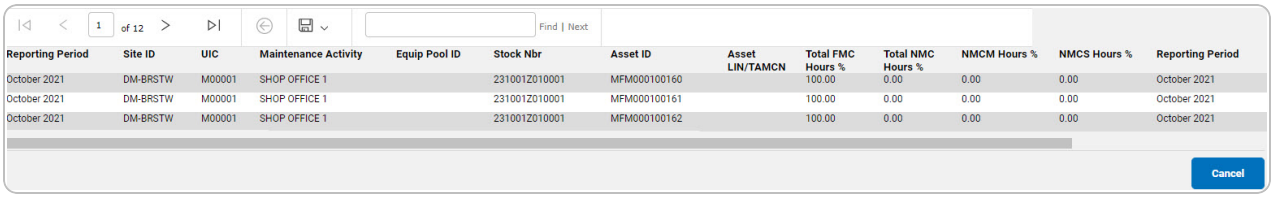
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the NMC Inquiry Results

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

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



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***NMC 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 NMC Detail

Select the desired NMC row. *The **NMC Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a NMC Inquiry — Criteria
- Select Fields for the NMC Inquiry
- View the NMC Inquiry Transaction Status
- Export the NMC Inquiry Transaction Status

Select Fields for the NMC Inquiry

Overview

The NMC Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Maintenance > NMC > Search Criteria > Fields > NMC Inquiry Fields Selection page

Page Fields

The following fields display on the **NMC Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Reporting Period
Site ID
UIC
Maintenance Activity
Equip Pool ID
Stock Nbr
Asset ID
Asset LIN/TAMCN
Total FMC Hours %
Total NMC Hours %
NMCM Hours %
NMCS Hours %

Optional

Accountable UIC
Agency
Authn Prop Type Cd
Authn Remarks Cd
Authorization Number
Custodian ID

Force Element
GSA Lease Code
Major Command Code
NMC Site Reporting Cd
NMCM Days
NMCM Hours
NMCS Days
NMCS Hours
Paragraph Nbr
Serial Number
Total FMC Days
Total FMC Hours
Total NMC Days
Total NMC Hours
UIC Auth Setting

Procedures

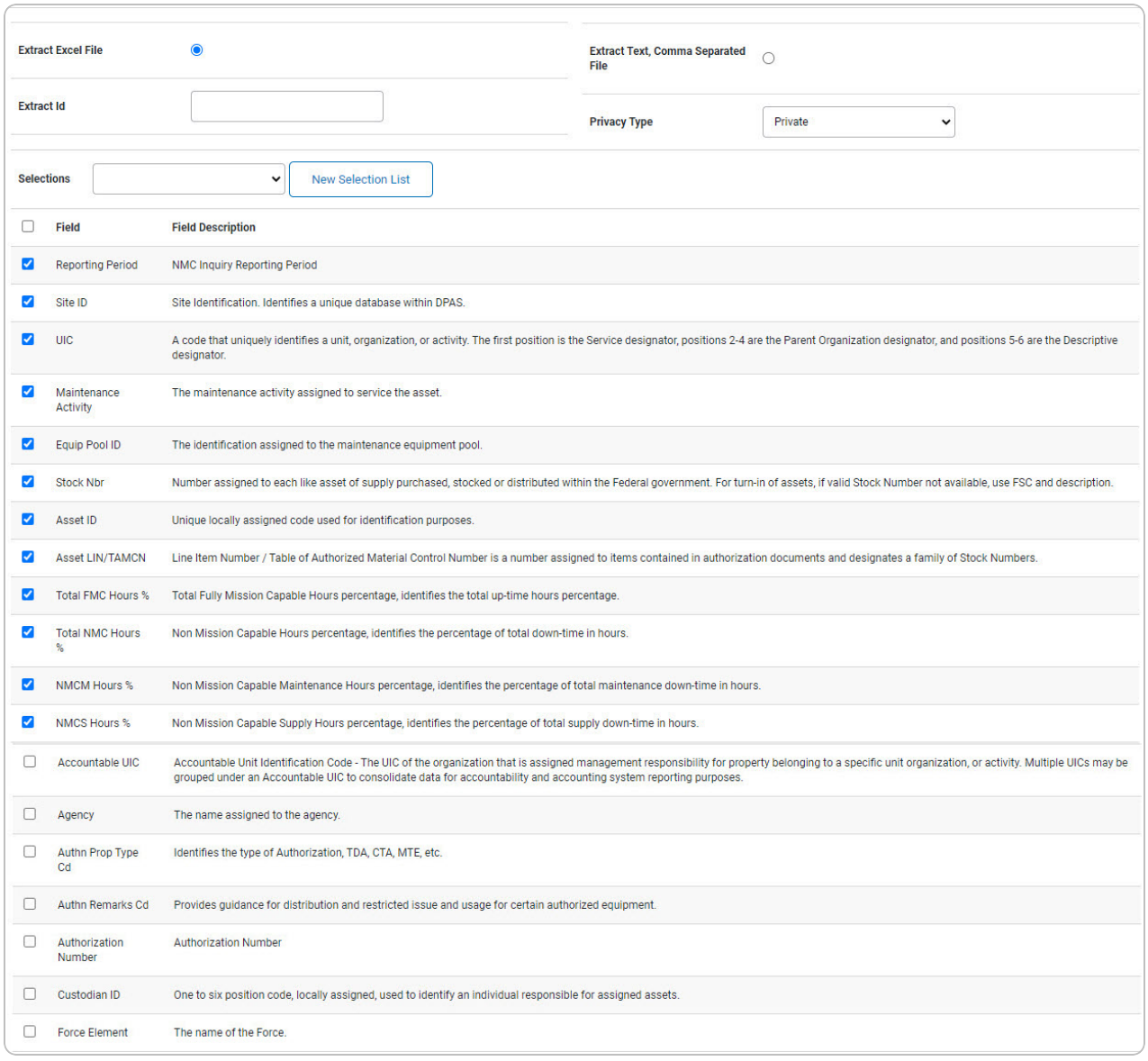
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 **NMC Inquiry** page appears.*



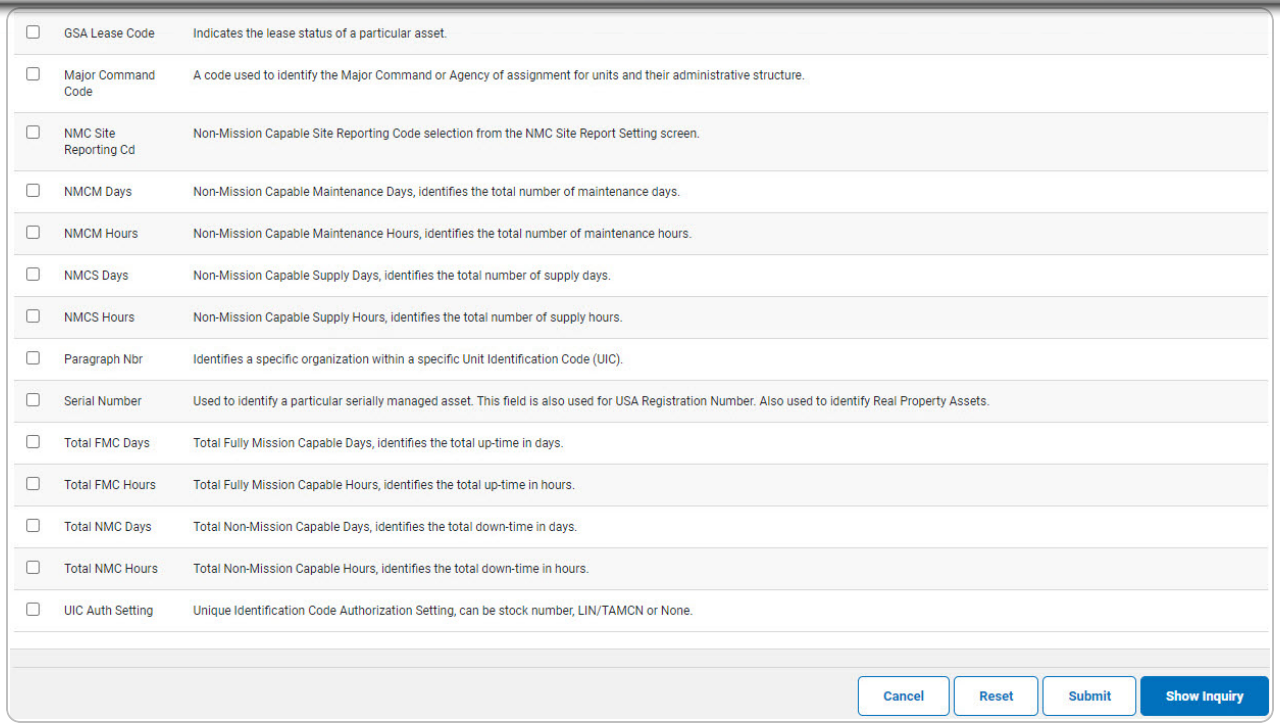
Extract Excel File ◉ Extract Text, Comma Separated File ○

Extract Id

Privacy Type: Private

Selections: New Selection List

	Field	Field Description
☑	Reporting Period	NMC Inquiry Reporting Period
☑	Site ID	Site Identification. Identifies a unique database within DPAS.
☑	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.
☑	Maintenance Activity	The maintenance activity assigned to service the asset.
☑	Equip Pool ID	The identification assigned to the maintenance equipment pool.
☑	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.
☑	Asset ID	Unique locally assigned code used for identification purposes.
☑	Asset LIN/TAMCN	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.
☑	Total FMC Hours %	Total Fully Mission Capable Hours percentage, identifies the total up-time hours percentage.
☑	Total NMC Hours %	Non Mission Capable Hours percentage, identifies the percentage of total down-time in hours.
☑	NMCM Hours %	Non Mission Capable Maintenance Hours percentage, identifies the percentage of total maintenance down-time in hours.
☑	NMCS Hours %	Non Mission Capable Supply Hours percentage, identifies the percentage of total supply down-time in hours.
☐	Accountable UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	Agency	The name assigned to the agency.
☐	Authn Prop Type Cd	Identifies the type of Authorization, TDA, CTA, MTE, etc.
☐	Authn Remarks Cd	Provides guidance for distribution and restricted issue and usage for certain authorized equipment.
☐	Authorization Number	Authorization Number
☐	Custodian ID	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Force Element	The name of the Force.



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

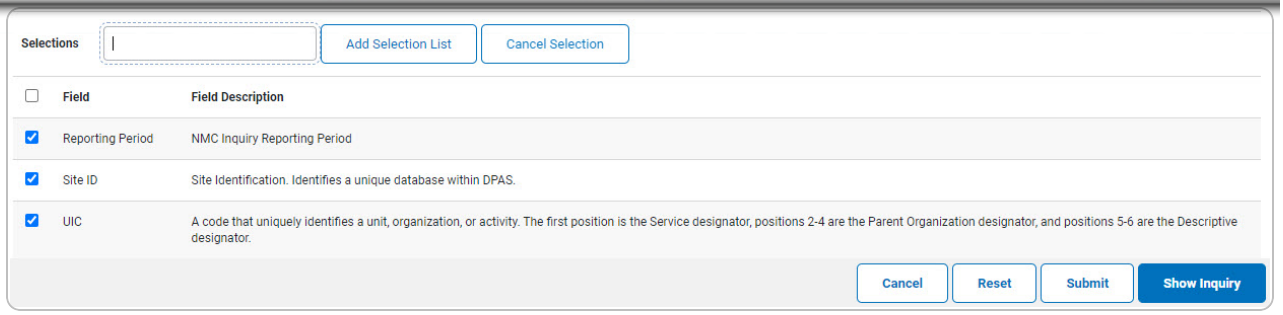
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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.
5. Select Show Inquiry for small volumes of data. *The* ***NMC Inquiry — Results*** *page appears.*

   OR

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

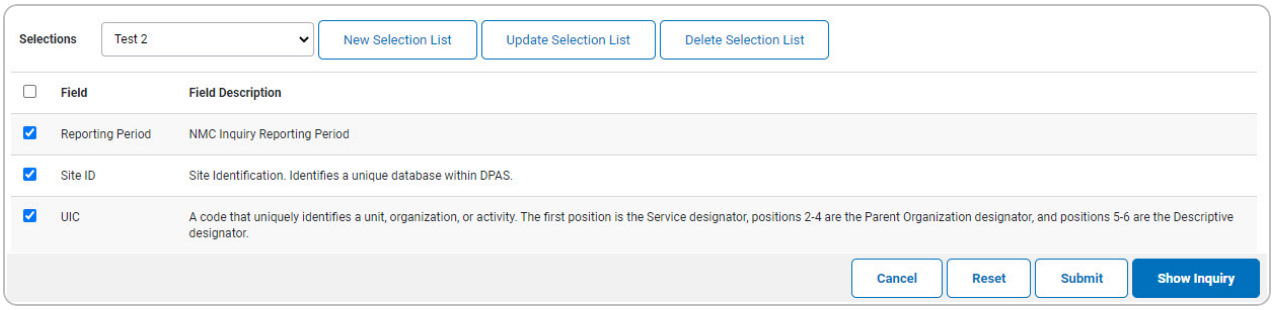
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **NMC Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **NMC 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

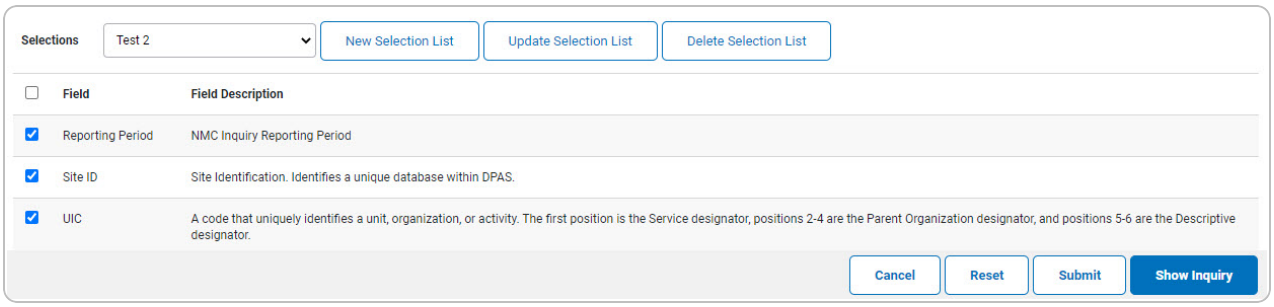
4. Select Show Inquiry for small volumes of data. *The **NMC Inquiry — Results** page appears.*

   OR

   Select Submit for large volumes of data. *The **NMC 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.

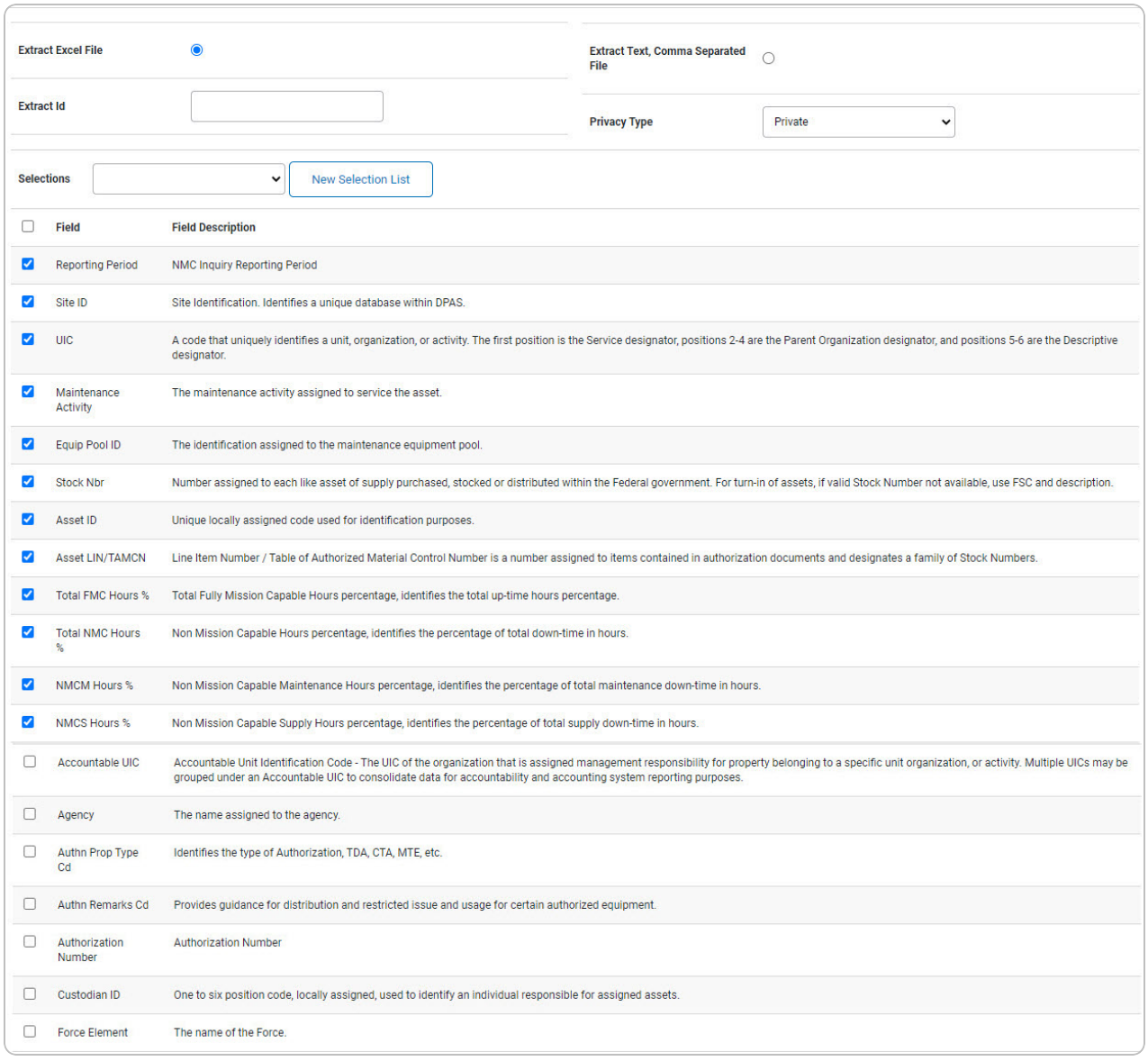


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **NMC Inquiry** page appears.*

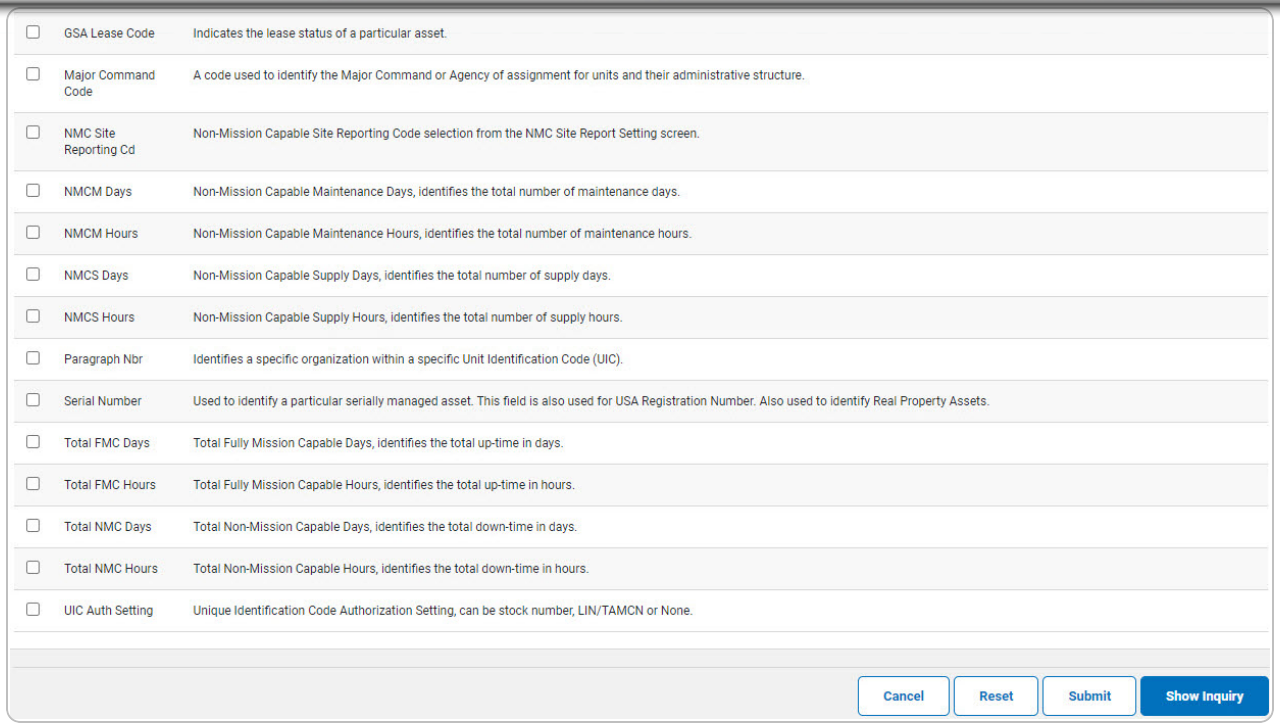


Extract Excel File ◉ Extract Text, Comma Separated File ○

Extract Id [ ] Privacy Type [Private]

Selections [ ] New Selection List

	Field	Field Description
☑	Reporting Period	NMC Inquiry Reporting Period
☑	Site ID	Site Identification. Identifies a unique database within DPAS.
☑	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator.
☑	Maintenance Activity	The maintenance activity assigned to service the asset.
☑	Equip Pool ID	The identification assigned to the maintenance equipment pool.
☑	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.
☑	Asset ID	Unique locally assigned code used for identification purposes.
☑	Asset LIN/TAMCN	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.
☑	Total FMC Hours %	Total Fully Mission Capable Hours percentage, identifies the total up-time hours percentage.
☑	Total NMC Hours %	Non Mission Capable Hours percentage, identifies the percentage of total down-time in hours.
☑	NMCM Hours %	Non Mission Capable Maintenance Hours percentage, identifies the percentage of total maintenance down-time in hours.
☑	NMCS Hours %	Non Mission Capable Supply Hours percentage, identifies the percentage of total supply down-time in hours.
☐	Accountable UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☐	Agency	The name assigned to the agency.
☐	Authn Prop Type Cd	Identifies the type of Authorization, TDA, CTA, MTE, etc.
☐	Authn Remarks Cd	Provides guidance for distribution and restricted issue and usage for certain authorized equipment.
☐	Authorization Number	Authorization Number
☐	Custodian ID	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Force Element	The name of the Force.



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

- Verify the Reporting Period contains the appropriate ☑ or ☐. *Select if the inquiry contains a reporting period.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a site identification.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an unit identification code.*
- Verify the Maintenance Activity contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity.*

- Verify the EQUIP POOL ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool identification.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry has a STOCK NBR.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the ASSET LIN/TAMCN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET LIN/TAMCN.*
- Verify the Total FMC Hours % contains the appropriate ☑ or ☐. *Select if the inquiry contains a total FMC hours percentage amount.*
- Verify the Total NMC Hours % contains the appropriate ☑ or ☐. *Select if the inquiry contains a total NMC hours percentage amount.*
- Verify the NMCM HOURS % contains the appropriate ☑ or ☐. *Select if the inquiry contains a NMCM HOURS percentage amount.*
- Verify the NMCS HOURS % contains the appropriate ☑ or ☐. *Select if the inquiry contains a NMCS HOURS percentage amount.*
- Click ☐ to select the ACCOUNTABLE UIC. *Select if the inquiry contains an accountable unit identification code.*
- Click ☐ to select the Agency. *Select if the inquiry contains agency information.*
- Click ☐ to select the AUTHN PROP TYPE CD. *Select if the inquiry contains an authorization property type code.*
- Click ☐ to select the Authorization Number. *Select if the inquiry contains an authorization number.*
- Click ☐ to select the CUSTODIAN ID. *Select if the inquiry contains a custodian identification.*

- Click ☐ to select the Force Element. *Select if the inquiry contains a force element.*
- Click ☐ to select the GSA Lease Code. *Select if the inquiry contains a GSA lease code.*
- Click ☐ to select the Major Command Code. *Select if the inquiry contains a major command code.*
- Click ☐ to select the NMC Reporting Site. *Select if the inquiry contains a NMC reporting site.*
- Click ☐ to select the NMCM DAYS. *Select if the inquiry contains NMCM DAYS information.*
- Click ☐ to select the NMCM HOURS. *Select if the inquiry contains NMCM HOURS information.*
- Click ☐ to select the NMCS DAYS. *Select if the inquiry contains NMCS DAYS information.*
- Click ☐ to select the NMCS HOURS. *Select if the inquiry contains NMCS HOURS information.*
- Click ☐ to select the PARAGRAPH NBR. *Select if the inquiry contains paragraph number information.*
- Click ☐ to select the Serial Number. *Select if the inquiry contains serial number information.*
- Click ☐ to select the Total FMC Days. *Select if the inquiry contains total FMC days information.*
- Click ☐ to select the Total FMC Hours. *Select if the inquiry contains total FMC hours information.*
- Click ☐ to select the TOTAL NMC DAYS. *Select if the inquiry contains TOTAL NMC DAYS.*

- Click ☐ to select the TOTAL NMC HOURS. *Select if the inquiry contains TOTAL NMC HOURS.*
- Click ☐ to select the UIC AUTH SETTING . *Select if the inquiry contains UIC AUTH SETTING information.*

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

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a NMC Inquiry — Criteria
- Search for a NMC Inquiry — Results
- View the NMC Inquiry Transaction Status
- Export the NMC Inquiry Transaction Status

View the NMC Inquiry Transaction Status

Overview

The NMC Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > NMC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > NMC Inquiry Transaction Status page

Page Fields

The following fields display on the **NMC Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

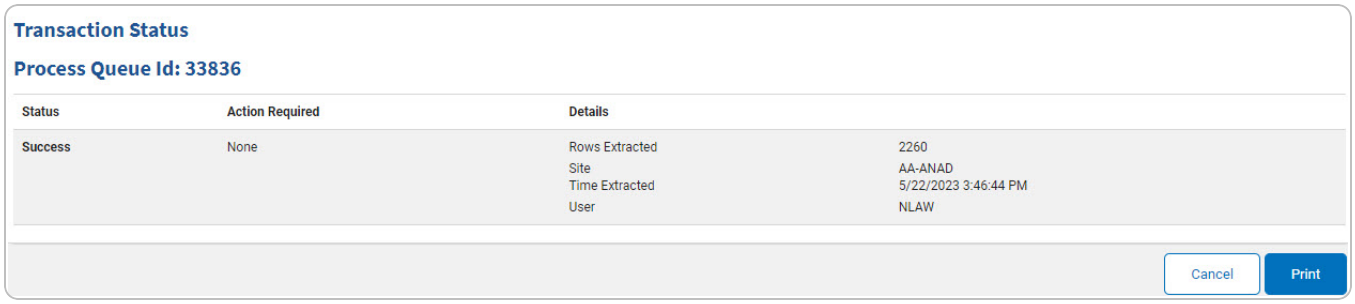
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the NMC Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **NMC Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a NMC Inquiry — Criteria
- Search for a NMC Inquiry — Results
- Select Fields for the NMC Inquiry
- View the NMC Inquiry Transaction Status

Export the NMC Inquiry Transaction Status

Overview

The NMC Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > NMC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > NMC Inquiry Transaction Status Export page

Page Fields

The following fields display on the **NMC Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

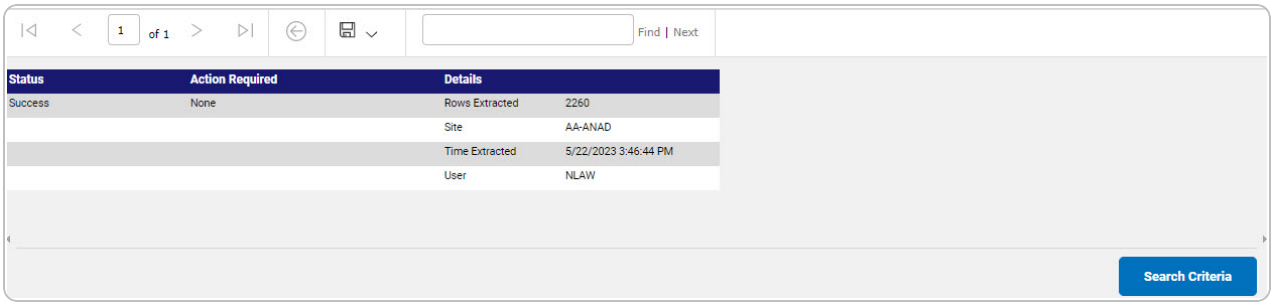
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the NMC Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***NMC 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **NMC Inquiry — Criteria** page appears.*

Related Topics

- Search for a NMC Inquiry — Criteria
- Search for a NMC Inquiry — Results
- Select Fields for the NMC Inquiry
- Export the NMC Inquiry Transaction Status

Search for an Asset Deferred Parts Inquiry — Criteria

Overview

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

Navigation

Inquiries > Maintenance > Asset Deferred Parts > Asset Deferred Parts Inquiry Search Criteria page

Page Fields

The following fields display on the **Asset Deferred Parts Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

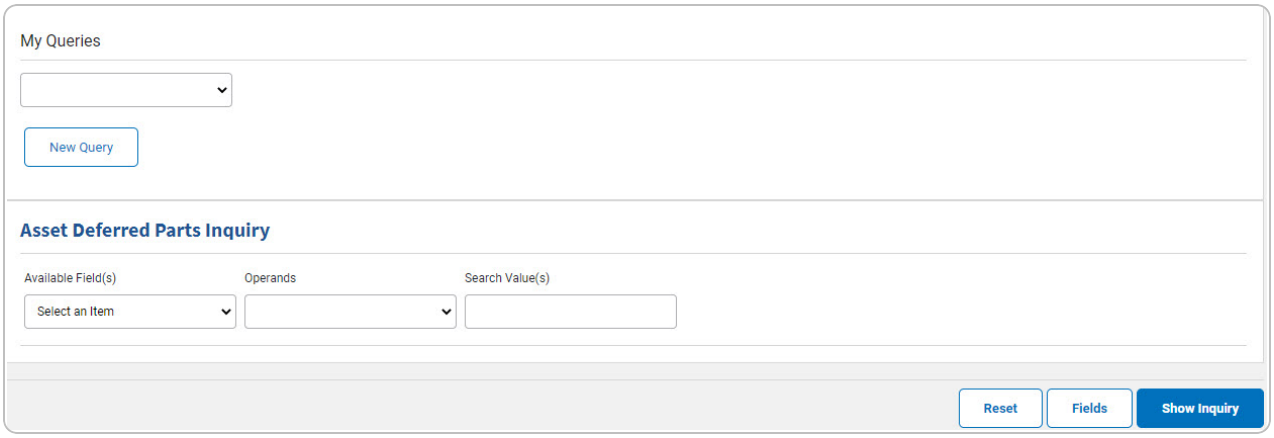
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Asset Deferred Parts Inquiry

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. Use ⌄ to select the first Available Field.

   B. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

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

   A. Enter the first Search Value(s) in the field provided.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

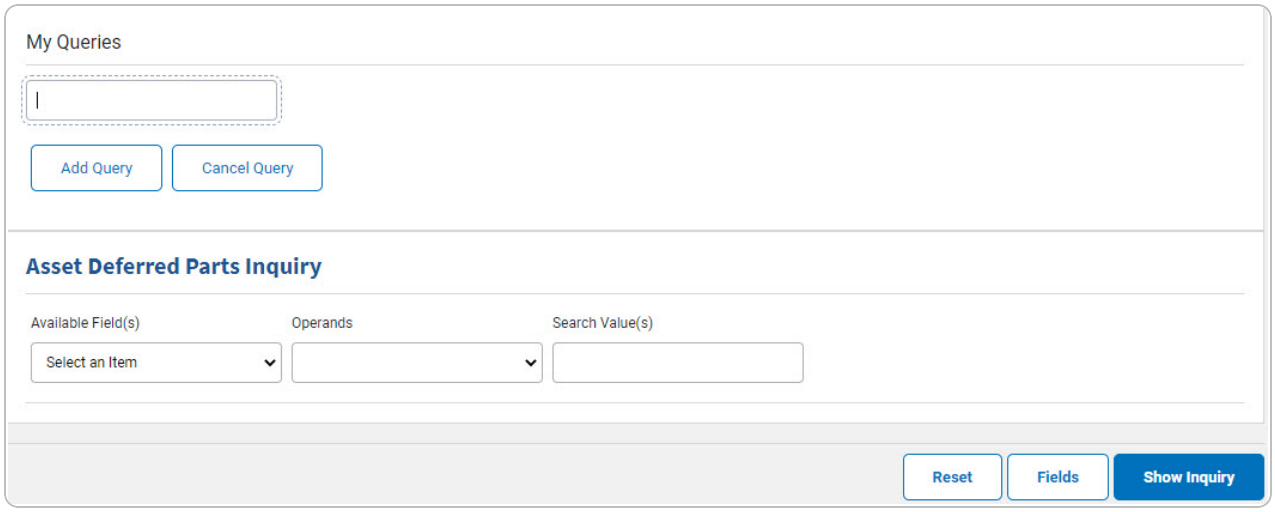
   a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Asset Deferred Parts 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.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*

4. 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.*

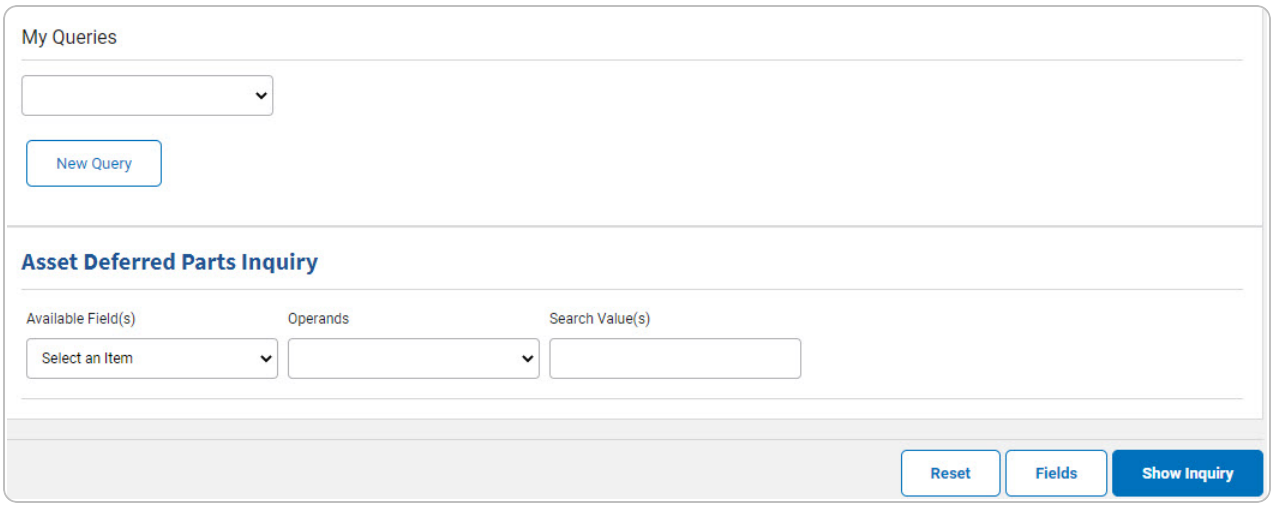
5. Select Fields. *The* ***Asset Deferred Parts Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Asset Deferred Parts 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.*



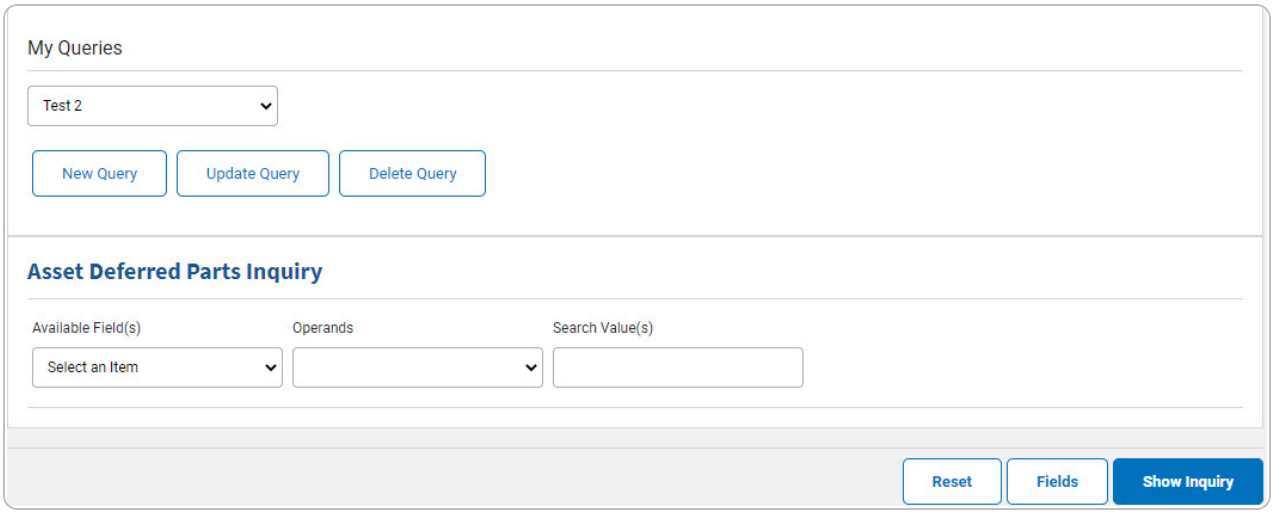
2. Select Fields. *The* ***Asset Deferred Parts Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Asset Deferred Parts 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.*



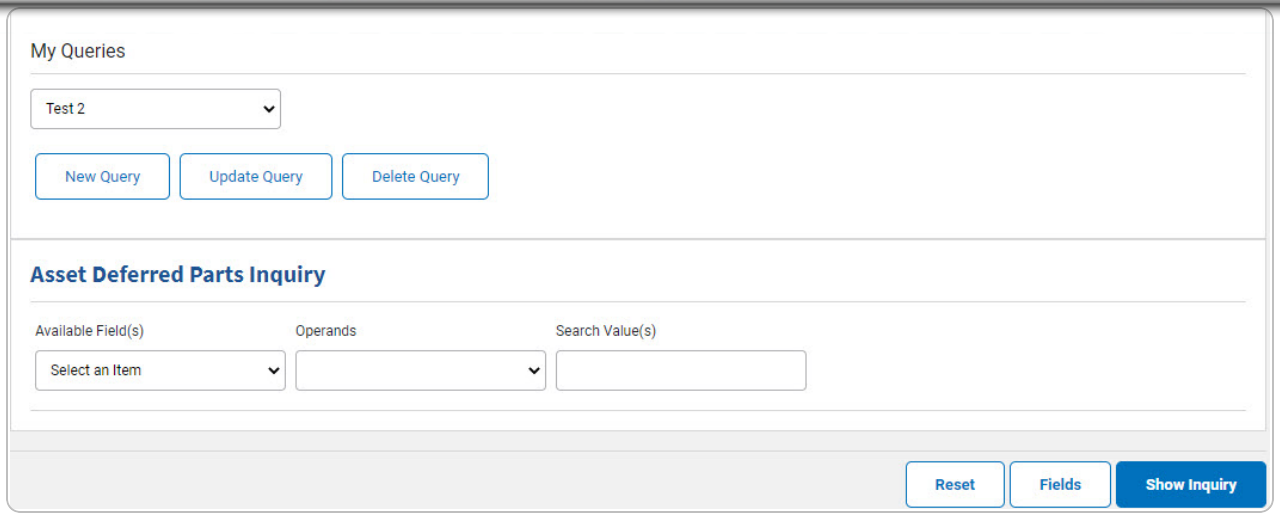
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Asset Deferred Parts Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Asset Deferred Parts 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Asset Deferred Parts Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for an Asset Deferred Parts Inquiry — Results
- Select Fields for the Asset Deferred Parts Inquiry
- View the Asset Deferred Parts Inquiry Transaction Status
- Export the Asset Deferred Parts Inquiry Transaction Status

Search for an Asset Deferred Parts Inquiry — Results

Overview

The Asset Deferred Parts Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Maintenance > Asset Deferred Parts > Search Criteria > Show Inquiry > Asset Deferred Parts Inquiry Search Results page

Page Fields

The following fields display on the **Asset Deferred Parts Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Asset Serial Nbr
Deferred Quantity
Deferred Dt
Maint Activity
Part Desc
Parts Document Nbr
Part Stock Number

Optional

Asset Active Flg
Asset LIN/TAMCN
Asset UIC
Closed Work Order ID
Asset DoD Serial Nbr
Equipment Pool
Last Updated By
Owning UIC
Priority Cd
Required Delivery Date (RDD)
Site Id
Warehouse Owning DoDAAC
Warehouse
Work Order Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

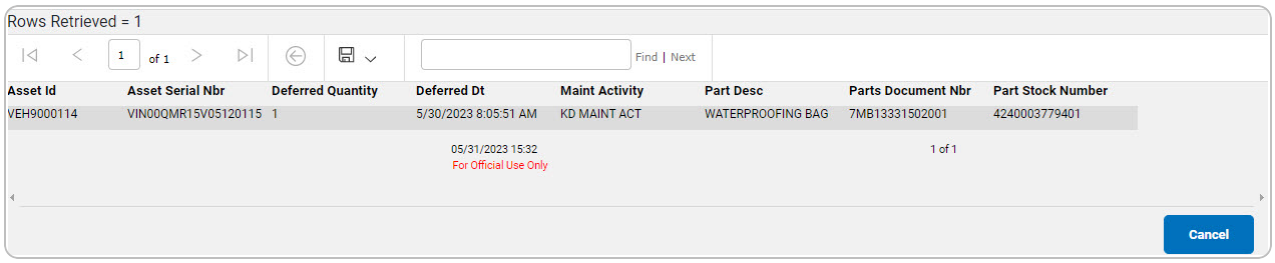
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Asset Deferred Parts Inquiry Results

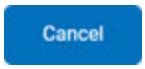
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

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



Note

To reach the optional fields, refer to the Asset Deferred Parts Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select  . *The **Asset Deferred Parts 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 Asset Deferred Parts Detail

Select the desired NMC row. *The **Asset Deferred Parts Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Deferred Parts Inquiry — Criteria
- Select Fields for the Asset Deferred Parts Inquiry
- View the Asset Deferred Parts Inquiry Transaction Status
- Export the Asset Deferred Parts Inquiry Transaction Status

Select Fields for the Asset Deferred Parts Inquiry

Overview

The Asset Deferred Parts Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Maintenance > Asset Deferred Parts > Search Criteria > Fields > Asset Deferred Parts Inquiry Fields Selection page

Page Fields

The following fields display on the **Asset Deferred Parts Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Asset Id
Asset Serial Nbr
Deferred Quantity
Deferred Dt
Maint Activity
Part Desc
Parts Document Nbr
Part Stock Number

Optional

Asset Active Flg
Asset LIN/TAMCN
Asset UIC
Closed Work Order ID
Asset DoD Serial Nbr
Equipment Pool
Last Updated By
Owning UIC
Priority Cd
Required Delivery Date (RDD)

Site Id
Warehouse Owning DoDAAC
Warehouse
Work Order Desc

Procedures

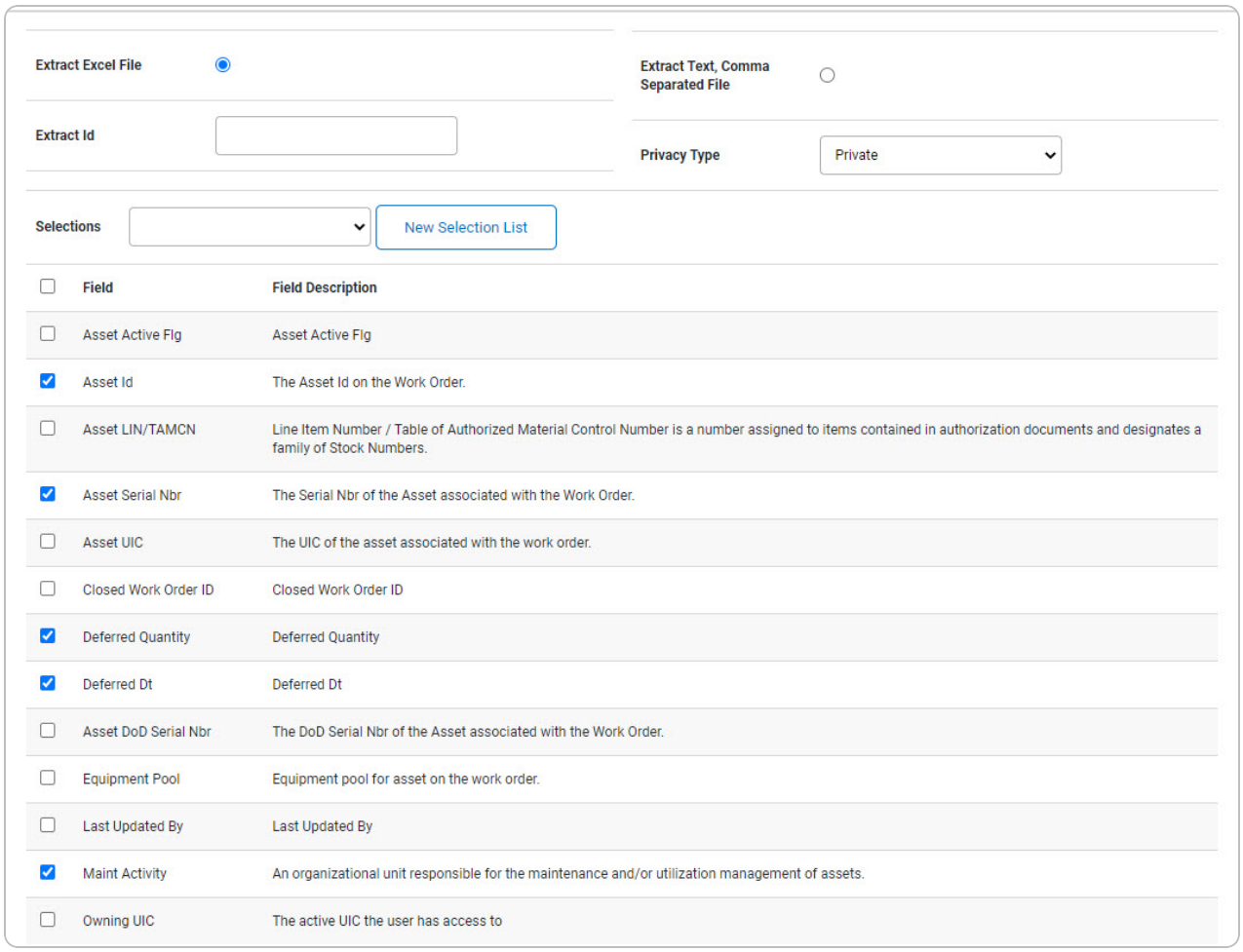
ELMS Navigation Helpful Tips

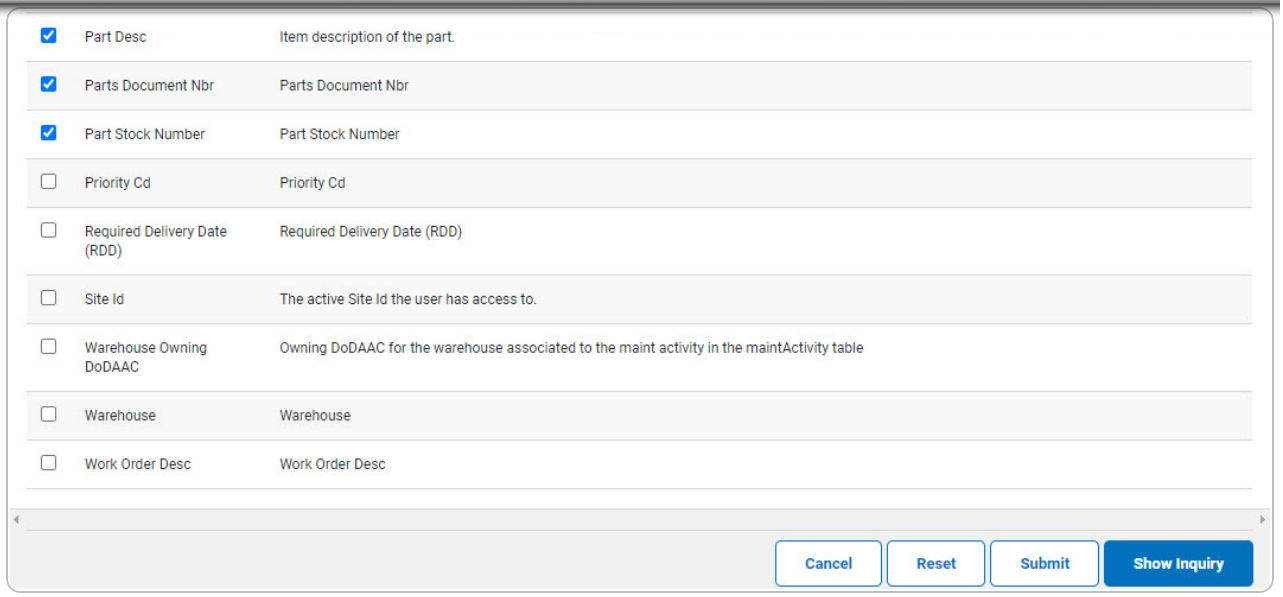
Click the following link to display M&U Navigation Tips.

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 **Asset Deferred Parts Inquiry** page appears.*





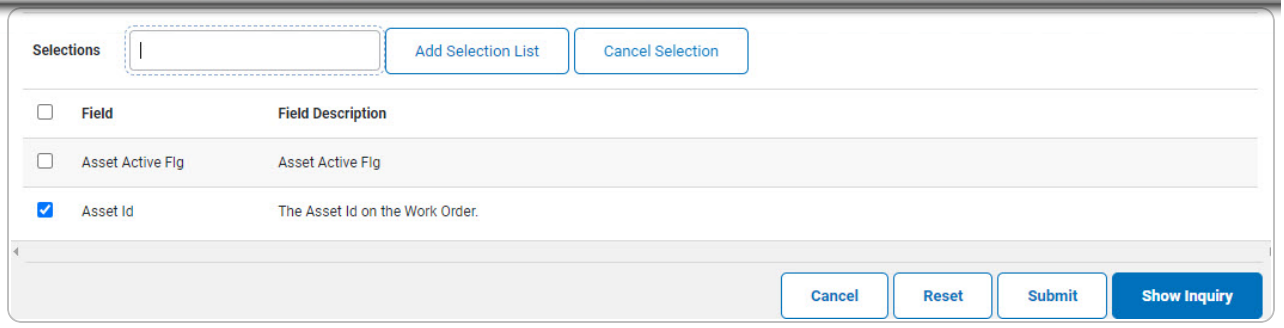
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     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.*



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.

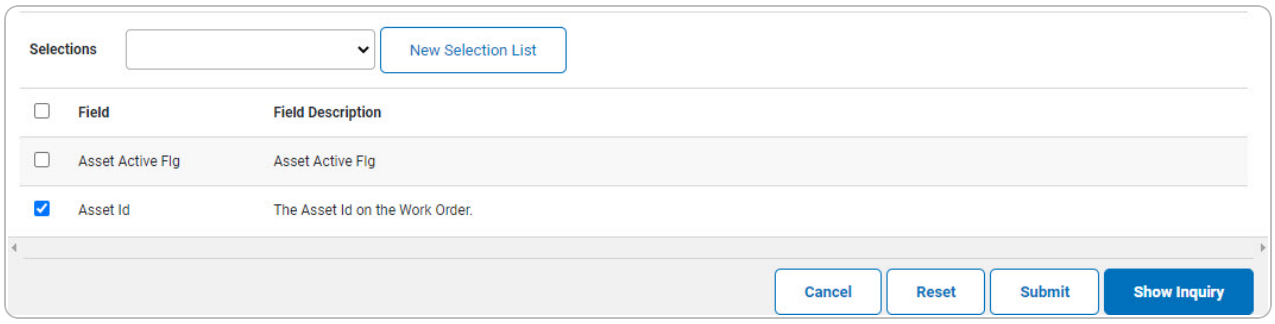
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Asset Deferred Parts Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Asset Deferred Parts Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

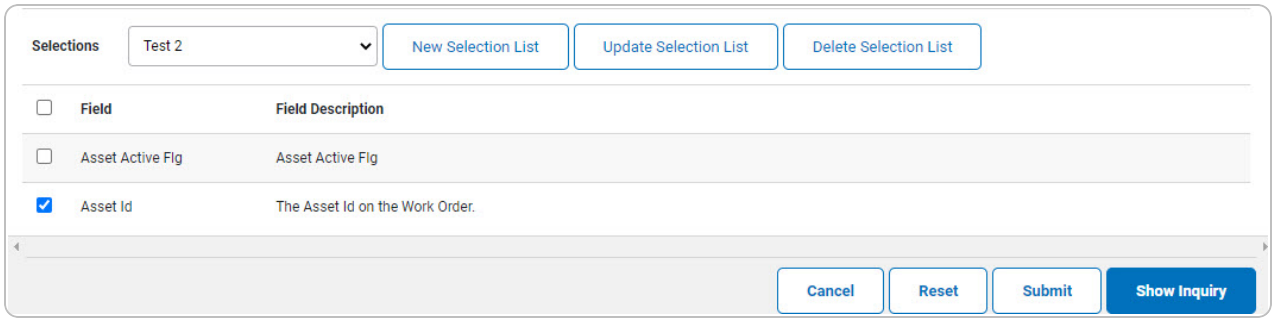
3. Select Show Inquiry for small volumes of data. *The **Asset Deferred Parts Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Asset Deferred Parts 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

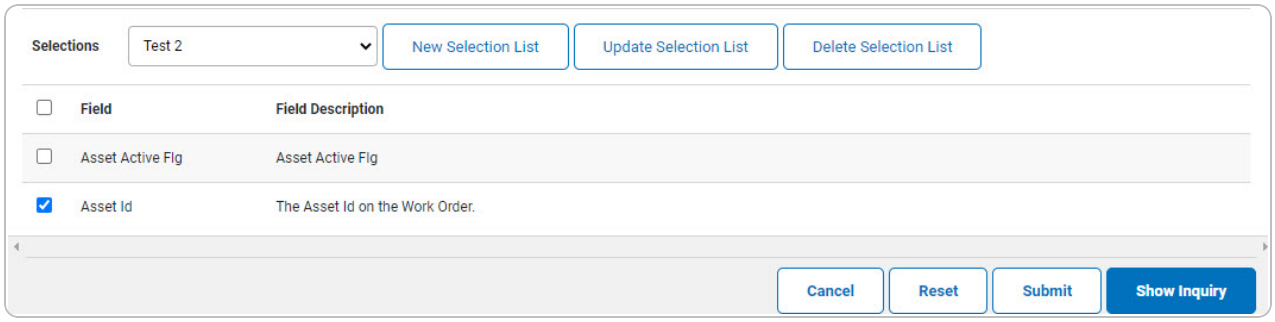
   Select Show Inquiry for small volumes of data. *The* ***Asset Deferred Parts Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Asset Deferred Parts 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.

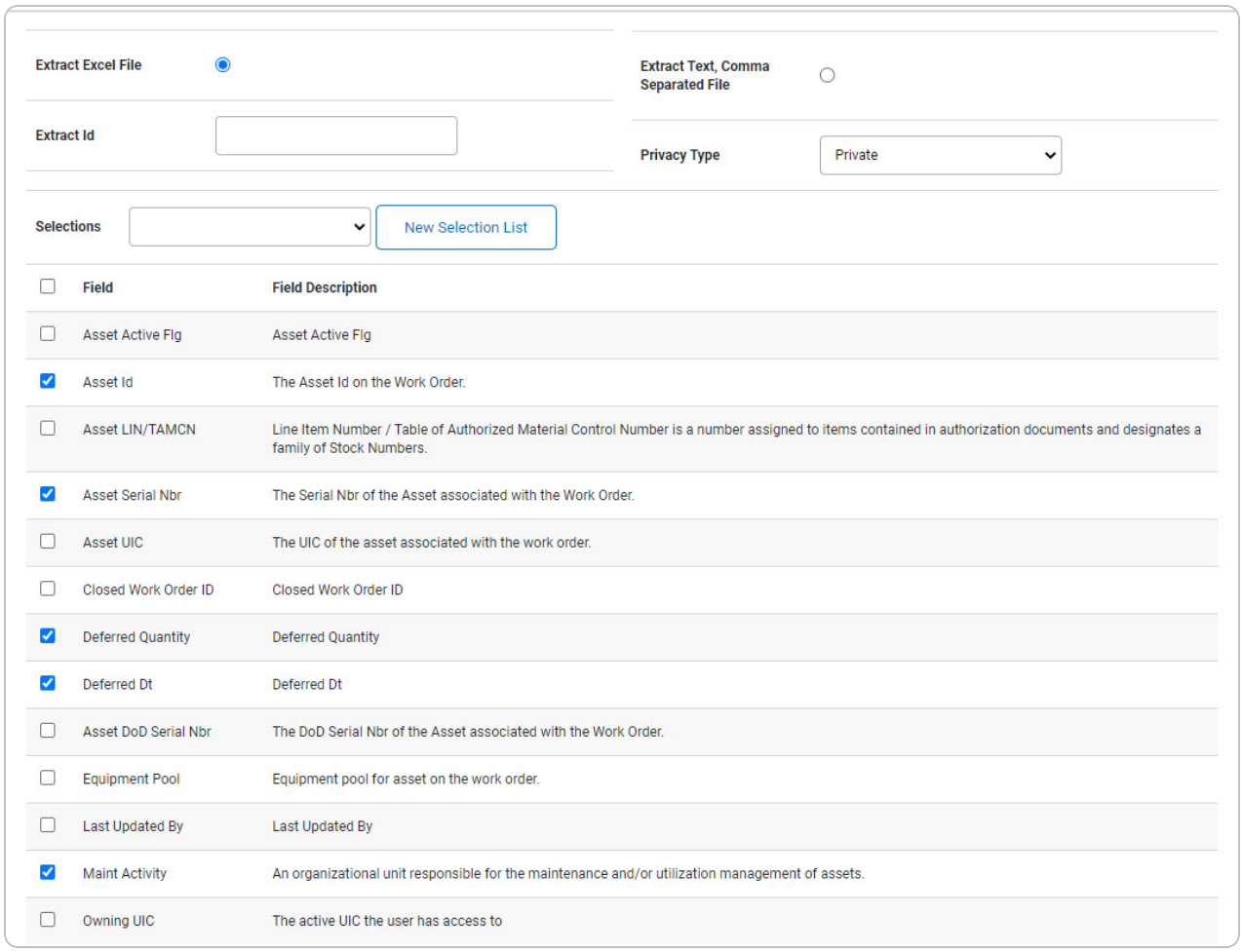


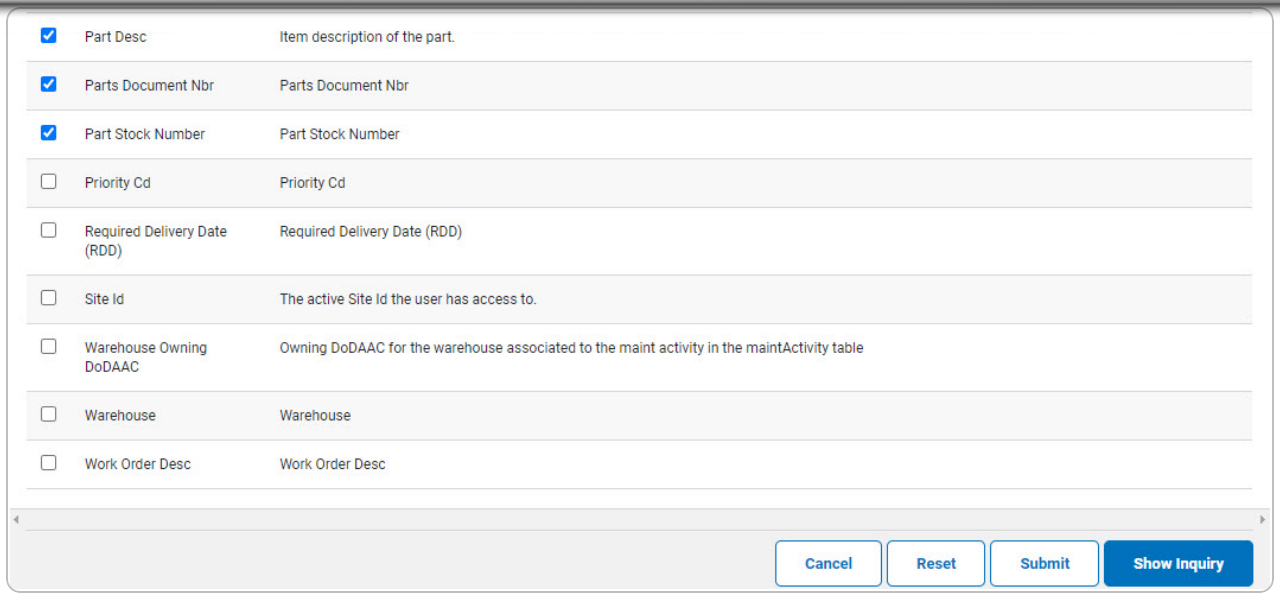
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **Asset Deferred Parts Inquiry** page appears.*





2. Select the fields required for the inquiry. *8 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.

- Click ☐ to select the Asset Active FLG. *Select if the inquiry contains an asset active flag.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Click ☐ to select the ASSET LIN/TAMCN. *Select if the inquiry contains an ASSET LIN/TAMCN.*
- Verify the Asset SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset serial number.*
- Click ☐ to select the Asset UIC. *Select if the inquiry contains an asset unit identification code.*

- Click ☐ to select the Closed WORK ORDER ID. *Select if the inquiry contains a closed WORK ORDER ID.*
- Verify the Deferred Quantity contains the appropriate ☑ or ☐. *Select if the inquiry contains a deferred quantity.*
- Verify the Deferred DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a deferred date.*
- Click ☐ to select the Asset DOD SERIAL NBR. *Select if the inquiry contains an asset DOD SERIAL NBR.*
- Click ☐ to select the Equipment Pool. *Select if the inquiry contains an equipment pool designation.*
- Click ☐ to select the Last Updated By. *Select if the inquiry contains last updated by information.*
- Verify the MAINT ACTIVITY contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity.*
- Click ☐ to select the OWNING UIC. *Select if the inquiry contains an OWNING UIC.*
- Verify the Part DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a part description.*
- Verify the Parts DOCUMENT NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a parts DOCUMENT NBR.*
- Verify the Part STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a part stock number.*
- Click ☐ to select the Priority CD. *Select if the inquiry contains a priority code.*
- Click ☐ to select the Required Delivery Date (RDD). *Select if the inquiry contains a required delivery date.*

- Click ☐ to select the SITE ID. *Select if the inquiry contains SITE ID information.*
- Click ☐ to select the Warehouse OWNING DODAAC. *Select if the inquiry contains Warehouse OWNING DODAAC information.*
- Click ☐ to select the Warehouse. *Select if the inquiry contains warehouse information.*
- Click ☐ to select the Work Order DESC. *Select if the inquiry contains work order description information.*

Select Show Inquiry for small volumes of data. *The **Asset Deferred Parts Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset Deferred Parts Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Deferred Parts Inquiry — Criteria
- Search for an Asset Deferred Parts Inquiry — Results
- View the Asset Deferred Parts Inquiry Transaction Status
- Export the Asset Deferred Parts Inquiry Transaction Status

View the Asset Deferred Parts Inquiry Transaction Status

Overview

The Asset Deferred Parts Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Maintenance > Asset Deferred Parts > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset Deferred Parts Inquiry Transaction Status page

Page Fields

The following fields display on the **Asset Deferred Parts Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

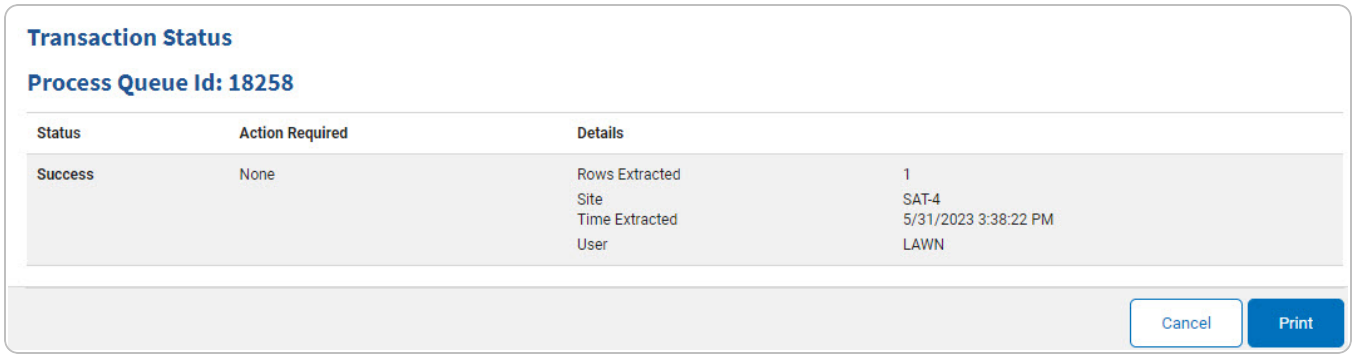
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Asset Deferred Parts Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Asset Deferred Parts Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS	Contact the ELMS Call Center.

Call Center for assistance.	

Related Topics

- Search for an Asset Deferred Parts Inquiry — Criteria
- Search for an Asset Deferred Parts Inquiry — Results
- Select Fields for the Asset Deferred Parts Inquiry
- Export the Asset Deferred Parts Inquiry Transaction Status

Export the Asset Deferred Parts Inquiry Transaction Status

Overview

The Asset Deferred Parts Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Maintenance > Asset Deferred Parts > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset Deferred Parts Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Asset Deferred Parts Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

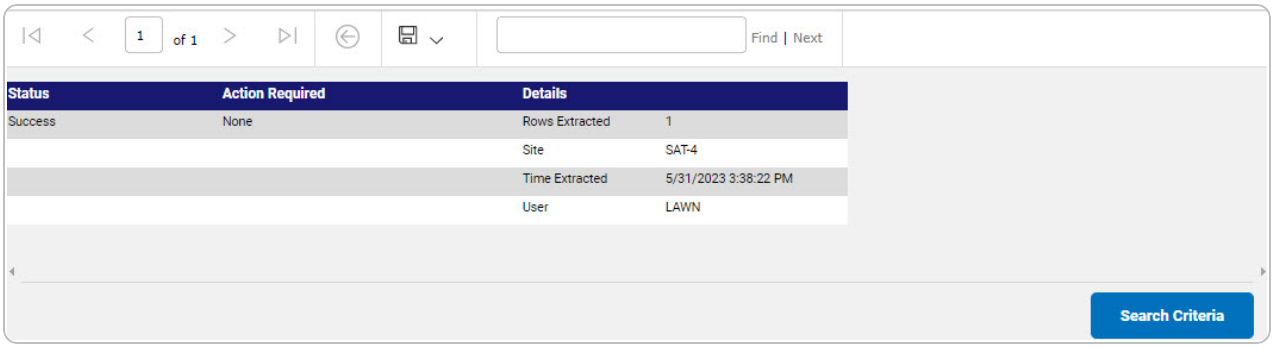
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Asset Deferred Parts Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Asset Deferred Parts 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Asset Deferred Parts Inquiry — Criteria** page appears.*

Related Topics

- Search for an Asset Deferred Parts Inquiry — Criteria
- Search for an Asset Deferred Parts Inquiry — Results
- Select Fields for the Asset Deferred Parts Inquiry
- View the Asset Deferred Parts Inquiry Transaction Status

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — TERMS/COND Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.

323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*

B. Use ⌄ to select the first Available Field.

C. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

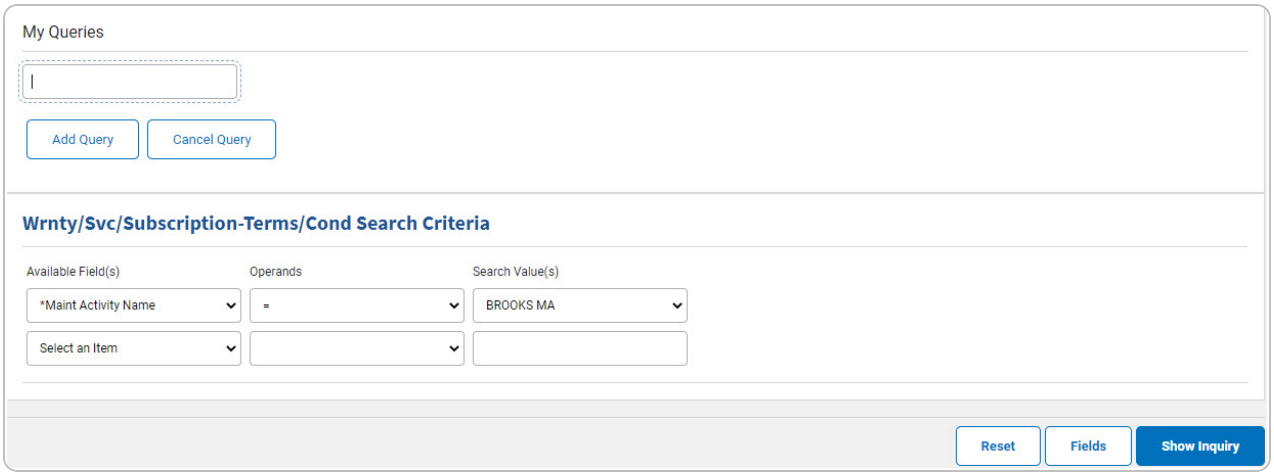
a. Use to select desired Available Field.

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.*



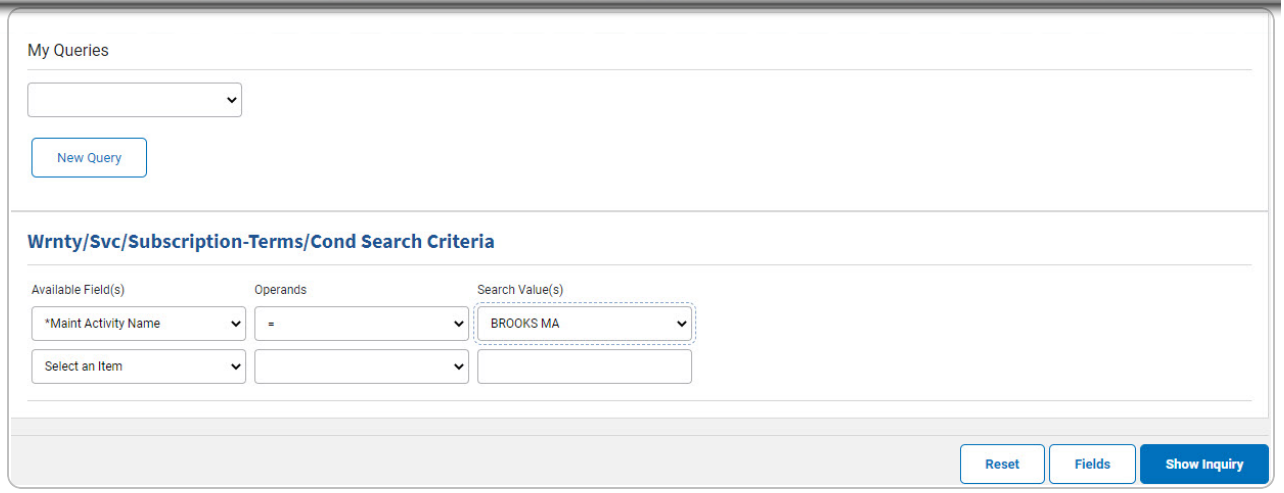
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select [Add Query]. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* [Cancel Query] *to disregard the Query.*

   Select [Fields]. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields*** *page appears.*
5. 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.*



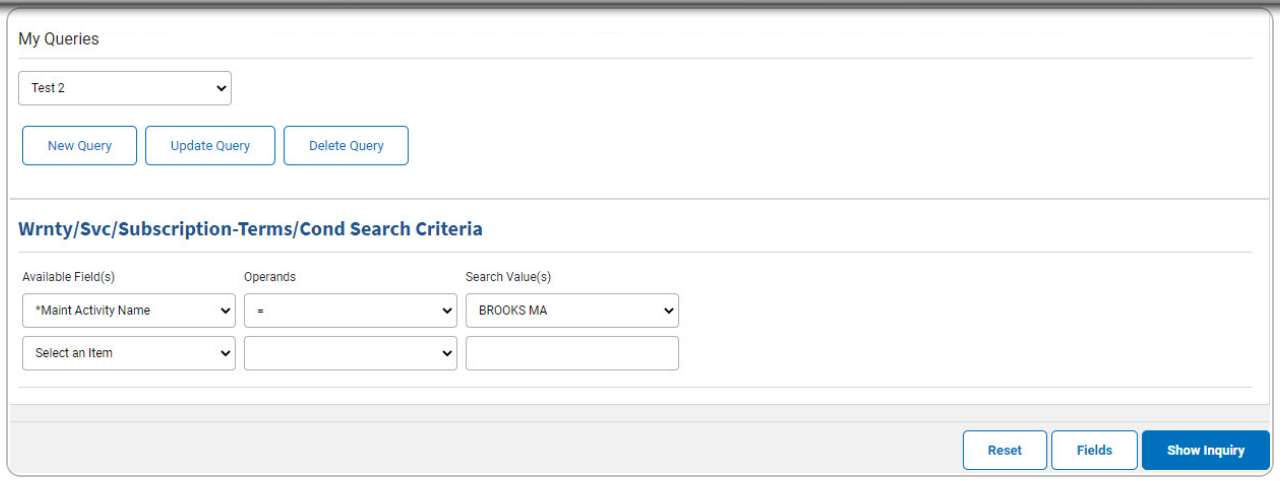
Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

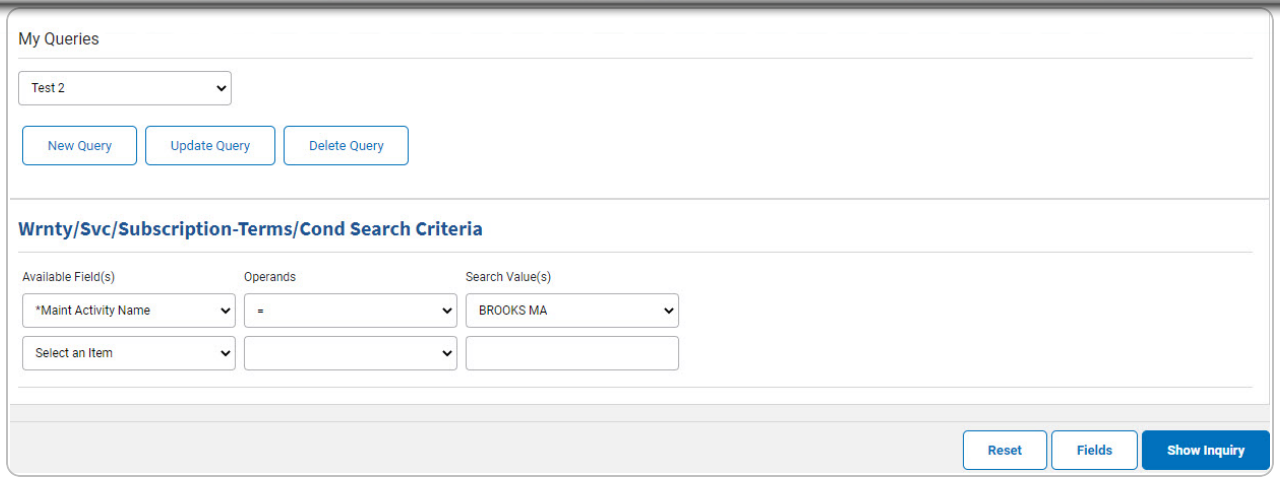
   Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

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.*



2. *Verify the query information.*

3. 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor

- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity Name
CAGE Cd
Cntrr Name
Cntr Nbr
Cntr Use Cd
Cntr Typ Cd
Dlvry Ord Nbr
CLIN
SLIN
Asset Id
Stock Nbr
Equip Pool Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

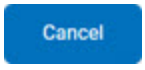
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

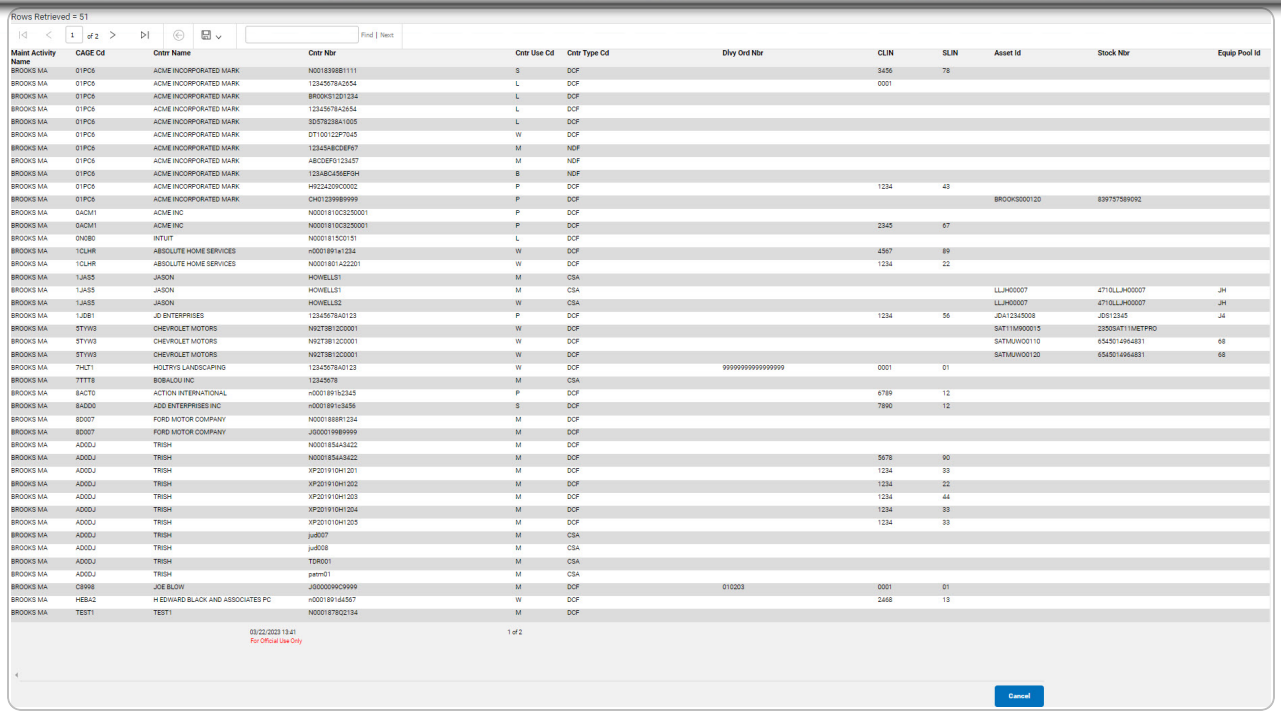
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Asset process displays the asset record of the selected inquiry.

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Asset** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry — Asset Detail

Asset Id

Item Desc
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvy Ord Nbr
CLIN
SLIN
Stock Nbr
Serial Nbr
Maint Activity
Equip Pool
Mfr Part Nbr
Model Nbr
Mfr Name
Yr Svc Life
Mfr Yr
Loc
Sub Loc
Qty
Dollar Amt
Total Cost
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

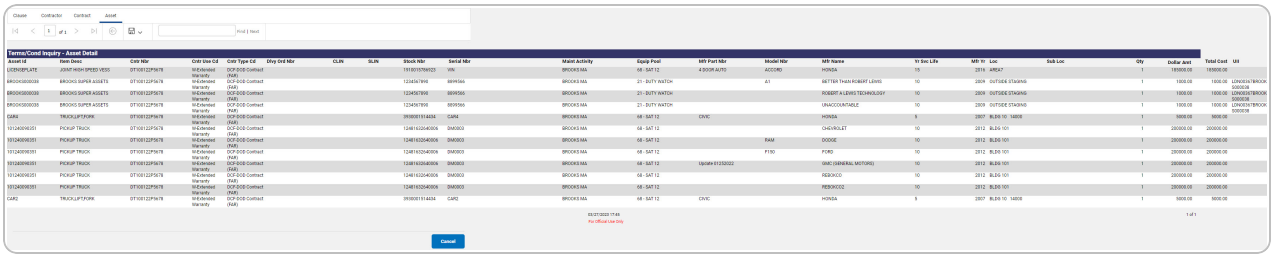
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Details — Asset

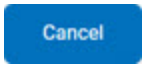
Selecting *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Asset Detail tab.*



A. *Verify the ASSET ID.*
B. *Verify the ITEM DESC.*
C. *Verify the CNTR NBR.*
D. *Verify the CNTR USE CD.*
E. *Verify the CNTR TYP CD.*
F. *Verify the DLVY ORD NBR.*
G. *Verify the CLIN.*
H. *Verify the SLIN.*
I. *Verify the STOCK NBR.*
J. *Verify the SERIAL NBR.*
K. *Verify the MAINT ACTIVITY.*
L. *Verify the EQUIP POOL.*
M. *Verify the MFR PART NBR.*
N. *Verify the MODEL NBR.*
O. *Verify the MFR NAME.*
P. *Verify the YR SVC LIFE.*
Q. *Verify the MFR YR.*
R. *Verify the LOC.*
S. *Verify the SUB LOC.*
T. *Verify the QTY.*
U. *Verify the DOLLAR AMT.*
V. *Verify the Total Cost.*
W. *Verify the UII.*

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  . *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria** page appears*.
4. 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 .
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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause process displays the clause record of the selected inquiry.

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

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

CAGE Cd

Dlvry Ord Nbr
CLIN
Clause Desc
Clause Procedures
Util Measr Cd1
Util Measr Cd 2
Start Dt
Cost Amt
Provider Web Addr
Service Loc Cd
Address 1
City
ZIP Cd
E-Mail Address
Contract Nbr
SLIN
Clause Terms
Util Measr Qty1
Util Measr Qty2
End Dt
Transfer Level Cd
Service Loc Name
Address 2
State Cd
Country Cd
FAX Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

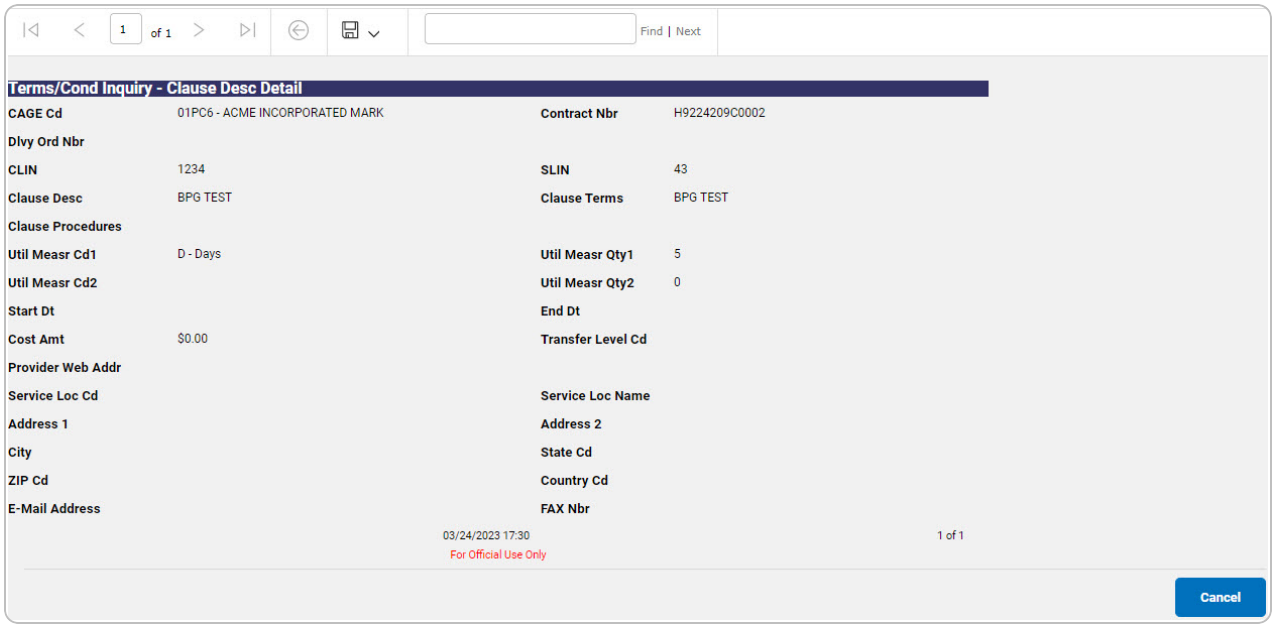
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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.*



A. *Verify the CAGE Cd.*
B. *Verify the Dlvy Ord Nbr.*
C. *Verify the CLIN.*
D. *Verify the Clause Desc.*
E. *Verify the Clause Procedures.*
F. *Verify the Util Measr Cd1.*
G. *Verify the Util Measr Cd2.*
H. *Verify the Start Dt.*
I. *Verify the Cost Amt.*
J. *Verify the Provider Web Addr.*
K. *Verify the Service Loc Cd.*
L. *Verify the Address 1.*
M. *Verify the City.*
N. *Verify the ZIP Cd.*
O. *Verify the E-Mail Address.*
P. *Verify the Contract Nbr.*
Q. *Verify the SLIN.*

R. *Verify the Clause Terms.*

S. *Verify the UTIL MEASR QTY1.*

T. *Verify the UTIL MEASR QTY2.*

U. *Verify the END DT.*

V. *Verify the TRANSFER LEVEL CD.*

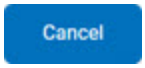
W. *Verify the SERVICE LOC NAME.*

X. *Verify the Address 2.*

Y. *Verify the STATE CD.*

Z. *Verify the COUNTRY CD.*

AA. *Verify the FAX NBR.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause Row** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause Row process displays the row of the clause record of the selected inquiry.

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Clause Row** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

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

Expired
Clause Desc
CAGE Cd
Contract Nbr
Dlvry Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

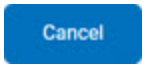
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

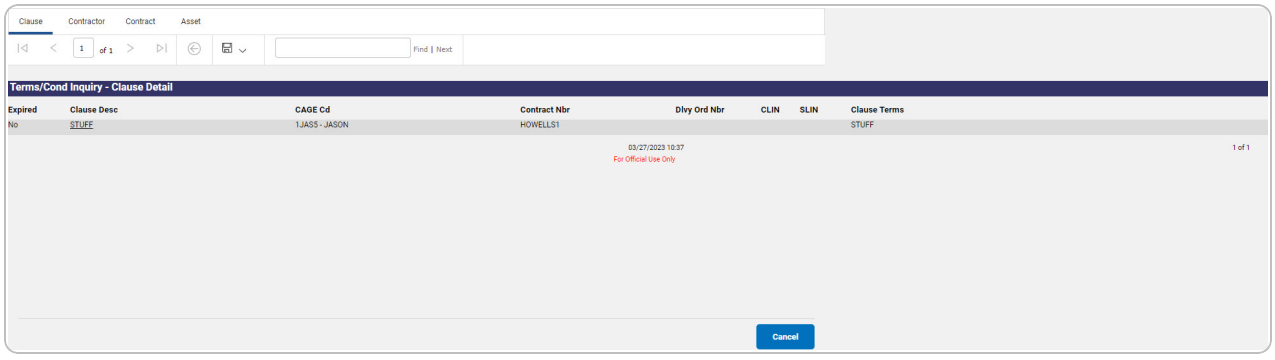
Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause Row

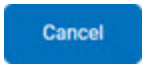
Selecting 

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  . *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 .
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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contract process displays the contract record of the selected inquiry.

Navigation

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry — Contract Detail

Cntr Use Cd
Cntr Type Cd
Cntr Nbr
Dlvy Ord Nbr
Start Dt
Exp Dt
Cntr Admn
Cntr Admn Phone Nbr
Remarks
Tran Cd
Last Tran Dt
Lst Updated By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

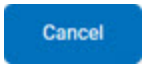
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

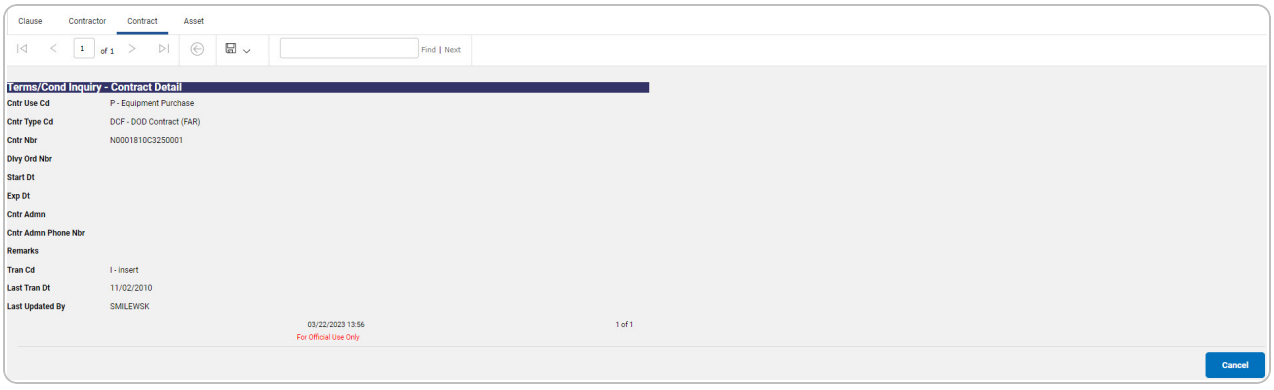
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract

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

1. *Verify the Contract Detail tab.*



A. *Verify the CNTR USE CD.*
B. *Verify the CNTR TYPE CD.*
C. *Verify the CNTR NBR.*
D. *Verify the DLVY ORD NBR.*
E. *Verify the START DT.*
F. *Verify the EXP DT.*
G. *Verify the CNTR ADMN.*
H. *Verify the CNTR ADMN PHONE NBR.*
I. *Verify the Remarks.*
J. *Verify the TRAN CD.*
K. *Verify the LAST TRAN DT.*
L. *Verify the Last Updated By.*

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

.
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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contractor process displays the contractor record of the selected warranty, service, and/or subscription.

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Detail — Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

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

CAGE Cd
DoDAAC
Cntrr Name
Cntrr Phone Nbr
Div Nm
Address 1
Address 2
City
State Cd
ZIP Cd
Country Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

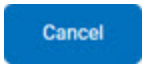
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

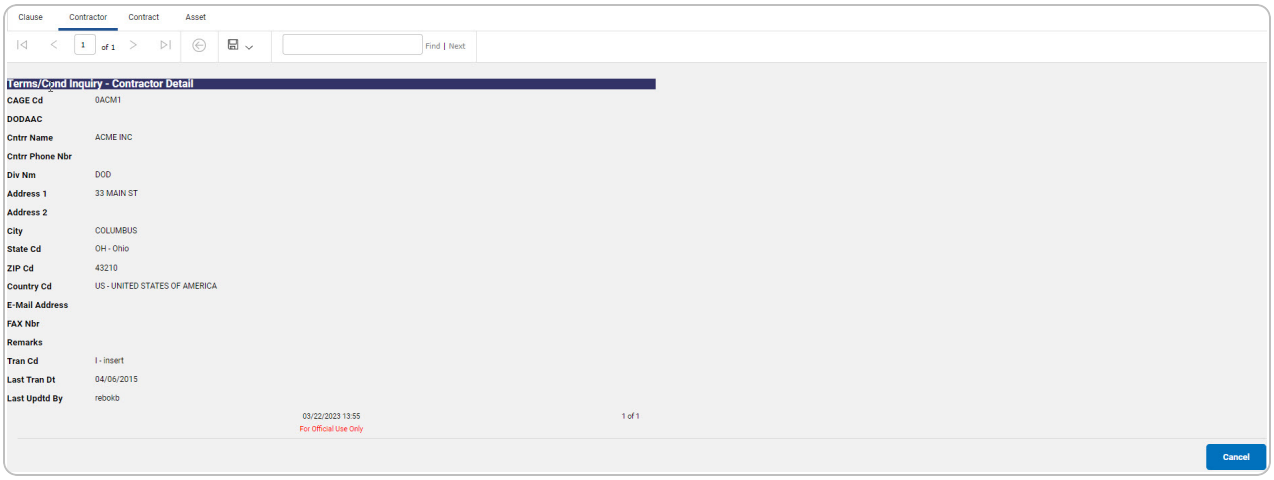
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contractor

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

1. *Verify the Contractor Detail tab.*



A. *Verify the CAGE CD.*
B. *Verify the DODAAC.*
C. *Verify the CNTRR NAME.*
D. *Verify the CNTRR PHONE NBR.*
E. *Verify the DIV NM.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the STATE CD.*
J. *Verify the ZIP CD.*
K. *Verify the COUNTRY CD.*
L. *Verify the E-MAIL Address.*
M. *Verify the FAX NBR.*
N. *Verify the Remarks.*
O. *Verify the TRANS CD.*
P. *Verify the LAST TRAN DT.*
Q. *Verify the LAST UPDTD BY.*

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

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

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Maint Activity Name
CAGE Cd
Cntrr Name
Cntr Nbr
Cntr Use Cd
Cntr Typ Cd
Dlvry Ord Nbr
CLIN
SLIN
Asset Id
Stock Nbr
Equip Pool Id

Procedures

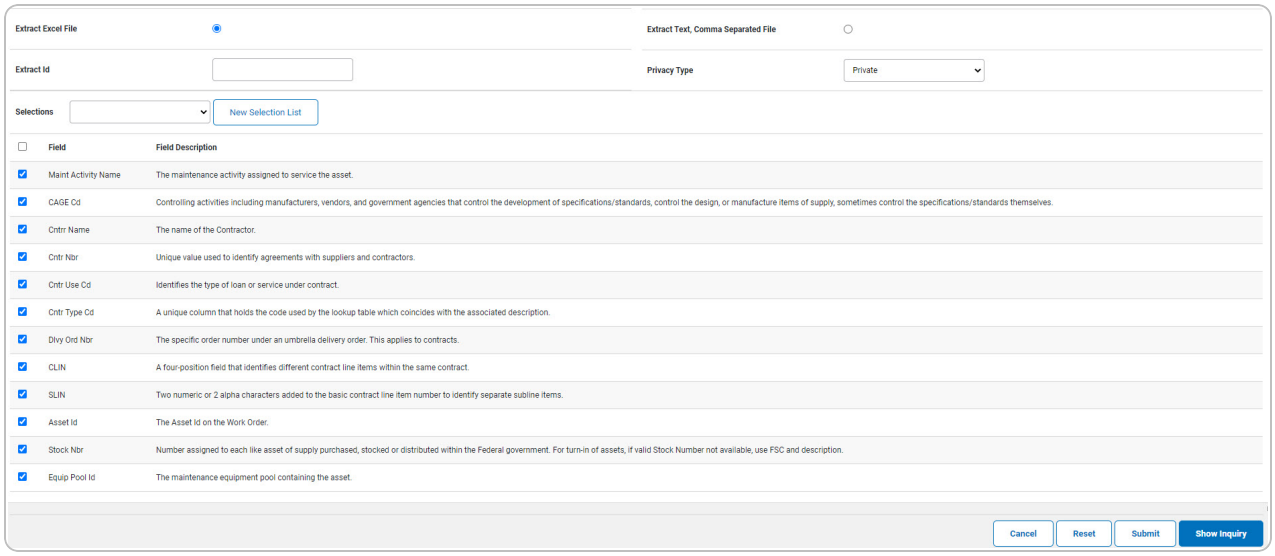
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

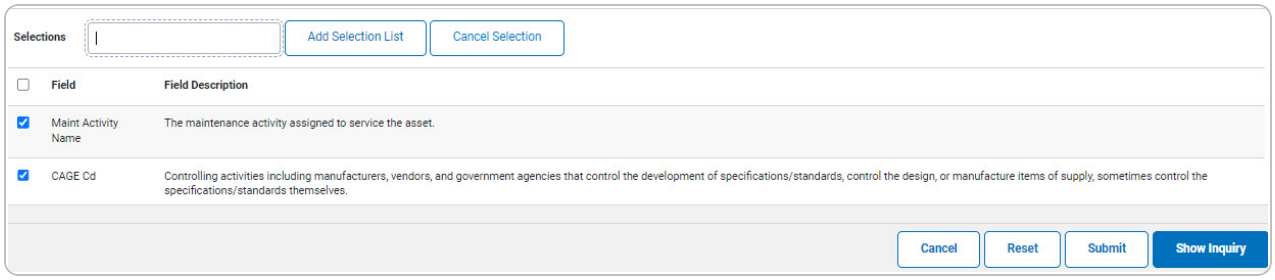
     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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.*

5. **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.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

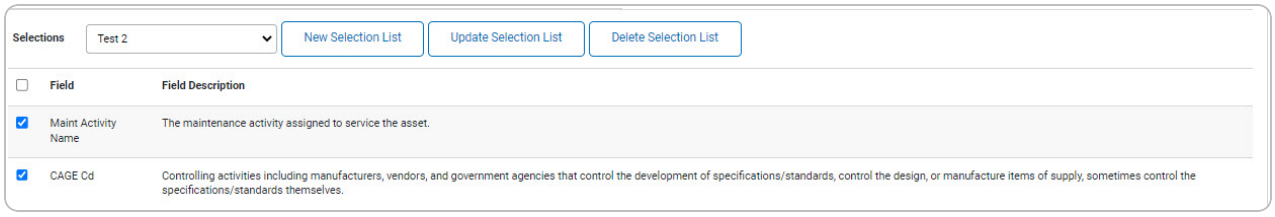
3. Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

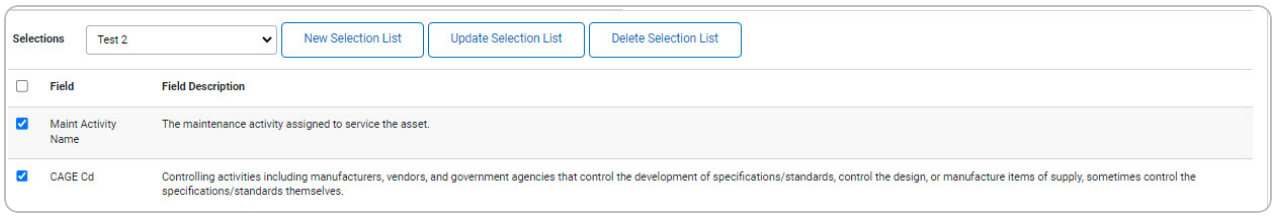
   Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results*** *page appears.*

4. **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.

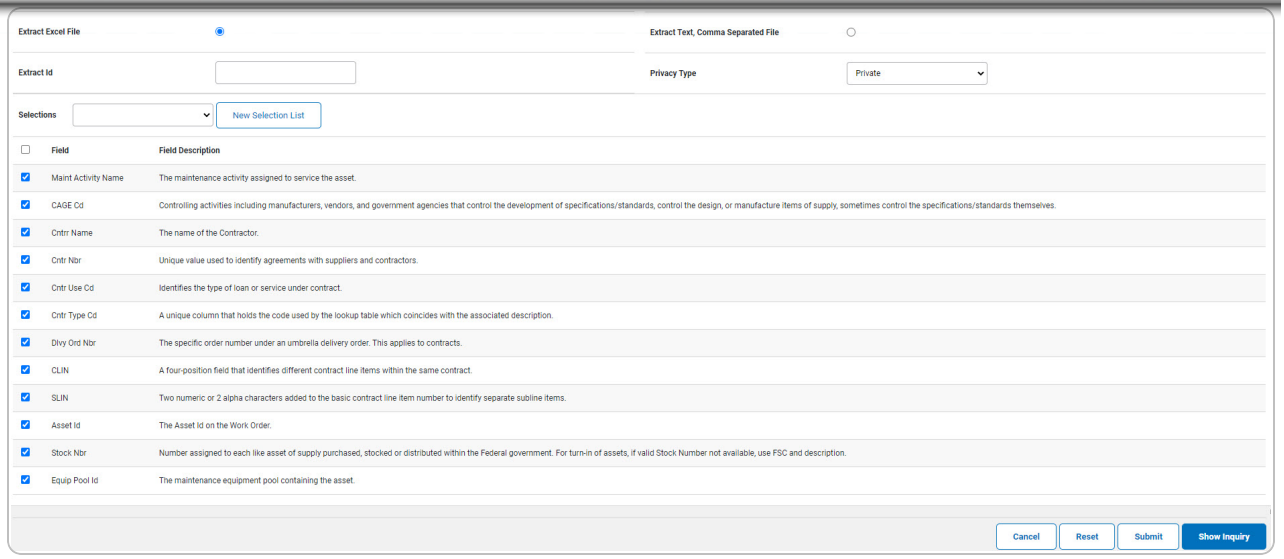


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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.*



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

- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity name.*
- Verify the CAGE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a code.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a contractor name.*
- Verify the CNTR NBR contains the appropriate ☑ or ☐. *Select if the inquiry has a contract number.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract use code.*

- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract type code.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a delivery order number.*
- Verify the CLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract line item number.*
- Verify the SLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a subordinate line item number.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset identifier.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a stock number.*
- Verify the EQUIP POOL ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool identifier.*

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

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

Overview

The Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Wrnty/Svc/Subscrip > Terms/Cond > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status** page. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

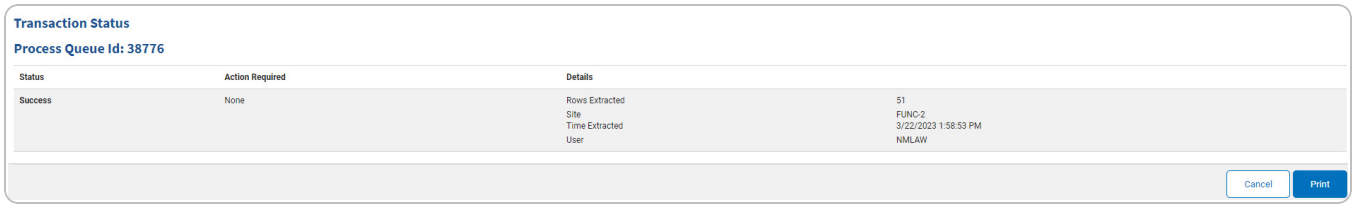
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

Export the WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Transaction Status

Overview

The WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Transaction Status Export page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - TERMS/COND Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

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

2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Wrnty/Svc/Subscription - Terms/Cond 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria** page appears.*

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Terms/Conditions Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Transaction Status

Search for a WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module WRNTY/SVC/SUBSCRIPTION — ASSET ASSOC Inquiry process provides the ability to search for the Asset Associations of a Warranty, Service, or Subscription.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > WRNTY/SVC/SUBSCRIPTION — ASSET ASSOC Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — ASSET ASSOC Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.

323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

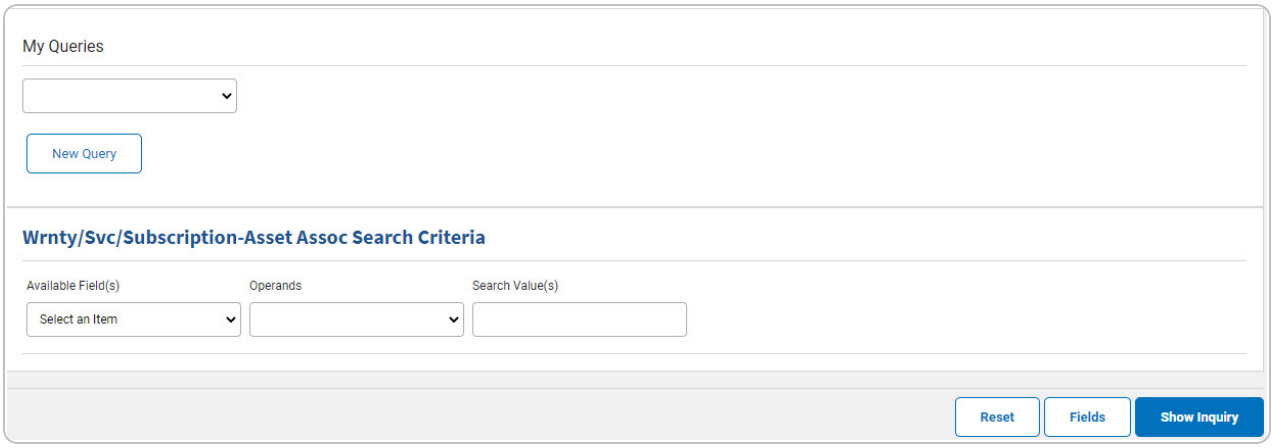
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Wrnty/Svc/Subscription - Asset Assoc 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. Use ⌄ to select the first Available Field.

   B. Repeat Step B to add additional search criteria.

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. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

Remove an Available Field Row

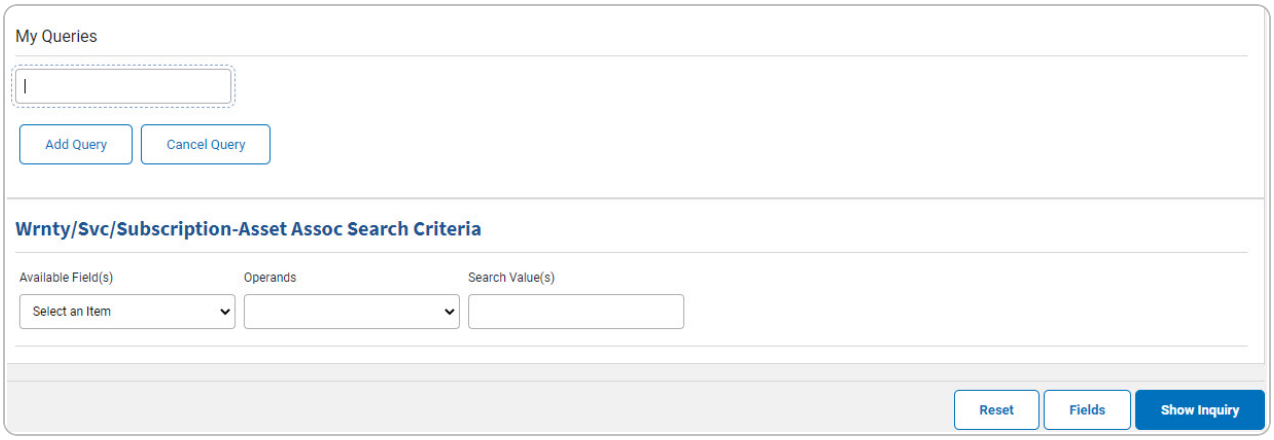
a. Use to select desired Available Field.

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

5. Select Show Inquiry. *The **Wrnty/Svc/Subscription - Asset Assoc 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.*



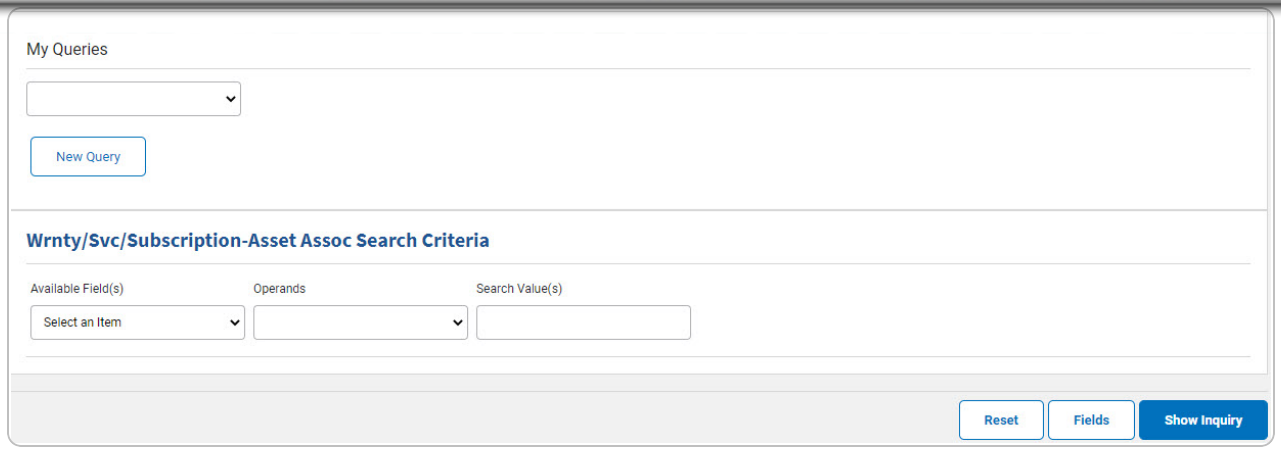
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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.*



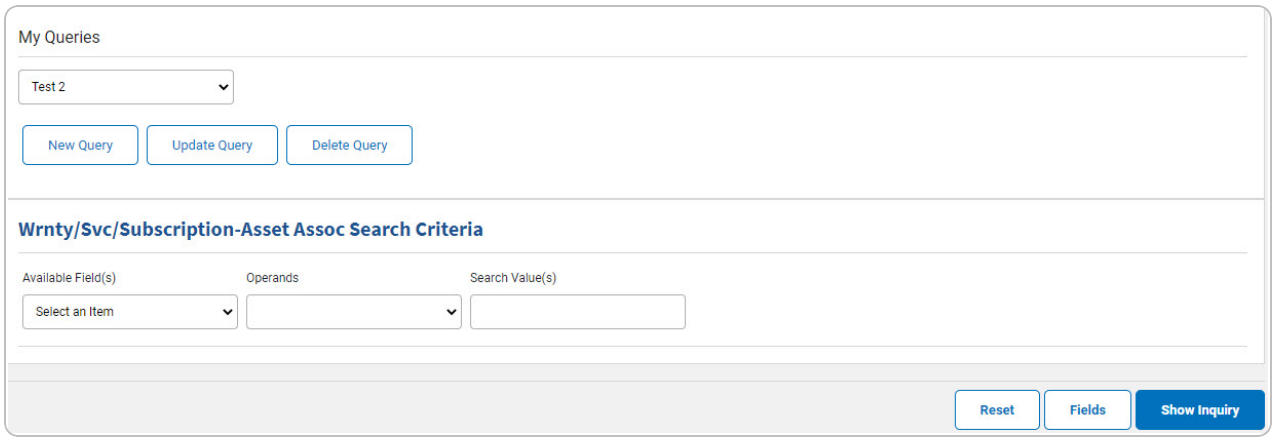
Select Fields. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Wrnty/Svc/Subscription - Asset Assoc 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. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

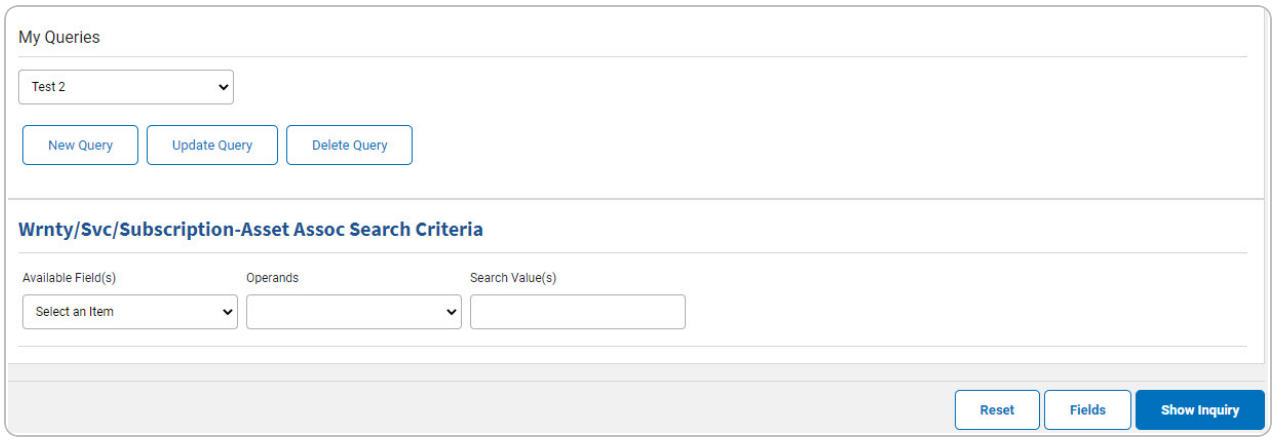
   Select Fields. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Wrnty/Svc/Subscription - Asset Assoc 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query

	or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Search for a WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry — Results

Overview

The WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Show Inquiry > WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity Name
CAGE Cd
Cntrr Name
Cntr Nbr
Cntr Use Cd
Cntr Typ Cd
Dlvry Ord Nbr
CLIN
SLIN
Asset Id
Stock Nbr
Equip Pool Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

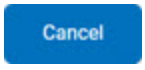
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

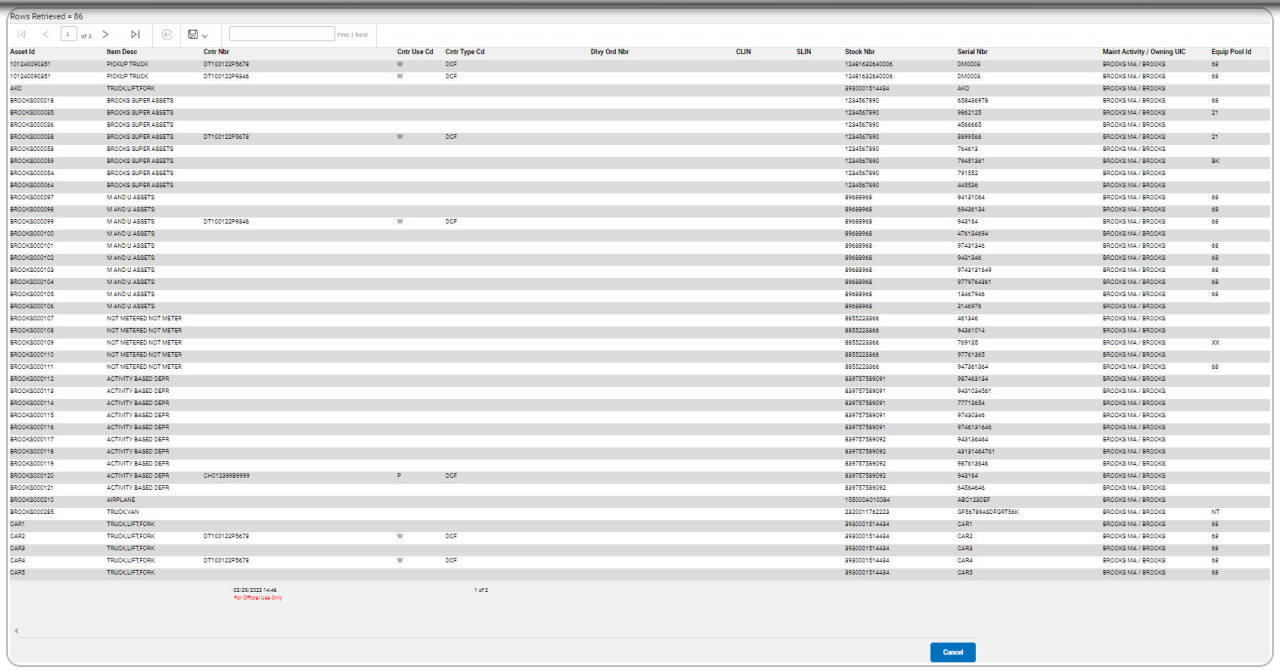
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Wrnty/Svc/Subscription - Asset Assoc 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 - Asset Assoc Detail

Select the desired Wrnty/Svc/Subscription - Terms/Cond row. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Details — Basic

Overview

The Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic process displays the asset record of the selected inquiry.

Navigation

Inquiries > Wrnty/Svc/Subscrip > Asset Assoc > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry — Basic Detail

Basic

Site Id
UIC
Stock Nbr
Item Desc
Asset Id
Lot Nbr
Qty
Loc
Acq Cost
Acq Dt
Origl In SVC Dt
Cond Cd
Asset Cd
Embedded Cost
Sys Id
Catalog Pilferable
Non-Actbl
Rcpt Doc Nbr
Estbd Dt
Last Activity Dt
Cause of Suspt Loss
UII
Remarks
Actbl UIC
Process Action
Serial Nbr
Asset Status
Custodian Nbr
Expr Dt
Total Cost
Sub Loc
Avg Unit Cost
Rcpt Dt
Retirement/Dspsl Dt
Asset Level Cd
Asset Sts Cd
HA Asset Id
Action Cd

Asset Pilferable
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd

Catalog

FSC
Type Asset Cd
ACC
Dmil Cd
Calibration Cd
Acq Program
Type Dsg Cd
Fdcry Deprn Mthd Cd
Reportable Cd
IT Device Cd
ARC
CIIC
LIN/TAMCN
Util Measure Cd
Util Svc Life

MFR

Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
CAGE Cd
Secondary Serial Number

Excess

Excess Action Cd
Excess Dt
Mat Doc Id
Excess Remv Dt
Dspsl Doc Nbr

Inventory

Inv By Serial Nbr
Inv Maj Custodian Nbr
Qty
Loc

Sub Loc
RFID Tag
Last Inv Dt/T
Inv User Id
Inv Input Type
Rcl Last Inv Dt/Tm
Rcl Qty
Rcl Loc
Suspt Loss Dt
Inv UIC
Inv Sub Custodian Nbr
Inv Qty
Inv Loc
Inv Sub Loc
Cause Lst Inv Dt Chg
Rcl Inv User Id
Rcl Inv Input Type
Cause Lst Rcl Dt Chg
Rcl Sub Loc
Suspt Loss Chg Dt

Accounting

Acq Cost
Asset Cd
Acct Rpt Nbr
Cost Center
Task Cd
Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Acq Dt
Deprn Cd
Cptl Cd
Deprn Exp Cd
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Pgm Yr
Subhead
LOA

Loan

Loan Cd
Loaning DoDAAC/CAGE Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Loan Start Dt
Mode of Shipment
TCN
Loan Rcvd By
Loan Notify Cd
Contract Nbr
State
Country Cd
Loan End Dt
Shipment Dt
Loan Rcvd Dt

Lease

Lease Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Lease Start Dt
State
Country Cd
Lease End Dt

Contract

Oblign Doc Nbr
SPIIN
SLIN
Cntr/PO Nbr
CLIN
ACRN

Depreciation

Deprn Sts Cd
Activation Dt

Deprn Period
Deprn Period Days
Deprn Util Period
Deprn SL Rebsln
Deprn SL Lst Resln
Prr Deprn SL Resln
Total Cost
Accumd Deprn
Current Mnth Deprn
Salvage Value
Deprn Cost Center
Deprn Job Order Nbr
Deprn Exp Cd
Fdcry Deprn Mthd Cd
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prr Deprn AB Rebsln
Net Book Value
Prior Deprn
FY Cost
Write Down Amt
Deprn Task Cd
Util Measr Cd

Agency

Agency Label 1
Agency Label 2
Agency Label 3
Agency Label 4
Agency Label 5
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

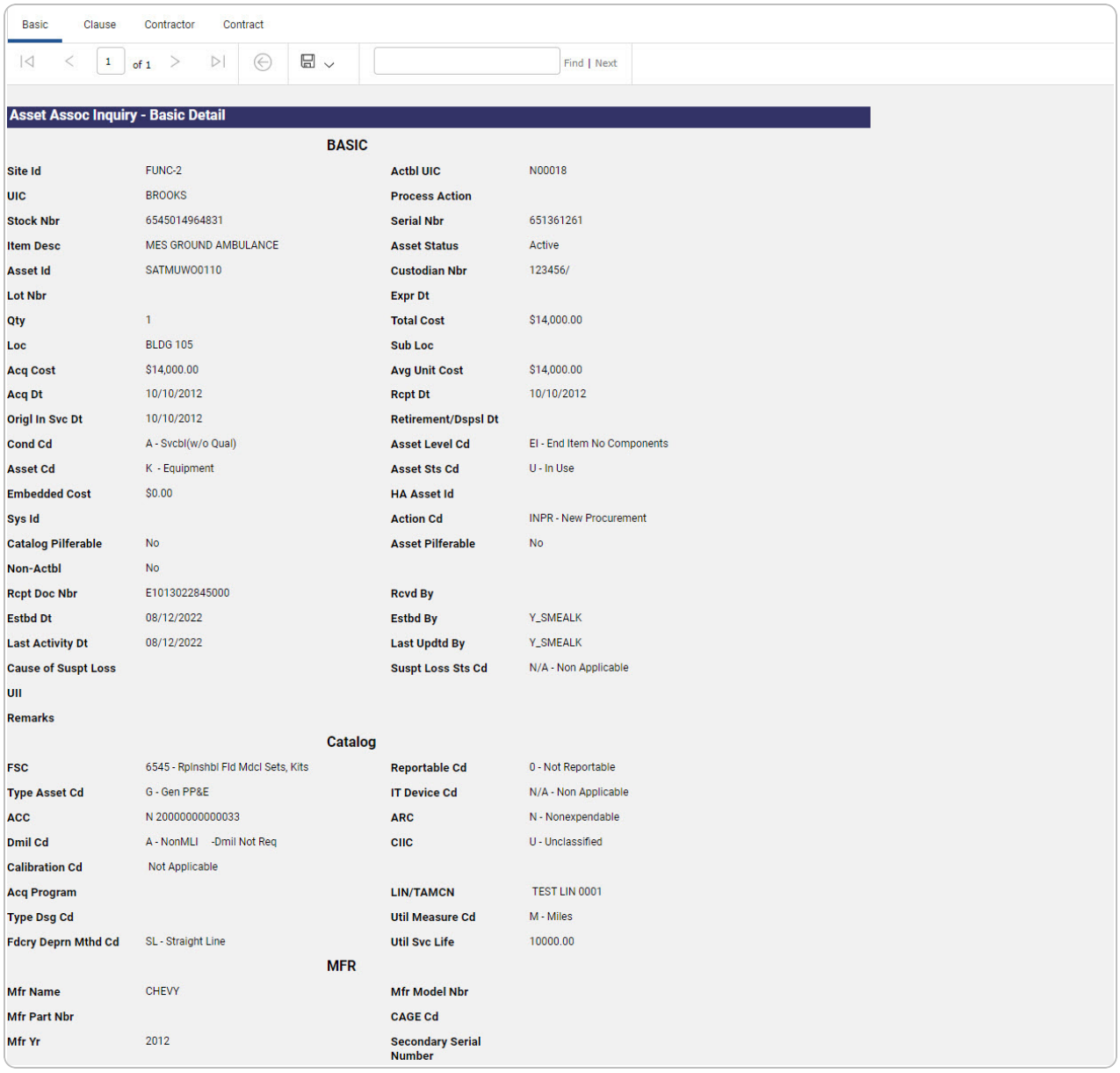
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc 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.*



Asset Assoc Inquiry - Basic Detail

BASIC

Site Id	FUNC-2	**Actbl UIC**	N00018
UIC	BROOKS	**Process Action**	
Stock Nbr	6545014964831	**Serial Nbr**	651361261
Item Desc	MES GROUND AMBULANCE	**Asset Status**	Active
Asset Id	SATMUWO0110	**Custodian Nbr**	123456/
Lot Nbr		**Expr Dt**	
Qty	1	**Total Cost**	$14,000.00
Loc	BLDG 105	**Sub Loc**	
Acq Cost	$14,000.00	**Avg Unit Cost**	$14,000.00
Acq Dt	10/10/2012	**Rcpt Dt**	10/10/2012
Origl In Svc Dt	10/10/2012	**Retirement/Dspsl Dt**	
Cond Cd	A - Svcbl(w/o Qual)	**Asset Level Cd**	EI - End Item No Components
Asset Cd	K - Equipment	**Asset Sts Cd**	U - In Use
Embedded Cost	$0.00	**HA Asset Id**	
Sys Id		**Action Cd**	INPR - New Procurement
Catalog Pilferable	No	**Asset Pilferable**	No
Non-Actbl	No		
Rcpt Doc Nbr	E1013022845000	**Rcvd By**	
Estbd Dt	08/12/2022	**Estbd By**	Y_SMEALK
Last Activity Dt	08/12/2022	**Last Updtd By**	Y_SMEALK
Cause of Suspt Loss		**Suspt Loss Sts Cd**	N/A - Non Applicable
UII			
Remarks			

Catalog

FSC	6545 - Rplnshbl Fld Mdcl Sets, Kits	**Reportable Cd**	0 - Not Reportable
Type Asset Cd	G - Gen PP&E	**IT Device Cd**	N/A - Non Applicable
ACC	N 20000000000033	**ARC**	N - Nonexpendable
Dmil Cd	A - NonMLI -Dmil Not Req	**CIIC**	U - Unclassified
Calibration Cd	Not Applicable		
Acq Program		**LIN/TAMCN**	TEST LIN 0001
Type Dsg Cd		**Util Measure Cd**	M - Miles
Fdcry Deprn Mthd Cd	SL - Straight Line	**Util Svc Life**	10000.00

MFR

Mfr Name	CHEVY	**Mfr Model Nbr**	
Mfr Part Nbr		**CAGE Cd**	
Mfr Yr	2012	**Secondary Serial Number**	

EXCESS

Excess Action Cd		**Excess Remv Dt**	
Excess Dt		**Dspsl Doc Nbr**	
Mat Doc Id			

INVENTORY

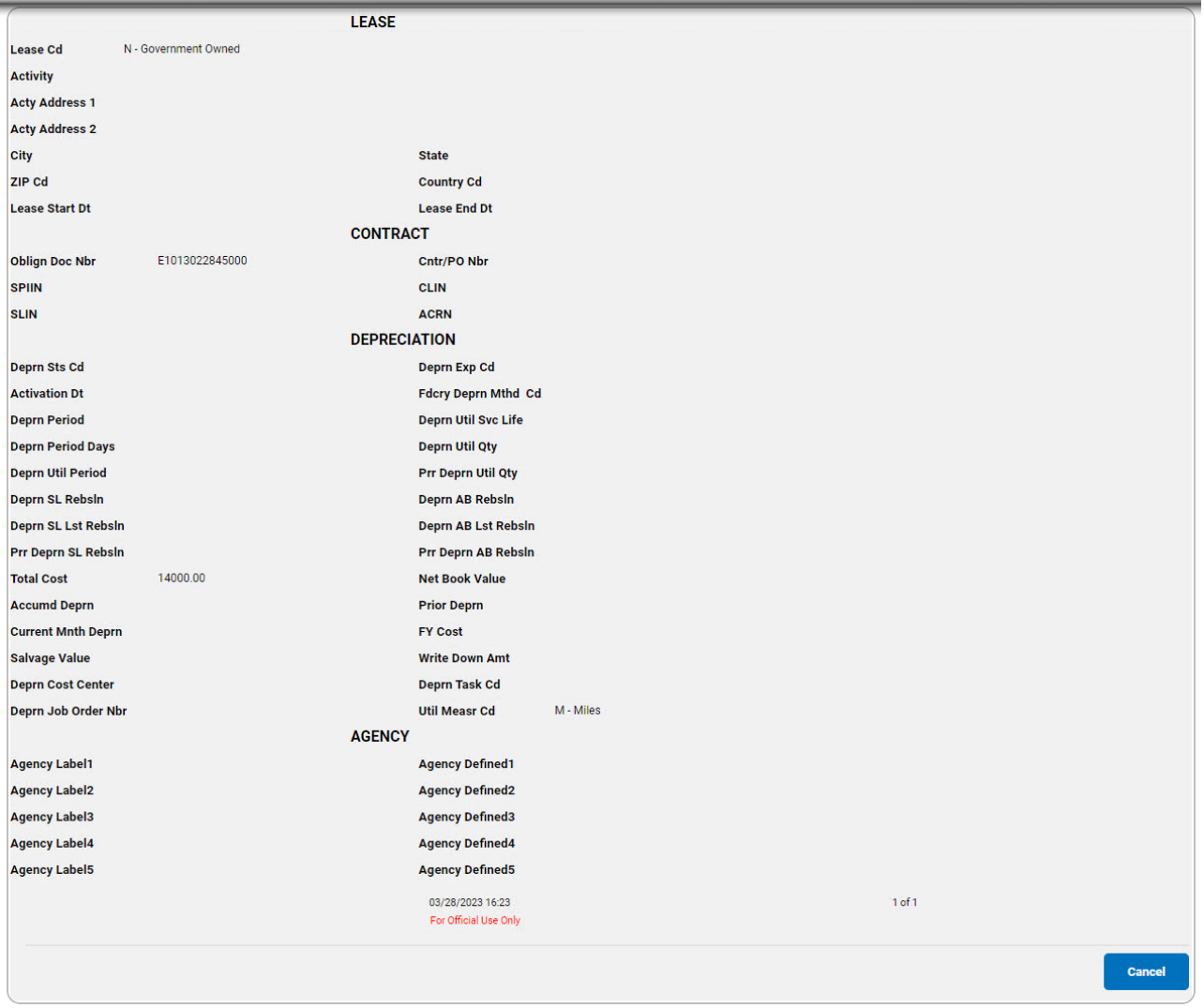
Inv By Serial Nbr	NO	**Inv UIC**	E10130
Inv Maj Custodian Nbr	P001	**Inv Sub Custodian Nbr**	
Qty	1	**Inv Qty**	60
Loc	BLDG 105	**Inv Loc**	BLDG 105
Sub Loc		**Inv Sub Loc**	
RFID Tag	47-2-HQ0157-1-235261	**Cause Lst Inv Dt Chg**	ASSET MAINT
Last Inv Dt/Tm	01/02/2013 07:00		
Inv User Id	SCHESTER	**Rcl Inv User Id**	SCHESTER
Inv Input Type	ONLIN	**Rcl Inv Input Type**	ONLIN
Rcl Last Inv Dt/Tm	01/02/2013 07:00	**Cause Lst Rcl Dt Chg**	ASSET MAINT
Rcl Qty	60	**Rcl Sub Loc**	
Rcl Loc	BLDG 105		
Suspt Loss Dt		**Suspt Loss Chg Dt**	

ACCOUNTING

Acq Cost	$14,000.00	**Acq Dt**	10/10/2012
Asset Cd	K - Equipment	**Deprn Cd**	N - Non-Capitalized Asset
Acct Rpt Nbr		**Cptl Cd**	A - DoD Threshold
Cost Center		**Deprn Exp Cd**	
Task Cd		**Transfer Type Cd**	0 - Transfer Type Cd not required
Job Order Nbr		**Trading Partner Nbr**	
Fund Cd/ASN	44/DLC	**Type Fund Id**	D - Defense Working Capital Funds
Dept Cd	017	**Pgm Yr**	
Basic Symbol	ABC1	**Subhead**	1804
Obj Class Cd		**LOA**	

LOAN

Loan Cd	G - Government Owned	**Loan Notify Cd**	
Loaning DODAAC/CAGE Cd		**Contract Nbr**	
Activity			
Acty Address 1			
Acty Address 2			
City		**State**	
ZIP Cd		**Country Cd**	
Loan Start Dt		**Loan End Dt**	
Mode of Shipment		**Shipment Dt**	
TCN			
Loan Rcvd By		**Loan Rcvd Dt**	



LEASE

Lease Cd	N - Government Owned		
Activity			
Acty Address 1			
Acty Address 2			
City		State	
ZIP Cd		Country Cd	
Lease Start Dt		Lease End Dt	

CONTRACT

Oblign Doc Nbr	E1013022845000	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	

DEPRECIATION

Deprn Sts Cd		Deprn Exp Cd	
Activation Dt		Fdcry Deprn Mthd Cd	
Deprn Period		Deprn Util Svc Life	
Deprn Period Days		Deprn Util Qty	
Deprn Util Period		Prr Deprn Util Qty	
Deprn SL Rebsln		Deprn AB Rebsln	
Deprn SL Lst Rebsln		Deprn AB Lst Rebsln	
Prr Deprn SL Rebsln		Prr Deprn AB Rebsln	
Total Cost	14000.00	Net Book Value	
Accumd Deprn		Prior Deprn	
Current Mnth Deprn		FY Cost	
Salvage Value		Write Down Amt	
Deprn Cost Center		Deprn Task Cd	
Deprn Job Order Nbr		Util Measr Cd	M - Miles

AGENCY

Agency Label1		Agency Defined1	
Agency Label2		Agency Defined2	
Agency Label3		Agency Defined3	
Agency Label4		Agency Defined4	
Agency Label5		Agency Defined5	

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For Official Use Only

Cancel

A. *Verify the Basic section.*
   a. *Verify the SITE ID.*
   b. *Verify the UIC.*
   c. *Verify the STOCK NBR.*
   d. *Verify the ITEM DESC.*
   e. *Verify the ASSET ID.*
   f. *Verify the LOT NBR.*
   g. *Verify the QTY.*
   h. *Verify the LOC.*

i. *Verify the ACQ COST.*
j. *Verify the ACQ DT.*
k. *Verify the ORIGL IN SVC DT.*
l. *Verify the COND CD.*
m. *Verify the ASSET CD.*
n. *Verify the Embedded Cost.*
o. *Verify the SYS ID.*
p. *Verify the Catalog Pilferable.*
q. *Verify the NON—ACTBL.*
r. *Verify the RCPT DOC NBR.*
s. *Verify the ESTBD DT.*
t. Verify the LAST ACTIVITY DT.
u. Verify the CAUSE OF SUSPT LOSS.
v. *Verify the UII.*
w. *Verify the Remarks.*
x. Verify the ACTBL UIC.
y. *Verify the Process Action.*
z. *Verify the SERIAL NBR.*
aa. *Verify the Asset Status.*
ab. *Verify the CUSTODIAN NBR.*
ac. *Verify the EXPR DT.*
ad. *Verify the Total Cost.*
ae. *Verify the SUB LOC.*
af. *Verify the AVG UNIT COST.*
ag. *Verify the RCPT DT.*
ah. *Verify the Retirement/DSPSL DT.*
ai. *Verify the ASSET LEVEL CD.*
aj. *Verify the ASSET STS CD.*
ak. *Verify the HA ASSET ID.*
al. *Verify the ACTION CD.*
am. *Verify the Asset Pilferable.*

an. *Verify the RCVD BY.*

ao. *Verify the ESTBD BY.*

ap. Verify the LAST UPDTD BY.

aq. Verify the SUSPT LOSS STS CD.

B. *Verify the Catalog section.*

a. *Verify the FSC.*

b. *Verify the TYPE ASSET CD.*

c. *Verify the ACC.*

d. *Verify the DMIL CD.*

e. *Verify the CALIBRATION CD.*

f. *Verify the ACQ PROGRAM.*

g. *Verify the TYPE DSG CD.*

h. *Verify the FDCRY DEPRN MTHD CD.*

i. *Verify the REPORTABLE CD.*

j. *Verify the IT DEVICE CD.*

k. *Verify the ARC.*

l. *Verify the CIIC.*

m. *Verify the LIN/TAMCN.*

n. *Verify the UTIL MEASURE CD.*

o. *Verify the UTIL SVC LIFE.*

C. *Verify the MFR section.*

a. *Verify the MFR NAME.*

b. *Verify the MFR PART NBR.*

c. *Verify the MFR YR.*

d. *Verify the MFR MODEL NBR.*

e. *Verify the CAGE CD.*

f. *Verify the Secondary Serial Number.*

D. *Verify the Excess section.*

a. *Verify the EXCESS ACTION CD.*

b. *Verify the EXCS DT.*

c. *Verify the MAT DOC ID.*

d. *Verify the EXCS REMV DT.*

e. *Verify the DSPSL DOC NBR.*

E. *Verify the Inventory section.*

a. *Verify the INV BY SERIAL NBR.*

b. *Verify the INV MAJ CUSTODIAN NBR.*

c. *Verify the QTY.*

d. *Verify the LOC.*

e. *Verify the SUB LOC.*

f. *Verify the RFID Tag.*

g. *Verify the LAST INV DT/TM.*

h. *Verify the INV USER ID.*

i. *Verify the INV INPUT TYPE.*

j. *Verify the RCL LAST INV DT/TM.*

k. *Verify the RCL QY.*

l. *Verify the RCL LOC.*

m. *Verify the SUSPT LOSS DT.*

n. *Verify the INV UIC.*

o. *Verify the INV SUB CUSTODIAN NBR.*

p. *Verify the INV QTY.*

q. *Verify the INV LOC.*

r. *Verify the SUB LOC.*

s. *Verify the CAUSE LST INV DT CHG.*

t. *Verify the RCL INV USER ID.*

u. *Verify the RCL INV INPUT TYPE.*

v. *Verify the CAUSE LST RCL DT CHG.*

w. *Verify the RCL SUB LOC.*

x. *Verify the SUSPT LOSS CHG DT.*

F. *Verify the Accounting section.*

a. *Verify the ACQ COST.*

b. *Verify the ASSET CD.*

c. *Verify the ACCT RPT NBR.*

d. *Verify the Cost Center.*
e. *Verify the TASK CD.*
f. *Verify the JOB ORDER NBR.*
g. *Verify the FUND CD/ASN.*
h. *Verify the DEPT CD.*
i. *Verify the Basic Symbol.*
j. *Verify the OBJ CLASS CD.*
k. *Verify the ACQ DT.*
l. *Verify the DEPRN CD.*
m. *Verify the CPTL CD.*
n. *Verify the DEPRN EXP CD.*
o. *Verify the TRANSFER TYPE CD.*
p. *Verify the TRADING PARTNER NBR.*
q. *Verify the TYPE FUND ID.*
r. *Verify the PGM YR.*
s. *Verify the SUBHEAD.*
t. *Verify the LOA.*

G. *Verify the Loan section.*
a. *Verify the LOAN CD.*
b. Verify the LOANING DODAAC/CAGE CD.
c. *Verify the Activity.*
d. *Verify the ACTY Address 1.*
e. *Verify the ACTY Address 2.*
f. *Verify the City.*
g. *Verify the ZIP CD.*
h. *Verify the LOAN START DT.*
i. *Verify the Mode of Shipment.*
j. *Verify the TCN.*
k. *Verify the LOAN RCVD BY.*
l. *Verify the LOAN NOTIFY CD.*
m. *Verify the CONTRACT NBR.*

n. *Verify the State.*
o. *Verify the COUNTRY CD.*
p. *Verify the LOAN END DT.*
q. *Verify the SHIPMENT DT.*
r. *Verify the LOAN RCVD DT.*

H. *Verify the Lease section.*
a. *Verify the LEASE CD.*
b. *Verify the Activity.*
c. *Verify the ACTY Address 1.*
d. *Verify the ACTY Address 2.*
e. *Verify the City.*
f. *Verify the ZIP CD.*
g. *Verify the LEASE START DT.*
h. *Verify the State.*
i. *Verify the COUNTRY CD.*
j. *Verify the LEASE END DT.*

I. *Verify the Contract section.*
a. *Verify the OBLIGN DOC NBR.*
b. *Verify the SPIIN.*
c. *Verify the SLIN.*
d. *Verify the CNTR/PO NBR.*
e. *Verify the CLIN.*
f. *Verify the ACRN.*

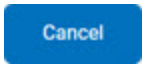
J. *Verify the Depreciation section.*
a. *Verify the DEPRN STS CD.*
b. *Verify the ACTIVATION DT.*
c. *Verify the DEPRN PERIOD.*
d. Verify the DEPRN PERIOD DAYS.
e. *Verify the DEPRN UTIL PERIOD.*
f. *Verify the DEPRN SL REBSLN.*
g. *Verify the DEPRN SL LST REBSLN.*

h. *Verify the PRR DEPRN SL REBSLN.*
i. *Verify the Total Cost.*
j. *Verify the ACCUMD DEPRN.*
k. *Verify the CURRENT MNTH DEPRN.*
l. *Verify the Salvage Value.*
m. *Verify the DEPRN COST CENTER.*
n. *Verify the DEPRN JOB ORDER NBR.*
o. *Verify the DEPRN EXP CD.*
p. *Verify the FDCRY DEPRN MTHD CD.*
q. *Verify the DEPRN UTIL SVC LIFE.*
r. *Verify the DEPRN UTIL QTY.*
s. *Verify the PRR DEPRN UTIL QTY.*
t. *Verify the DEPRN AB REBSLN.*
u. *Verify the DEPRN AB LST REBSLN.*
v. *Verify the PRR DEPRN AB REBSLN.*
w. *Verify the Net Book Value.*
x. *Verify the PRIOR DEPRN.*
y. *Verify the FY COST.*
z. *Verify the WRITE DOWN AMT.*
aa. *Verify the DEPRN TASK CD.*
ab. *Verify the UTIL MEASR CD.*

K. *Verify the Agency section.*
a. *Verify the Agency Label 1.*
b. *Verify the Agency Label 2.*
c. *Verify the Agency Label 3.*
d. *Verify the Agency Label 4.*
e. *Verify the Agency Label 5.*
f. *Verify the Agency Defined 1.*
g. *Verify the Agency Defined 2.*
h. *Verify the Agency Defined 3.*
i. *Verify the Agency Defined 4.*

j. *Verify the Agency Defined 5.*

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  . *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria** page appears*.

4.

OR

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

OR

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

OR
Select the Contract tab. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause

Overview

The Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause process displays the clause record of the selected inquiry.

Navigation

Inquiries > Wrnty/Svc/Subscrip > Asset Assoc > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Clause tab > Clause Row hyperlink > Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Wrnty/Svc/Subscription - Asset Assoc Inquiry — Clause Detail

CAGE Cd

Dlvry Ord Nbr
CLIN
Clause Desc
Clause Procedures
Util Measr Cd1
Util Measr Cd 2
Start Dt
Cost Amt
Provider Web Addr
Service Loc Cd
Address 1
City
ZIP Cd
E-Mail Address
Contract Nbr
SLIN
Clause Terms
Util Measr Qty1
Util Measr Qty2
End Dt
Transfer Level Cd
Service Loc Name
Address 2
State Cd
Country Cd
FAX Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

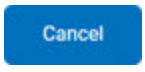
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

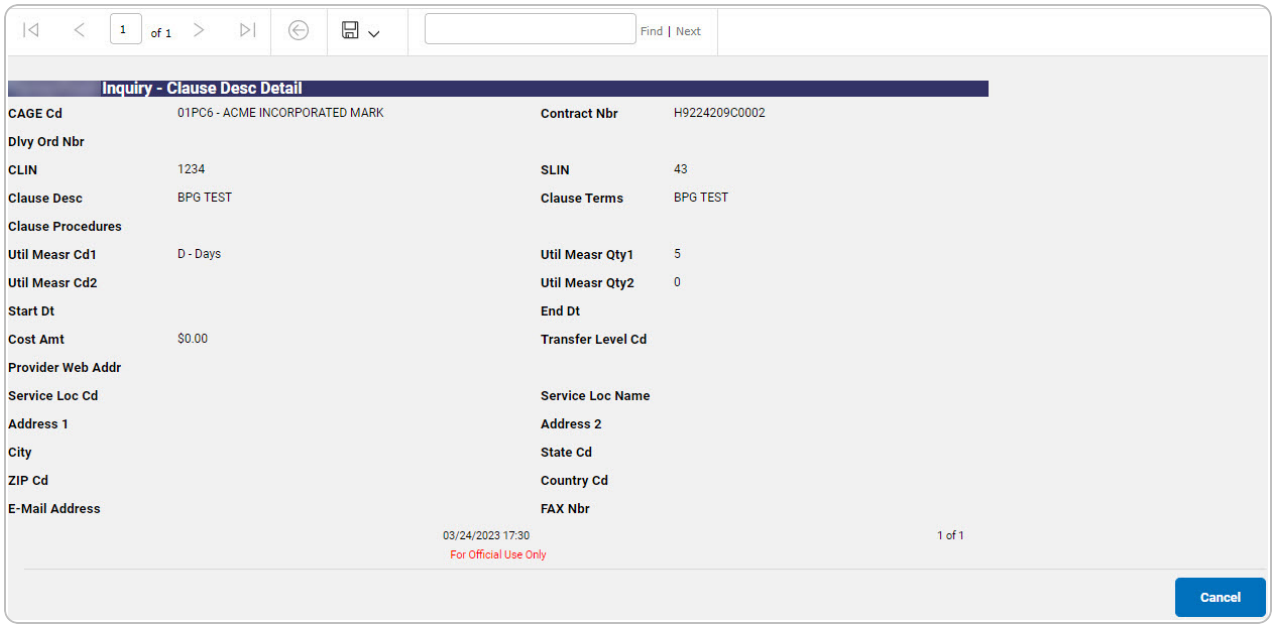
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause

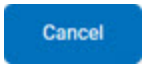
Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Clause Detail tab.*



A. *Verify the CAGE Cd.*
B. *Verify the Dlvy Ord Nbr.*
C. *Verify the CLIN.*
D. *Verify the Clause Desc.*
E. *Verify the Clause Procedures.*
F. *Verify the Util Measr Cd1.*
G. *Verify the Util Measr Cd2.*
H. *Verify the Start Dt.*
I. *Verify the Cost Amt.*
J. *Verify the Provider Web Addr.*
K. *Verify the Service Loc Cd.*
L. *Verify the Address 1.*
M. *Verify the City.*
N. *Verify the ZIP Cd.*
O. *Verify the E-Mail Address.*
P. *Verify the Contract Nbr.*
Q. *Verify the SLIN.*

R. *Verify the Clause Terms.*
S. *Verify the UTIL MEASR QTY1.*
T. *Verify the UTIL MEASR QTY2.*
U. *Verify the END DT.*
V. *Verify the TRANSFER LEVEL CD.*
W. *Verify the SERVICE LOC NAME.*
X. *Verify the Address 2.*
Y. *Verify the STATE CD.*
Z. *Verify the COUNTRY CD.*
AA. *Verify the FAX NBR.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Clause Row

Overview

The WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Clause Row process displays the row of the clause record of the selected inquiry.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Clause tab > WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Clause Row hyperlink

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Clause Row** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry — Clause Row Detail

Expired
Clause Desc
CAGE Cd
Contract Nbr
Dlvry Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

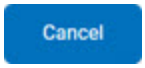
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

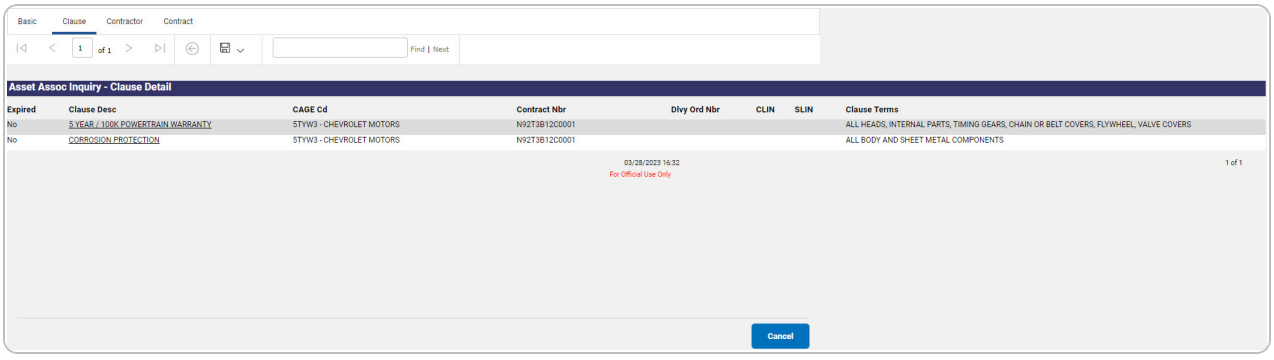
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

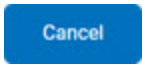
Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row

Selecting  *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  . *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria*** *page appears*.
4. OR

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

   OR

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

   OR

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

   OR

   Select the Basic tab. *The* ***Wrnty/Svc/Subscription - Asset Association Inquiry Detail — Basic*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contract

Overview

The WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contract process displays the contract record of the selected inquiry.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Contract Tab > WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contract page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry — Contract Detail

Cntr Use Cd
Cntr Type Cd
Cntr Nbr
Dlvy Ord Nbr
Start Dt
Exp Dt
Cntr Admn
Cntr Admn Phone Nbr
Remarks
Tran Cd
Last Tran Dt
Lst Updated By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

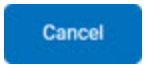
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

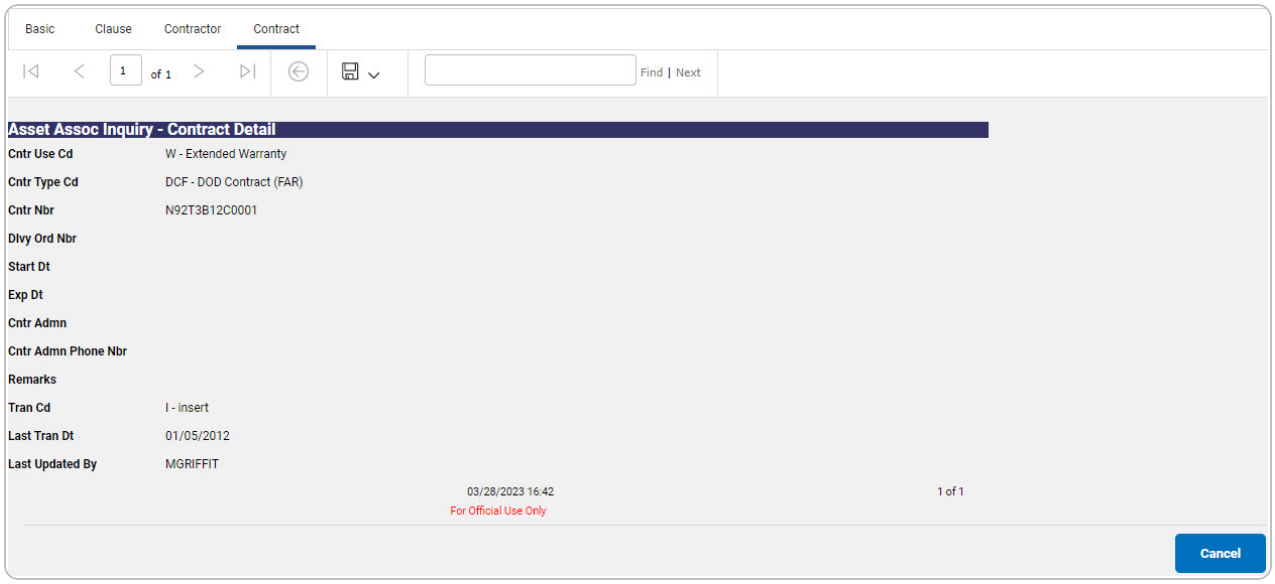
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract

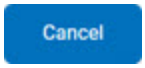
Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contract Detail tab.*



   A. *Verify the CNTR USE CD.*
   B. *Verify the CNTR TYPE CD.*
   C. *Verify the CNTR NBR.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the START DT.*
   F. *Verify the EXP DT.*
   G. *Verify the CNTR ADMN.*
   H. *Verify the CNTR ADMN PHONE NBR.*
   I. *Verify the Remarks.*
   J. *Verify the TRAN CD.*
   K. *Verify the LAST TRAN DT.*
   L. *Verify the Last Updated By.*

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  . *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria** page appears*.
4.

OR

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

OR

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

OR

Select the Contractor tab. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contractor

Overview

The WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contractor process displays the contractor record of the selected warranty, service, and/or subscription.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Details > Contractor tab > WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contractor page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Detail — Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry — Contractor Detail

CAGE Cd
DoDAAC
Cntrr Name
Cntrr Phone Nbr
Div Nm
Address 1
Address 2
City
State Cd
ZIP Cd
Country Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

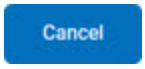
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

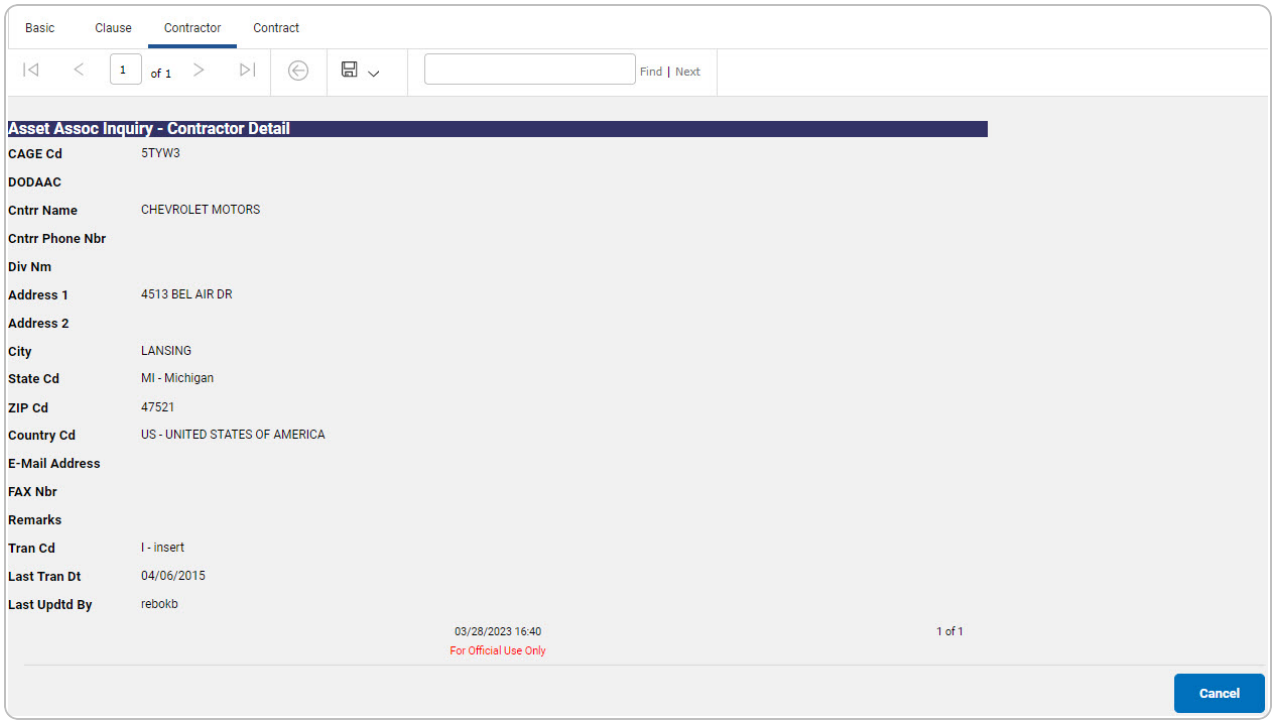
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor

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

1. *Verify the Contractor Detail tab.*

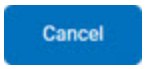


A. *Verify the CAGE CD.*
B. *Verify the DODAAC.*
C. *Verify the CNTRR NAME.*
D. *Verify the CNTRR PHONE NBR.*
E. *Verify the DIV NM.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the STATE CD.*
J. *Verify the ZIP CD.*
K. *Verify the COUNTRY CD.*
L. *Verify the E-MAIL Address.*
M. *Verify the FAX NBR.*
N. *Verify the Remarks.*
O. *Verify the TRANS CD.*

P. *Verify the LAST TRAN DT.*

Q. *Verify the LAST UPDTD BY.*

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  . *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria** page appears*.
4.

   OR

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

   OR

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

   OR

   Select the Clause tab. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Select Fields for the WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry

Overview

The WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > ASSET ASSOC> Search Criteria > Fields > WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Fields Selection page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - ASSET ASSOC Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Asset Id
Item Desc
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvy Ord Nbr
CLIN
SLIN
Stock Nbr
Serial Nbr
Maint Activity / Owning UIC
Equip Pool Id

Optional

Dollar Amt
History Remarks
Location
Mfr Name
Mfr Part Nbr
Mfr Yr

Mfr Model Nbr
Qty
Remarks
Sub Loc
Total Cost
UII
Yr Svc Life

Procedures

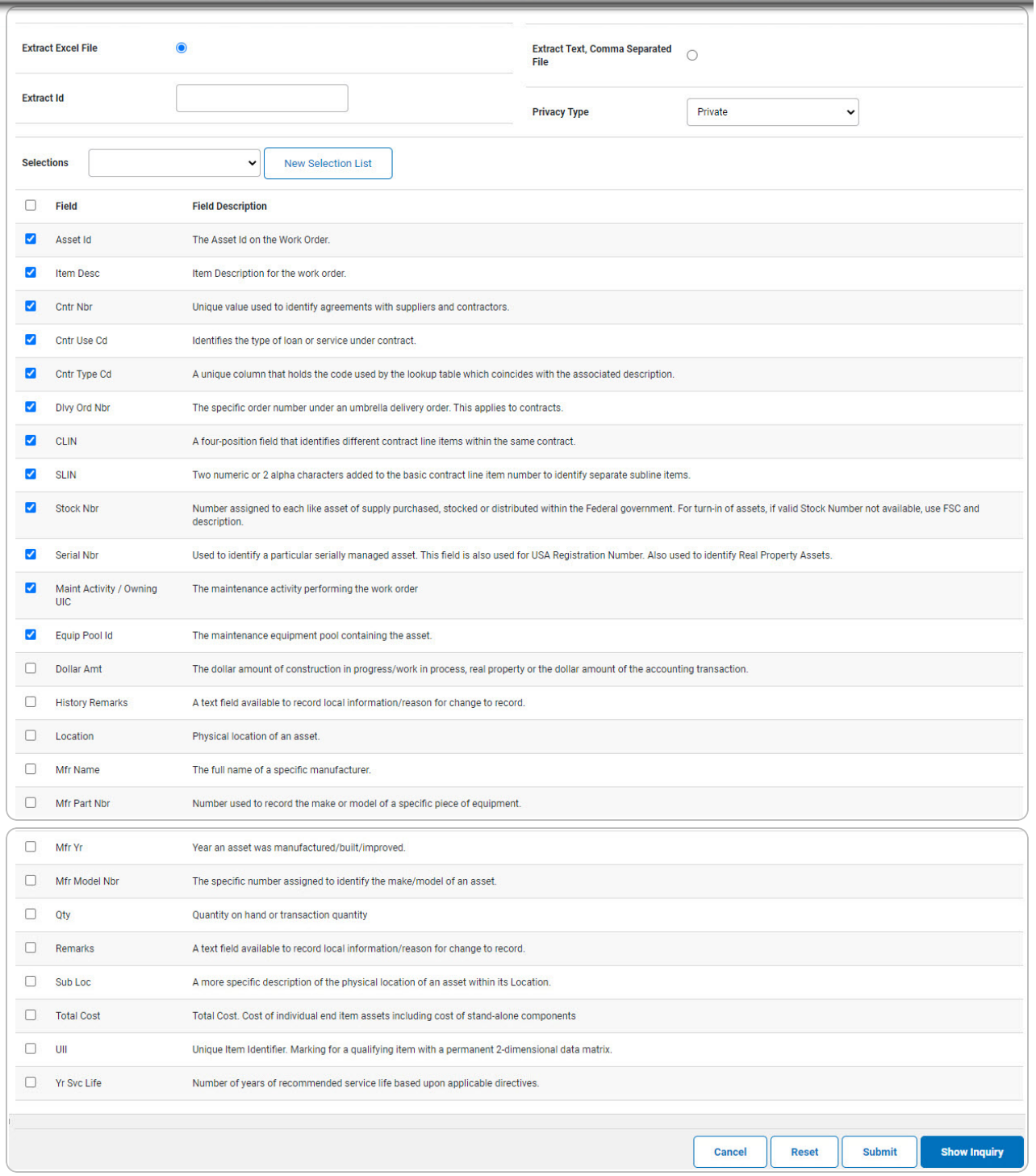
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 - Asset Assoc 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.*

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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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].

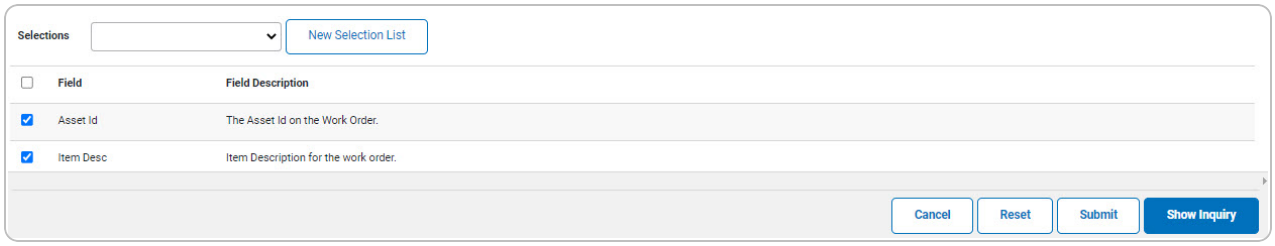
   Select [Show Inquiry] for small volumes of data. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results** page appears.*
5.

OR

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

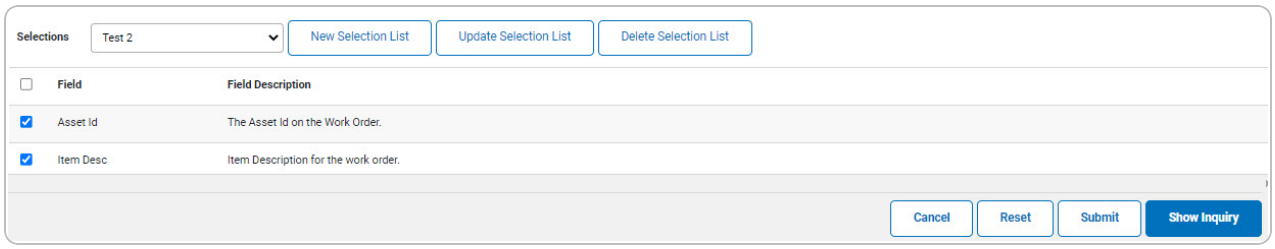
Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

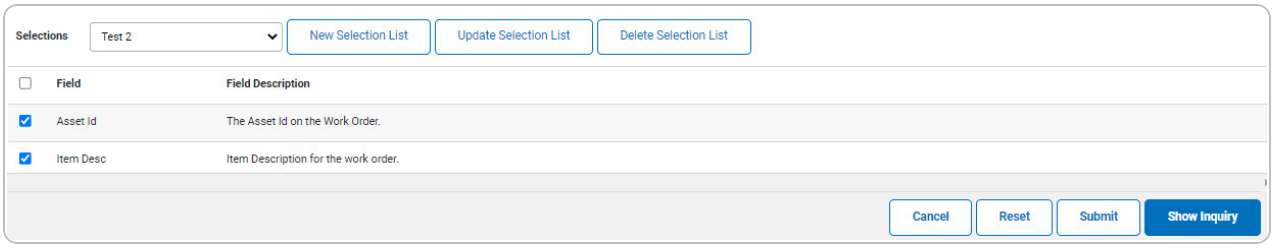
   Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results** page appears.*

4. **OR**

   Select Submit for large volumes of data. *The **Wrnty/Svc/Subscription - Asset Assoc 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.

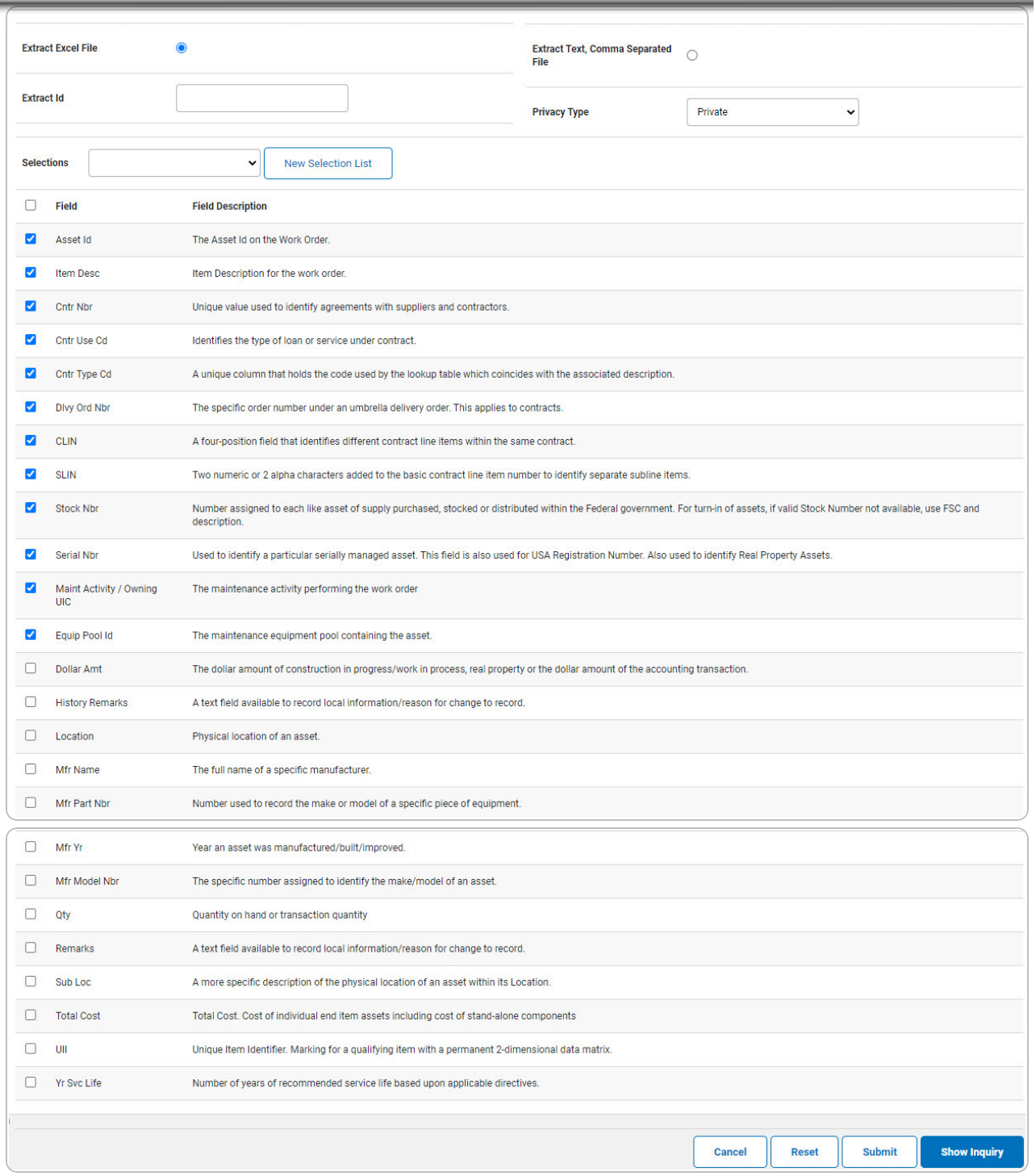


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 - Asset Assoc Inquiry** page appears.*



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

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset identifier.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an item description.*
- Verify the CNTR NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract number.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract use code.*
- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract type code.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a delivery order number.*
- Verify the CLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a contract line item number.*
- Verify the SLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a subordinate line item number.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a stock number.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a serial number.*

- Verify the MAINT ACTIVITY / OWNING UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity to perform the work order.*
- Verify the EQUIP POOL ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an equipment pool identifier.*
- Click ☐ to select the DOLLAR AMT. *Select if the inquiry contains a dollar amount for a process, property, or transaction.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains history remark information.*
- Click ☐ to select the Location. *Select if the inquiry contains location information.*
- Click ☐ to select the MFR NAME. *Select if the inquiry contains a manufacturer name.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a manufacturer part number.*
- Click ☐ to select the MFR YEAR. *Select if the inquiry contains a manufacturer year.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains a manufacturer model number.*
- Click ☐ to select the QTY. *Select if the inquiry contains a quantity.*
- Click ☐ to select the Remarks. *Select if the inquiry contains remark information.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains a subordinate location.*
- Click ☐ to select the Total Cost. *Select if the inquiry contains a total cost amount.*
- Click ☐ to select the UII. *Select if the inquiry contains an unique item identifier.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains a recommended year service life information.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Overview

The Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Wrnty/Svc/Subscrip > Asset Assoc > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status** page. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

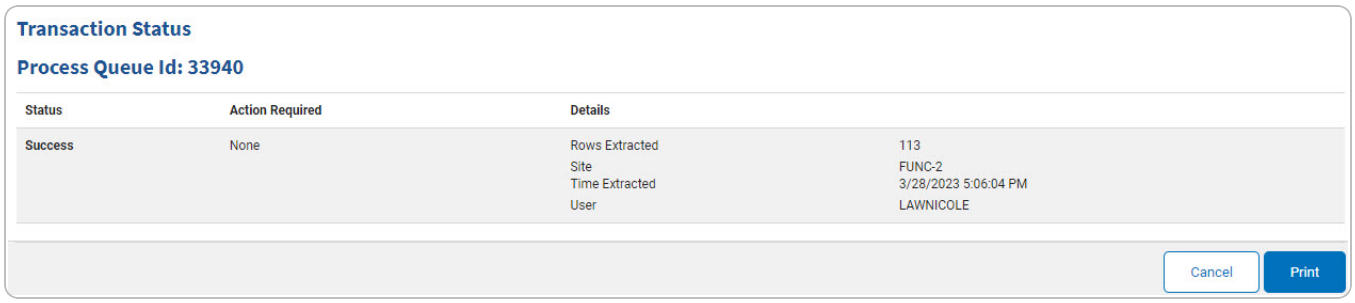
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS	Contact the ELMS Call Center.

Call Center for assistance.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Overview

The Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Wrnty/Svc/Subscrip > Asset Assoc > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

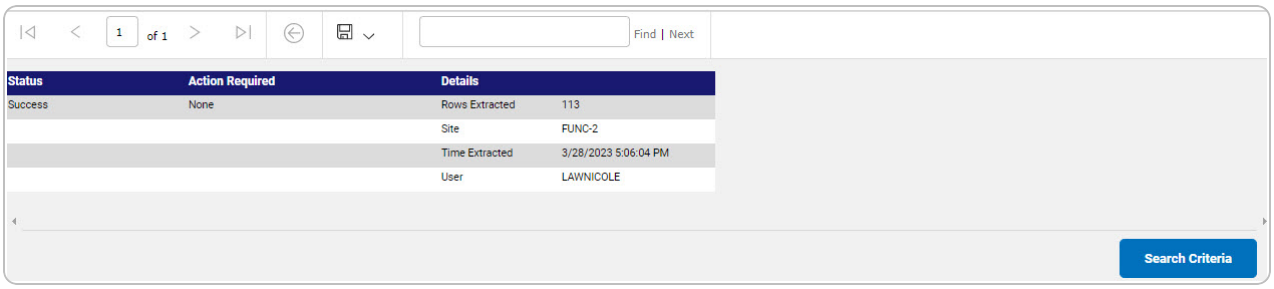
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria** page appears.*

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause Row
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail — Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Transaction Status

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

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to gen-

	erate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

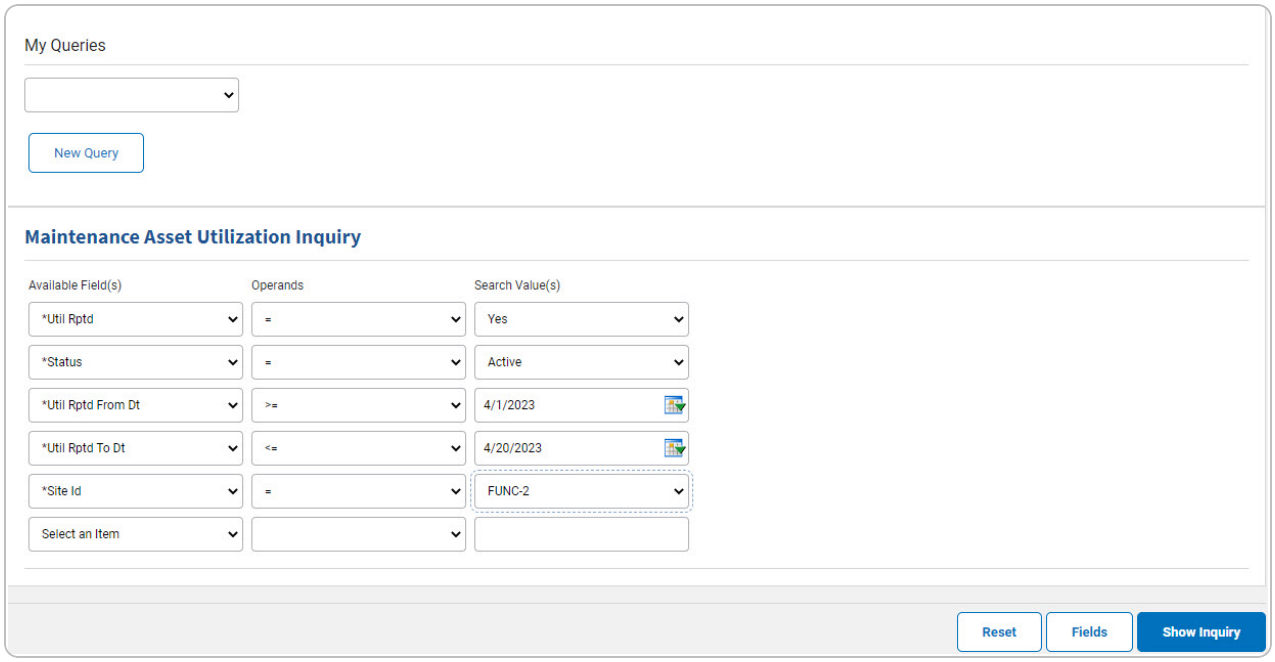
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 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 (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.*

F. Use ⌄ to select the sixth Available Field.

G. Repeat Step F to add additional search criteria.

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.

F. Use to select the sixth Operands.

G. Repeat Step F to add additional search criteria.

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.

F. Use to select the sixth Search Value.

G. Repeat Step F to add additional search criteria.

Remove an Available Field Row

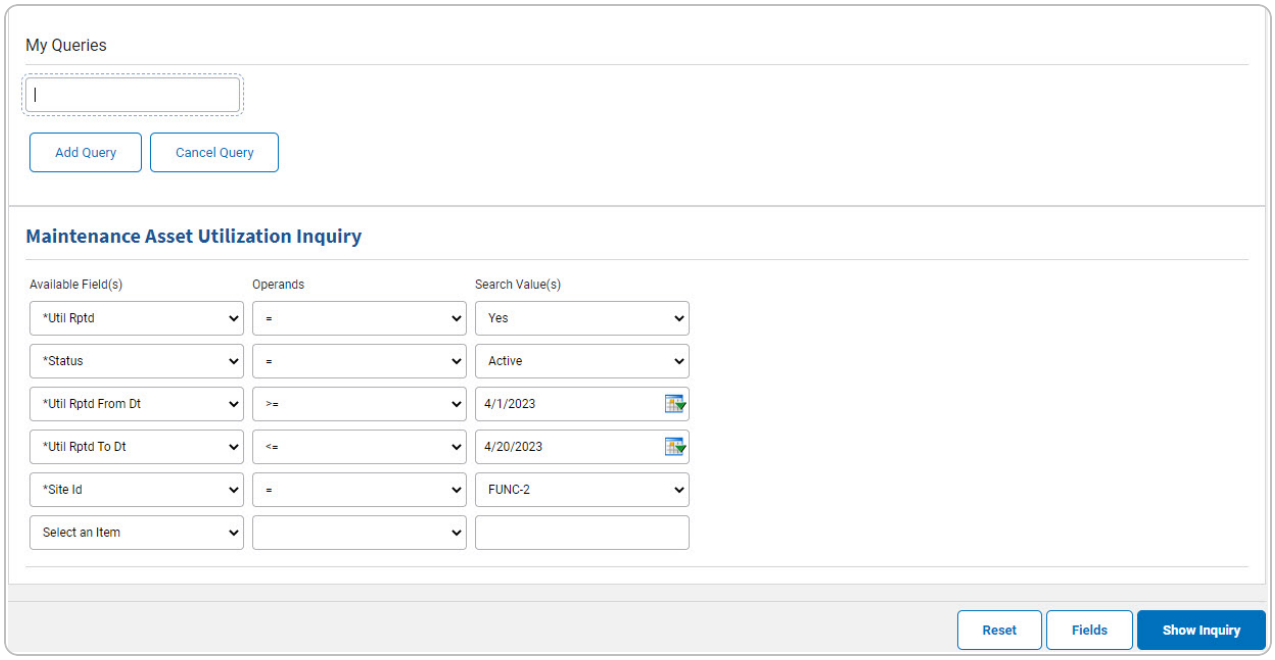
a. Use ⌄ to select desired Available Field.

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



Note

Selecting Cancel Query 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

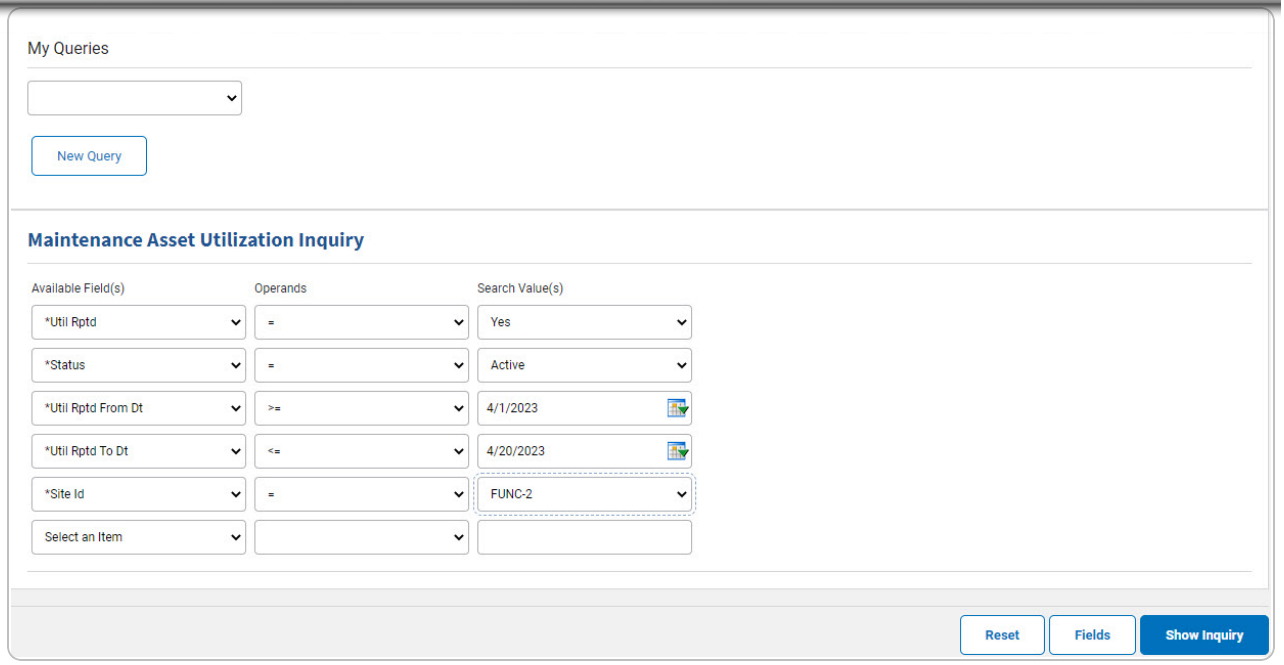
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Maintenance Asset Utilization Inquiry — Select Fields*** *page appears.*
5. 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.*



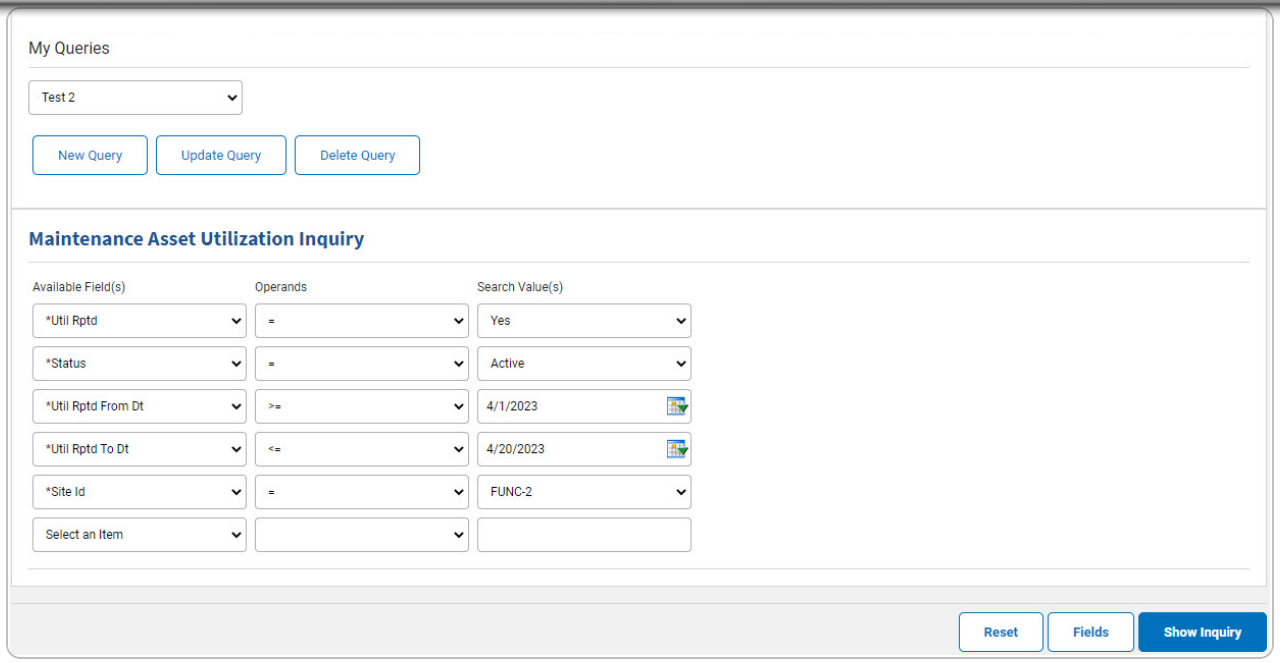
Select Fields. *The **Maintenance Asset Utilization Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Maintenance Asset Utilization Inquiry — Results** page appears.*

Update a My Queries Inquiry

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. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

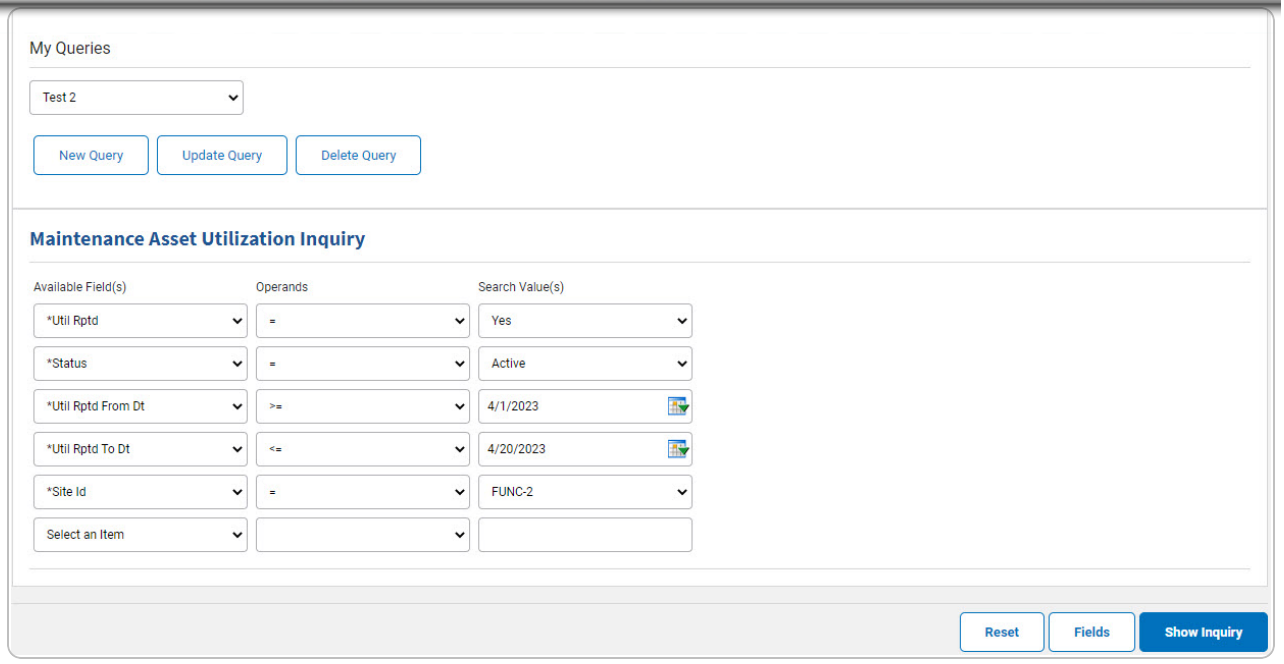
   Select Fields. *The* ***Maintenance Asset Utilization Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry. *The* ***Maintenance Asset Utilization 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization
- View the Maintenance Asset Utilization Inquiry Transaction Status
- Export the Maintenance Asset Utilization Inquiry Transaction Status

Search for a Maintenance Asset Utilization — Results

Overview

The Maintenance Asset Utilization Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

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

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Agency Name
Status
Util Rptd From Dt
Tran Ref Id
Item Desc
Serial Nbr
DoD Serial Nbr
Maint Activity Name
Metered
Mtr Rdng
Tran Util Qty
Total Util Qty
Utilization Measure Cd
Util Svc Life

Optional

Days Not Used
Days Unavl
Days Used
Equip Pool Name
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Fuel Qty
Fuel Type Cd
Fuel Unit Cost
Fuel State Cd
Last Tran Dt
Last Updtd By
LIN/TAMCN - Catalog
Loc
Maint Mgt Cd
Min Obj Percent
Obj Percent Util
Petroleum Dedicated
Pgm Id
Possible Days Used
Replacement Mtr
Replacement Rdng

Site Id
Source Cd
Stock Nbr
Sub Loc
UIC
UIC Name
UII
Util Off Base Qty
Util On Base Qty

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

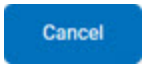
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

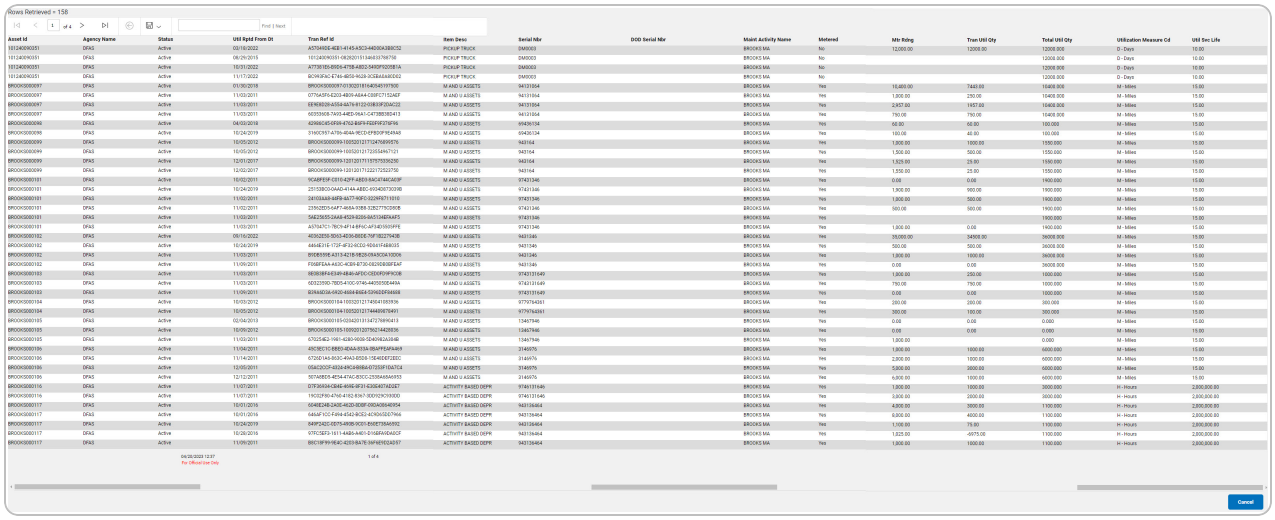
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Utilization Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. 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.*
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 Maintenance Asset Utilization Detail

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Asset Utilization Inquiry — Criteria
- Select Fields for the Maintenance Asset Utilization Inquiry

- View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization
- View the Maintenance Asset Utilization Inquiry Transaction Status
- Export the Maintenance Asset Utilization Inquiry Transaction Status

Select Fields for the Maintenance Asset Utilization Inquiry

Overview

The Maintenance Asset Utilization Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

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

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Asset Id
Agency Name
Status
Util Rptd From Dt
Tran Ref Id
Item Desc
Serial Nbr
DoD Serial Nbr
Maint Activity Name
Metered
Mtr Rdng
Tran Util Qty
Total Util Qty
Utilization Measure Cd
Util Svc Life

Optional

Days Not Used
Days Unavl
Days Used

Equip Pool Name
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Fuel Qty
Fuel Type Cd
Fuel Unit Cost
Fuel State Cd
Last Tran Dt
Last Updtd By
LIN/TAMCN - Catalog
Loc
Maint Mgt Cd
Min Obj Percent
Obj Percent Util
Petroleum Dedicated
Pgm Id
Possible Days Used
Replacement Mtr
Replacement Rdng
Site Id
Source Cd
Stock Nbr
Sub Loc
UIC
UIC Name
UII
Util Off Base Qty
Util On Base Qty

Procedures

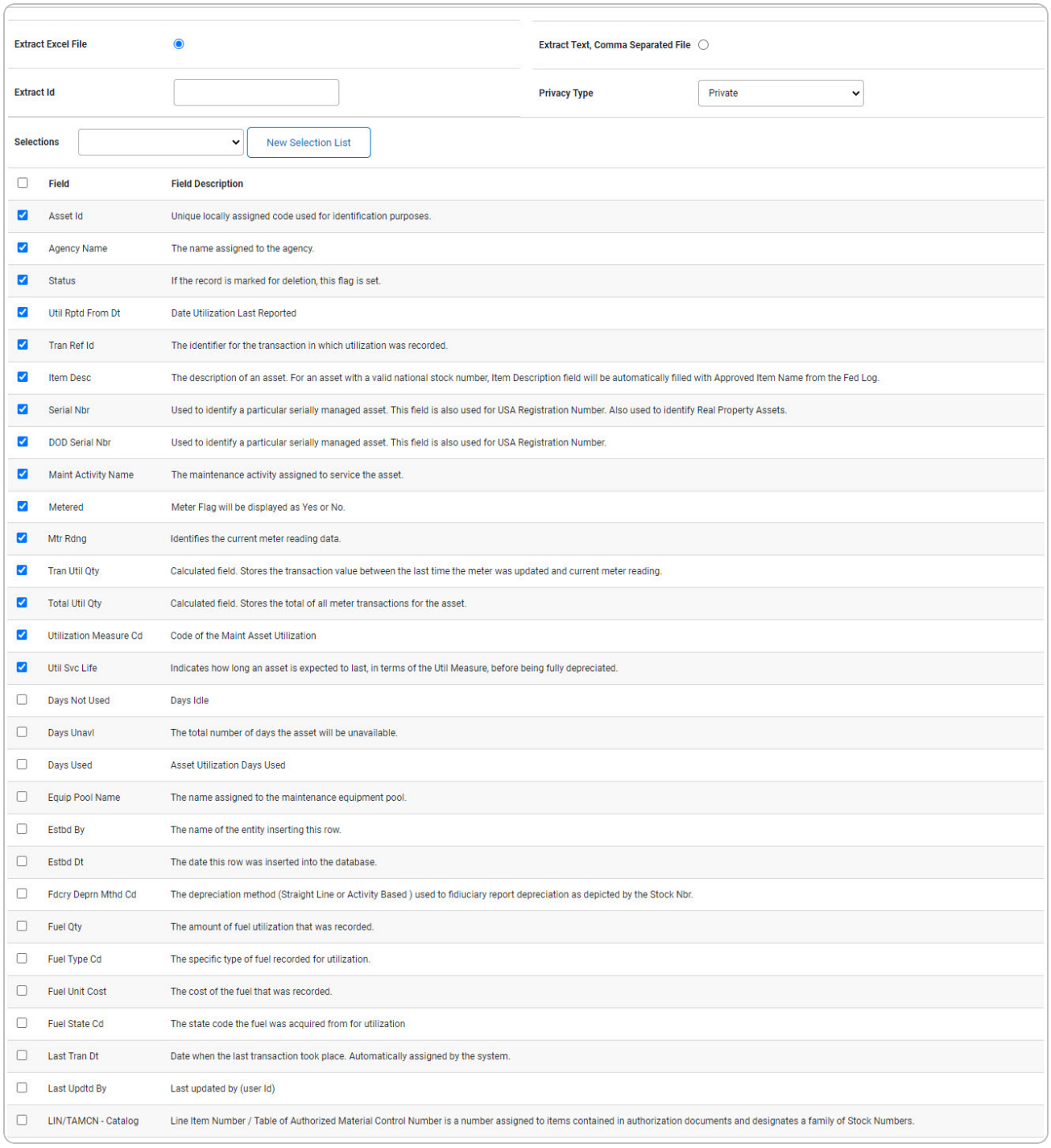
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

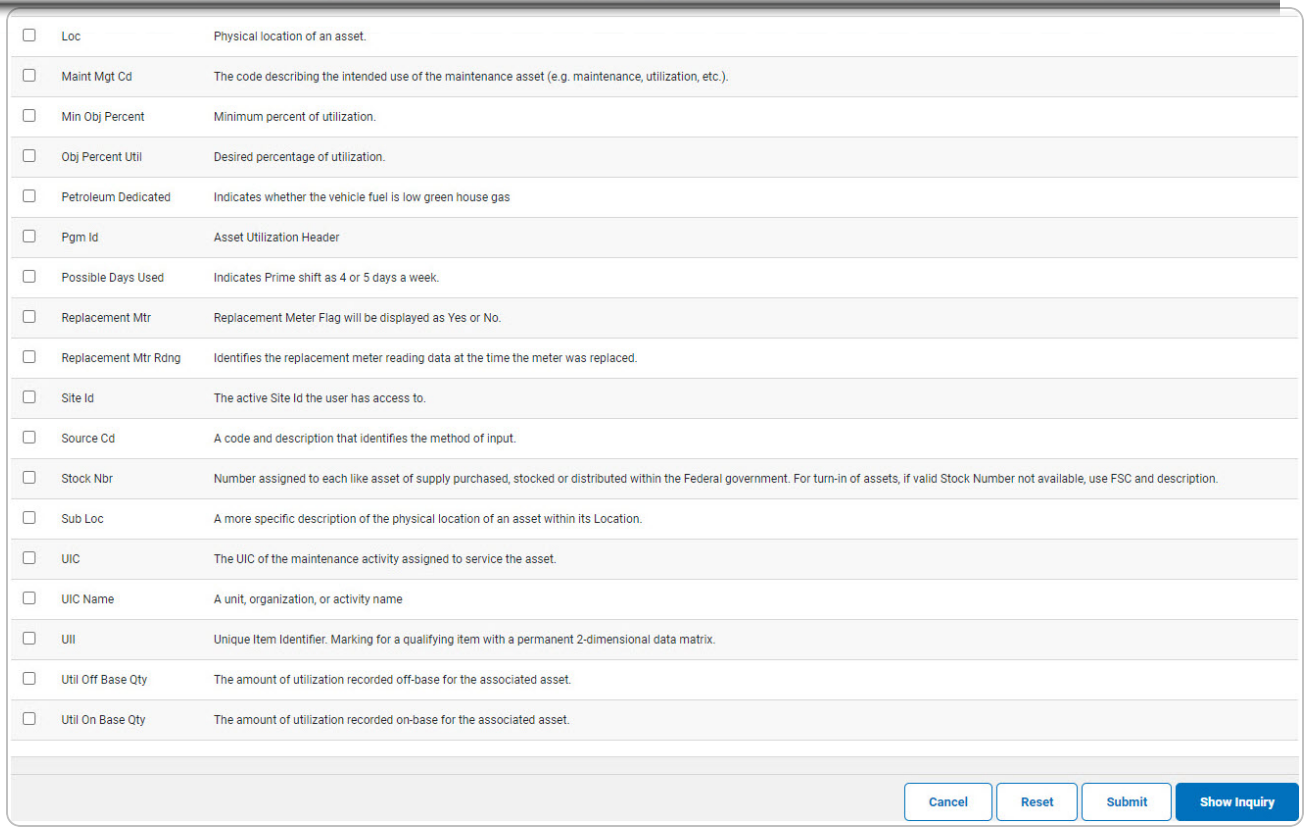


Extract Excel File ◉ Extract Text, Comma Separated File ○

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 Rdng	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 fidiuciary 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.



☐	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 Rdng	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.

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

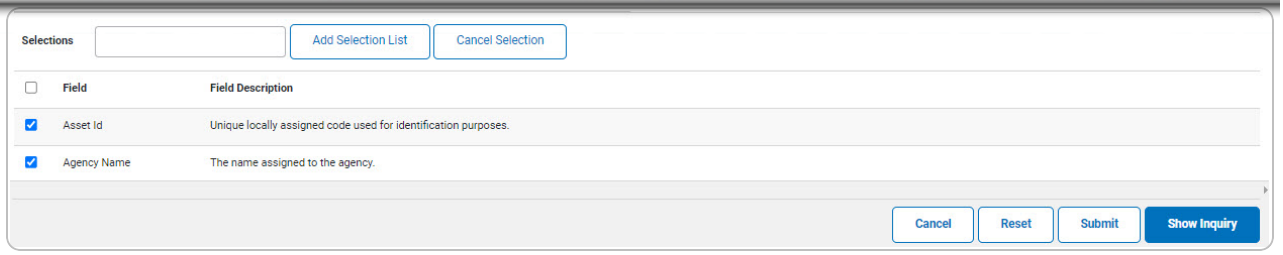
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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.

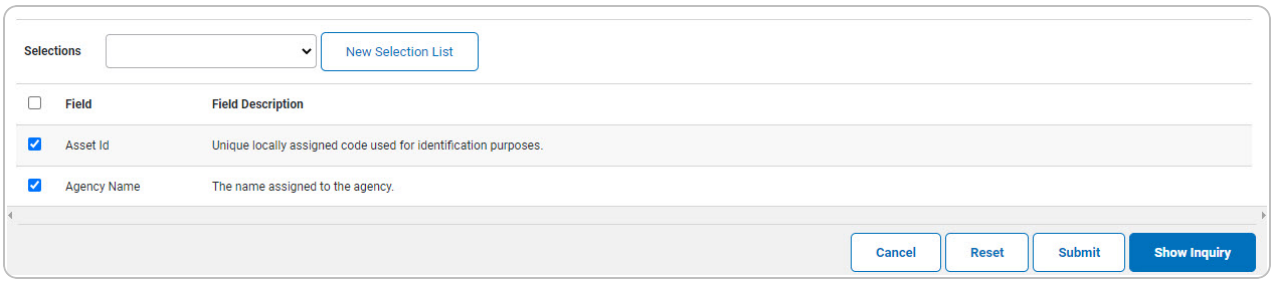
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Maintenance Asset Utilization Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit 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.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

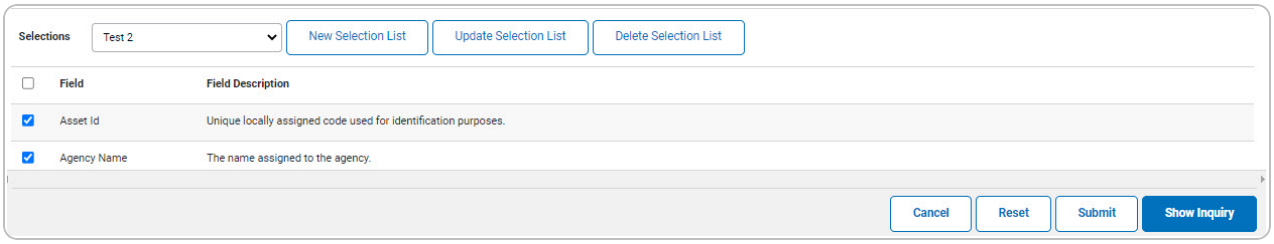
   Select Show Inquiry for small volumes of data. *The **Maintenance Asset Utilization Inquiry — Results** page appears.*

3. **OR**

   Select Submit 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

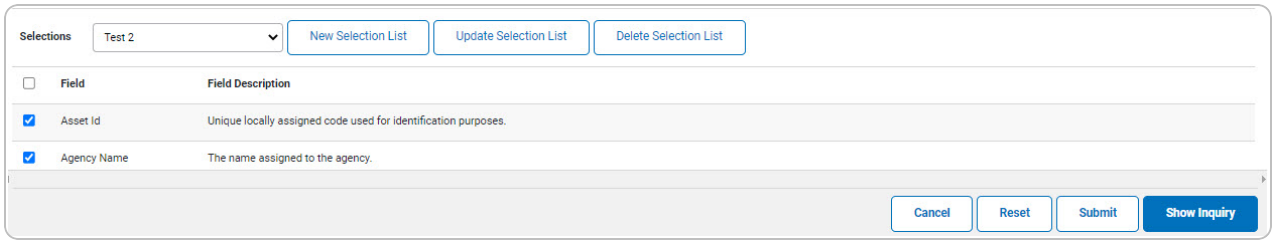
Select Show Inquiry for small volumes of data. *The **Maintenance Asset Utilization Inquiry — Results** page appears.*

4. **OR**

   Select Submit 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

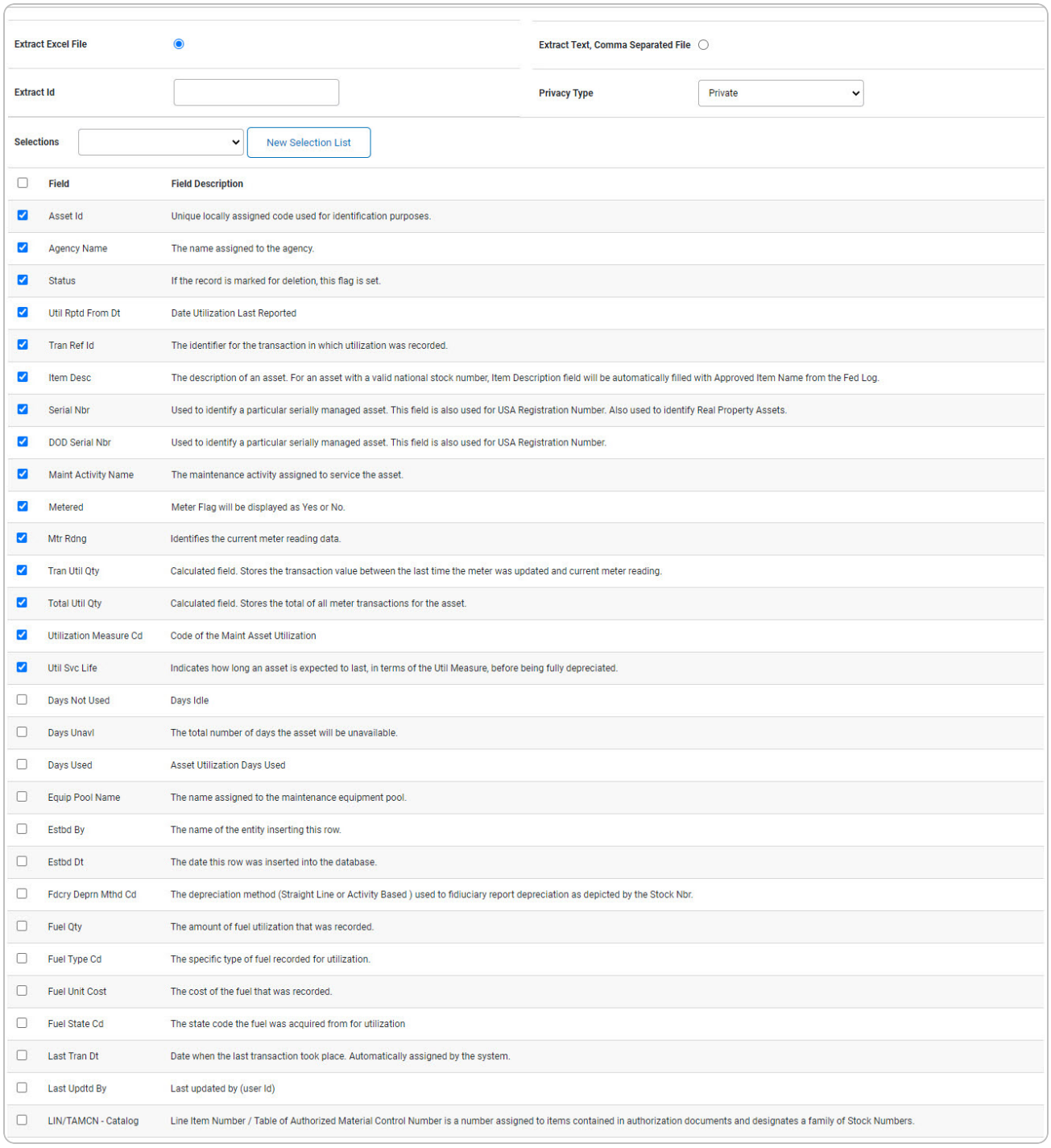


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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.*

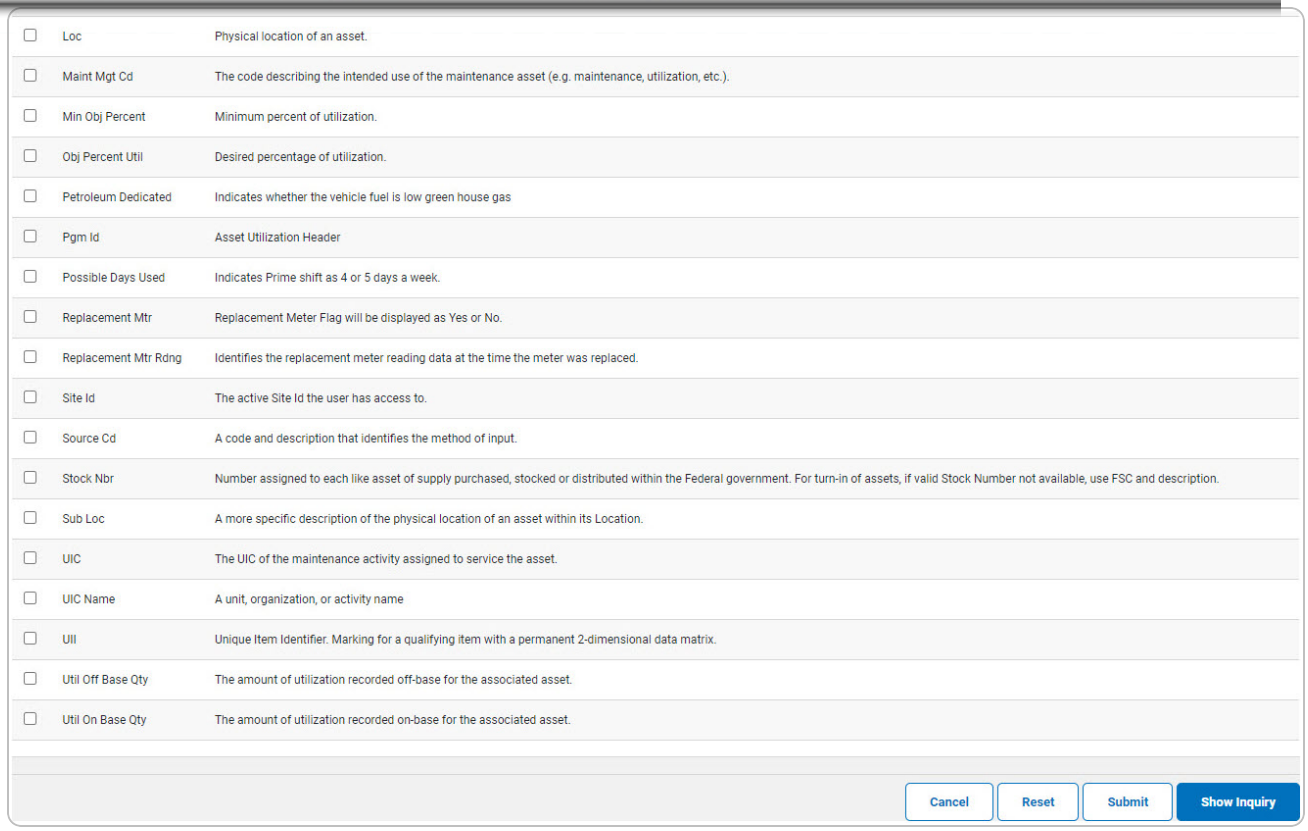


Extract Excel File ◉ Extract Text, Comma Separated File ○

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.
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Metered	Meter Flag will be displayed as Yes or No.
☑	Mtr Rdng	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 fidiuciary 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.



☐	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 Rdng	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.

Cancel Reset Submit Show Inquiry

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 database. The more data returned, the longer the inquiry takes.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset identifier.*
- Verify the Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an agency name.*
- Verify the Status contains the appropriate ☑ or ☐. *Select if the inquiry contains a status.*

- Verify the UTIL RPTD FROM DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a last reported utilization date.*
- Verify the TRAN REF IDcontains the appropriate ☑ or ☐. *Select if the inquiry contains a transaction reference identifier.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an item description.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a serial number.*
- Verify the DOD SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Department of Defense serial number.*
- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity name.*
- Verify the Metered contains the appropriate ☑ or ☐. *Select if the inquiry contains a metered record.*
- Verify the MTR RDNG contains the appropriate ☑ or ☐. *Select if the inquiry contains a current metered reading record.*
- Verify the TRAN UTIL QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a transaction utilization quantity.*
- Verify the TOTAL UTIL QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a total utilization quantity.*
- Verify the UTILIZATION MEASURE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance asset utilization code.*
- Verify the UTIL SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains a utilization service life record.*

- Click ☐ to select the Days Not Used. *Select if the inquiry contains idle days information.*
- Click ☐ to select the DAYS UNAVL. *Select if the inquiry contains unavailable days.*
- Click ☐ to select the Days Used. *Select if the inquiry contains used days information.*
- Click ☐ to select the EQUIP POOL NAME. *Select if the inquiry contains an equipment pool name.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains an established by information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an established date.*
- Click ☐ to select the FDCRY DEPRN MTHD CD. *Select if the inquiry contains an E-MAIL address.*
- Click ☐ to select the FUEL QTY. *Select if the inquiry contains a fuel utilization amount.*
- Click ☐ to select the FUEL TYPE CD. *Select if the inquiry contains a fuel type code.*
- Click ☐ to select the Fuel Unit Cost. *Select if the inquiry contains a fuel unit cost.*
- Click ☐ to select the FUEL STATE CD. *Select if the inquiry contains a fuel state code.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a last transaction date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*
- Click ☐ to select the LIN/TAMCN - Catalog. *Select if the inquiry contains the stock number information.*

- Click ☐ to select the LOC. *Select if the inquiry contains a physical location.*
- Click ☐ to select the MAINT MGT CD. *Select if the inquiry contains a maintenance asset management code.*
- Click ☐ to select the MIN OBJ PERCENT. *Select if the inquiry contains a minimum utilization percentage.*
- Click ☐ to select the OBJ PERCENT UTIL. *Select if the inquiry contains .*
- Click ☐ to select the Petroleum Dedicated. *Select if the inquiry contains a petroleum designation.*
- Click ☐ to select the PGM ID. *Select if the inquiry contains a program identifier.*
- Click ☐ to select the Possible Days Used. *Select if the inquiry contains possible days used.*
- Click ☐ to select the REPLACEMENT MTR. *Select if the inquiry contains a replacement meter designation.*
- Click ☐ to select the REPLACEMENT MTR RDNG. *Select if the inquiry contains replacement meter reading information.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a site identifier.*
- Click ☐ to select the SOURCE CD. *Select if the inquiry contains a source code.*
- Click ☐ to select the STOCK NBR. *Select if the inquiry contains a stock number.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains a subordinate location.*
- Click ☐ to select the UIC. *Select if the inquiry contains an unit identification code.*
- Click ☐ to select the UIC NAME. *Select if the inquiry contains an unit identification code name.*

- Click ☐ to select the UII. *Select if the inquiry contains an unique item identifier.*
- Click ☐ to select the UTIL OFF BASE. *Select if the inquiry contains an off-base utilization record.*
- Click ☐ to select the UTIL ON BASE. *Select if the inquiry contains an on-base utilization record.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Asset Utilization Inquiry — Criteria
- Search for a Maintenance Asset Utilization Inquiry — Results
- View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization
- View the Maintenance Asset Utilization Inquiry Transaction Status
- Export the Maintenance Asset Utilization Inquiry Transaction Status

View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization

Overview

The Maintenance Asset Utilization Inquiry Detail — Asset Utilization process displays the asset utilization record of the selected inquiry.

Navigation

Inquiries > Utilization > Asset Utilization > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Maintenance Asset Utilization Inquiry Detail — Asset Utilization page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Detail — Asset Utilization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Asset Utilization Inquiry — Asset Utilization Detail

Asset Id
Serial Nbr
Item Desc
UII
Util Measure Cd
Maint Activity Name
Stock Nbr
Secondary Serial Number
LIN/TAMCN
Equip Pool
Lst Util Rptd Dt
Tran Ref Id
Total Util
Tran Util Qty
Mtr Reading
Replacement Mtr Rdng
Replacement Mtr
Util On Base
Util Off Base
Days Used
Days Not Used
Days Unavl
Fuel Type Cd
Fuel State Cd
Fuel Unit Cost
Fuel Qty
Pgm Id
Tran Cd
Last Tran Dt
Last Updtd By
Estbd Dt
Estbd By Source
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

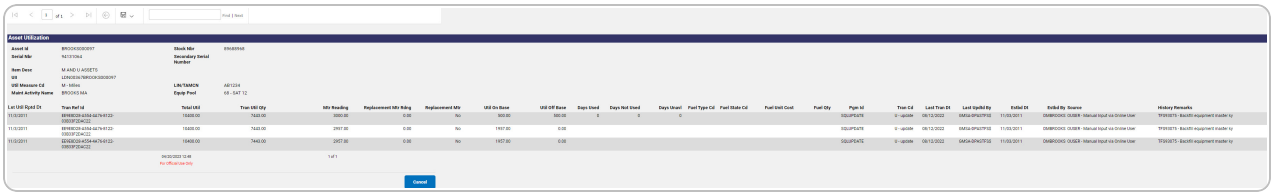
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Utilization Inquiry Details — Asset Utilization

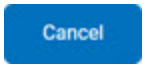
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Asset Utilization Detail tab.*



   A. *Verify the ASSET ID.*
   B. *Verify the SERIAL NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the UII.*
   E. *Verify the UTIL MEASURE CD.*
   F. *Verify the MAINT ACTIVITY NAME.*
   G. *Verify the STOCK NBR.*
   H. *Verify the Secondary Serial Number.*
   I. *Verify the LIN/TAMCN.*
   J. *Verify the EQUIP POOL.*
   K. *Verify the LST UTIL RPTD DT.*
   L. *Verify the TRAN REF ID.*
   M. *Verify the TOTAL UTIL.*
   N. *Verify the TRAN UTIL QTY.*
   O. *Verify the MTR READING.*

P. *Verify the REPLACEMENT MTR RDNG.*
Q. *Verify the REPLACEMENT MTR.*
R. *Verify the UTIL ON BASE.*
S. *Verify the UTIL OFF BASE.*
T. *Verify the Days Used.*
U. *Verify the Days Not Used.*
V. *Verify the DAYS UNAVL.*
W. *Verify the FUEL TYPE CD.*
X. *Verify the FUEL STATE CD.*
Y. *Verify the Fuel Unit Cost.*
Z. *Verify the FUEL QTY.*
AA. *Verify the PGM ID.*
AB. *Verify the TRAN CD.*
AC. *Verify the LAST TRAN DT.*
AD. *Verify the LAST UPDTD BY.*
AE. *Verify the ESTBD DT.*
AF. *Verify the ESTBD BY SOURCE.*
AG. *Verify the History Remarks.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The **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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Asset Utilization Inquiry — Criteria
- Search for a Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Maintenance Asset Utilization Inquiry Transaction Status
- Export the Maintenance Asset Utilization Inquiry Transaction Status

View the Maintenance Asset Utilization Inquiry Transaction Status

Overview

The Maintenance Asset Utilization Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Utilization > Asset Utilization > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Maintenance Asset Utilization Inquiry Transaction Status page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

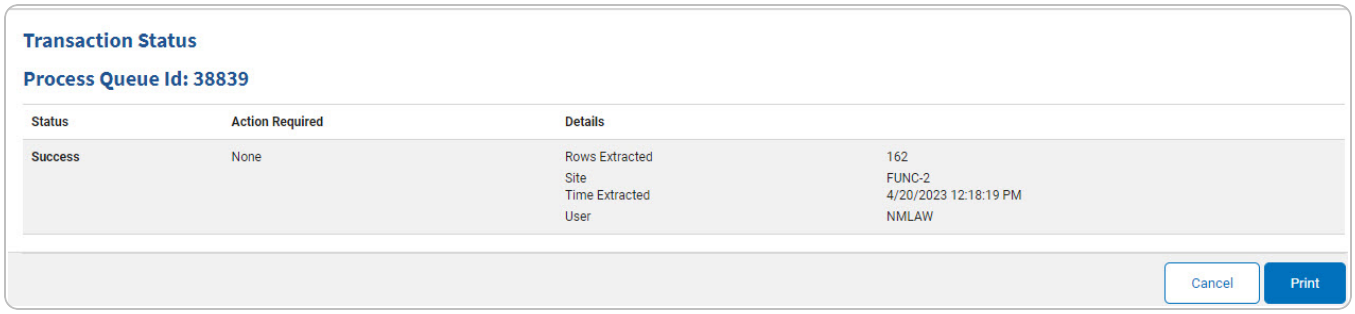
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Maintenance Asset Utilization Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Maintenance Asset Utilization Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Maintenance Asset Utilization Inquiry — Criteria
- Search for a Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization
- Export the Maintenance Asset Utilization Inquiry Transaction Status

Export the Maintenance Asset Utilization Inquiry Transaction Status

Overview

The Maintenance Asset Utilization Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Utilization > Asset Utilization > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Maintenance Asset Utilization Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Maintenance Asset Utilization Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

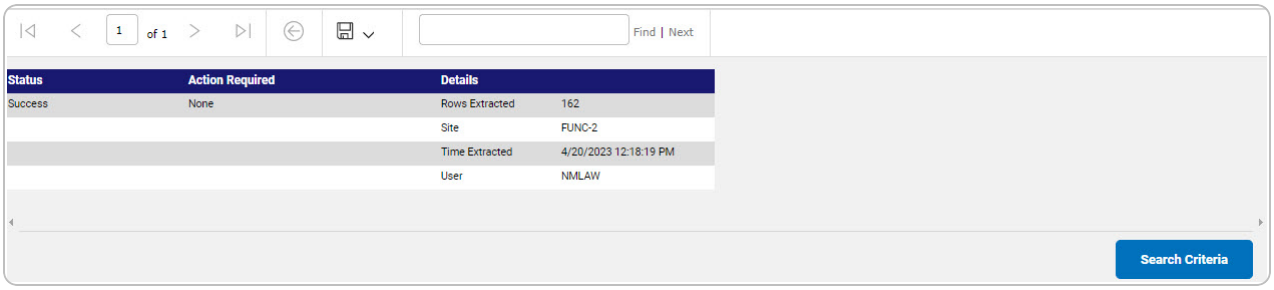
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Asset Utilization Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *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.*
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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Maintenance Asset Utilization Inquiry — Criteria** page appears.*

Related Topics

- Search for a Maintenance Asset Utilization Inquiry — Criteria
- Search for a Maintenance Asset Utilization Inquiry — Results
- Select Fields for the Maintenance Asset Utilization Inquiry
- View the Maintenance Asset Utilization Inquiry Detail — Asset Utilization
- View the Maintenance Asset Utilization Inquiry Transaction Status

Search for a Dispatch Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Inquiry process provides the ability to search for a Dispatch.

Navigation

Inquiries > Utilization> Dispatch > Dispatch Inquiry Search Criteria page

Page Fields

The following fields display on the **Dispatch Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

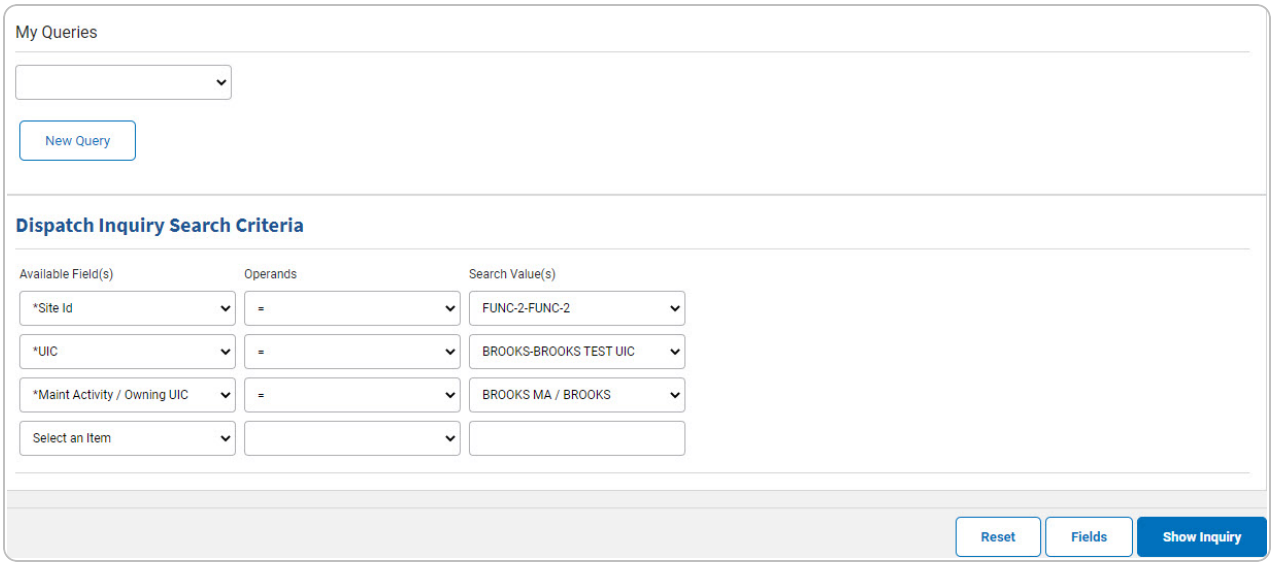
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Dispatch 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 (SITE ID) automatically populates and is not editable.*

   B. *The second Available Field(s) option (UIC) automatically populates and is not editable.*

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

   D. Use ⌄ to select the fourth Available Field.

   E. Repeat Step D to add additional search criteria.

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. Repeat Step D to add additional search criteria.

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. Repeat Step D to add additional search criteria.

Remove an Available Field Row

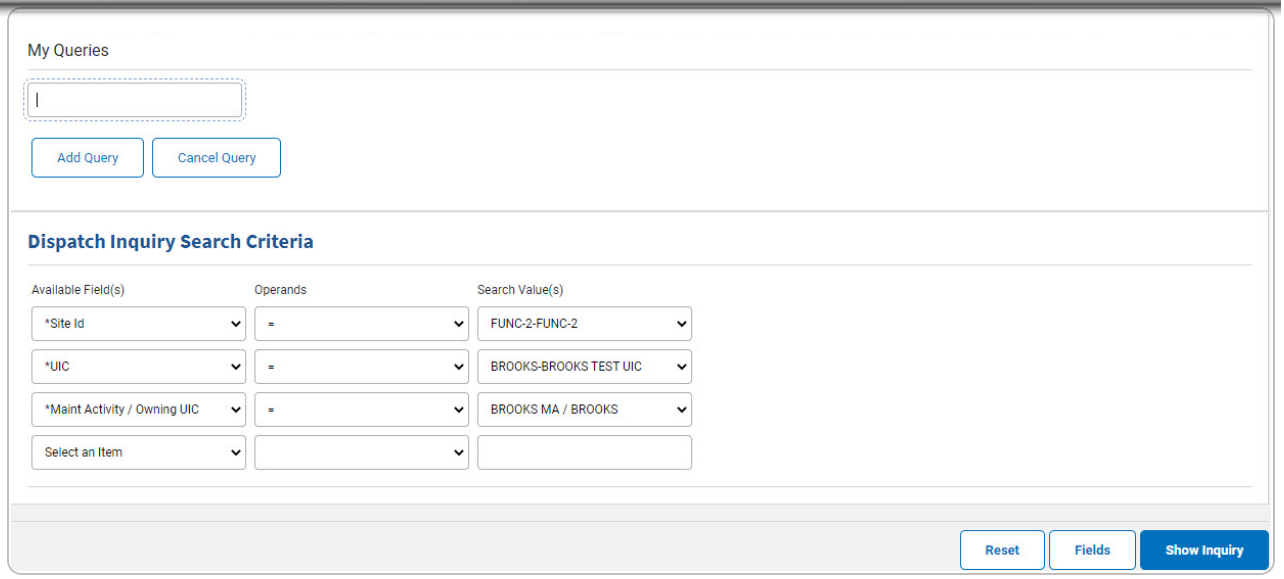
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Dispatch 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.*



Note

Selecting Cancel Query 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. *Add and/or Remove rows in the Search Criteria grid as needed.*

4. 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.*

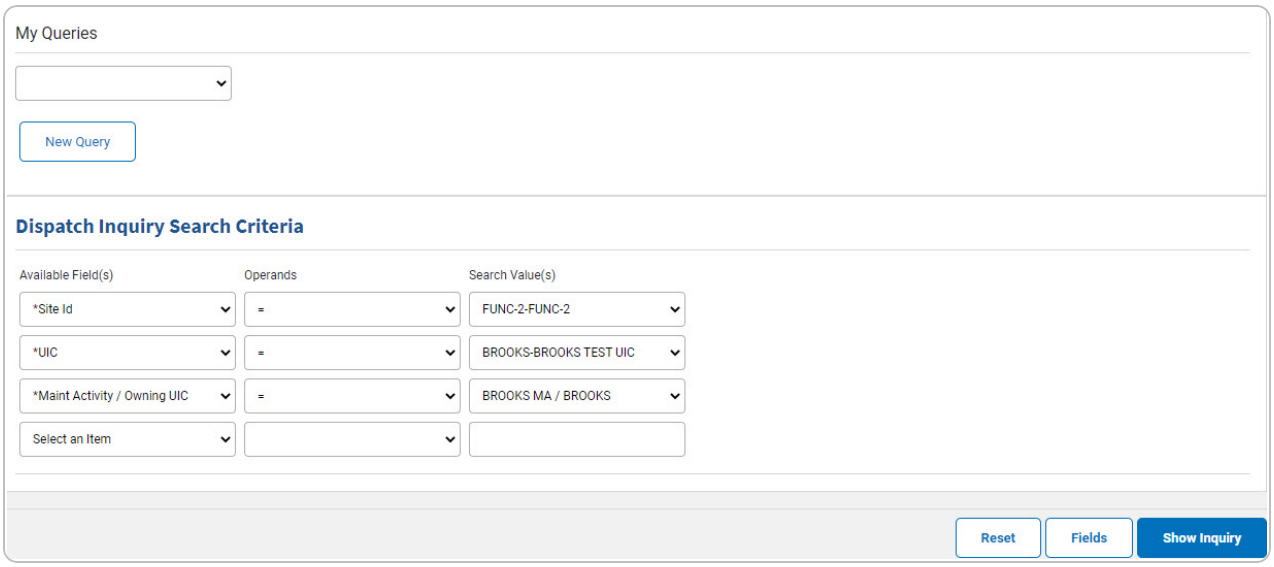
5. Select Fields. *The* ***Dispatch Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Dispatch 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.*



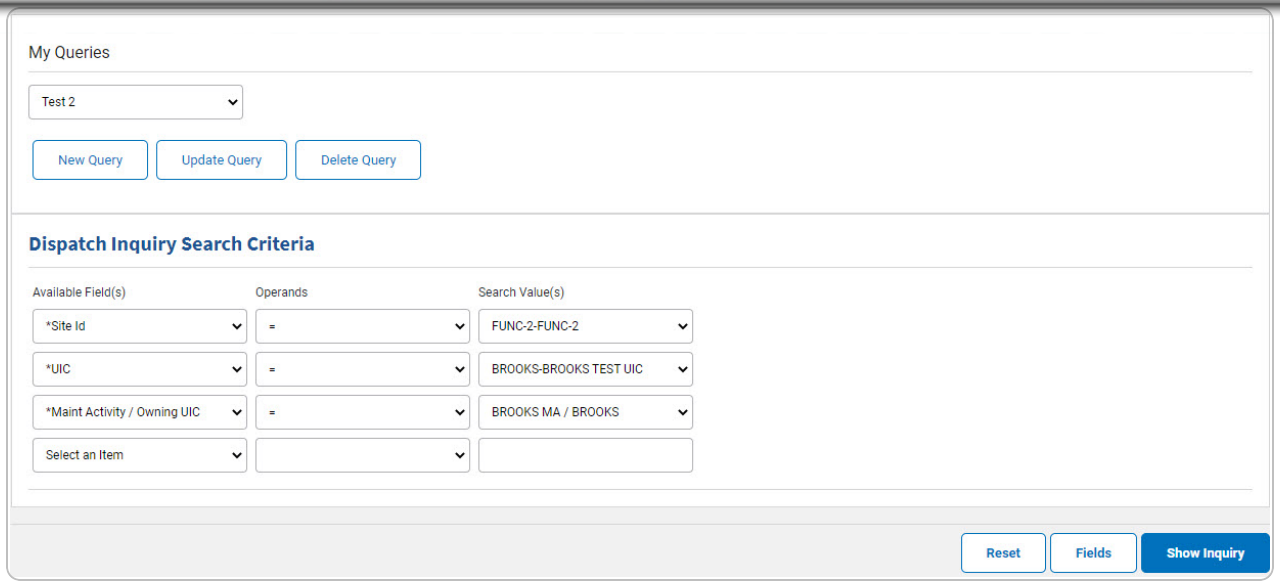
2. Select Fields. *The **Dispatch Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Dispatch 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. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

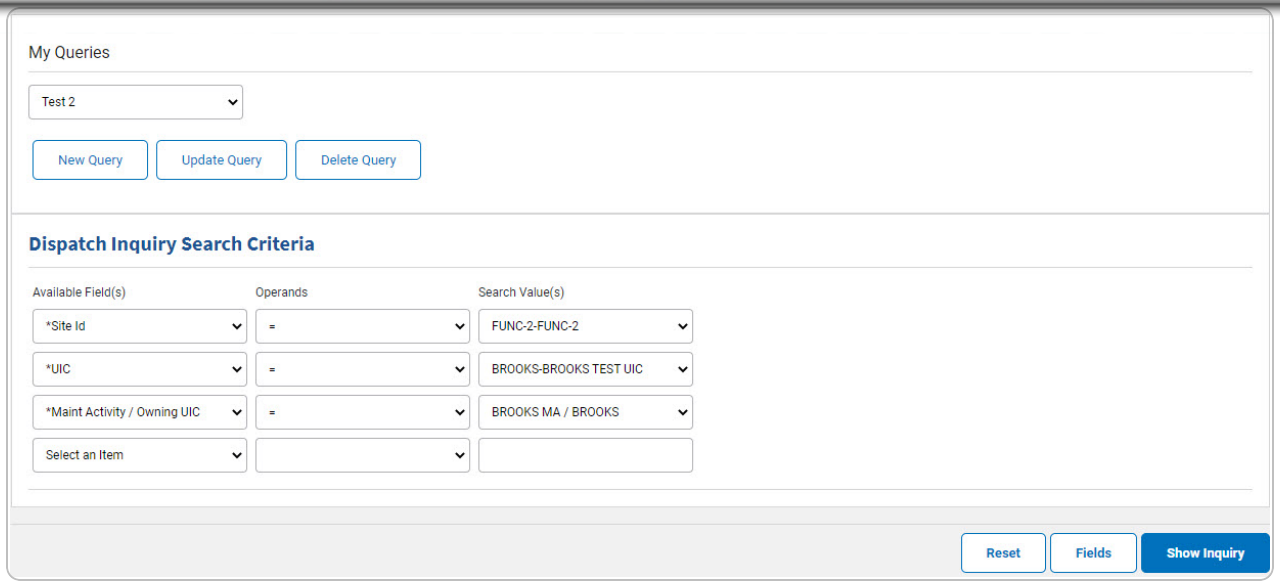
4. Select Fields. *The **Dispatch Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Dispatch 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Dispatch Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be	Invalid Date Format Entry. The date must be

MM/DD/YYYY with valid month/day combination.	entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Dispatch Inquiry — Results
- Select Fields for the Dispatch Inquiry
- View the Dispatch Inquiry Detail — Basic
- View the Dispatch Inquiry Detail — Attachment
- View the Dispatch Inquiry Transaction Status
- Export the Dispatch Inquiry Transaction Status

Search for a Dispatch Inquiry — Results

Overview

The Dispatch Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Show Inquiry > Dispatch Inquiry Search Results page

Page Fields

The following fields display on the **Dispatch Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Item Desc
Maint Mgt Cd
Util Measure Cd
Maint Activity Name
Equip Pool
Dispatch Cd
Dispatch Sts
Dispatch Id
Dispatch Ctgry
Sub Ctgry
Asset Dispatch Ctgry
Asset Sub Ctgry
Dispatch Unavl Cd
Dispatch Purpose
Dispatched To
Dispatcher
Customer Account Id
Job Order Nbr
Est Issue Dt/Tm
Issue Dt/Tm
Est Return Dt/Tm
Return Dt/Tm

Optional

Activity Cd
Agency Name
Bags
CAGE Cd
Commitment Id
Cond Cd
Custodian Name
Custodian Nbr
Days Idle
Days Unavl
Days Used
Dispatch Ctgry Long Desc
DOD Serial Nbr
Drop-off Loc
End Mtr Rdng

End Util Off Base
End Util On Base
Equip Grp Cd
Estbd Dt/Tm
Fuel Cd
Fuel Qty
Fuel Type Cd
Fuel Unit Cost
Haz Mat Cd
HazMat
Fuel State Cd
Initial Dt Profiled
IT Device Cd
LIN/TAMCN - Catalog
Loc
Maint Loc
Mfr Yr
Mfr Name
Mfr Part Nbr
Min Obj Percent
Mfr Model Nbr
Nbr of Passengers
Nbr of Bags
Obj Percent Util
Office Id
Office Name
Owning UIC
Operator/Technician Id
Operator Labor Category
Operator Rate Type
Operator Base Rate
Operator Overtime Rate
Pax
Pick-up Loc
PMO Name
PMO Office Identifier
PMO Office Name
Possible Days Used
Precious Mtl Cd
Reimbursable
Serial Nbr
Site Id
Start Mtr Rdng

Stay
Stock Nbr
Sub Loc
Total Daily Rate
Total Utilization Rate
Type Dsg Name
UIC
UIC Name
UII
Util Svc Life
Vehicle Grp Cd
Vehicle Type Cd
Work Order Created
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

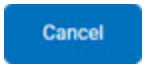
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

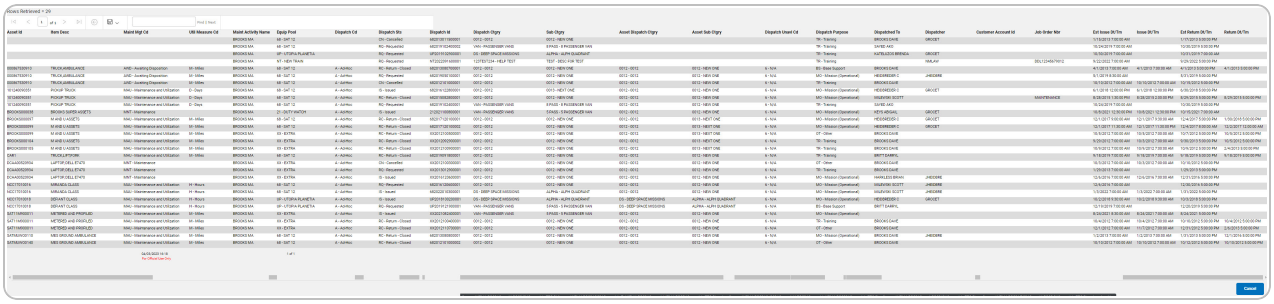
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Dispatch 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 Dispatch Detail

Select the desired Dispatch row. *The **Dispatch Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Inquiry — Criteria
- Select Fields for the Dispatch Inquiry
- View the Dispatch Inquiry Detail — Basic
- View the Dispatch Inquiry Detail — Attachment
- View the Dispatch Inquiry Transaction Status

- Export the Dispatch Inquiry Transaction Status

Select Fields for the Dispatch Inquiry

Overview

The Dispatch Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Fields > Dispatch Inquiry Fields Selection page

Page Fields

The following fields display on the **Dispatch Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Asset Id
Item Desc
Maint Mgt Cd
Util Measure Cd
Maint Activity Name
Equip Pool
Dispatch Cd
Dispatch Sts
Dispatch Id
Dispatch Ctgry
Sub Ctgry
Asset Dispatch Ctgry
Asset Sub Ctgry
Dispatch Unavl Cd
Dispatch Purpose
Dispatched To
Dispatcher
Customer Account Id
Job Order Nbr
Est Issue Dt/Tm

Issue Dt/Tm
Est Return Dt/Tm
Issue Dt/Tm
Est Return Dt/Tm
Return Dt/Tm

Optional

Activity Cd
Agency Name
Bags
CAGE Cd
Commitment Id
Cond Cd
Custodian Name
Custodian Nbr
Days Idle
Days Unavl
Days Used
Dispatch Ctgry Long Desc
DOD Serial Nbr
Drop-off Loc
End Mtr Rdng
End Util Off Base
End Util On Base
Equip Grp Cd
Estbd Dt/Tm
Fuel Cd
Fuel Qty
Fuel Type Cd
Fuel Unit Cost
Haz Mat Cd
HazMat
Fuel State Cd
Initial Dt Profiled
IT Device Cd
LIN/TAMCN - Catalog
Loc
Maint Loc
Mfr Yr
Mfr Name
Mfr Part Nbr
Min Obj Percent
Mfr Model Nbr

Nbr of Passengers
Nbr of Bags
Obj Percent Util
Office Id
Office Name
Owning UIC
Operator/Technician Id
Operator Labor Category
Operator Rate Type
Operator Base Rate
Operator Overtime Rate
Pax
Pick-up Loc
PMO Name
PMO Office Identifier
PMO Office Name
Possible Days Used
Precious Mtl Cd
Reimbursable
Serial Nbr
Site Id
Start Mtr Rdng
Stay
Stock Nbr
Sub Loc
Total Daily Rate
Total Utilization Rate
Type Dsg Name
UIC
UIC Name
UII
Util Svc Life
Vehicle Grp Cd
Vehicle Type Cd
Work Order Created
Yr Svc Life

Procedures

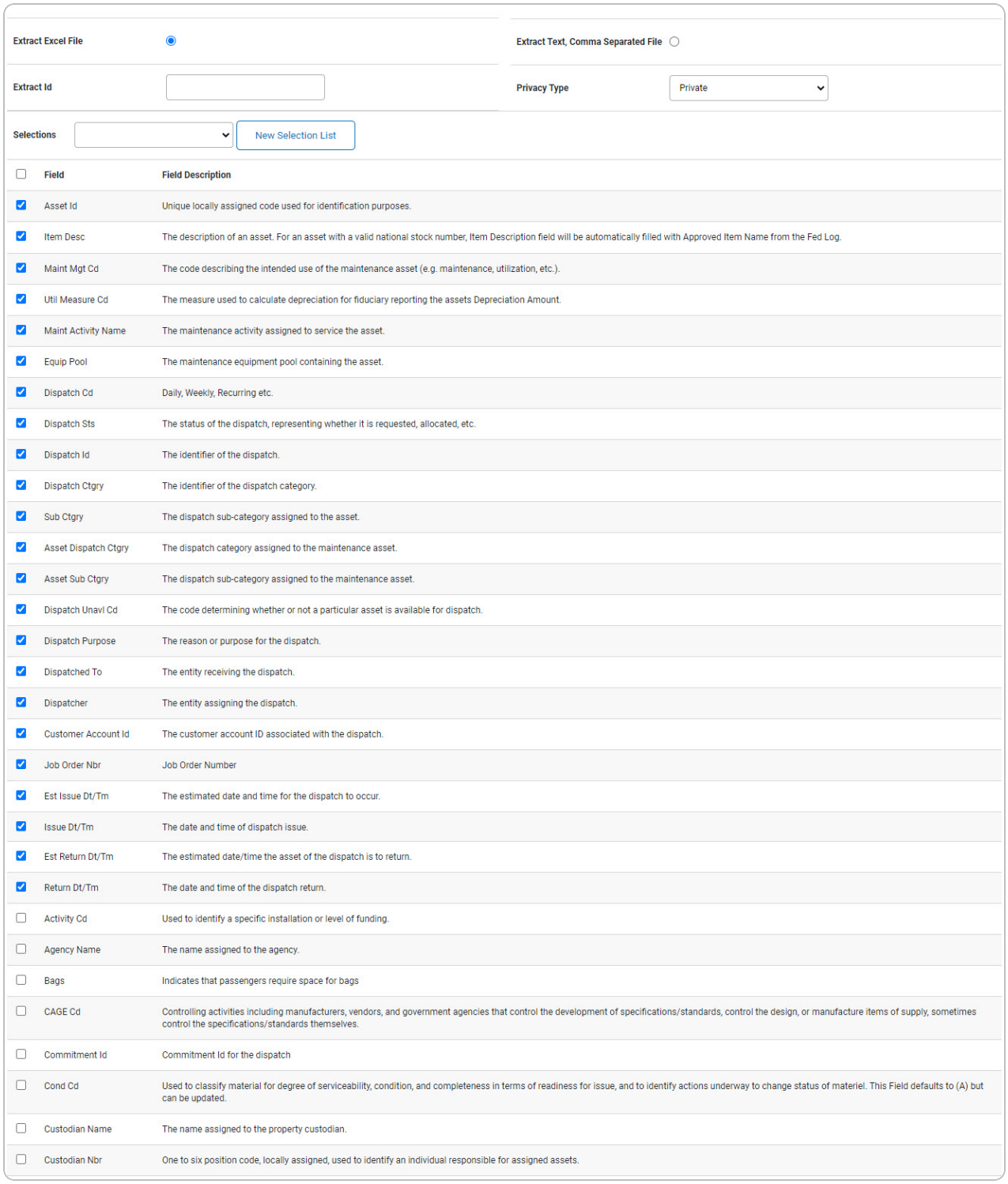
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 **Dispatch Inquiry** page appears.*



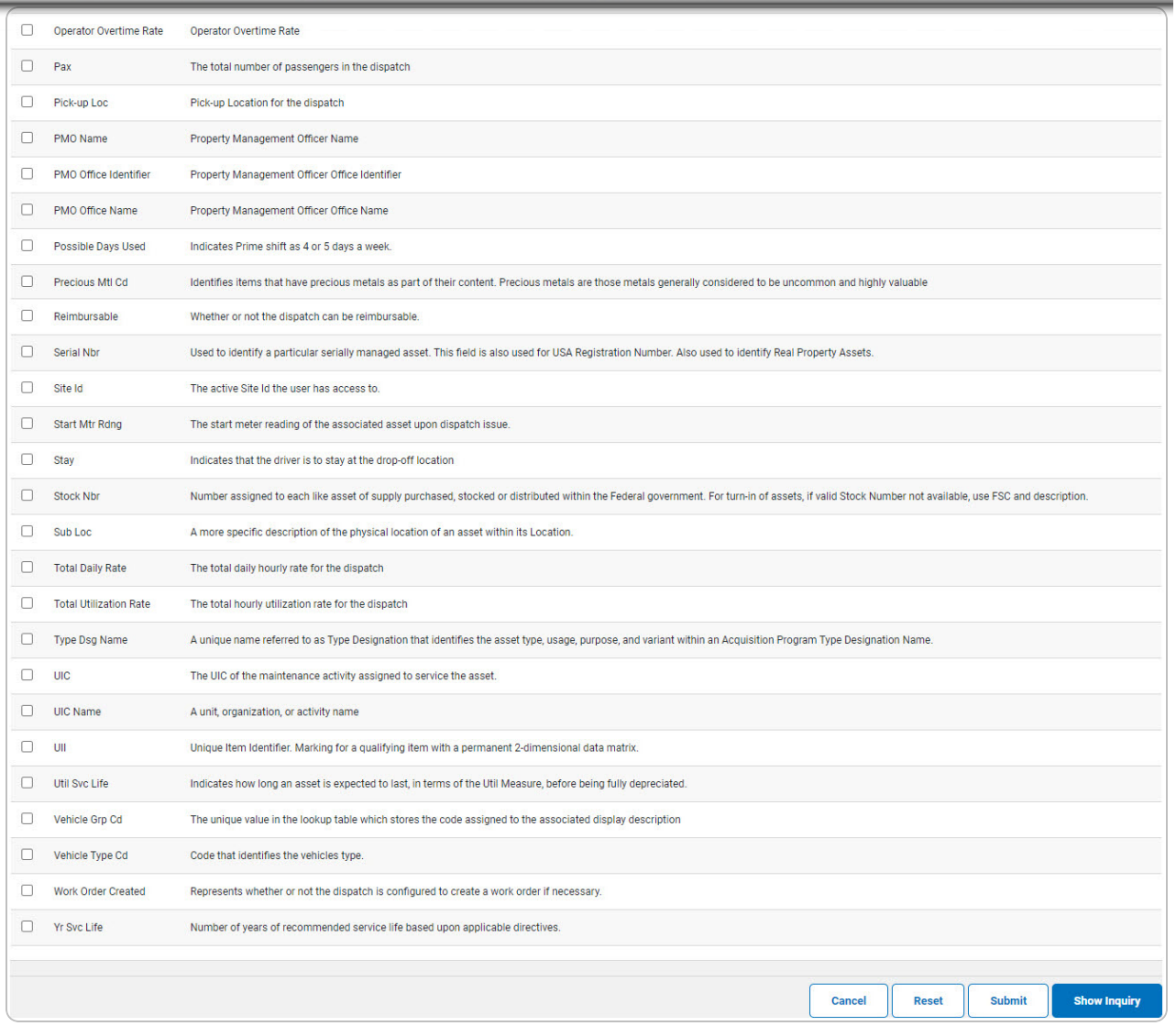
Extract Excel File ◉ Extract Text, Comma Separated File ○

Extract Id [ ] Privacy Type [Private]

Selections [ ] New Selection List

	Field	Field Description
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	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.
☑	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☑	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Equip Pool	The maintenance equipment pool containing the asset.
☑	Dispatch Cd	Daily, Weekly, Recurring etc.
☑	Dispatch Sts	The status of the dispatch, representing whether it is requested, allocated, etc.
☑	Dispatch Id	The identifier of the dispatch.
☑	Dispatch Ctgry	The identifier of the dispatch category.
☑	Sub Ctgry	The dispatch sub-category assigned to the asset.
☑	Asset Dispatch Ctgry	The dispatch category assigned to the maintenance asset.
☑	Asset Sub Ctgry	The dispatch sub-category assigned to the maintenance asset.
☑	Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
☑	Dispatch Purpose	The reason or purpose for the dispatch.
☑	Dispatched To	The entity receiving the dispatch.
☑	Dispatcher	The entity assigning the dispatch.
☑	Customer Account Id	The customer account ID associated with the dispatch.
☑	Job Order Nbr	Job Order Number
☑	Est Issue Dt/Tm	The estimated date and time for the dispatch to occur.
☑	Issue Dt/Tm	The date and time of dispatch issue.
☑	Est Return Dt/Tm	The estimated date/time the asset of the dispatch is to return.
☑	Return Dt/Tm	The date and time of the dispatch return.
☐	Activity Cd	Used to identify a specific installation or level of funding.
☐	Agency Name	The name assigned to the agency.
☐	Bags	Indicates that passengers require space for bags
☐	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.
☐	Commitment Id	Commitment Id for the dispatch
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

☐	Days Idle	The number of days the asset was recorded as idle.
☐	Days Unavl	The number of days the asset was recorded as unavailable for use.
☐	Days Used	Asset Utilization Days Used
☐	Dispatch Ctgry Long Desc	A description of the dispatch category.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Drop-off Loc	Drop-off Location for the dispatch
☐	End Mtr Rdng	The end meter reading of the associated asset upon dispatch return.
☐	End Util Off Base	The amount of utilization recorded off-base for the associated asset.
☐	End Util On Base	The amount of utilization recorded on-base for the associated asset.
☐	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
☐	Estbd Dt/Tm	The date of the insertion of the row into the database.
☐	Fuel Cd	The main category of fuel recorded for utilization.
☐	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.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Hazmat	Indicates that the dispatch is carrying hazardous materials
☐	Fuel State Cd	The state code the fuel was acquired from for utilization
☐	Initial Dt Profiled	Date this record was assigned a maintenance management code.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	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.
☐	Loc	The information needed to locate an asset during an inventory .
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Min Obj Percent	Minimum percent of utilization.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Nbr of Passengers	Number of passengers associated with this Maint Asst Master record
☐	Nbr of Bags	Number of bags associated with this Maint Asst Master record
☐	Obj Percent Util	Desired percentage of utilization.
☐	Office Id	The name of the office where the Major Custodian is located
☐	Office Name	Description of the organization of the Major Custodian
☐	Owning UIC	The active UIC the user has access to
☐	Operator/Technician Id	Operator/Technician Id
☐	Operator Labor Category	Labor Category Id
☐	Operator Rate Type	Civilian or Military
☐	Operator Base Rate	Operator Base Rate



☐	Operator Overtime Rate	Operator Overtime Rate
☐	Pax	The total number of passengers in the dispatch
☐	Pick-up Loc	Pick-up Location for the dispatch
☐	PMO Name	Property Management Officer Name
☐	PMO Office Identifier	Property Management Officer Office Identifier
☐	PMO Office Name	Property Management Officer Office Name
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Reimbursable	Whether or not the dispatch can be reimbursable.
☐	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.
☐	Site Id	The active Site Id the user has access to.
☐	Start Mtr Rdng	The start meter reading of the associated asset upon dispatch issue.
☐	Stay	Indicates that the driver is to stay at the drop-off location
☐	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.
☐	Total Daily Rate	The total daily hourly rate for the dispatch
☐	Total Utilization Rate	The total hourly utilization rate for the dispatch
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	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 Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☐	Vehicle Type Cd	Code that identifies the vehicles type.
☐	Work Order Created	Represents whether or not the dispatch is configured to create a work order if necessary.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

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

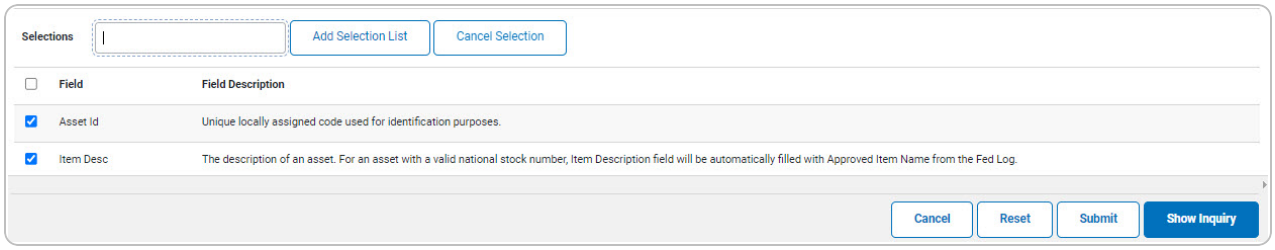
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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].

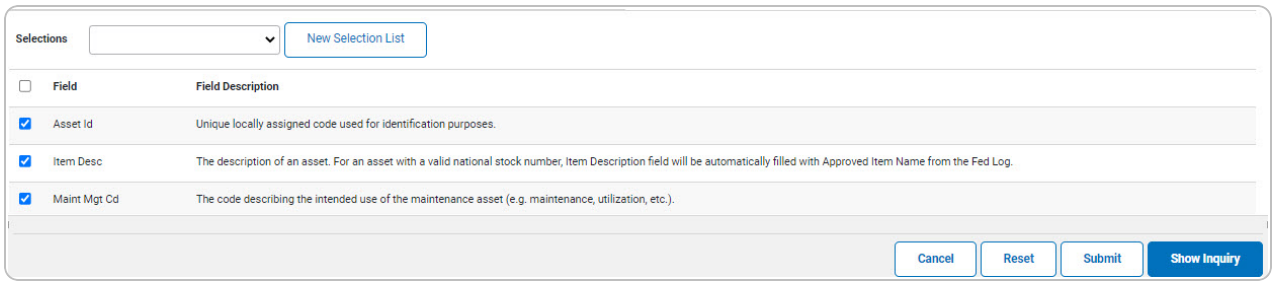
   Select [Show Inquiry] for small volumes of data. *The* ***Dispatch Inquiry — Results*** *page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

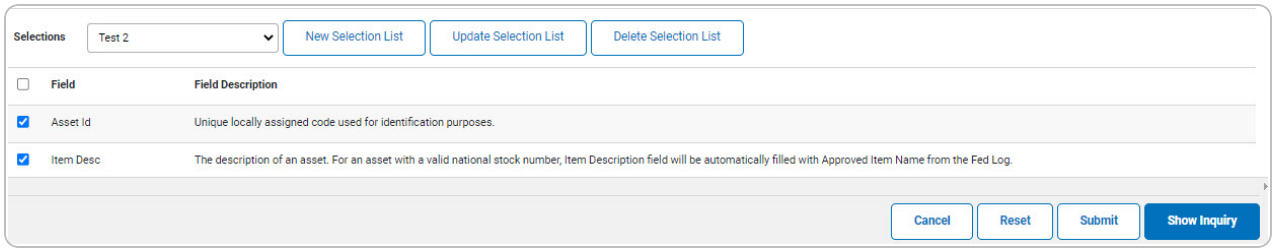
3. Select Show Inquiry for small volumes of data. *The **Dispatch Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Dispatch 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

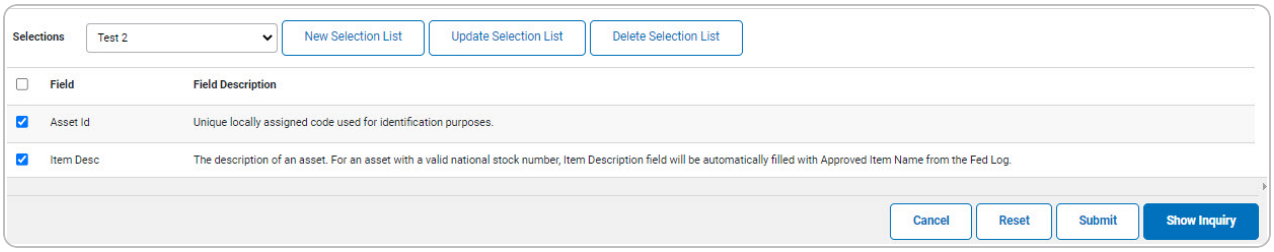
Select Show Inquiry for small volumes of data. *The* ***Dispatch Inquiry — Results*** *page appears.*

4. **OR**

Select Submit for large volumes of data. *The* ***Dispatch 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.

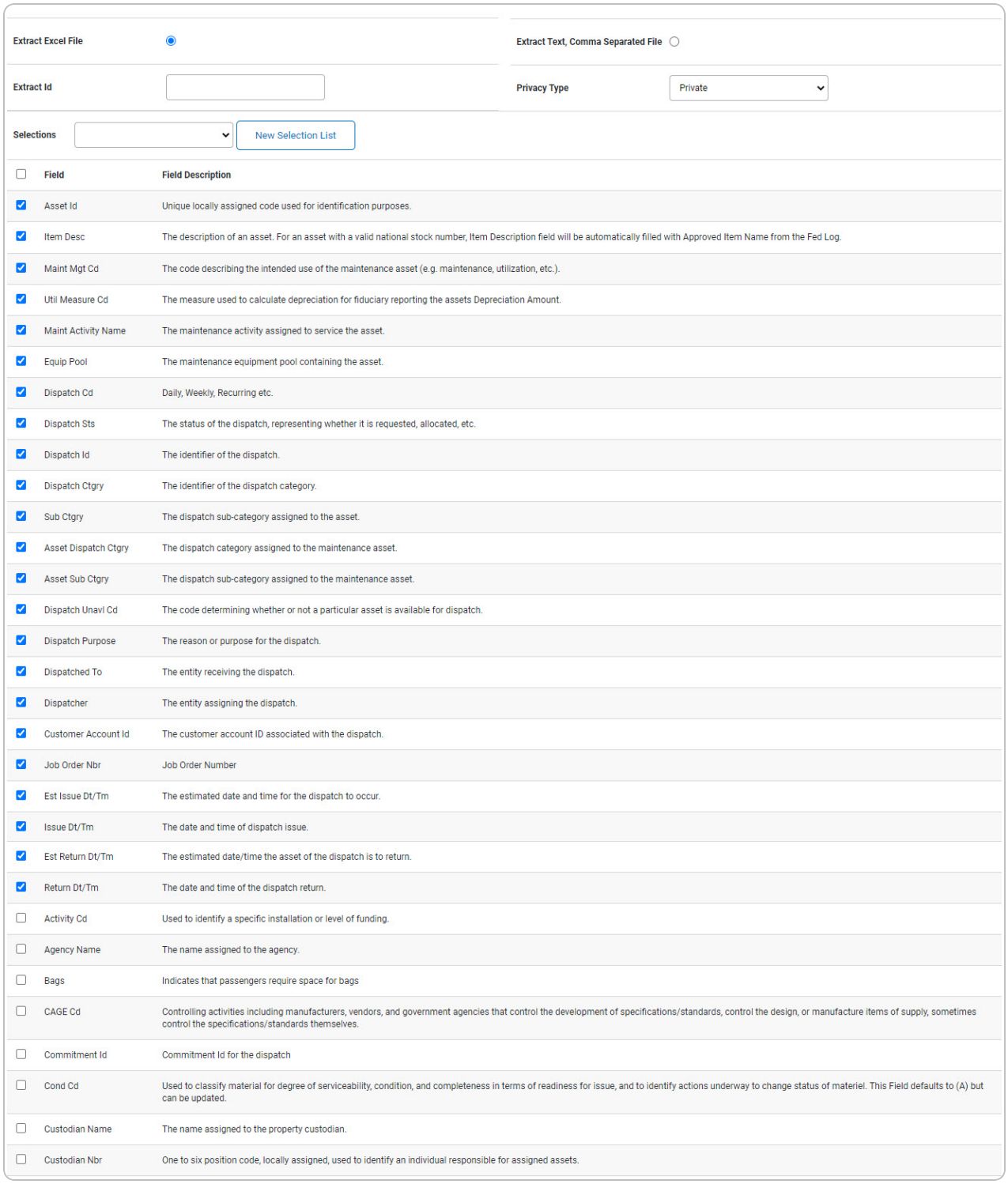


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **Dispatch Inquiry** page appears.*



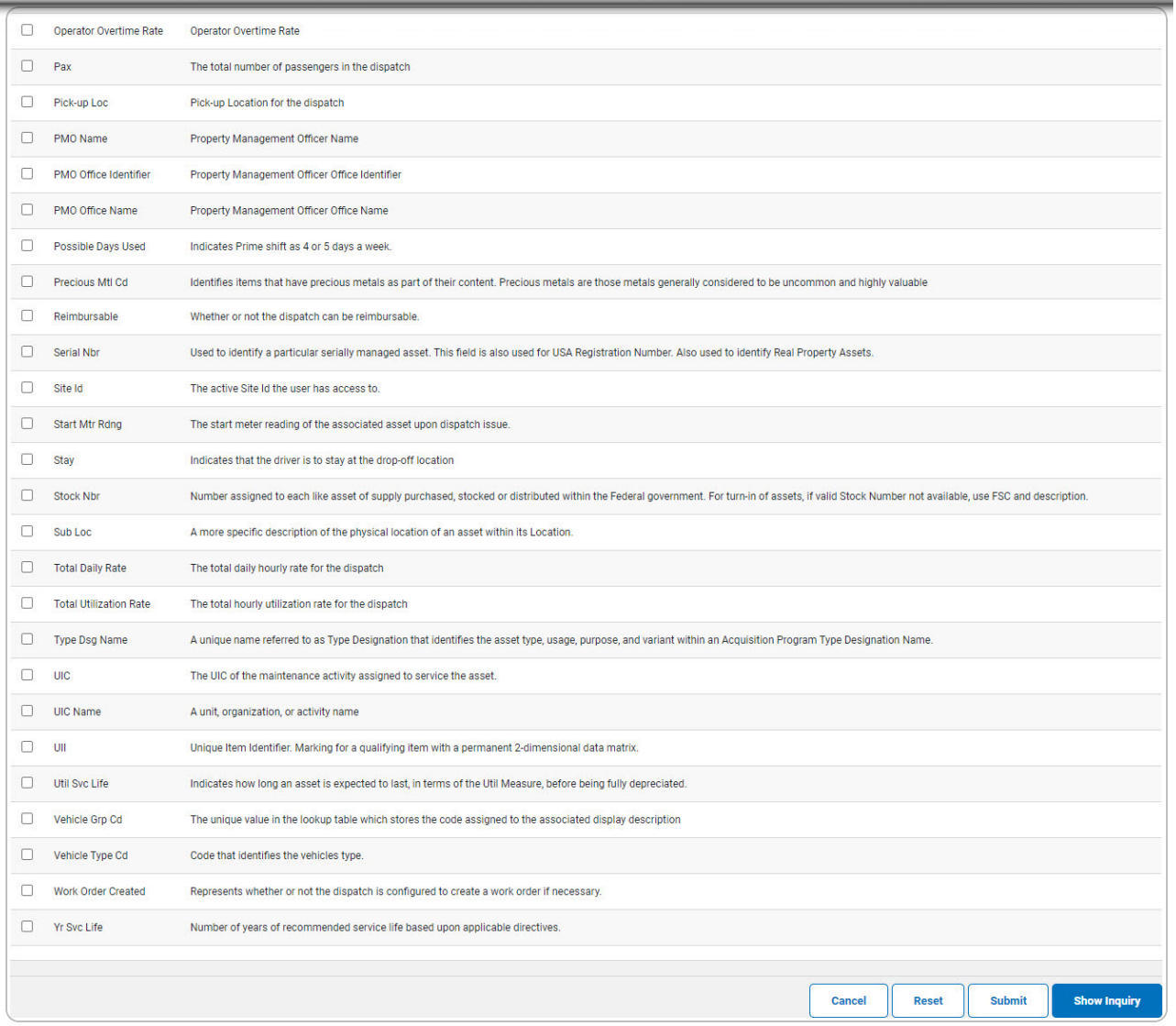
Extract Excel File ◉ Extract Text, Comma Separated File ○

Extract Id [ ] Privacy Type [Private]

Selections [ ] New Selection List

	Field	Field Description
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	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.
☑	Maint Mgt Cd	The code describing the intended use of the maintenance asset (e.g. maintenance, utilization, etc.).
☑	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Equip Pool	The maintenance equipment pool containing the asset.
☑	Dispatch Cd	Daily, Weekly, Recurring etc.
☑	Dispatch Sts	The status of the dispatch, representing whether it is requested, allocated, etc.
☑	Dispatch Id	The identifier of the dispatch.
☑	Dispatch Ctgry	The identifier of the dispatch category.
☑	Sub Ctgry	The dispatch sub-category assigned to the asset.
☑	Asset Dispatch Ctgry	The dispatch category assigned to the maintenance asset.
☑	Asset Sub Ctgry	The dispatch sub-category assigned to the maintenance asset.
☑	Dispatch Unavl Cd	The code determining whether or not a particular asset is available for dispatch.
☑	Dispatch Purpose	The reason or purpose for the dispatch.
☑	Dispatched To	The entity receiving the dispatch.
☑	Dispatcher	The entity assigning the dispatch.
☑	Customer Account Id	The customer account ID associated with the dispatch.
☑	Job Order Nbr	Job Order Number
☑	Est Issue Dt/Tm	The estimated date and time for the dispatch to occur.
☑	Issue Dt/Tm	The date and time of dispatch issue.
☑	Est Return Dt/Tm	The estimated date/time the asset of the dispatch is to return.
☑	Return Dt/Tm	The date and time of the dispatch return.
☐	Activity Cd	Used to identify a specific installation or level of funding.
☐	Agency Name	The name assigned to the agency.
☐	Bags	Indicates that passengers require space for bags
☐	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.
☐	Commitment Id	Commitment Id for the dispatch
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

☐	Days Idle	The number of days the asset was recorded as idle.
☐	Days Unavl	The number of days the asset was recorded as unavailable for use.
☐	Days Used	Asset Utilization Days Used
☐	Dispatch Ctgry Long Desc	A description of the dispatch category.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Drop-off Loc	Drop-off Location for the dispatch
☐	End Mtr Rdng	The end meter reading of the associated asset upon dispatch return.
☐	End Util Off Base	The amount of utilization recorded off-base for the associated asset.
☐	End Util On Base	The amount of utilization recorded on-base for the associated asset.
☐	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
☐	Estbd Dt/Tm	The date of the insertion of the row into the database.
☐	Fuel Cd	The main category of fuel recorded for utilization.
☐	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.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Hazmat	Indicates that the dispatch is carrying hazardous materials
☐	Fuel State Cd	The state code the fuel was acquired from for utilization
☐	Initial Dt Profiled	Date this record was assigned a maintenance management code.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	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.
☐	Loc	The information needed to locate an asset during an inventory .
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Min Obj Percent	Minimum percent of utilization.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Nbr of Passengers	Number of passengers associated with this Maint Asst Master record
☐	Nbr of Bags	Number of bags associated with this Maint Asst Master record
☐	Obj Percent Util	Desired percentage of utilization.
☐	Office Id	The name of the office where the Major Custodian is located
☐	Office Name	Description of the organization of the Major Custodian
☐	Owning UIC	The active UIC the user has access to
☐	Operator/Technician Id	Operator/Technician Id
☐	Operator Labor Category	Labor Category Id
☐	Operator Rate Type	Civilian or Military
☐	Operator Base Rate	Operator Base Rate



☐	Operator Overtime Rate	Operator Overtime Rate
☐	Pax	The total number of passengers in the dispatch
☐	Pick-up Loc	Pick-up Location for the dispatch
☐	PMO Name	Property Management Officer Name
☐	PMO Office Identifier	Property Management Officer Office Identifier
☐	PMO Office Name	Property Management Officer Office Name
☐	Possible Days Used	Indicates Prime shift as 4 or 5 days a week.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Reimbursable	Whether or not the dispatch can be reimbursable.
☐	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.
☐	Site Id	The active Site Id the user has access to.
☐	Start Mtr Rdng	The start meter reading of the associated asset upon dispatch issue.
☐	Stay	Indicates that the driver is to stay at the drop-off location
☐	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.
☐	Total Daily Rate	The total daily hourly rate for the dispatch
☐	Total Utilization Rate	The total hourly utilization rate for the dispatch
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	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 Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☐	Vehicle Type Cd	Code that identifies the vehicles type.
☐	Work Order Created	Represents whether or not the dispatch is configured to create a work order if necessary.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

Cancel Reset Submit Show Inquiry

2. Select the fields required for the inquiry. *The first 23 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an unique code identifier.*

- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an item description.*
- Verify the MAINT MGT CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance management code.*
- Verify the UTIL MEASURE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a code.*
- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a maintenance activity name.*
- Verify the EQUIP POOL contains the appropriate ☑ or ☐.*Select if the inquiry contains an equipment pool.*
- Verify the DISPATCH CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a dispatch code.*
- Verify the DISPATCH STS contains the appropriate ☑ or ☐. *Select if the inquiry contains a dispatch status.*
- Verify the DISPATCH ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a dispatch identifier.*
- Verify the DISPATCH CTGRY contains the appropriate ☑ or ☐. *Select if the inquiry contains a dispatch category.*
- Verify the SUB CTGRY contains the appropriate ☑ or ☐. *Select if the inquiry contains a subordinate category.*
- Verify the ASSET DISPATCH CTGRY contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset dispatch category.*
- Verify the ASSET SUB CTGRY contains the appropriate ☑ or ☐. *Select if the inquiry contains an asset subordinate category.*

- Verify the DISPATCH UNAVL CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a dispatch unavailable code.*
- Verify the Dispatch Purpose contains the appropriate ☑ or ☐. *Select if the inquiry contains a dispatch purpose.*
- Verify the Dispatched To contains the appropriate ☑ or ☐. *Select if the inquiry contains a receiving entity for dispatch.*
- Verify the Dispatcher contains the appropriate ☑ or ☐. *Select if the inquiry contains an assigning dispatch.*
- Verify the CUSTOMER ACCOUNT ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a customer account identifier.*
- Verify the JOB ORDER NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a job order number.*
- Verify the EST ISSUE DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains an estimated issue date/time of the dispatch.*
- Verify the ISSUE DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains an issue date/time of dispatch.*
- Verify the EST RETURN DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains an estimated return date/time of the dispatch.*
- Verify the RETURN DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains a return date/time of the dispatch.*
- Click ☐ to select the ACTIVITY CD. *Select if the inquiry contains an activity code.*
- Click ☐ to select the Agency Name. *Select if the inquiry contains an activity name.*
- Click ☐ to select the Bags. *Select if the inquiry contains bags.*
- Click ☐ to select the CAGE CD. *Select if the inquiry contains a CAGE Cd.*

- Click ☐ to select the COMMITMENT ID. *Select if the inquiry contains a commitment identifier for dispatch.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a condition code.*
- Click ☐ to select the Custodian Name. *Select if the inquiry contains a custodian name.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a custodian number.*
- Click ☐ to select the Days Idle. *Select if the inquiry contains a days idle.*
- Click ☐ to select the DAYS UNAVAL. *Select if the inquiry contains days unavailable.*
- Click ☐ to select the Days Used. *Select if the inquiry contains days used.*
- Click ☐ to select the DISPATCH CTGRY LONG DESC. *Select if the inquiry contains a long description of the dispatch category.*
- Click ☐ to select the DOD SERIAL NBR. *Select if the inquiry contains a serial number identifier.*
- Click ☐ to select the DROP-OFF LOC. *Select if the inquiry contains a drop-off location.*
- Click ☐ to select the END MTR RDNG. *Select if the inquiry contains an end meter reading of the dispatched asset during return.*
- Click ☐ to select the END UTIL OFF BASE. *Select if the inquiry contains an off-base utilization amount.*
- Click ☐ to select the END UTIL ON BASE. *Select if the inquiry contains a on-base utilization amount.*
- Click ☐ to select the EQUIP GRP CD. *Select if the inquiry contains an equipment ground code.*

- Click ☐ to select the ESTBD DT/TM. *Select if the inquiry contains an established date/time.*
- Click ☐ to select the FUEL CD. *Select if the inquiry contains a fuel code.*
- Click ☐ to select the FUEL QTY. *Select if the inquiry contains a fuel quantity.*
- Click ☐ to select the FUEL TYPE CD. *Select if the inquiry contains a particular type of fuel.*
- Click ☐ to select the Fuel Unit Cost. *Select if the inquiry contains fuel cost.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry contains a haz mat code.*
- Click ☐ to select the HAZMAT. *Select if the inquiry contains a hazmat designation.*
- Click ☐ to select the FUEL STATE CD. *Select if the inquiry contains a state code for fuel.*
- Click ☐ to select the INITIAL DT PROFILED. *Select if the inquiry contains an initial date maintenance management code.*
- Click ☐ to select the IT DEVICE CD. *Select if the inquiry contains an information technology device code.*
- Click ☐ to select the LIN/TAMCN - Catalog. *Select if the inquiry contains a LIN/TAMCN.*
- Click ☐ to select the LOC. *Select if the inquiry contains location information of the dispatched asset.*
- Click ☐ to select the MAINT LOC. *Select if the inquiry contains maintenance location of the dispatched asset*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a manufacturing year of the asset.*

- Click ☐ to select the MFR NAME. *Select if the inquiry contains a manufacturer name of the asset.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a manufacturer part number.*
- Click ☐ to select the MIN OBJ PERCENT. *Select if the inquiry contains a minimum percentage of use.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains model number information.*
- Click ☐ to select the NBR OF PASSENGERS. *Select if the inquiry contains a passenger count associated with the maintenance asset.*
- Click ☐ to select the NBR OF BAGS. *Select if the inquiry contains a bag count associated with the maintenance asset.*
- Click ☐ to select the OBJ PERCENT UTIL. *Select if the inquiry contains a goal percent of utilization.*
- Click ☐ to select the OFFICE ID. *Select if the inquiry contains an office identifier of the Major Custodian.*
- Click ☐ to select the Office Name. *Select if the inquiry contains an office name of the Major Custodian.*
- Click ☐ to select the OWNING UIC. *Select if the inquiry contains an owning unit identification code.*
- Click ☐ to select the OPERATOR/TECHNICIAN ID. *Select if the inquiry contains an operator/technician identifier.*
- Click ☐ to select the Operator Labor Category. *Select if the inquiry contains a labor category.*
- Click ☐ to select the Operator Rate Type. *Select if the inquiry contains a rate type.*

- Click ☐ to select the Operation Base Rate. *Select if the inquiry contains a base rate.*
- Click ☐ to select the Operator Overtime Rate. *Select if the inquiry contains an over-time rate.*
- Click ☐ to select the PAX. *Select if the inquiry contains the complete number of passengers in the dispatch.*
- Click ☐ to select the PICK-UP LOC. *Select if the inquiry contains a pick-up location.*
- Click ☐ to select the PMO NAME. *Select if the inquiry contains the name of the property management officer.*
- Click ☐ to select the PMO OFFICE IDENTIFIER. *Select if the inquiry contains an office identifier of the property management officer.*
- Click ☐ to select the PMO OFFICE NAME. *Select if the inquiry contains an office name of the property management officer.*
- Click ☐ to select the Possible Days Used. *Select if the inquiry contains a main shift.*
- Click ☐ to select the PRECIOUS MTL CD. *Select if the inquiry contains a precious metal designation.*
- Click ☐ to select the Reimbursable. *Select if the inquiry is reimbursable.*
- Click ☐ to select the SERIAL NBR. *Select if the inquiry contains a serial number.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains an active site identifier.*
- Click ☐ to select the START MTR RDNG. *Select if the inquiry contains a start meter reading of the dispatched asset.*
- Click ☐ to select the Stay. *Select if the inquiry contains a stay designation.*

- Click ☐ to select the STOCK NBR. *Select if the inquiry contains the stock number of an asset.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains a subordinate location.*
- Click ☐ to select the Total Daily Rate. *Select if the inquiry contains a total daily rate.*
- Click ☐ to select the Total Utilization Rate. *Select if the inquiry contains a total utilization rate.*
- Click ☐ to select the TYPE DSG NAME. *Select if the inquiry contains a type designation name.*
- Click ☐ to select the UIC. *Select if the inquiry contains an unit identification code.*
- Click ☐ to select the UIC NAME. *Select if the inquiry contains an unit identification code name.*
- Click ☐ to select the UII. *Select if the inquiry contains an unique item identifier.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains an utilization service life length.*
- Click ☐ to select the VEHICLE GRP CD. *Select if the inquiry contains a vehicle group code.*
- Click ☐ to select the VEHICLE TYPE CD. *Select if the inquiry contains a vehicle type code.*
- Click ☐ to select the Work Order Created. *Select if the inquiry contains a configured designation to create a work order.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains a recommended service life designation.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Inquiry — Criteria
- Search for a Dispatch Inquiry — Results
- View the Dispatch Inquiry Detail — Basic
- View the Dispatch Inquiry Detail — Attachment
- View the Dispatch Inquiry Transaction Status
- Export the Dispatch Inquiry Transaction Status

View the Dispatch Inquiry Detail — Basic

Overview

The Dispatch Inquiry Detail — Basic process displays the dispatch record of the selected inquiry.

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Dispatch Inquiry Detail — Basic page

Page Fields

The following fields display on the **Dispatch Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Dispatch Inquiry — Basic Detail

Dispatch Id
Dispatch Ctgry
Dispatch Ctgry Long Desc
Dispatcher
Equip Pool

Asset Id
Stock Nbr
Dispatch Cd
Dispatch Unavl Cd
Est Issue Dt/Tm
Est Return Dt/Tm
Start Mtr Rdng
Maint Mgt Cd
Work Order Created
Operator Name
Operator Labor Category
Operator Rate Type
Dispatch Purpose
Sub Ctgry
Status
Dispatched To
Estbd Dt/Tm
Serial Nbr
Item Desc
Customer Account Id
Reimbursable
Issue Dt/Tm
Return Dt/Tm
End Mtr Rdng
Primary Maint Loc
Job Order Nbr
Operator Base Rate
Operator Overtime Rate

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

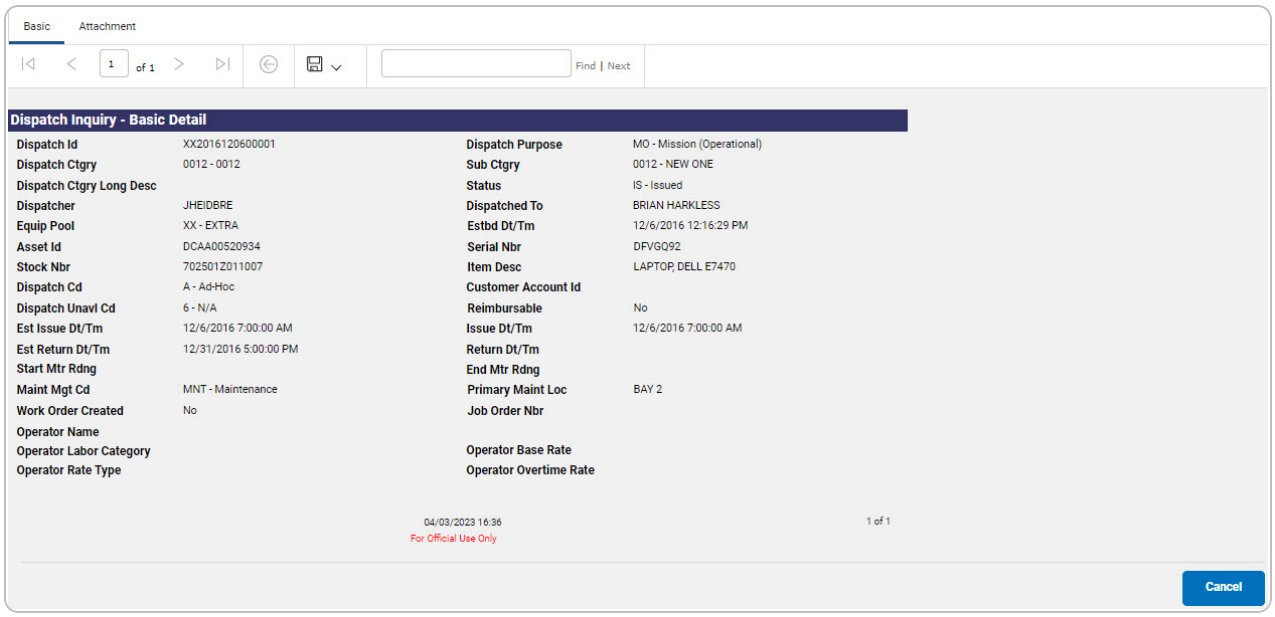
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Inquiry Detail — Basic

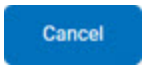
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Basic Detail tab.*



A. *Verify the DISPATCH ID.*
B. *Verify the DISPATCH CTGRY.*
C. *Verify the DISPATCH CTGRY LONG DESC.*
D. *Verify the Dispatcher.*
E. *Verify the EQUIP POOL.*
F. *Verify the ASSET ID.*
G. *Verify the STOCK NBR.*
H. *Verify the DISPATCH CD.*
I. *Verify the DISPATCH UNAVL CD.*
J. *Verify the EST ISSUE DT/TM.*
K. *Verify the EST RETURN DT/TM.*
L. *Verify the START MTR RDNG.*
M. *Verify the MAINT MGT CD.*

N. *Verify the Work Order Created.*
O. *Verify the Operator Name.*
P. *Verify the Operator Labor Category.*
Q. *Verify the Operator Rate Type.*
R. *Verify the Dispatch Purpose.*
S. *Verify the SUB CTGRY.*
T. *Verify the Status.*
U. *Verify the Dispatched To.*
V. *Verify the ESTBD DT/TM.*
W. *Verify the Serial Nbr.*
X. *Verify the ITEM DESC.*
Y. *Verify the CUSTOMER ACCOUNT ID.*
Z. *Verify the Reimbursable.*
AA. *Verify the ISSUE DT/TM.*
AB. *Verify the RETURN DT/TM.*
AC. *Verify the END MTR RDNG.*
AD. *Verify the PRIMARY MAINT LOC.*
AE. *Verify the JOB ORDER NBR.*
AF. *Verify the Operator Base Rate.*
AG. *Verify the Operator Overtime Rate.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select 

. *The **Dispatch Inquiry — Criteria** page appears*.

   OR

   Select the Attachment tab. *The **Dispatch Inquiry Detail — Attachment** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Inquiry — Criteria
- Search for a Dispatch Inquiry — Results
- Select Fields for the Dispatch Inquiry
- View the Dispatch Inquiry Detail — Attachment
- View the Dispatch Inquiry Transaction Status
- Export the Dispatch Inquiry Transaction Status

View the Dispatch Inquiry Detail — Attachment

Overview

The Dispatch Inquiry Detail — Attachment process displays the attachments of the selected dispatch.

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Attachment tab > Dispatch Inquiry Detail — Attachment page

Page Fields

The following fields display on the **Dispatch Inquiry Detail — Attachment** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Dispatch Inquiry — Attachment Detail

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Dispatch Inquiry Detail — Attachment

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

1. *Verify the Attachment Detail tab.*

2. Select the desired attachment to verify the Dispatch Inquiry - Attachment.
3. Follow the prompts provided by the computer.
4. Select Cancel. *The* ***Search for a Dispatch Inquiry — Criteria*** *page appears*.

   OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Inquiry — Criteria
- Search for a Dispatch Inquiry — Results
- Select Fields for the Dispatch Inquiry
- View the Dispatch Inquiry Detail — Basic
- View the Dispatch Inquiry Transaction Status
- Export the Dispatch Inquiry Transaction Status

View the Dispatch Inquiry Transaction Status

Overview

The Dispatch Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Dispatch Inquiry Transaction Status page

Page Fields

The following fields display on the **Dispatch Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

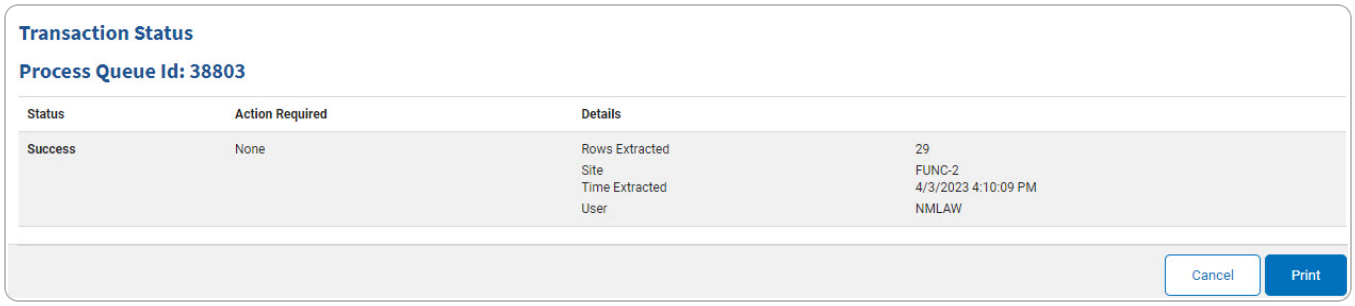
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Dispatch Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Dispatch Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Dispatch Inquiry — Criteria
- Search for a Dispatch Inquiry — Results
- Select Fields for the Dispatch Inquiry
- View the Dispatch Inquiry Detail — Basic
- View the Dispatch Inquiry Detail — Attachment
- Export the Dispatch Inquiry Transaction Status

Export the Dispatch Inquiry Transaction Status

Overview

The Dispatch Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Utilization > Dispatch > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Dispatch Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Dispatch Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

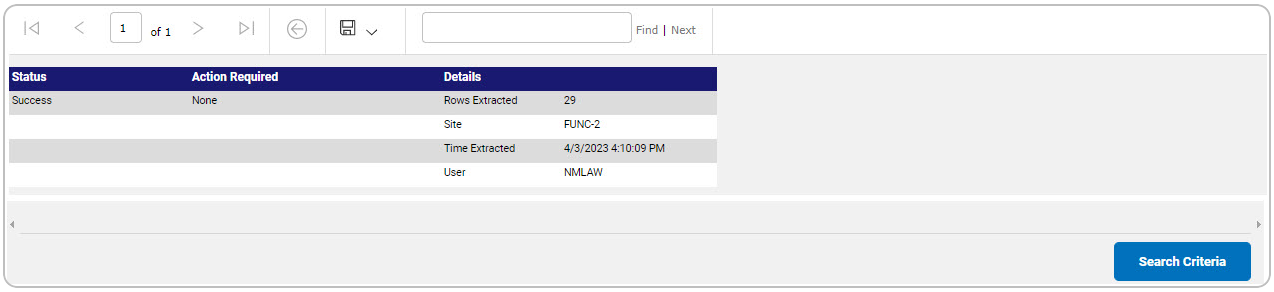
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Dispatch 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Dispatch Inquiry — Criteria** page appears.*

Related Topics

- Search for a Dispatch Inquiry — Criteria
- Search for a Dispatch Inquiry — Results
- Select Fields for the Dispatch Inquiry
- View the Dispatch Inquiry Detail — Basic
- View the Dispatch Inquiry Detail — Attachment
- View the Dispatch Inquiry Transaction Status

Search for a Contractor Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Contractor Inquiry process provides the ability to search for Contractors.

Navigation

Inquiries > Master Data > Contractor > Contractor Inquiry Search Criteria page

Page Fields

The following fields display on the **Contractor Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
13	Select "Reset" button to clear data.
56	Select "Like" from selection box for wildcard search.
92	Date format must be MM/DD/YYYY.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

278	Maximum of 500 records will be retrieved for processing
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

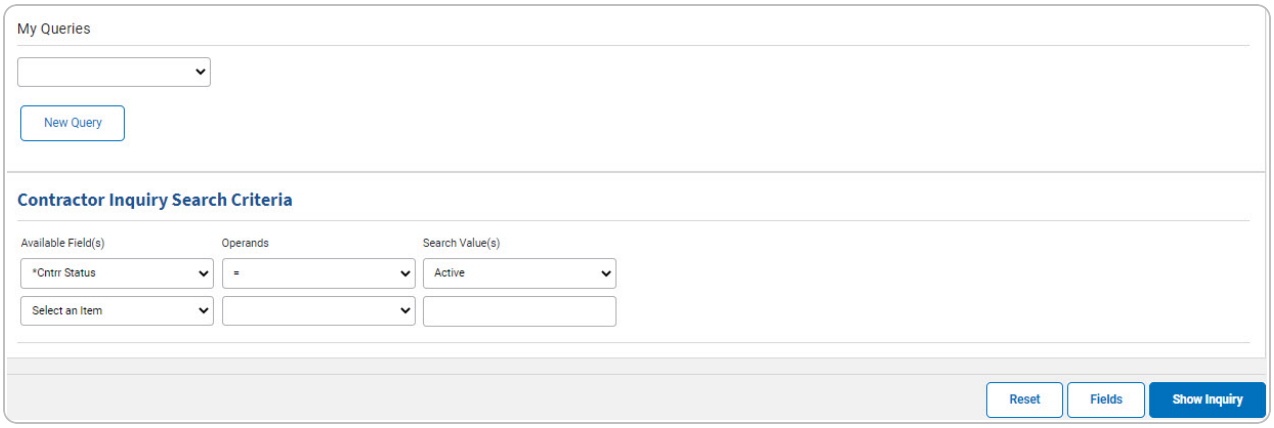
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Contractor 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 (CNTRR Status) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

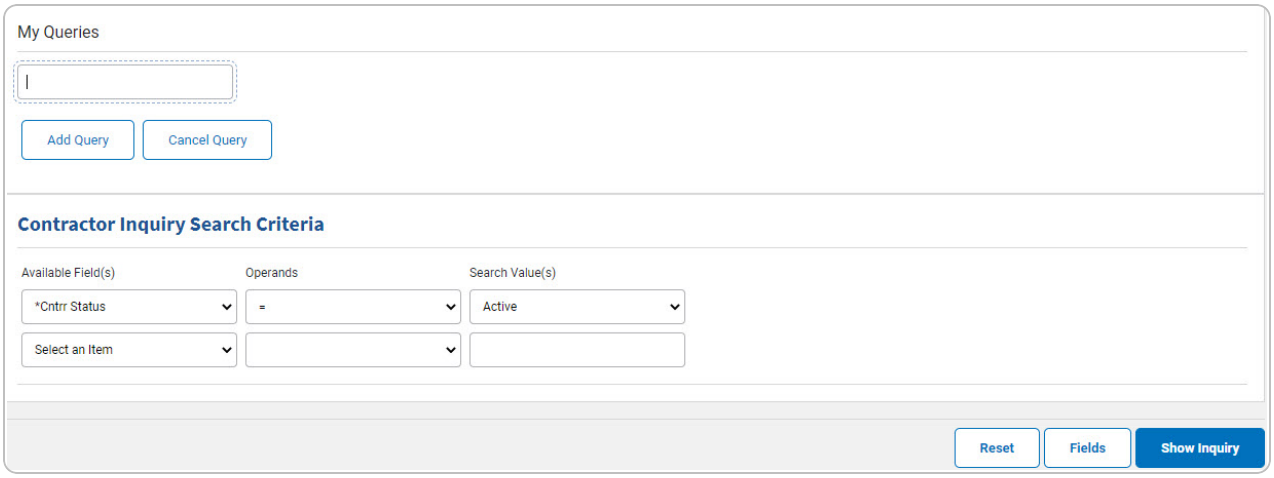
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Contractor 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.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. 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.*

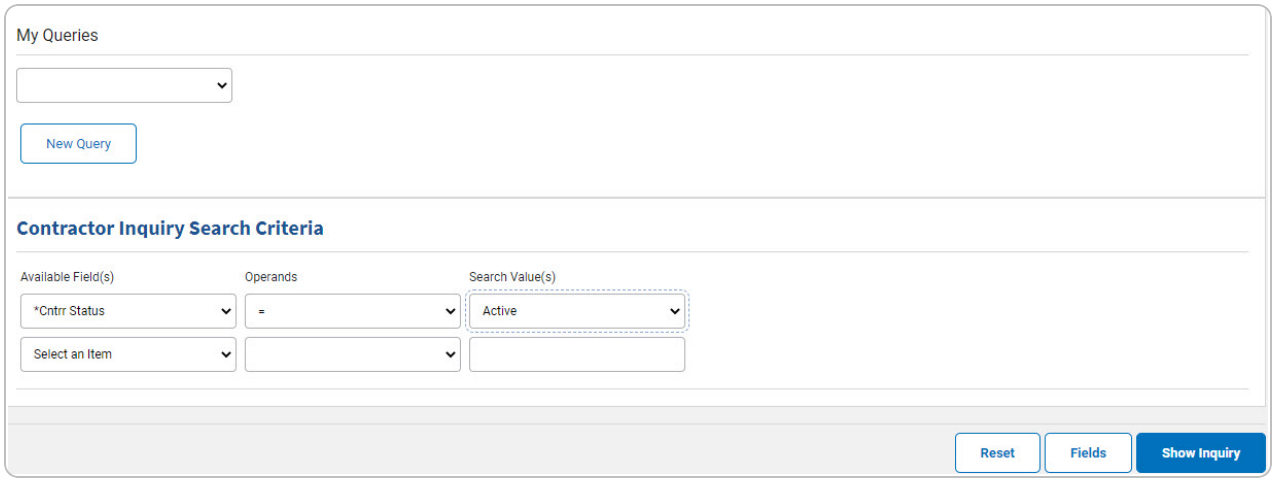
   Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*
5.

OR

Select Show Inquiry. *The* ***Contractor 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.*



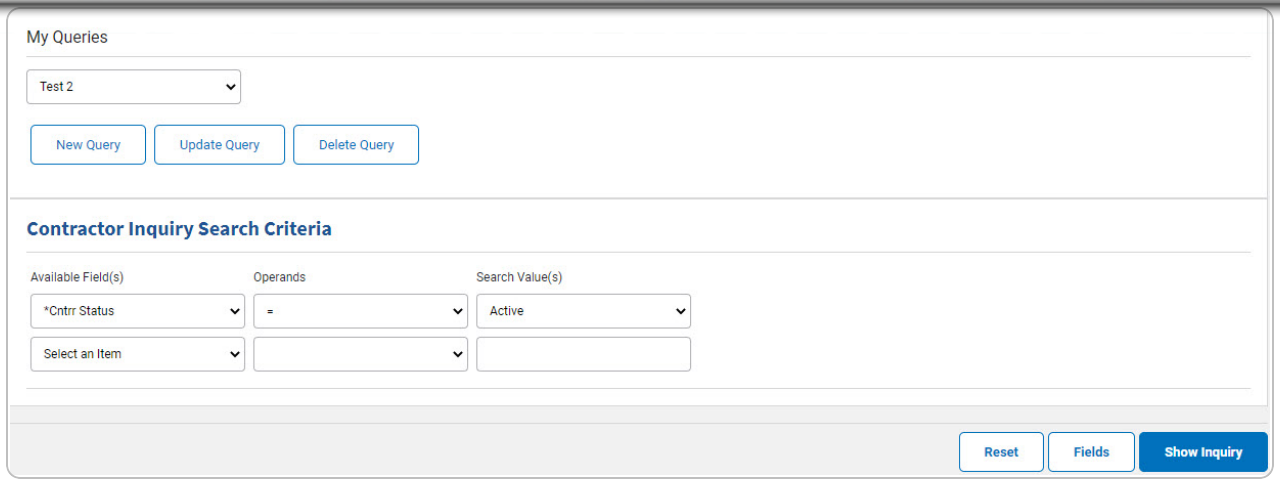
Select Fields. *The* ***Contractor Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Contractor 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.*



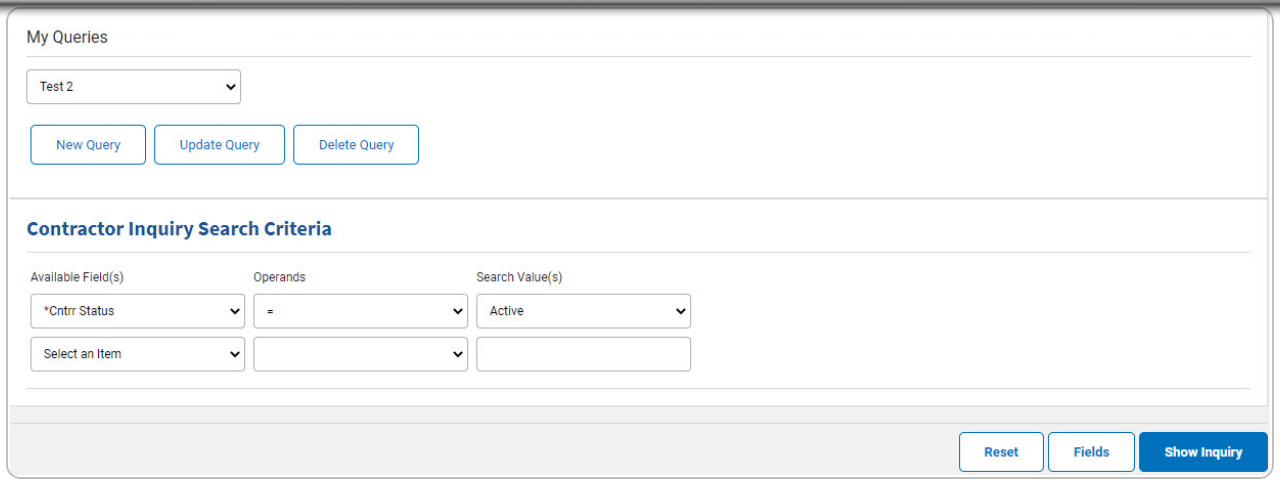
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Contractor 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status

- Export the Contractor Inquiry Transaction Status

Search for a Contractor Inquiry — Results

Overview

The Contractor Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Contractor Inquiry Search Results page

Page Fields

The following fields display on the **Contractor Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
Site Id
Agency Cd
Agency Name
CAGE Cd
Phone Nbr
Division Name
DoDAAC
Cntrr Name
Address 1
Address 2
City
State Cd
ZIP Cd
Country Cd
DSN
E-Mail Address
FAX Nbr
Tran Cd
Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By
Remarks
Cntrr Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

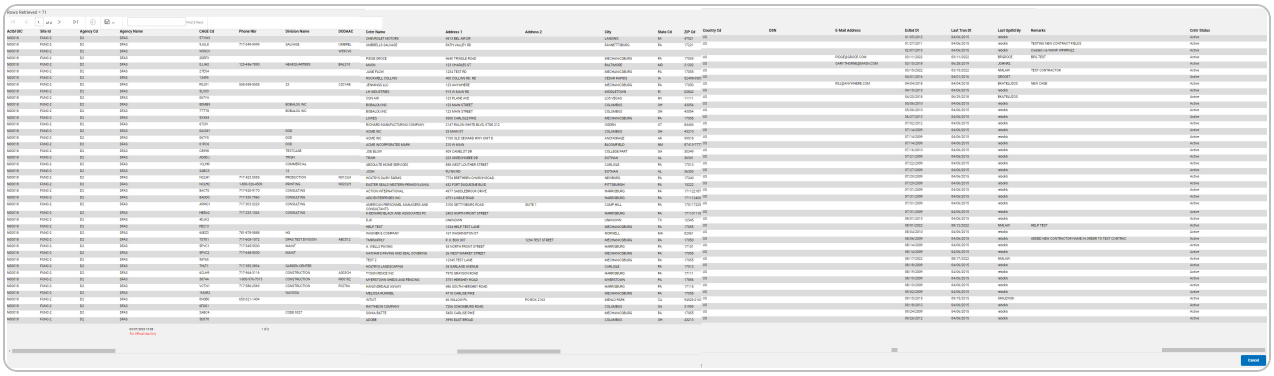
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contractor 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Search for a Contractor 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 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 Contractor Detail

Select the desired Contractor row. *The* ***Contractor Inquiry Detail — Basic*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

View the Contractor Inquiry Detail — Basic

Overview

The Contractor Inquiry Detail — Basic process displays the contractor record of the selected inquiry.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contractor Inquiry Detail — Basic page

Page Fields

The following fields display on the **Contractor Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Contractor Inquiry — Basic Detail

CAGE Cd
Cntrr Name
Division Name
Address 1

City
ZIP Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Site Id
Agency Cd
DoDAAC
Phone Nbr
Address 2
State Cd
Country Cd
Cntrr Status
Last Updtd By
Actbl UIC
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

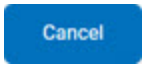
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

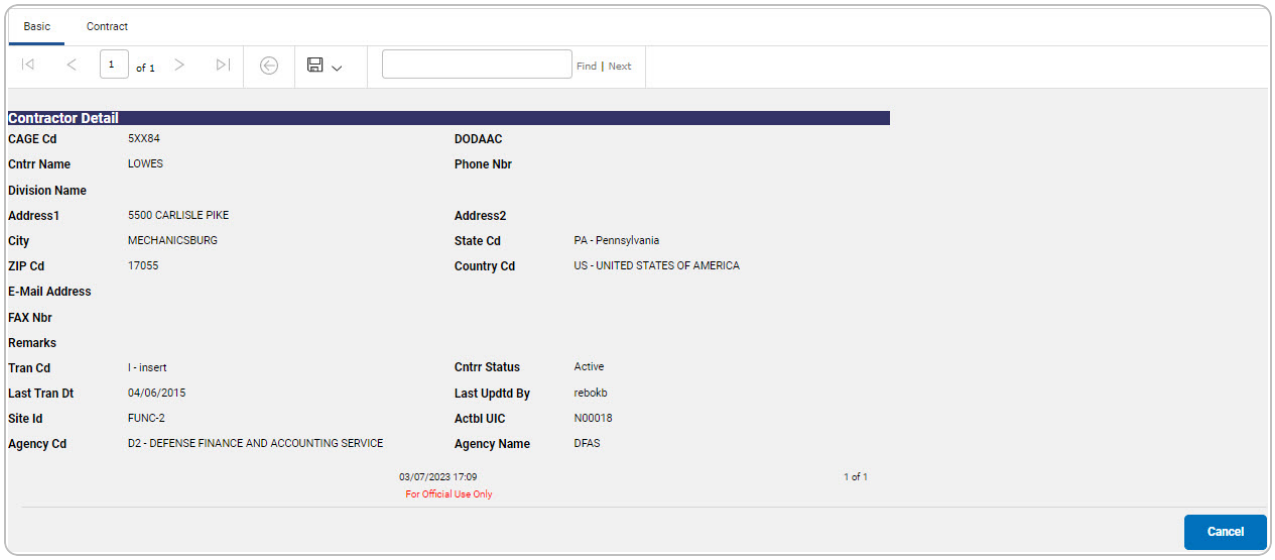
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contractor Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*



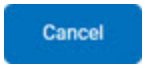
A. *Verify the CAGE CD.*
B. *Verify the CNTRR NAME.*
C. *Verify the Division Name.*
D. *Verify the Address 1.*
E. *Verify the City.*
F. *Verify the ZIP CD.*
G. *Verify the E-MAIL Address.*
H. *Verify the FAX NBR.*
I. *Verify the Remarks.*
J. *Verify the TRAN CD.*
K. *Verify the LAST TRAN DT.*
L. *Verify the SITE ID.*
M. *Verify the AGENCY CD.*
N. *Verify the DODAAC.*
O. *Verify the PHONE NBR.*
P. *Verify the Address 2.*
Q. *Verify the STATE CD.*
R. *Verify the COUNTRY CD.*

S. *Verify the CNTRR STATUS.*

T. *Verify the LAST UPDTD BY.*

U. *Verify the ACTBL UIC.*

V. *Verify the Agency Name.*

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

   OR

   Select the Contract tab. *The **Contractor Inquiry Detail — Contract** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

View the Contractor Inquiry Detail — Contract

Overview

The Contractor Inquiry Detail — Contract process displays the contract record of the selected contractor.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Contract tab > Contractor Inquiry Detail — Contract page

Page Fields

The following fields display on the **Contractor Inquiry Detail — Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Contractor Inquiry — Contract Detail

Cntr Nbr
Cntr Use Cd
Cntr Typ Cd

Dlvry Ord Nbr
Start Dt
Expr Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn
Cntr Admn DoDAAC
Cntr Admn Phone Nbr
Prop Admn
Prop Admn Phone Nbr
Prop Admn E-mail
Remarks
Tran Cd
Last Tran Dt/Tm
Last Updtd By
Site Id
Actbl UIC
Agency Cd
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

of 1	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

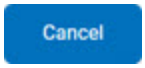
Click the following link to display M&U Navigation Tips.

Export the Contractor 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 Basic Detail tab.*

A. *Verify the CNTR NBR.*
B. *Verify the CNTR USE CD.*
C. *Verify the CNTR TYP CD.*
D. *Verify the DLVY ORD NBR.*
E. *Verify the START DT.*
F. *Verify the EXPR DT.*
G. *Verify the CNTR STATUS.*
H. *Verify the ISSUING OFC DODAAC.*
I. *Verify the ISSUING POC.*
J. *Verify the ISSUING PHONE NBR.*
K. *Verify the CNTR ADMN.*
L. *Verify the CNTR ADMN DODAAC.*
M. *Verify the CNTR ADMN PHONE NBR.*
N. *Verify the PROP ADMN.*
O. *Verify the PROP ADMN PHONE NBR.*
P. *Verify the PROP ADMN E-MAIL.*
Q. *Verify the Remarks.*
R. *Verify the TRAN CD.*
S. *Verify the LAST TRAN DT/TM.*
T. *Verify the LAST UPDTD BY.*
U. *Verify the SITE ID.*
V. *Verify the ACTBL UIC.*
W. *Verify the AGENCY CD.*
X. *Verify the Agency Name.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select 

. *The **Contractor Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Contractor Inquiry Detail — Basic** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

Select Fields for the Contractor Inquiry

Overview

The Contractor Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Fields > Contractor Inquiry Fields Selection page

Page Fields

The following fields display on the **Contractor Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Actbl UIC
Site Id
Agency Cd
Agency Name
CAGE Cd
Phone Nbr
Division Name
DoDAAC
Cntrr Name
Address 1
Address 2
City
State Cd
ZIP Cd
Country Cd
DSN
E-Mail Address
FAX Nbr
Tran Cd
Estbd By

Estbd Dt
Last Tran Dt
Last Updtd By
Remarks
Cntrr Status

Procedures

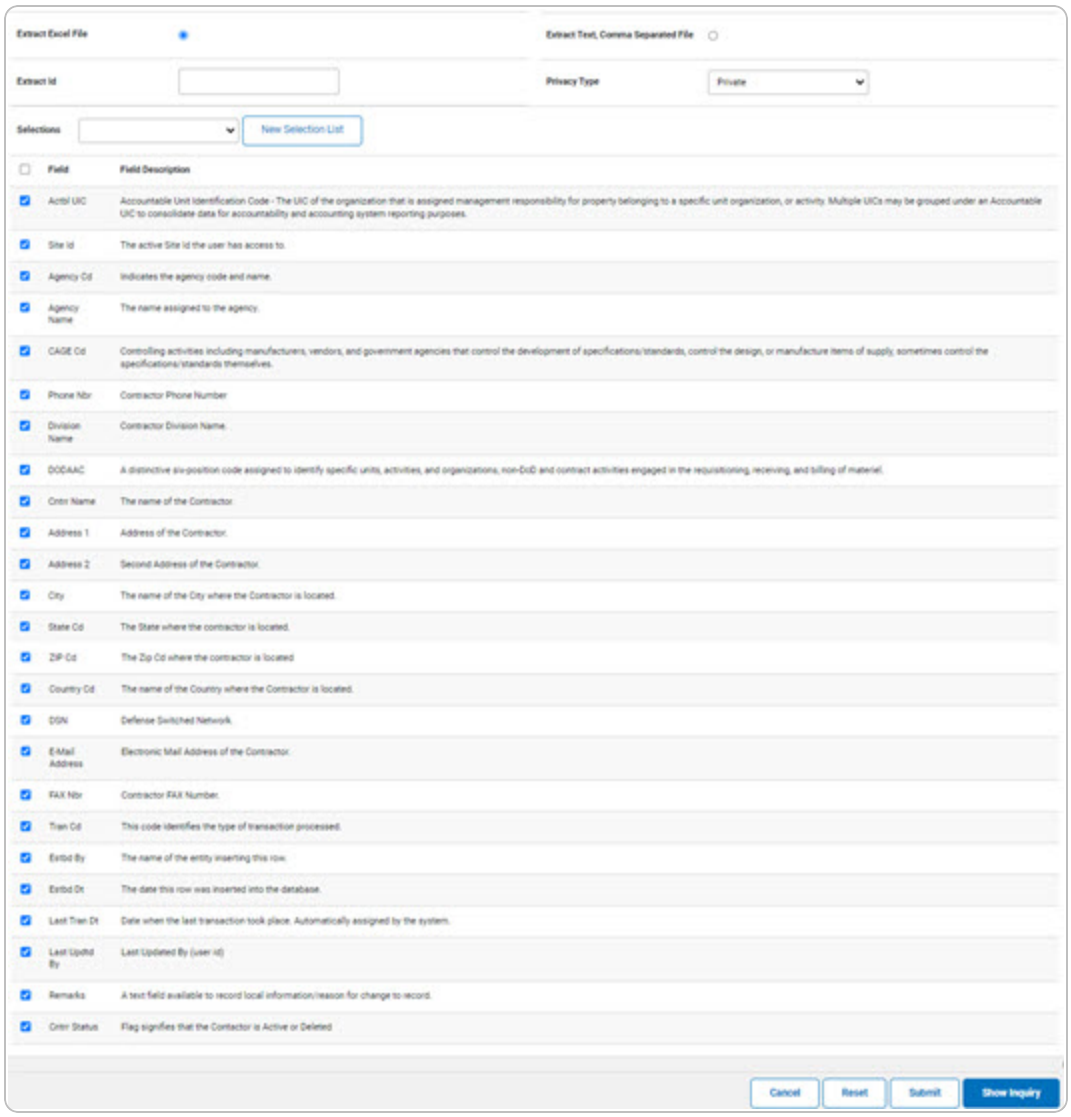
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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* ***Contractor 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

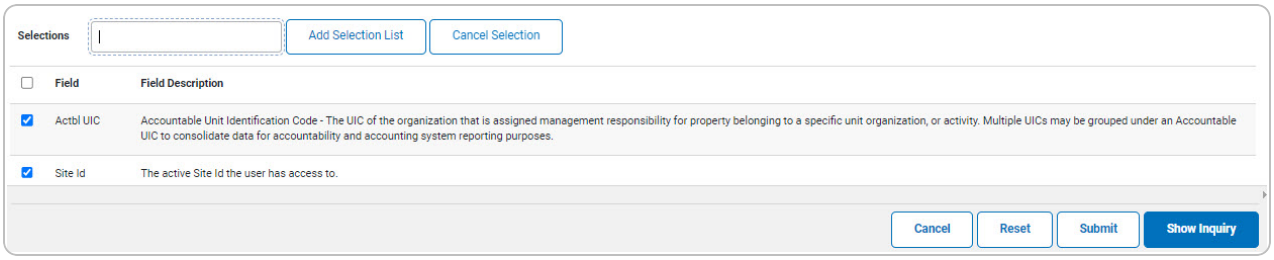
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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.

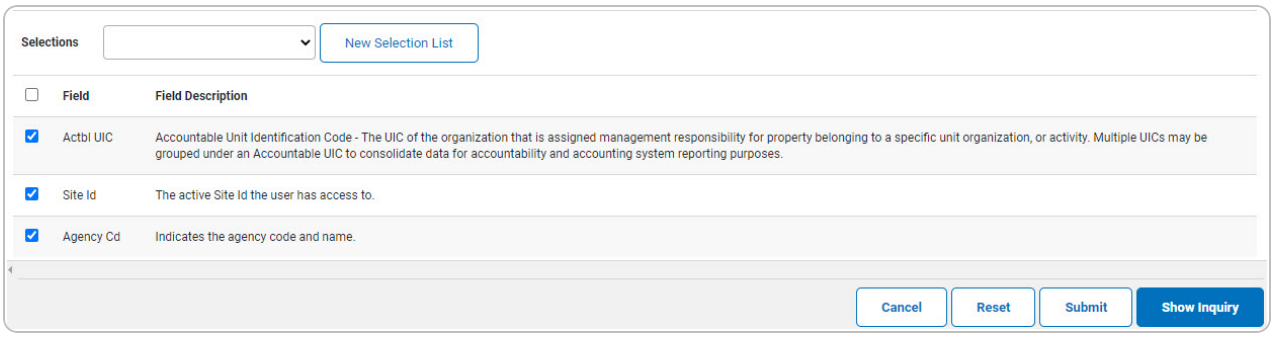
   Select Show Inquiry for small volumes of data. *The **Contractor Inquiry — Results** page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

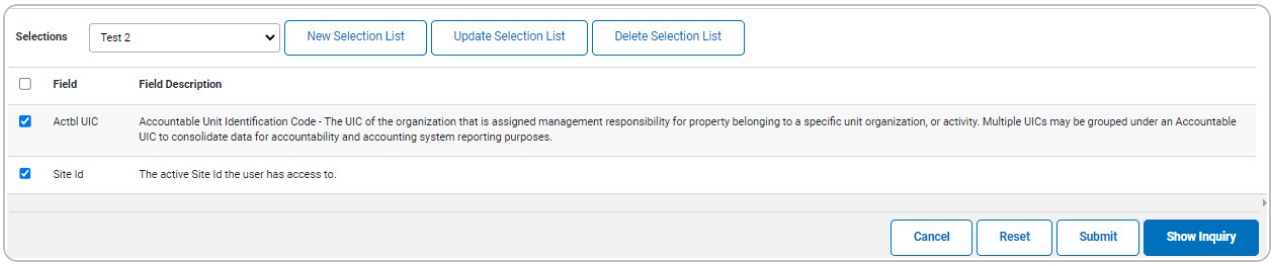
   Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Contractor 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

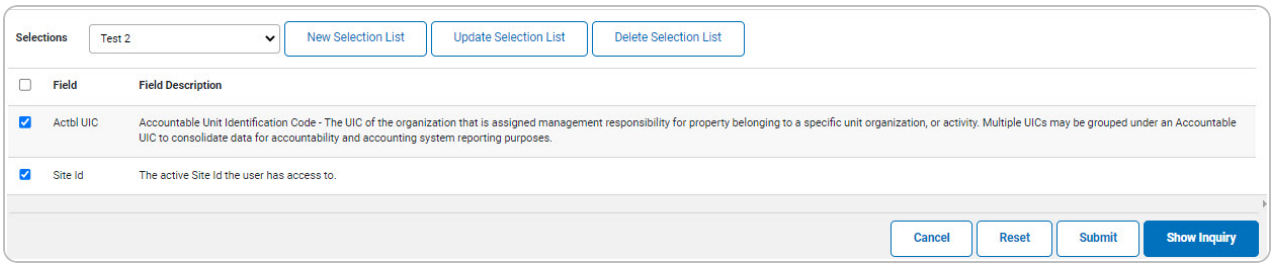
   Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Contractor 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.

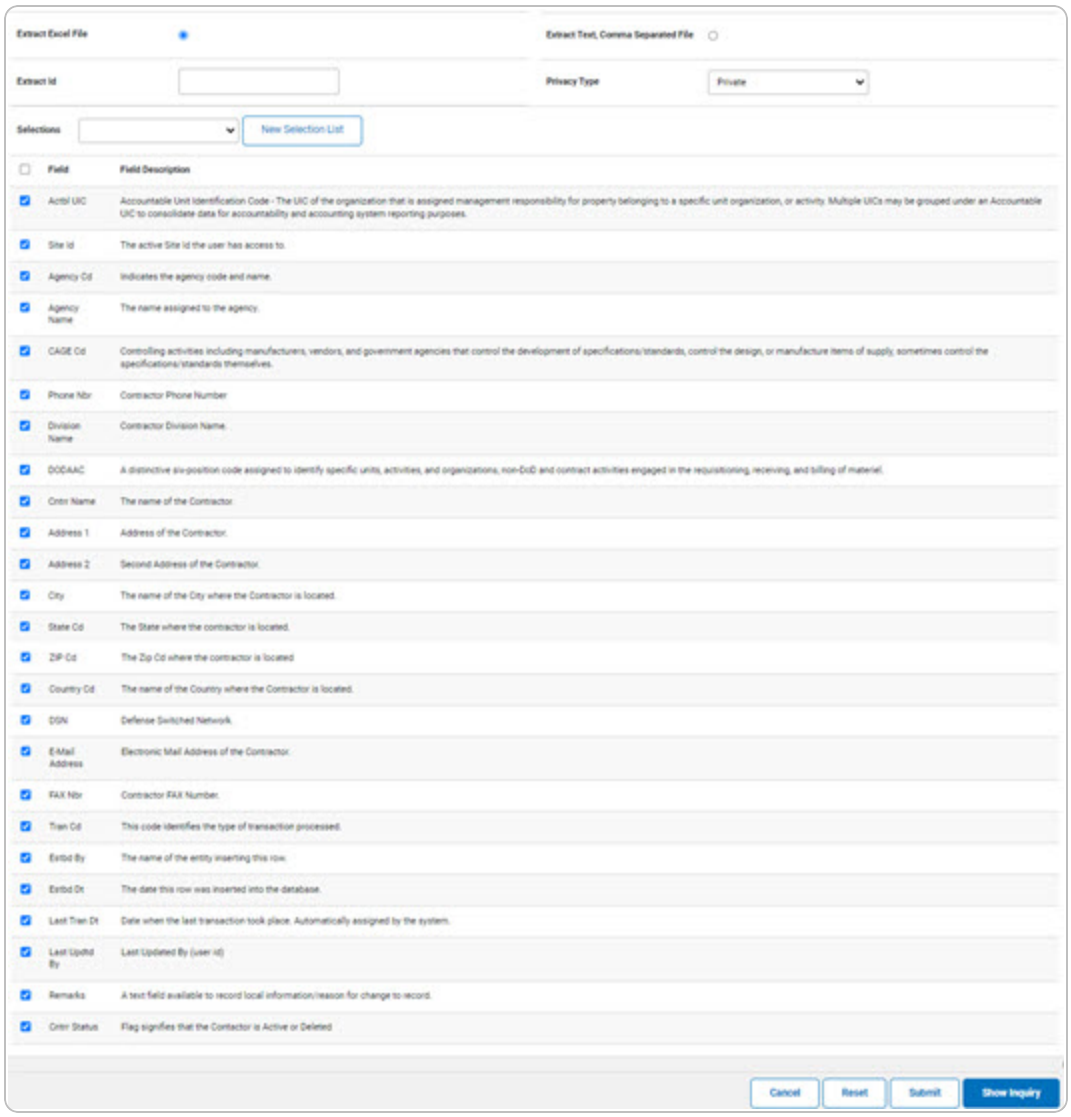


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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* ***Contractor Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 25 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.

- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the data contains an ACTBL UIC.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*
- Verify the CAGE CD contains the appropriate ☑ or ☐. *Select if the inquiry has a CAGE CD.*
- Verify the PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PHONE NBR.*
- Verify the Division Name contains the appropriate ☑ or ☐.*Select if the inquiry contains a division name.*
- Verify the DODAAC contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRR NAME.*
- Verify the Address 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains an address.*
- Verify the Address 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains an address.*
- Verify the City contains the appropriate ☑ or ☐. *Select if the inquiry contains a city.*
- Verify the STATE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a STATE CD.*

- Verify the ZIP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a ZIP CD.*
- Verify the COUNTRY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a COUNTRY CD.*
- Verify the DSN contains the appropriate ☑ or ☐. *Select if the inquiry contains a DSN.*
- Verify the E-MAIL Address contains the appropriate ☑ or ☐. *Select if the inquiry contains an E-MAIL address.*
- Verify the FAX NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAX NBR.*
- Verify the TRANS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRANS CD.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains an ESTBD BY designation.*
- Verify the ESTBD DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ESTBD DT.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an LAST TRAN DT.*
- Verify the LAST UPDTD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST UPDTD BY designation.*
- Verify the Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains a remark.*
- Verify the CNTRR STATUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a remark.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

View the Contractor Inquiry Transaction Status

Overview

The Contractor Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data> Contractor > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Contractor Inquiry Transaction Status page

Page Fields

The following fields display on the **Contractor Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

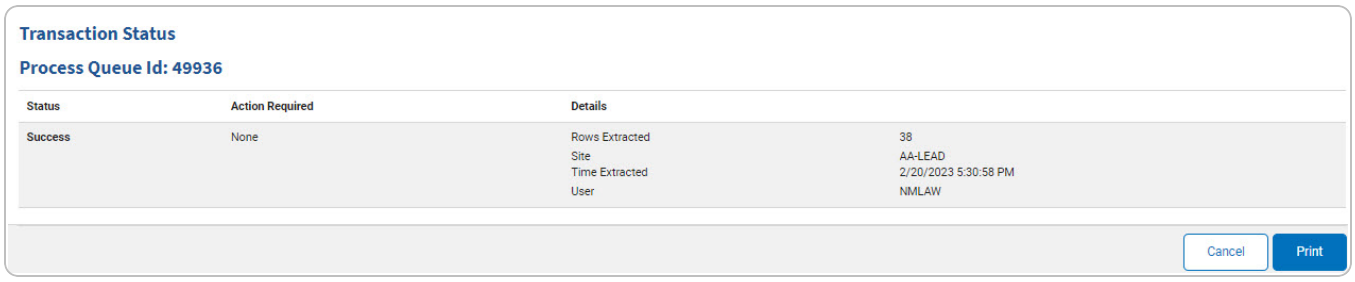
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Contractor Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Contractor Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- Export the Contractor Inquiry Transaction Status

Export the Contractor Inquiry Transaction Status

Overview

The Contractor Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Contractor Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Contractor Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

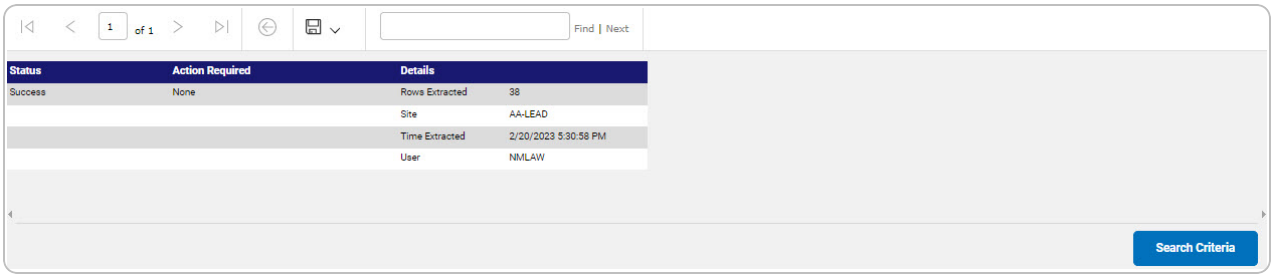
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contractor Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Contractor 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Contractor Inquiry — Criteria** page appears.*

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status

Search for a Contract Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Contract Inquiry process provides the ability to search for Contracts.

Navigation

Inquiries > Master Data > Contract > Contract Inquiry Search Criteria page

Page Fields

The following fields display on the **Contract Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
13	Select "Reset" button to clear data.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
92	Date format must be MM/DD/YYYY.

278	Maximum of 500 records will be retrieved for processing
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

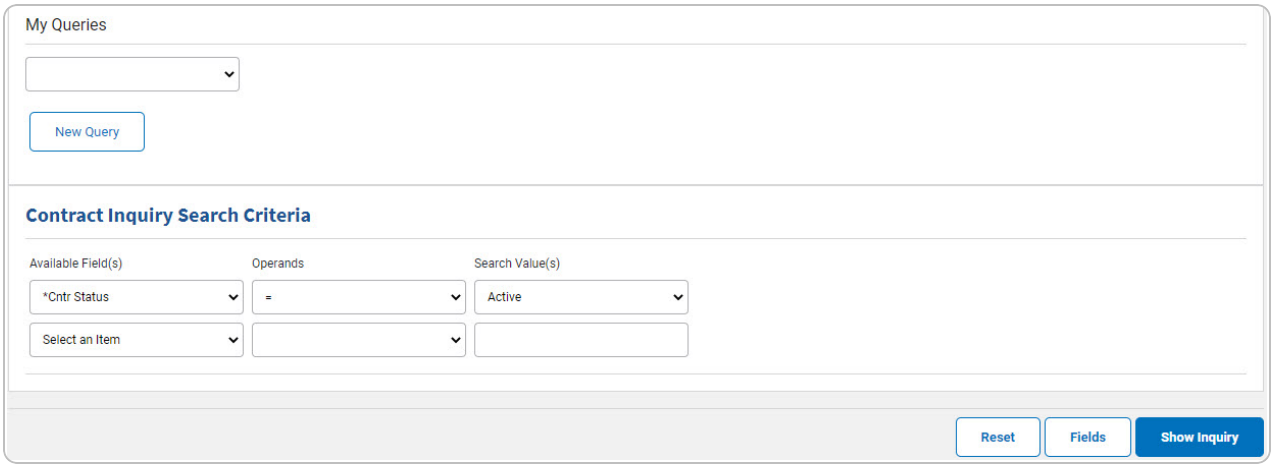
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Contract 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 (CNTR Status) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

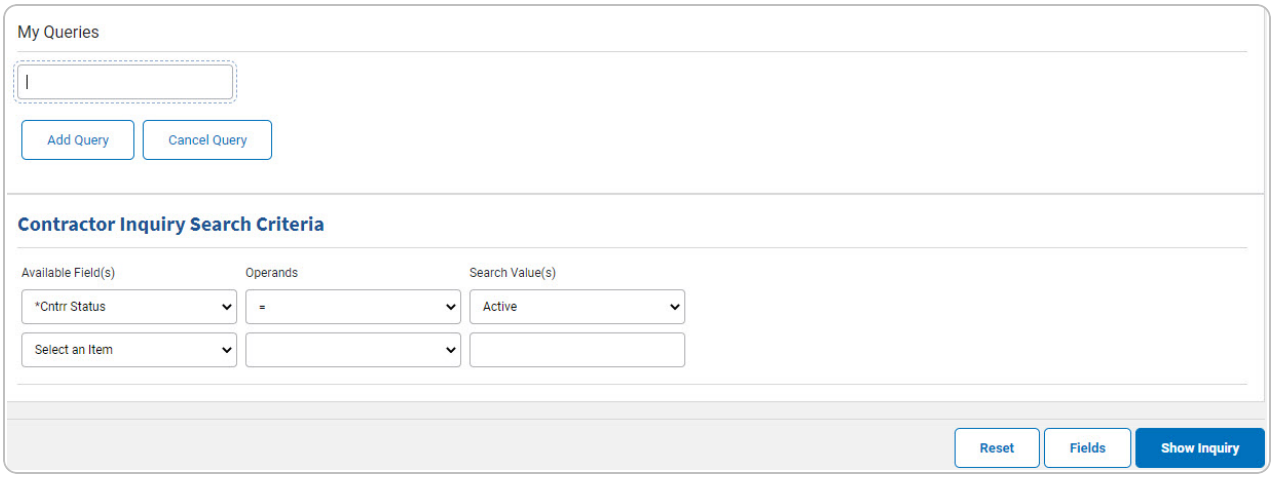
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Contract 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.*



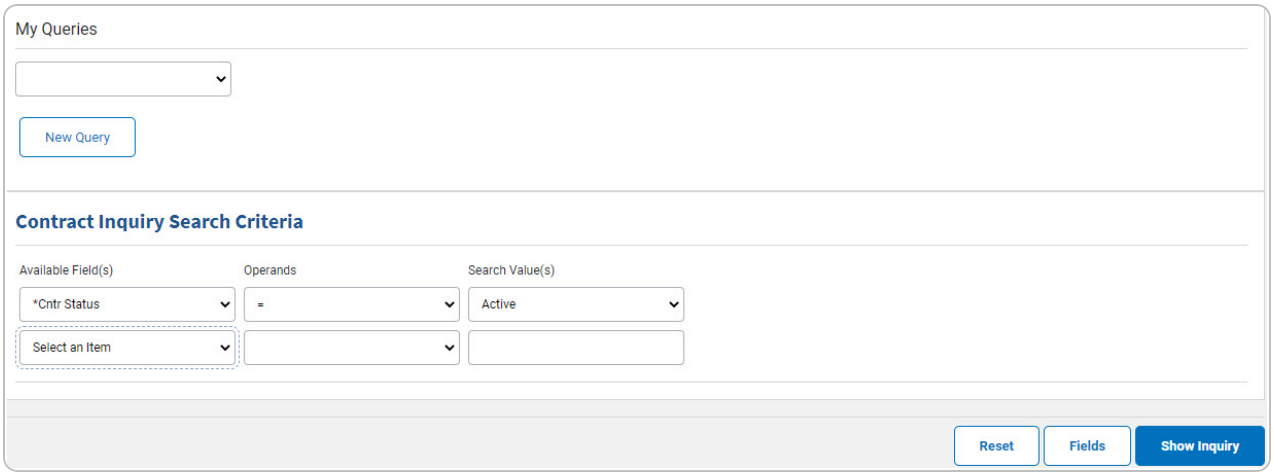
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The* ***Contract 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.*



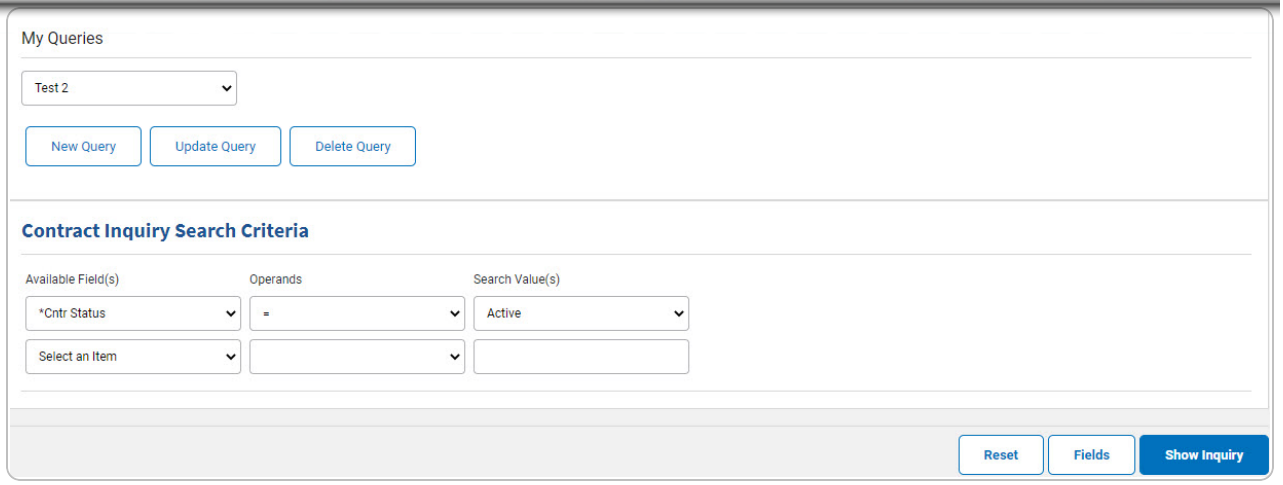
Select Fields. *The* ***Contract Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Contract 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.*



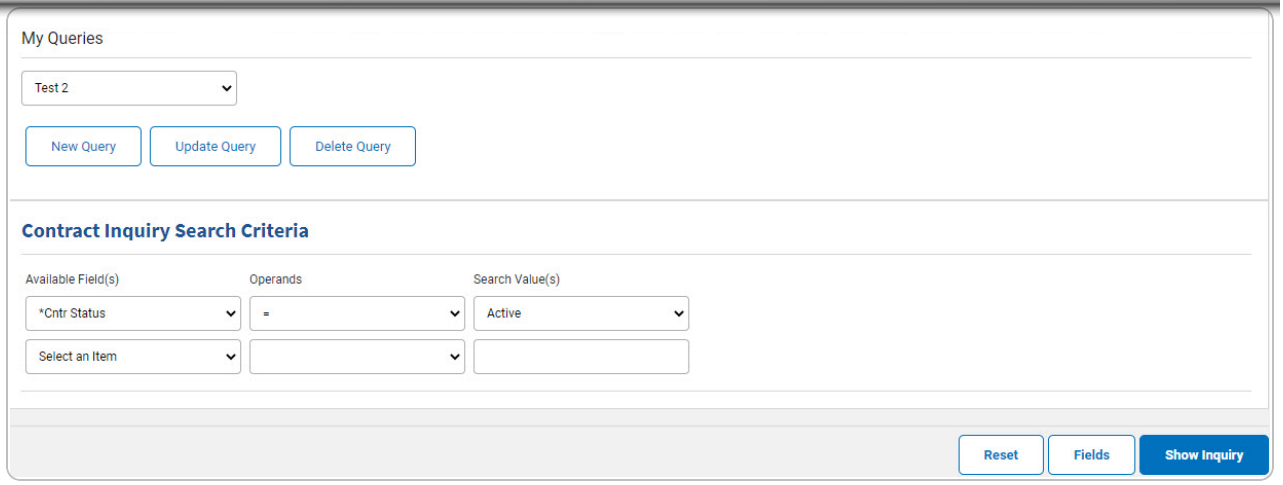
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Contract 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History

- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

Search for a Contract Inquiry — Results

Overview

The Contract Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Contract Inquiry Search Results page

Page Fields

The following fields display on the **Contract Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Cntrr Name
Dlvy Ord Nbr
Start Dt
Expr Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn
Cntr Admn Phone Nbr
Cntr Admn DoDAAC
Prop Admn
Prop Admn Phone Nbr
Prop Admn E-mail
Remarks
Tran Cd
Estbd By
Last Tran Dt
Last Updtd By
Site Id
Actbl UIC
Agency Cd
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

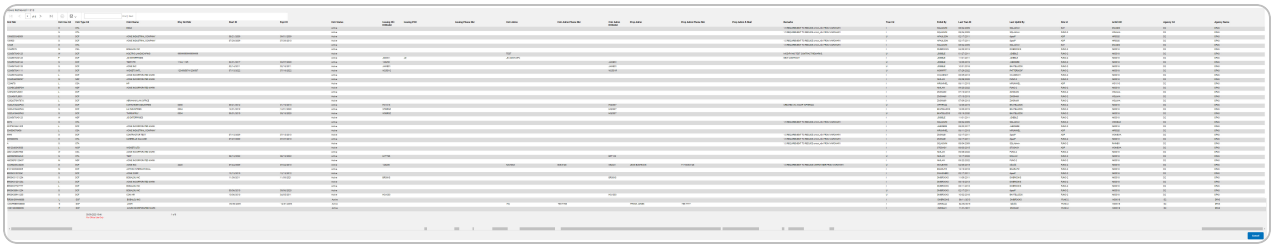
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contractor 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.*



2. Follow the prompts provided by the computer.

> **Note**
>
> To reach the optional fields, refer to the Contract Inquiry — Field Selection page.

3. Select Cancel. *The* ***Contract 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 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 Contract Detail

Select the desired Contract row. *The* ***Contract Inquiry Detail — Basic*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Detail — Basic

Overview

The Contract Inquiry Detail — Basic process displays the basic contract record of the selected inquiry.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contract Inquiry Detail — Basic page

Page Fields

The following fields display on the **Contract Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Contract Inquiry — Basic Detail

Cntr Nbr
Cntr Typ Cd
Start Dt
Cntr Status

Issuing POC
Cntr Admn
Cntr Admn Phone Nbr
Prop Admn Phone Nbr
Remarks
Tran Cd
Last Updtd
Actbl UIC
Agency Name
Cntr Use Cd
Dlvry Ord Nbr
Expr Dt
Issuing Ofc DoDAAC
Issuing Phone Nbr
Cntr Admn DoDAAC
Prop Admn
Prop Admn E-mail
Last Tran Dt
Site Id
Agency Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

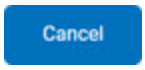
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

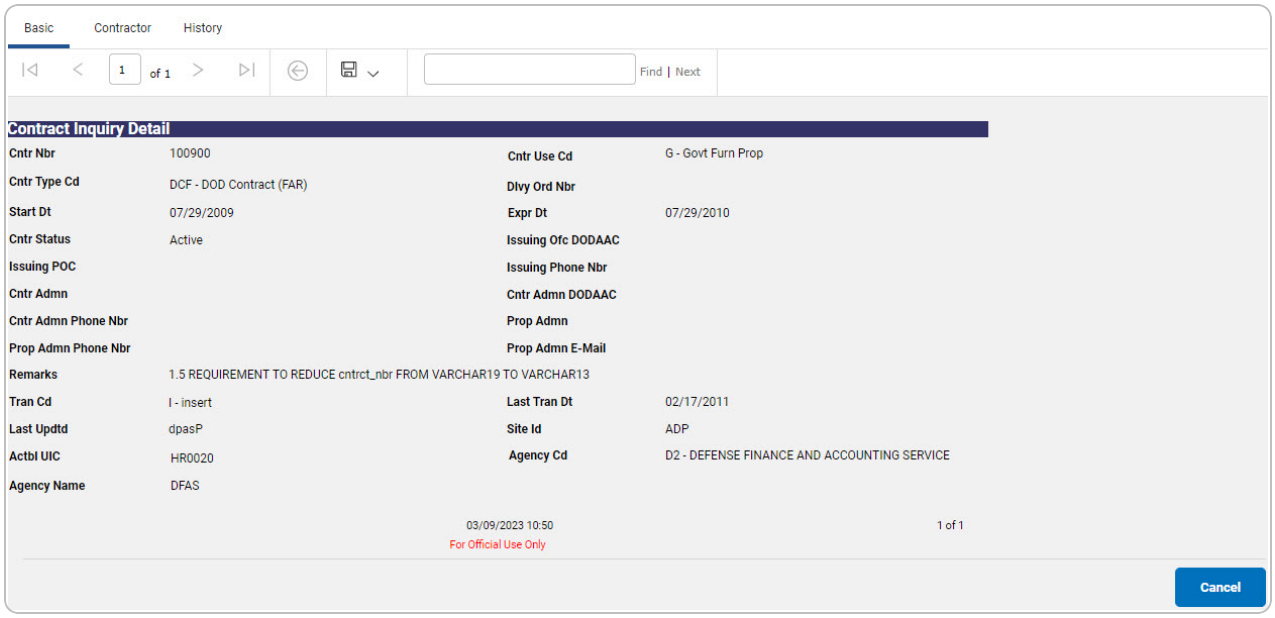
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contract Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*



A. *Verify the CNTR NBR.*
B. *Verify the CNTR TYP CD.*
C. *Verify the START DT.*
D. *Verify the CNTR STATUS.*
E. *Verify the ISSUING POC.*
F. *Verify the CNTR ADMN.*
G. *Verify the CNTR ADMNPHONE NBR.*
H. *Verify the PROP ADMNPHONE NBR.*
I. *Verify the Remarks.*
J. *Verify the TRAN CD.*
K. *Verify the LAST UPDTD.*
L. *Verify the ACTBL UIC.*
M. *Verify the Agency Name.*
N. *Verify the CNTR USE CD.*
O. *Verify the DLVY ORD NBR.*
P. *Verify the EXPR DT.*
Q. *Verify the ISSUING OFC DODAAC.*

R. *Verify the ISSUING PHONE NBR.*

S. *Verify the CNTR ADMNDODAAC.*

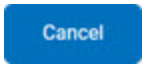
T. *Verify the PROP ADMN.*

U. *Verify the PROP ADMNE-MAIL.*

V. *Verify the LAST TRAN DT.*

W. *Verify the SITE ID.*

X. *Verify the AGENCY CD.*

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

   OR

   Select the Contractor tab. *The* ***Contract Inquiry Detail — Contractor*** *page appears*.

   OR

   Select the History tab. *The* ***Contract Inquiry Detail — History*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Detail — Contractor

Overview

The Contract Inquiry Detail — Contractor process displays the contractor record of the selected contract.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Contractor tab > Contract Inquiry Detail — Contractor page

Page Fields

The following fields display on the **Contract Inquiry Detail — Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Contract Inquiry — Contractor Detail

CAGE Cd
Cntrr Name
Division Name

Address 1
City
ZIP Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Site Id
Agency Cd
DoDAAC
Phone Nbr
Address 2
State Cd
Country Cd
Cntrr Status
Last Updtd By
Actbl UIC
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

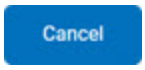
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

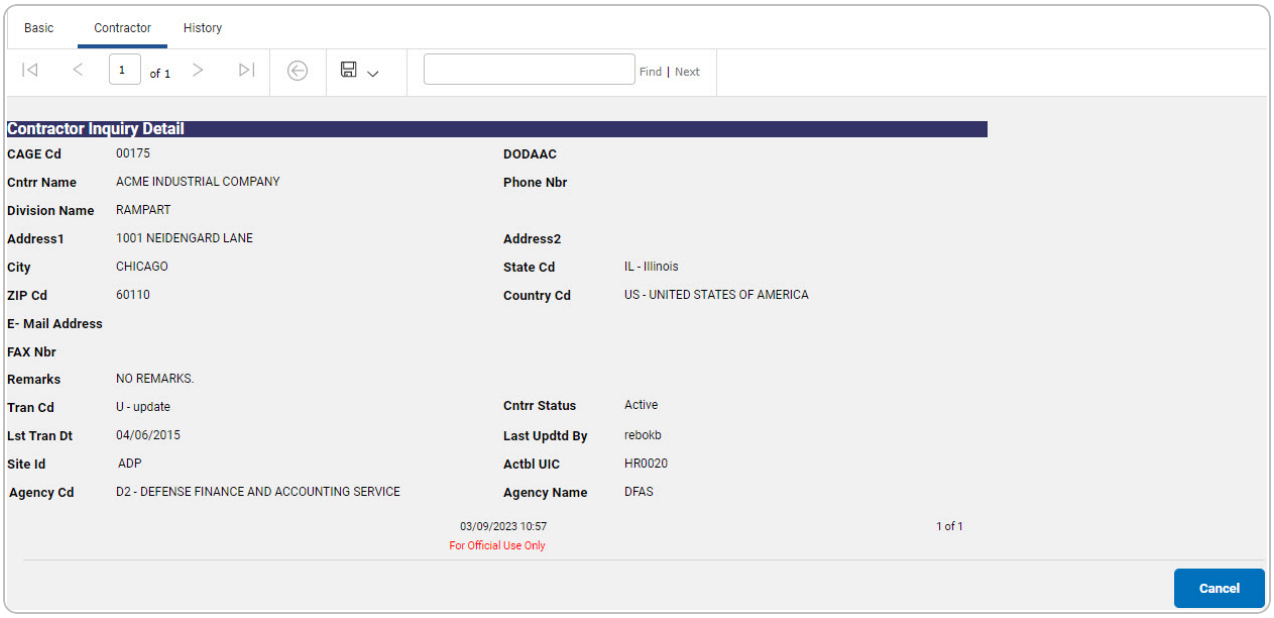
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contractor Inquiry Detail — Basic

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

1. *Verify the Contractor Detail tab.*



A. *Verify the CAGE Cd.*
B. *Verify the Cntrr Name.*
C. *Verify the Division Name.*
D. *Verify the Address 1.*
E. *Verify the City.*
F. *Verify the ZIP Cd.*
G. *Verify the E-Mail Address.*
H. *Verify the FAX Nbr.*
I. *Verify the Remarks.*
J. *Verify the Tran Cd.*
K. *Verify the Last Tran Dt.*
L. *Verify the Site Id.*
M. *Verify the Agency Cd.*
N. *Verify the DoDAAC.*
O. *Verify the Phone Nbr.*
P. *Verify the Address 2.*
Q. *Verify the State Cd.*

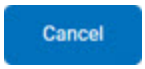
R. *Verify the COUNTRY CD.*

S. *Verify the CNTRR STATUS.*

T. *Verify the LAST UPDTD BY.*

U. *Verify the ACTBL UIC.*

V. *Verify the Agency Name.*

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

   OR

   Select the History tab. *The* ***Contract Inquiry Detail — History*** *page appears.*

   OR

   Select the Basic tab. *The* ***Contract Inquiry Detail — Basic*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Detail — History

Overview

The Contract Inquiry Detail — History process displays the history record of the selected contract.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contract Inquiry Detail — History page

Page Fields

The following fields display on the **Contract Inquiry Detail — History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Contract Inquiry — History Detail

Agency Cd
Site Id
Actbl UIC
CAGE Cd

Cntrr Name
Division Name
Address 1
Address 2
City
State
ZIP Cd
Country
Cntrct Use Cd
Cntrct Typ Cd
Cntrct Nbr
Dlvry Ord Nbr
Start Dt
Exp Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn CO
Cntr Admn CO Phone Nbr
Cntr Admn DoDAAC
Prop Admin
Prop Admn Phone Nbr
Prop Admin E-mail
Remarks
Tran Code
Last Tran Dt/Time
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

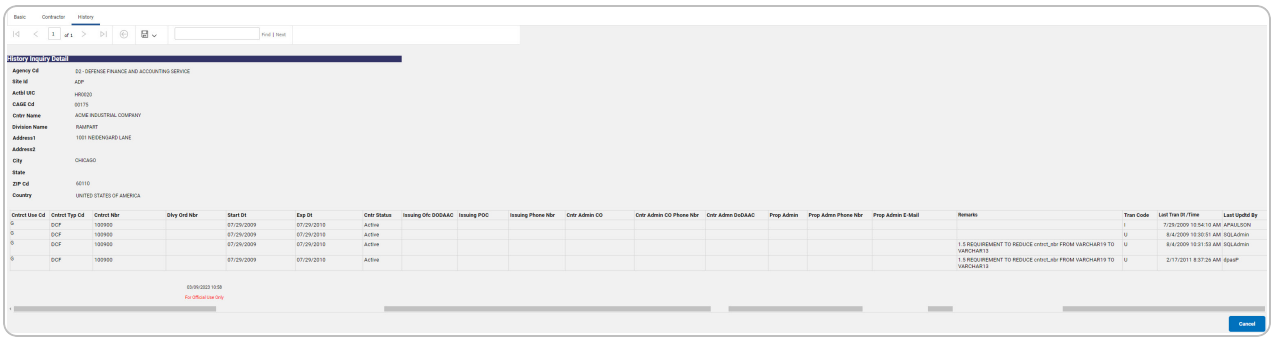
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contract Inquiry Detail — History

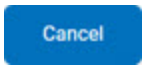
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the History Detail tab.*



A. *Verify the AGENCY CD.*
B. *Verify the SITE ID.*
C. *Verify the ACTBL UIC.*
D. *Verify the CAGE CD.*
E. *Verify the CNTRR NAME.*
F. *Verify the Division Name.*
G. *Verify the Address 1.*
H. *Verify the Address 2.*
I. *Verify the City.*
J. *Verify the State.*
K. *Verify the ZIP CD.*
L. *Verify the Country.*
M. *Verify the CNTRCT USE CD.*
N. *Verify the CNTRCT TYP CD.*
O. *Verify the CNTRCT NBR.*
P. *Verify the DLVY ORD NBR.*
Q. *Verify the START DT.*
R. *Verify the EXP DT.*

S. *Verify the CNTR STATUS.*
T. *Verify the ISSUING OFC DODAAC.*
U. *Verify the ISSUING POC.*
V. *Verify the ISSUING PHONE NBR.*
W. *Verify the CNTR ADMIN CO.*
X. *Verify the CNTR ADMIN CO PHONE NBR.*
Y. *Verify the CNTR ADMNDODAAC.*
Z. *Verify the PROP ADMIN.*
AA. *Verify the PROP ADMNPHONE NBR.*
AB. *Verify the PROP ADMINE-MAIL.*
AC. *Verify the Remarks.*
AD. *Verify the TRAN CD.*
AE. *Verify the LAST TRAN DT/TM.*
AF. *Verify the LAST UPDTD BY.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select 

. *The **Contract Inquiry — Criteria** page appears*.

   OR

   Select the Contractor tab. *The **Contract Inquiry Detail — Contractor** page appears.*

   OR

   Select the Basic tab. *The **Contract Inquiry Detail — Basic** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

Select Fields for the Contract Inquiry

Overview

The Contract Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Fields > Contract Inquiry Fields Selection page

Page Fields

The following fields display on the **Contract Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Cntrr Name
Dlvy Ord Nbr
Start Dt
Expr Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn
Cntr Admn Phone Nbr
Cntr Admn DoDAAC
Prop Admn
Prop Admn Phone Nbr
Prop Admn E-mail
Remarks
Tran Cd
Estbd By

Last Tran Dt
Last Updtd By
Site Id
Actbl UIC
Agency Cd
Agency Name

Procedures

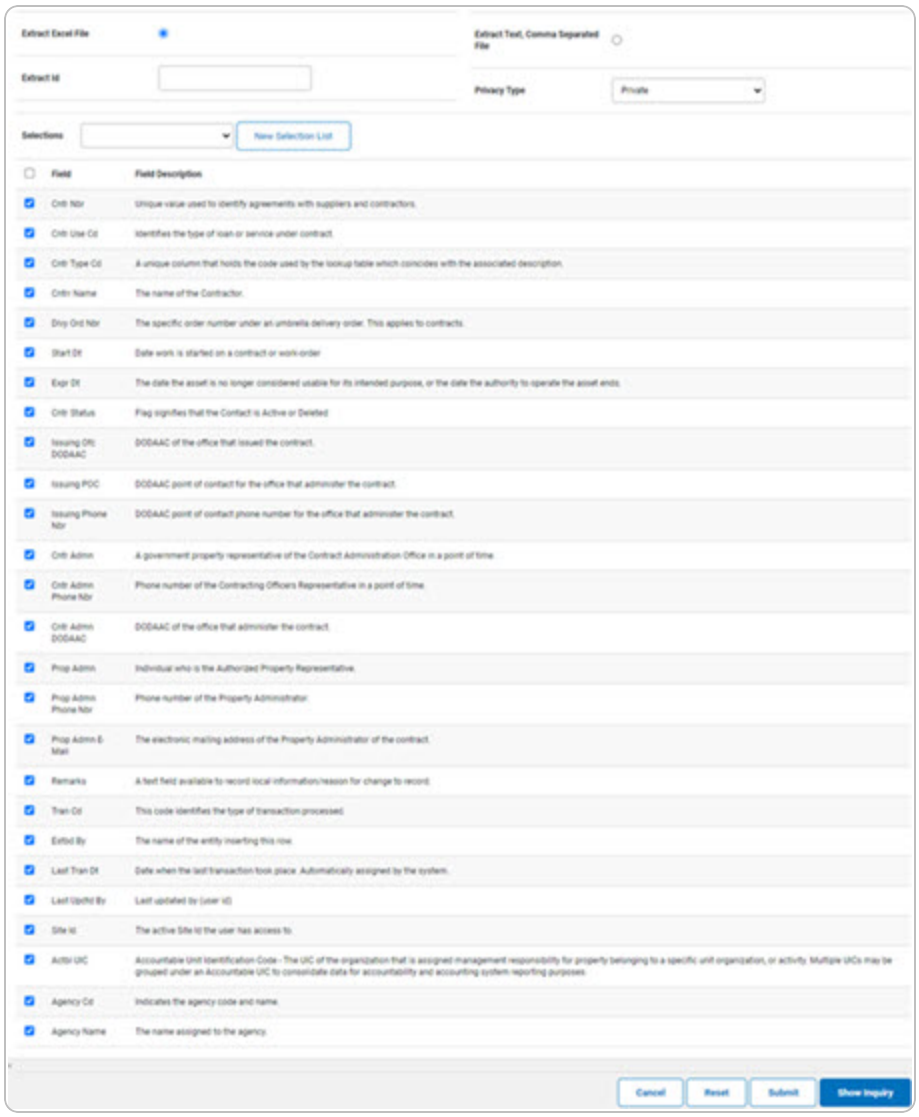
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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* ***Contract 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

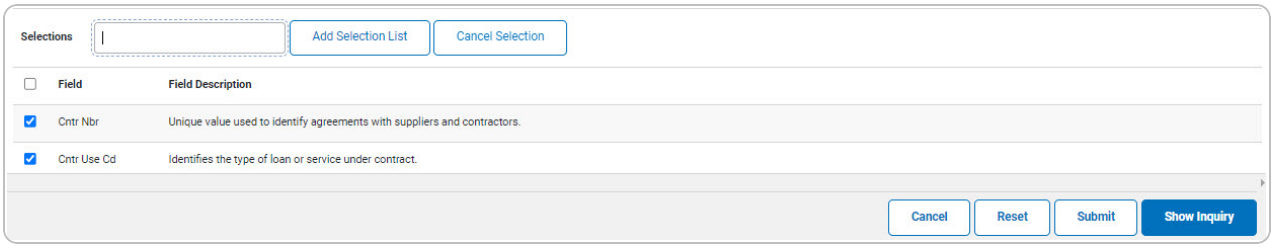
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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.

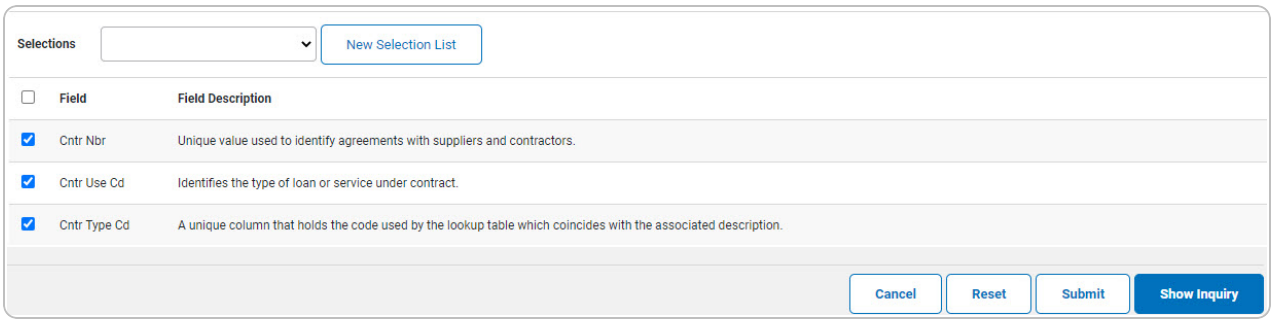
   Select Show Inquiry for small volumes of data. *The **Contract Inquiry — Results** page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

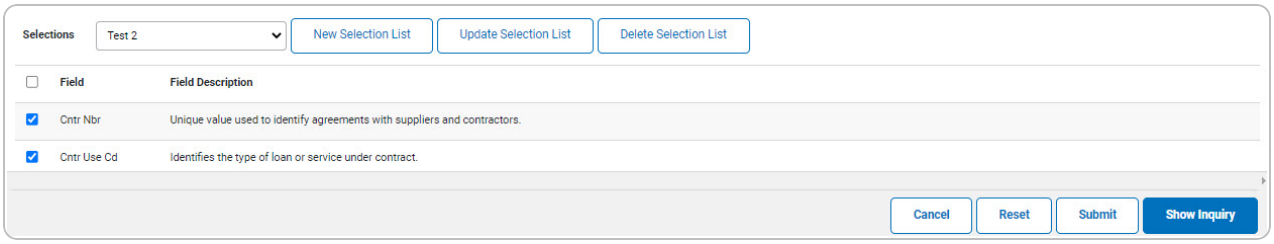
Select Show Inquiry for small volumes of data. *The **Contract Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Contract 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

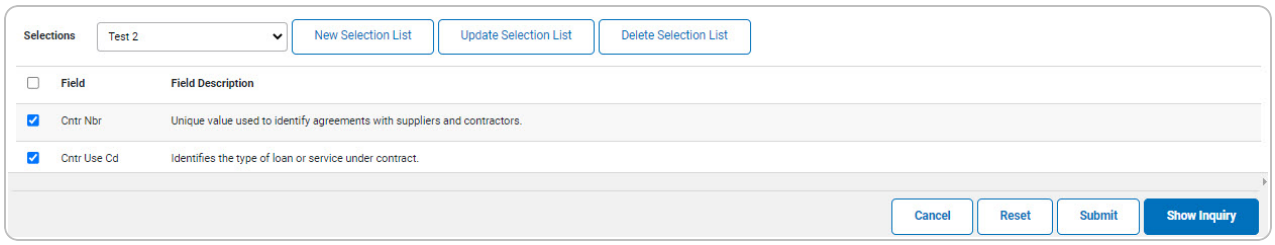
   Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Contract 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.

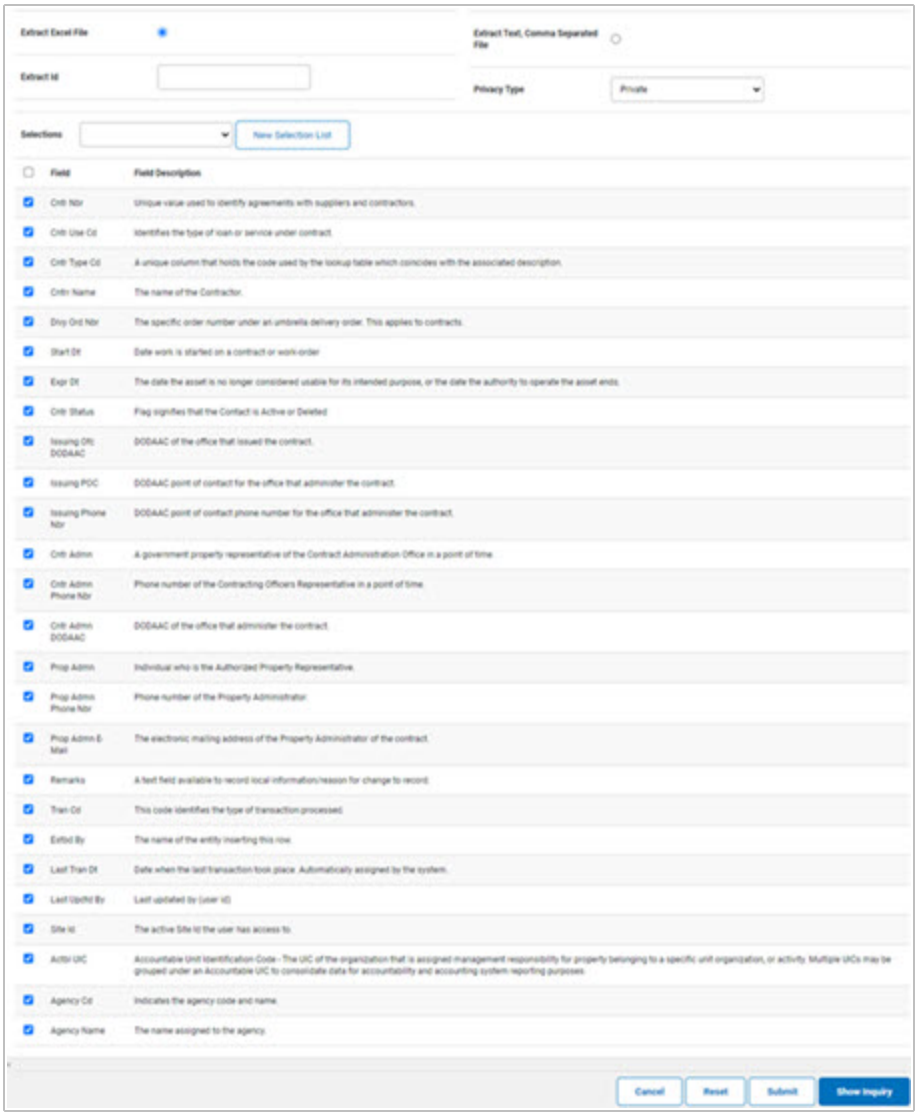


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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* ***Contract Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 26 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.

- Verify the CNTR NBR contains the appropriate ☑ or ☐. *Select if the data contains an CNTR NBR.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR USE CD.*
- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an CNTR TYP CD.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry has CNTRR NAME.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DLVY ORD NBR.*
- Verify the START DT contains the appropriate ☑ or ☐.*Select if the inquiry contains a START DT.*
- Verify the EXPR DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a EXPR DT.*
- Verify the CNTR STATUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR STATUS.*
- Verify the ISSUING OFC DODAAC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ISSUING OFC DODAAC.*
- Verify the ISSUING POC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ISSUING POC.*
- Verify the ISSUING PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an ISSUING PHONE NBR.*
- Verify the CNTR ADMN contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR ADMN.*

- Verify the CNTR ADMNPHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR ADMNPHONE NBR.*
- Verify the CNTR ADMN DODAAC. contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR ADMN DODAAC.*
- Verify the PROP ADMN contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROP ADMN.*
- Verify the PROP ADMNPHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROP ADMNPHONE NBR.*
- Verify the PROP ADMNE-MAIL contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROP ADMNE-MAIL.*
- Verify the Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains Remarks.*
- Verify the TRAN CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN CD.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a ESTBD BY.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an LAST TRAN DT.*
- Verify the LAST UPDTD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST UPDTD BY designation.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*

- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*
- Verify the Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Agency Name.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Transaction Status

Overview

The Contract Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data> Contract > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Contract Inquiry Transaction Status page

Page Fields

The following fields display on the **Contractor Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

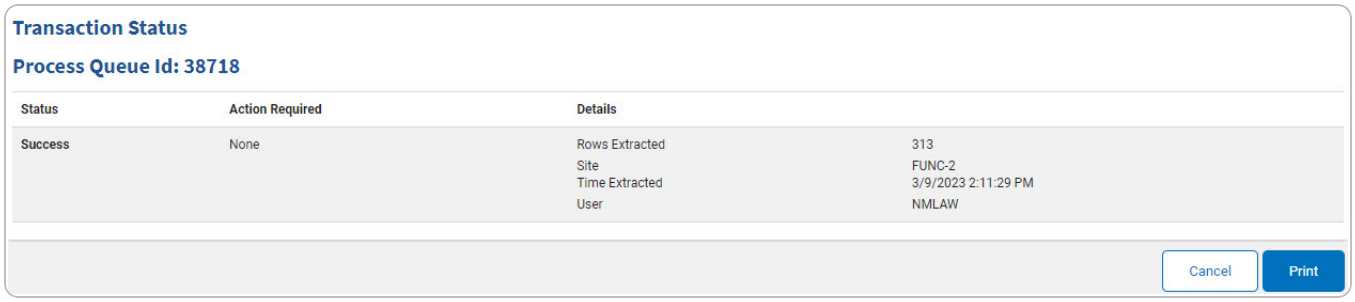
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Contract Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Contract Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- Export the Contract Inquiry Transaction Status

Export the Contract Inquiry Transaction Status

Overview

The Contract Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Contract Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Contract Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

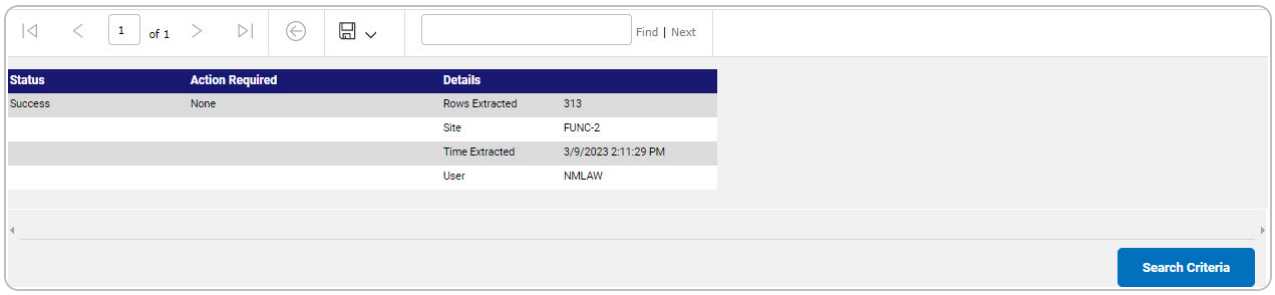
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Contract Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Contract 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Contract Inquiry — Criteria** page appears.*

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status

Search for a Dispatch Category Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Category Inquiry process provides the ability to search for Dispatch Categories.

Navigation

Inquiries > Master Data > DISPATCH CTGRY> Dispatch Category Inquiry Search Criteria page

Page Fields

The following fields display on the **Dispatch Category Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

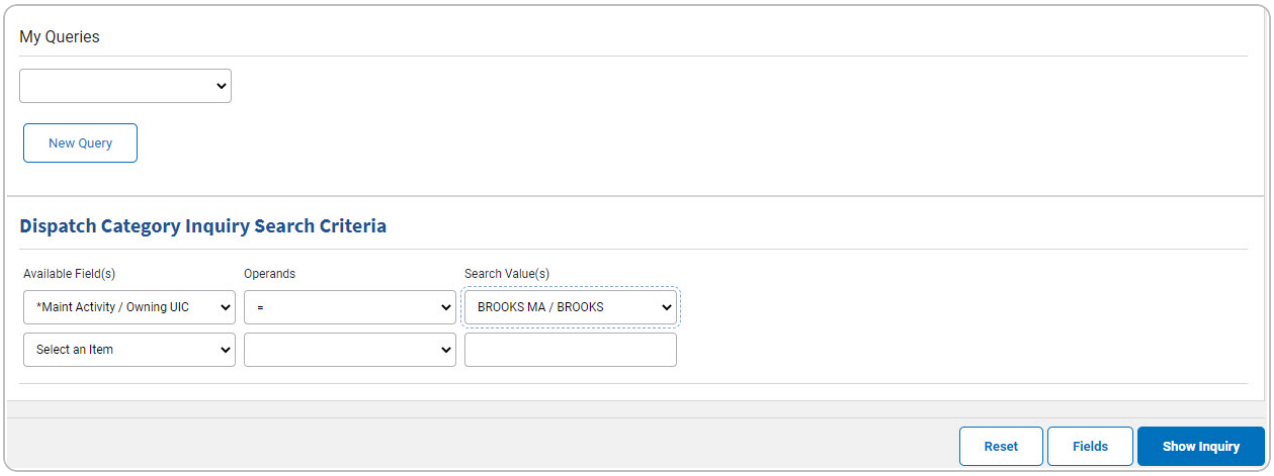
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Dispatch Category Inquiry

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.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

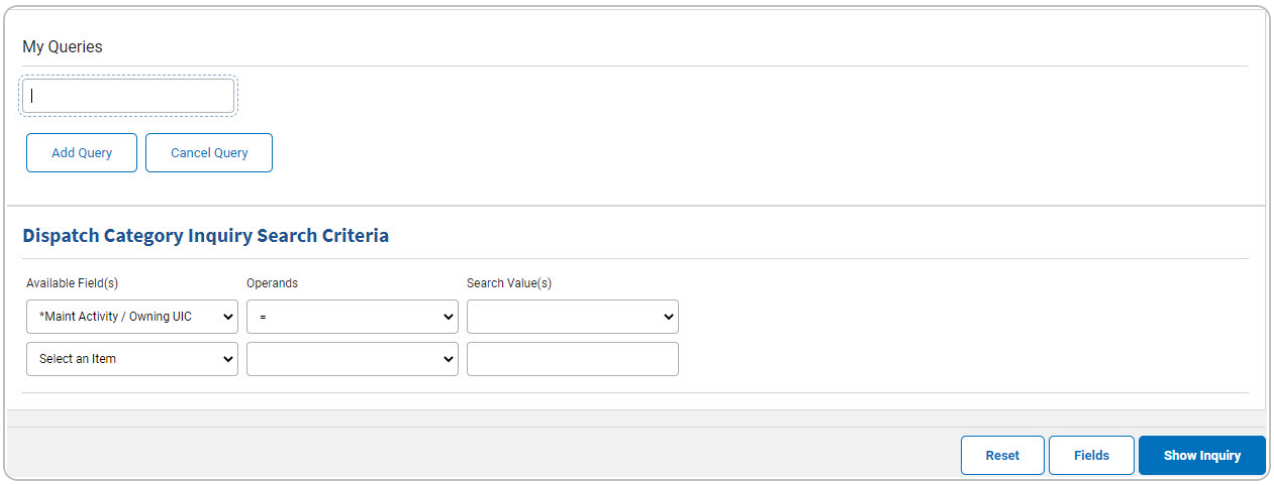
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Dispatch Category 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.*



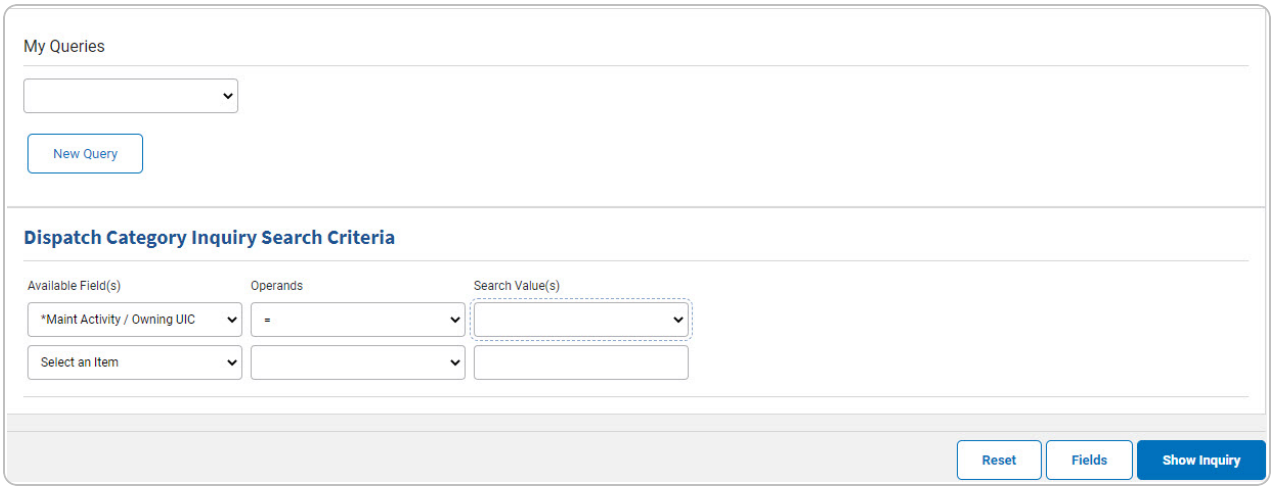
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Dispatch Category Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Dispatch Category 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.*



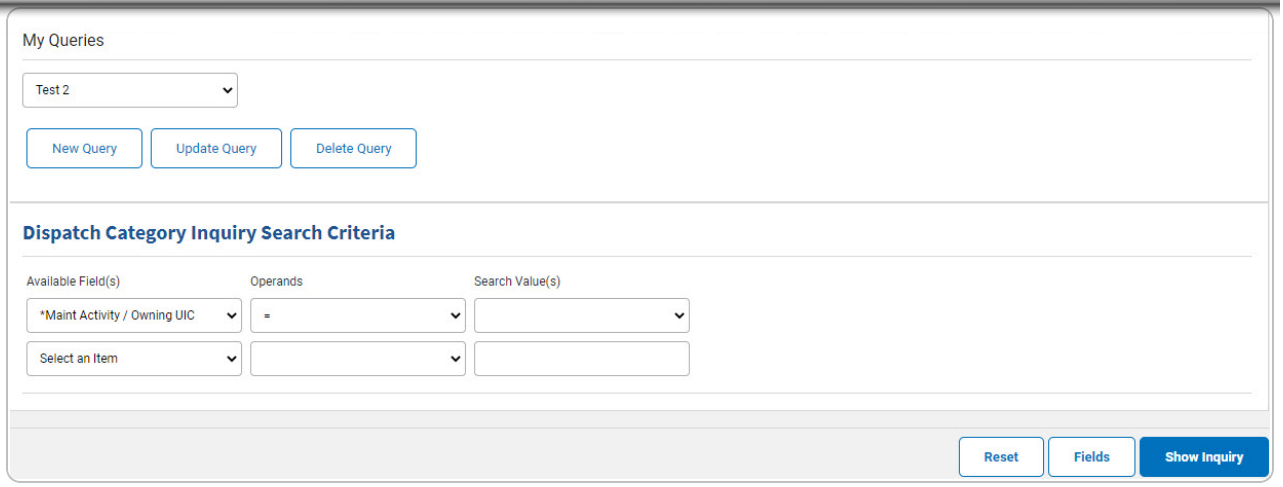
Select Fields. *The **Dispatch Category Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Dispatch Category 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.*



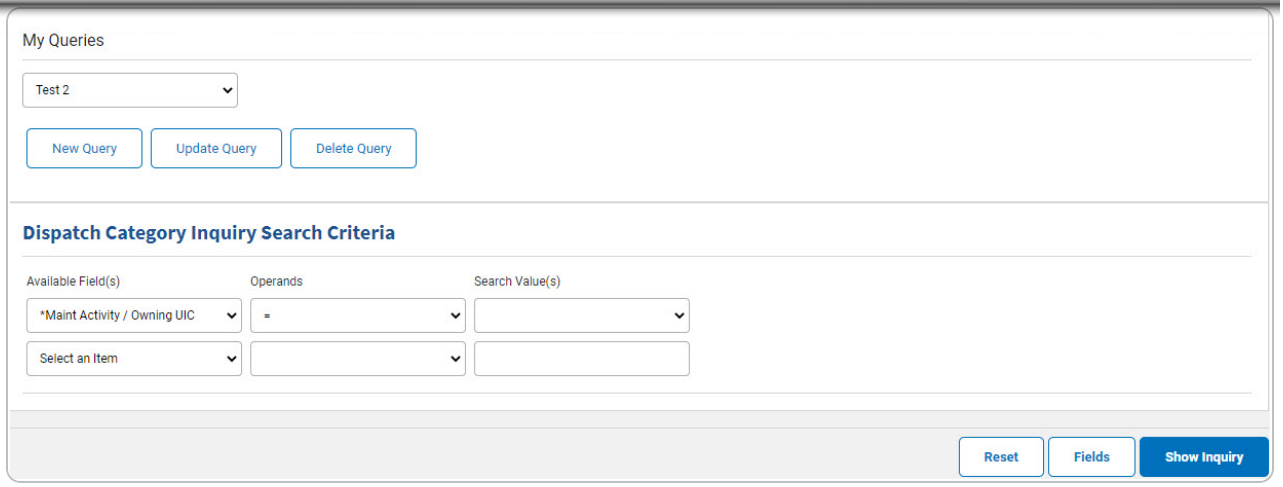
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Dispatch Category Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Dispatch Category 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Disaptch Category Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Dispatch Category Inquiry — Results
- Select Fields for the Dispatch Category Inquiry
- View the Dispatch Category Inquiry Detail — Basic
- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Detail — Inspection Task

- View the Dispatch Category Inquiry Transaction Status
- Export the Dispatch Category Inquiry Transaction Status

Search for a Dispatch Category Inquiry — Results

Overview

The Dispatch Category Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria >

> Dispatch Category Inquiry Search Results page

Page Fields

The following fields display on the **Dispatch Category Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Dispatch Ctgry
Dispatch Ctgry Desc
Dispatch Ctgry Long Desc
Maint Activity / Owning UIC
Asset Cnt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

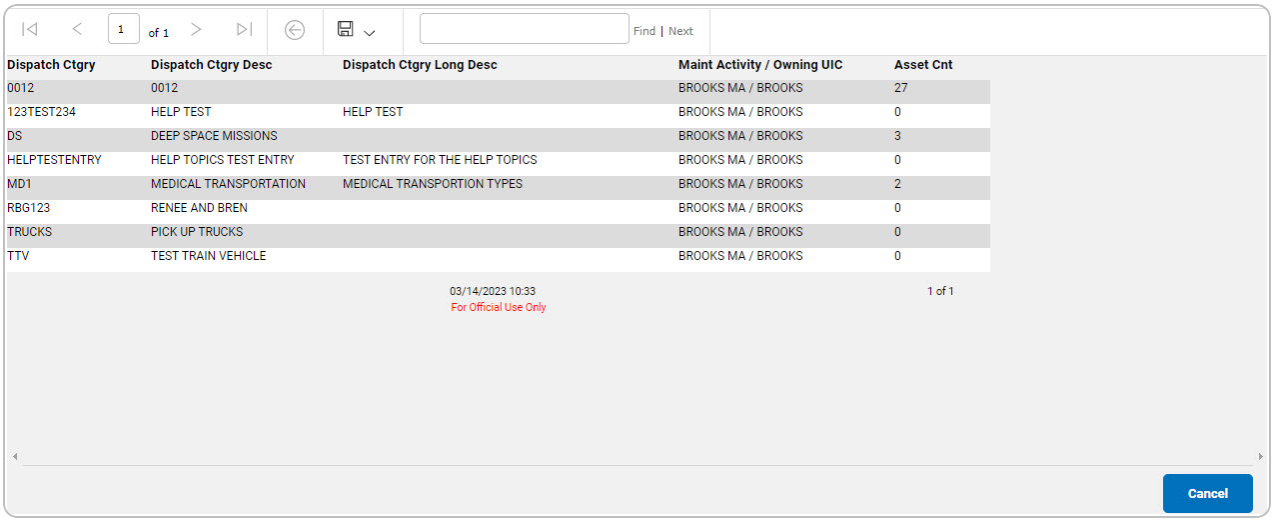
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Category 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.*



Note

To reach the optional fields, refer to the Dispatch Category Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Dispatch Category 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 Dispatch Category Detail

Select the desired Dispatch Category row. *The **Dispatch Category Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Select Fields for the Dispatch Category Inquiry
- View the Dispatch Category Inquiry Detail — Basic

- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Detail — Inspection Task
- View the Dispatch Category Inquiry Transaction Status
- Export the Dispatch Category Inquiry Transaction Status

View the Dispatch Category Inquiry Detail — Basic

Overview

The Dispatch Category Inquiry Detail — Basic process displays the basic dispatch category record of the selected inquiry.

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Dispatch Category Inquiry Detail — Basic page

Page Fields

The following fields display on the **Dispatch Category Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Dispatch Category Inquiry — Basic Detail

Dispatch Ctgry Id
Dispatch Ctgry Desc
Dispatch Ctgry Long Desc
Maint Activity Nm

UIC

Asset Cnt by Equip Pool
Total Asset Cnt

EQUIP POOL Grid

Equip Pool Id
Equip Pool Nm
Asset Cnt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

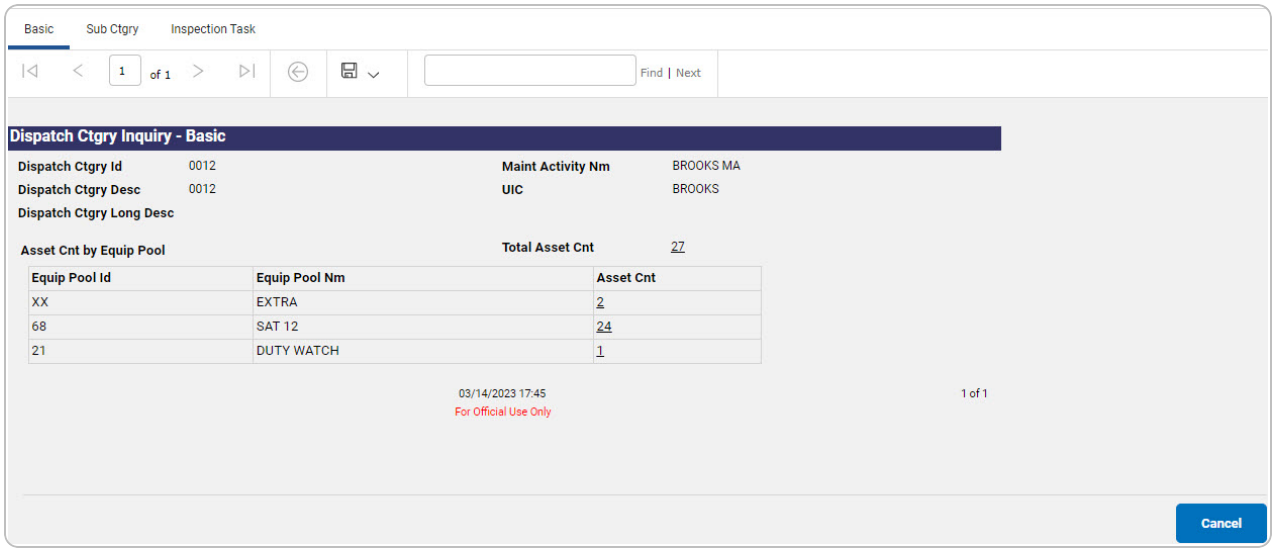
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

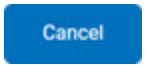
Export the Dispatch Category Inquiry Detail — Basic

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.*



A. *Verify the DISPATCH CTGRY ID.*
B. *Verify the DISPATCH CTGRY DESC.*
C. *Verify the DISPATCH CTGRY DESC LONG.*
D. *Verify the MAINT ACTIVITY NM.*
E. *Verify the UIC.*
F. *Verify the ASSET CNT by EQUIP POOL.*
G. *Verify the Total ASSET CNT.*
H. *Verify the EQUIP POOL ID.*
I. *Verify the EQUIP POOL NM.*
J. *Verify the ASSET CNT.*

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

   OR

   Select the SUB CTGRY tab. *The **Dispatch Category Inquiry Detail — Sub Ctgry** page appears*.

   OR

   Select the Inspection Task tab. *The **Dispatch Category Inquiry Detail — Inspection Task** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Search for a Dispatch Category Inquiry — Results
- Select Fields for the Dispatch Category Inquiry
- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Detail — Inspection Task
- View the Dispatch Category Inquiry Transaction Status
- Export the Dispatch Category Inquiry Transaction Status

View the Dispatch Category Inquiry Detail — Inspection Task

Overview

The Dispatch Category Inquiry Detail — Inspection Task process displays the inspection tasks record of the selected dispatch category.

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Inspection Task tab > Dispatch Category Inquiry Detail — Inspection Task page

Page Fields

The following fields display on the **Dispatch Category Inquiry Detail — Inspection Task** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Dispatch Category Inquiry — Inspection Task Detail

Inspection Task Nm

Inspection Task Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

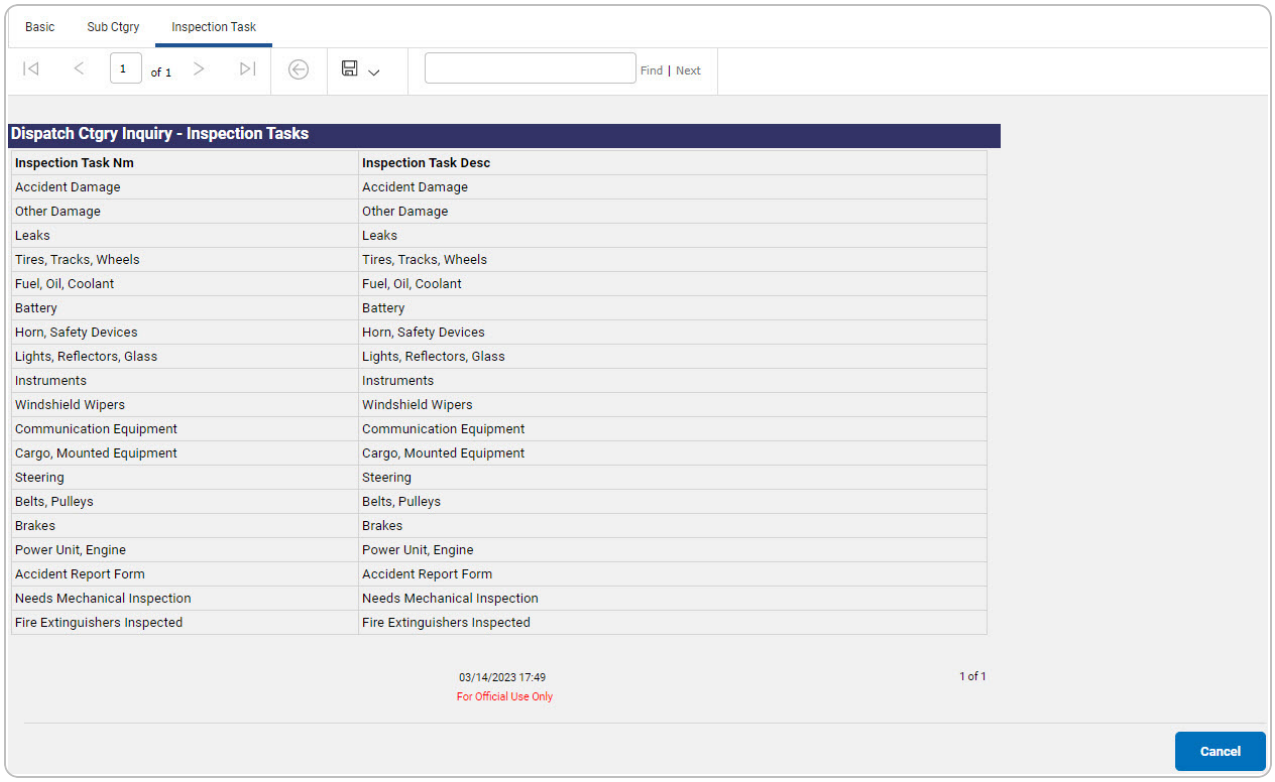
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Category Inquiry Detail — Inspection Task

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

1. *Verify the Inspection Task Detail tab.*



   A. *Verify the Inspection Task NM.*

   B. *Verify the Inspection Task DESC.*

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 **Dispatch Category Inquiry — Criteria** page appears.*

   OR

   Select the SUB CTGRY tab. *The **Dispatch Category Inquiry Detail — Sub Ctgry** page appears*.

   OR

   Select the Basic tab. *The **Dispatch Category 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Search for a Dispatch Category Inquiry — Results
- Select Fields for the Dispatch Category Inquiry

- View the Dispatch Category Inquiry Detail — Basic
- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Transaction Status
- Export the Dispatch Category Inquiry Transaction Status

View the Dispatch Category Inquiry Detail — Sub Ctgry

Overview

The Dispatch Category Inquiry Detail — Sub Ctgry process displays the subordinate category record of the selected dispatch category.

Navigation

Inquiries > Master Data > Dispatch Ctgry > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Sub Ctgry tab > Dispatch Category Inquiry Detail — Sub Ctgry page

Page Fields

The following fields display on the **Dispatch Category Inquiry Detail — Sub Ctgry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Dispatch Category Inquiry — Sub Ctgry Detail

Sub Ctgry Id

Sub Ctgry Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

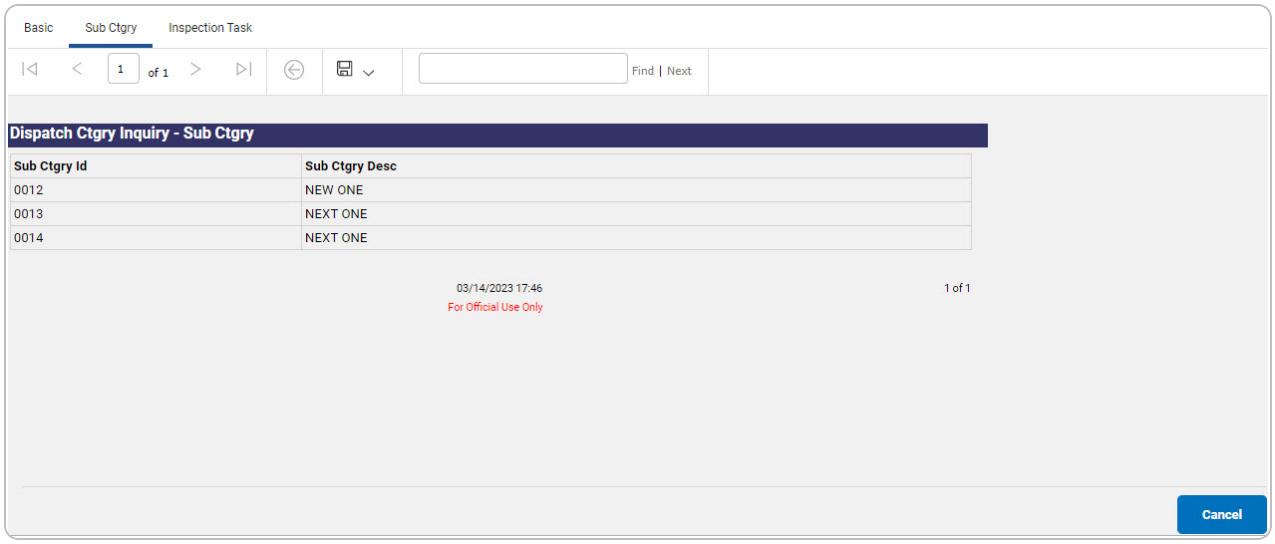
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Category Inquiry Detail — SUB CTGRY

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

1. *Verify the SUB CTGRY Detail tab.*



   A. *Verify the SUB CTGRY ID.*

   B. *Verify the SUB CTGRY DESC.*

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* ***Dispatch Category Inquiry — Criteria*** *page appears.*

   OR

Select the Inspection Task tab. *The **Dispatch Category Inquiry Detail — Inspection Task** page appears*.

OR

Select the Basic tab. *The **Dispatch Category Inquiry Detail — Basic** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Search for a Dispatch Category Inquiry — Results
- Select Fields for the Dispatch Category Inquiry
- View the Dispatch Category Inquiry Detail — Basic
- View the Dispatch Category Inquiry Detail — Inspection Task
- View the Dispatch Category Inquiry Transaction Status
- Export the Dispatch Category Inquiry Transaction Status

Select Fields for the Dispatch Category Inquiry

Overview

The Dispatch Category Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > Fields > Dispatch Category Inquiry Fields Selection page

Page Fields

The following fields display on the **Dispatch Category Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Dispatch Ctgry
Dispatch Ctgry Desc
Dispatch Ctgry Long Desc
Maint Activity / Owning UIC
Asset Cnt

Procedures

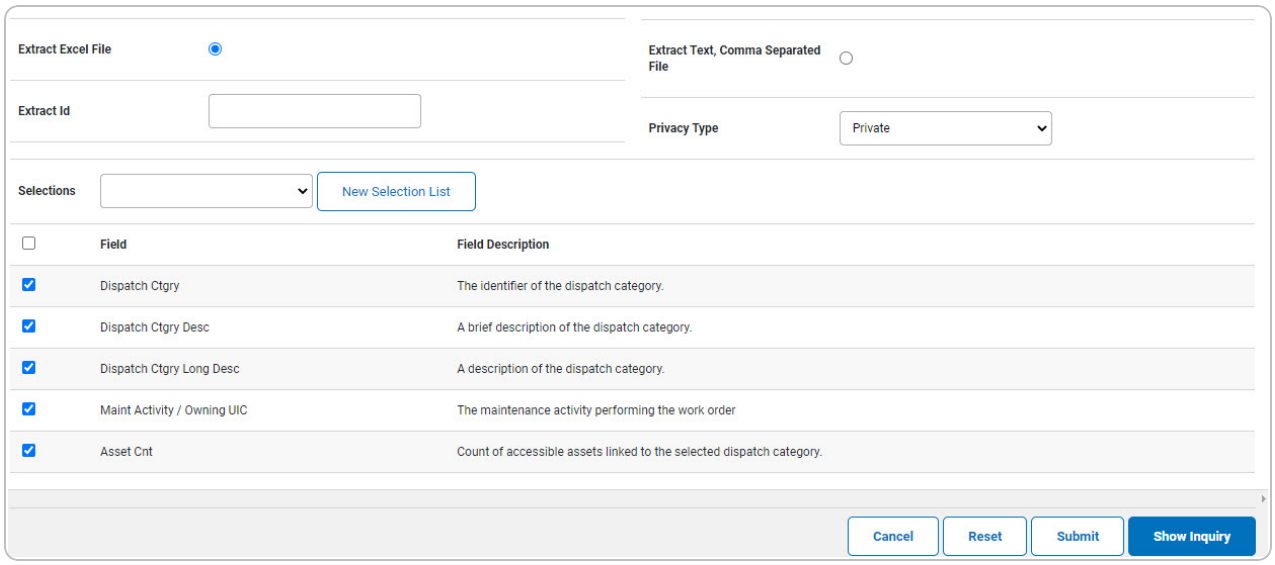
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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 **Dispatch Category 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

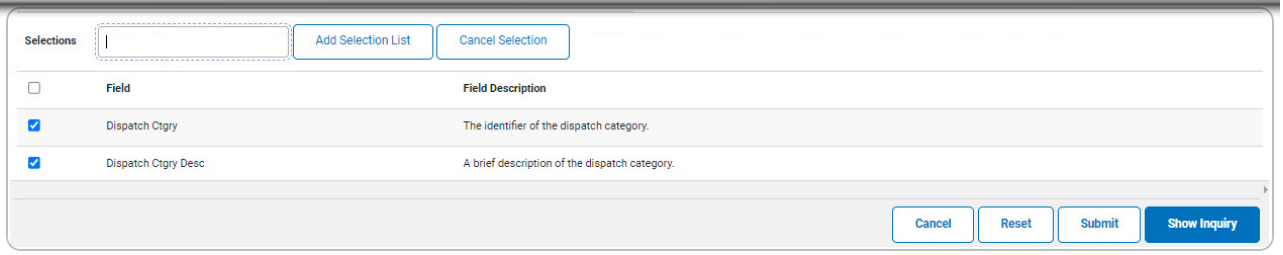
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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.

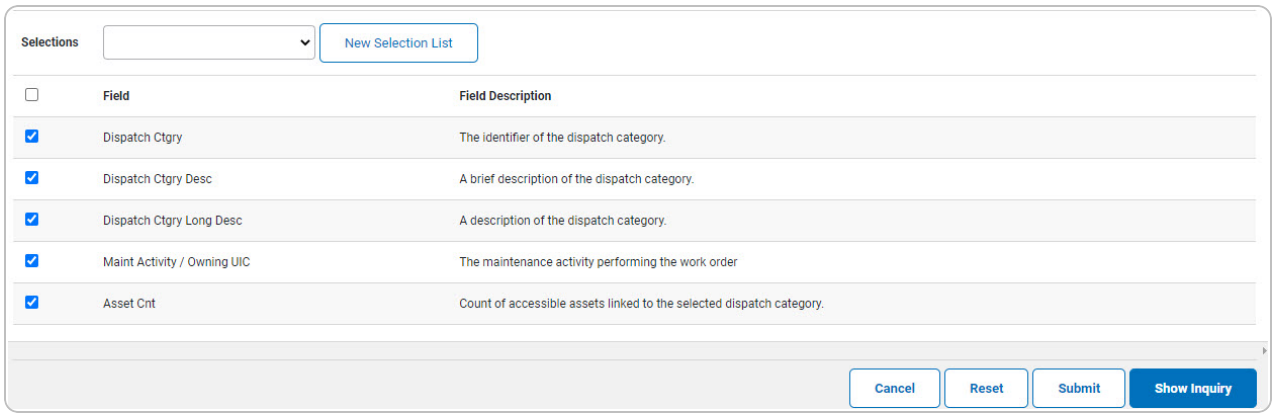
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Dispatch Category Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Dispatch Category Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

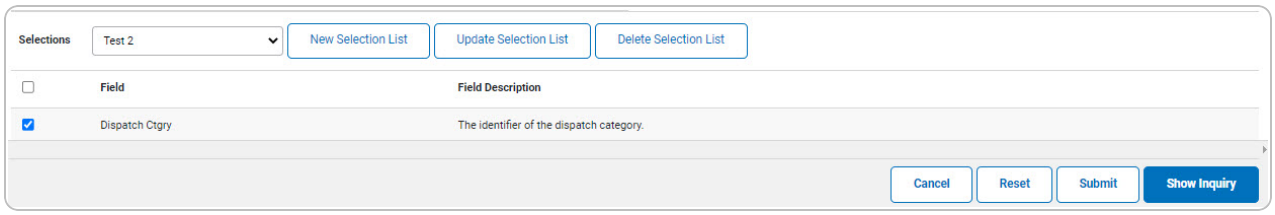
3. Select Show Inquiry for small volumes of data. *The* ***Dispatch Category Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Dispatch Category 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

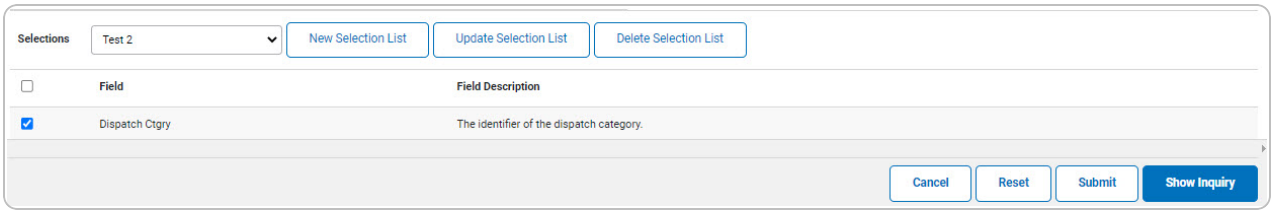
   Select Show Inquiry for small volumes of data. *The* ***Dispatch Category Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Dispatch Category 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.

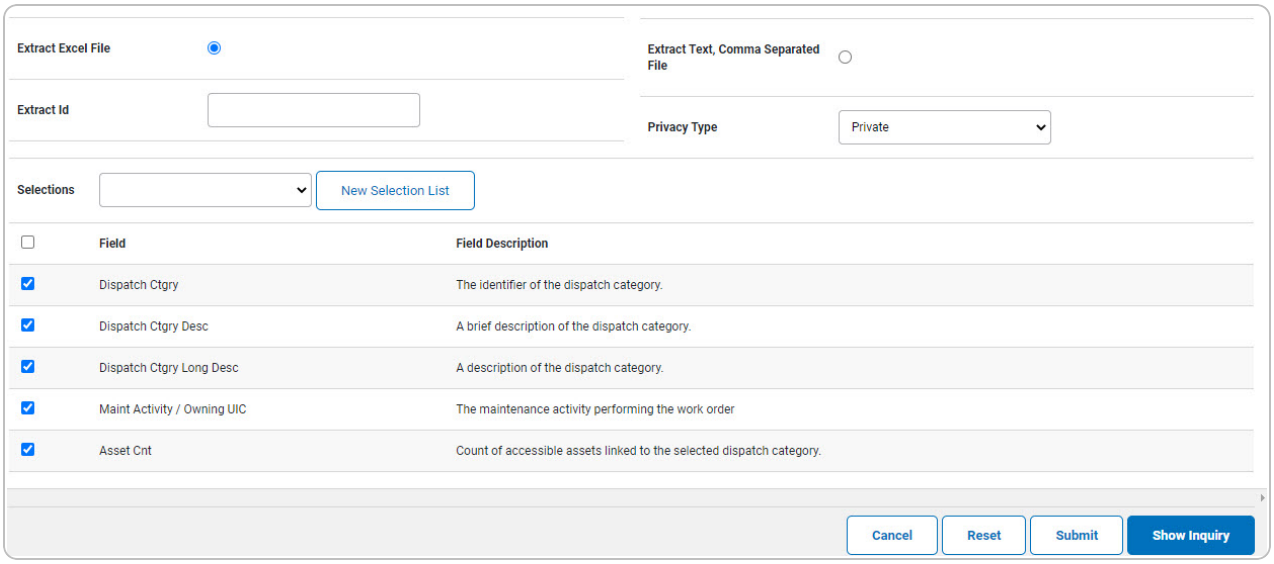


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 **Dispatch Category Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 5 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.

- Verify the DISPATCH CTGRY contains the appropriate ☑ or ☐. *Select if the data contains a DISPATCH CTGRY.*
- Verify the DISPATCH CTGRY DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a DISPATCH CTGRY DESC.*
- Verify the DISPATCH CTGRY LONG DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a DISPATCH CTGRY LONG DESC.*
- Verify the MAINT ACTIVITY / OWNING UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT ACTIVITY / OWNING UIC.*
- Verify the ASSET CNT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET CNT.*

Select Show Inquiry for small volumes of data. *The* ***Dispatch Category Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Dispatch Category Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Search for a Dispatch Category Inquiry — Results
- View the Dispatch Category Inquiry Detail — Basic
- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Detail — Inspection Task
- View the Dispatch Category Inquiry Transaction Status
- Export the Dispatch Category Inquiry Transaction Status

View the Dispatch Category Inquiry Transaction Status

Overview

The Dispatch Category Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data> DISPATCH CTGRY > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Dispatch Category Inquiry Transaction Status page

Page Fields

The following fields display on the **Dispatch Category Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

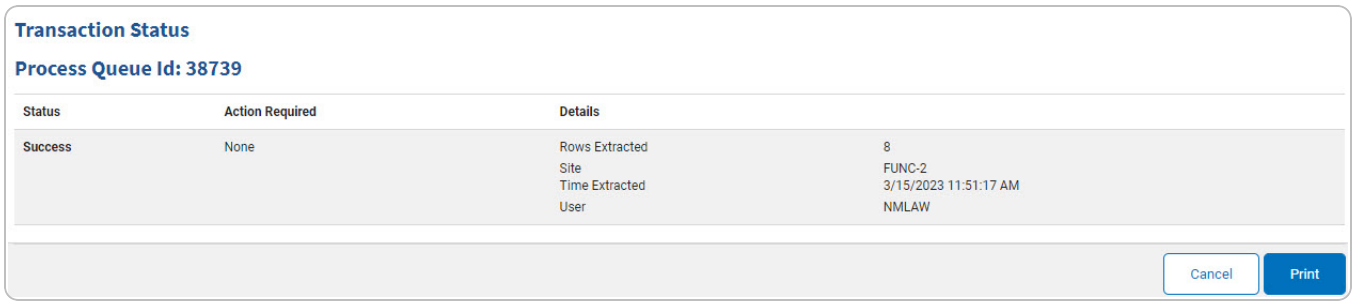
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Dispatch Category Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Dispatch Category Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Search for a Dispatch Category Inquiry — Results
- Select Fields for the Dispatch Category Inquiry
- View the Dispatch Category Inquiry Detail — Basic

- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Detail — Inspection Task
- Export the Dispatch Category Inquiry Transaction Status

Export the Dispatch Category Inquiry Transaction Status

Overview

The Dispatch Category Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > DISPATCH CTGRY > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Dispatch Category Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Dispatch Category Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

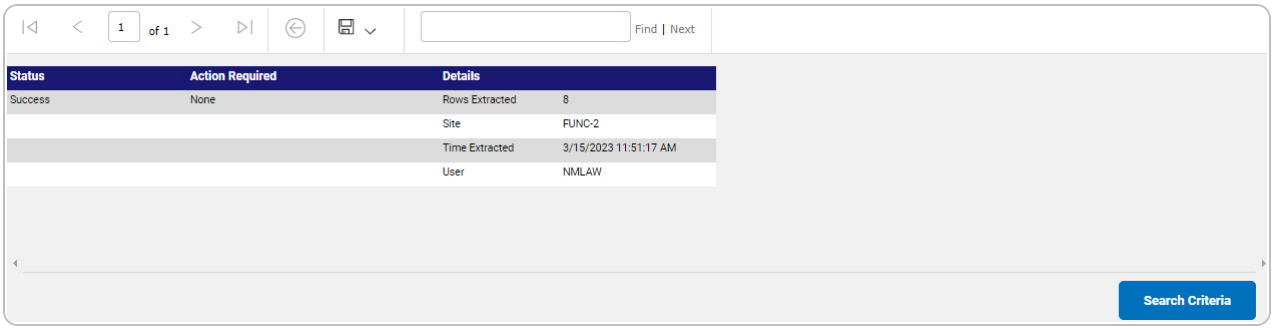
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Dispatch Category Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Dispatch Category 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Dispatch Category Inquiry — Criteria** page appears.*

Related Topics

- Search for a Dispatch Category Inquiry — Criteria
- Search for a Dispatch Category Inquiry — Results
- Select Fields for the Dispatch Category Inquiry
- View the Dispatch Category Inquiry Detail — Basic
- View the Dispatch Category Inquiry Detail — Sub Ctgry
- View the Dispatch Category Inquiry Detail — Inspection Task
- View the Dispatch Category Inquiry Transaction Status

Search for a Labor Category Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Labor Category Inquiry process provides the ability to search for labor categories.

Navigation

Inquiries > Master Data > Labor Category > Labor Category Inquiry Search Criteria page

Page Fields

The following fields display on the **Labor Category Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

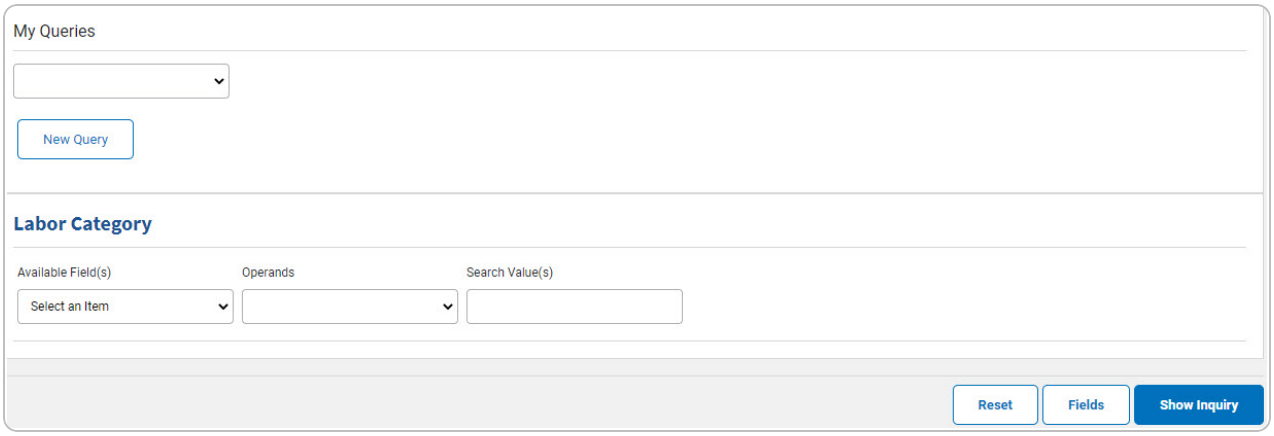
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Labor Category Inquiry

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. Use ⌄ to select the first Available Field.

   B. Repeat Step A to add additional search criteria.

> **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. Repeat Step A to add additional search criteria.

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

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

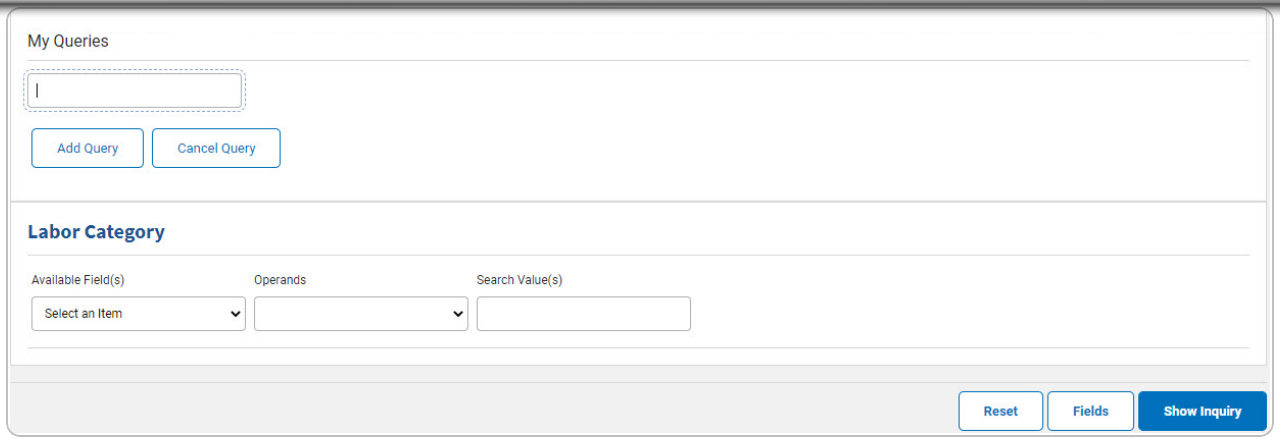
   a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Labor Category 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.*



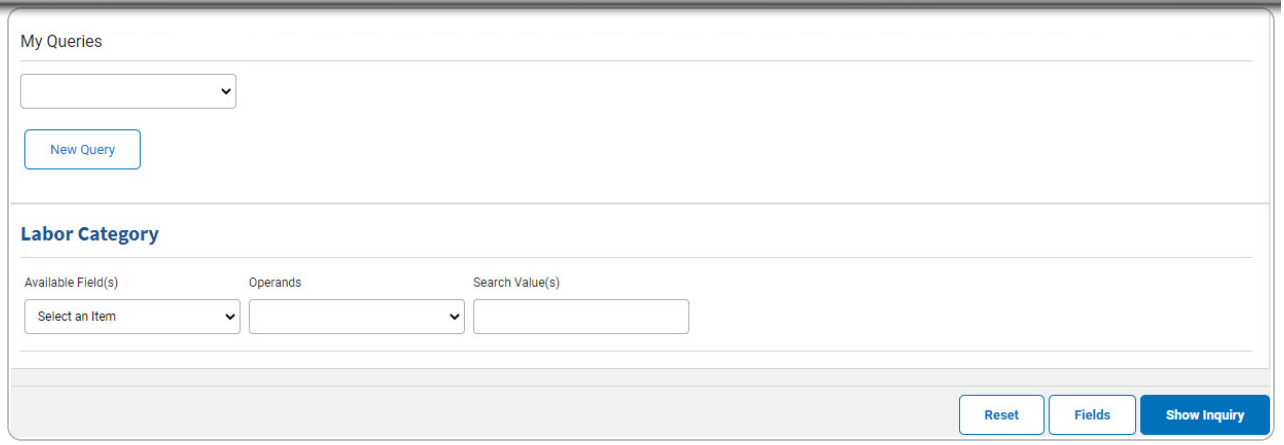
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Labor Category Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Labor Category 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.*



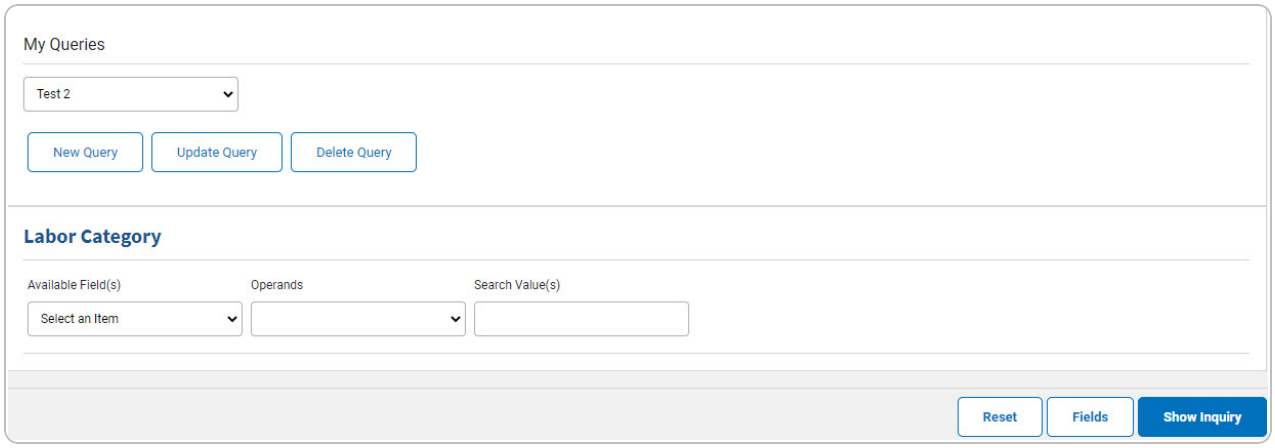
2. Select Fields. *The **Labor Category Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Labor Category 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. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

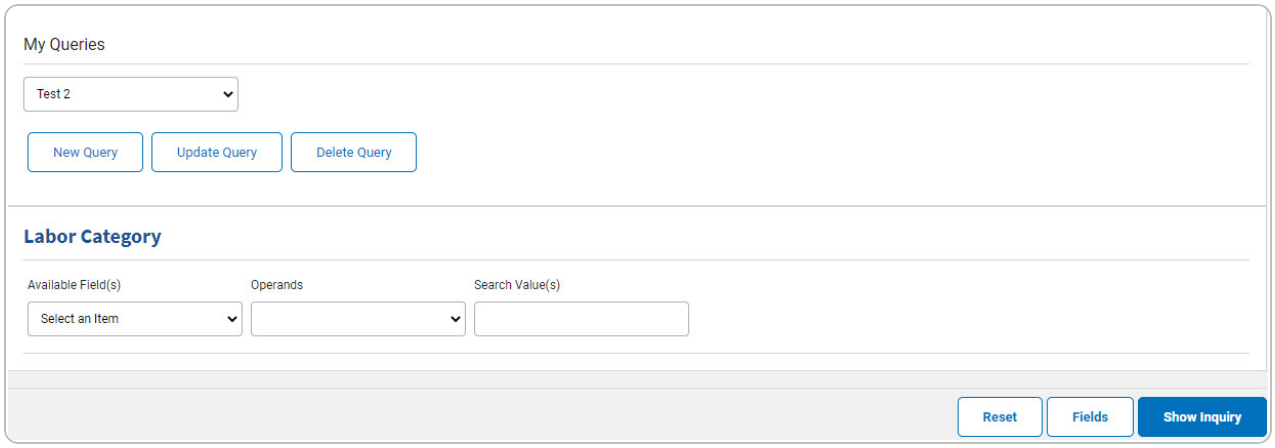
4. Select Fields. *The **Labor Category Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Labor Category 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Labor Category Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.

31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Labor Category Inquiry — Results
- Select Fields for the Labor Category Inquiry
- View the Labor Category Inquiry Detail — Basic
- View the Labor Category Inquiry Detail — Team Member(s)
- View the Labor Category Inquiry Transaction Status
- Export the Labor Category Inquiry Transaction Status

Search for a Labor Category Inquiry — Results

Overview

The Labor Category Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Labor Category > Search Criteria > Show Inquiry > Labor Category Inquiry Search Results page

Page Fields

The following fields display on the **Labor Category Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Labor Category Name
Labor Category Desc
Rate Type Code
Base Rate
Overtime Rate
Maint Activity Name

Optional

Actbl UIC
Agency Cd
Estbd Dt Tm
Estbd By
Lst Tran Dt Tm
Lst Updtd By
UIC
Remarks
Site Id
Transaction Code

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

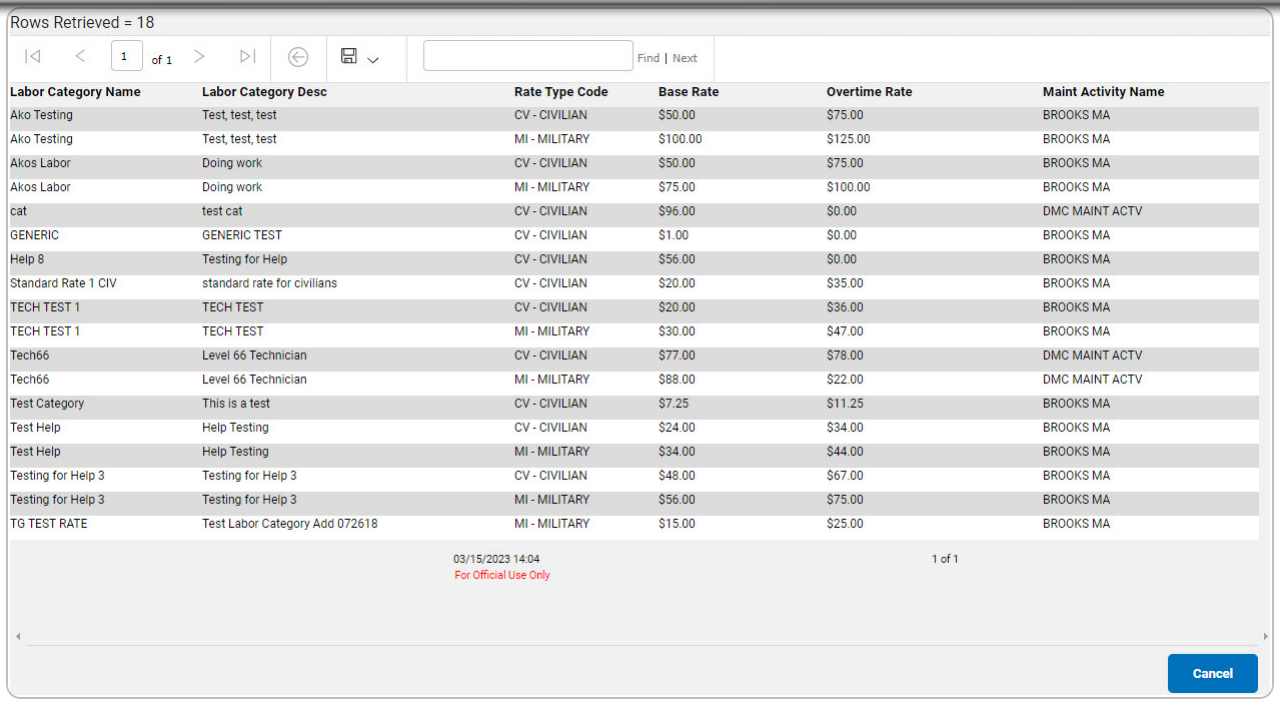
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Labor Category 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 = 18

1 of 1 Find | Next

Labor Category Name	Labor Category Desc	Rate Type Code	Base Rate	Overtime Rate	Maint Activity Name
Ako Testing	Test, test, test	CV - CIVILIAN	$50.00	$75.00	BROOKS MA
Ako Testing	Test, test, test	MI - MILITARY	$100.00	$125.00	BROOKS MA
Akos Labor	Doing work	CV - CIVILIAN	$50.00	$75.00	BROOKS MA
Akos Labor	Doing work	MI - MILITARY	$75.00	$100.00	BROOKS MA
cat	test cat	CV - CIVILIAN	$96.00	$0.00	DMC MAINT ACTV
GENERIC	GENERIC TEST	CV - CIVILIAN	$1.00	$0.00	BROOKS MA
Help 8	Testing for Help	CV - CIVILIAN	$56.00	$0.00	BROOKS MA
Standard Rate 1 CIV	standard rate for civilians	CV - CIVILIAN	$20.00	$35.00	BROOKS MA
TECH TEST 1	TECH TEST	CV - CIVILIAN	$20.00	$36.00	BROOKS MA
TECH TEST 1	TECH TEST	MI - MILITARY	$30.00	$47.00	BROOKS MA
Tech66	Level 66 Technician	CV - CIVILIAN	$77.00	$78.00	DMC MAINT ACTV
Tech66	Level 66 Technician	MI - MILITARY	$88.00	$22.00	DMC MAINT ACTV
Test Category	This is a test	CV - CIVILIAN	$7.25	$11.25	BROOKS MA
Test Help	Help Testing	CV - CIVILIAN	$24.00	$34.00	BROOKS MA
Test Help	Help Testing	MI - MILITARY	$34.00	$44.00	BROOKS MA
Testing for Help 3	Testing for Help 3	CV - CIVILIAN	$48.00	$67.00	BROOKS MA
Testing for Help 3	Testing for Help 3	MI - MILITARY	$56.00	$75.00	BROOKS MA
TG TEST RATE	Test Labor Category Add 072618	MI - MILITARY	$15.00	$25.00	BROOKS MA

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For Official Use Only

Cancel

Note

To reach the optional fields, refer to the Labor Category Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Labor Category 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 Labor Category Detail

Select the desired Labor Category row. *The **Labor Category Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Labor Category Inquiry — Criteria
- Select Fields for the Labor Category Inquiry
- View the Labor Category Inquiry Detail — Basic
- View the Labor Category Inquiry Detail — Team Member(s)
- View the Labor Category Inquiry Transaction Status
- Export the Labor Category Inquiry Transaction Status

View the Labor Category Inquiry Detail — Basic

Overview

The Labor Category Inquiry Detail — Basic process displays the basic dispatch category record of the selected inquiry.

Navigation

Inquiries > Master Data > Labor Category > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Labor Category Inquiry Detail — Basic page

Page Fields

The following fields display on the **Labor Category Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Labor Category Inquiry — Basic Detail

Maint Activity
Labor Category Name
Labor Category Desc
Remarks

Site Id
UIC
Estbd Dt Tm
Lst Tran Dt Tm
Rate Type
Base Rate
Overtime Rate
Agency Cd
Agency Cd
Tran Cd
Estbd By
Lst Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

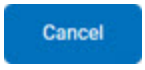
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

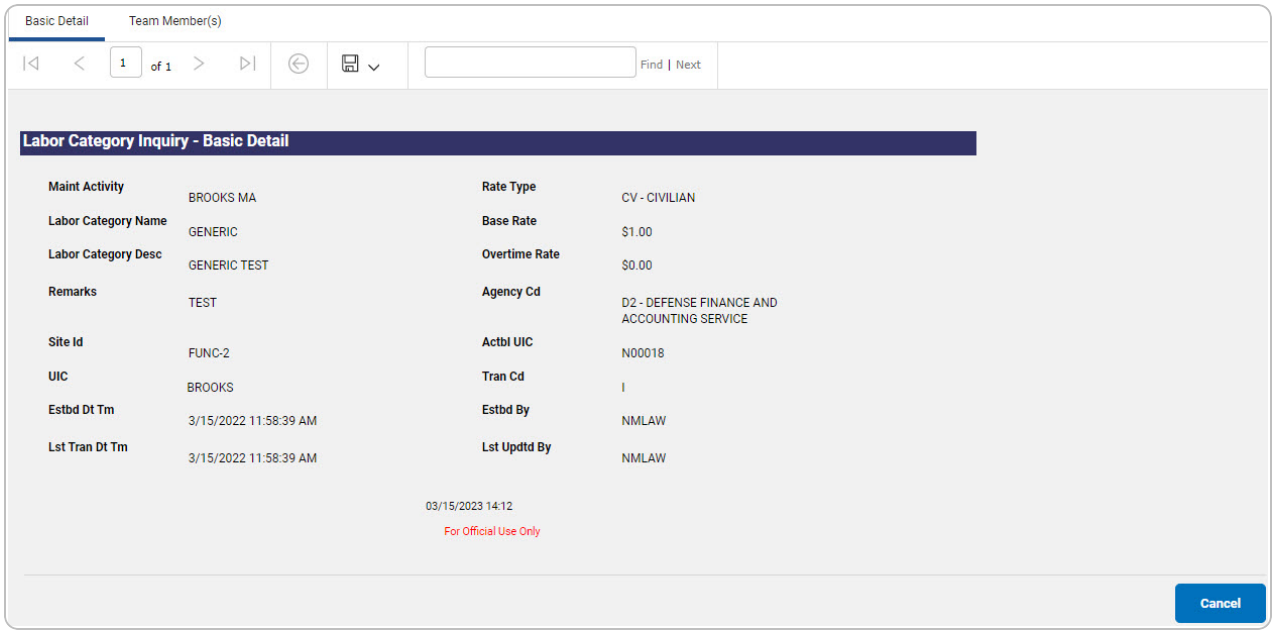
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

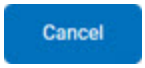
Export the Labor Category Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*



A. *Verify the MAINT ACTIVITY.*
B. *Verify the Labor Category Name.*
C. *Verify the LABOR CATEGORY DESC.*
D. *Verify the Remarks.*
E. *Verify the SITE ID.*
F. *Verify the UIC.*
G. *Verify the ESTBD DT TM.*
H. *Verify the LST TRAN DT TM.*
I. *Verify the Rate Type.*
J. *Verify the Base Rate.*
K. *Verify the Overtime Rate.*
L. *Verify the AGENCY CD.*
M. *Verify the ACTBL UIC.*
N. *Verify the TRAN CD.*
O. *Verify the ESTBD BY.*
P. *Verify the LAST UPDTD BY.*

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

   OR

   Select the Team Member(s) tab. *The* ***Labor Category Inquiry Detail — Team Member (s)*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Labor Category Inquiry — Criteria
- Search for a Labor Category Inquiry — Results
- Select Fields for the Labor Category Inquiry
- View the Labor Category Inquiry Detail — Team Member(s)

- View the Labor Category Inquiry Transaction Status
- Export the Labor Category Inquiry Transaction Status

View the Labor Category Inquiry Detail — Team Member(s)

Overview

The Labor Category Inquiry Detail — Team Member(s) process displays the member record of the selected labor category.

Navigation

Inquiries > Master Data > Labor Category > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Team Member(s) tab > Labor Category Inquiry Detail — Team Member(s) page

Page Fields

The following fields display on the **Labor Category Inquiry Detail — Team Member(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Labor Category Inquiry — Team Member(s) Detail

Team Member Last Name

Team Member First Name
Operator/Technician Cd
Operator/Technician ID
Location

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

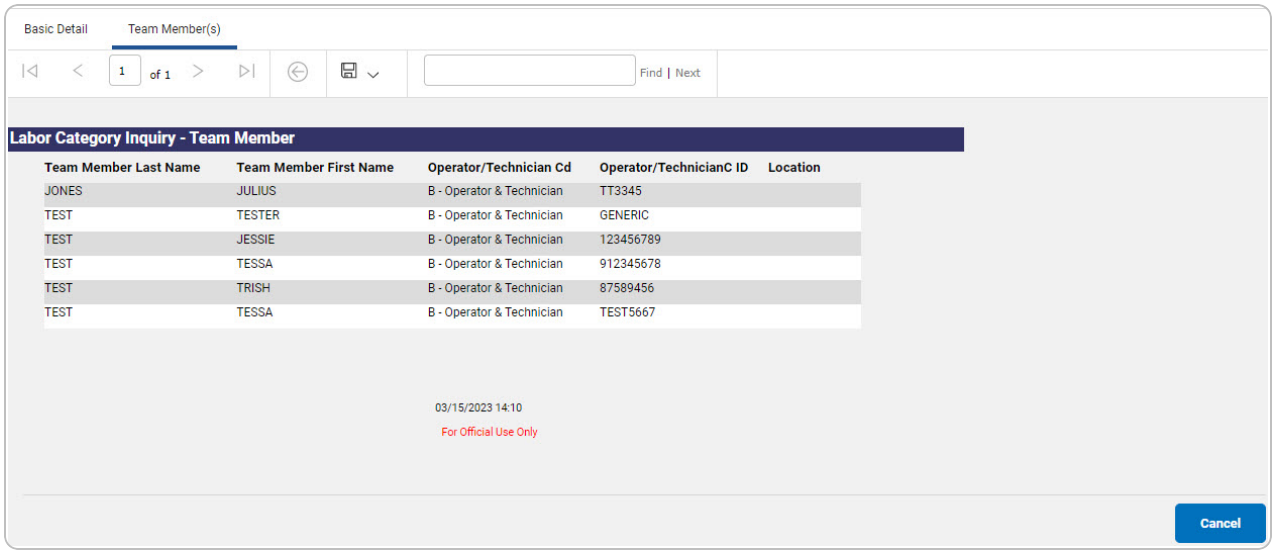
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

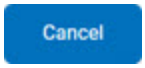
Export the Labor Category Inquiry Detail — Team Member(s)

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

1. *Verify the Team Member(s) Detail tab.*



A. *Verify the Team Member Last Name.*
B. *Verify the Team Member First Name.*
C. *Verify the OPERATOR/TECHNICIAN CD.*
D. *Verify the OPRERATOR/TECHNICIAN ID.*
E. *Verify the Location.*

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

   OR

   Select the Basic tab. *The* ***Labor Category Inquiry Detail — Basic*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Labor Category Inquiry — Criteria
- Search for a Labor Category Inquiry — Results
- Select Fields for the Labor Category Inquiry
- View the Labor Category Inquiry Detail — Basic

- View the Labor Category Inquiry Transaction Status
- Export the Labor Category Inquiry Transaction Status

Select Fields for the Labor Category Inquiry

Overview

The Labor Category Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Labor Category > Search Criteria > Fields > Labor Category Inquiry Fields Selection page

Page Fields

The following fields display on the **Labor Category Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Labor Category Name
Labor Category Desc
Rate Type Code
Base Rate
Overtime Rate
Maint Activity Name

Optional

Actbl UIC
Agency Cd
Estbd Dt Tm
Estbd By
Lst Tran Dt Tm
Lst Updtd By
UIC
Remarks
Site Id
Transaction Code

Procedures

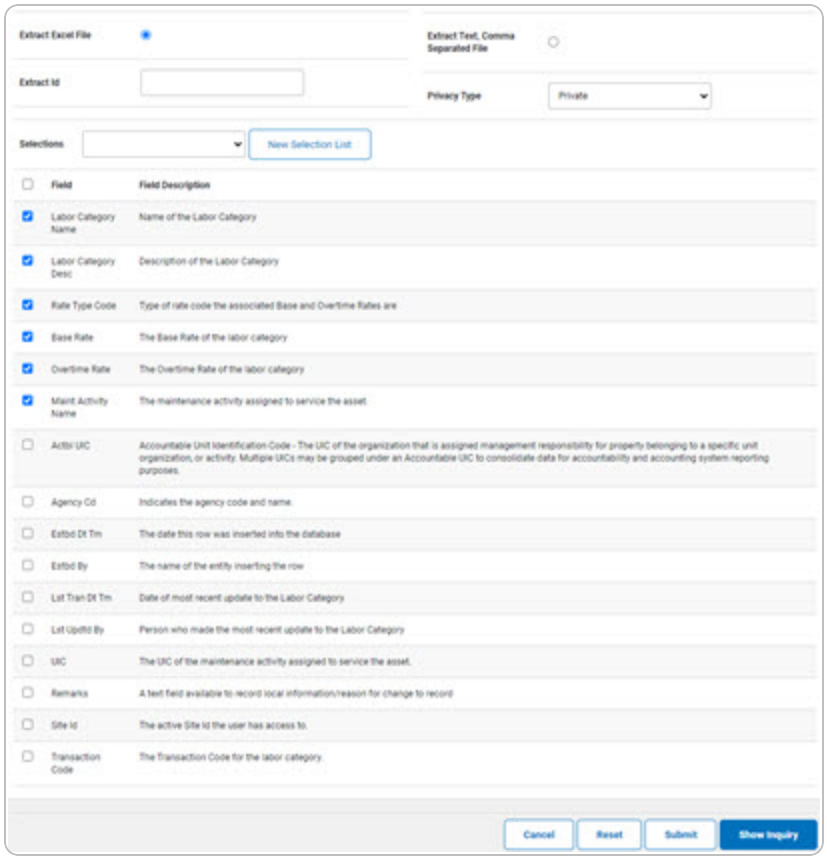
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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* ***Labor Category 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

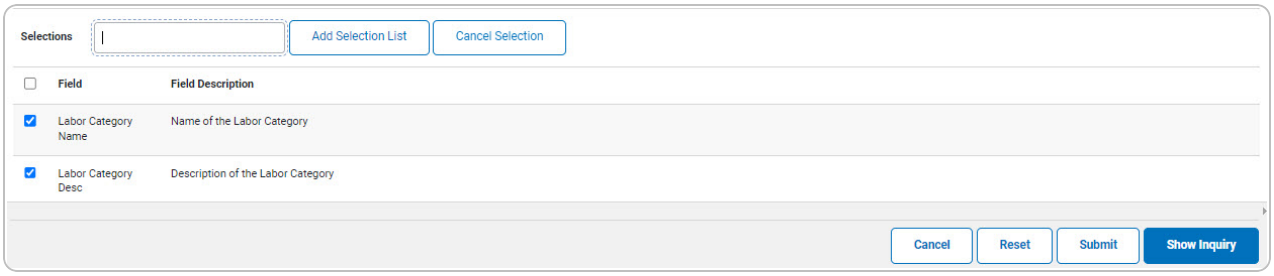
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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].

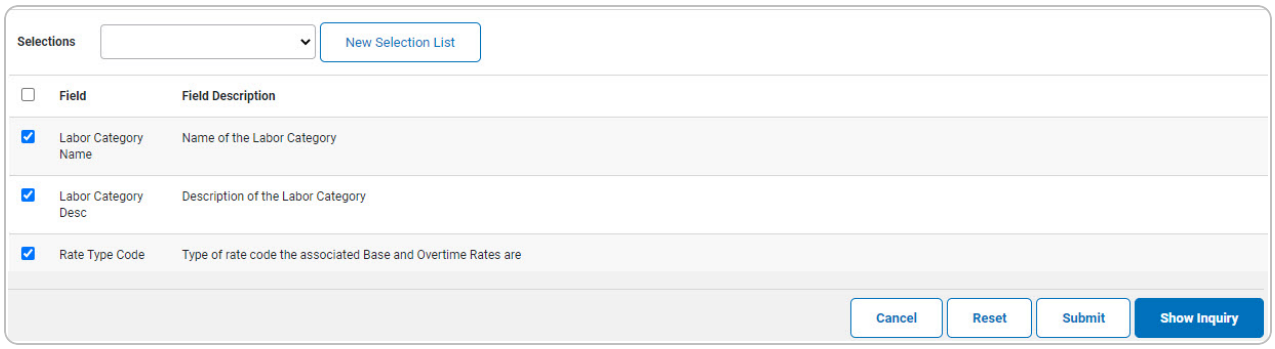
   Select [Show Inquiry] for small volumes of data. *The* ***Labor Category Inquiry — Results*** *page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

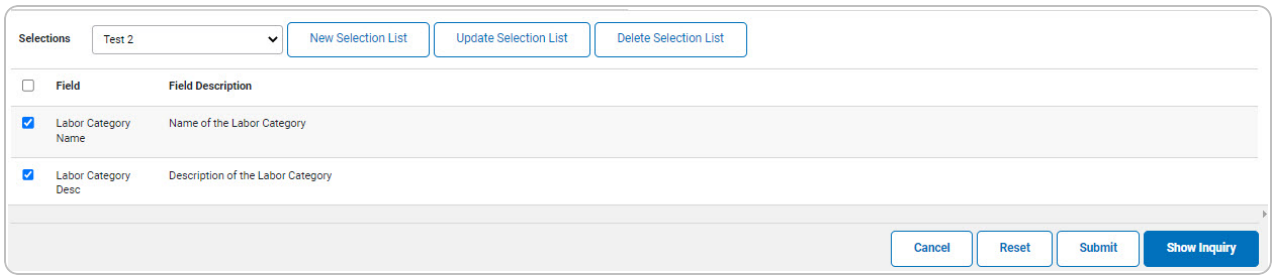
3. Select Show Inquiry for small volumes of data. *The **Labor Category Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Labor Category 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

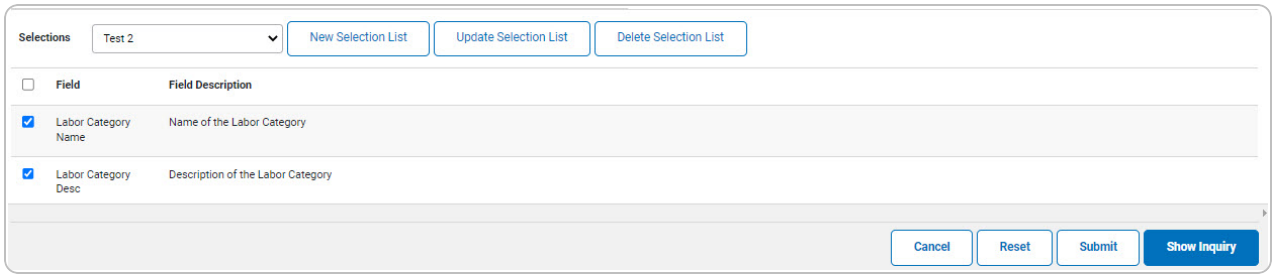
   Select Show Inquiry for small volumes of data. *The **Labor Category Inquiry — Results** page appears.*

4. **OR**

   Select Submit for large volumes of data. *The **Labor Category 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.*

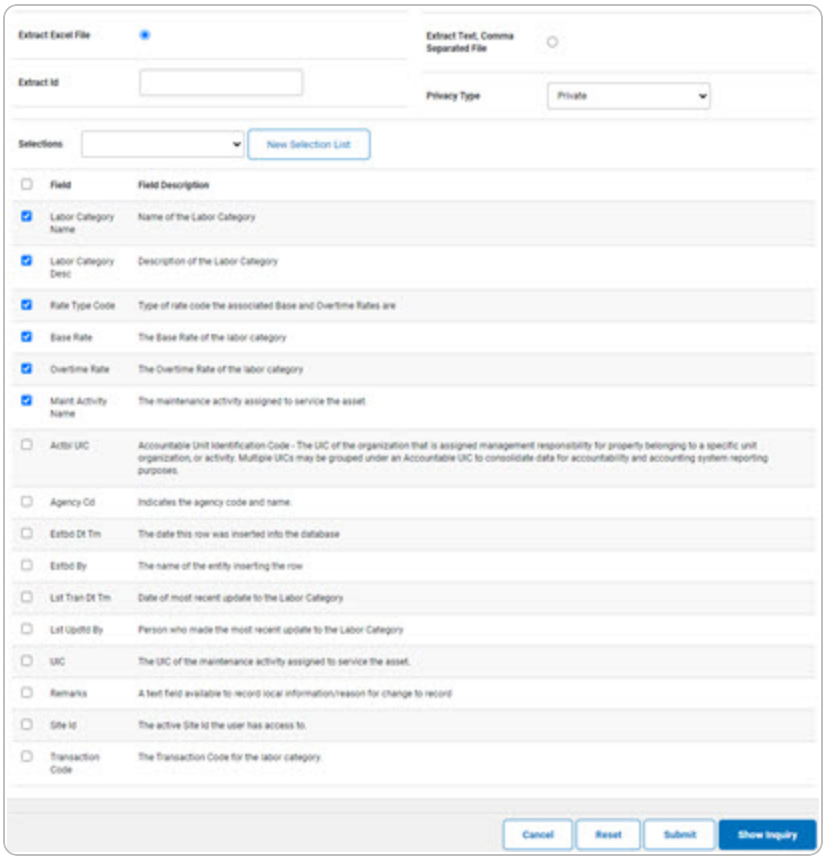


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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* ***Labor Category Inquiry*** *page appears.*



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

Note

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

- Verify the Labor Category Name contains the appropriate ☑ or ☐. *Select if the data contains a Labor Category Name.*
- Verify the LABOR CATEGORY DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a description.*

- Verify the Rate Type Code contains the appropriate ☑ or ☐. *Select if the inquiry contains a Rate Type Code.*
- Verify the Base Rate contains the appropriate ☑ or ☐. *Select if the inquiry has a Base Rate.*
- Verify the Overtime Rate contains the appropriate ☑ or ☐. *Select if the inquiry contains a Overtime Rate.*
- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT ACTIVITY NAME.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an ACTBL UIC.*
- Click ☐ to select the AGENCY CD. *Select if the inquiry contains an AGENCY CD.*
- Click ☐ to select the ESTBD DT TM. *Select if the inquiry contains an ESTBD DT TM.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains an ESTBD BY.*
- Click ☐ to select the LAST TRAN DT TM. *Select if the inquiry contains the most recent LAST TRAN DT TM.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY individual.*
- Click ☐ to select the UIC. *Select if the inquiry contains an UIC.*
- Click ☐ to select the Remarks. *Select if the inquiry contains remarks.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a SITE ID.*
- Click ☐ to select the Transaction Code. *Select if the inquiry contains a transaction code.*

Select Show Inquiry for small volumes of data. *The **Labor Category Inquiry — Results** page appears.*

3.

OR

Select Submit for large volumes of data. *The **Labor Category Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Labor Category Inquiry — Criteria
- Search for a Labor Category Inquiry — Results
- View the Labor Category Inquiry Detail — Basic
- View the Labor Category Inquiry Detail — Team Member(s)
- View the Labor Category Inquiry Transaction Status
- Export the Labor Category Inquiry Transaction Status

View the Labor Category Inquiry Transaction Status

Overview

The Labor Category Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data> Labor Category > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Labor Category Inquiry Transaction Status page

Page Fields

The following fields display on the **Labor Category Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

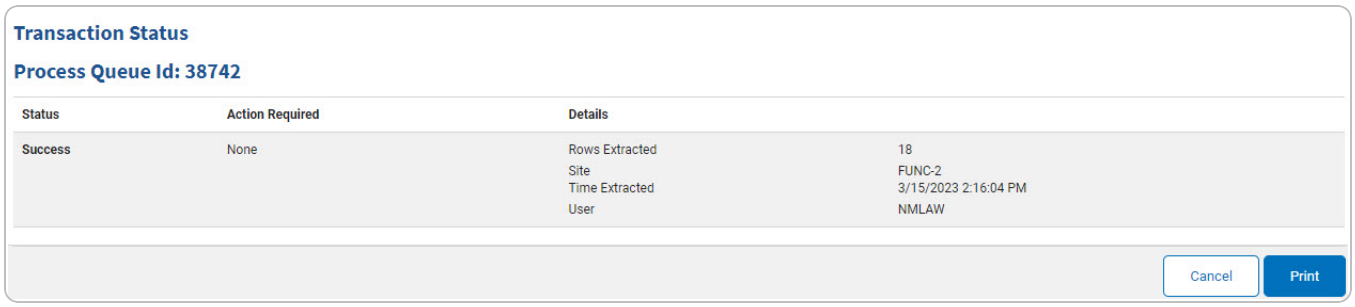
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Labor Category Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Labor Category Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Labor Category Inquiry — Criteria
- Search for a Labor Category Inquiry — Results
- Select Fields for the Labor Category Inquiry
- View the Labor Category Inquiry Detail — Basic

- View the Labor Category Inquiry Detail — Team Member(s)
- Export the Labor Category Inquiry Transaction Status

Export the Labor Category Inquiry Transaction Status

Overview

The Labor Category Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Labor Category > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Labor Category Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Labor Category Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

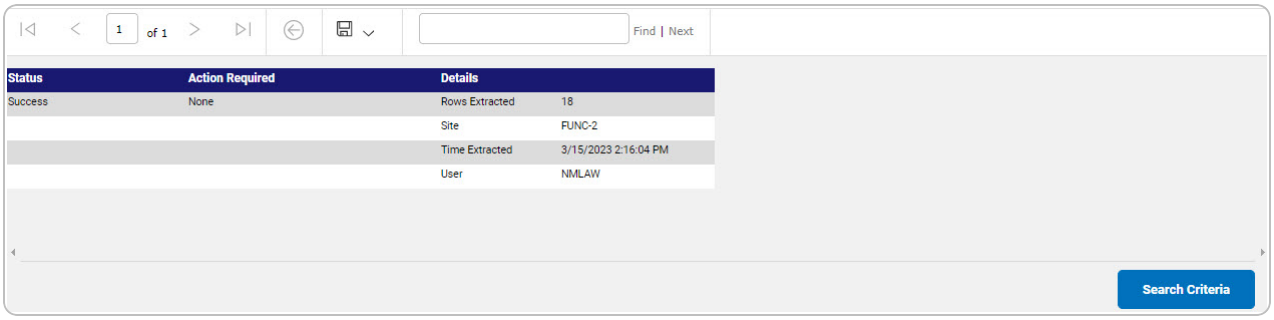
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Labor Category Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Labor Category 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Labor Category Inquiry — Criteria** page appears.*

Related Topics

- Search for a Labor Category Inquiry — Criteria
- Search for a Labor Category Inquiry — Results
- Select Fields for the Labor Category Inquiry
- View the Labor Category Inquiry Detail — Basic
- View the Labor Category Inquiry Detail — Team Member(s)
- View the Labor Category Inquiry Transaction Status

Search for an Operator/Technician Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Operator/Technician Inquiry process provides the ability to search for Operators and/or Technicians.

Navigation

Inquiries > Master Data > Operator/Technician > Operator/Technician Inquiry Search Criteria page

Page Fields

The following fields display on the **Operator/Technician Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to gen-

	erate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

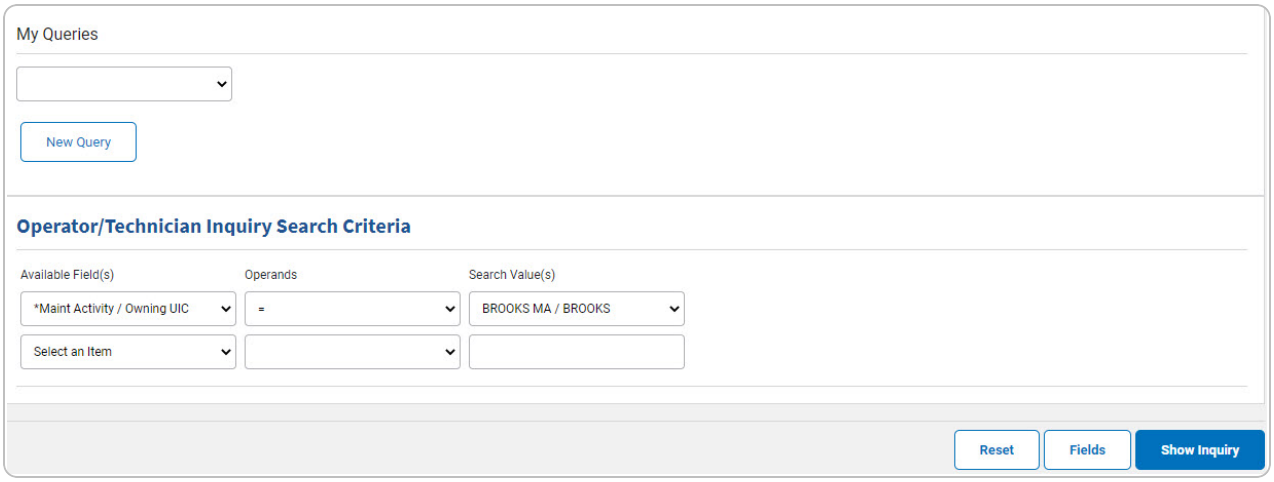
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Operator/Technician Inquiry

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.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **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. Repeat Step B to add additional search criteria.

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. Repeat Step B to add additional search criteria.

Remove an Available Field Row

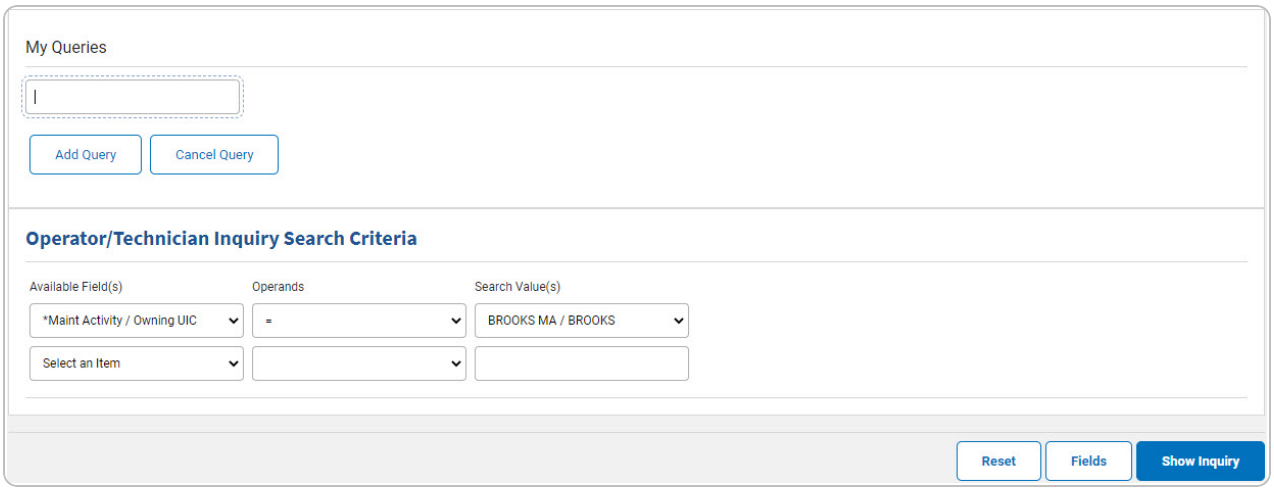
a. Use ⌄ to select desired Available Field.

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

5. Select Show Inquiry. *The **Operator/Technician — 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.*



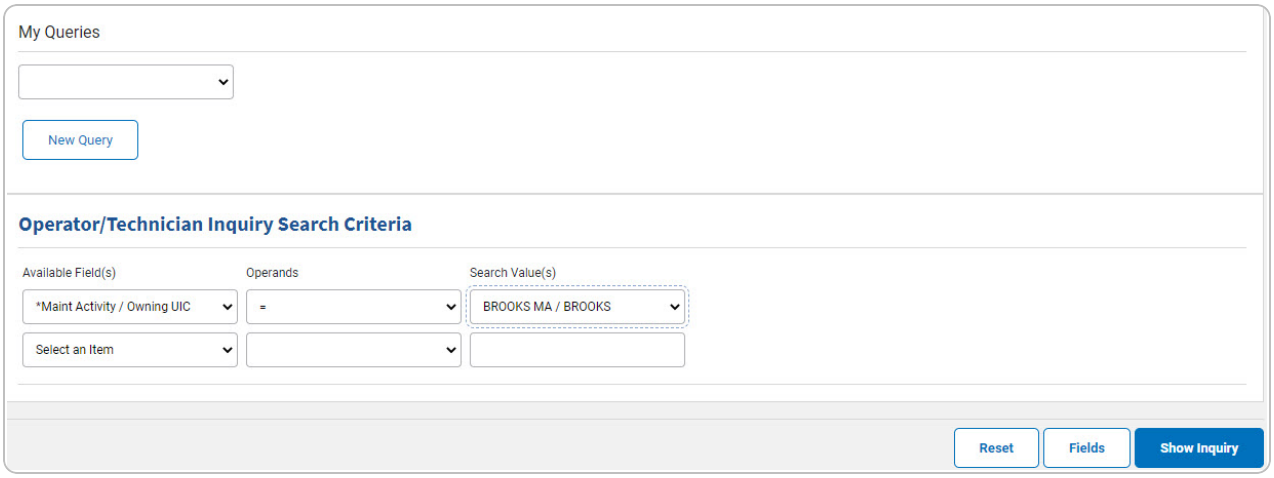
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select Cancel Query to disregard the Query.*
5. Select Fields. *The **Operator/Technician Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The* ***Operator/Technician 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.*



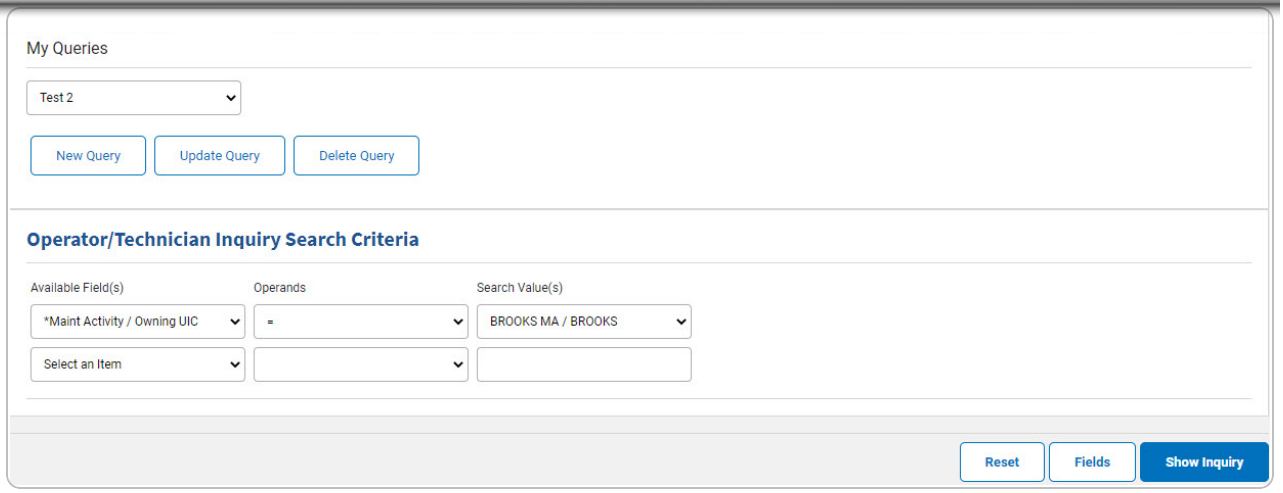
Select Fields. *The* ***Operator/Technician Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Operator/Technician 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.*



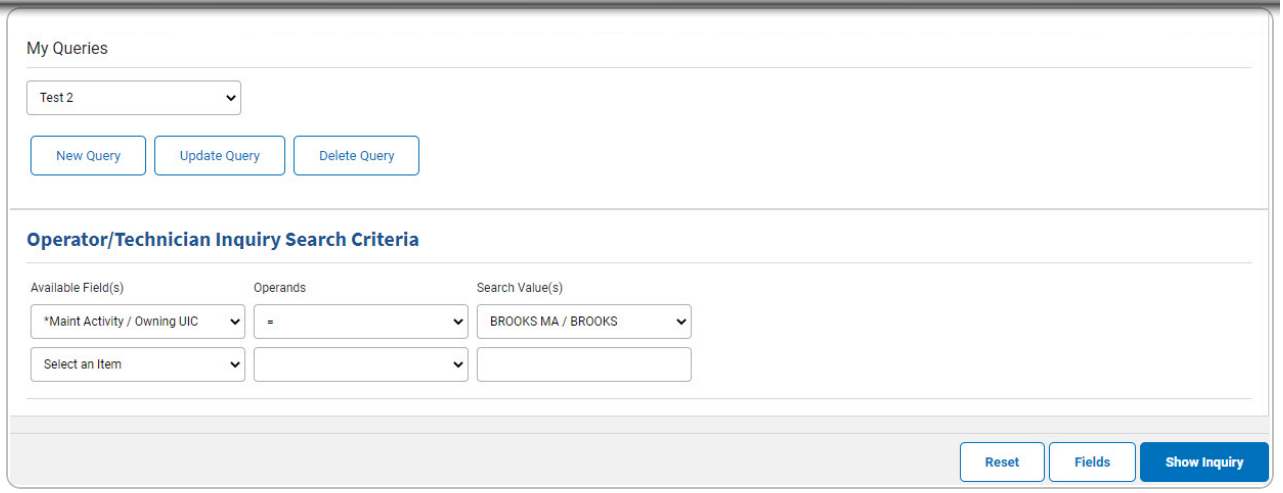
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Operator/Technician Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Operator/Technician 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Operator/Technician Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for an Operator/Technician Inquiry — Results
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Detail — Labor Rate(s)

- View the Operator/Technician Inquiry Transaction Status
- Export the Operator/Technician Inquiry Transaction Status

Search for an Operator/Technician Inquiry — Results

Overview

The Operator/Technician Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > Show Inquiry > Operator/Technician Inquiry Search Results page

Page Fields

The following fields display on the **Operator/Technician Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Operator/Technician Code
Labor Category Name
Operator/Technician Id
Team Member First Name
Team Member Last Name
User Id

Optional

Cost Center
DSN phone number
Email address
Location
Mobile phone number
Phone number
Tour of duty

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

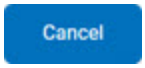
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

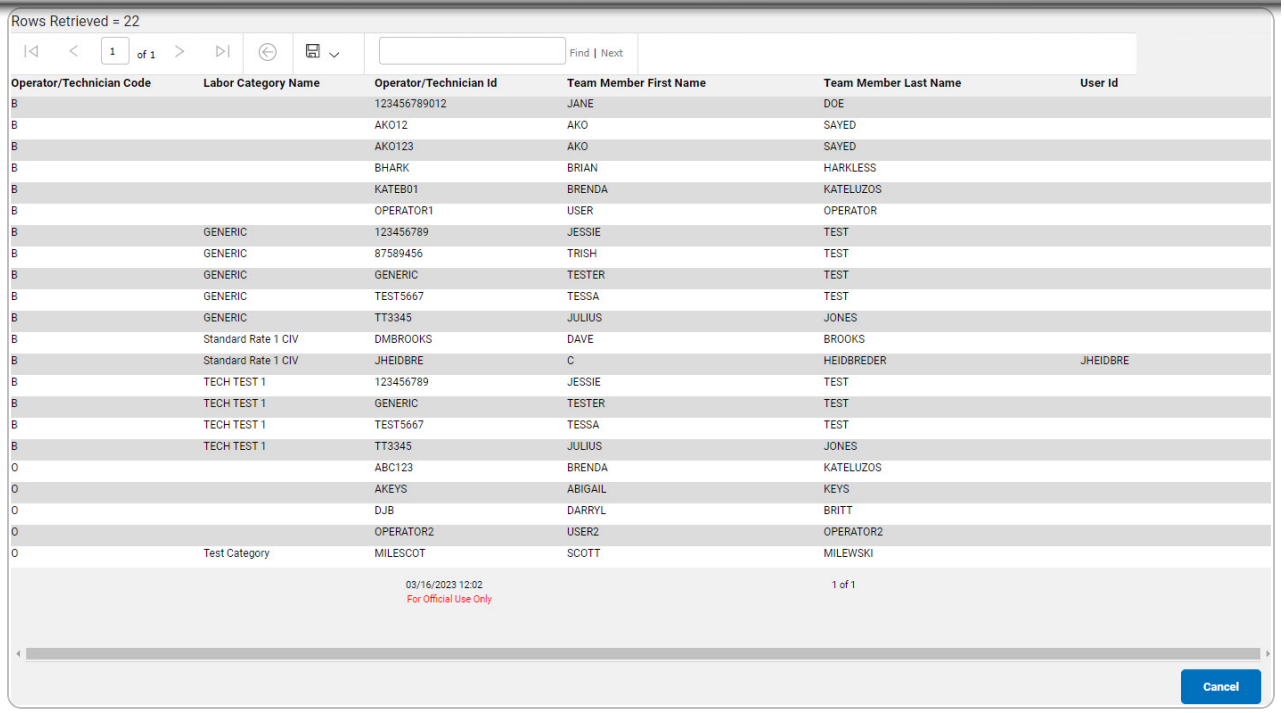
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Operator/Technician Inquiry Results

Selecting  *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 = 22

1 of 1 | Find | Next

Operator/Technician Code	Labor Category Name	Operator/Technician Id	Team Member First Name	Team Member Last Name	User Id
B		123456789012	JANE	DOE	
B		AKO12	AKO	SAYED	
B		AKO123	AKO	SAYED	
B		BHARK	BRIAN	HARKLESS	
B		KATEB01	BRENDA	KATELUZOS	
B		OPERATOR1	USER	OPERATOR	
B	GENERIC	123456789	JESSIE	TEST	
B	GENERIC	87589456	TRISH	TEST	
B	GENERIC	GENERIC	TESTER	TEST	
B	GENERIC	TEST5667	TESSA	TEST	
B	GENERIC	TT3345	JULIUS	JONES	
B	Standard Rate 1 CIV	DMBROOKS	DAVE	BROOKS	
B	Standard Rate 1 CIV	JHEIDBRE	C	HEIDBREDER	JHEIDBRE
B	TECH TEST 1	123456789	JESSIE	TEST	
B	TECH TEST 1	GENERIC	TESTER	TEST	
B	TECH TEST 1	TEST5667	TESSA	TEST	
B	TECH TEST 1	TT3345	JULIUS	JONES	
O		ABC123	BRENDA	KATELUZOS	
O		AKEYS	ABIGAIL	KEYS	
O		DJB	DARRYL	BRITT	
O		OPERATOR2	USER2	OPERATOR2	
O	Test Category	MILESCOT	SCOTT	MILEWSKI	

03/16/2023 12:02
For Official Use Only
1 of 1

Cancel

Note

To reach the optional fields, refer to the Operator/Technician Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Operator/Technician 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 Operator/Technician Detail

Select the desired Operator/Technician row. *The **Operator/Technician Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Detail — Labor Rate(s)
- View the Operator/Technician Inquiry Transaction Status
- Export the Operator/Technician Inquiry Transaction Status

View the Operator/Technician Inquiry Detail — Basic

Overview

The Operator/Technician Inquiry Detail — Basic process displays the basic operator/technician record of the selected inquiry.

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Operator/Technician Inquiry Detail — Basic page

Page Fields

The following fields display on the **Operator/Technician Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Operator/Technician Inquiry — Basic Detail

Maint Activity
Operator/Technician Code
Team Member Last Name
ELMS User Id
Location
DSN Phone Number
Mobile Phone Number
Remarks
History Remarks
Lst Updtd By
Estbd By
Owning UIC

Operator/Technician Id
Team Member First Name
Tour of Duty
Cost Center
Phone Number
Email Address
Tran Cd
Last Tran Dt
Estbd Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

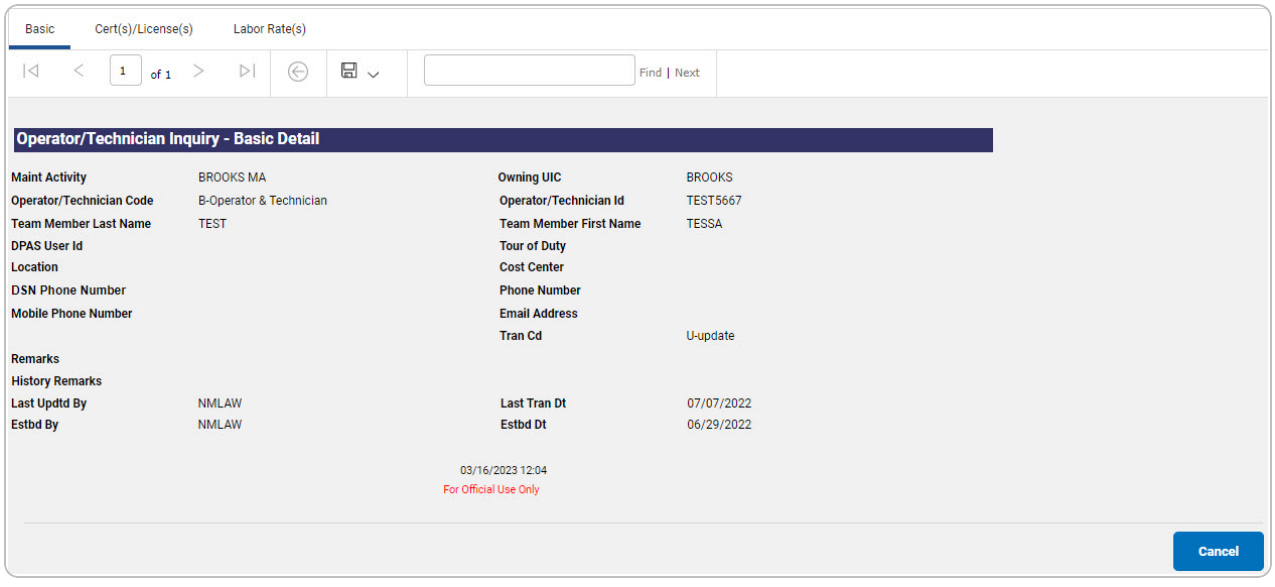
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

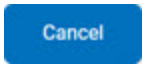
Export the Operator/Technician Inquiry Detail — Basic

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.*



A. *Verify the MAINT ACTIVITY.*
B. *Verify the Operator/Technician Code.*
C. *Verify the Team Member Last Name.*
D. *Verify the ELMS USER ID.*
E. *Verify the Location.*
F. *Verify the DSN Phone Number.*
G. *Verify the Mobile Phone Number.*
H. *Verify the Remarks.*
I. *Verify the History Remarks.*
J. *Verify the LAST UPDTD BY.*
K. *Verify the ESTBD BY.*
L. *Verify the OWNING UIC.*
M. *Verify the OPRERATOR/TECHNICIAN ID.*
N. *Verify the Team Member First Name.*
O. *Verify the Tour of Duty.*
P. *Verify the Cost Center.*
Q. *Verify the Phone Number.*
R. *Verify the EMAIL Address.*
S. *Verify the TRAN CD.*
T. *Verify the LAST TRAN DT.*
U. *Verify the ESTBD DT.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select 

. *The* ***Operator/Technician Inquiry — Criteria*** *page appears*.

OR

Select the CERT(s)/License(s) tab. *The* ***Operator/Technician Inquiry Detail — Cert (s)/License(s)*** *page appears*.

OR

Select the Basic tab. *The **Operator/Technician Inquiry Detail — Basic** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Search for an Operator/Technician Inquiry — Results
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Detail — Labor Rate(s)
- View the Operator/Technician Inquiry Transaction Status
- Export the Operator/Technician Inquiry Transaction Status

View the Operator/Technician Inquiry Detail — CERT(s)/License(s)

Overview

The Operator/Technician Inquiry Detail — CERT(s)/License(s) process displays the certification and license record of the selected operator/technician.

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > CERT(s)/License(s) tab > Operator/Technician Inquiry Detail — CERT(s)/License(s) page

Page Fields

The following fields display on the **Operator/Technician Inquiry Detail — CERT(s)/License(s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Operator/Technician Inquiry — CERT(s)/License(s) Detail

Maint Activity
Operator/Technician Code
Team Member Last Name
Owning UIC
Operator/Technician Id
Team Member First Name

CERT Type Grid

Cert Type
Cert/License Name

Issued By
Expr Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

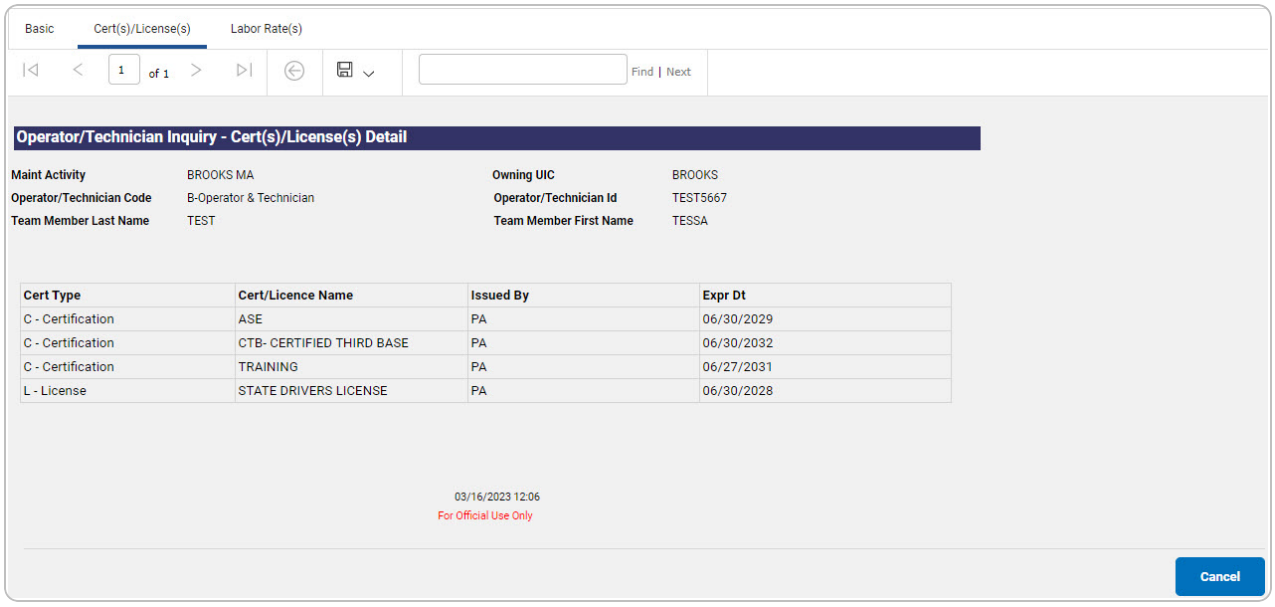
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Operator/Technician Inquiry Detail — CERT(s)/License(s)

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

1. *Verify the CERT(s)/License(s) Detail tab.*



A. *Verify the MAINT ACTIVITY.*

B. *Verify the Operator/Technician Code.*

C. *Verify the Team Member Last Name.*

D. *Verify the OWNING UIC.*

E. *Verify the OPRERATOR/TECHNICIAN ID.*

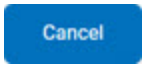
F. *Verify the Team Member First Name.*

G. *Verify the CERT TYPE.*

H. *Verify the CERT/LICENSE NAME.*

I. *Verify the Issued By.*

J. *Verify the EXPR DT.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The **Operator/Technician Inquiry — Criteria** page appears*.

   OR

   Select the Labor Rate(s) tab. *The **Operator/Technician Inquiry Detail — Labor Rate (s)** page appears*.

   OR

   Select the Basic tab. *The **Operator/Technician Inquiry Detail — Basic** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Search for an Operator/Technician Inquiry — Results
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Labor Rate(s)
- View the Operator/Technician Inquiry Transaction Status
- Export the Operator/Technician Inquiry Transaction Status

View the Operator/Technician Inquiry Detail — Labor Rate(s)

Overview

The Operator/Technician Inquiry Detail — Labor Rate(s) process displays the labor rate record of the selected operator/technician.

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Labor Rate(s) tab > Operator/Technician Inquiry Detail — Labor Rate(s) page

Page Fields

The following fields display on the **Operator/Technician Inquiry Detail — Labor Rate (s)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Operator/Technician Inquiry — Labor Rate(s) Detail

Maint Activity
Operator/Technician Code
Team Member Last Name
Owning UIC
Operator/Technician Id
Team Member First Name

Labor Category Grid

Labor Category
Rate Type

Base Rate
Overtime Rate

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

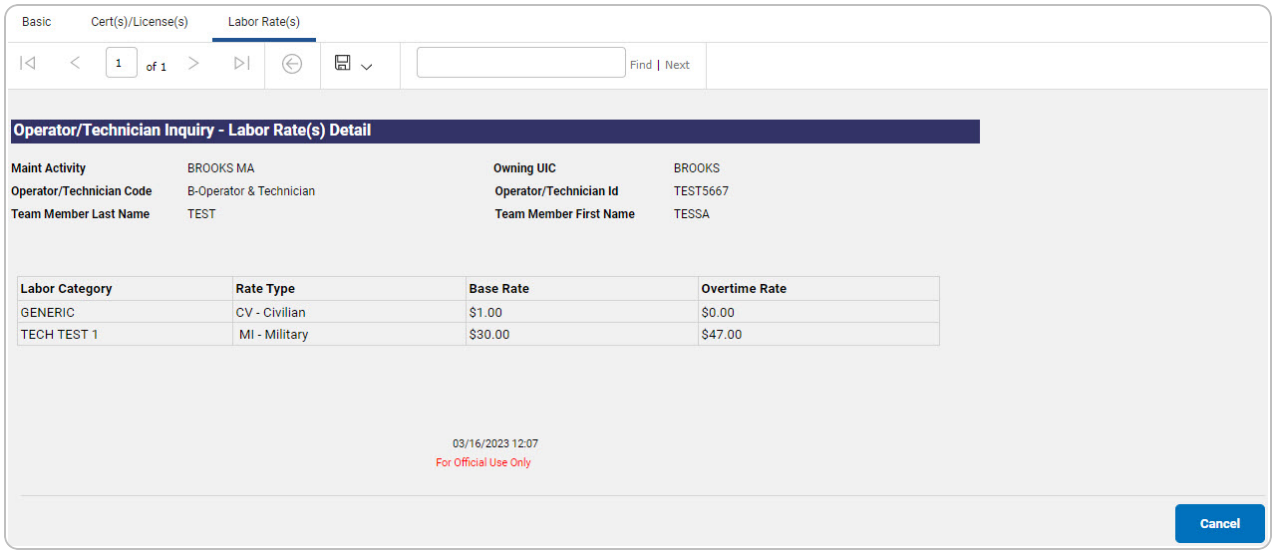
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Operator/Technician Inquiry Detail — Labor Rate(s)

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

1. *Verify the Labor Rate(s) Detail tab.*



A. *Verify the MAINT ACTIVITY.*
B. *Verify the Operator/Technician Code.*
C. *Verify the Team Member Last Name.*
D. *Verify the OWNING UIC.*
E. *Verify the OPRERATOR/TECHNICIAN ID.*

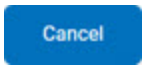
F. *Verify the Team Member First Name.*

G. *Verify the Labor Category.*

H. *Verify the Rate Type.*

I. *Verify the Base Rate.*

J. *Verify the Overtime Rate.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The* ***Operator/Technician Inquiry — Criteria*** *page appears*.

   OR

   Select the CERT(s)/License(s) tab. *The* ***Operator/Technician Inquiry Detail — Cert (s)/License(s)*** *page appears*.

   OR

   Select the Basic tab. *The* ***Dispatch Category Inquiry Detail — Basic*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Search for an Operator/Technician Inquiry — Results
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Transaction Status
- Export the Operator/Technician Inquiry Transaction Status

Select Fields for the Operator/Technician Inquiry

Overview

The Operator/Technician Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > Fields > Operator/Technician Inquiry Fields Selection page

Page Fields

The following fields display on the **Operator/Technician Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Operator/Technician Code
Labor Category Name
Operator/Technician Id
Team Member First Name
Team Member Last Name
User Id

Optional

Cost Center
DSN phone number
Email address
Location
Mobile phone number
Phone number
Tour of duty

Procedures

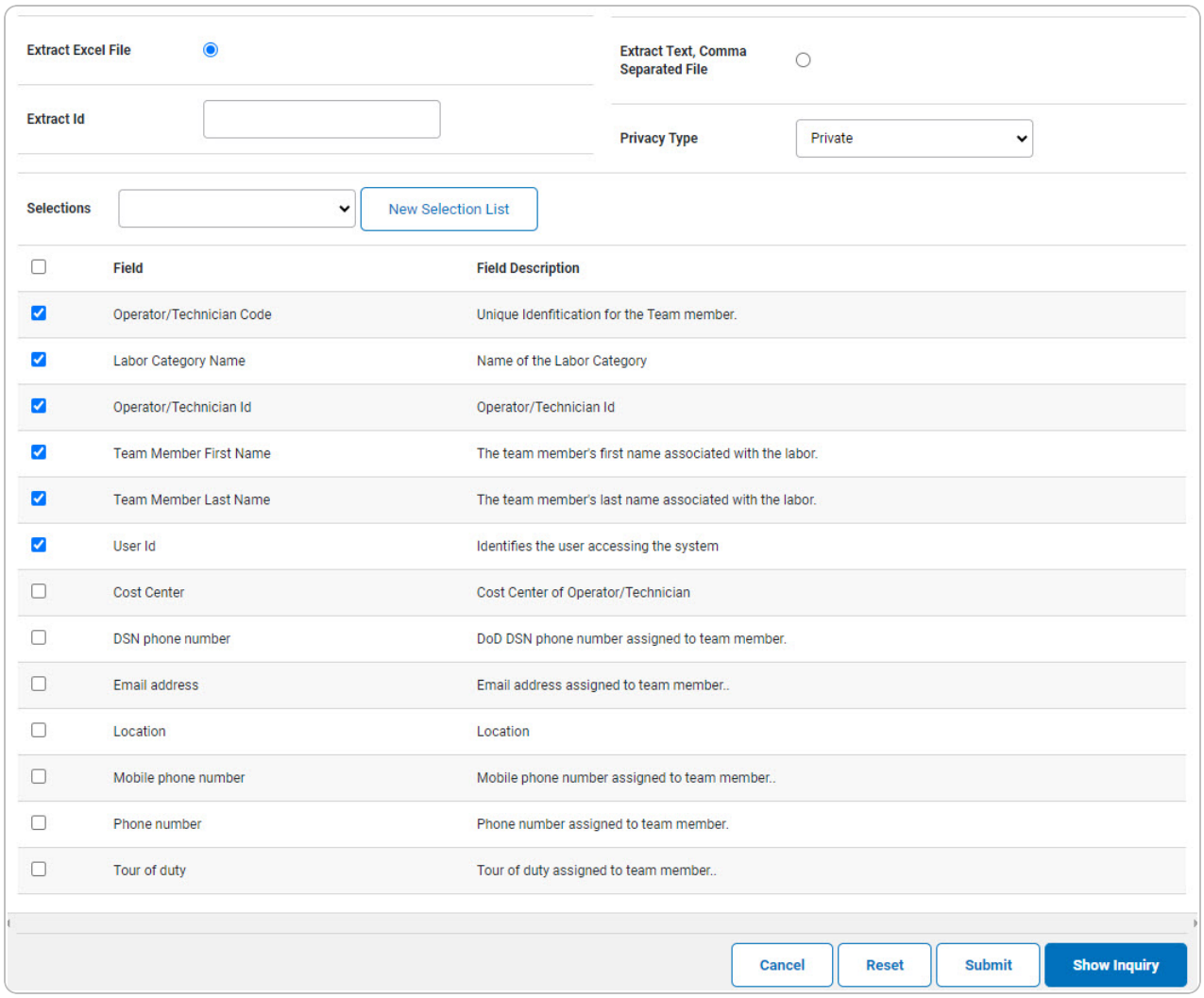
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Operator/Technician 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

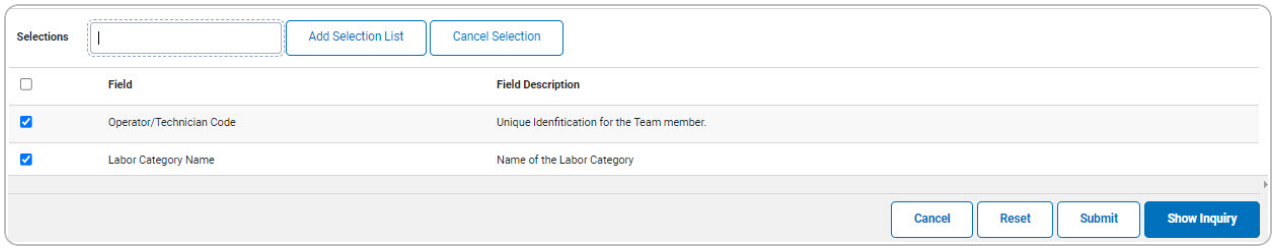
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*



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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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* ***Operator/Technician Inquiry — Results*** *page appears.*

5. **OR**

   Select [Submit] for large volumes of data. *The* ***Operator/Technician Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

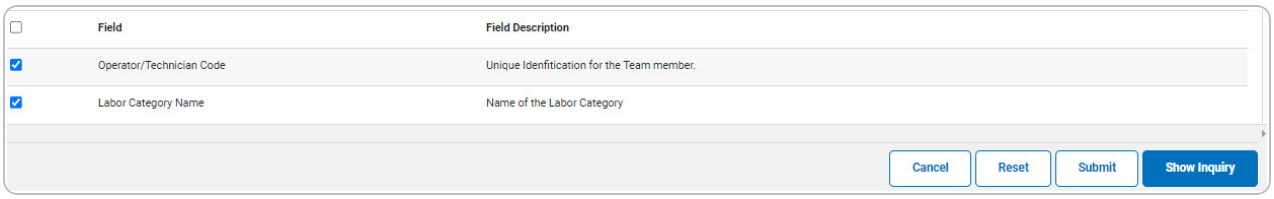
3. Select Show Inquiry for small volumes of data. *The **Operator/Technician Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Operator/Technician 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.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

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

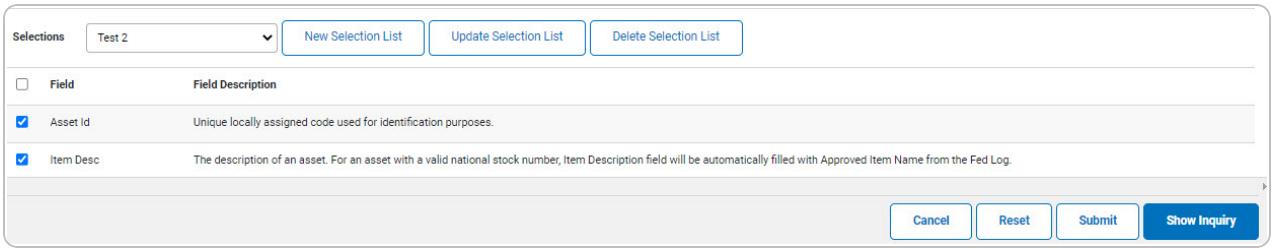
Select Show Inquiry for small volumes of data. *The* ***Operator/Technician Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Operator/Technician 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.

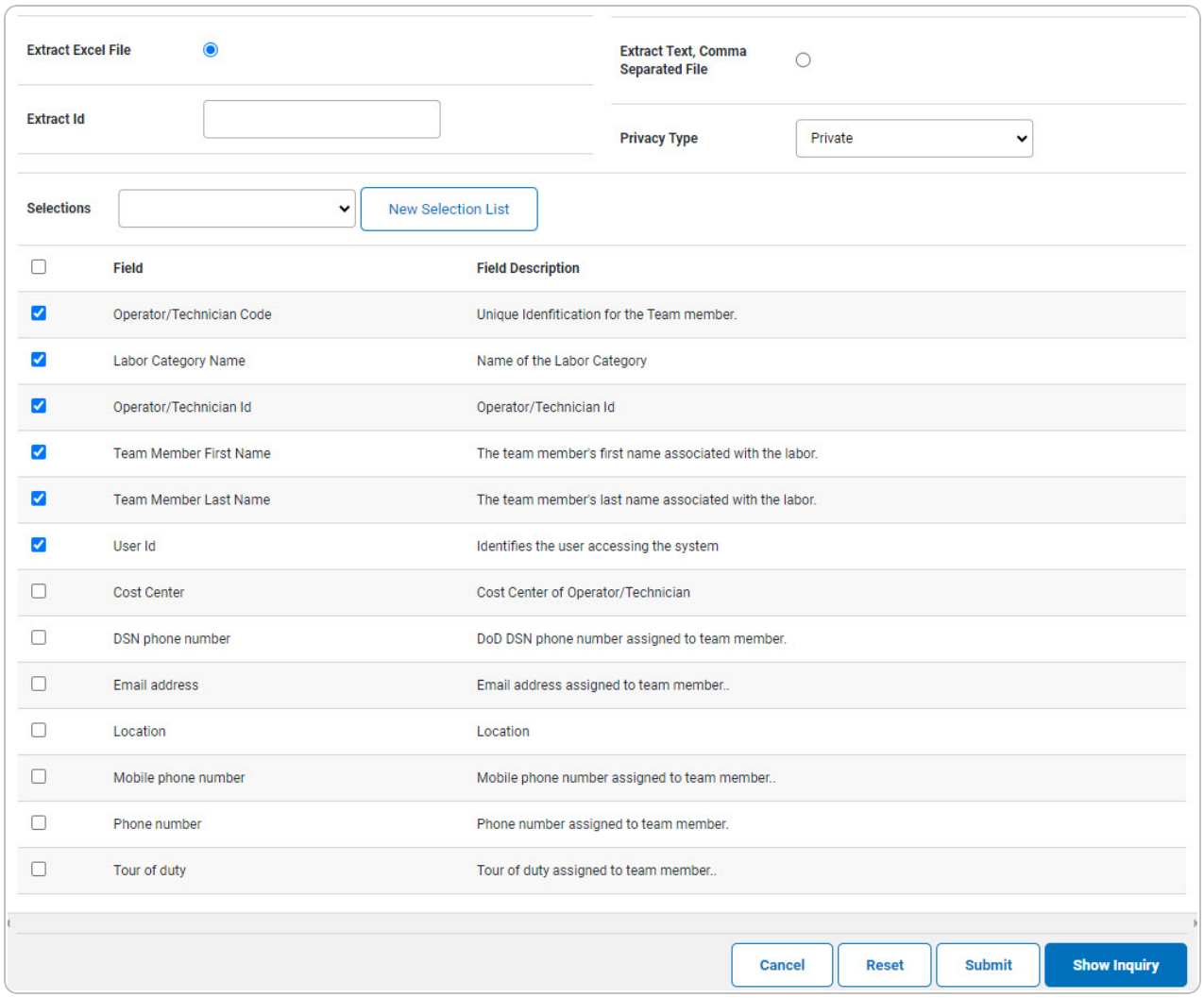


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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* ***Operator/Technician Inquiry*** *page appears.*



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

Note

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

- Verify the Operator/Technician Code contains the appropriate ☑ or ☐. *Select if the inquiry contains an operator/technician identification.*

- Verify the Labor Category Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a labor category name.*
- Verify the OPRERATOR/TECHNICIAN ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a OPRERATOR/TECHNICIAN ID.*
- Verify the Team Member First Name contains the appropriate ☑ or ☐. *Select if the inquiry is associated with a team member's first name.*
- Verify the Team Member Last Name contains the appropriate ☑ or ☐. *Select if the inquiry is associated with a team member's last name.*
- Verify the USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an USER ID.*
- Click ☐ to select the Cost Center. *Select if the inquiry contains a cost center.*
- Click ☐ to select the DSN phone number. *Select if the inquiry contains a DSN phone number.*
- Click ☐ to select the EMAIL address. *Select if the inquiry contains an EMAIL address.*
- Click ☐ to select the Location. *Select if the inquiry contains an Location.*
- Click ☐ to select the Mobile phone number. *Select if the inquiry contains a mobile phone number.*
- Click ☐ to select the Phone number. *Select if the inquiry contains a phone number.*
- Click ☐ to select the Tour of duty. *Select if the inquiry contains an Tour of duty.*

Select Show Inquiry for small volumes of data. *The **Operator/Technician Inquiry — Results** page appears.*

3.

OR

Select Submit for large volumes of data. *The **Operator/Technician Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Search for an Operator/Technician Inquiry — Results
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Detail — Labor Rate(s)
- View the Operator/Technician Inquiry Transaction Status
- Export the Operator/Technician Inquiry Transaction Status

View the Operator/Technician Inquiry Transaction Status

Overview

The Operator/Technician Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data> Operator/Technician > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Operator/Technician Inquiry Transaction Status page

Page Fields

The following fields display on the **Operator/Technician Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

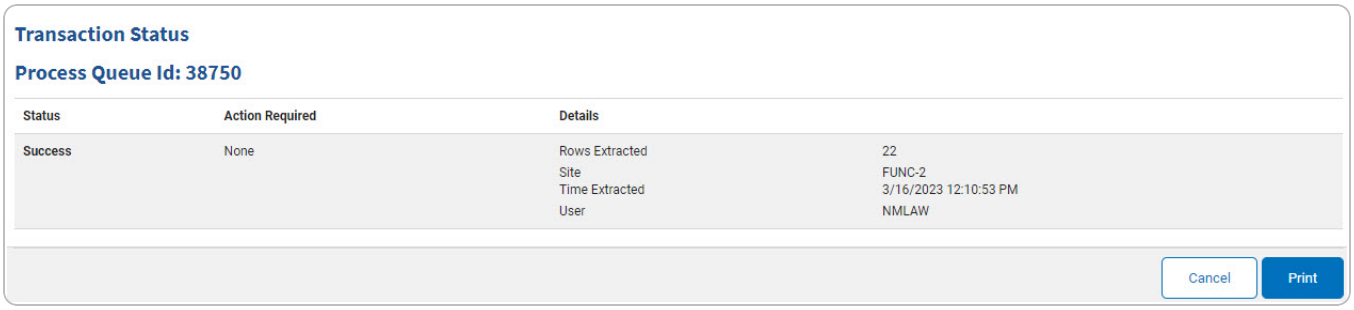
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Operator/Technician Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Operator/Technician Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Search for an Operator/Technician Inquiry — Results
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Detail — Labor Rate(s)
- Export the Operator/Technician Inquiry Transaction Status

Export the Operator/Technician Inquiry Transaction Status

Overview

The Operator/Technician Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Operator/Technician > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Operator/Technician Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Operator/Technician Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

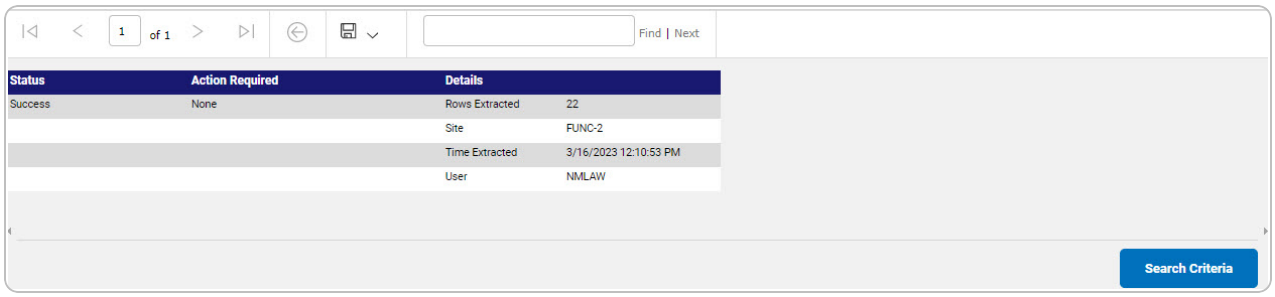
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Operator/Technician Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Operator/Technician 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Operator/Technician Inquiry — Criteria** page appears.*

Related Topics

- Search for an Operator/Technician Inquiry — Criteria
- Search for an Operator/Technician Inquiry — Results
- Select Fields for the Operator/Technician Inquiry
- View the Operator/Technician Inquiry Detail — Basic
- View the Operator/Technician Inquiry Detail — Cert(s)/License(s)
- View the Operator/Technician Inquiry Detail — Labor Rate(s)
- View the Operator/Technician Inquiry Transaction Status

Search for a Maintenance Activity Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Maintenance Activity Inquiry process provides the ability to search for Maintenance Activities.

Navigation

Inquiries > Master Data > MAINT Activity > Maintenance Activity Inquiry Search Criteria page

Page Fields

The following fields display on the **Maintenance Activity Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

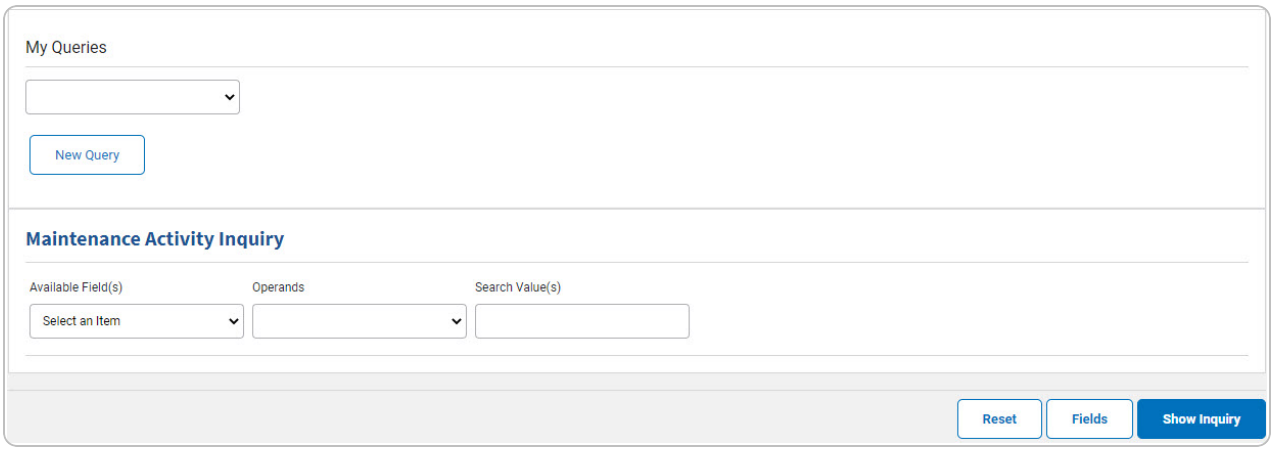
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Maintenance Activity Inquiry

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. Use ⌄ to select the first Available Field.

   B. Repeat Step B to add additional search criteria.

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. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

Remove an Available Field Row

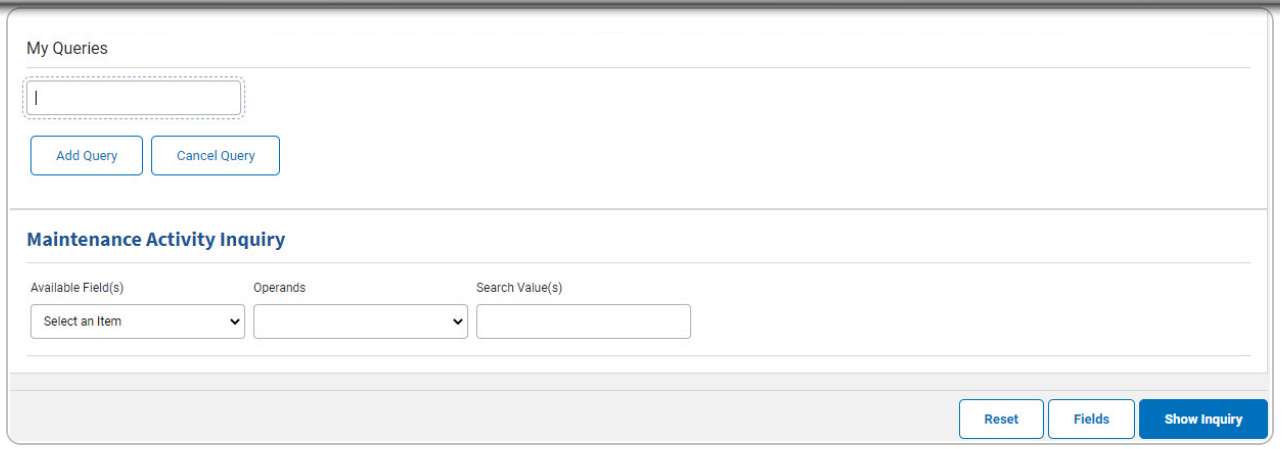
a. Use to select desired Available Field.

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

5. Select Show Inquiry. *The **Maintenance Activity 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.*



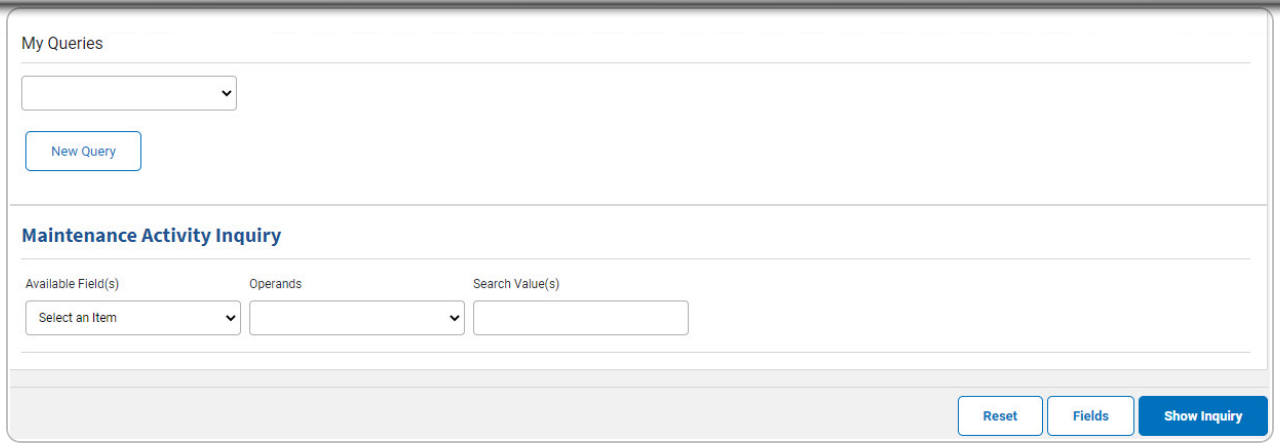
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Maintenance Activity Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Maintenance Activity 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.*



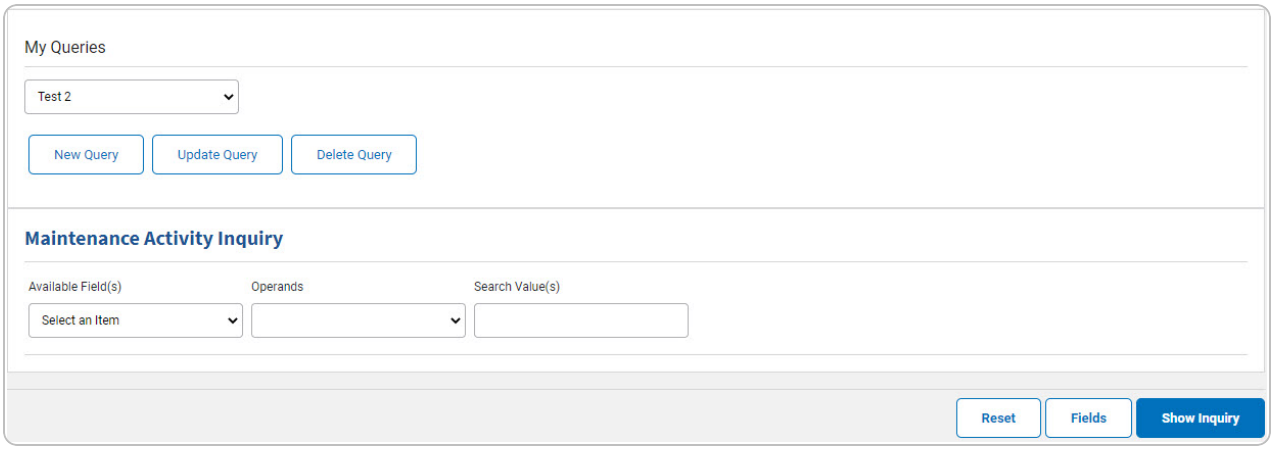
2. Select Fields. *The **Maintenance Activity Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Maintenance Activity 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. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

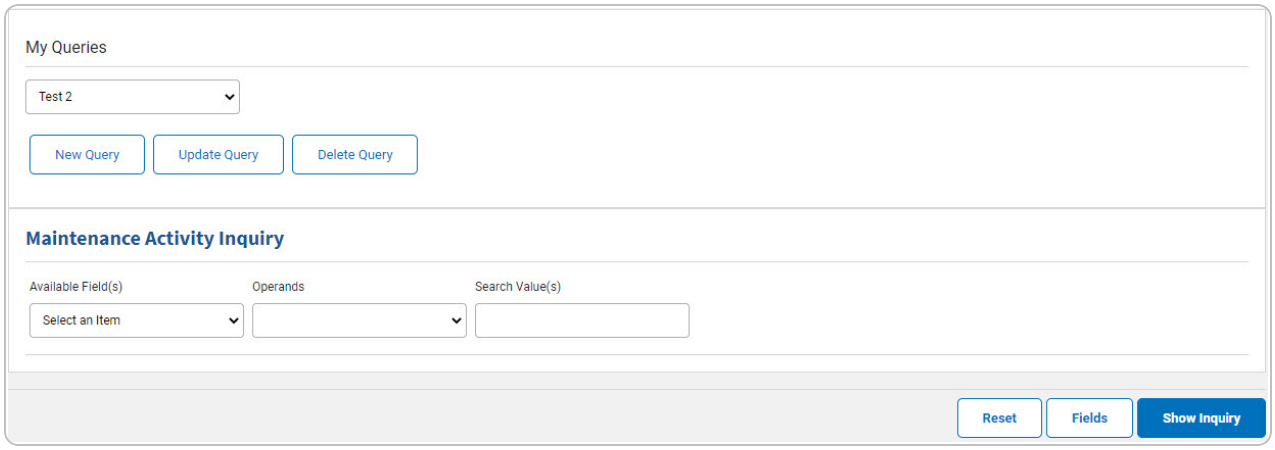
4. Select Fields. *The **Maintenance Activity Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Maintenance Activity 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Maintenance Activity Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.

31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Maintenance Activity Inquiry — Results
- Select Fields for the Maintenance Activity Inquiry
- View the Maintenance Activity Inquiry Detail — Basic
- View the Maintenance Activity Inquiry Transaction Status
- Export the Maintenance Activity Inquiry Transaction Status

Search for a Maintenance Activity Inquiry — Results

Overview

The Maintenance Activity Inquiry Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > MAINT Activity > Search Criteria > Show Inquiry > Maintenance Activity Inquiry Search Results page

Page Fields

The following fields display on the **Maintenance Activity Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
191	Excel is the only reliable print format for this inquiry.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Activity Name
Maint Acty Desc
Owning UIC
Warehouse (Parts)
Warehouse Owning DoDAAC

Optional

Address 1
Address 2
Agency Name
City
Country Cd
DSN
E-Mail Address
Estbd By
Estbd Dt
FAX Nbr
Full Util Days
Full Util Miles
Full Util Hours
Hrs of Operation
Last Tran Dt
Last Updtd By
POC
Remarks
Site Id
State
ZIP Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

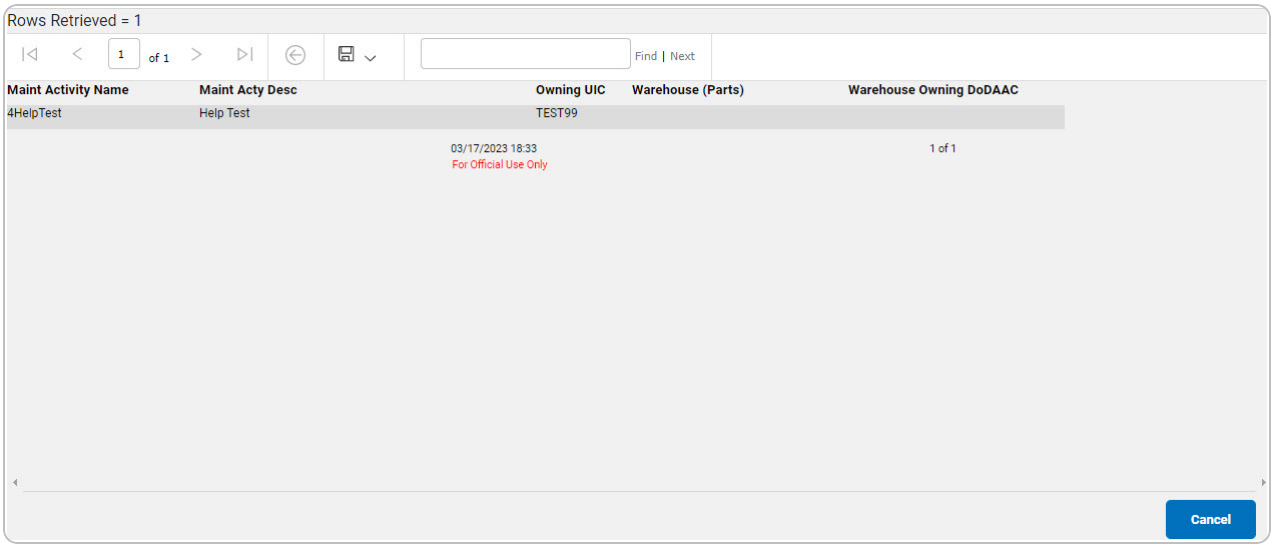
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Activity Inquiry Results

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

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



2. Follow the prompts provided by the computer.

Note

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

3. Select Cancel. *The* ***Maintenance Activity 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 Maintenance Activity Detail

Select the desired Maintenance Activity row. *The **Maintenance Activity Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Activity Inquiry — Criteria
- Select Fields for the Maintenance Activity Inquiry
- View the Maintenance Activity Inquiry Detail — Basic
- View the Maintenance Activity Inquiry Transaction Status
- Export the Maintenance Activity Inquiry Transaction Status

View the Maintenance Activity Inquiry Details — Basic

Overview

The Maintenance Activity Inquiry Detail — Basic process displays the basic maintenance activity record of the selected inquiry.

Navigation

Inquiries > Master Data > MAINT Activity > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Maintenance Activity Inquiry Detail — Basic page

Page Fields

The following fields display on the **Maintenance Activity Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Maintenance Activity Inquiry — Basic Detail

Agency Name
Site Id

UIC
POC
Address 1
City
ZIP Cd
Phone Nbr
Hrs of Operation
Full Util Miles
Remarks
History Remarks
Pgm Id
Last Tran Dt
Estbd Dt
Total Asset Ct
Total Equip Pool Ct
Maint Activity Name
Maint Activity Desc
Warehouse (Parts)
Warehouse Owning DoDAAC
Loc
Address 2
State Cd
Country Cd
E-Mail Address
Full Util Days
Full Util Hours
Tran Cd
Lst Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

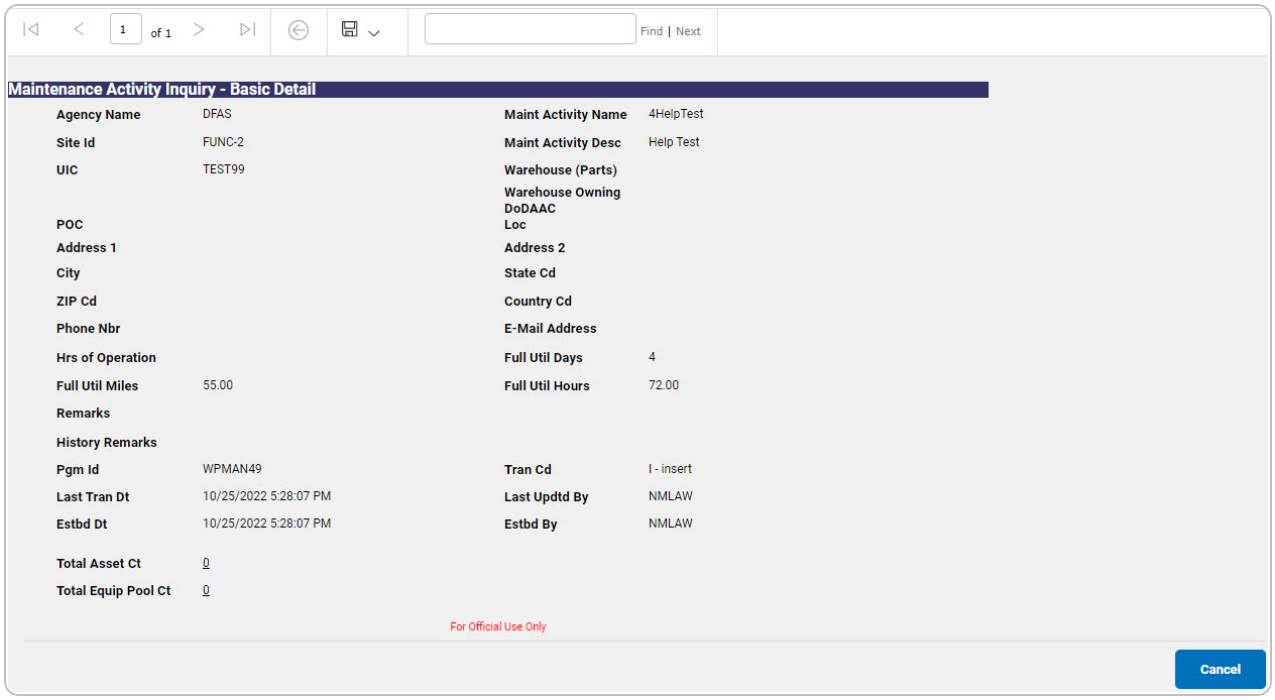
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Activity 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.*



A. *Verify the AGENCY CD.*
B. *Verify the SITE ID.*
C. *Verify the UIC.*
D. *Verify the POC.*
E. *Verify the Address 1.*
F. *Verify the City.*
G. *Verify the ZIP CD.*
H. *Verify the PHONE NBR.*
I. *Verify the HRS OF OPERATION.*
J. *Verify the Full UTIL Miles.*
K. *Verify the Remarks.*
L. *Verify the History Remarks.*

M. *Verify the PGM ID.*

N. *Verify the LAST TRAN DT.*

O. *Verify the ESTBD DT.*

P. Select the TOTAL ASSET CT hyperlink. *The **Maintenance Asset Inquiry — Results** page appears.*

Q. Select the TOTAL EQUIP POOL CT hyperlink. *The **Equipment Pool Inquiry — Criteria** page appears.*

R. *Verify the MAINT ACTIVITY NAME.*

S. *Verify the MAINT ACTIVITY DESC.*

T. *Verify the Warehouse (Parts).*

U. *Verify the Warehouse OWNING DODAAC.*

V. *Verify the Address 2.*

W. *Verify the STATE CD.*

X. *Verify the COUNTRY CD.*

Y. *Verify the E-MAIL Address.*

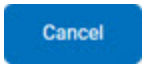
Z. *Verify the Full UTIL Days.*

AA. *Verify the Full UTIL Hours.*

AB. *Verify the TRAN CD.*

AC. *Verify the LAST UPDTD BY.*

AD. *Verify the ESTBD BY.*

2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select  . *The **Maintenance Activity 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Activity Inquiry — Criteria
- Search for a Maintenance Activity Inquiry — Results
- Select Fields for the Maintenance Activity Inquiry
- View the Maintenance Activity Inquiry Transaction Status
- Export the Maintenance Activity Inquiry Transaction Status

Select Fields for the Maintenance Activity Inquiry

Overview

The Maintenance Activity Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order is changed by dragging the Field Name up or down the grid. The field at the top of the list will determine the sort sequence.

Navigation

Inquiries > Master Data > MAINT Activity > Search Criteria > Fields > Maintenance Activity Inquiry Fields Selection page

Page Fields

The following fields display on the **Maintenance Activity Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.

Field Selection Grid

Extract Excel File
Extract Id
Extract Text, Comma Separated File
Privacy Type
Selections

Field Name Grid

Maint Activity Name
Maint Acty Desc
Owning UIC
Warehouse (Parts)
Warehouse Owning DoDAAC

Optional

Address 1
Address 2
Agency Name
City
Country Cd
DSN
E-Mail Address
Estbd By
Estbd Dt
FAX Nbr
Full Util Days
Full Util Miles
Full Util Hours

Hrs of Operation
Last Tran Dt
Last Updtd By
POC
Remarks
Site Id
State
ZIP Cd

Procedures

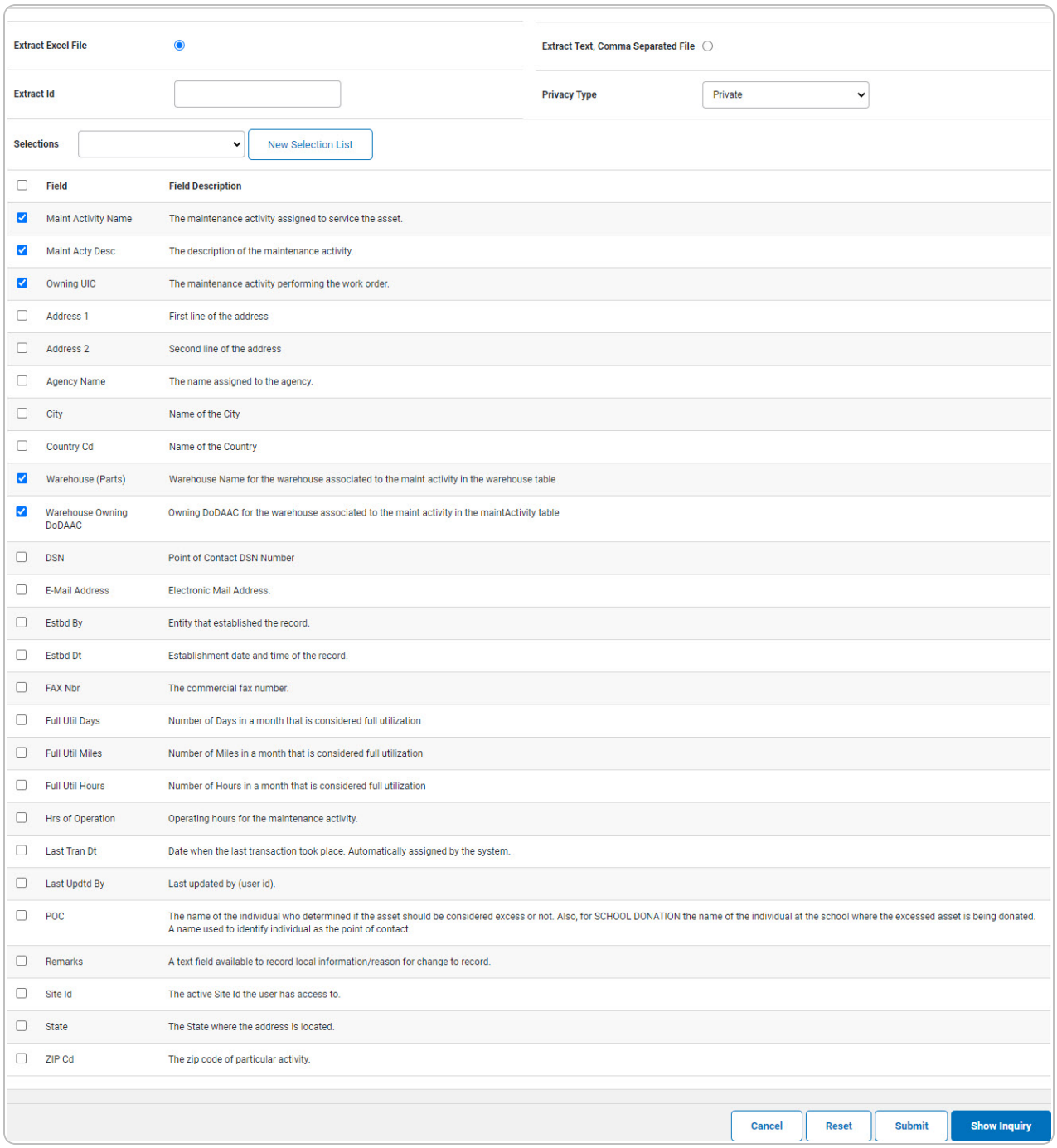
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Maintenance Activity 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.*

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. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. 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 **Maintenance Activity Inquiry — Results** page appears.*
5.

OR

Select Submit for large volumes of data. *The* ***Maintenance Activity Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

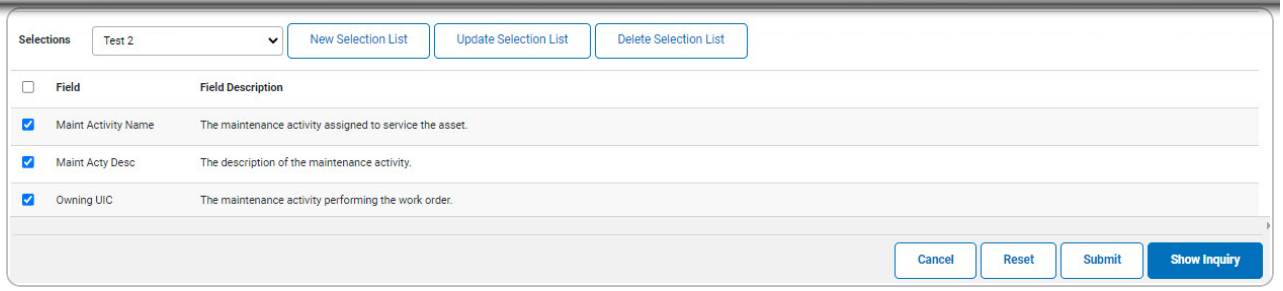
   Select Show Inquiry for small volumes of data. *The* ***Maintenance Activity Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Maintenance Activity 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.



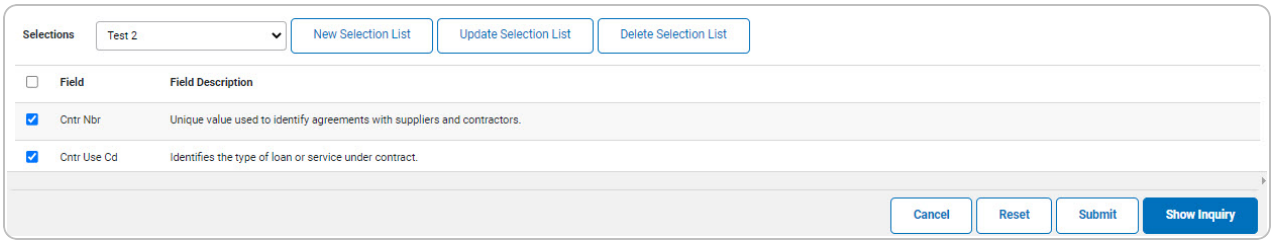
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Maintenance Activity Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Maintenance Activity 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.



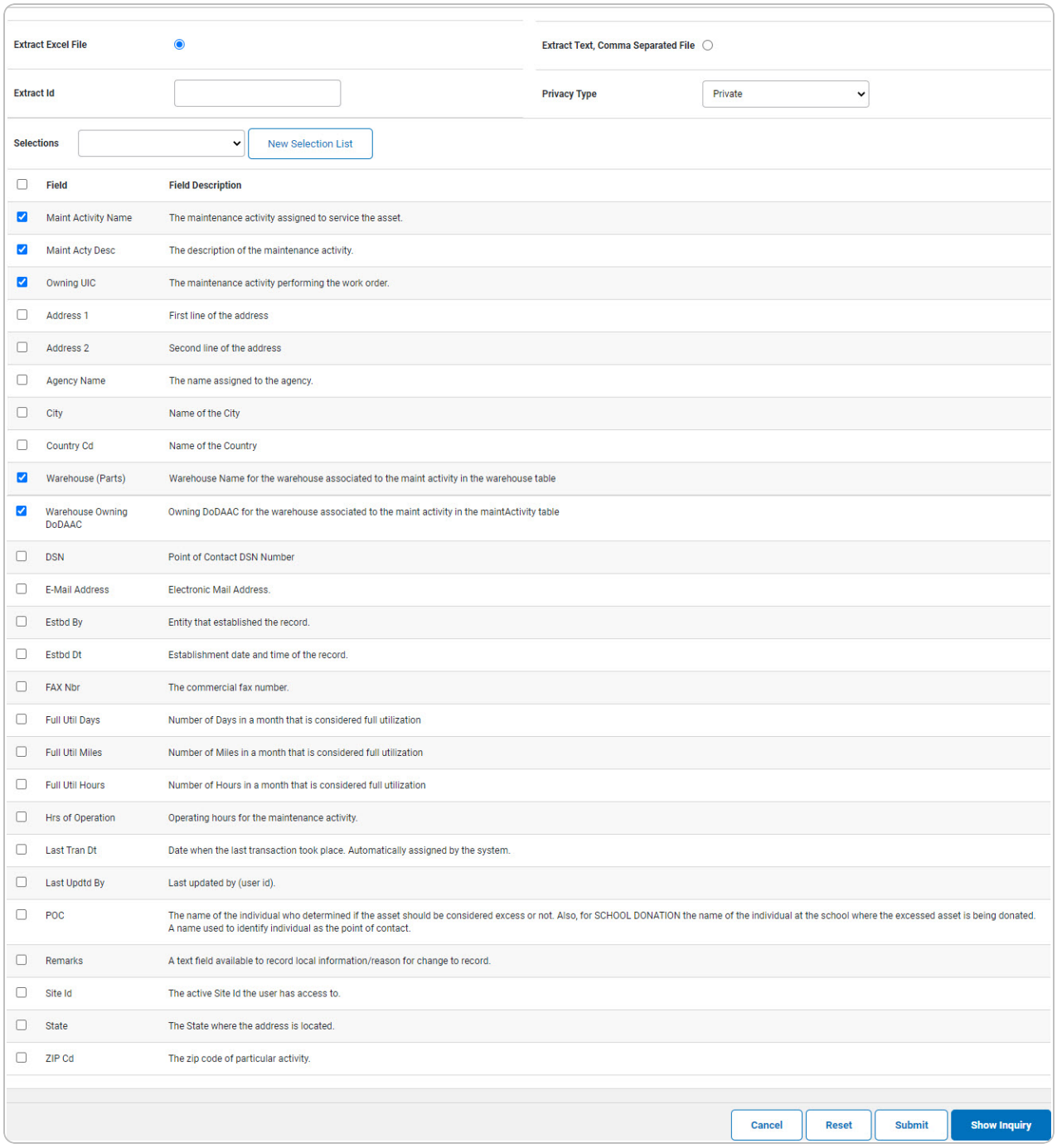
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

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 Activity Inquiry** page appears.*



2. Select the fields required for the inquiry. *The 5 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.

- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the data contains a maintenance activity name.*
- Verify the MAINT ACTY DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a description.*
- Verify the OWNING UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an OWNING UIC.*
- Click ☐ to select the Address 1. *Select if the inquiry contains an address.*
- Click ☐ to select the Address 2. *Select if the inquiry contains an address.*
- Click ☐ to select the Agency Name. *Select if the inquiry contains the name of the agency.*
- Click ☐ to select the City. *Select if the inquiry contains a city.*
- Click ☐ to select the COUNTRY CD. *Select if the inquiry contains a country.*
- Verify the Warehouse (Parts) contains the appropriate ☑ or ☐. *Select if the inquiry has an associated warehouse.*
- Verify the Warehouse OWNING DODAAC contains the appropriate ☑ or ☐. *Select if the inquiry has an associated warehouse OWNING DODAAC.*
- Click ☐ to select the DSN. *Select if the inquiry contains a DSN number.*
- Click ☐ to select the E-MAIL Address. *Select if the inquiry contains an E-MAIL address.*

- Click ☐ to select the ESTBD BY. *Select if the inquiry contains an ESTBD BY.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*
- Click ☐ to select the FAX NBR. *Select if the inquiry contains a FAX NBR.*
- Click ☐ to select the Full UTIL Days. *Select if the inquiry contains full utilization days.*
- Click ☐ to select the Full UTIL Miles. *Select if the inquiry contains full utilization miles.*
- Click ☐ to select the Full UTIL Hours. *Select if the inquiry contains full utilization hours.*
- Click ☐ to select the HRS OF OPERATION. *Select if the inquiry contains maintenance activity operating hours.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a last transaction date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY individual.*
- Click ☐ to select the POC. *Select if the inquiry contains a POC.*
- Click ☐ to select the Remarks. *Select if the inquiry contains remarks.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a SITE ID.*
- Click ☐ to select the State. *Select if the inquiry contains a state code.*
- Click ☐ to select the ZIP CD. *Select if the inquiry contains a ZIP CD.*

Select Show Inquiry for small volumes of data. *The **Maintenance Activity Inquiry — Results** page appears.*

3.

OR

Select Submit for large volumes of data. *The* ***Maintenance Activity Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Activity Inquiry — Criteria
- Search for a Maintenance Activity Inquiry — Results
- View the Maintenance Activity Inquiry Detail — Basic
- View the Maintenance Activity Inquiry Transaction Status
- Export the Maintenance Activity Inquiry Transaction Status

View the Maintenance Activity Inquiry Transaction Status

Overview

The Maintenance Activity Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data> MAINT Activity > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Maintenance Activity Inquiry Transaction Status page

Page Fields

The following fields display on the **Maintenance Activity Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

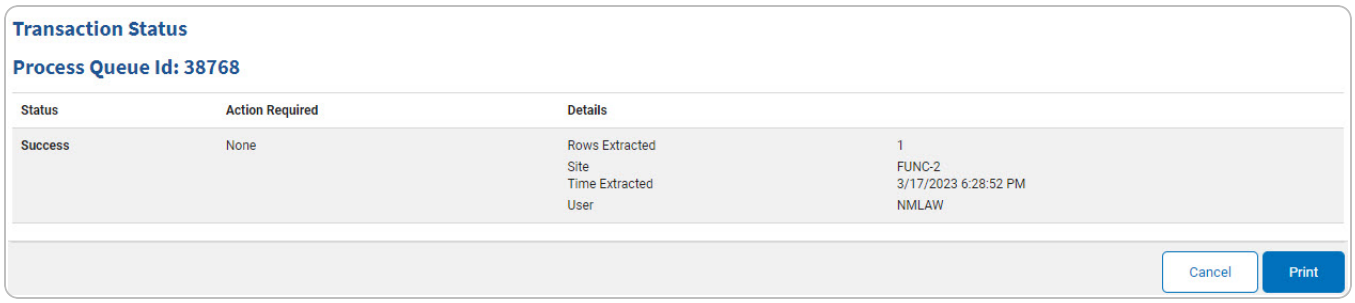
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

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

View the Maintenance Activity Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Maintenance Activity Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Maintenance Activity Inquiry — Criteria
- Search for a Maintenance Activity Inquiry — Results
- Select Fields for the Maintenance Activity Inquiry
- View the Maintenance Activity Inquiry Detail — Basic
- Export the Maintenance Activity Inquiry Transaction Status

Export the Maintenance Activity Inquiry Transaction Status

Overview

The Maintenance Activity Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > MAINT Activity > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Maintenance Activity Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Maintenance Activity Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

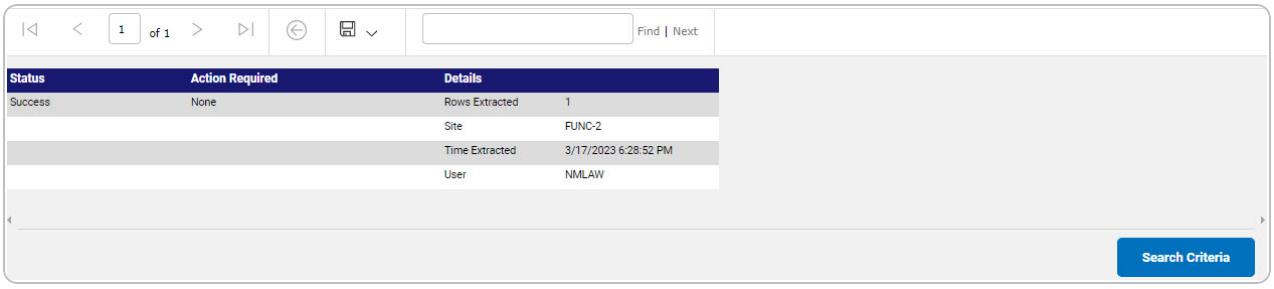
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Export the Maintenance Activity Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Maintenance Activity 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Maintenance Activity Inquiry — Criteria** page appears.*

Related Topics

- Search for a Maintenance Activity Inquiry — Criteria
- Search for a Maintenance Activity Inquiry — Results
- Select Fields for the Maintenance Activity Inquiry
- View the Maintenance Activity Inquiry Detail — Basic
- View the Maintenance Activity Inquiry Transaction Status

Search for a STOCK NBR Inquiry

Overview

The Maintenance and Utilization (M&U) module STOCK NBR Inquiry process provides the ability to search for Stock Number records.

Navigation

Inquiries > Catalog > STOCK NBR Inquiry > STOCK NBR Inquiry Search page

Page Fields

The following fields display on the **STOCK NBR Inquiry Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).

530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected {0} record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Stock Item Cd
Interface System Cd
Item Desc
Mgmt Cd
LIN/TAMCN
Mfr Part Nbr
Manufacturer
Model Nbr
CAGE Cd
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr

IT Device Code
Accounting Req Cd
NIIN Status Cd

Search Results Grid

Stock Nbr
Stock Item Cd
Interface System Cd
Item Desc
Mgmt Cd
LIN/TAMCN
Mfr Part Nbr
Manufacturer
Model Nbr
CAGE Cd
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Code
Accounting Req Cd
NIIN Status Code

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program ID
Remarks
History Remarks
Class Cd
AAC
Commodity Mgmt Cd
Imported Shelf Life Cd
Is Kit
Launderable
Logistics Control Code

Managing Svc Life Months
Related NSN
Shelf Life Expiration Months
Temperature Control Code
UIT Dsg Code
Catalog Item Desc
Catalog LIN/TAMCN
Demil Cd
Item Designator Nbr
NIIN
Size
Color
ADP Equipment ID
CAGE Required
CMC
CIC
Dehumidified
DoDIC
Fiduciary Depreciation Method
Gender
Hazardous Material Cd
Height
Length
Maint Group
Mat Category Code
Meter Required
Mfr Contract Required
Mfr Lot Required
Mfr Dt Required
Override Expiration Date Flg
Precious Metal Cd
Qty Per Pack Cd
Radiation
Recover Cd
Replenishment Start Dt
Replenishment Stop Dt
Reportable Item Control Cd
Returnable
Consumable
Secondary Serial Nbr Rqd
Source of Supply
Stocking UI Price
Stocking Unit of Issue Cd

Storage Requirement Cd
Stores Account Cd
Supply Category Material Cd
UII required
Unit of Issue
UI Conversion Factor
Unit Cube
Unit Price
Util Measure Cd
Util Svc Life
Width
Year Svc Life
ERRC Designator Code
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agrt Cd
Authorization Cd
Calibration Cd
Equipment Group Cd
Equivalence
Freight Desc
I&S Indicator
I&S Jump To Code
I&S Order of Use Code
Min Percent Util
MOE Rule Code
Object Percent Util

Procedures

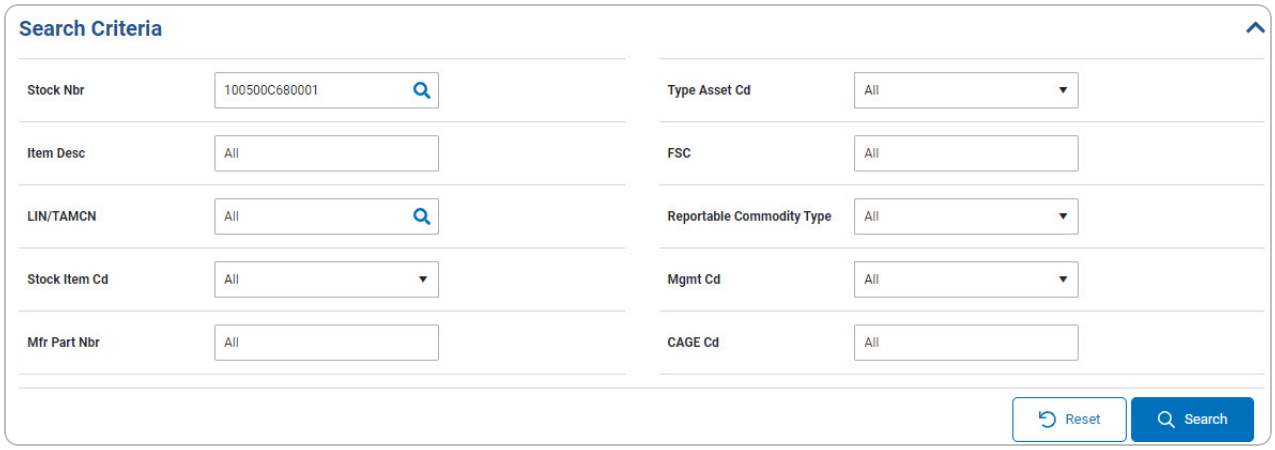
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Stock Nbr Inquiry

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.

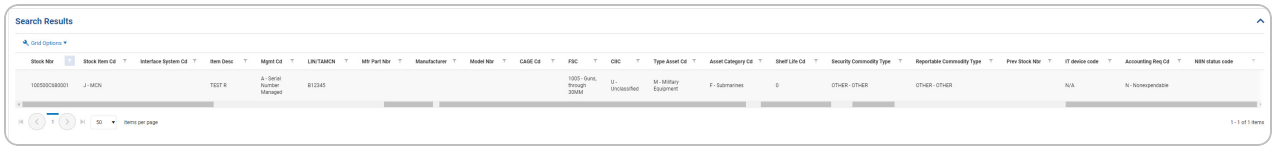


- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse
- Use to select the Stock Item Cd.
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Use to select the Type Asset Cd.
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

2. Select Search. *The results display in the **STOCK NBR Inquiry Search Results** grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse

Search for a Agency Catalog Inquiry

Overview

The Maintenance and Utilization (M&U) module Agency Catalog Inquiry process provides the ability to search for Catalog records.

Navigation

Inquiries > Catalog > Agency Catalog Inquiry > Agency Catalog Inquiry Search page

Page Fields

The following fields display on the **Agency Catalog Inquiry Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Catalog Selection Grid

Catalog Selection

Search Criteria Grid

NIIN
Stock Nbr
Item Desc
Using Service Cd
FSC
CAGE Cd
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source of Supply

UPC

Search Results Grid

Stock Nbr
NIIN
Item Desc
FSC
CAGE Cd
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source of Supply
UPC
Using Service Code

Optional

Established By
Established Dt/Tm
Last Transaction Dt/Tm
Lst Updtd By
Program Id
Remarks

Procedures

ELMS Navigation Helpful Tips

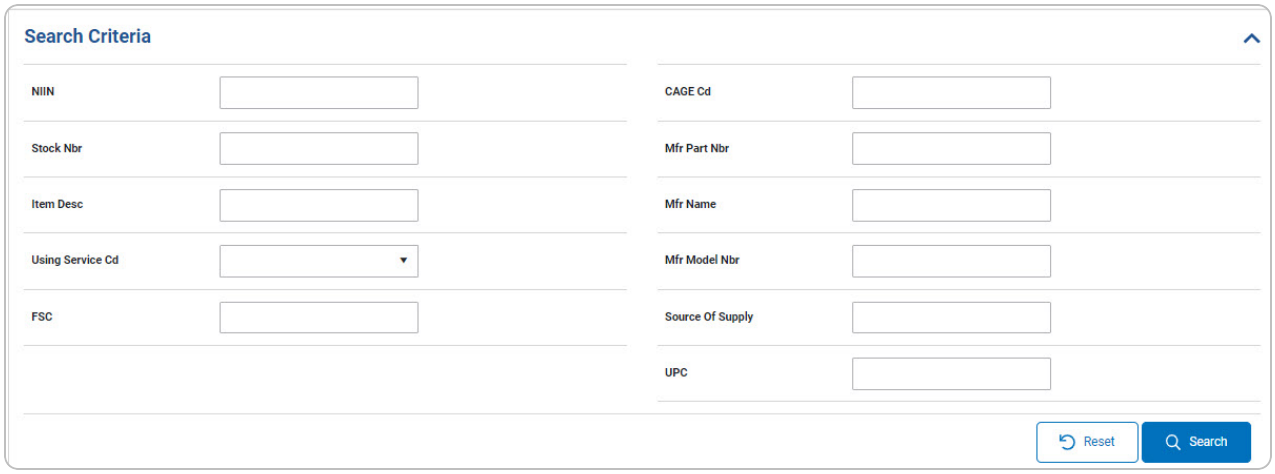
Click the following link to display M&U Navigation Tips.

Search for an Agency Catalog Inquiry

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 ○ of the desired Catalog Section.

2. Select Continue. *The Search Criteria grid appears.*
3. In the Search Criteria box, choose which available field to use in the search.

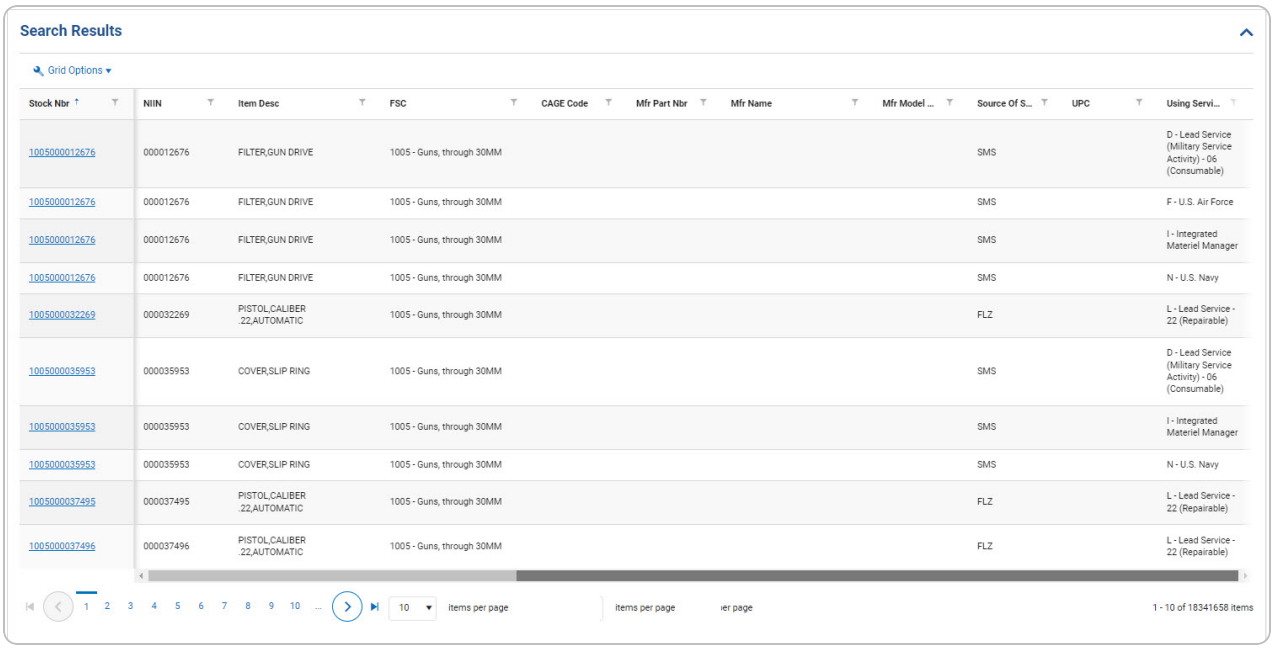


- Enter the NIIN in the field provided. *This is a 9 numeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ▾ to select the Using Service Cd.
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- Enter the Source of Supply in the field provided. *This is a 3 alphanumeric character*

field.

- Enter the UPC in the field provided. *This is a 12 numeric character field.*

4. Select Search. *The results display in the* ***Agency Catalog Inquiry Search Results*** *grid.*



5. Select the STOCK NBR hyperlink of the desired entry. *The* ***Agency Catalog Inquiry Details*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View the Agency Catalog Inquiry Details

View the Agency Catalog Inquiry Details

Overview

The Agency Catalog Inquiry Details process displays the detail records of the selected agency catalog.

Navigation

Inquiries > Catalog > Agency Catalog Inquiry > Continue > Search Criteria > Search > Search Results > STOCK NBR hyperlink > Agency Catalog Inquiry Details page

Page Fields

The following fields display on the **Agency Catalog Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Summary Grid

Stock Nbr
Item Desc
Using Service Cd
FSC

Identification Grid

Precious Metals Indicator
ADPE Cd
Criticality Cd

Demilitarization Cd
Demilitarization Integrity
NIIN Assignment
Estimated or Actual Price
Estimated or Actual Price Date
Electrostatic Discharge
Hazardous Material Indicator
Environmental Attribute
Schedule B Export
Item Name Cd
Minimum Release Qty
Shelf Life Action
UI Conversion Factor
Electronic Mall
Item Unique ID Indicator

FLIS Management Panel

Effective Date
Major Organizational Entity
Source of Supply
Acquisition Advice Cd
Qty Unit Pack
Unit of Issue
Unit Price
Shelf Life Cd
Controlled Inventory Item Cd
Reparable Characteristics Cd
Management Control
Using Service Cd

FLIS Reference Panel

Type of Item Identification
Item Name Cd
Hazardous Characteristics Cd
Item Standardization Cd
Standard NIIN

FLIS Freight Panel

Integrity
National Motor Freight Classification Item Number

National Motor Freight Classification Sub-Item Number
Uniform Freight Classification Item Number
Rail Variation
Hazardous Material Cd
(LTL) National Motor Freight Class Rating
(LCL) Less Than Car Load Rating
Water Commodity Cd
Type of Cargo Cd
Special Handling Cd
Air Dimension Cd
Air Commodity Cd
Air Special Handling Cd
National Motor Freight Description

DRMS Disposal Panel

Demilitarization Cd
Demilitarization Integrity
FSC Flag Type

FLIS Phrase Codes Panel

Phrase Type Code
Phrase Statement
Jump to Type Cd
Quantitative Expression Value Nbr
Related NSN
Tech Document Nbr
Unit Measure Type Cd
Use Order Type Cd
Item Relationship Structure Child Per Assembly Quantity
Item Management Logistics Effective Action Date Time

Procedures

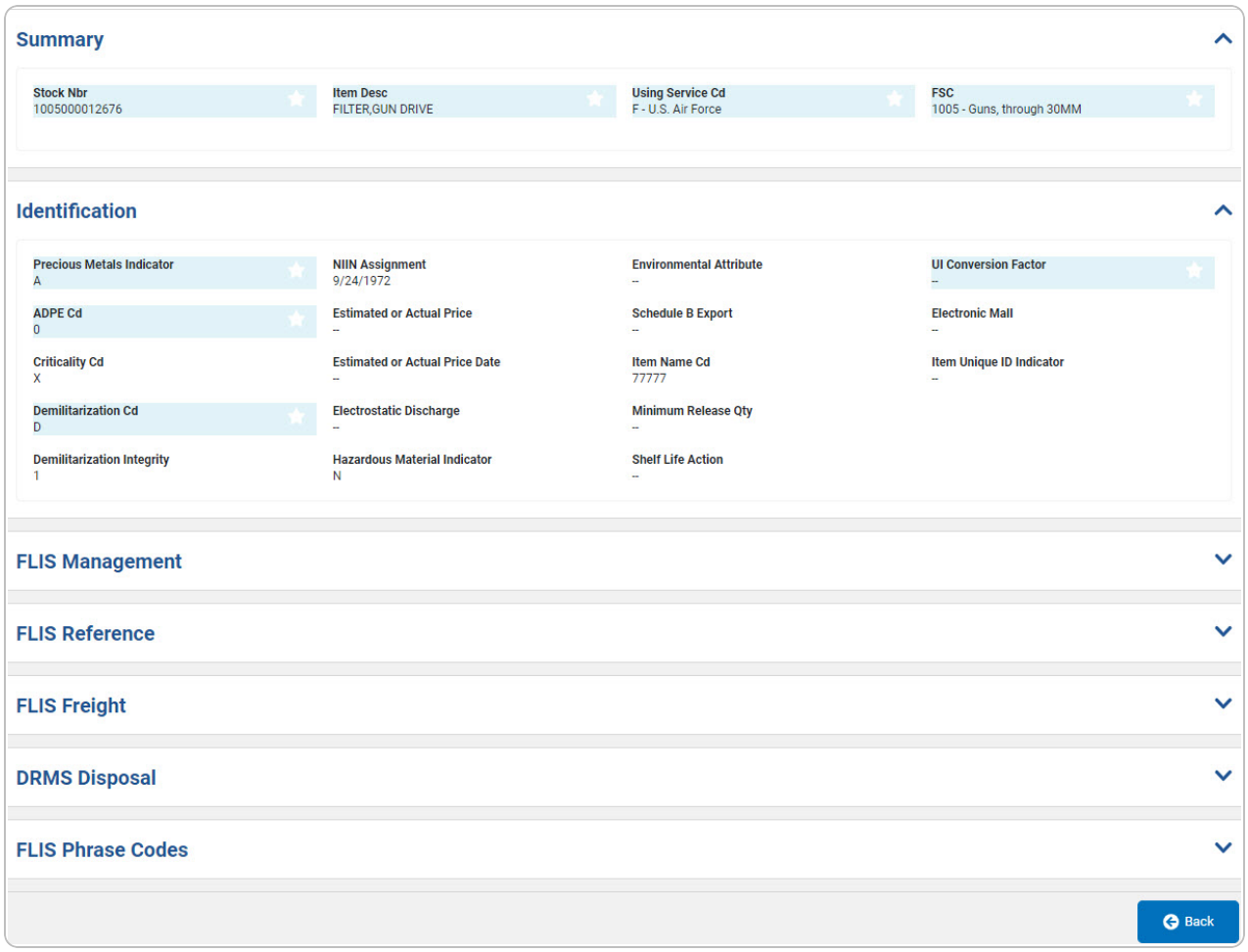
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Agency Catalog Inquiry Details

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

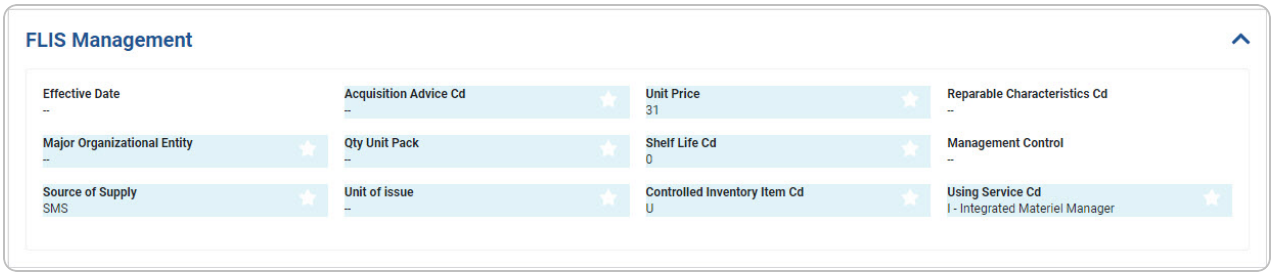
1. *Verify the Agency Catalog Details.*



2. *Verify the Summary panel.*
   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the Using Service CD.*
   D. *Verify the FSC.*
3. *Verify the Identification panel.*

A. *Verify the Precious Metals Indicator.*
B. *Verify the ADPE Cd.*
C. *Verify the Criticality CD.*
D. *Verify the Demilitarization CD.*
E. *Verify the Demilitarization Integrity.*
F. *Verify the NIIN Assignment.*
G. *Verify the Estimated or Actual Price.*
H. *Verify the Estimated or Actual Price Date.*
I. *Verify the Electrostatic Discharge.*
J. *Verify the Hazardous Material Indicator.*
K. *Verify the Environmental Attribute.*
L. *Verify the Schedule B Export.*
M. *Verify the Item Name CD.*
N. *Verify the Minimum Release QTY.*
O. *Verify the Shelf Life Action.*
P. *Verify the UI Conversion Factor.*
Q. *Verify the Electronic Mall.*
R. *Verify the Item Unique ID Indicator.*

4. *Verify the FLIS Management panel.*



A. *Verify the Effective Date.*
B. *Verify the Major Organizational Entity.*
C. *Verify the Source of Supply.*
D. *Verify the Acquisition Advice CD.*
E. *Verify the QTY Unit Pack.*
F. *Verify the Unit of Issue.*

G. *Verify the Unit Price.*

H. *Verify the SHELF LIFE CD.*

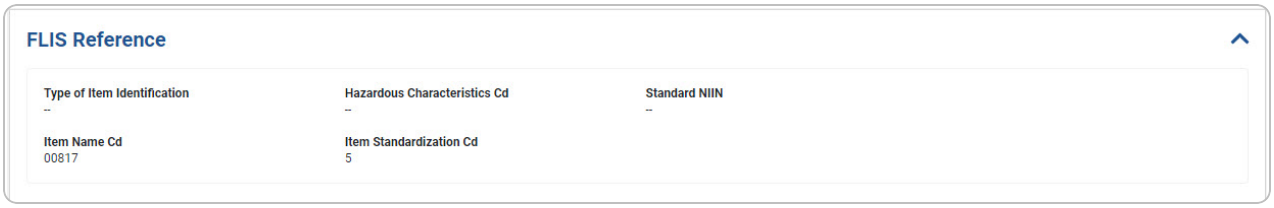
I. *Verify the Controlled Inventory Item CD.*

J. *Verify the Reparable Characteristics CD.*

K. *Verify the Management Control.*

L. *Verify the Using Service CD.*

5. *Verify the FLIS Reference panel.*



A. *Verify the Type of Item Identification.*

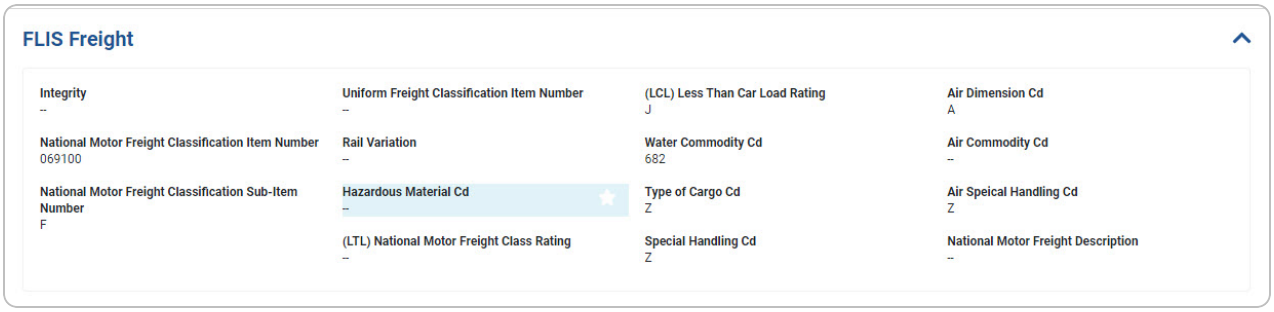
B. *Verify the Item Name CD.*

C. *Verify the Hazardous Characteristics CD.*

D. *Verify the Item Standardization CD.*

E. *Verify the Standard NIIN.*

6. *Verify the FLIS Freight panel.*



A. *Verify the Integrity.*

B. *Verify the National Motor Freight Classification Item Number.*

C. *Verify the National Motor Freight Classification SUB-Item Number.*

D. *Verify the Uniform Freight Classification Item Number.*

E. *Verify the Rail Variation.*

F. *Verify the Hazardous Material CD.*

G. *Verify the (LTL) National Motor Freight Class Rating.*

H. *Verify the (LCL) Less than Car Load Rating.*

I. *Verify the Water Commodity CD.*

J. *Verify the Type of Cargo CD.*

K. *Verify the Special Handling CD.*

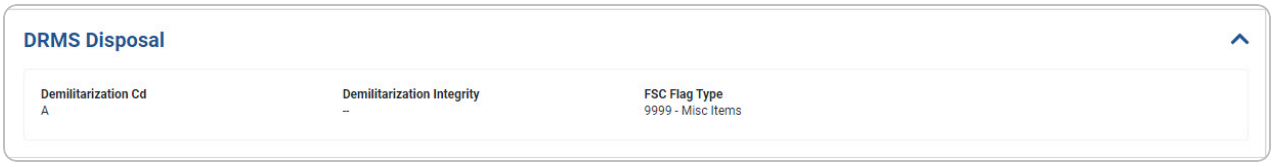
L. *Verify the Air Dimension CD.*

M. *Verify the Air Commodity CD.*

N. *Verify the Air Special Handling CD.*

O. *Verify the National Motor Freight Description.*

7. *Verify the DRMS Disposal panel.*

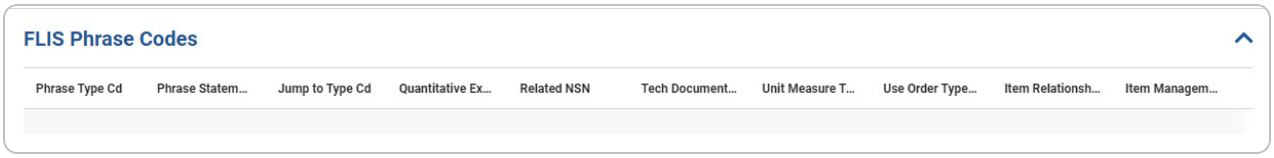


A. *Verify the Demilitarization CD.*

B. *Verify the Demilitarization Integrity.*

C. *Verify the FSC Flag Type.*

8. *Verify the FLIS Phrase Codes grid.*



A. *Verify the Phrase Type CD.*

B. *Verify the Phrase Statement.*

C. *Verify the Jump To Type CD.*

D. *Verify the Quantitative Expression Value NBR.*

E. *Verify the Related NSN.*

F. *Verify the Tech Document NBR.*

G. *Verify the Unit Measure Type CD.*

H. *Verify the Use Order Type CD.*

I. *Verify the Item Relationship Structure Child Per Assembly Quantity.*

J. *Verify the Item Management Logistics Effective Action Date Time.*

9. Select Back. *The **Agency Catalog Inquiry Search** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Agency Catalog Inquiry

Search for an Audit Viewer Record — Criteria

Overview

The Maintenance and Utilization module Audit Viewer process provides the ability to view Audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria page

Page Fields

The following fields display on the **Audit Viewer Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

User Identity
Field Name
Field Value
Program Id

Procedures

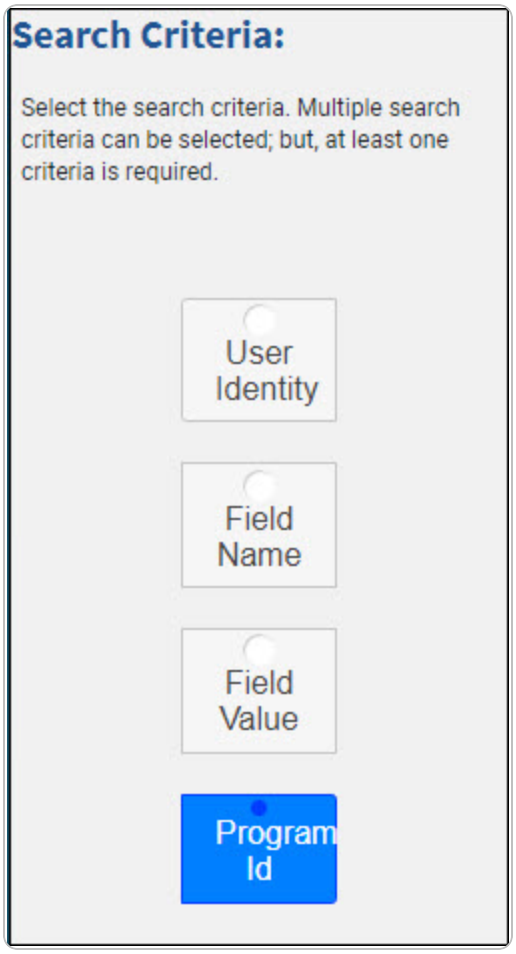
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Audit Viewer Record — 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. Use the Search Criteria grid to generate results.



2. Select ○ Program ID. *The* ***Program Id*** *page appears.*

   OR

   Select ○ User Identity. *The* ***User Identity*** *page appears.*

OR

Select ○ Field Name. *The **Field Name** page appears.*

OR

Select ○ Field Value. *The **Field Value** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Audit Viewer Record — Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Details
- View the Audit Viewer Record Related History

Search for an Audit Viewer Record — Results

Overview

The Maintenance and Utilization module Audit Viewer Search Results process provides the ability to view audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *Various Procedural Steps* > Search > Audit Viewer Search Results page

Page Fields

The following fields display on the **Audit Viewer Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

User Identity
Field Name
Field Value
Program Id

Search Results Grid

User
Program Id
Audit Group
Date Time
Tran Id
Tran Cd

Procedures

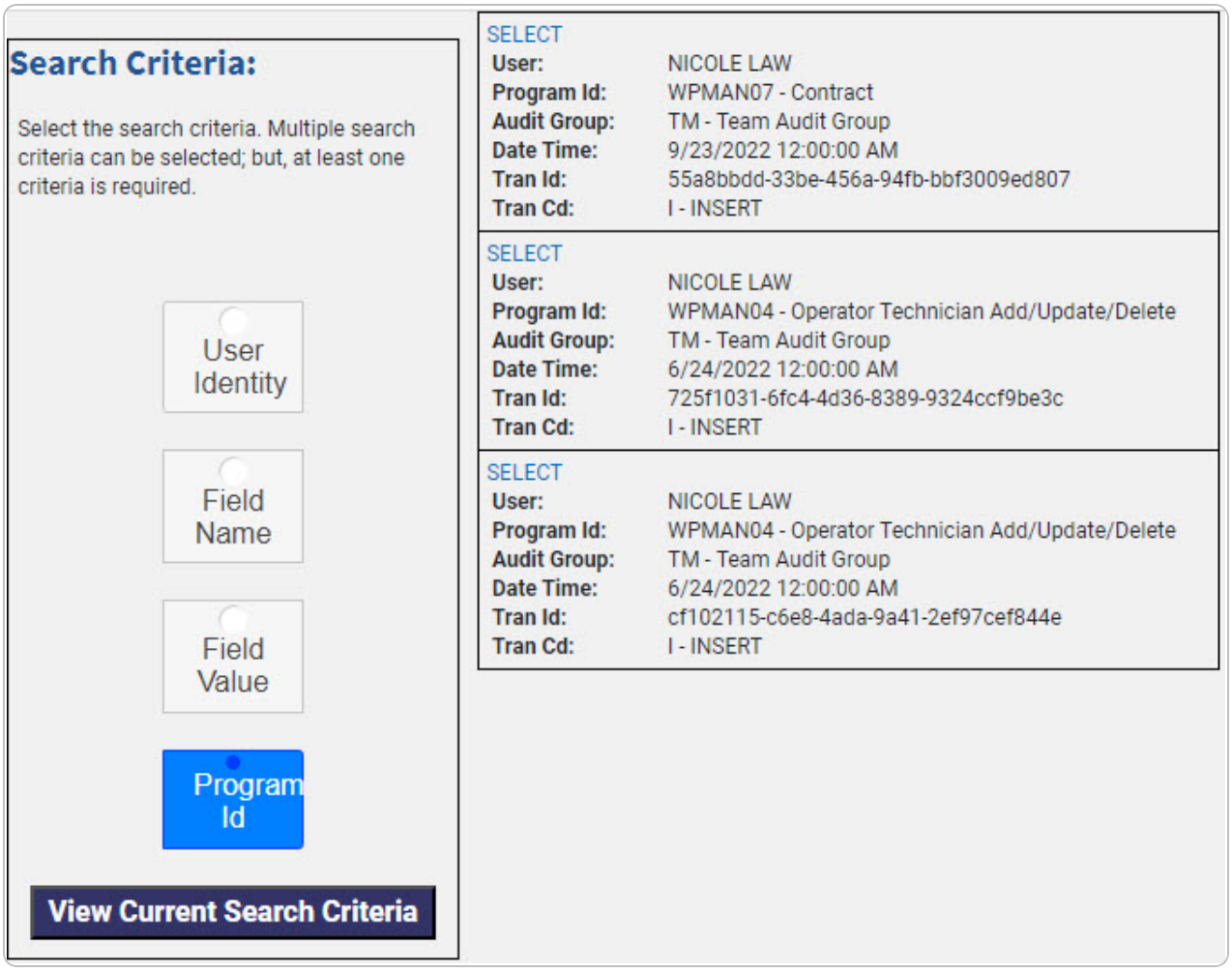
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for an Audit Viewer Record — Results

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 Search. *The **Audit Viewer Search Results** page appears.*



2. *Verify the Search Criteria grid.*

A. Select ○ Program ID. *The **Program Id** grid appears.*

OR

Select ○ User Identity. *The **User Identity** grid appears.*

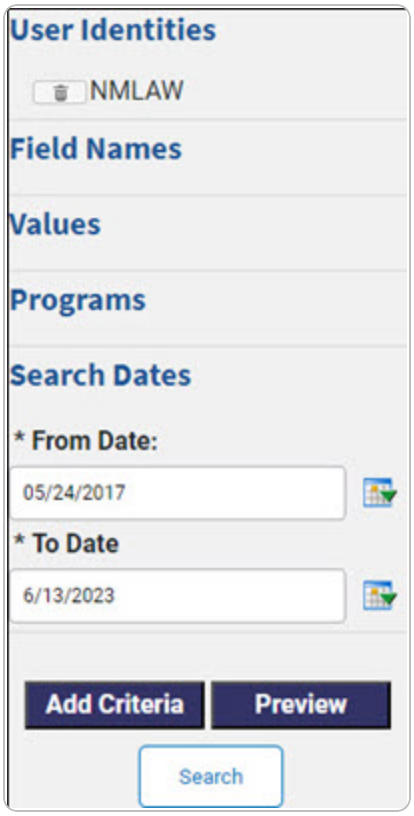
OR

Select ○ Field Name. *The **Field Name** grid appears.*

OR

Select ○ Field Value. *The **Field Value** grid appears.*

B. Select View Current Search Criteria. *The **Audit Viewer Criteria** grid appears with the current criteria.*



3. *Verify the Search Results.*
   A. *Verify the User.*
   B. *Verify the Program ID.*
   C. *Verify the Audit Group.*
   D. *Verify the Date Time.*
   E. *Verify the Tran ID.*
   F. *Verify the TRAN CD.*
   G. Click the Select hyperlink of the desired entry. *The **Selected Audit Display** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Search criteria value is required. " " and "%" cannot be the only value(s) entered.	Invalid Entry. The field is required. Enter the criteria in the field provided.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Details
- View the Audit Viewer Record Related History

Select an Audit Viewer Program ID

Overview

The Maintenance and Utilization module Audit Viewer Program ID selection process provides the ability to select Program ID audit records to view.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > ○ desired criteria > Audit Viewer Program ID page

Page Fields

The following fields display on the **Audit Viewer Program ID** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Program ID Grid

Select Program Name

Procedures

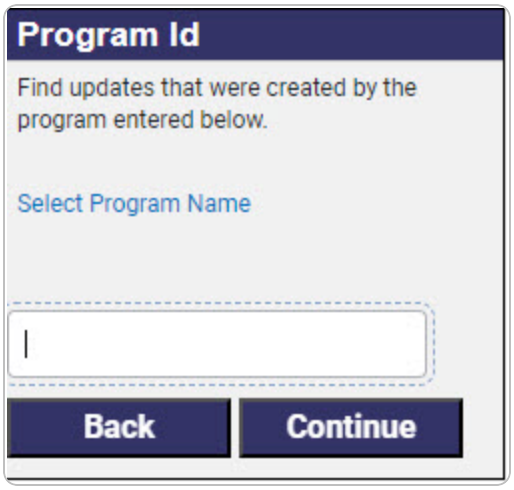
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Select an Audit Viewer Program ID

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

1. Select ○ Program ID. *The* ***Program ID*** *page appears.*



2. Enter the Select Program Name, or use the hyperlink to select a Program Name. *This is a 1250 alphanumeric character field.*

   Audit Program Selection help

3. Select Continue. *The* ***Audit Viewer Criteria*** *page appears with the selected program name in the criteria grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
xxxx — Search criteria value is required. " " and "%" cannot be the only value(s) entered.	Invalid Entry. The field is required. Enter the criteria in the field provided.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Search for an Audit Viewer Record — Results
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Details
- View the Audit Viewer Record Related History

Select an Audit Viewer User Identity

Overview

The Maintenance and Utilization module Audit Viewer User Identity selection process provides the ability to select a user to view their associated audit records.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > ○ desired criteria > Audit Viewer User Identity page

Page Fields

The following fields display on the **Audit Viewer User Identity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

User Identity Grid

Procedures

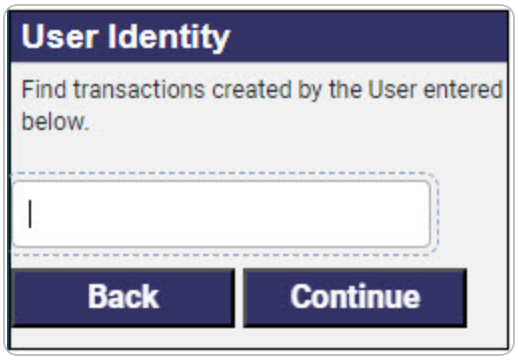
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Select an Audit Viewer User Identity

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

1. Select ○ User Identity. *The **User Identity** page appears.*



2. Enter the User Identity in the field provided. *This is a 1250 alphanumeric character field.*
3. Select Continue. *The **Audit Viewer Criteria** page appears with the selected program name in the criteria grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Search criteria value is required. " " and "%" cannot be the only value(s) entered.	Invalid Entry. The field is required. Enter the criteria in the field provided.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Search for an Audit Viewer Record — Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Details
- View the Audit Viewer Record Related History

Select an Audit Viewer Field Name

Overview

The Maintenance and Utilization module Audit Viewer Field Name selection process provides the ability to select a field name to view specific audit records.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > ○ desired criteria > Audit Viewer Field Name page

Page Fields

The following fields display on the **Audit Viewer Field Name** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Field Name Grid

Select Field Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Select an Audit Viewer Field Name

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

1. Select ○ Field Name. *The* ***Field Name*** *page appears.*

2. Enter the Select Field Name, or use the hyperlink to select a Field Name. *This is a 1250 alphanumeric character field.*

   Audit Field Selection help

3. Select Continue. *The* ***Audit Viewer Criteria*** *page appears with the selected field name in the criteria grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
xxxx — Search criteria value is required. " " and "%" cannot be the only value(s) entered.	Invalid Entry. The field is required. Enter the criteria in the field provided.

Related Topics

- Search for an Audit Viewer Record
- Search for an Audit Viewer Record - Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria

Select an Audit Viewer Field Value

Overview

The Maintenance and Utilization module Audit Viewer Field Value selection process provides the ability to select a field value to view associated audit records.

Navigation

Inquiries > History > Audit Viewer > Search Criteria > ○ desired criteria > Audit Viewer Field Value page

Page Fields

The following fields display on the **Audit Viewer Field Value** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Field Value Grid

Procedures

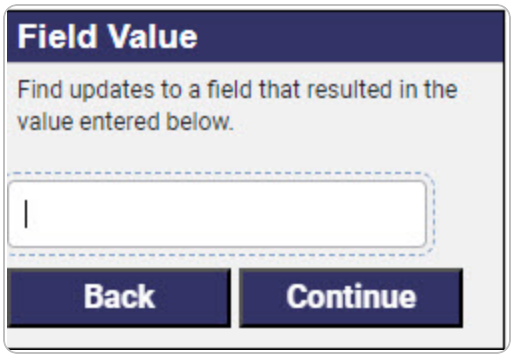
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Select an Audit Viewer Field Value

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

1. Select ○ Field Value. *The **Field Value** page appears.*



2. Enter the Field Value in the field provided. *This is a 1250 alphanumeric character field.*
3. Select Continue. *The **Audit Viewer Criteria** page appears with the selected program name in the criteria grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Search criteria value is required. " " and "%" cannot be the only value(s) entered.	Invalid Entry. The field is required. Enter the criteria in the field provided.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Search for an Audit Viewer Record — Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Details
- View the Audit Viewer Record Related History

Enter the Audit Viewer Criteria

Overview

The Maintenance and Utilization module Audit Viewer process provides the ability to view audit records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Criteria page

Page Fields

The following fields display on the **Audit Viewer Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Criteria Grid

User Identities
Field Names
Values
Programs
Search Dates
- From Date *
- To Date *

(*) Asterisk identifies mandatory fields.

Procedures

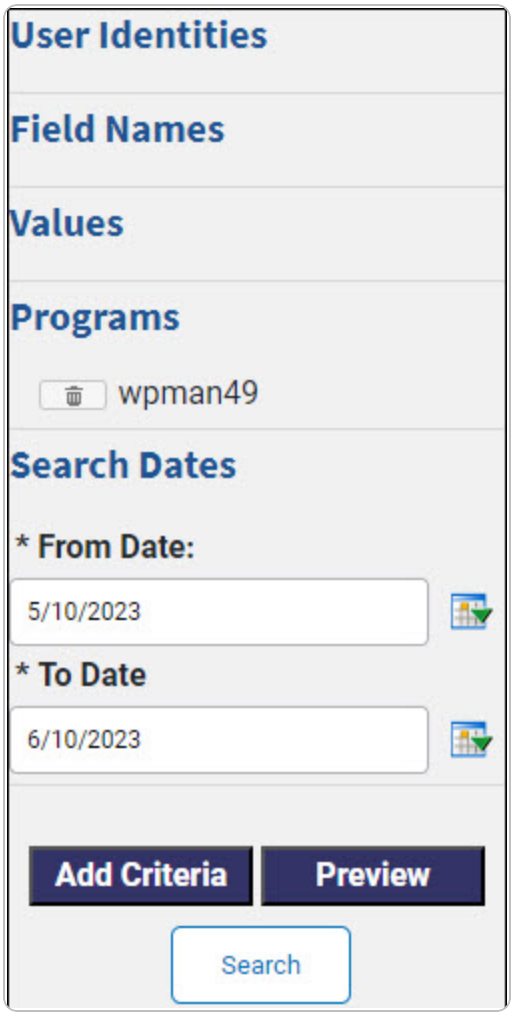
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Enter the Audit Viewer Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. ***Bold*** *numbered steps are required.*

1. Use the Criteria grid to generate results.



Note

Select to remove selected criteria.

2. *Verify the User Identities.*
3. *Verify the Field Names.*
4. *Verify the Values.*
5. *Verify the Programs.*
6. *Verify the Search Dates.*

   A. Use to select the From Date, or enter the date (MM/DD/YYYY) in the field provided.

   B. Use to select the To Date, or enter the date (MM/DD/YYYY) in the field provided.

7. Select **Add Criteria**. *The **Audit Viewer Search** page appears.*

   OR

   Select **Preview**. *The selected criteria appears below.*

8. Select Search. *The **Audit Viewer Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Search for an Audit Viewer Record — Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- View the Audit Viewer Record Details
- View the Audit Viewer Record Related History

View the Audit Viewer Record Details

Overview

The Audit Viewer Selected Audit Display process provides the ability to view the selected audit details.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *Various Procedural Steps* > Search > Select hyperlink > Selected Audit Display pop-up window

Page Fields

The following fields display on the **Selected Audit Display** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Selected Audit Display Grid

Name
Transaction Id
User
Transaction Date
Transaction Code

Details Grid

Key Data Grid

Column
Value

Audit Data Grid

Column
Before
After

Procedures

ELMS Navigation Helpful Tips

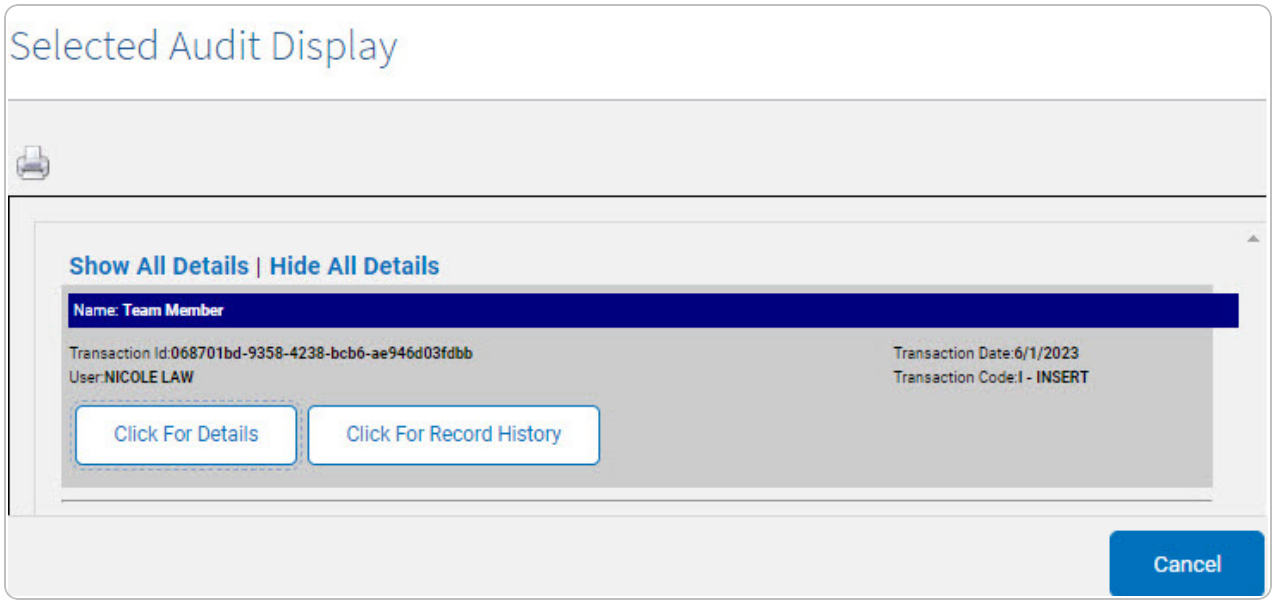
Click the following link to display M&U Navigation Tips.

View the Audit Viewer Record Details

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

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

1. Click the Select hyperlink of the desired entry. *The* ***Selected Audit Display*** *pop-up window appears.*



Note

Select Show All Details to display all detail records or Hide All Details to hide all detail records.

2. *Verify the Selected Audit Display grid.*
   A. *Verify the Name.*
   B. *Verify the Transaction ID.*
   C. *Verify the User.*
   D. *Verify the Transaction Date.*
   E. *Verify the Transaction Code.*
   F. Select Click For Details. *The details grid appears.*

Note

Column and Value fields populate based on the selected audit record.

   a. *Verify the Key Data grid.*

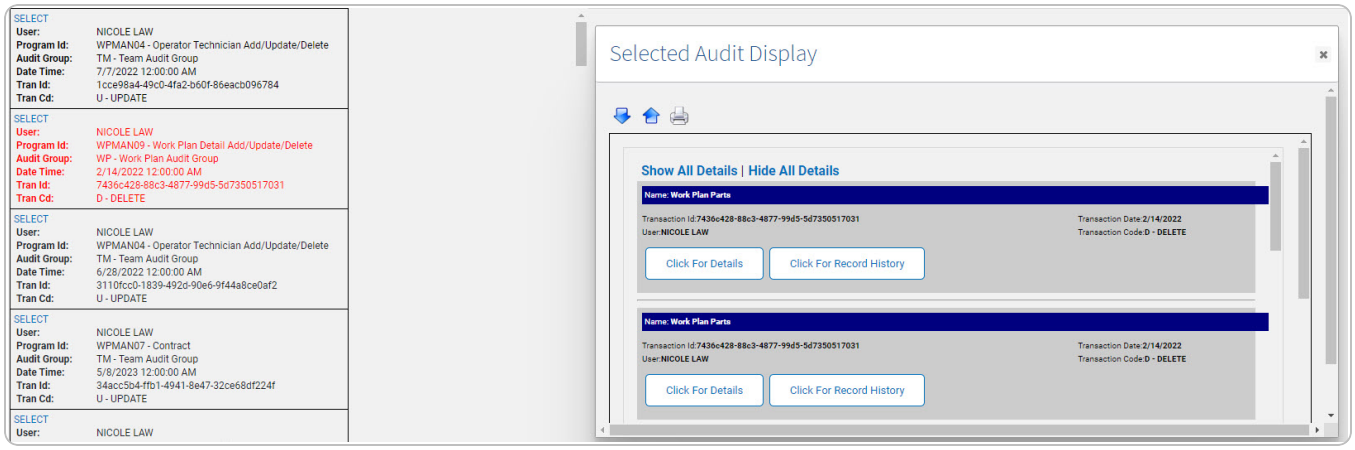
1. *Verify the Column.*
2. *Verify the Value.*

b. *Verify the Audit Data grid.*

1. *Verify the Column.*
2. *Verify the Value.*

G. Select Click For Record History. *The **Related History** pop-up window appears.*

Navigate the Selected Audit Display Records



Use or to move between records in the Search Results grid. *The selected record will appear in red.*

Print the Audit Record

Select . *The **Record Selected for Print** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Search for an Audit Viewer Record — Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Related History

View the Audit Viewer Record Related History

Overview

The Audit Viewer Related History process provides the ability to view related history records.

Navigation

Inquiries > History > Audit Viewer > Audit Viewer Search Criteria > *Various Procedural Steps* > Search > Select hyperlink > Click For Record History > Related History pop-up window

Page Fields

The following fields display on the **Related History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Related History Grid

Name
Date
Action
Transaction Id
User

Column
Before
After

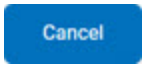
Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

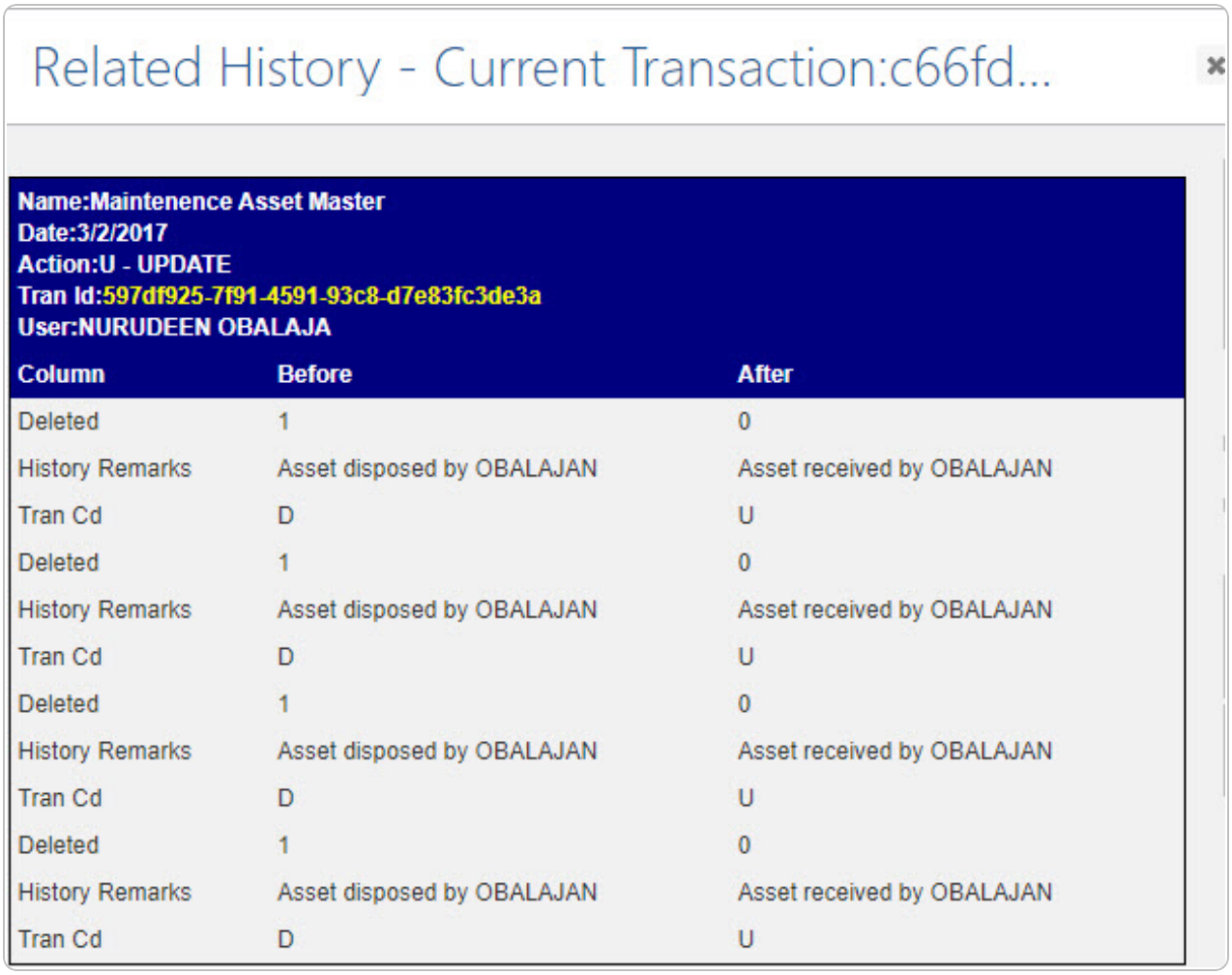
View the Audit Viewer Record Related History

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

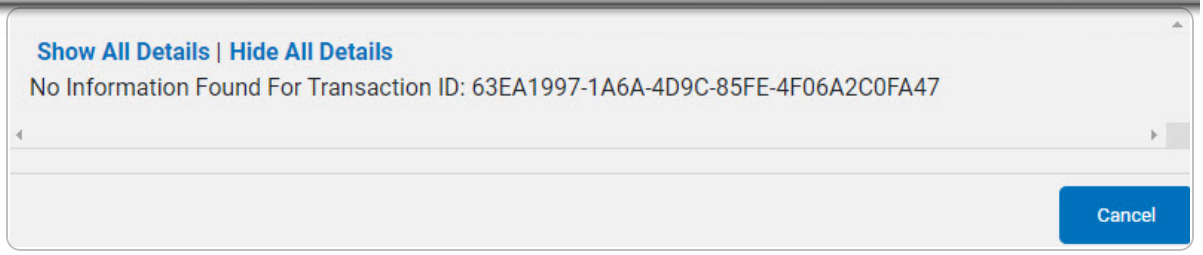
Selecting 

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

1. Select Click For Record History. *The **Related History** pop-up window appears.*



2. *Verify the Related History grid.*
   A. *Verify the Name.*
   B. *Verify the Date.*
   C. *Verify the Action.*
   D. Select the Transaction ID hyperlink. *If details exist, the **Selected Audit Display** pop-up window appears. If details do not exist, the **Transaction ID Details** pop-up window appears.*



E. *Verify the User.*

F. *Verify the Column.*

G. *Verify the Before.*

H. *Verify the After.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Audit Viewer Record — Criteria
- Search for an Audit Viewer Record — Results
- Select an Audit Viewer Program Id
- Select an Audit Viewer User Identity
- Select an Audit Viewer Field Name
- Select an Audit Viewer Field Value
- Enter the Audit Viewer Criteria
- View the Audit Viewer Record Details

Search for a Dispatch Journal — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Journal process provides the ability to search for Dispatch Journal records.

Navigation

Inquiries > History > Dispatch Journal > Dispatch Journal Search Criteria page

Page Fields

The following fields display on the **Dispatch Journal Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Field Selection Header

Select/Deselect
Field
Field Description

Basic Fields Grid

Actual Issue Dt/Tm
Actual Return Dt/Tm

Dispatch Cd
Dispatch Ctgry
Sub Ctgry
Dispatch Desc
Dispatch Estbd By
Dispatch Estbd Dt/Tm
Dispatch Last Updtd By
Dispatch Nbr
Dispatch Purpose
Dispatch Record Status
Dispatch Sts
Dispatch Trans Cd
Dispatch Unavl Cd
Dispatcher
Equip Pool
Job Order Nbr
New Util
Reimbursable
Dispatched To

Optional

Bags
Commitment Id
Customer Account Id
Customer Name
Customer Remarks
Dispatch Ctgry Long Desc
Dispatch Pgm Id
Drop-off Loc
End Mtr Rdng
Equip Pool Desc
Hazmat
Pax
Pick-up Loc
Primary Maint Loc
Remarks
Start Mtr Rdng
Stay
Total Daily Rate
Total Utilization Rate

Asset Fields Grid

Asset Id
Asset UIC
Asset UIC Name
DoD Serial Nbr
End Item Serial Nbr
Item Desc
Mfr Name
Mfr Part Nbr
Stock Nbr
UII

Optional

Asset Sub Ctgry
Asset Dispatch Ctgry
Asset Dispatch Ctgry Long Desc
Cost Amt
Model Nbr
Min Obj Percent
Obj Percent
Possible Days Used

Work Order Field Grid

Maint Loc
Maint Mgt Cd
Work Order Created
Work Order Nbr
Work Order Reason
Work Order State Cd
Work Order Status Cd
Plan Id
Plan Name
Plan Type Cd

Optional

Est Hrs
Est Issue Dt/Tm
Est Labor Cost
Est Non Labor Cost
Est Return Dt/Tm

Est Service End Dt
Priority Cd
Receipt Dt
Service Requested
Sub Work Order Id

Procedures

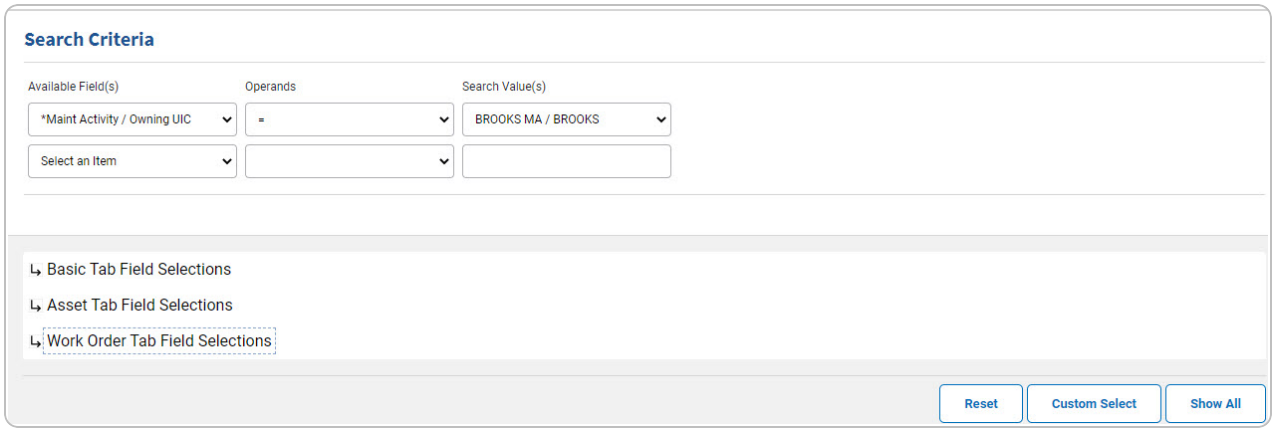
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Dispatch Journal — 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.*
   B. Use ⌄ to select the second Available Field.
   C. Repeat Step B to add additional search criteria.

Note

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

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

   A. Use to select the first Operands.

   B. Use to select the second Operands.

   C. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

To Remove an Available Field Row

a. Use to select desired Available Field.

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

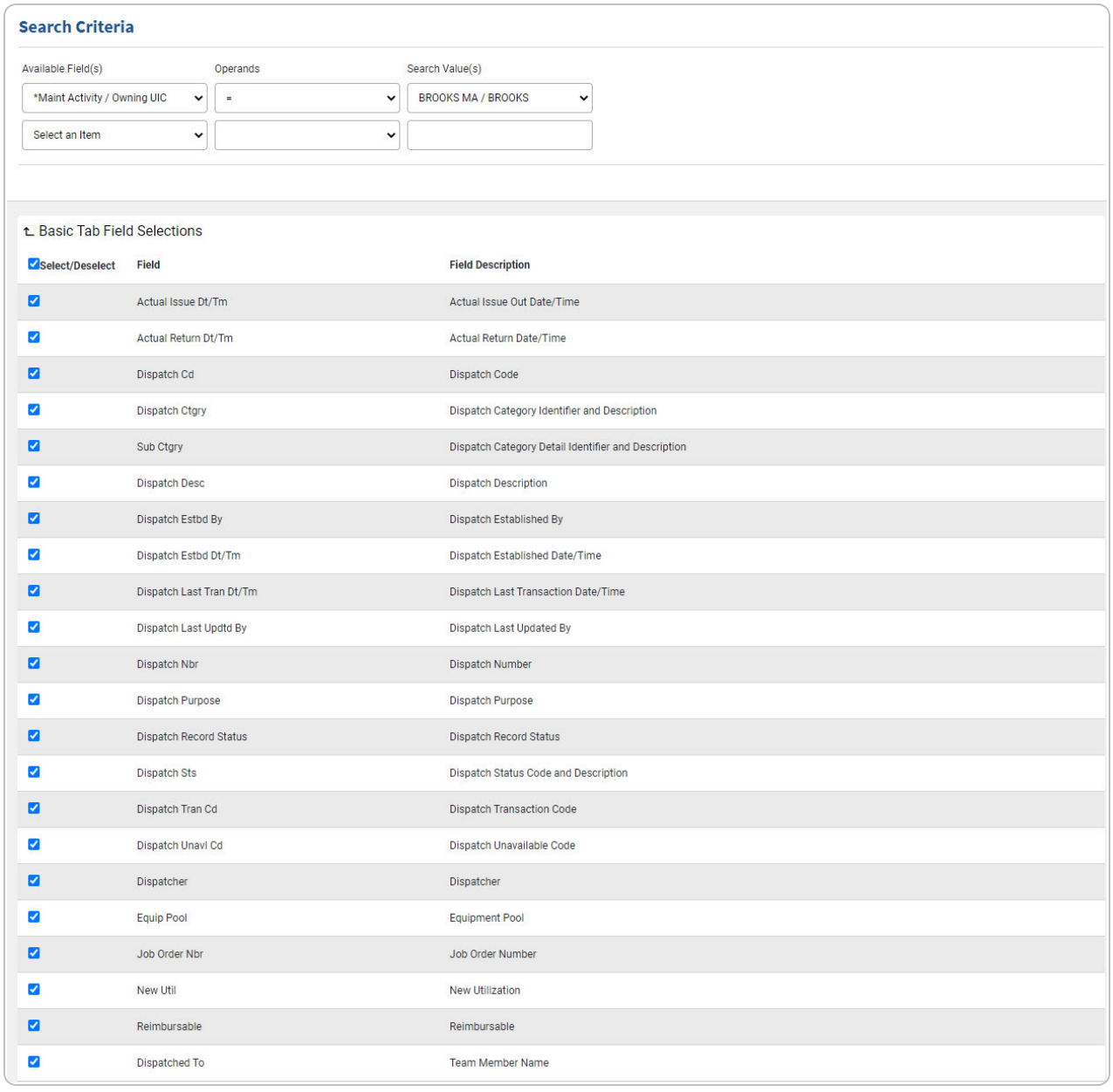
5. Select Custom Select. *The **Dispatch Journal Search — Results** page appears.*

OR

Select Show All. *The **Dispatch Journal Details** page appears.*

Select the Basic Fields

1. Select . *The Basic Tab Field Selection opens.*



Search Criteria

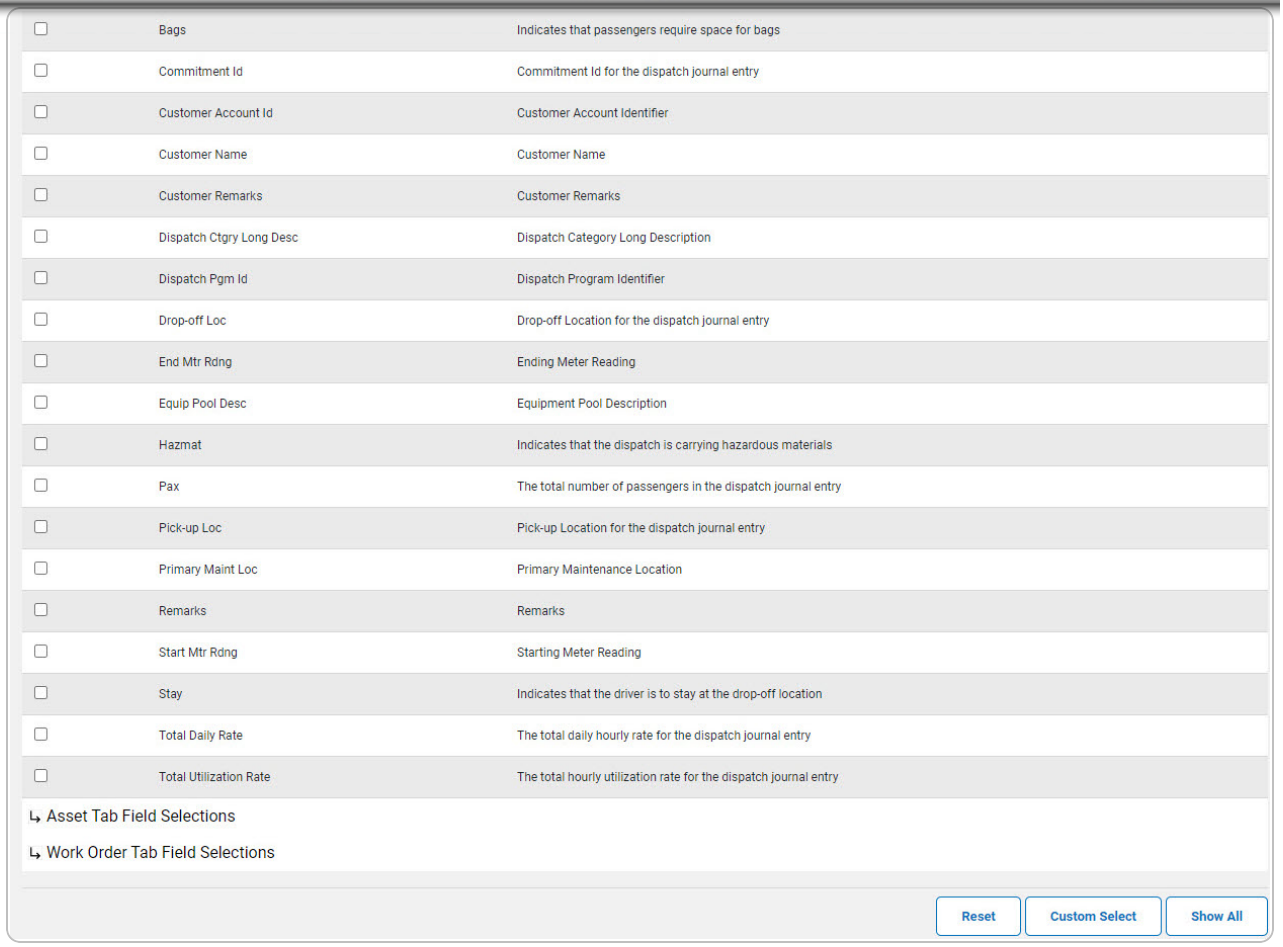
Available Field(s) | Operands | Search Value(s)

*Maint Activity / Owning UIC | = | BROOKS MA / BROOKS

Select an Item

Basic Tab Field Selections

Select/Deselect	Field	Field Description
☑	Actual Issue Dt/Tm	Actual Issue Out Date/Time
☑	Actual Return Dt/Tm	Actual Return Date/Time
☑	Dispatch Cd	Dispatch Code
☑	Dispatch Ctgry	Dispatch Category Identifier and Description
☑	Sub Ctgry	Dispatch Category Detail Identifier and Description
☑	Dispatch Desc	Dispatch Description
☑	Dispatch Estbd By	Dispatch Established By
☑	Dispatch Estbd Dt/Tm	Dispatch Established Date/Time
☑	Dispatch Last Tran Dt/Tm	Dispatch Last Transaction Date/Time
☑	Dispatch Last Updtd By	Dispatch Last Updated By
☑	Dispatch Nbr	Dispatch Number
☑	Dispatch Purpose	Dispatch Purpose
☑	Dispatch Record Status	Dispatch Record Status
☑	Dispatch Sts	Dispatch Status Code and Description
☑	Dispatch Tran Cd	Dispatch Transaction Code
☑	Dispatch Unavl Cd	Dispatch Unavailable Code
☑	Dispatcher	Dispatcher
☑	Equip Pool	Equipment Pool
☑	Job Order Nbr	Job Order Number
☑	New Util	New Utilization
☑	Reimbursable	Reimbursable
☑	Dispatched To	Team Member Name



☐	Bags	Indicates that passengers require space for bags
☐	Commitment Id	Commitment Id for the dispatch journal entry
☐	Customer Account Id	Customer Account Identifier
☐	Customer Name	Customer Name
☐	Customer Remarks	Customer Remarks
☐	Dispatch Ctgry Long Desc	Dispatch Category Long Description
☐	Dispatch Pgm Id	Dispatch Program Identifier
☐	Drop-off Loc	Drop-off Location for the dispatch journal entry
☐	End Mtr Rdng	Ending Meter Reading
☐	Equip Pool Desc	Equipment Pool Description
☐	Hazmat	Indicates that the dispatch is carrying hazardous materials
☐	Pax	The total number of passengers in the dispatch journal entry
☐	Pick-up Loc	Pick-up Location for the dispatch journal entry
☐	Primary Maint Loc	Primary Maintenance Location
☐	Remarks	Remarks
☐	Start Mtr Rdng	Starting Meter Reading
☐	Stay	Indicates that the driver is to stay at the drop-off location
☐	Total Daily Rate	The total daily hourly rate for the dispatch journal entry
☐	Total Utilization Rate	The total hourly utilization rate for the dispatch journal entry

↳ Asset Tab Field Selections

↳ Work Order Tab Field Selections

Reset | Custom Select | Show All

2. Verify the ACTUAL ISSUE DT/TM contains the appropriate ☑ or ☐. *Select if the asset contains actual issue out date/time information.*
3. Verify the ACTUAL RETURN DT/TM contains the appropriate ☑ or ☐. *Select if the asset contains actual return date/time information.*
4. Verify the DISPATCH CD contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch code.*
5. Verify the DISPATCH CTGRY contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch category.*
6. Verify the SUB CTGRY contains the appropriate ☑ or ☐. *Select if the asset contains a subordinate category/identifier.*
7. Verify the DISPATCH DESC contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch description.*

8. Verify the DISPATCH ESTBD BY contains the appropriate ☑ or ☐. *Select if the asset contains dispatch established by information.*
9. Verify the DISPATCH ESTBD DT/TM contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch established date/time.*
10. Verify the DISPATCH LAST TRAN DT/TM contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch last transaction date/time.*
11. Verify the DISPATCH LAST UPDTD BY contains the appropriate ☑ or ☐. *Select if the asset contains dispatch last updated by information.*
12. Verify the DISPATCH NBR contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch number.*
13. Verify the Dispatch Purpose contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch reason.*
14. Verify the Dispatch Record Status contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch record status.*
15. Verify the DISPATCH STS contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch status code.*
16. Verify the DISPATCH TRAN CD contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch transaction code.*
17. Verify the DISPATCH UNAVL CD contains the appropriate ☑ or ☐. *Select if the asset contains a dispatch unavailable code.*
18. Verify the Dispatcher contains the appropriate ☑ or ☐. *Select if the asset contains a dispatcher.*
19. Verify the EQUIP POOL contains the appropriate ☑ or ☐. *Select if the asset contains equipment pool information.*
20. Verify the JOB ORDER NBR contains the appropriate ☑ or ☐. *Select if the asset contains a job order number.*
21. Verify the NEW UTIL contains the appropriate ☑ or ☐. *Select if the asset contains a new utilization designation.*
22. Verify the Reimbursable contains the appropriate ☑ or ☐. *Select if the asset contains a reimbursable designation.*
23. Verify the Dispatched To contains the appropriate ☑ or ☐. *Select if the asset contains dispatched to information.*
24. Click ☐ to select the Bags. *Select if the asset contains passengers with bags.*
25. Click ☐ to select the COMMITMENT ID. *Select if the asset contains a commitment identifier.*

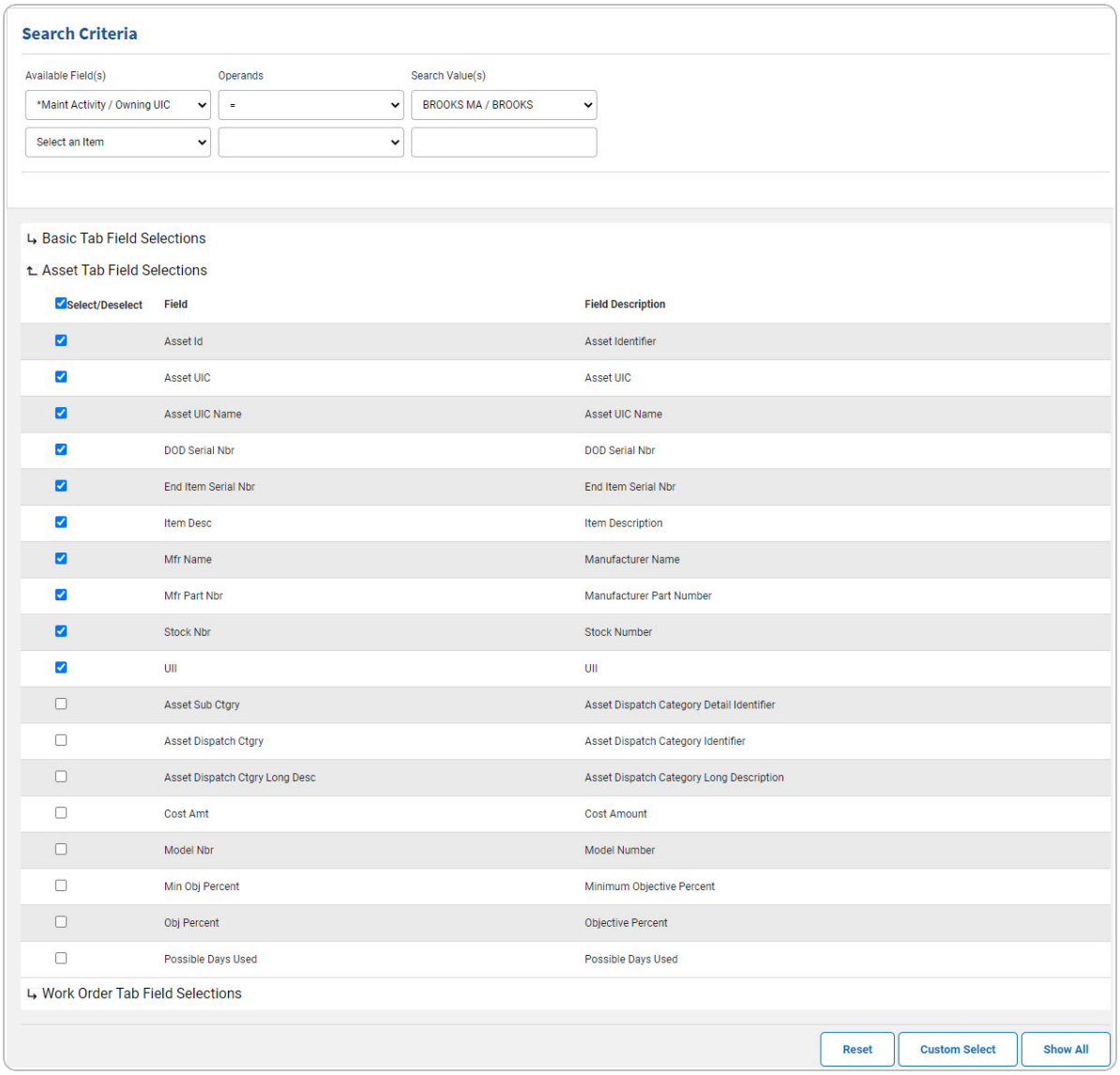
26. Click ☐ to select the CUSTOMER ACCOUNT ID. *Select if the asset contains an address.*
27. Click ☐ to select the Customer Name. *Select if the asset contains a customer name.*
28. Click ☐ to select the Customer Remarks. *Select if the asset contains customer remarks.*
29. Click ☐ to select the DISPATCH CTGRY LONG DESC. *Select if the asset contains a dispatch category long description.*
30. Click ☐ to select the DISPATCH PGM ID. *Select if the asset contains a dispatch program identifier.*
31. Click ☐ to select the DROP-OFF LOC. *Select if the asset contains a designated drop-off location.*
32. Click ☐ to select the END MTR RDNG. *Select if the asset contains an ending meter reading.*
33. Click ☐ to select the EQUIP POOL DESC. *Select if the asset contains an address.*
34. Click ☐ to select the Hazmat. *Select if the asset contains a hazmat designation.*
35. Click ☐ to select the PAX. *Select if the asset contains passengers.*
36. Click ☐ to select the PICK-UP LOC. *Select if the asset contains a designated pick-up location.*
37. Click ☐ to select the PRIMARY MAINT LOC. *Select if the asset contains a designated primary maintenance location.*
38. Click ☐ to select the Remarks. *Select if the asset contains remark information.*
39. Click ☐ to select the START MTR RDNG. *Select if the asset contains a start meter reading.*
40. Click ☐ to select the Stay. *Select if the asset contains a stay designation.*
41. Click ☐ to select the Total Daily Rate. *Select if the asset contains a total daily rate.*
42. Click ☐ to select the Total Utilization Rate. *Select if the asset contains a total utilization rate.*
43. Select Custom Select. *The **Dispatch Journal Search — Results** page appears.*

    OR

    Select Show All. *The **Dispatch Journal Details** page appears.*

Select the Asset Fields

1. Select ↳. *The Asset Tab Field Selection opens.*



2. Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the asset contains an asset identifier.*
3. Verify the ASSET UIC contains the appropriate ☑ or ☐. *Select if the asset contains an asset unit identification code.*

4. Verify the ASSET UIC NAME contains the appropriate ☑ or ☐. *Select if the asset contains an asset unit identification code name.*
5. Verify the DOD SERIAL NBR contains the appropriate ☑ or ☐. *Select if the asset contains a Department of Defense serial number.*
6. Verify the END ITEM SERIAL NBR contains the appropriate ☑ or ☐. *Select if the asset contains an end item serial number.*
7. Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the asset contains an item description.*
8. Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the asset contains a manufacturer name.*
9. Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the asset contains a manufacturer part number.*
10. Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the asset contains a stock number.*
11. Verify the UII contains the appropriate ☑ or ☐. *Select if the asset contains an unique item identifier.*
12. Click ☐ to select the ASSET SUB CTGRY. *Select if the asset contains an asset subordinate category.*
13. Click ☐ to select the ASSET DISPATCH CTGRY. *Select if the asset contains an asset dispatch category.*
14. Click ☐ to select the ASSET DISPATCH CTGRY LONG DESC. *Select if the asset contains an asset dispatch category long description.*
15. Click ☐ to select the Customer Name. *Select if the asset contains a customer name.*
16. Click ☐ to select the Customer Remarks. *Select if the asset contains customer remarks.*
17. Click ☐ to select the DISPATCH CTGRY LONG DESC. *Select if the asset contains a dispatch category long description.*
18. Click ☐ to select the COST AMT. *Select if the asset contains a cost amount.*
19. Click ☐ to select the MODEL NBR. *Select if the asset contains a model number.*
20. Click ☐ to select the MIN OBJ PERCENT. *Select if the asset contains a minimum objective percent.*
21. Click ☐ to select the OBJ PERCENT. *Select if the asset contains an objective percent.*
22. Click ☐ to select the Possible Days Used. *Select if the asset contains possible days used information.*

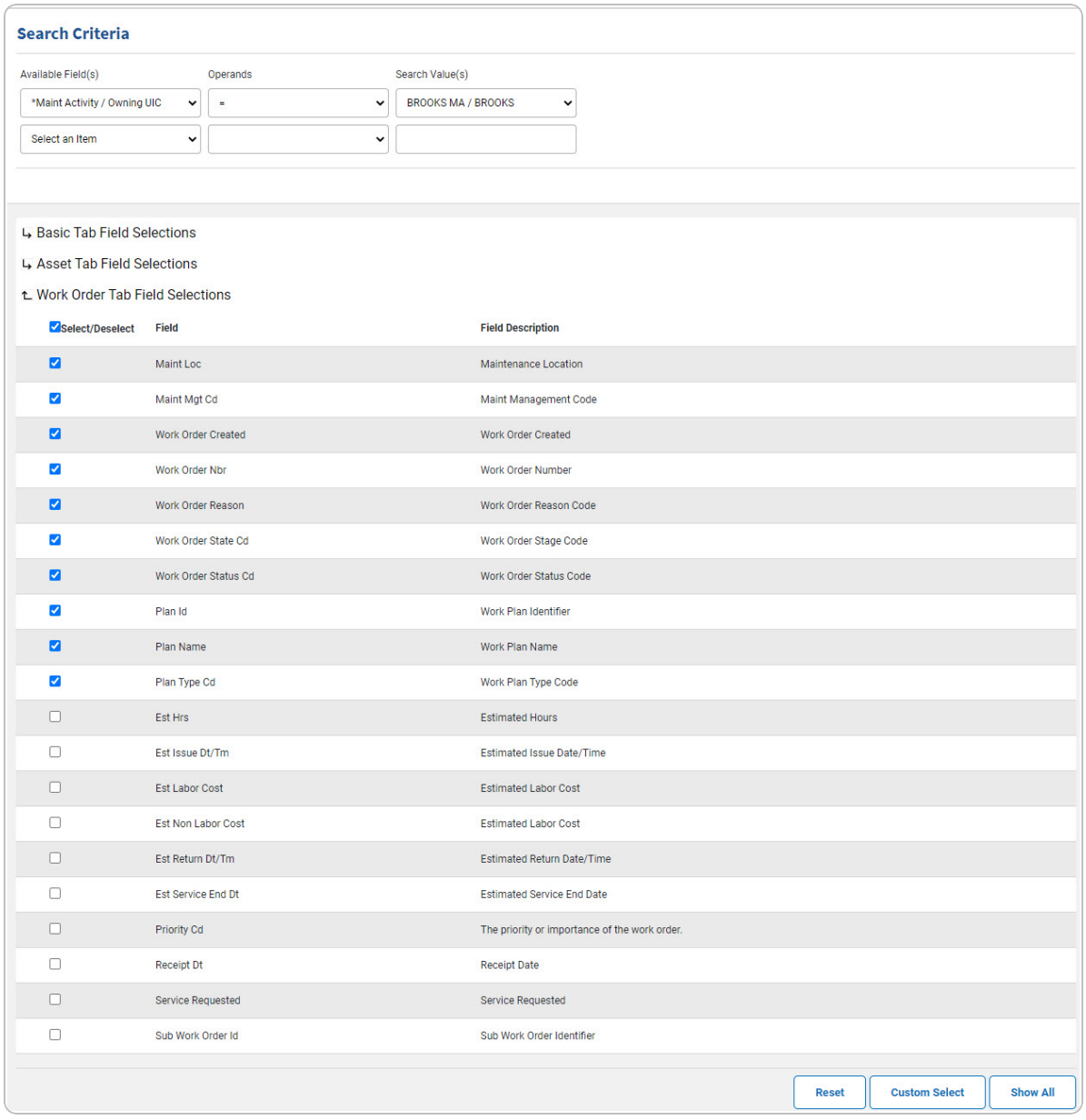
23. Select Custom Select. *The **Dispatch Journal Search — Results** page appears.*

OR

Select Show All. *The **Dispatch Journal Details** page appears.*

Select the Work Order Fields

1. Select ↳. *The Work Order Tab Field Selection opens.*



2. Verify the MAINT LOC contains the appropriate ☑ or ☐. *Select if the asset contains a maintenance location.*

3. Verify the MAINT MGT CD contains the appropriate ☑ or ☐. *Select if the asset contains a maintenance management code.*
4. Verify the Work Order Created contains the appropriate ☑ or ☐. *Select if the asset contains a work order created designation.*
5. Verify the WORK ORDER NBR contains the appropriate ☑ or ☐. *Select if the asset contains a work order number.*
6. Verify the Work Order Reason contains the appropriate ☑ or ☐. *Select if the asset contains a work order reason.*
7. Verify the WORK ORDER STATE CD contains the appropriate ☑ or ☐. *Select if the asset contains a work order state code.*
8. Verify the WORK ORDER STATUS CD contains the appropriate ☑ or ☐. *Select if the asset contains a work order status code.*
9. Verify the PLAN ID contains the appropriate ☑ or ☐. *Select if the asset contains a plan identifier.*
10. Verify the Plan Name contains the appropriate ☑ or ☐. *Select if the asset contains a plan name.*
11. Verify the PLAN TYPE CD contains the appropriate ☑ or ☐. *Select if the asset contains a plan type code.*
12. Click ☐ to select the EST HRS. *Select if the asset contains estimated hours.*
13. Click ☐ to select the EST ISSUE DT/TM. *Select if the asset contains an estimated issue date/time.*
14. Click ☐ to select the EST LABOR COST. *Select if the asset contains an estimated labor cost.*
15. Click ☐ to select the EST NON-LABOR COST. *Select if the asset contains an estimated non-labor cost.*
16. Click ☐ to select the EST RETURN DT/TM. *Select if the asset contains an estimated return date/time.*
17. Click ☐ to select the EST SERVICE END DT. *Select if the asset contains an estimated service end date.*
18. Click ☐ to select the Priority Cd. *Select if the asset contains a priority code.*
19. Click ☐ to select the RECEIPT DT. *Select if the asset contains a receipt date.*
20. Click ☐ to select the Service Requested. *Select if the asset contains a requested service designation.*

21. Click ☐ to select the SUB WORK ORDER ID. *Select if the asset contains a subordinate work order identifier.*

22. Select Custom Select. *The* ***Dispatch Journal Search — Results*** *page appears.*

OR

Select Show All. *The* ***Dispatch Journal Details*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Dispatch Journal — Results
- View the Dispatch Journal Details

Search for a Dispatch Journal — Results

Overview

The Dispatch Journal Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > History > Dispatch Journal > Search Criteria > Custom Select > Dispatch Journal Search Results page

Page Fields

The following fields display on the **Dispatch Journal Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results Grid

Select
Dispatch Id
Select
Asset Id
Dispatch Status Cd
Remarks
Tran Cd
Tran Dt

Procedures

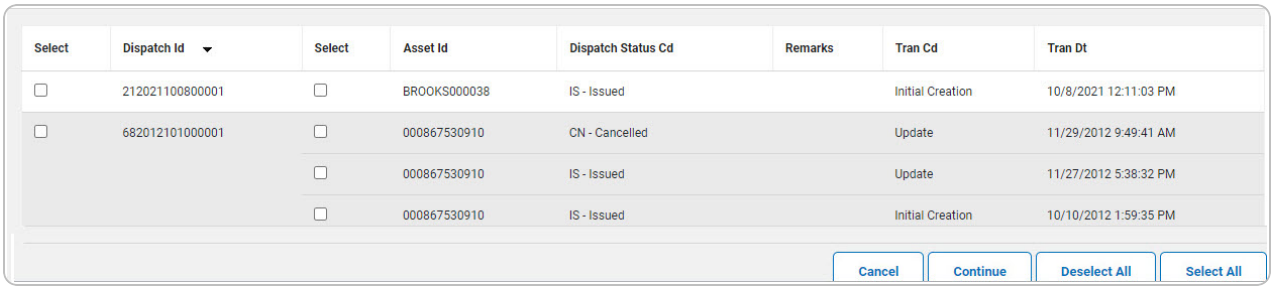
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Select the Dispatch Journal — Results

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

1. Select ☐ of the desired Dispatch Journal entry. *The* ☑ *appears indicating the entry(s) is selected.*



2. Repeat Step 1 as needed.

3. Select Continue. *The* ***Dispatch Journal Details*** *page appears.*

OR

Select Deselect All. *The* ***Dispatch Journal Search — Results*** *page refreshes with deselected entries.*

OR

Select Select All. *The* ***Dispatch Journal Search — Results*** *page refreshes with selected entries.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Dispatch Journal — Criteria
- View the Dispatch Journal Details

View the Dispatch Journal Details

Overview

The Dispatch Journal Details process displays the detail records of the selected dispatch journal.

Navigation

Inquiries > History > Dispatch Journal > Search Criteria > Show All > Dispatch Journal Details page

Page Fields

The following fields display on the **Dispatch Journal Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Dispatch Journal Details Grid

Dispatch Nbr
Asset Id
Dispatcher
Dispatch To
Tran Dt/Tm

Basic Grid

Actual Issue Dt/Tm
Dispatch Ctgry
Dispatch Estbd By
Dispatch Last Updtd By
Dispatch Record Status
Dispatch Unavl Cd

Job Order Nbr
Dispatched To
Actual Return Dt/Tm
Sub Ctgry
Dispatch Estbd Dt/Tm
Dispatch Nbr
Dispatch Sts
Dispatcher
New Util
Dispatch Cd
Dispatch Desc
Dispatch Last Tran Dt/Tm
Dispatch Purpose
Dispatch Tran Cd
Equip Pool
Reimbursable

Optional

Customer Account Id
Dispatch Ctgry Long Desc
End Mtr Rdng
Pax
Remarks
Total Daily Rate
Bags
Customer Name
Dispatch Pgm Id
Equip Pool Desc
Pick-up Loc
Start Mtr Rdng
Total Utilization Rate
Commitment Id
Customer Remarks
Drop-off Loc
Hazmat
Primary Maint Loc
Stay

Asset Grid

Asset Id
DoD Serial Nbr
Mfr Name
UII

Asset UIC
End Item Serial Nbr
Mfr Part Nbr
Asset UIC Name
Item Desc
Stock Nbr

Optional

Asset Dispatch Ctgry Long Desc
Min Obj Percent
Cost Amt
Obj Percent
Asset Dispatch Ctgry
Model Nbr
Possible Days Used

Work Order Grid

Maint Loc
Work Order Nbr
Work Order Status Cd
Plan Type Cd
Maint Mgt Cd
Work Order Reason
Plan Id
Work Order Created
Work Order State Cd
Plan Name

Optional

Est Labor Cost
Est Service End Dt
Service Requested
Est Hrs
Est Non Labor Cost
Priority Cd
Sub Work Order Id
Est Issue Dt/Tm
Est Return Dt/Tm
Receipt Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
Rows 1 - 10	View the current row number. Enter the desired page number and press Enter to advance to the desired page.
of 507	Display how many rows retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	View the current page entry count. Use to select the desired view count.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Dispatch Journal Details

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

1. *Verify the Dispatch Journal Details.*

A. *Verify the DISPATCH NBR.*

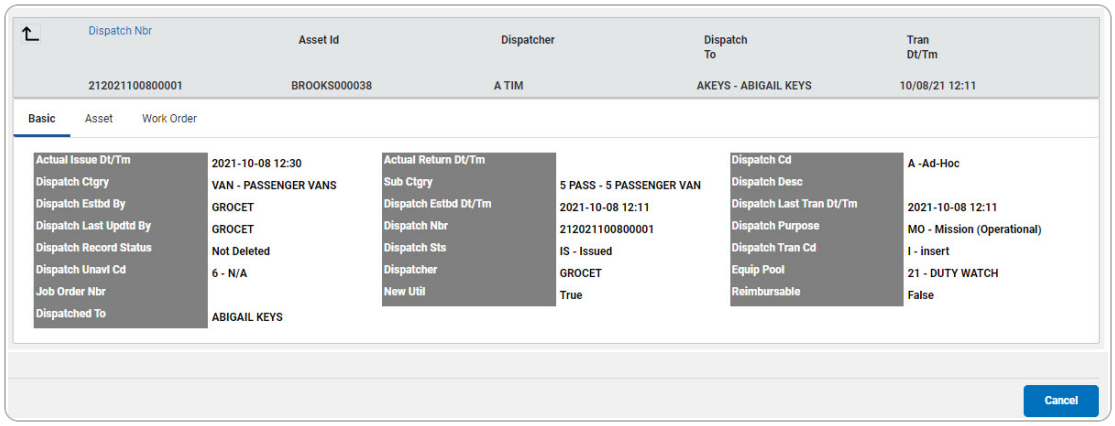
B. *Verify the ASSET ID.*

C. *Verify the Dispatcher.*

D. *Verify the Dispatched To.*

E. *Verify the TRAN DT/TM.*

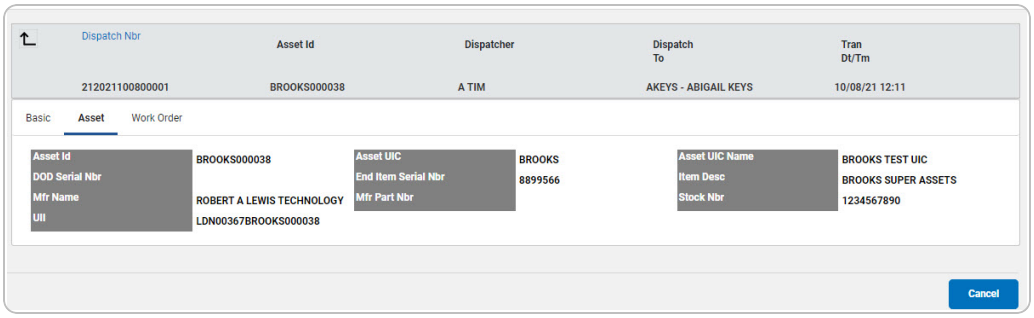
F. Select ↳ or the DISPATCH NBR hyperlink. *The Basic Tab appears.*



a. *Verify the Basic Tab*

1. *Verify the ACTUAL ISSUE DT/TM.*
2. *Verify the DISPATCH CTGRY.*
3. *Verify the DISPATCH ESTBD BY.*
4. *Verify the DISPATCH LAST UPDTD BY.*
5. *Verify the Dispatch Record Status.*
6. *Verify the DISPATCH UNAVL CD.*
7. *Verify the JOB ORDER NBR.*
8. *Verify the Dispatched To.*
9. *Verify the ACTUAL RETURN DT/TM.*
10. *Verify the SUB CTGRY.*
11. *Verify the DISPATCH ESTBD DT/TM.*
12. *Verify the DISPATCH NBR.*
13. *Verify the DISPATCH STS.*
14. *Verify the Dispatcher.*
15. *Verify the NEW UTIL.*
16. *Verify the DISPATCH CD.*
17. *Verify the DISPATCH DESC.*
18. *Verify the DISPATCH LAST TRAN DT/TM.*
19. *Verify the Dispatch Purpose.*
20. *Verify the DISPATCH TRAN CD.*
21. *Verify theEQUIP POOL.*
22. *Verify the Reimbursable.*

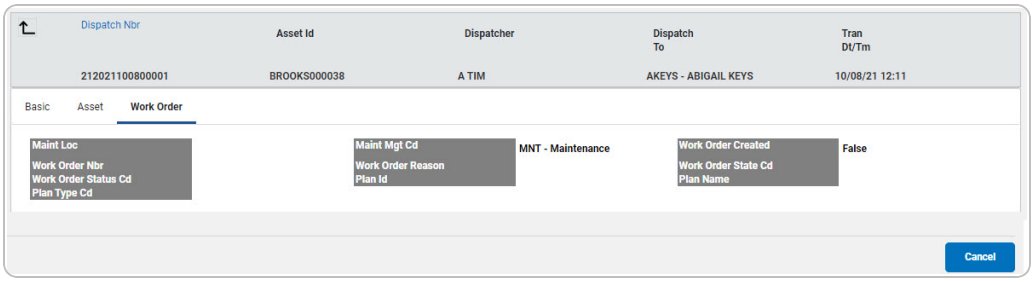
b. Select the Asset Tab. *The Asset information appears.*



1. *Verify the Asset Tab.*

A. *Verify the ASSET ID.*
B. *Verify the DOD SERIAL NBR.*
C. *Verify the MFR NAME.*
D. *Verify the UII.*
E. *Verify the ASSET UIC.*
F. *Verify the END ITEM SERIAL NBR.*
G. *Verify the MFR PART NBR.*
H. *Verify the ASSET UIC NAME.*
I. *Verify the ITEM DESC.*
J. *Verify the STOCK NBR.*

c. Select the Work Order Tab. *The Work Order information appears.*



1. *Verify the Work Order Tab.*
A. *Verify the MAINT LOC.*
B. *Verify the WORK ORDER NBR.*
C. *Verify the WORK ORDER STATUS CD.*
D. *Verify the PLAN TYPE CD.*
E. *Verify the MAINT MGT CD.*
F. *Verify the Work Order Reason.*
G. *Verify the PLAN ID.*
H. *Verify the Work Order Created.*
I. *Verify the Work Order State Code.*
J. *Verify the Plan Name.*

G. Select or the DISPATCH NBR hyperlink. *The tabs close.*

H. Select Cancel. *The **Dispatch Journal — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Dispatch Journal — Criteria
- Search for a Dispatch Journal — Results

Search for a Work Order Journal — Criteria

Overview

The Maintenance and Utilization (M&U) module Dispatch Journal process provides the ability to search for Work Order Journal records.

Navigation

Inquiries > History > Work Order Journal > Work Order Journal Search Criteria page

Page Fields

The following fields display on the **Work Order Journal Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Field Selection Header

Select/Deselect
Field
Field Description

Basic Fields Grid

Work Order Id
Asset Id

Equip Group
Item Desc
Work Order Status
Tran Dt
Prvn Maint Selctablty
UII
Stock Nbr
Serial Nbr
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
UIC
UIC Name
Acq Cost
RPUID
Instl Nbr
Fac Nbr
Fac Name
Priority Code
Maint Avail Dt
Rcpt Dt
Approval Dt
Est Service End Dt
Job Order Nbr
Remarks
Special Instructions
Customer Name
Customer E-Mail Address
Customer Phone Nbr
Customer Mobile Phone Nbr
Customer Remarks
End Meter Reading
Closed Dt
Est Labor Hours
Est Labor Cost
Est Non-Labor Cost
Actual Labor Hours
Actual Labor Cost
Actual Non-Labor Cost
Returned Dt
Requested Dt
Required Delivery Dt
Cond Cd

Preservation Level Cd
Storage Type Cd
Doc Nbr
External Sys Cd
Shipment Prep Cd
NMC
NMC Status Start Date/Time
NMC Status
NMC Start Dt
NMC End Dt

Detail Fields Grid

Work Plan Type Cd
Primary Tech
Work Order State
Service Start Dt
Service End Dt
Maint Loc
Serviced By
Contractor Name
Sub Work Order Id
Sub Priority Cd
Times Printed
Est Labor Hours
Est Labor Cost
Est Non-Labor Cost
Actual Labor Hours
Actual Labor Cost
Claim Id
Service Requested
Inspc Status Cd
Service Performed
Work Order Description Plan Name
Doc Nbr

Optional

Cert(s)/License(s) XML
Tool(s)/Equip XML
Task(s) XML
Team Member(s) XML

Procedures

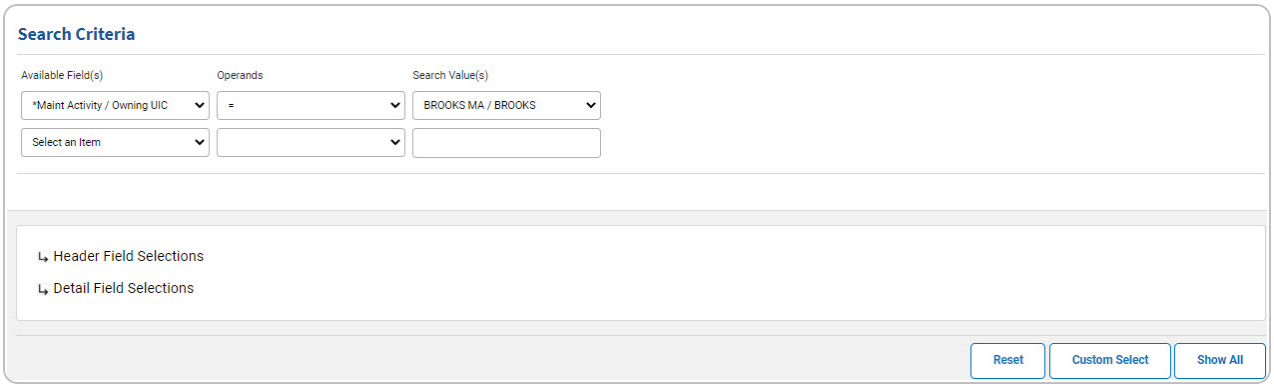
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Search for a Work Order Journal — 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.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

Note

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

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

A. Use ⌄ to select the first Operands.

B. Use ⌄ to select the second Operands.

C. Repeat Step A to add additional search criteria.

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. Repeat Step A to add additional search criteria.

To Remove an Available Field Row

a. Use ⌄ to select desired Available Field.

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

5. Select Custom Select. *The **Work Order Journal Search — Results** page appears.*

OR

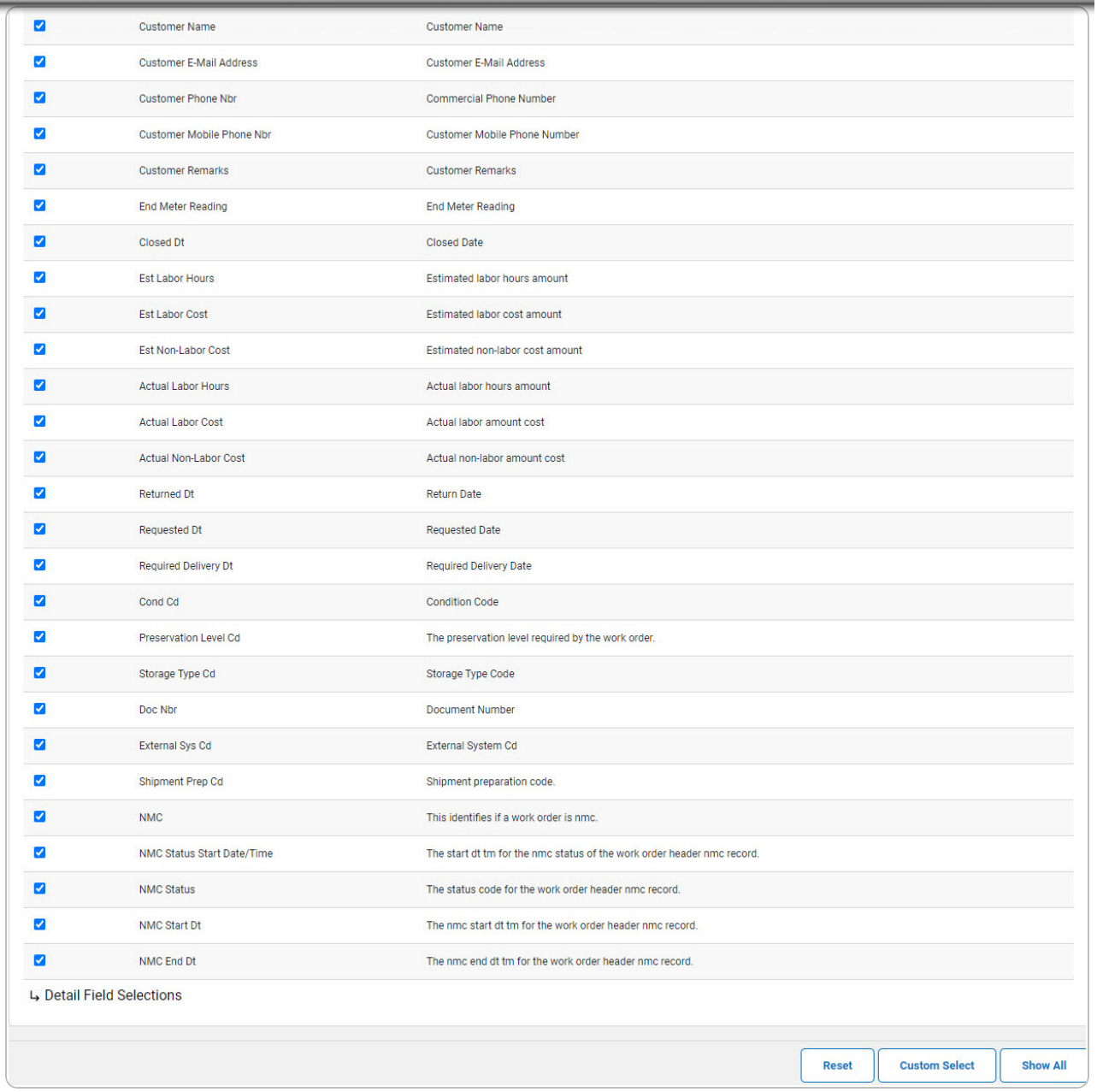
Select Show All. *The **Work Order Journal Details** page appears.*

Select the Header Fields

1. Select . *The Header Tab Field Selections open.*

Header Field Selections

Select/Deselect	Field	Field Description
☑	Work Order Id	Work order id
☑	Asset Id	Asset identifier for the work order.
☑	Equip Group	Equipment group for the work order
☑	Item Desc	Item Description for the work order.
☑	Work Order Status	Work order status code for the work order
☑	Tran Dt	Transaction date for the work order
☑	Prvn Maint Selctablty	Preventive maintenance selection for the work order
☑	UII	UII
☑	Stock Nbr	Stock Number
☑	Serial Nbr	Serial Number
☑	Mfr Name	Manufacturer Name
☑	Mfr Model Nbr	Manufacturer Model Number
☑	Mfr Part Nbr	Manufacturer Part Number
☑	UIC	Asset UIC
☑	UIC Name	Asset UIC Name
☑	Acq Cost	Acquisition Cost
☑	RPUID	Real Property UID
☑	Insti Nbr	Installation Number
☑	Fac Nbr	Facility Number
☑	Fac Name	Facility Name
☑	Priority Cd	The priority or importance of the work order.
☑	Maint Avail Dt	Maintenance Available Date
☑	Rcpt Dt	Receipt Date
☑	Approval Dt	Approval Date
☑	Est Service End Dt	Estimated Service End Date
☑	Job Order Nbr	Job Order Number
☑	Remarks	Remarks
☑	Special Instructions	Special Instructions



☑	Customer Name	Customer Name
☑	Customer E-Mail Address	Customer E-Mail Address
☑	Customer Phone Nbr	Commercial Phone Number
☑	Customer Mobile Phone Nbr	Customer Mobile Phone Number
☑	Customer Remarks	Customer Remarks
☑	End Meter Reading	End Meter Reading
☑	Closed Dt	Closed Date
☑	Est Labor Hours	Estimated labor hours amount
☑	Est Labor Cost	Estimated labor cost amount
☑	Est Non-Labor Cost	Estimated non-labor cost amount
☑	Actual Labor Hours	Actual labor hours amount
☑	Actual Labor Cost	Actual labor amount cost
☑	Actual Non-Labor Cost	Actual non-labor amount cost
☑	Returned Dt	Return Date
☑	Requested Dt	Requested Date
☑	Required Delivery Dt	Required Delivery Date
☑	Cond Cd	Condition Code
☑	Preservation Level Cd	The preservation level required by the work order.
☑	Storage Type Cd	Storage Type Code
☑	Doc Nbr	Document Number
☑	External Sys Cd	External System Cd
☑	Shipment Prep Cd	Shipment preparation code.
☑	NMC	This identifies if a work order is nmc.
☑	NMC Status Start Date/Time	The start dt tm for the nmc status of the work order header nmc record.
☑	NMC Status	The status code for the work order header nmc record.
☑	NMC Start Dt	The nmc start dt tm for the work order header nmc record.
☑	NMC End Dt	The nmc end dt tm for the work order header nmc record.

↳ Detail Field Selections

Reset | Custom Select | Show All

2. Verify the WORK ORDER ID contains the appropriate ☑ or ☐. *Select if the asset contains work order identifier information.*
3. Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the asset contains asset identifier information.*
4. Verify the EQUIP GROUP contains the appropriate ☑ or ☐. *Select if the asset contains an equipment group.*

5. Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the asset contains an item description.*
6. Verify the Work Order Status contains the appropriate ☑ or ☐. *Select if the asset contains a work order status code.*
7. Verify the TRAN DT contains the appropriate ☑ or ☐. *Select if the asset contains a transaction date.*
8. Verify the PRVN MAINT SELCTABLTY contains the appropriate ☑ or ☐. *Select if the asset contains preventive maintenance selection information.*
9. Verify the UII contains the appropriate ☑ or ☐. *Select if the asset contains an unique item identifier.*
10. Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the asset contains a stock number.*
11. Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the asset contains a serial number.*
12. Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the asset contains a manufacturer name.*
13. Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the asset contains a manufacturer model number.*
14. Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the asset contains a manufacturer part number.*
15. Verify the UIC contains the appropriate ☑ or ☐. *Select if the asset contains an unit identifier code.*
16. Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the asset contains an unit identifier code name.*
17. Verify the ACQ COST contains the appropriate ☑ or ☐. *Select if the asset contains an acquisition cost amount.*
18. Verify the RPUID contains the appropriate ☑ or ☐. *Select if the asset contains a real property unique identifier.*
19. Verify the INSTL NBR contains the appropriate ☑ or ☐. *Select if the asset contains an installation number.*
20. Verify the FAC NBR contains the appropriate ☑ or ☐. *Select if the asset contains a facility number.*
21. Verify the FAC NAME contains the appropriate ☑ or ☐. *Select if the asset contains a facility name.*

22. Verify the PRIORITY CD contains the appropriate ☑ or ☐. *Select if the asset contains a priority code.*
23. Verify the MAINT AVAIL DT contains the appropriate ☑ or ☐. *Select if the asset contains a maintenance available date.*
24. Verify the RCPT DT contains the appropriate ☑ or ☐. *Select if the asset contains a receipt date.*
25. Verify the APPROVAL DT contains the appropriate ☑ or ☐. *Select if the asset contains an approval date.*
26. Verify the EST SERVICE END DT contains the appropriate ☑ or ☐. *Select if the asset contains an estimated service end date.*
27. Verify the JOB ORDER NBR contains the appropriate ☑ or ☐. *Select if the asset contains a job order number.*
28. Verify the Remarks contains the appropriate ☑ or ☐. *Select if the asset contains remarks.*
29. Verify the Special Instructions contains the appropriate ☑ or ☐. *Select if the asset contains special instructions.*
30. Verify the Customer Name contains the appropriate ☑ or ☐. *Select if the asset contains a customer name.*
31. Verify the Customer E-MAIL Address contains the appropriate ☑ or ☐. *Select if the asset contains a customer E-MAIL address.*
32. Verify the CUSTOMER PHONE NBR contains the appropriate ☑ or ☐. *Select if the asset contains a customer phone number.*
33. Verify the CUSTOMER MOBILE PHONE NBR contains the appropriate ☑ or ☐. *Select if the asset contains a customer mobile phone number.*
34. Verify the Customer Remarks contains the appropriate ☑ or ☐. *Select if the asset contains customer remarks.*
35. Verify the END MTR RDNG contains the appropriate ☑ or ☐. *Select if the asset contains end meter reading information.*
36. Verify the CLOSED DT contains the appropriate ☑ or ☐. *Select if the asset contains an unit identifier code.*
37. Verify the EST LABOR HOURS contains the appropriate ☑ or ☐. *Select if the asset contains estimated labor hours.*
38. Verify the EST LABOR COST contains the appropriate ☑ or ☐. *Select if the asset contains an estimated labor cost amount.*

39. Verify the EST NON-LABOR COST contains the appropriate ☑ or ☐. *Select if the asset contains an estimated non-labor cost amount.*
40. Verify the RETURN DT contains the appropriate ☑ or ☐. *Select if the asset contains a return date.*
41. Verify the REQUESTED DT contains the appropriate ☑ or ☐. *Select if the asset contains a requested date.*
42. Verify the REQUIRED DELIVERY DT contains the appropriate ☑ or ☐. *Select if the asset contains a required delivery date.*
43. Verify the COND CD contains the appropriate ☑ or ☐. *Select if the asset contains a condition code.*
44. Verify the PRESERVATION LEVEL CD contains the appropriate ☑ or ☐. *Select if the asset contains a preservation level code.*
45. Verify the STORAGE TYPE CD contains the appropriate ☑ or ☐. *Select if the asset contains a storage type code.*
46. Verify the DOC NBR contains the appropriate ☑ or ☐. *Select if the asset contains a document number.*
47. Verify the EXTERNAL SYS CD contains the appropriate ☑ or ☐. *Select if the asset contains an external system code.*
48. Verify the SHIPMENT PREP CD contains the appropriate ☑ or ☐. *Select if the asset contains a shipment preparation code.*
49. Verify the NMC contains the appropriate ☑ or ☐. *Select if the asset contains non mission capable designation.*
50. Verify the NMC STATUS START DATE/TIME contains the appropriate ☑ or ☐. *Select if the asset contains a start date/time.*
51. Verify the NMC STATUS contains the appropriate ☑ or ☐. *Select if the asset contains a non mission capable status.*
52. Verify the NMC START DT contains the appropriate ☑ or ☐. *Select if the asset contains a non mission capable start date.*

53. Verify the NMC END DATE contains the appropriate ☑ or ☐. *Select if the asset contains a non mission capable end date.*

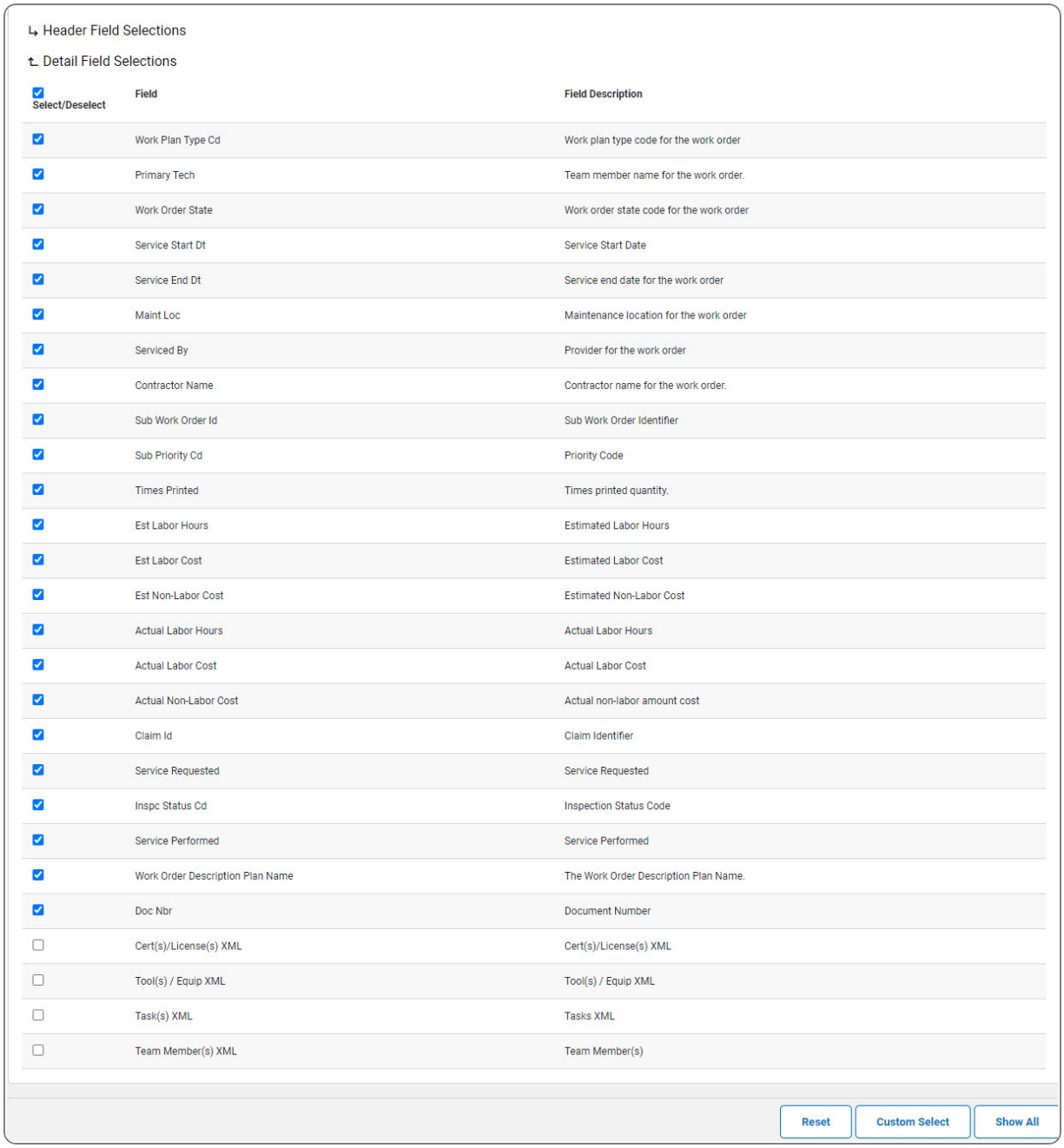
54. Select Custom Select. *The **Work Order Journal Search — Results** page appears.*

OR

Select Show All. *The **Work Order Journal Details** page appears.*

Select the Detail Fields

1. Select ↳. *The Detail Tab Field Selections open.*



2. Verify the WORK PLAN TYPE CD contains the appropriate ☑ or ☐. *Select if the asset contains a work plan type code.*

3. Verify the PRIMARY TECH contains the appropriate ☑ or ☐. *Select if the asset contains a primary technician.*

4. Verify the Work Order State contains the appropriate ☑ or ☐. *Select if the asset contains a work order state.*

5. Verify the SERVICE START DT contains the appropriate ☑ or ☐. *Select if the asset contains a service start date.*

6. Verify the SERVICE END DT contains the appropriate ☑ or ☐. *Select if the asset contains a service end date.*

7. Verify the MAINT LOC contains the appropriate ☑ or ☐. *Select if the asset contains a maintenance location.*

8. Verify the Service By contains the appropriate ☑ or ☐. *Select if the asset contains service by information.*

9. Verify the Contractor Name contains the appropriate ☑ or ☐. *Select if the asset contains a contractor name.*

10. Verify the SUB WORK ORDER ID contains the appropriate ☑ or ☐. *Select if the asset contains a subordinate work order identifier.*

11. Verify the Times Printed contains the appropriate ☑ or ☐. *Select if the asset contains times printed information.*

12. Verify the EST LABOR HOURS contains the appropriate ☑ or ☐. *Select if the asset contains estimated labor hours.*

13. Verify the EST LABOR COST contains the appropriate ☑ or ☐. *Select if the asset contains an estimated labor cost amount.*

14. Verify the EST NON-LABOR COST contains the appropriate ☑ or ☐. *Select if the asset contains an estimated non-labor cost amount.*

15. Verify the Actual Labor Hours contains the appropriate ☑ or ☐. *Select if the asset contains actual labor hours.*

16. Verify the Actual Labor Cost contains the appropriate ☑ or ☐. *Select if the asset contains an actual labor cost amount.*

17. Verify the Actual Non-Labor Cost contains the appropriate ☑ or ☐. *Select if the asset contains an actual non-labor cost amount.*

18. Verify the CLAIM ID contains the appropriate ☑ or ☐. *Select if the asset contains a claim identifier.*

19. Verify the Service Requested contains the appropriate ☑ or ☐. *Select if the asset contains service requested information.*

20. Verify the INSPC STATUS CD contains the appropriate ☑ or ☐. *Select if the asset contains an inspection status code.*

21. Verify the Service Performed contains the appropriate ☑ or ☐. *Select if the asset contains service performed information.*

22. Verify the Work Order Description Plan Name contains the appropriate ☑ or ☐. *Select if the asset contains a work order description plan name.*

23. Verify the DOC NBR contains the appropriate ☑ or ☐. *Select if the asset contains a document number.*

24. Click ☐ to select the CERT(S)/LICENSE(S) XML. *Select if the asset contains a certification(s)/license(s) XML.*

25. Click ☐ to select the TOOL(S)/EQUIP XML. *Select if the asset contains a tool (s)/equipment XML.*

26. Click ☐ to select the Task(s) XML. *Select if the asset contains a task(s) XML.*

27. Click ☐ to select the Team Member(s) XML. *Select if the asset contains a team member(s) XML.*

28. Select Custom Select. *The **Work Order Journal Search — Results** page appears.*

OR

Select Show All. *The **Work Order Journal Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	

106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Work Order Journal — Results
- View the Work Order Journal Details
- View the Cert(s)/License(s) XML Detail
- View the Tool(s)/Equip XML Detail
- View the Task(s) XML Detail
- View the Team Member(s) XML Detail

Search for a Work Order Journal — Results

Overview

The Work Order Journal Search Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Custom Select > Work Order Journal Search Results page

Page Fields

The following fields display on the **Work Order Journal Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results Grid

Select
Work Order Id
Select
Asset Id
Stock Nbr
Serial Nbr
WO Status Cd
Remarks
Tran Cd
Tran Dt
Sub Work Orders

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Select the Work Order Journal — Results

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

1. Select ☐ of the desired Work Order Journal entry. *The* ☑ *appears indicating the entry(s) is selected.*

2. Repeat Step 1 as needed.

3. Select Continue. *The* ***Work Order Journal Details*** *page appears.*

   OR

   Select Deselect All. *The* ***Work Order Journal Search — Results*** *page refreshes with deselected entries.*

   OR

   Select Select All. *The* ***Work Order Journal Search — Results*** *page refreshes with selected entries.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Journal — Criteria
- View the Work Order Journal Details
- View the Cert(s)/License(s) XML Detail
- View the Tool(s)/Equip XML Detail
- View the Task(s) XML Detail
- View the Team Member(s) XML Detail

View the Work Order Journal Details

Overview

The Work Order Journal Details process displays the detail records of the selected work order journal.

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Show All > Work Order Journal Details page

Page Fields

The following fields display on the **Work Order Journal Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order Journal Details Grid

Work Order Id
Asset Id
Stock Nbr
Serial Nbr
User Name
Tran Code
Tran Dt/Time
Sub Work Orders

Basic Grid

Work Order Id
Item Desc

Prvn Maint Selctablty
Serial Nbr
Mfr Part Nbr
Acq Cost
Fac Nbr
Maint Avail Dt
Est Service End Dt
Special Instructions
Customer Phone Nbr
End Meter Reading
Est Labor Cost
Actual Labor Cost
Requested Dt
Preservation Level Cd
External Sys Cd
NMC Status Start Date/Time
NMC End Dt
Asset Id
Work Order Status
UII
Mfr Name
UIC
RPUID
Fac Name
Rcpt Dt
Job Order Nbr
Customer Name
Customer Mobile Phone Nbr
Closed Dt
Est Non-Labor Cost
Required Delivery Dt
Storage Type Cd
Shipment Prep Cd
NMC Status
Equip Group
Tran Dt
Stock Nbr
Mfr Model Nbr
UIC Name
Instl Nbr
Priority Code
Approval Dt
Remarks

Customer E-Mail Address
Customer Remarks
Est Labor Hours
Actual Labor Hours
Returned Dt
Cond Cd
Doc Nbr
NMC
NMC Start Dt

NMC Grid

Work Order #
NMC Status
Asset Id
Status Start Dt
Date NMC Status Changed
Status End Dt

View Sub Work Order

Detail Grid

Work Plan Type Cd
Service Start Dt
Serviced By
Sub Priority Cd
Est Labor Cost
Actual Labor Cost
Service Requested
Work Order Description Plan Name
Tool(s)/Equip XML
Primary Tech
Service End Dt
Contractor Name
Times Printed
Est Non-Labor Cost
Actual Non-Labor Cost
Inspc Status Cd
Doc Nbr
Task(s) XML
Work Order State
Maint Loc
Est Labor Hours
Actual Labor Hours

Claim Id
Service Performed
Cert(s)/License(s) XML
Team Member(s) XML

Parts(s) Grid

Required
Part Rcvd Qty
Required Delivery Dt
Mfr Part Nbr
Part Warranty
Canceled Dt
Parts Required Qty
Stock Nbr
Part Desc
Unit Cost
Part Recv Dt
Last Tran Date
Parts Ordered Qty
Priority Level
Mfr Name
Total Cost
Canceled Qty
Last Updated By

Labor Grid

Tech
Base Rate
Overtime Hours
Labor Category
Base Hours
Rate Type
Overtime Rate

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
Rows 1 - 10	View the current row number. Enter the desired page number and press Enter to advance to the desired page.
of 507	Display how many rows retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
View: 10	View the current row entry count. Use to select the desired view count.

Procedures

ELMS Navigation Helpful Tips

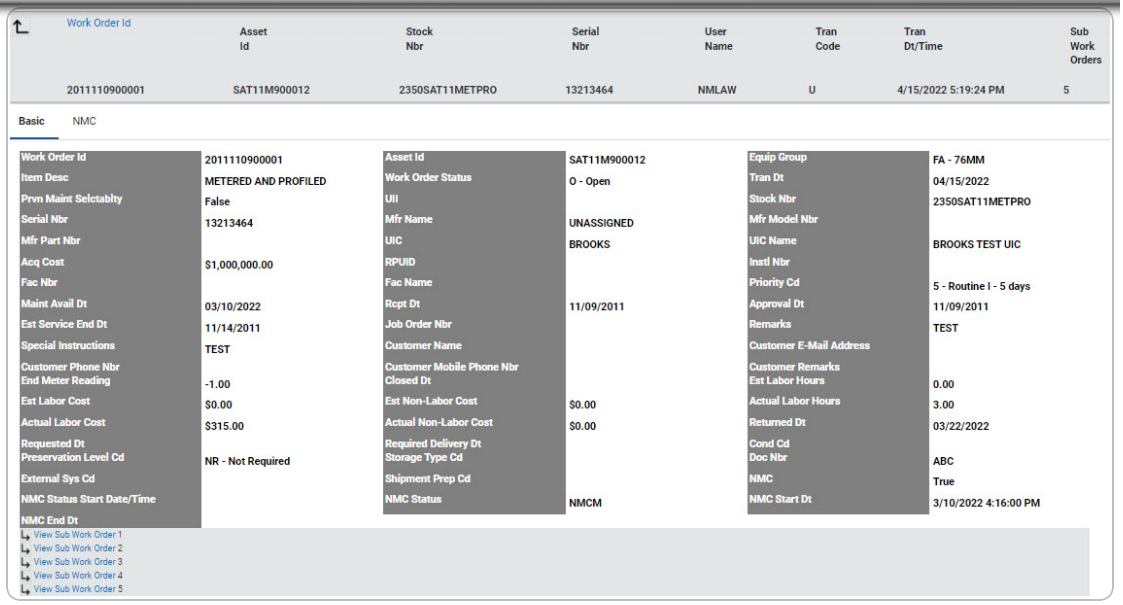
Click the following link to display M&U Navigation Tips.

View the Work Order Journal Detail

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

1. *Verify the Work Order Journal Details.*

   A. *Verify the* WORK ORDER ID.
   B. *Verify the* ASSET ID.
   C. *Verify the* STOCK NBR.
   D. *Verify the* SERIAL NBR.
   E. *Verify the User Name.*
   F. *Verify the* TRAN CD.
   G. *Verify the* TRAN DT/TM.
   H. *Verify the* SUB WORK ORDERS.
   I. Select ↳ or the WORK ORDER ID hyperlink. *The Basic Tab appears.*



Work Order Id	Asset Id	Stock Nbr	Serial Nbr	User Name	Tran Code	Tran Dt/Time	Sub Work Orders
2011110900001	SAT11M900012	2350SAT11METPRO	13213464	NMLAW	U	4/15/2022 5:19:24 PM	5

Basic | NMC

Work Order Id	2011110900001	Asset Id	SAT11M900012	Equip Group	FA - 76MM
Item Desc	METERED AND PROFILED	Work Order Status	O - Open	Tran Dt	04/15/2022
Prvn Maint Selctablty	False	UII		Stock Nbr	2350SAT11METPRO
Serial Nbr	13213464	Mfr Name	UNASSIGNED	Mfr Model Nbr	
Mfr Part Nbr		UIC	BROOKS	UIC Name	BROOKS TEST UIC
Acq Cost	$1,000,000.00	RPUID		Instl Nbr	
Fac Nbr		Fac Name		Priority Cd	5 - Routine I - 5 days
Maint Avail Dt	03/10/2022	Rcpt Dt	11/09/2011	Approval Dt	11/09/2011
Est Service End Dt	11/14/2011	Job Order Nbr		Remarks	TEST
Special Instructions	TEST	Customer Name		Customer E-Mail Address	
Customer Phone Nbr		Customer Mobile Phone Nbr		Customer Remarks	
End Meter Reading	-1.00	Closed Dt		Est Labor Hours	0.00
Est Labor Cost	$0.00	Est Non-Labor Cost	$0.00	Actual Labor Hours	3.00
Actual Labor Cost	$315.00	Actual Non-Labor Cost	$0.00	Returned Dt	03/22/2022
Requested Dt		Required Delivery Dt		Cond Cd	
Preservation Level Cd	NR - Not Required	Storage Type Cd		Doc Nbr	ABC
External Sys Cd		Shipment Prep Cd		NMC	True
NMC Status Start Date/Time		NMC Status	NMCM	NMC Start Dt	3/10/2022 4:16:00 PM
NMC End Dt					

View Sub Work Order 1
View Sub Work Order 2
View Sub Work Order 3
View Sub Work Order 4
View Sub Work Order 5

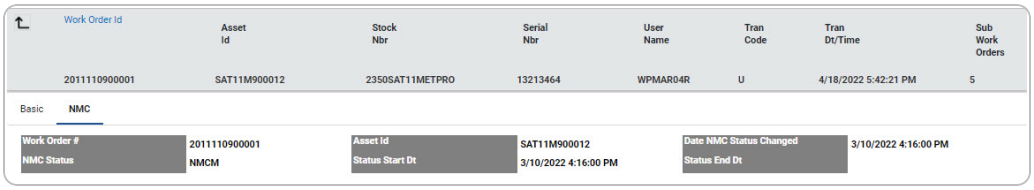
a. *Verify the Basic Tab*

1. *Verify the WORK ORDER ID.*
2. *Verify the ITEM DESC.*
3. *Verify the PRVN MAINT SELCTABLTY.*
4. *Verify the SERIAL NBR.*
5. *Verify the MFR PART NBR.*
6. *Verify the ACQ COST.*
7. *Verify the FAC NBR.*
8. *Verify the MAINT AVAIL DT.*
9. *Verify the EST SERVICE END DT.*
10. *Verify the Special Instructions.*
11. *Verify the CUSTOMER PHONE NBR.*
12. *Verify the End Meter Reading.*
13. *Verify the EST LABOR COST.*
14. *Verify the Actual Labor Cost.*
15. *Verify the REQUESTED DT.*
16. *Verify the PRESERVATION LEVEL CD.*
17. *Verify the EXTERNAL SYS CD.*
18. *Verify the NMC STATUS START DATE/TIME.*

19. Verify the NMC End Date.
20. Verify the Asset Id.
21. Verify the Work Order Status.
22. Verify the UII.
23. Verify the Mfr Name.
24. Verify the UIC.
25. Verify the RPUID.
26. Verify the Fac Name.
27. Verify the Rcpt Dt.
28. Verify the Job Order Nbr.
29. Verify the Customer Name.
30. Verify the Customer Mobile Phone Nbr.
31. Verify the Closed Dt.
32. Verify the Est Non-Labor Cost.
33. Verify the Actual Non-Labor Cost.
34. Verify the Required Delivery Dt.
35. Verify the Storage Type Cd.
36. Verify the Shipment Prep Cd.
37. Verify the NMC Status.
38. Verify the Equip Group.
39. Verify the Tran Dt.
40. Verify the Stock Nbr.
41. Verify the Mfr Model Nbr.
42. Verify the UIC Name.
43. Verify the Instl Nbr.
44. Verify the Priority Cd.
45. Verify the Approval Dt.
46. Verify the Remarks.
47. Verify the Customer E-Mail Address.
48. Verify the Customer Remarks.
49. Verify the Est Labor Hours.

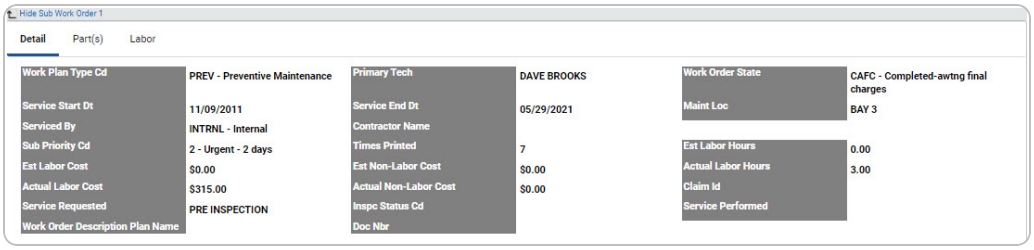
50. *Verify the Actual Labor Hours.*
51. *Verify the RETURNED DT.*
52. *Verify the COND CD.*
53. *Verify the DOC NBR.*
54. *Verify the NMC.*
55. *Verify the NMC START DT.*

b. Select the NMC Tab. *The NMC information appears.*



1. *Verify the NMC Tab.*
   A. *Verify the WORK ORDER #.*
   B. *Verify the NMC STATUS.*
   C. *Verify the ASSET ID.*
   D. *Verify the STATUS START DT.*
   E. *Verify the Date NMC Status Changed.*
   F. *Verify the STATUS END DT.*

c. Select or the View Sub Work Order hyperlink. *The Detail tab appears.*



1. *Verify the Detail Tab.*
   A. *Verify the WORK PLAN TYPE CD.*
   B. *Verify the SERVICE START DT.*
   C. *Verify the Serviced By.*
   D. *Verify the SUB PRIORITY CD.*

E. *Verify the EST LABOR COST.*

F. *Verify the Annual Labor Cost.*

G. *Verify the Service Requested.*

H. *Verify the Work Order Description Plan Name.*

I. Select the Details hyperlink to verify the TOOL(S)/EQUIP XML. *The **Tool(s)/Equip XML** pop-up window appears.*

Note

The TOOL(S)/EQUIP XML is an optional field selected during the search criteria process to appear in the Detail grid. When there is a TOOL(S)/EQUIP XML record, a Details hyperlink appears.

J. *Verify the PRIMARY TECH.*

K. *Verify the SERVICE END DT.*

L. *Verify the Contractor Name.*

M. *Verify the Times Printed.*

N. *Verify the EST NON-LABOR COST.*

O. *Verify the Actual Non-Labor Cost.*

P. *Verify the INSPC STATUS CD.*

Q. *Verify the DOC NBR.*

R. Select the Details hyperlink to verify the Task(s) XML. *The **Task(s) XML** pop-up window appears.*

Note

The Task(s) XML is an optional field selected during the search criteria process to appear in the Detail grid. When there is a Task(s) XML record, a Details hyperlink appears.

S. *Verify the Work Order State.*

T. *Verify the MAINT LOC.*

U. *Verify the EST LABOR HOURS.*

V. *Verify the Actual Labor Hours.*

W. *Verify the CLAIM ID.*

X. *Verify the Service Performed.*

Y. Select the Details hyperlink to verify the CERT(S)/LICENSE(S) XML. *The **Cert(s)/License(s) XML** pop-up window appears.*

Note

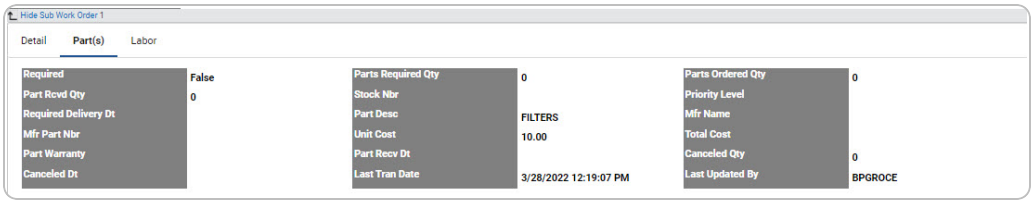
The CERT(S)/LICENSE(S) XML is an optional field selected during the search criteria process to appear in the Detail grid. When there is a CERT(S)/LICENSE(S) XML record, a Details hyperlink appears.

Z. Select the Details hyperlink to verify the Team Member(s) XML. *The **Team Member(s) XML** pop-up window appears.*

Note

The Team Member(s) XML is an optional field selected during the search criteria process to appear in the Detail grid. The fields that appear are based on the selected Sub Work Order. When there is a Team Member(s) XML record, a Details hyperlink appears.

2. *Verify the Part(s) tab.*



A. *Verify the Required.*

B. *Verify the PARTS RCVD QTY.*

C. *Verify the REQ DELIVERY DT.*

D. *Verify the MFR PART NBR.*

E. *Verify the Part Warranty.*

F. *Verify the Canceled DT.*

G. *Verify the PARTS REQUIRED QTY.*

H. *Verify the STOCK NBR.*

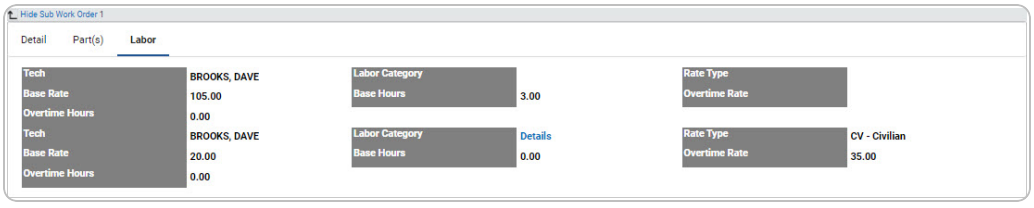
I. *Verify the PART DESC.*

J. *Verify the Unit Cost.*

K. *Verify the PARTS RCVD DT.*

L. *Verify the LAST TRAN DT.*

3. *Verify the Labor tab.*



A. *Verify the TECH.*

B. *Verify the Base Rate.*

C. *Verify the Overtime Hours.*

D. *Verify the Labor Category*

E. *Verify the Base Hours.*

F. *Verify the Rate Type.*

G. *Verify the Overtime Rate.*

J. Select Cancel. *The **Work Order Journal — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Work Order Journal — Criteria
- Search for a Work Order Journal — Results
- View the Cert(s)/License(s) XML Detail
- View the Tool(s)/Equip XML Detail
- View the Task(s) XML Detail
- View the Team Member(s) XML Detail

View the CERT(S)/LICENSE(S) XML Detail

Overview

The CERT(S)/LICENSE(S)XML Detail process displays the certificate/license record of the selected work order inquiry.

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ CERT(S)/LICENSE(S) XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > Continue > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > CERT(S)/LICENSE(S) XML field > Details hyperlink > CERT(S)/LICENSE(S) XML pop-up window

Page Fields

The following fields display on the **CERT(S)/LICENSE(S) XML Detail** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CERT(S)/LICENSE(S) XML Detail Grid

Accreditation Nm

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the CERT(S)/LICENSE(S) XML Detail

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

1. Select the Detail hyperlink. *The* ***CERT(S)/LICENSE(S) XML pop-up window*** *appears.*

   A. *Verify the Accreditation NM.*

2. Select Cancel. *The* ***Work Order Journal Details*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Journal — Criteria
- Search for a Work Order Journal — Results
- View the Work Order Journal Details
- View the Tool(s)/Equip XML Detail
- View the Task(s) XML Detail
- View the Team Member(s) XML Detail

View the Tool(s)/Equipment XML Detail

Overview

The TOOL(S)/EQUIP XML Detail process displays the equipment record of the selected work order inquiry.

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ TOOL(S)/EQUIP XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > Continue > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > TOOL(S)/EQUIP XML field > Details hyperlink > TOOL (S)/EQUIP XML pop-up window

Page Fields

The following fields display on the **TOOL(S)/EQUIP XML Detail** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

TOOL(S)/EQUIP XML Detail Grid

Equipment Qy
Equipment Desc
Asset Tag

Procedures

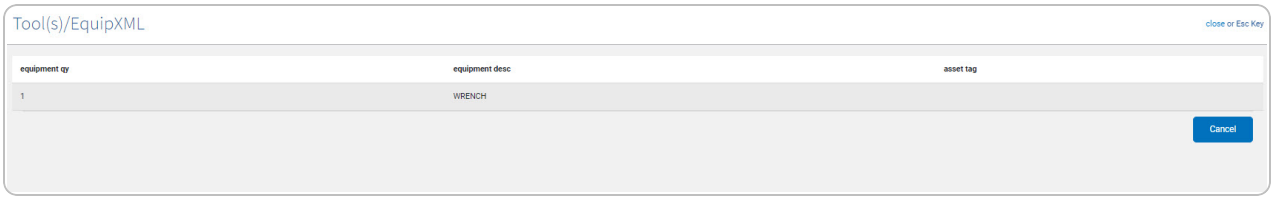
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Tool(s)/Equip XML Detail

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

1. Select the Detail hyperlink. *The* ***Tool(s)/Equip XML pop-up window*** *appears.*



   A. *Verify the Equip Qy.*
   B. *Verify the Equip Desc.*
   C. *Verify the Asset Tag.*

2. Select Cancel. *The* ***Work Order Journal Details*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Journal — Criteria
- Search for a Work Order Journal — Results

- View the Work Order Journal Details
- View the Cert(s)/License(s) XML Detail
- View the Task(s) XML Detail
- View the Team Member(s) XML Detail

View the Task(s) XML Detail

Overview

The Task(s) XML Detail process displays the task record of the selected work order inquiry.

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ Task(s) XML > *VARIOUS PROCEDURAL STEPS* > ☐ desired entry > Continue > Work Order Journal Details > WORK ORDER ID hyperlink > Basic Detail > SUB WORK ORDER hyperlink > Detail > Task(s) XML field > Details hyperlink > Task(s) XML pop-up window

Page Fields

The following fields display on the **Task(s) XML Detail** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Task(s) XML Detail Grid

Task Step Desc
Allowable Result

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Task(s) XML Detail

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

1. Select the Detail hyperlink. *The* ***Task(s) XML pop-up window*** *appears.*

   A. *Verify the Task STEP DESC.*

   B. *Verify the Allowable Result.*

2. Select Cancel. *The* ***Work Order Journal Details*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Journal — Criteria
- Search for a Work Order Journal — Results
- View the Work Order Journal Details
- View the Cert(s)/License(s) XML Detail
- View the Tool(s)/Equip XML Detail
- View the Team Member(s) XML Detail

View the Team Member(s) XML Detail

Overview

The Team Member(s) XML Detail process displays the member record of the selected work order inquiry.

Navigation

Inquiries > History > Work Order Journal > Search Criteria > Detail Field Selections hyperlink > ☐ Team Member(s) XML > *Various Procedural Steps* > ☐ desired entry > Continue > Work Order Journal Details > Work Order Id hyperlink > Basic Detail > Sub Work Order hyperlink > Detail > Task(s) XML field > Details hyperlink > Team Member (s) XML pop-up window

Page Fields

The following fields display on the **Team Member(s) XML Detail** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Team Member(s) XML Detail Grid

Team Member Id Desc
Base Hours
Labor Hours
Labor Rate
Base Cost
Overtime Hours
Overtime Rate
Overtime Cost
Labor Cost

Procedures

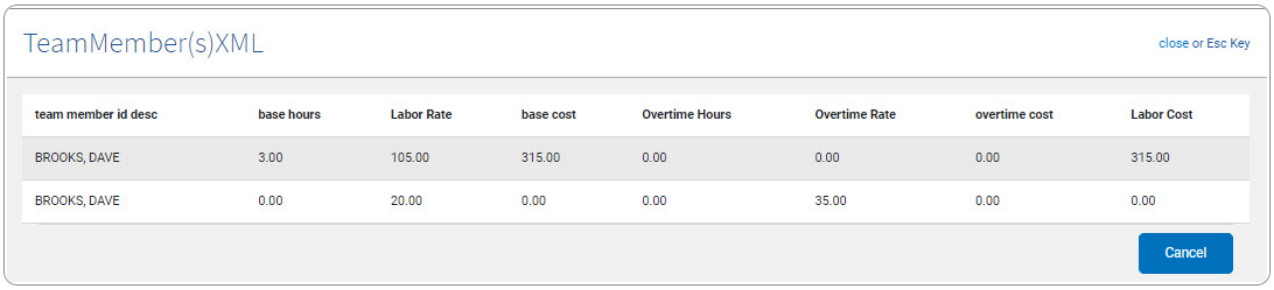
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

View the Team Member(s) XML Detail

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

1. Select the Detail hyperlink. *The* ***Team Member(s) XML pop-up window*** *appears.*



   A. *Verify the Team Member ID DESC.*
   B. *Verify the Base Hours.*
   C. *Verify the Labor Hours.*
   D. *Verify the Labor Rate.*
   E. *Verify the Base Cost.*
   F. *Verify the Overtime Hours.*
   G. *Verify the Overtime Rate.*
   H. *Verify the Overtime Cost.*
   I. *Verify the Labor Cost.*

2. Select Cancel. *The* ***Work Order Journal Details*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Work Order Journal — Criteria
- Search for a Work Order Journal — Results
- View the Work Order Journal Details
- View the Cert(s)/License(s) XML Detail
- View the Tool(s)/Equip XML Detail
- View the Task(s) XML Detail

Inquiry Detail Page

Overview

The Inquiry Detail page displays the ELMSrecord of the asset selected.

Navigation

Inquiries > Search Criteria > Search Results
or
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the Inquiry Detail page.

Fields vary based on Inquiry selected.

Procedures

To View Detail page:

Note

Use Back button to return to previous page.

1. The Detail page is **VIEW ONLY**, you can review the basic information for the record selected on the page.
2. To return to the Search Criteria page, Select Cancel.

Common Errors

No common errors have been identified for this page.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract

Inquiry Field Selection

Overview

This page can be grouped into four sections:

- **Extract Report** - Output options including Extract file type, Extract Id (Name) and Privacy Type options (Used when creating an Inquiry Extract)
- **My Selections** – Allows you to save and use previously created Field Slection Lists.
- **Field Selection List** – Displays all data elements available for viewing
- **Action Buttons** – Used to complete the process: Show Inquiry, Submit, Reset and Cancel.

On the Inquiry Field Selection page you have the option to accept the default data fields for your query or modify the individual checkbox(s). You can also reorganize the column header order simply by dragging the Field Name up and down. The field at the top of the list will determine the sort sequence.

Inquiries can be viewed immediately by choosing Show Inquiry (used for smaller search results, displays a maximum of 5,000 records) or can be saved as a data extract by choosing Submit (used for larger search results). The data extract can create files in the following formats:

- **Extract Excel File** – Creates a .xls Excel spreadsheet.
- **Extract Text, Comma Separated File** – Creates a .csv Comma Separated value(CSV), flat text file for import into other applications.

Helpful Tip

Data Extract Inquiries are access by navigating to Inquiries > View Data Extract and are automatically deleted after 30 days.

On the Field Selection page you can also determine if the Data Extract Inquiry you are creating is Private or Shared.

- **Private** – only the creator is able to download this inquiry
- **Shared** – anyone with the appropriate level of access can download this inquiry

Navigation

Inquiries > Search Criteria > Field Selection

Page Fields

The following fields display on the Inquiry Field Selection page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File

Select/Deselect
Field
Field Description

Extract Id
Privacy Type

Procedures

To Select the Extract Excel File radio button:

Note

The Extract Excel File radio button is optional. Accepting the radio button creates an Excel .xls spreadsheet.

1. Accept the Extract Excel File radio button to create a .xls spreadsheet or modify the radio button to Extract Text, Comma Separated File – .csv flat text file for import into other applications.
2. You have the option to enter an Extract Id user-defined name that displays on the **Inquiry > View Inquiries Extract** page. It is recommended you enter a customized name to distinguish between multiple inquiries of the same name.
3. The Privacy Type default is Private. To save the query to allow anyone with the appropriate level of access to download, select the drop-down list and change to Shared.

To Modify the Default Field Selection List:

1. Choose the fields to display by selecting individual checkbox(s) or using the Select/Deselect header checkbox to toggle all checkboxes. Keep in mind, the number of Fields selected determines the amount of data returned from the database.

Note

You can select any "Field" name and drag the name up or down to modify the display order. The field at top will be the sort order of the inquiry.

2. For small volumes of data, select Show Inquiry or for large volumes of data choose Submit.
3. Select Reset to set default "**Fields**" selection(s) OR select Cancel to return to Search Criteria page.

To Add, Use, Update and Delete My Selections List:

To Add a My Selections List:

1. Field Selections can be saved as a favorite query by selecting New Selection List. The page refreshes and displays Add Selection List and Cancel Selection.
2. Enter your descriptive name for the New Selection List in the My Selections field.
3. Select Add Selection List.
4. To process your selections Show Inquiry for a small number of data or Submit for large amount of data. To cancel the New Selection List select Cancel Selection.
5. Select Reset to return the fields to their default selection or Cancel to return to Search Criteria page.

To Use a My Selections List:

1. Select the My Selections drop-down list and make a selection of a saved list.
2. The selection list check boxes will be populated and the field order set as saved.

3. Continue with the inquiry.

To Update a My Selections List:

1. Select the My Selections drop-down list and choose a saved Selections List.
2. You can select or deselect individual checkbox(s) to update your Field Selection List to display or export. The Select/Deselect header checkbox selects or removes all fields displayed.

Helpful Tip

Select any "Field" name and drag it up or down to update the field order. The field name at the top will be the sort order of the inquiry.

3. To update the Selection List, select Update Selection List.
4. To process your update Show Inquiry for a small number of data or Submit for large amount of data.
5. Select Reset to return the fields to their default selection or Cancel to return to Search Criteria page.

To Delete a My Selections List:

1. Select the My Selections drop-down list and choose the Selections List to delete.
2. Choose Delete Selection List to remove the My Selections List.
3. Select Reset to return the fields to their default selection or Cancel to return to Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_".	Only enter supported characters in the Extract Id field.
You must choose at least 1 field before showing the query.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Inquiry Search Criteria
- Inquiry Search Results
- View Inquiry Extract

Inquiry Search Criteria

Overview

Note

In this section of ELMS Help you will find the most important functions of creating, saving and exporting a basic inquiry. While we have not described every detail related to the functionality of each inquiry, we are providing you with the basic steps necessary to utilize the various inquiries available.

ELMS provides you with the ability to search for information and create inquiries based on your requirements. You can retrieve assets and associated information which is important in the management of your property book.
A series of pre-defined inquiries is available for you to choose from. In addition, each Agency is provided the option to request site specific Agency Pre-defined inquiries added to the ELMS Inquiry menu.
Inquiries initiated by you are the most common generated. Your access to information varies based by your role and permissions in the ELMS application.
The benefits of Inquiries include the following:

- You are able to customize your search criteria to create inquiries to meet your specific requirements for information. You can create a simple query or more complex, dynamic queries.
- You can select additional fields to display and determine the field (column) order for the results.
- View detail query pages and associated attachments for the asset. Attachments supported are jpg, jpeg, gif, and pdf files.
- Utilize an Agency Pre-defined Inquiry.
- Make use of the Inquiry Extract Viewer to select output format.
- Save or Export (MS Excel, Adobe PDF or MS Word) an Inquiry.
- Save your queries to use at a later time using My Queries.
- Create and save Field Selection lists to use at a later time using My Selection.

The two Inquiry types displayed on the Search Criteria page are:

- **Dynamic Search Criteria** - Offers search criteria fields in a drop-down list so you can choose only those fields which are necessary for your search.

- **Static Search Criteria** – The search criteria fields display on the page in a table. You complete only those fields which are necessary for your search.

If you use a search criteria repeatedly, you may choose to save it in My Queries. This allows you to save and reuse inquiry search criteria.

Navigation

Inquiries > Search Criteria

Page Fields

The following fields display on the Inquiry Search Criteria page.

Fields vary based on Inquiry selected.

Helpful Tip

A variety of inquiries require you to complete mandatory fields. An asterisk (*) identifies mandatory fields.

Procedures

To Create a Dynamic Search Criteria:

You are able to customize the search criteria for your inquiry. The most common options available on the page to create your query are:

- **Available Field(s)** drop-down list – The list of fields available to use as search criteria
- **Operands**: Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like. The LIKE operand, if available, can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool ( ) for date values

Example of Creating a Dynamic Search Criteria:

Note

The query you select determines the Available Field options accessible to create your search criteria. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. Line one of Available Field(s) may be populated for you and you can modify the Operands and Search Value(s).

1. On the first available line of the **Available Field(s)**, select the drop-down list and make a selection or accept the default displayed.
2. The **Operands** field automatically populates with the equal (=) operator. Accept the Operand displayed or modify the Operand for your search criteria by selecting the drop-down list. Operands – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
3. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered by the space bar.

Helpful Tip

After your Search Criteria is entered, you can select the **Enter** or **Tab key** to generate additional Field Selection(s).

4. Select

to display the Field Selection page or

to clear the page.

Note

If the error message **"No record(s) match search criteria"** displays, you can modify/remove your selection. To remove a **"Select an Item"**, select the option chosen and pick the **"Remove Filter Category"** option. The page resets and you can make another selection.

To Create a Static Search Criteria:

The Static Search Criteria page lists fields related to the Inquiry selected. You can choose one or a combination of values to conduct the search. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. The most common options available on the page to create your query are:

- **Fields** - Based upon the Inquiry selected the options on the page vary
- **Operands** – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool ( ) for date values

Helpful Tip

Some inquiries allow you to search without any search criteria. It is recommended you enter a search criteria to further refine your search.

Example of Creating a Static Search Criteria:

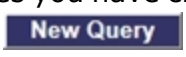
1. Choose the logical operator that corresponds with the field you wish to use as a filter.
2. Enter the Search Value(s) to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered by the space bar.
3. Select

to display the Search Results page or

to clear the page.

To Add, Use, Update and Delete My Queries Entries:

To Add My Queries:

Saving inquiries you have created to use at a later date is a time saving tool provided within Inquiries. The 

allows you to save a new favorite inquiry that has not been previously saved or added. It is important to remember, adding "My Queries" are saved by the

individual Web ELMS menu option you selected.
For example, an Asset Management > Custodian My Queries you created cannot be accessed from the Inventory Search Criteria page.

1. Select New Query on the Search Criteria page. The page refreshes and displays Add Query and Cancel Query.
2. Enter a descriptive name for the new inquiry into the My Queries text field.

Note

When you are creating My Queries, remember to construct a name with a description that is meaningful. Form a name that includes the purpose of the query.
Example: Asset Custodian Query or AllAssetsBldg20

3. Construct your inquiry utilizing the following most common options available on the page:

- **Fields and Available Field(s)** drop-down list
- **Operands** – Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like
- **Search Values** using:
  - Fields drop-down list
  - Search Value(s)
  - Calendar Tool [cal icon] for date values

4. Select Add Query to save the query or choose Cancel Query to return to the New Query status. Once the Add Query is selected, the page refreshes and the Update Query and Delete Query display.
5. Select Fields to display Field Selection page or Search to display Search Results page.

To Use a My Queries Entry:

1. On the Search Criteria page, select the My Queries drop-down list to choose a saved query to display. The page refreshes and displays New Query, Update Query and Delete Query .
2. At this time you saved criteria displays. You can add another filter to your inquiry. Select the logical operator and enter your search criteria.
3. Select Fields to display Field Selection page or Search to display Search Results page.
4. Choose Reset to clear the page.

To Update a My Queries Entry:

1. Select the saved My Queries entry from the drop-down list. The page refreshes and the New Query, Update Query, and Delete Query options display.
2. At this time you can update or use your saved My Queries entry. On the page, you have the following options:

- For Dynamic Inquiries, you can use "**Enter**" or "**Tab**" key to generate additional Available Field(s) or Remove Available Field(s).
- Modify Operands – (Equal (=), Not Equal, Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, can be used for a wildcard search.
- Modify or Remove Search Value(s).

3. If adjustments are made to the query, select the Update Query to save your modifications.
4. Select Fields to display Field Selection page or Search to display Search Results page.
5. Choose Reset to clear the page.

To Delete a My Queries Entry:

1. Choose the My Queries drop-down list to select the saved query to delete. The page refreshes and the New Query, Update Query, and Delete Query options are displayed.

Note

Selecting Delete Query immediately deletes the query.

To remove the query, select Delete Query.

2. Select Fields to display Field Selection page or Search to display Search Results page.
3. Choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Available Field(s) and Operands.	No data is entered.
Mandatory Entry: Available Field(s).	No data is entered in the Available Field(s) but an operand is selected.
Saved Inquiry already exists.	Inquiry already exists.
Must enter =, >,<, >=, <=, <>, or Like.	Value entered and no operand is selected.
No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract

Inquiry Search Results

Overview

The Search Results page displays the output of your query for export to MS Excel, Adobe PDF or MS Word.

On the page you can perform the following:

- Scroll thru number of pages returned from query results
- Determine size of font
- Find/Next by entering the characters or words to search
- Select format for export
- View Detail page

Navigation

Inquiries > Search Criteria > Search Results
or
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the Inquiry Search Results page.

Fields vary based on Inquiry selected.

Procedures

To View Search Results:

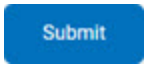
1. You can scroll thru the Number of Pages returned from your query results.

Button	Function
	Return to the first page of results.

Button	Function
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

2. To modify the **Display Format/Font** on the page, select the drop-down list to change the size of the font displayed on the page.
3. The **Find Text in Report** feature allows you to enter the characters or words to search for in the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK. Select the Find hyperlink. To find the next matching value select the Next hyperlink.
4. Select the **Export** and make a selection from the drop-down list to view the results in MS Excel, Adobe PDF or MS Word.

Attention

Do not export large volumes of data, select the browsers Back button, then select  on the Field Selection Page.

5. Where available on the page, you can mouse over a data field or hyperlink to select a record to display additional information. A Detail page is displayed for the record selected.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry From Date.	Transaction From Date is required.
Date format should be MM/DD/YYYY with valid month/day combination.	Re-enter a valid date format.
Transaction was not successful.	Contact Us.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- View Inquiry Extract

Add My Queries

Overview

The Maintenance and Utilization module My Queries process provides the ability to use, create, edit, and delete saved inquiry search criteria.

Helpful Tip

Each saved My Queries inquiry is specific to the process where the inquiry was saved. For instance, if one inquiry is saved in the Equipment Pool inquiry page, it is not available when using the Dispatch Journal inquiry page.

Navigation

Inquiries > *Various Procedural Steps* > My Queries text field

Page Fields

The following fields display on all of the **Inquiry Search Criteria** pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.

323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries Grid

My Queries

Procedures

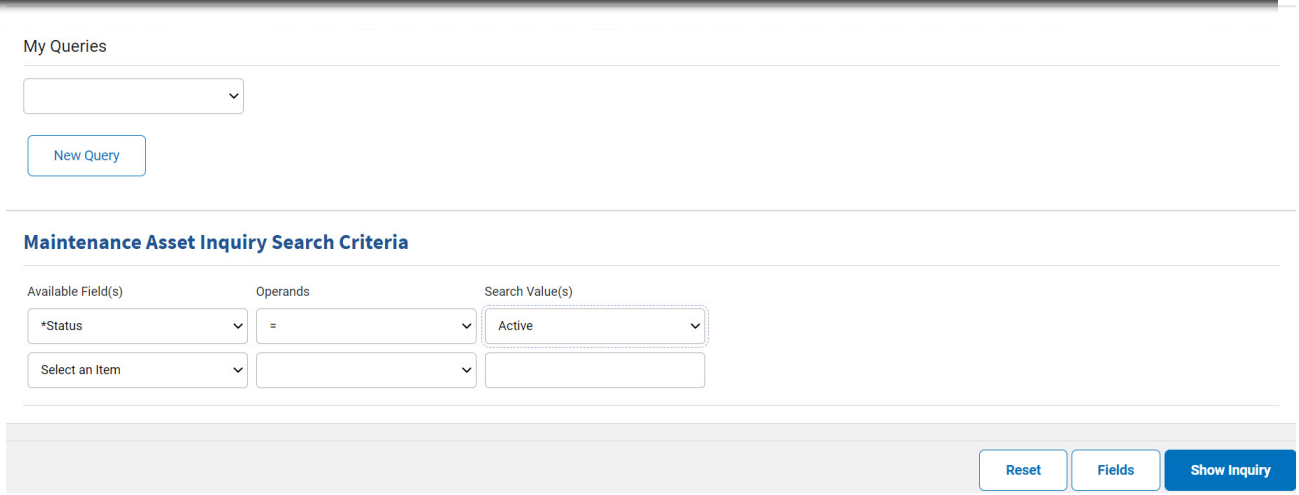
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Use a My Queries Inquiry

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Use ⌄ to select the desired My Queries. *The page refreshes, and the search criteria fields change.*

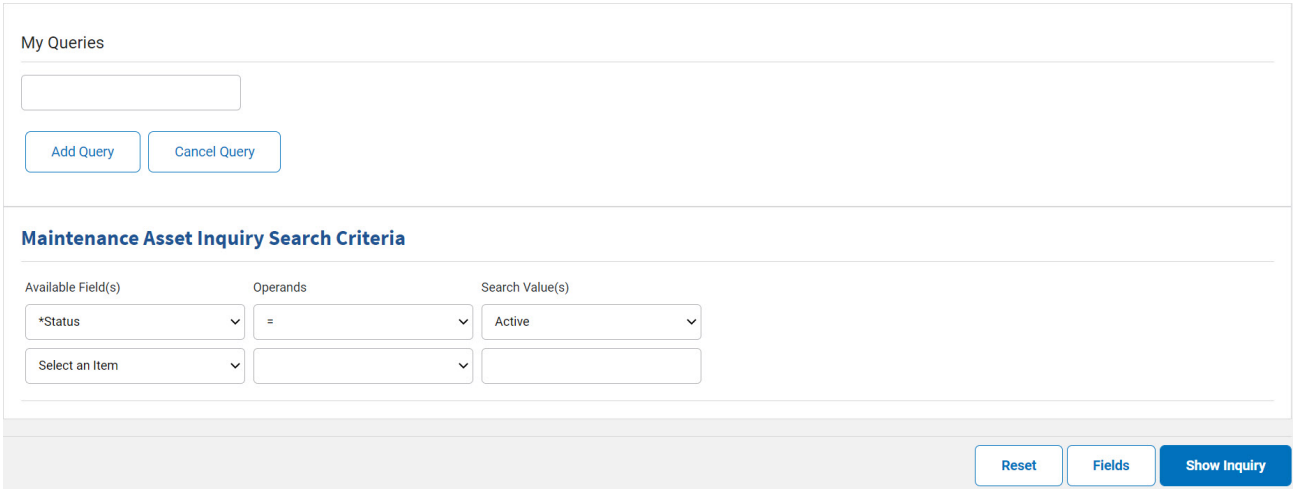


3. Continue with the procedure on the desired Inquiry Search Criteria help topic, at the "Select Show Inquiry" step.

Add a My Queries Inquiry

Selecting Reset at any point of this procedure returns all fields to the default setting.

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



Note

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

3. Enter the unique inquiry name in the My Queries field.

Note

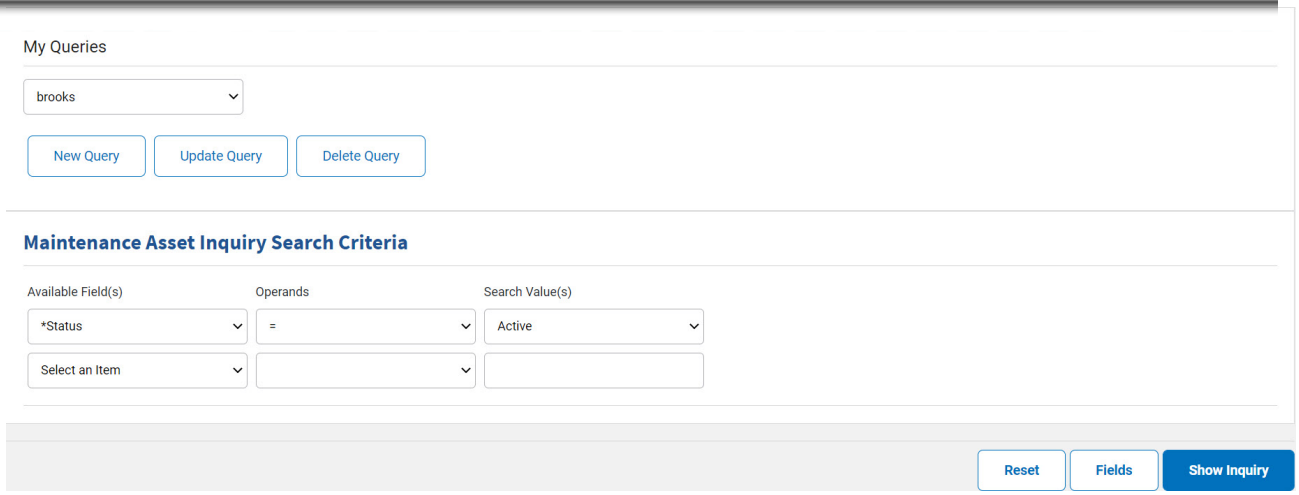
Create a unique name with a meaningful description, and contains the purpose of the query.
Example: AllAssetsBldg20 or EquipPoolSmallVehicleNoCert

4. Create the inquiry using the procedure on the desired Inquiry Search Criteria help topic, stopping before the "Select Show Inquiry " step.
5. Select Add Query . *The page refreshes, and* Add Query *is replaced by* Update Query *and* Delete Query .
6. Continue with the procedure on the desired Inquiry Search Criteria help topic, at the "Select Show Inquiry " step.

Update a My Queries Inquiry

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Use to select the desired My Queries. *The page refreshes, the search criteria fields change, and* New Query *is joined by* Update Query *and* Delete Query .

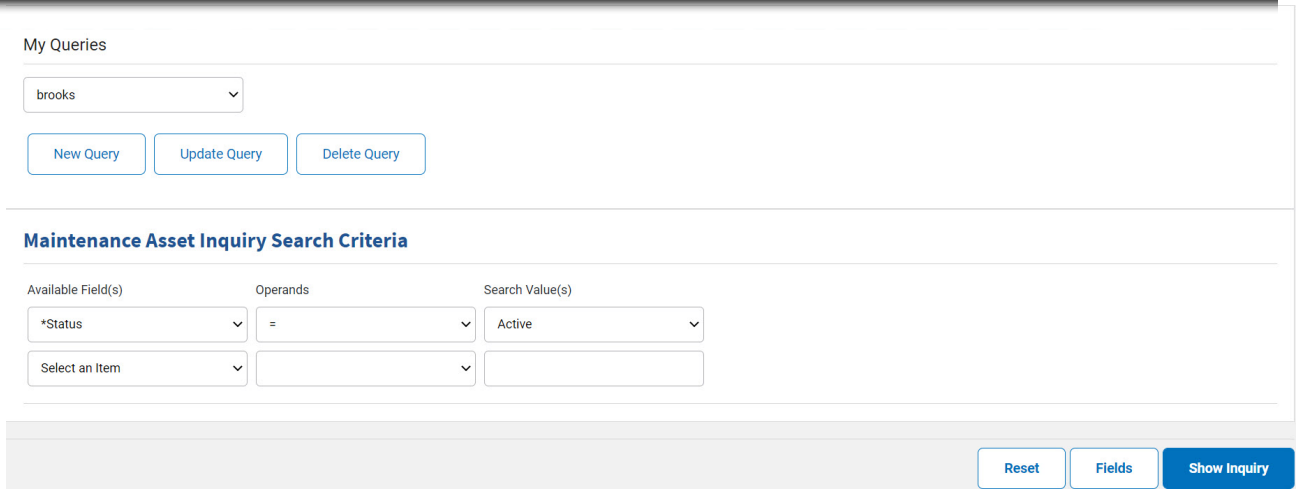


3. Edit the inquiry using the procedure on the desired Inquiry Search Criteria help topic, stopping before the "Select Show Inquiry" step.
4. Select Update Query. *The page refreshes.*
5. Continue with the procedure on the desired Inquiry Search Criteria help topic, at the "Select Show Inquiry" step.

Delete a My Queries Inquiry

Selecting Reset at any point of this procedure returns all fields to the default setting.

1. Navigate to the desired **Inquiry Search Criteria** page.
2. Use ▼ to select the desired My Queries. *The page refreshes, the search criteria fields change, and New Query is joined by Update Query and Delete Query.*



3. Select Delete Query. *The inquiry is immediately deleted.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 – Mandatory Entry: *Available Field(s) and Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
102 – Inquiry already exists.	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.

Related Topics

- Select Fields for the Asset Preventive Maintenance Schedule Inquiry

View the Selections List

Overview

The Maintenance and Utilization module Selections process provides the ability to use, create, edit, and delete saved field choices for an inquiry.

Helpful Tip

Each saved My Selections field list is specific to the process where the list was saved. For instance, if one My Selections field list is saved in the Equipment Pool Field Selections page, it is not available when using the Dispatch Journal Field Selections page.

Navigation

Inquiries > *Various Procedural Steps* > Fields > Inquiry page > Selections drop-down field

Page Fields

The following fields display on all of the **Inquiry Field Selection** pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.

250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Selections Grid

Selections

Procedures

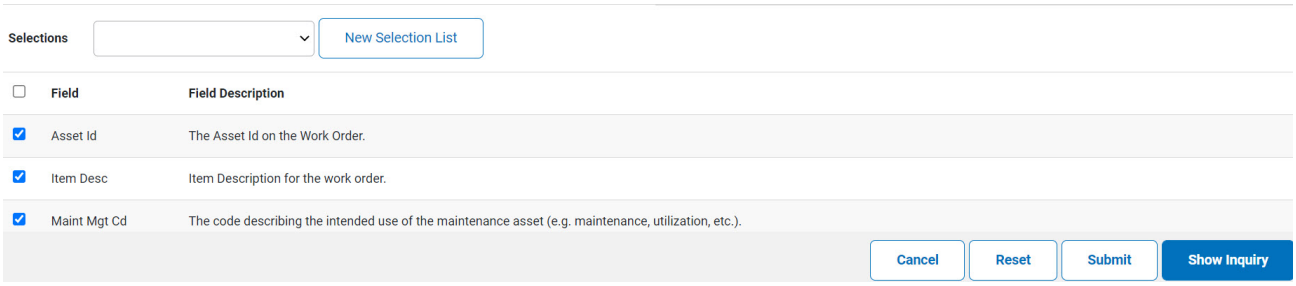
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Use a Selections List

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.

1. Navigate to the desired **Inquiry Field Selection** page.



2. Use ☑ to select the desired Selections. *The page refreshes, and the selected fields change.*
3. Continue with the procedure on the desired Inquiry Field Selection help topic, at the "Select Show Inquiry **OR** Select Submit " step.

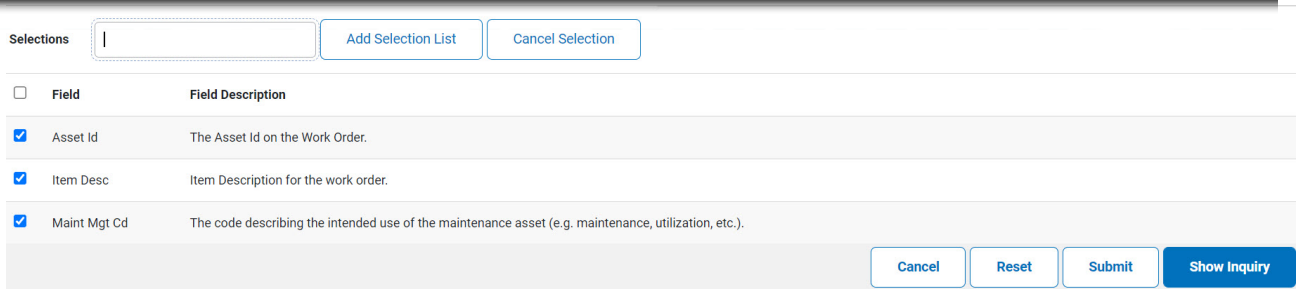
Add a Selections List

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.

1. Navigate to the desired **Inquiry Field Selection** page.
2. Select New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*

> **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.

3. Enter the unique field list name in the My Selections field.
4. Select the fields using the 2nd step on the desired Inquiry Field Selection help topic.
5. Select Add Selection List. *The page refreshes, and* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

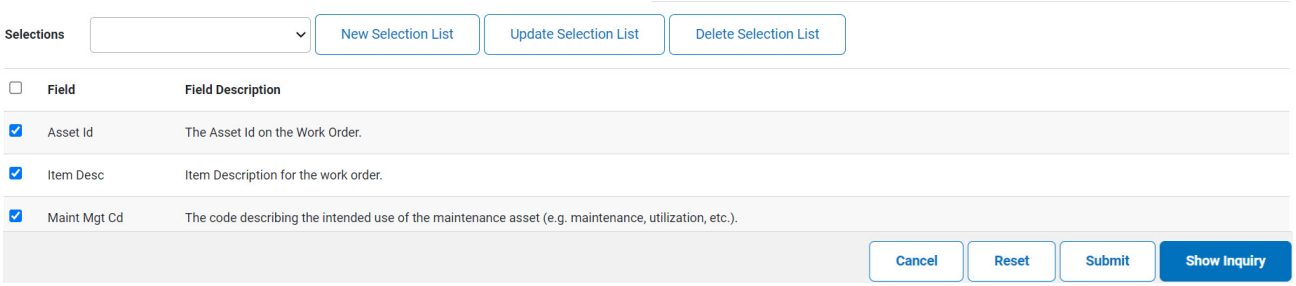


6. Continue with the procedure on the desired Inquiry Field Selection help topic, at the "Select Show Inquiry **OR** Select Submit " step.

Update a Selections List

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.

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

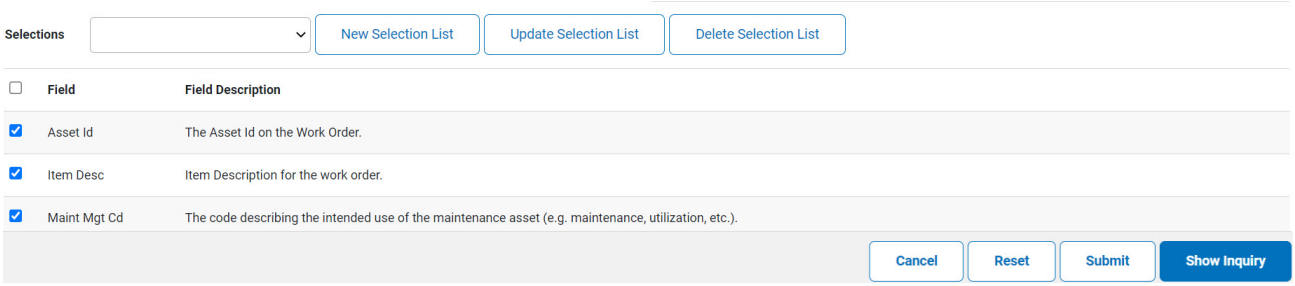


3. Edit the fields using the 2nd step on the desired Inquiry Field Selection help topic.
4. Select Update Selection List . *The page refreshes.*
5. Continue with the procedure on the desired Inquiry Field Selection help topic, at the "Select Show Inquiry **OR** Select Submit " step.

Delete a Selections List

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.

1. Navigate to the desired **Inquiry Field Selection** page.
2. Use ☑ to select the desired My Selections. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



3. Select Delete Selection List. *The list is immediately deleted.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Select Fields for the Asset Preventive Maintenance Schedule Inquiry

Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

ELMS > *Various Procedural Steps* > (desired record) > Attachments > Attachments pop-up window

Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attachments Grid

Attachment Browse
Description

Procedures

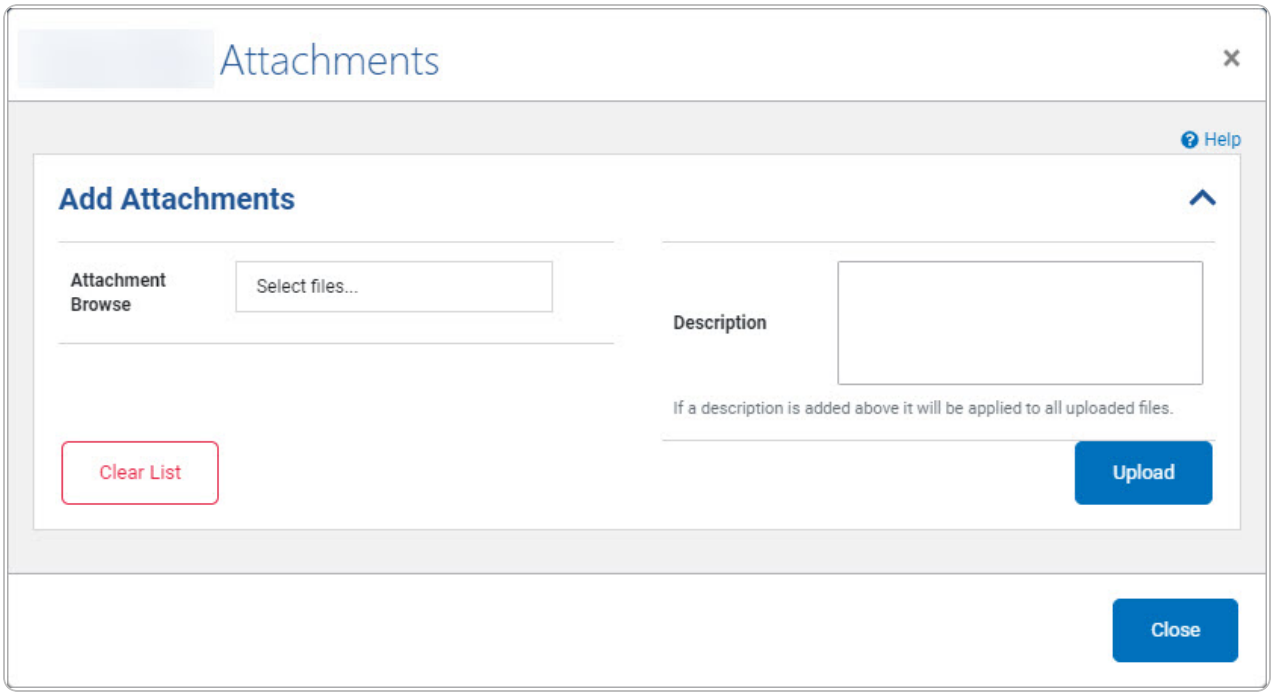
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Attach a Document to a Record

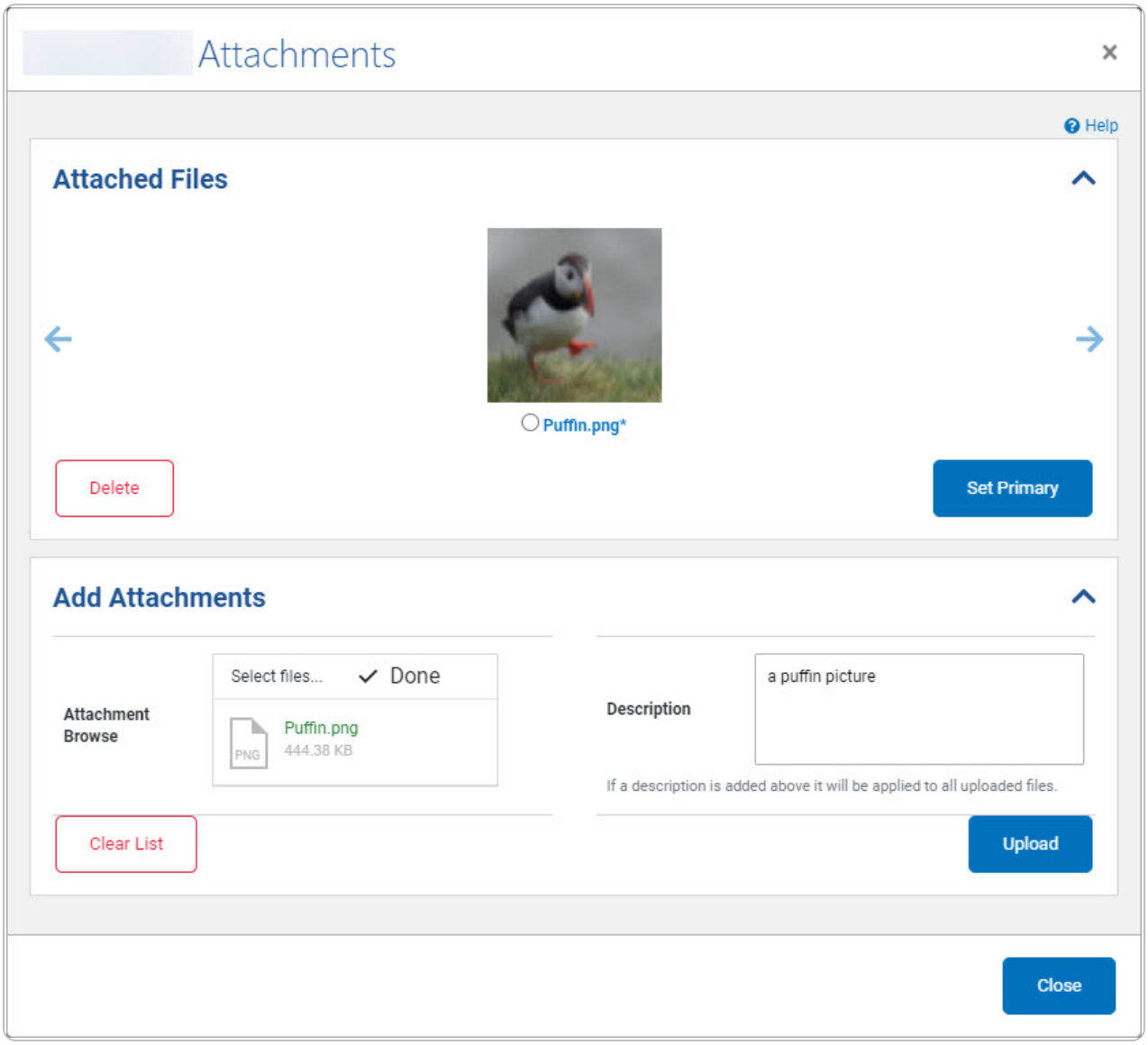
Selecting Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry. *The record is highlighted, and* Attachments *becomes available.*
2. Select Attachments to add any additional files to the record. *The* ***Attachments*** *pop-up window appears.*



3. Select Select files... within the Attachment Browse field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*
6. Enter the Description in the field provided. *This is a 256 alphanumeric character field.*

7. Select Upload. *The file uploads and appears in the Attached Files panel.*



8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select beneath the main attachment.
10. Select Set Primary. *The attachment is marked as the main attachment to the record.*

Remove an Attachment

A. Select beneath the desired attachment.

B. Select Delete. *The attachment is removed permanently from the record.*

11. Select Close. *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

type. "Attachment" file size is (size).	
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Stock Number Overview
- SKO Catalog Overview

Browse for an Appropriation

Overview

The Appropriation Browse pop-up window allows searching for appropriation data.

Navigation

ELMS Modules > *Various Procedural Steps* > > Appropriation Browse pop-up window

Page Fields

The following fields display on the **Appropriation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Dept Cd
Basic Symbol
Subhead
Program Yr
Program/Project

Saved Information Grid

Select
Dept Cd
Basic Symbol
Subhead
Program Yr

Procedures

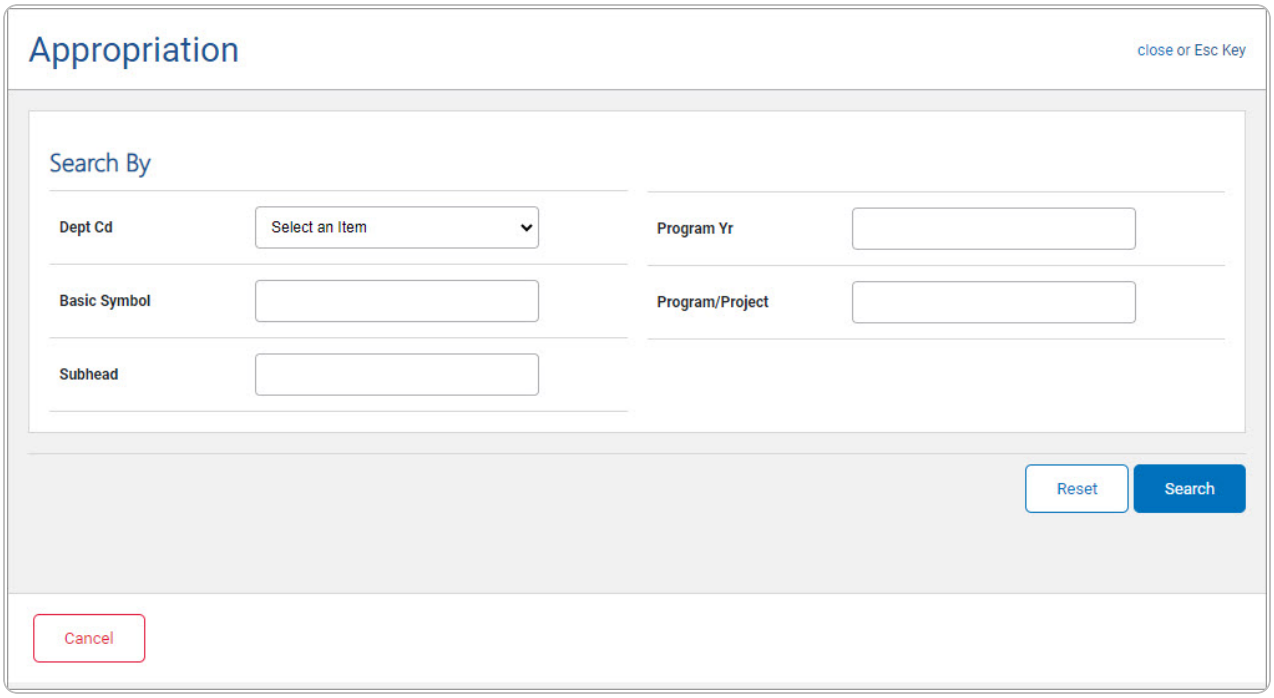
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Appropriation

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

1. Select . *The* ***Appropriation Browse*** *pop-up window appears.*



- Use to select the Dept Cd.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Subhead in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Program YR in the field provided. *This is a 8 alphanumeric character field.*

- Enter the Program/Project in the field provided. *This is a 24 alphanumeric character field.*

2. Select Search. The results appear in the Search Results grid.

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
Select	097	4930	7000	XXXXXXXX	0000000016200000000
Select	097	4930	7000	XXXXXXXX	0000000016300000000
Select	097	4930	7000	XXXXXXXX	0000000016400000000

3. Choose the Select hyperlink of the desired Appropriation row. *The **Appropriation Browse** pop-up window closes and the selected information appears in the APPN fields.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Appropriation

Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Site Id
Maint Activity
Stock Nbr
Item Description
Maint Group Id
Asset UIC
Serial Nbr
Equipment Pool Id
Cage Cd
LIN/TAMCN
Secondary Serial Number

Search Results Grid

Select
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

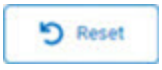
(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

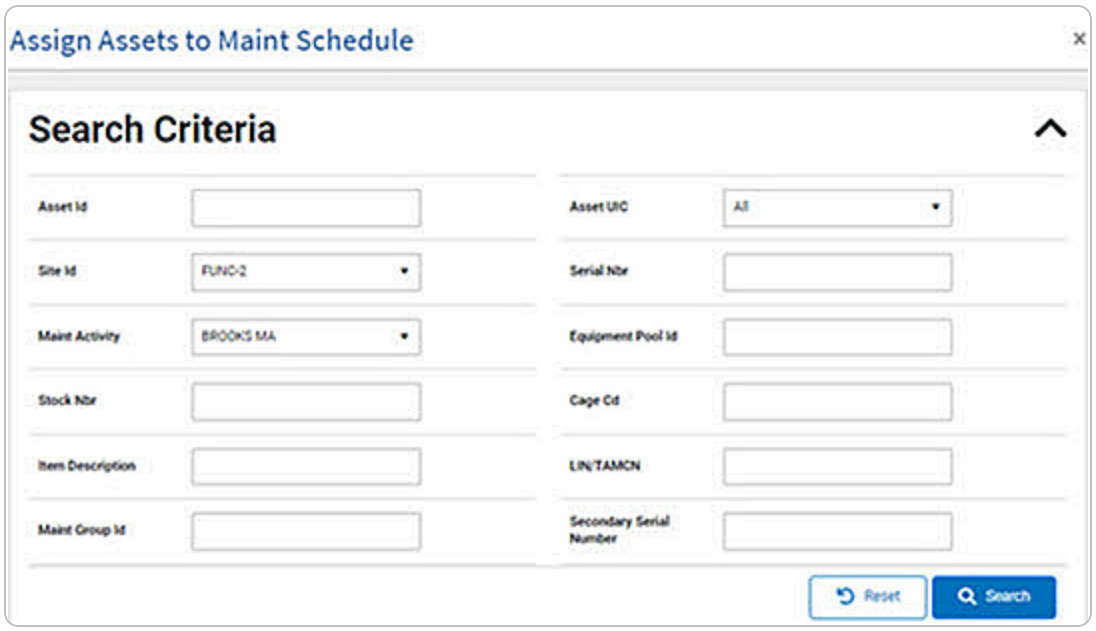
Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

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 **Assign Assets to MAINT SCHEDULE** pop-up window appears*.

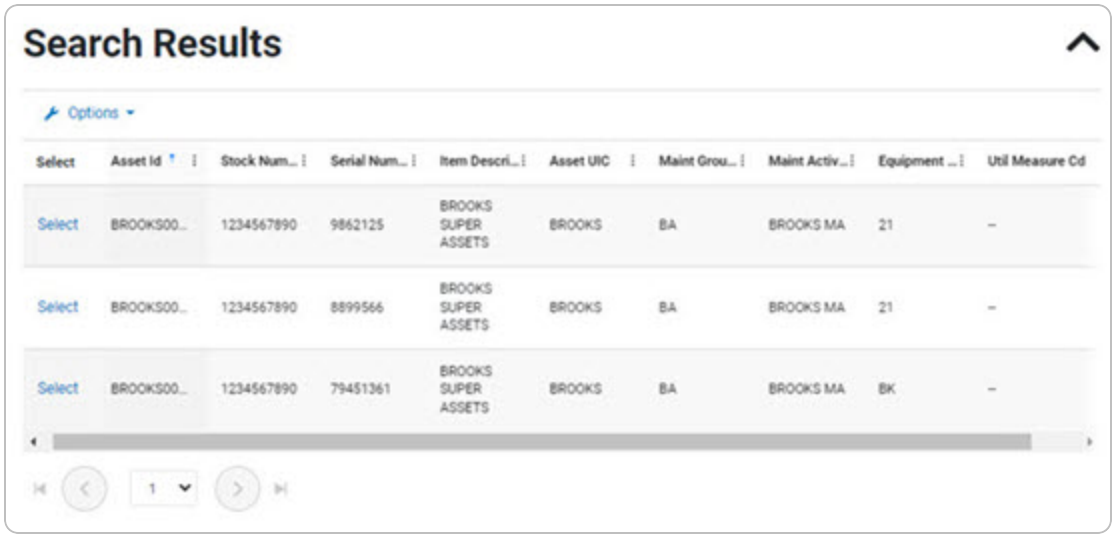


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Site Id.
- Use to select the Maint Activity.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
- Use to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*

- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the Search Results Grid.*



4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Site Id
Maint Activity
Stock Nbr
Item Description
Maint Group Id
Asset UIC
Serial Nbr
Equipment Pool Id
Cage Cd
LIN/TAMCN
Secondary Serial Number

Search Results Grid

Available Tab

All
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

Selected Tab

Remove
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

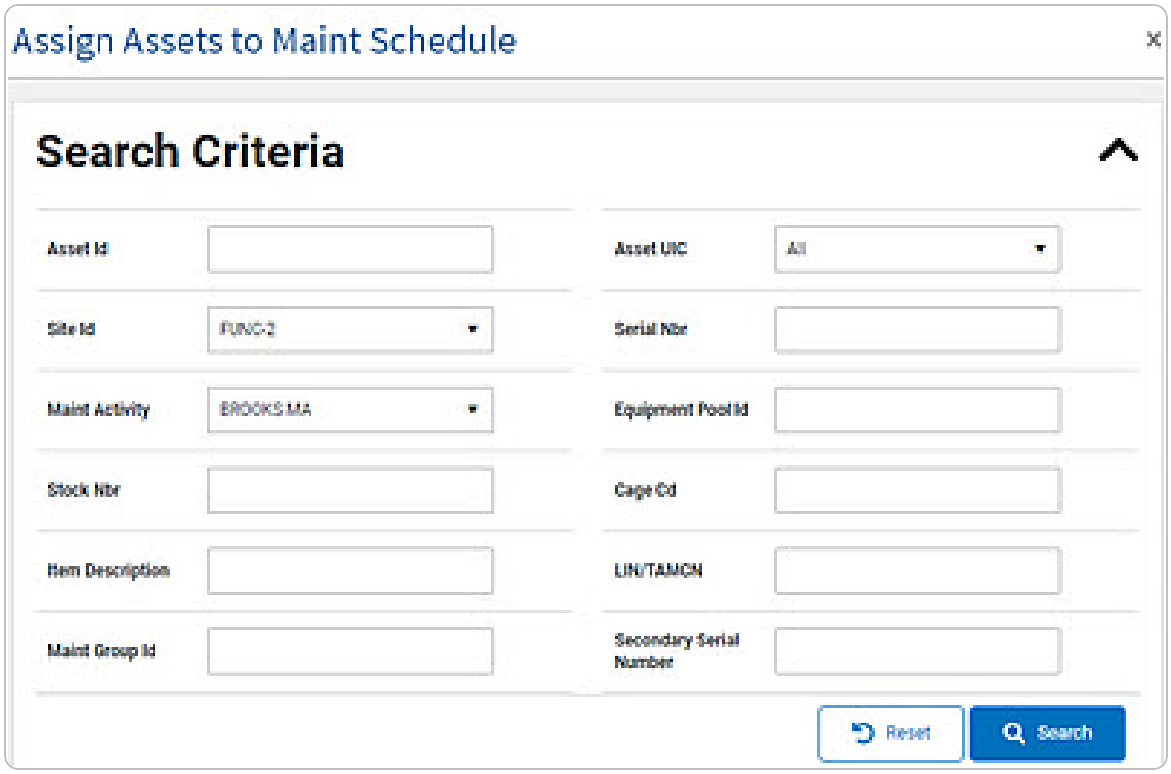
Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

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.*

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

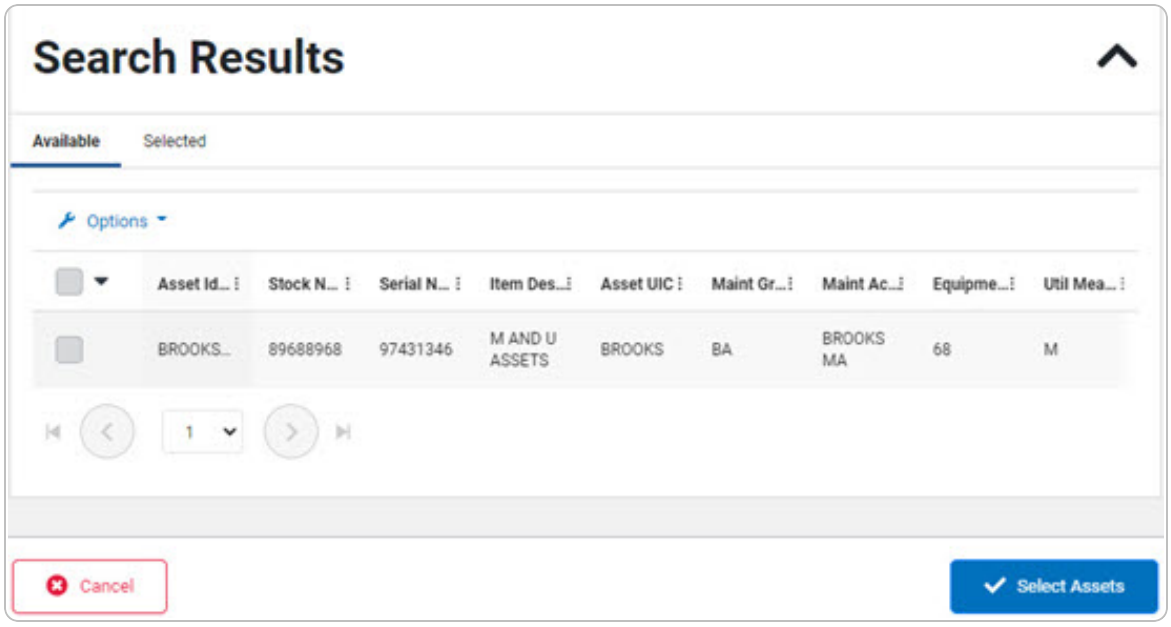
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Site Id.
   - Use to select the Maint Activity.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*

- Use ▾ to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the Search Results Grid.*

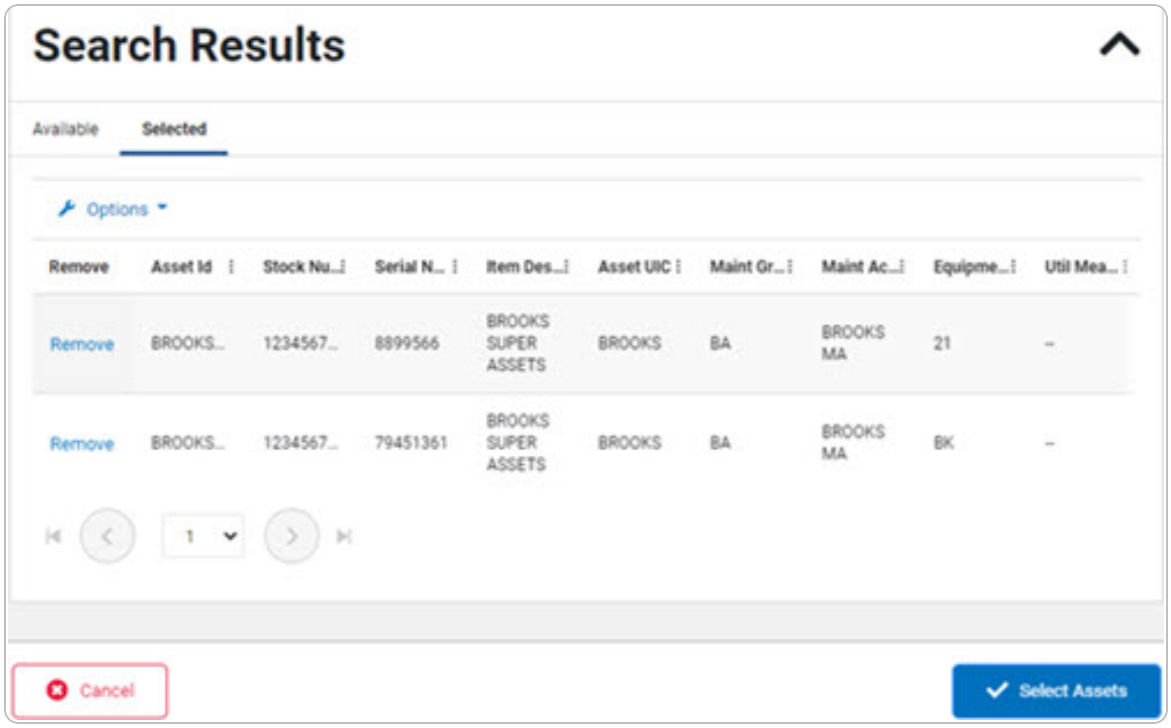


4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*

   Select Select Assets. *The* ***Asset Assignment to Maintenance Schedule*** *pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5. **OR**

Select the Selected Tab. *The selected ASSET ID appears for verification.*



A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*

6. Select

. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS Modules > *Various Procedural Steps* > > Asset Id Browse pop-up window

Page Fields

The following fields display on the **Asset Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Dispatched *
Equip Pool
Dispatched Cd
Dispatch Unavl Cd
Dispatch Ctgry
Sub Ctgry
Item Desc
Stock Nbr
Serial Nbr
Secondary Serial Number

Search Results Grid

Select
Asset Id
Item Desc
Utilization
Dispatch Ctgry
Sub Ctgry
Dispatch Cd
Dispatch Unavl Cd
Equip Pool
Stock Nbr
Serial Nbr
Secondary Serial Number
Actual Issue Dt/Tm
Est Return Dt/Tm
Lst Util Rptd Dt
Tot FY Util Qty
Nbr of Passengers
Nbr of Bags

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

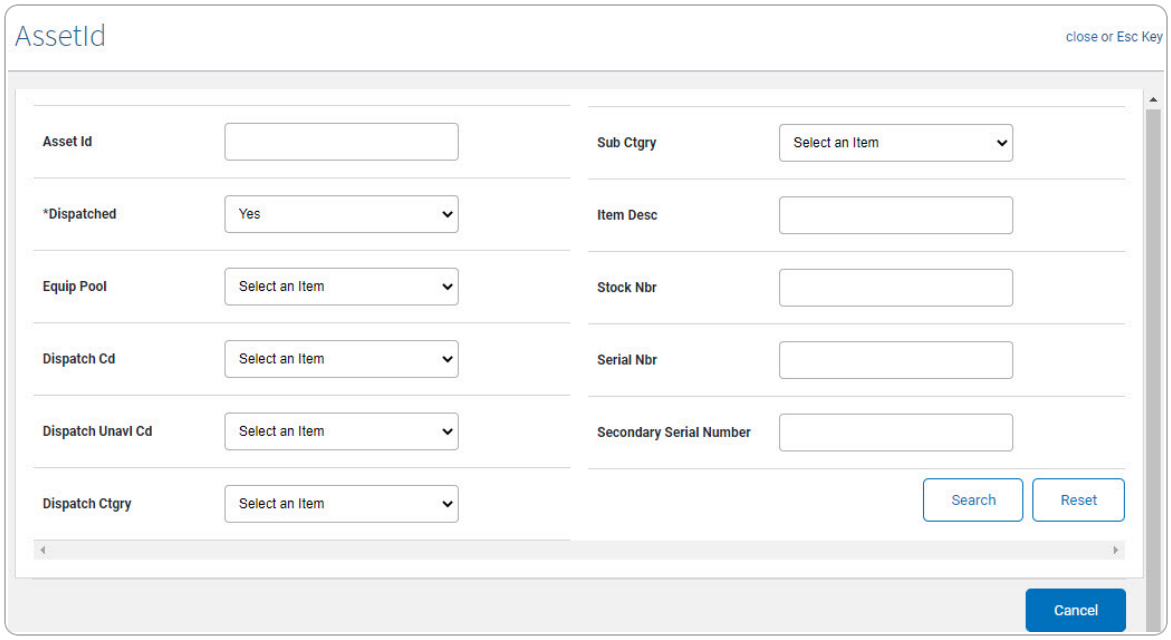
Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

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.*

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

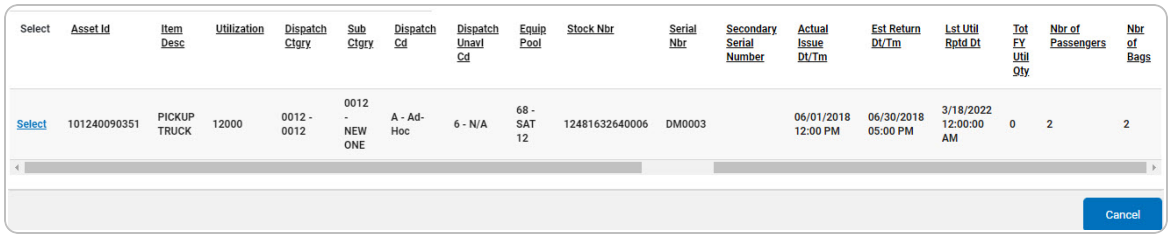
1. Select . *The **ASSET ID Browse** pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Dispatched.
   - Use to select the Equip Pool.
   - Use to select the Dispatched Cd.
   - Use to select the Dispatch Unavl Cd.
   - Use to select the Dispatch Ctgry.
   - Use to select the Sub Ctgry.
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the ASSET ID Results Grid below.*



4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DISPATCHED*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

M&U

- Dispatch

Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > > Attribute Template Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attribute Template Search Criteria Grid

ACC
Attribute Template Name
Attribute Template Desc

Attribute Template Results Grid

Select
Detail
Attribute Template Name

Detail Grid

Attribute Template Name

Attribute Template Desc

Procedures

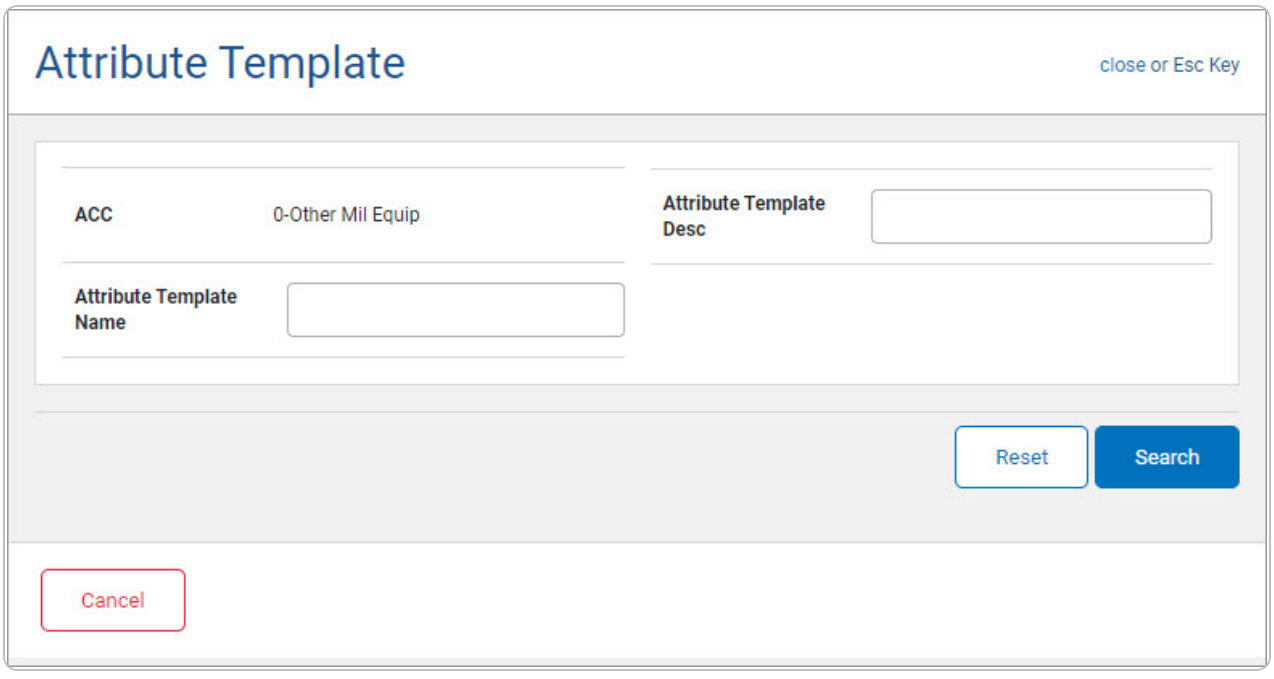
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

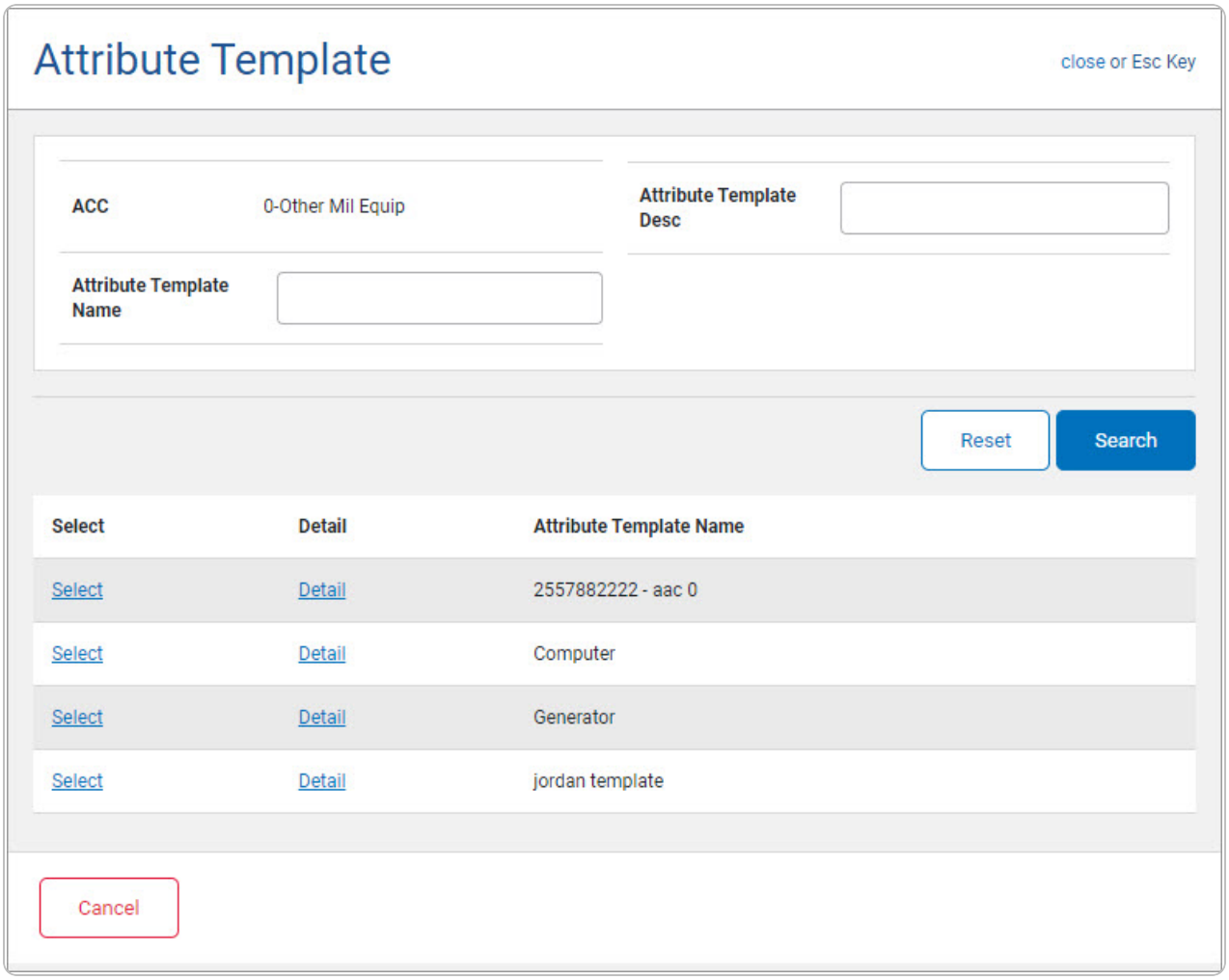
Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Select . *The **Attribute Template Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

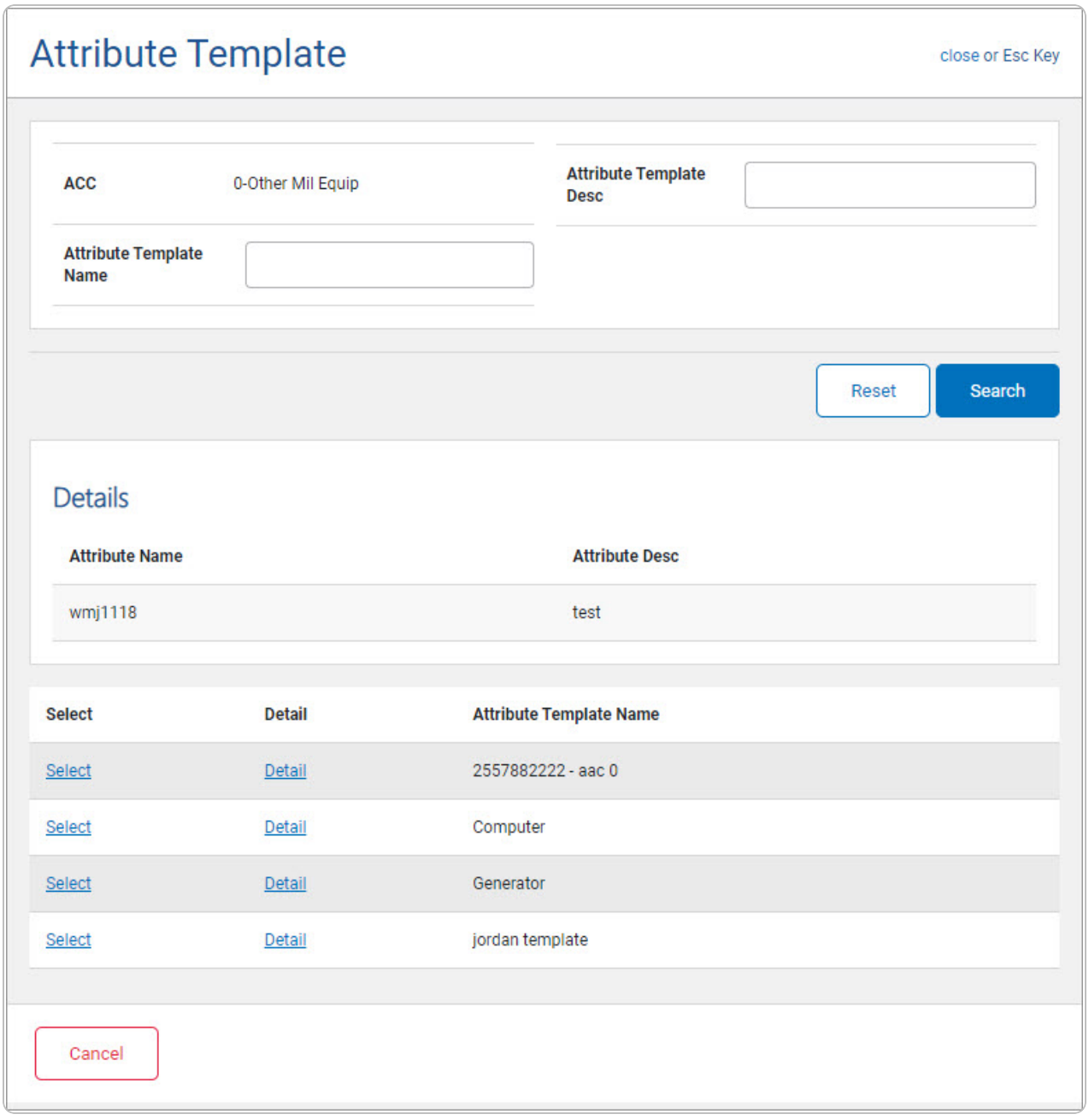


- *Verify the ACC.*
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

3. Select Search. *The results appear in the* ***Attribute Template Search Results*** *grid.*



4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*



5. Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Stock Number Mass Change Search Criteria

Select an Audit Field Name

Overview

The Audit Field Selection process provides the ability to select the audit field name to view associated records.

Navigation

ELMS > *Various Procedural Steps* > Select Field Name hyperlink > Audit Field Selection pop-up window

Page Fields

The following fields display on the **Audit Field Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Audit Field Selection Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Field Name

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

1. Enter the Field Name, or use the hyperlink to select a Field Name. *The **Audit Field Selection** pop-up window appears.*

2. Use ▼ to select the Field.

3. Click Select. *The pop-up window closes, and the selected field name appears in the Field Names grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Audit Viewer Inquiry

Select an Audit Program

Overview

The Audit Program Selection process provides the ability to select the audit program to view associated records.

Navigation

ELMS > *VARIOUS PROCEDURAL STEPS* > Select Program Name hyperlink > Audit Program Selection pop-up window

Page Fields

The following fields display on the **Audit Program Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Audit Program Selection Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Program

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

1. Enter the Program ID, or use the hyperlink to select a Program Name. *The **Audit Program Selection** pop-up window appears.*

2. Use ▼ to select the Field.

3. Click Select. *The pop-up window closes, and the selected audit program appears in the Programs grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Audit Viewer Inquiry

Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > Authorization Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Authorization Search Criteria Grid

Authorization Type
Authorization Id
Platform
Stock Number
UTC
Authorization Status

Authorization Results Grid

Select
Authorization Id
Authorization Desc
Platform

Procedures

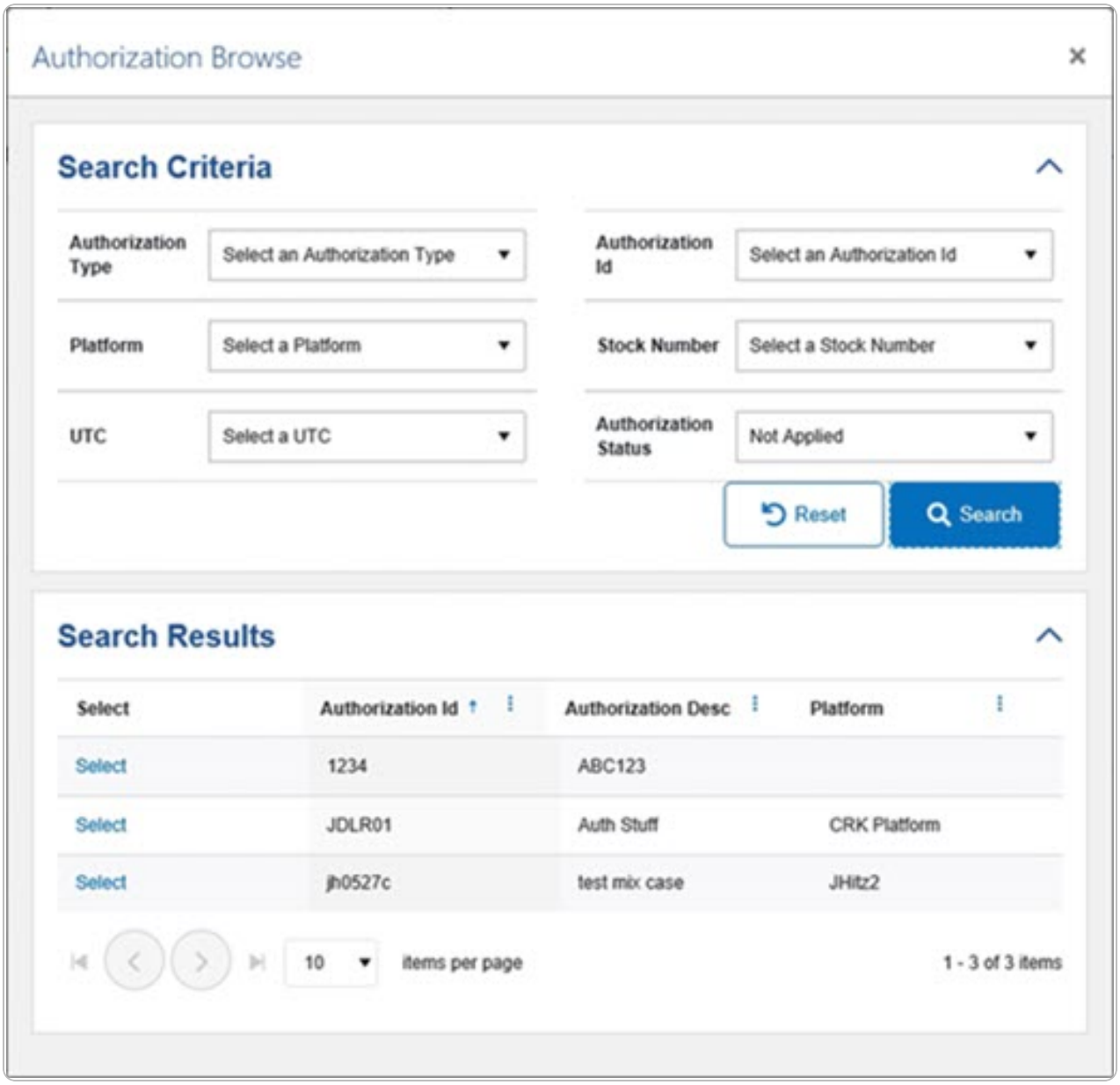
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for an Authorization

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 . *The **Authorization Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

   - Use to select the Authorization Type.
   - Use to select the Authorization Id.

- Use ▾ to select the Platform.
- Use ▾ to select the Stock Number.
- Use ▾ to select the UTC.
- Use ▾ to select the Authorization Status.

3. Select Search. *The results appear in the **Authorization Search Results** grid.*
4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details

Browse for a CAGE Cd

Overview

The CAGE Master Browse pop-up window allows searching for CAGE codes.

Navigation

ELMS Modules > *Various Procedural Steps* > > CAGE Master Browse pop-up window

Page Fields

The following fields display on the **CAGE Master Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

CAGE Cd
Contact Phone
Physical Address Postal Cd
Legal Business Name
Physical Address State
Status Code

Search Results Grid

CAGE Cd
Legal Business Name
Doing Business As
Division

Status Code
Status Description
Business Established Date
Source Data Last Update
Expiry

Optional

Contact Email
Contact Mobile
Contact Name
Contact Phone
Contact Voice Ext
Mail Address Line 2
Mail City
Mail Country
Mail County
Mail Postal Code
Mail State
Physical Address City
Physical Address Country
Physical Address Country Desc
Physical Address County
Physical Address Line 1
Physical Address Line 2
Physical Address PO Box
Physical Address Postal Cd
Physical Address Postal Ext
Physical Address State

Procedures

ELMS Navigation Helpful Tips

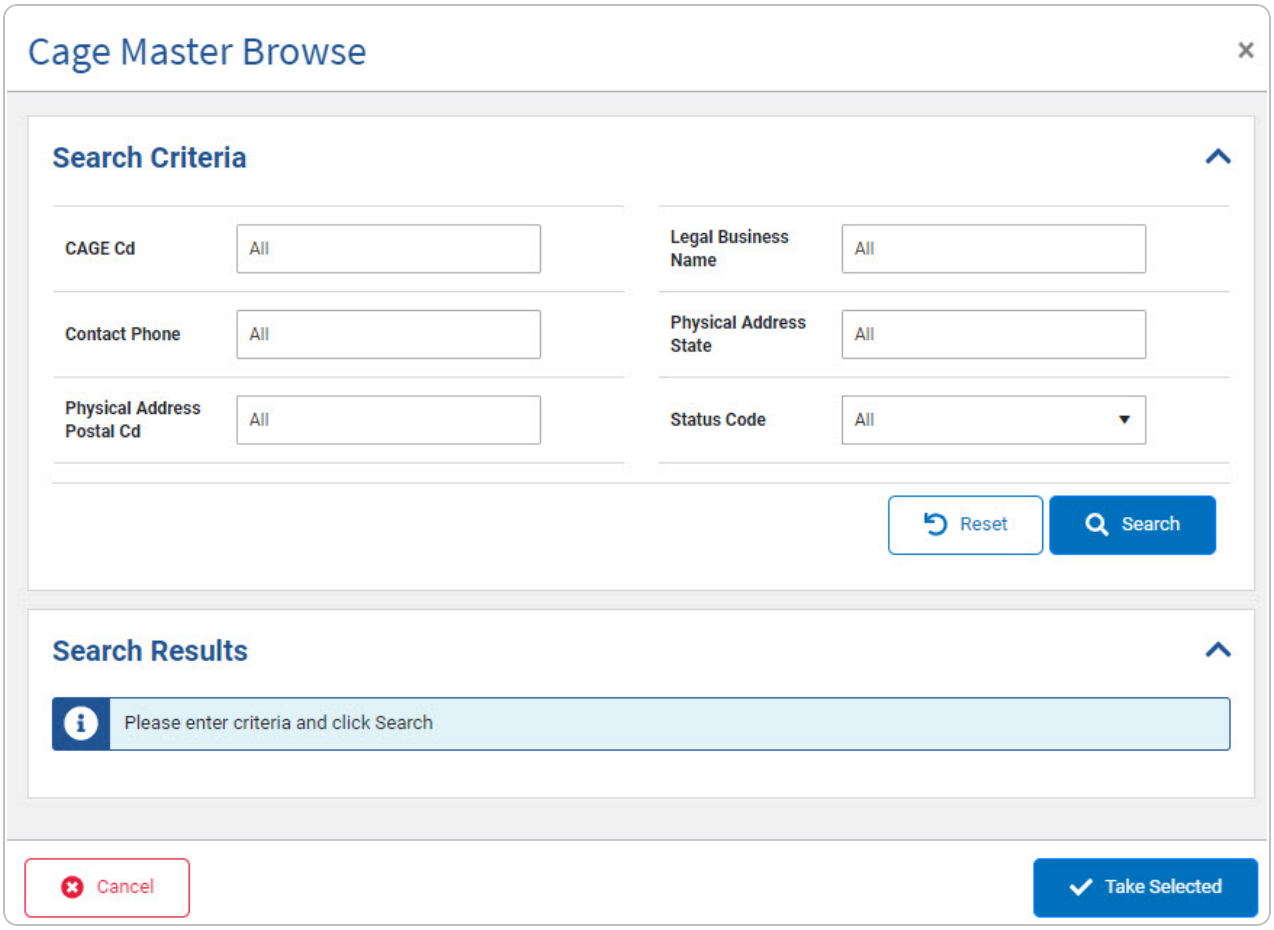
Click the following link to display ELMS Navigation Tips.

Browse for a CAGE Cd

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.*

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

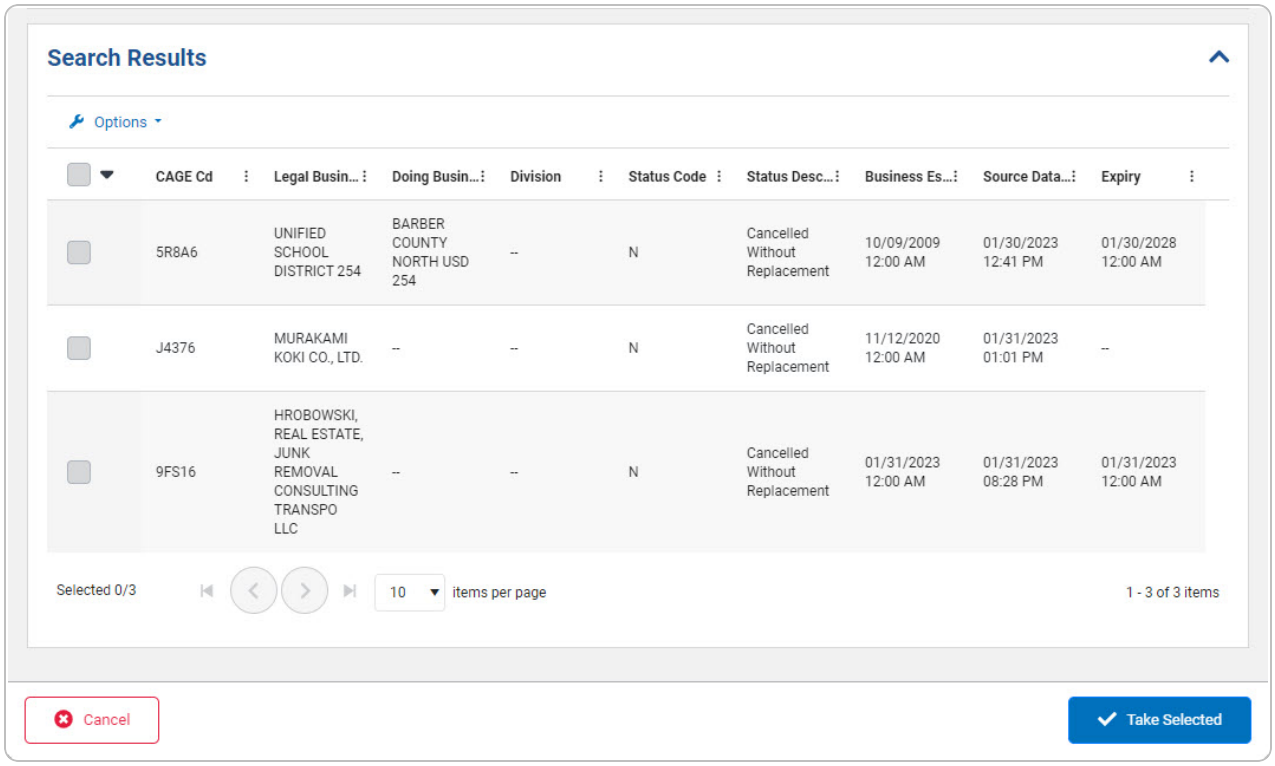
1. Use to browse for the CAGE CD entry. *The* ***CAGE Master Browse*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the Contact Phone in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the Physical Address Postal CD in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the Legal Business Name in the field provided. *This is a 50 alphanumeric character field.*

- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field.*
- Use ▾ to select the Status Code.

3. Select Search. *The results appear in the **Search Results** grid.*



4. Click ☐ to select the CAGE Cd.

5. Select Take Selected. *The **CAGE Master Browse** pop-up window closes and the selected CAGE Cd appears in the previous screen in the CAGE Cd field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr

Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Contract Use Cd
CAGE Cd
Contract Nbr

Search Results Grid

Select
Contract Nbr
Contractor Name

Procedures

ELMS Navigation Helpful Tips

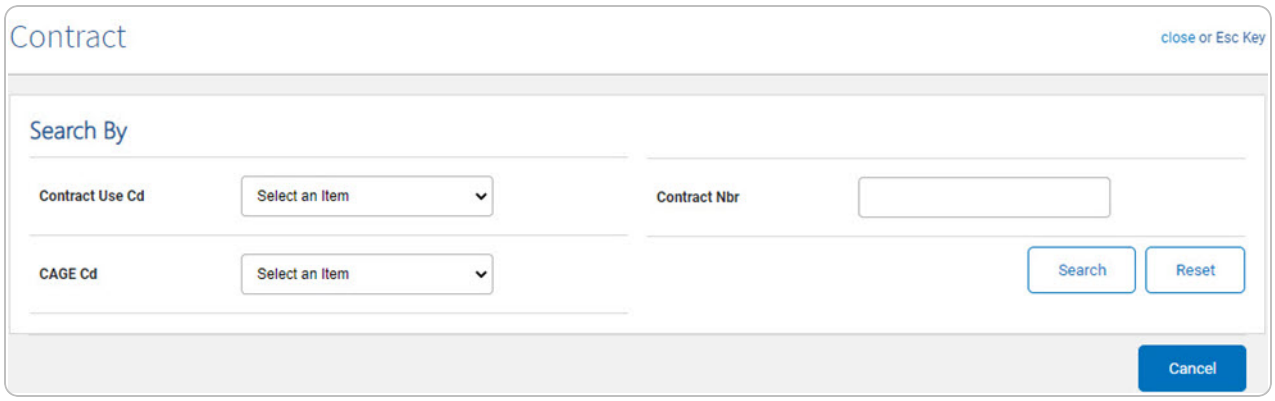
Click the following link to display ELMS Navigation Tips.

Browse for a Contract Number

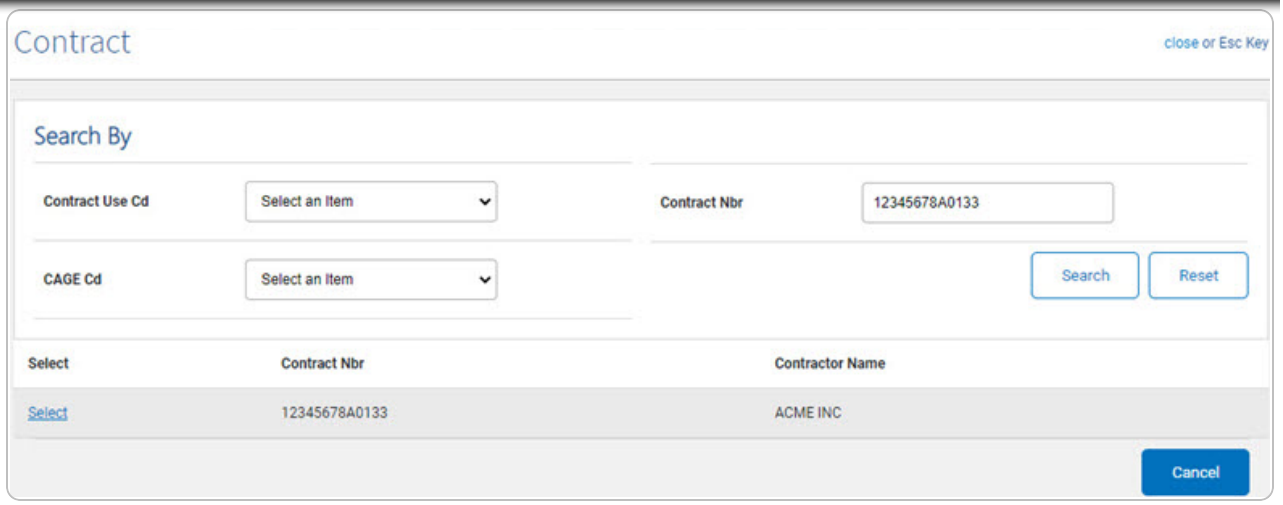
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The* ***Contract Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Use to select the Contract Use Cd.
   - Use to select the CAGE Cd.
   - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
3. Select Search. *The results display in the Contract Search Results Grid below.*



4. Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Wrnty/Svc/Subscription — Terms/Cond

Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > *Various Procedural Steps* > > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

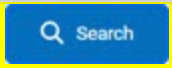
Browse for Deferred Task/Parts

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.*

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

1. Select . *The **Deferred Task/Parts Browse** pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Use to select the Authorization Type.
   - Use to select the Authorization Id.
   - Use to select the Platform.
   - Use to select the Stock Number.
   - Use to select the UTC.
   - Use to select the Authorization Status.

3. Select 

. *The results appear in the* ***Authorization Search Results*** *grid.*
4. Select

. *The* ***Deferred Task/Parts Browse*** *pop-up window closes and the selected entry appears in the Parts panel.*
5. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details

Browse for a Dispatch ID

Overview

The Dispatch ID Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Dispatch ID Browse pop-up window

Page Fields

The following fields display on the **DISPATCH ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatched To
Equip Pool

Search Results Grid

Select
Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatched To

Dispatch Cd
Equip Pool
Asset Id
Serial Nbr
Secondary Serial Number
UII

Procedures

ELMS Navigation Helpful Tips

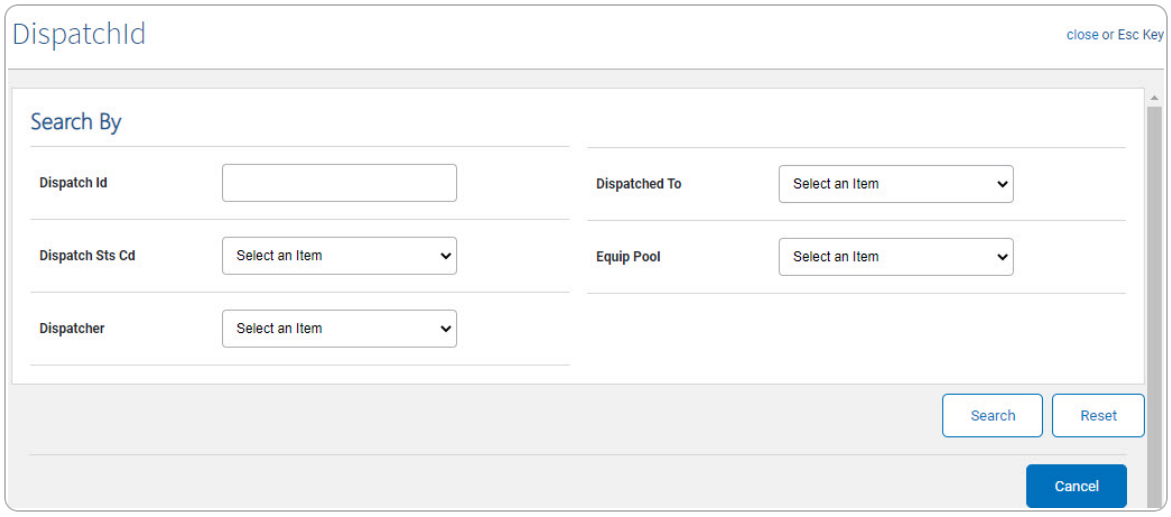
Click the following link to display ELMS Navigation Tips.

Browse for a Dispatch ID

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.*

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

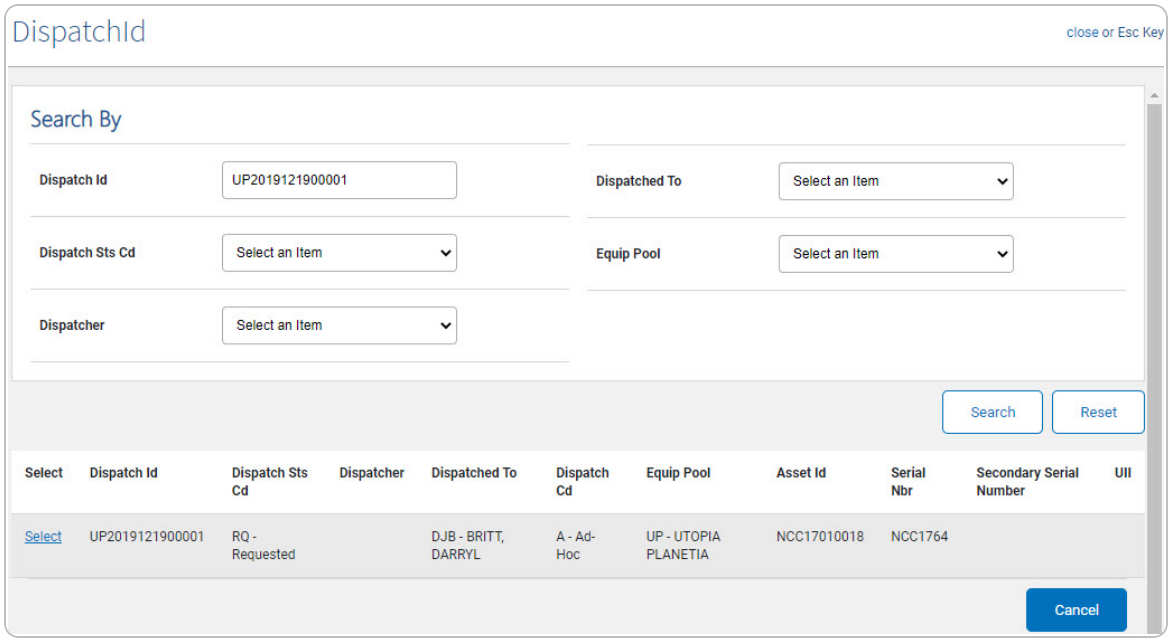
1. Select . *The* ***Dispatch ID Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

- Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Dispatch Sts Cd.
- Use to select the Dispatcher.
- Use to select the Dispatched To.
- Use to select the Equip Pool.

3. Select Search. *The Search Results display in the Dispatch ID Grid below.*



4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch

Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

ELMS eCatalog > *Various Procedural Steps* > > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

ECC Search Criteria Grid

Equipment Class Cd

ECC Results Grid

Equip Control Cd
Equip Control Desc
Equip Control Detailed Desc

Procedures

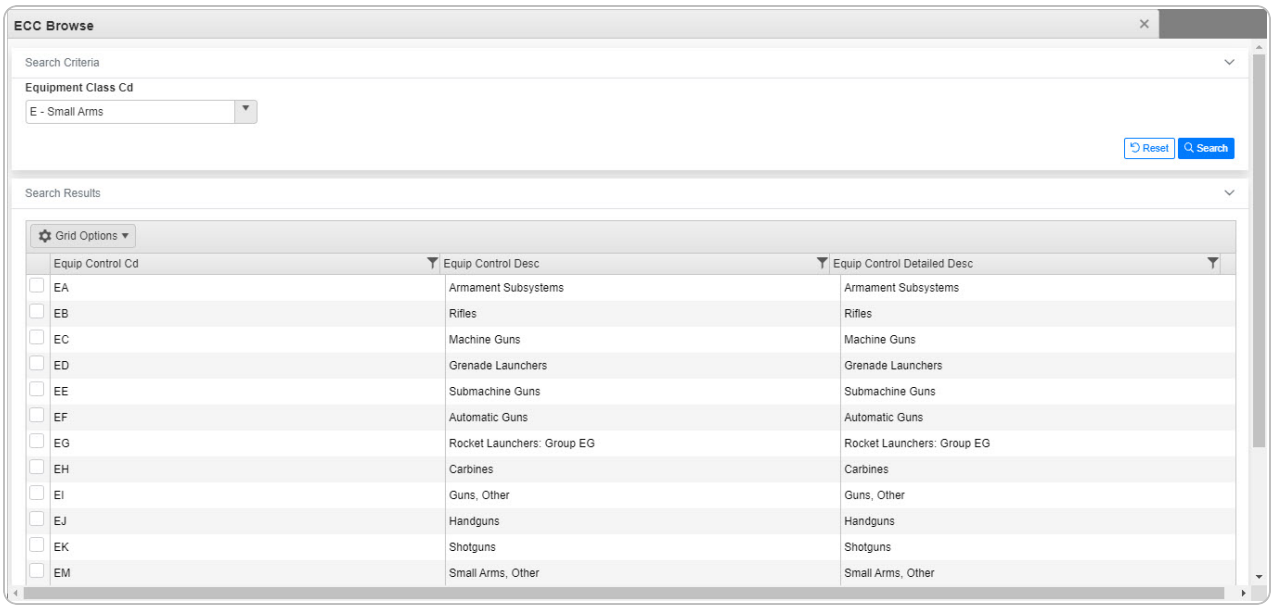
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an ECC

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 . *The* ***ECC Browse*** *pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering the following:.
   - Use to select the Equipment Class Cd.
3. Select Search. *The results appear in the* ***ECC Search Results*** *grid.*
4. Click ☐ to select the Equip Control Cd. *This highlights the desired row.*
5. Select ✓ Select. *The desired Equipment Control Code appears in the ECC field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Add a Stock Number

Browse for an External LIN/TAMCN

Overview

The External LIN/TAMCN Browse process allows searching for an external LIN/TAMCN in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > External LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **External LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Select Interface *
LIN/TAMCN
LIN/TAMCN Desc

Search Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Procedures

ELMS Navigation Helpful Tips

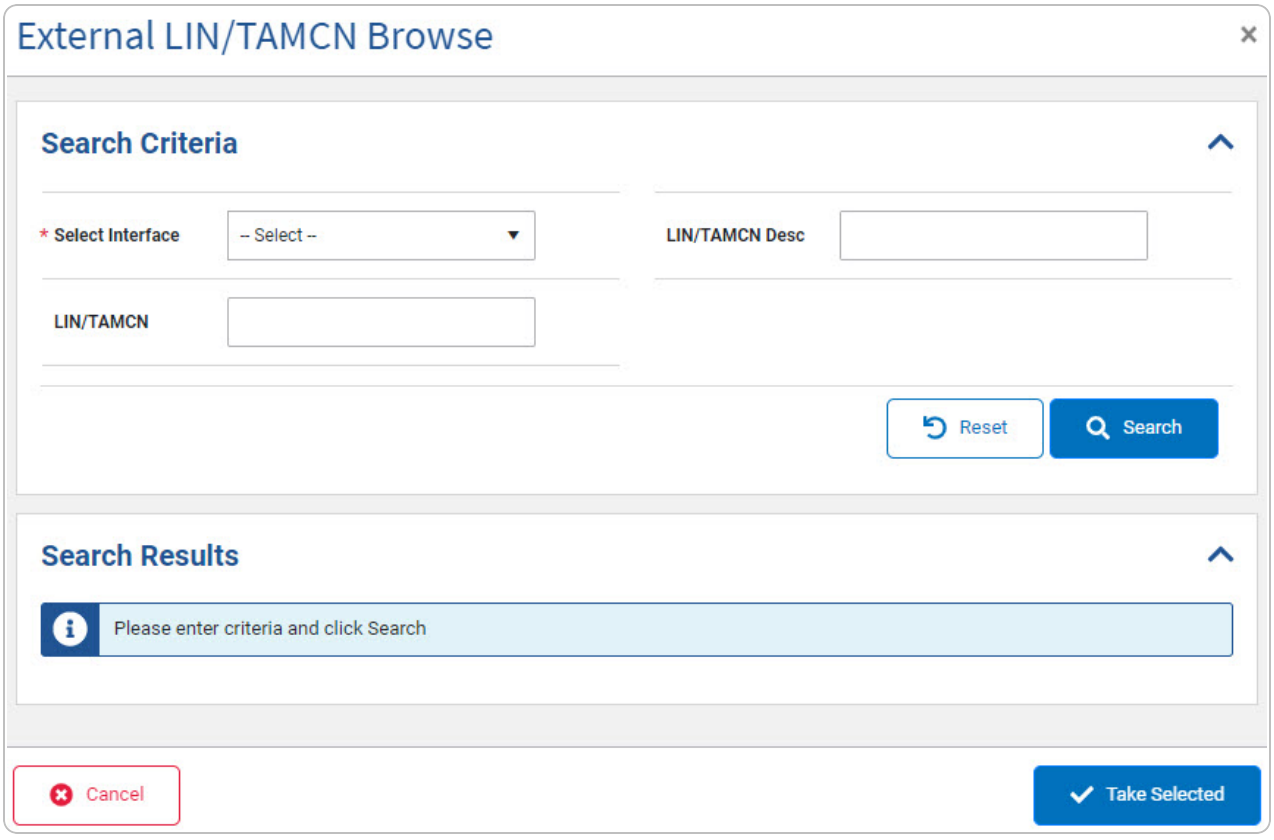
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

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.*

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

1. Select . *The* ***External LIN/TAMCN Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Use ▾ to select the Select Interface.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC in the field provided. *This is a 256 alphanumeric character field.*
3. Select Search. *The results display in the Search Results Grid below.*
4. Click ☐ to select the LIN/TAMCN. *This highlights the desired row.*
5. Click Take Selected. *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number

Browse for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

ELMS Modules > *Various Procedural Steps* > > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Interface System
CAGE Cd
Mfr Part Nbr
Stock Nbr
Mfr Name
Mfr Model Nbr

Search Results Grid

Stock Nbr
Item Desc
Mfr Part Nbr

Mfr Name
Mfr Model Nbr
CAGE Cd

Procedures

ELMS Navigation Helpful Tips

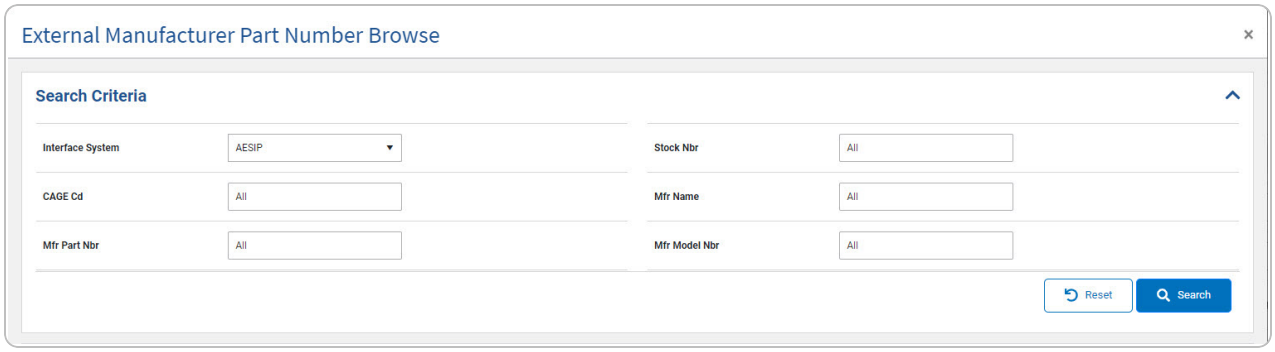
Click the following link to display ELMS Navigation Tips.

Browse for an External Manufacturer Part Number

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.*

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

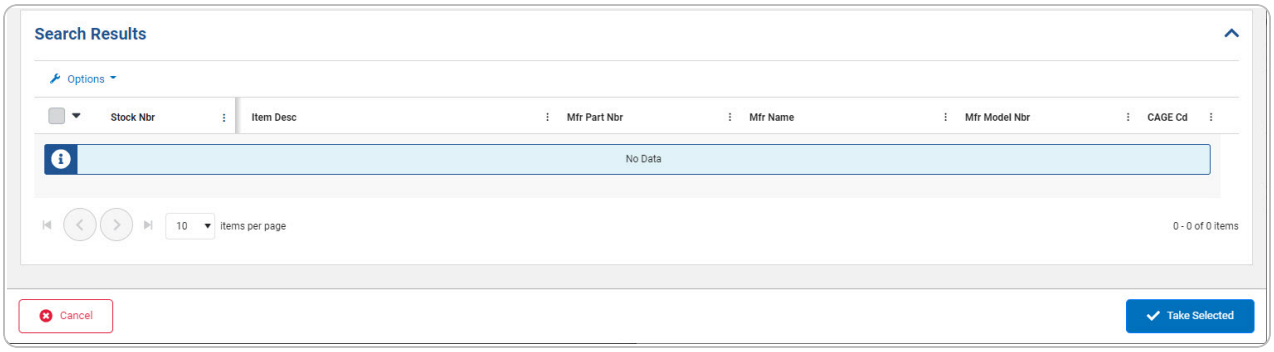
1. Select . *The **External Manufacturer Part Number Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Use to select the Interface System.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *The results appear in the* ***External Manufacturer Part Number Search Results*** *grid.*



4. Click to select the External Manufacturer Part Number. *This highlights the desired row.*

5. Click Take Selected. *The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

Browse for a FSM Authorization ID Browse

Overview

The FSM Authorization ID Browse pop-up window allows searching for authorization identifiers in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > FSM Authorization ID Browse pop-up window

Page Fields

The following fields display on the **FSM Authorization ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Authorization Type
Platform
Authorization ID
Force Element
Stock Nbr

Search Results Grid

Select
Authorization Type
Platform
Authorization ID
Force Element

Stock Nbr

Procedures

ELMS Navigation Helpful Tips

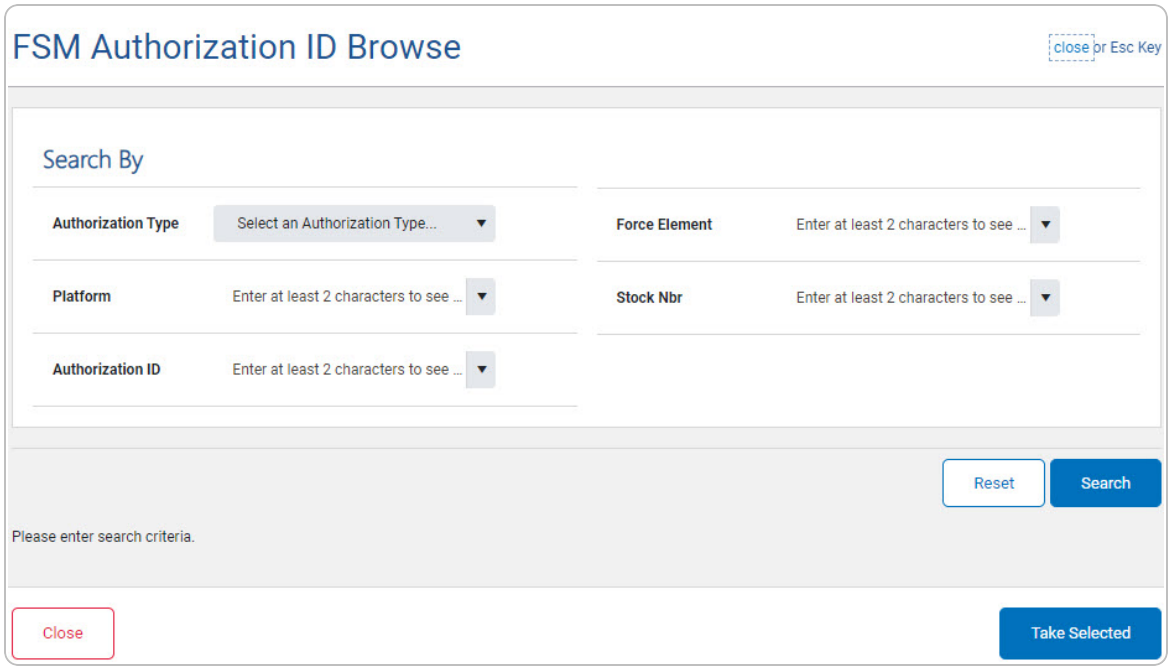
Click the following link to display ELMS Navigation Tips.

Browse for a FSM Authorization ID Browse

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.*

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

1. Select . *The **FSM Authorization ID Browse** pop-up window appears.*



A. Use to select the Authorization Type.

B. Use to select the Platform.

C. Use to select the Authorization ID.

D. Use to select the Force Element.

E. Use to select the Stock Nbr.

2. Select Search. *The Search Results display in the **FSM AuthorizationID** Grid below.*
3. Click the Select hyperlink next to the desired FSM Authorization ID. *The pop-up window closes and the selected FSM Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Report Manager Schedule Reports

Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > *Various Procedural Steps* > > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

CAGE Cd
Manufacturer Part Nbr
Stock Nbr
Manufacturer Name
Model Nbr

Search Results Grid

All
Stock Nbr
Manufacturer Part Nbr
Manufacturer Name
Model Nbr

CAGE Cd

Procedures

ELMS Navigation Helpful Tips

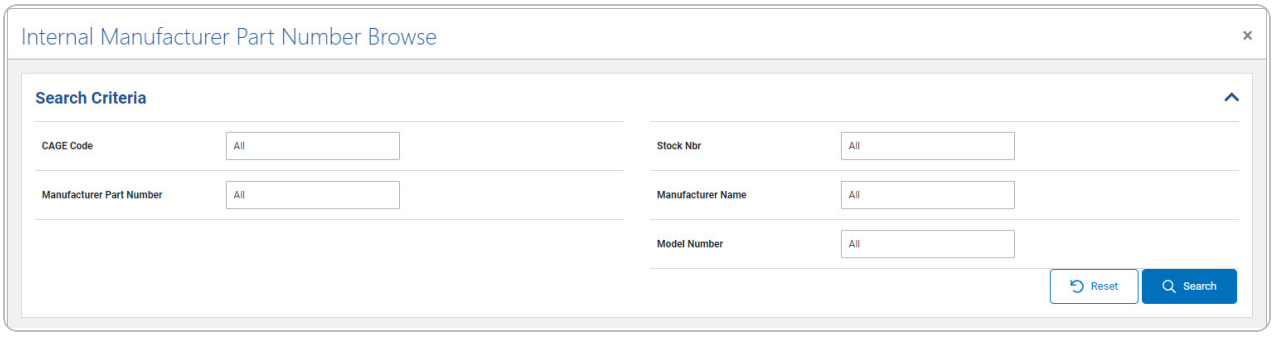
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Manufacturer Part Number

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.*

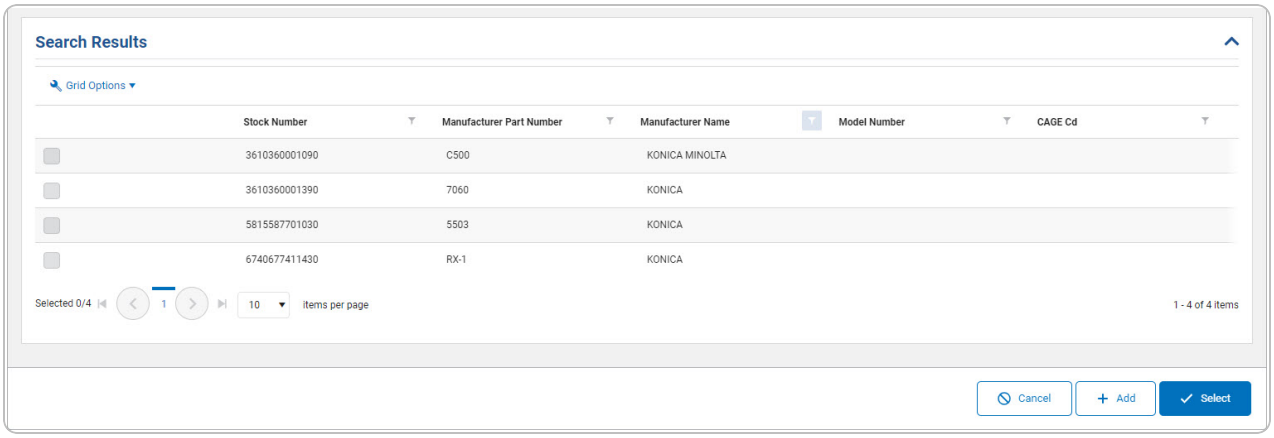
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Internal Manufacturer Part Number Browse*** *pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering the following:.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *The results appear in the **Internal Manufacturer Part Number Search Results** grid.*



4. Click ☐ to select the Internal Manufacturer Part Number. *This highlights the desired row.*

5. Click Select. *The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Add a Manufacturer Part Number

Select + Add. *The **Pending Catalog Transactions Manufacturer Part Number Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Pending Catalog Transactions

Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

ELMS Modules > *Various Procedural Steps* > > Internal Stock Number Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Stock Item Type
Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

Search Results Grid

Stock Number
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN

FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd

Procedures

ELMS Navigation Helpful Tips

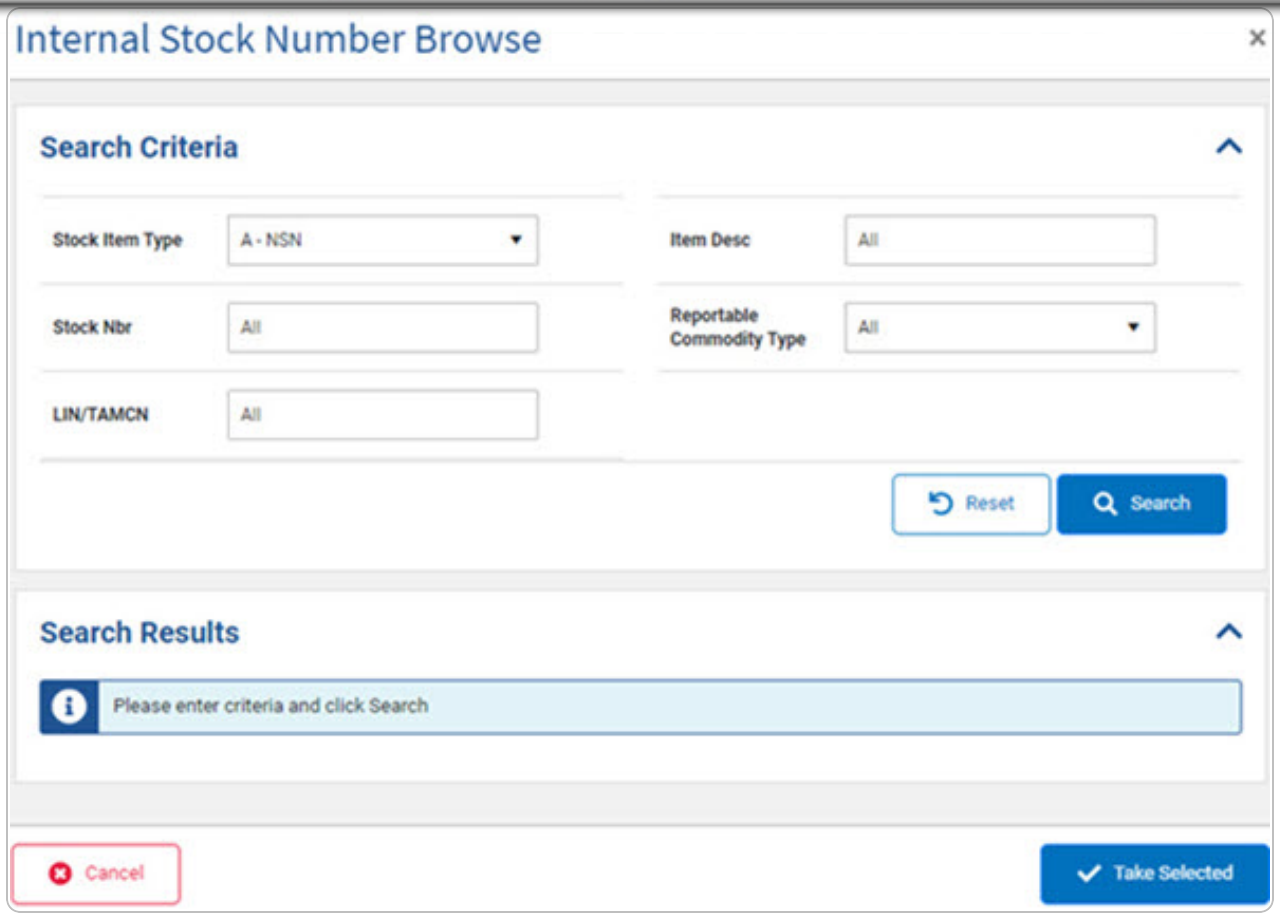
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Stock Number

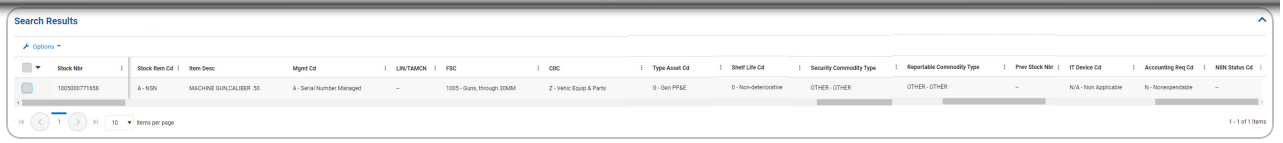
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Use to browse for the Stock Number entry. *The **Internal Stock Number Browse** pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use ▾ to select the Reportable Commodity Type.
3. Select Search. *The results appear in the **Stock Number Results** grid.*



4. Click ☐ to select the Internal STOCK NBR.

5. Select ✔ Take Selected. *The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr

Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Job Order Number Browse pop-up window

Page Fields

The following fields display on the **Job Order Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Job Order Nbr ID
Job Order Nbr Desc
Reimbursable
Effective Dt
End Dt

Search Results Grid

Select
Job Order Nbr ID
Job Order Nbr Desc
Effective Dt
End Dt

Procedures

ELMS Navigation Helpful Tips

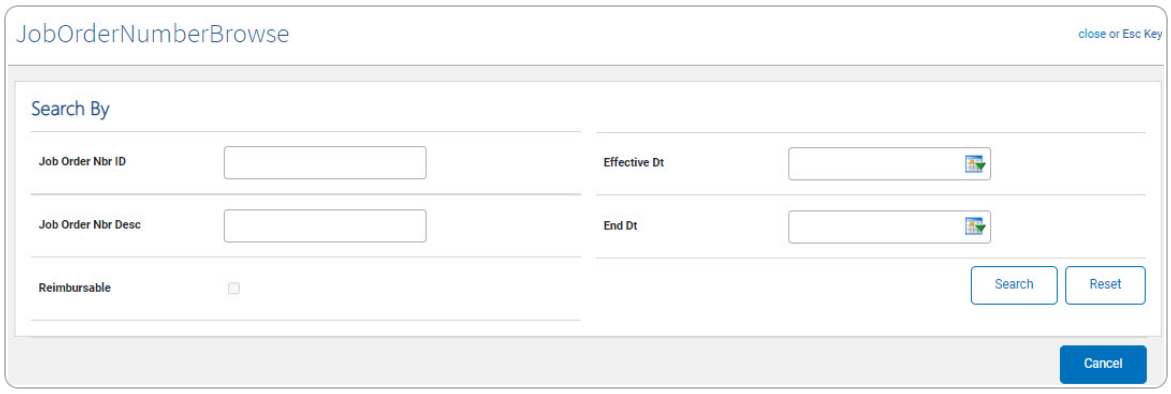
Click the following link to display ELMS Navigation Tips.

Browse for a Job Order Number

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.*

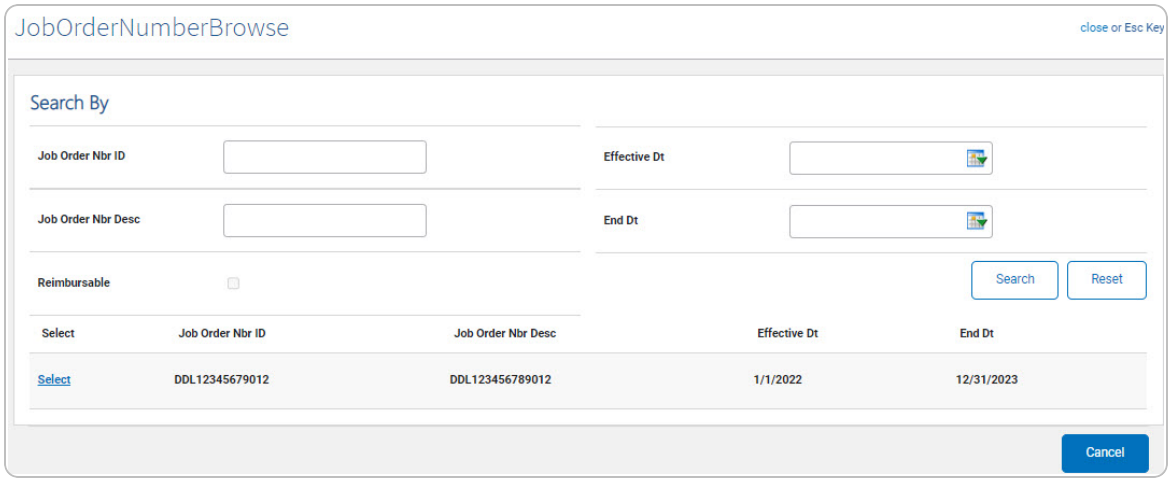
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Job Order Number Browse*** *pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
   - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alpha-numeric character field.*
   - *The Reimbursable automatically populates and is not editable.*
   - Use to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Select Search. *The Search Results display in the Job Order Number Grid below.*



4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up window closes and the selected Job Order Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Search Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Optional

Catalog Name Code

Procedures

ELMS Navigation Helpful Tips

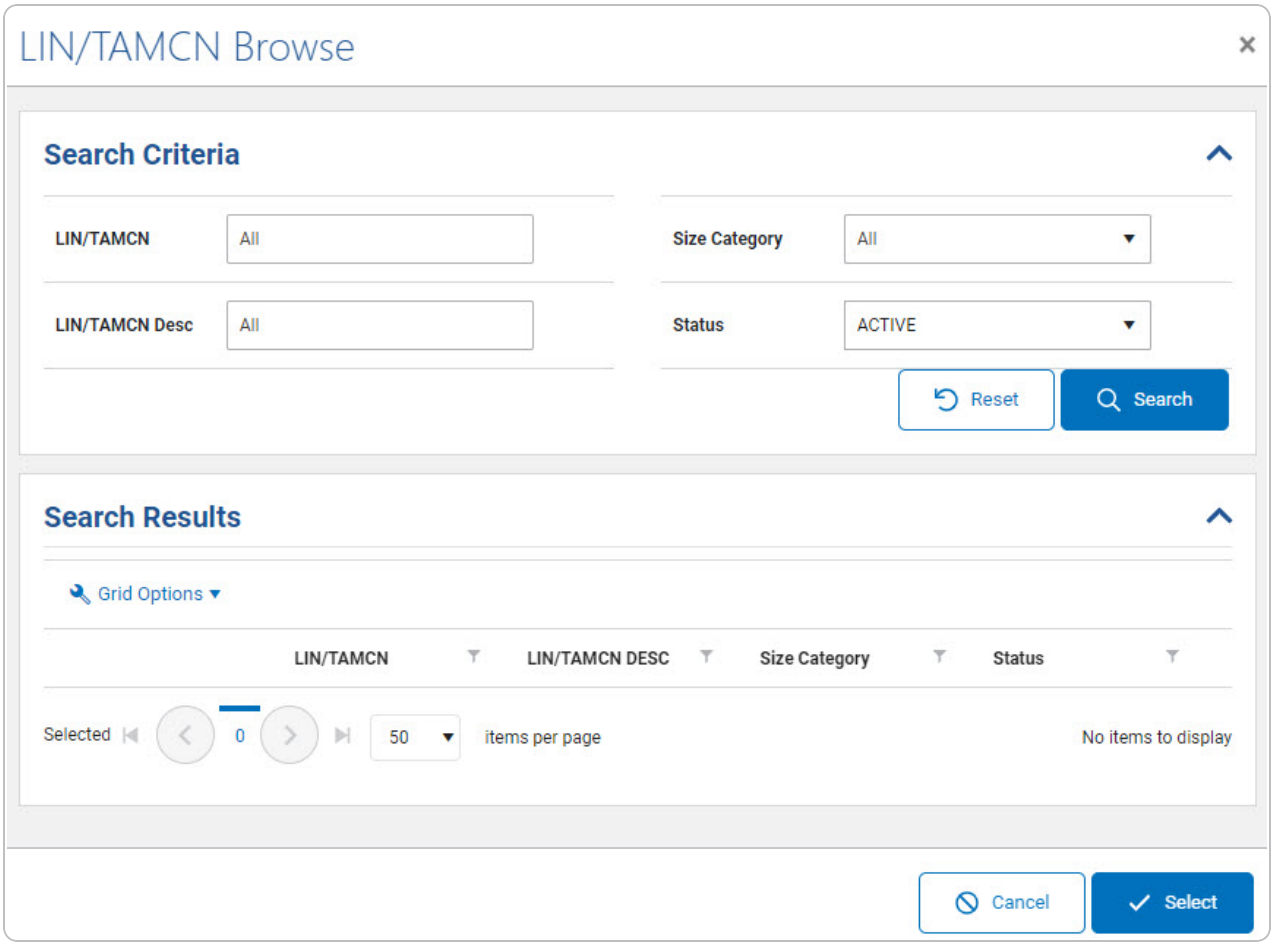
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

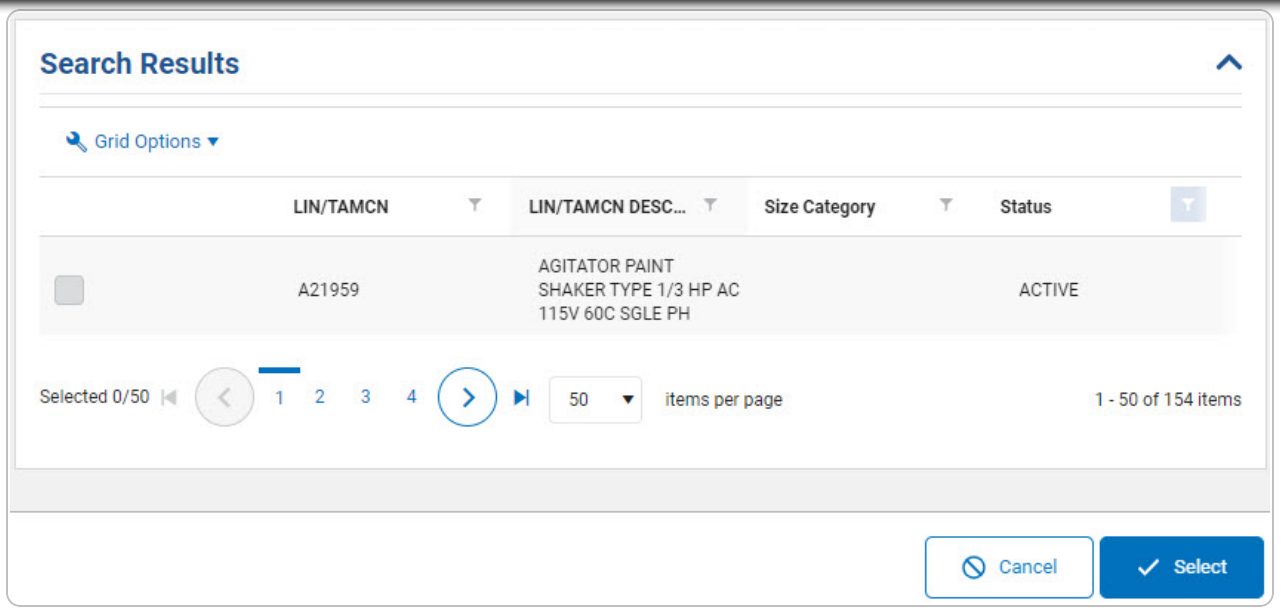
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The **LIN/TAMCN Browse** pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use ▾ to select the Size Category.
   - Use ▾ to select the Status.
3. Select Search. *The results display in the Search Results Grid below.*



4. Click ☐ to select the LIN/TAMCN. *This highlights the desired row.*

5. Click Select. *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number

Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMS Modules > *Various Procedural Steps* > > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

Search Results Grid

Select
Maint Sched Id
Maint Sched Name

Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

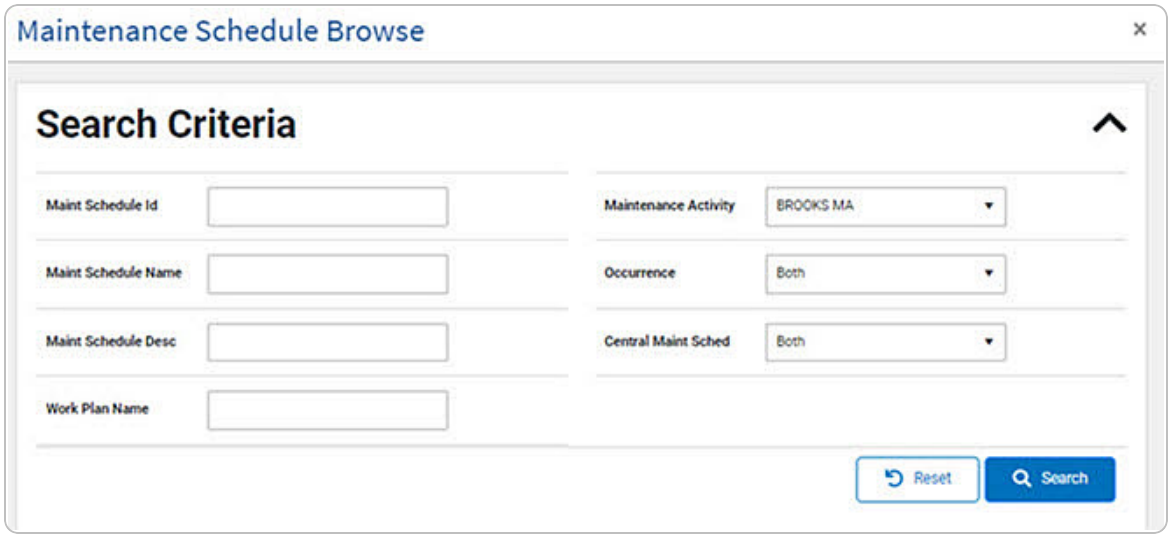
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

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.*

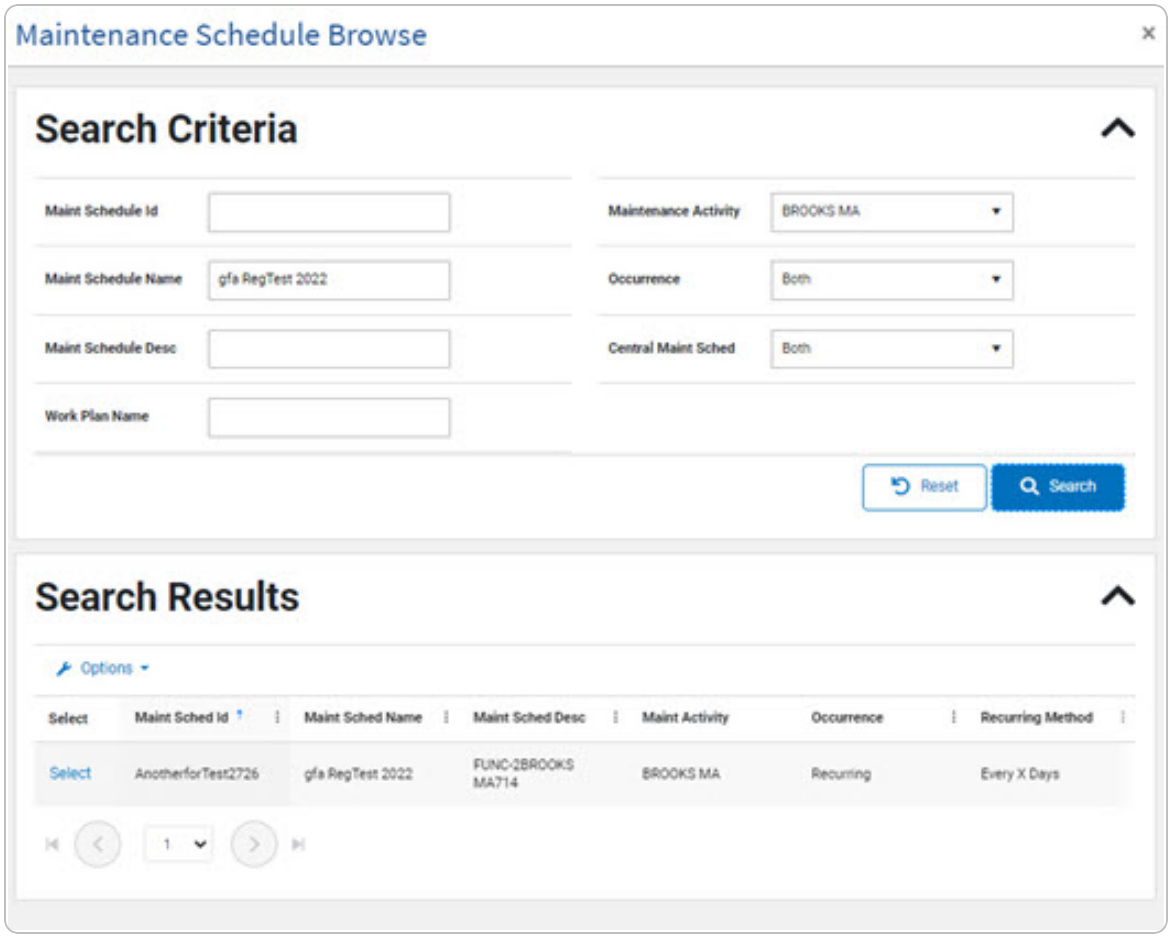
1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields: .
   - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ▾ to select the Maintenance Activity.
- Use ▾ to select the Occurrence.
- Use ▾ to select the Central Maint Sched.

3. Select Search. *Results display in the Search Results Grid.*



4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up window closes and the selected MAINT SCHEDULE ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMS Modules > *Various Procedural Steps* > > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

Search Results Grid

Available Tab

Select

Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

Selected Tab

Remove
Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

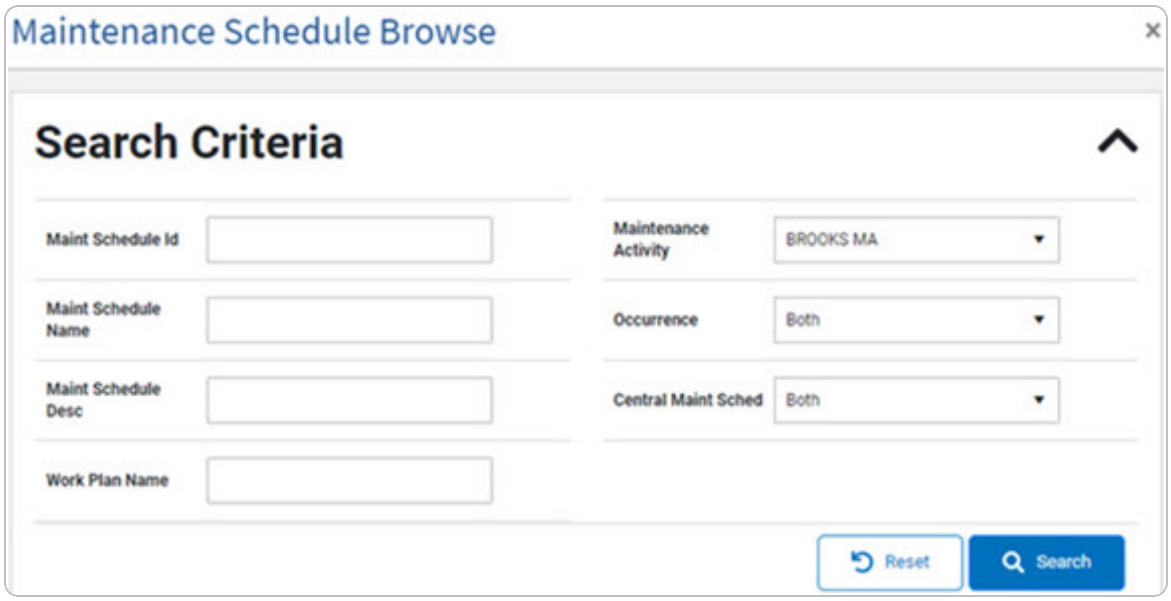
Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

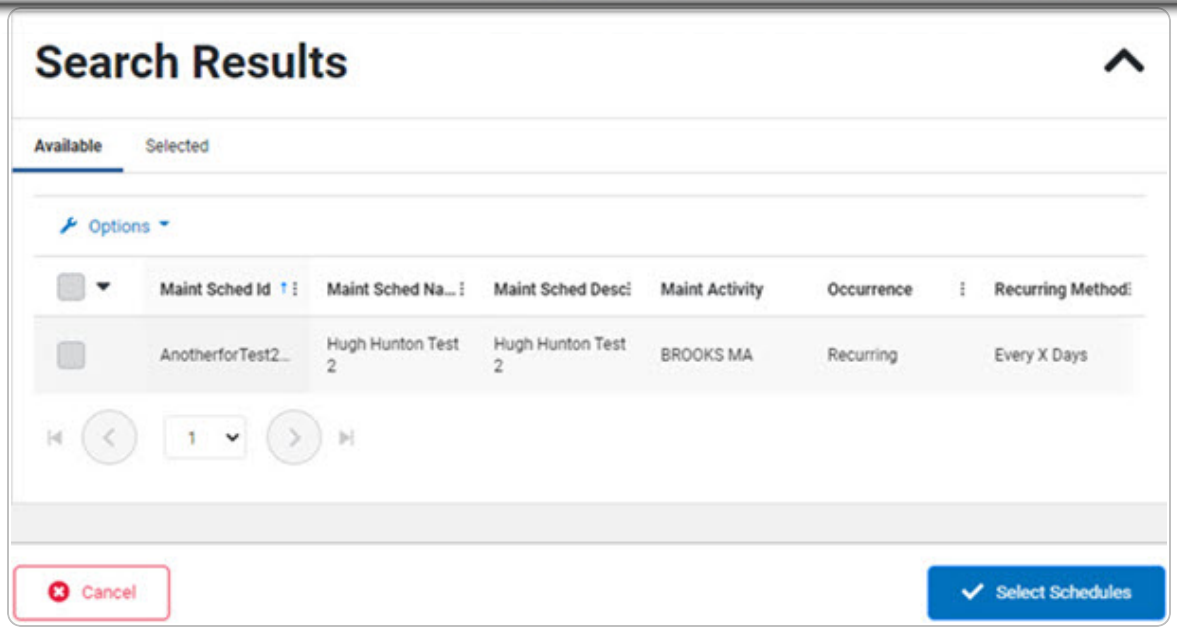
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting

at any point of this procedure returns all fields to the default "All" setting.

1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
   - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
   - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
   - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
   - Use to select the Maintenance Activity.
   - Use to select the Occurrence.
   - Use to select the Central Maint Sched.
3. Select Search. *Results display in the Search Results Grid.*

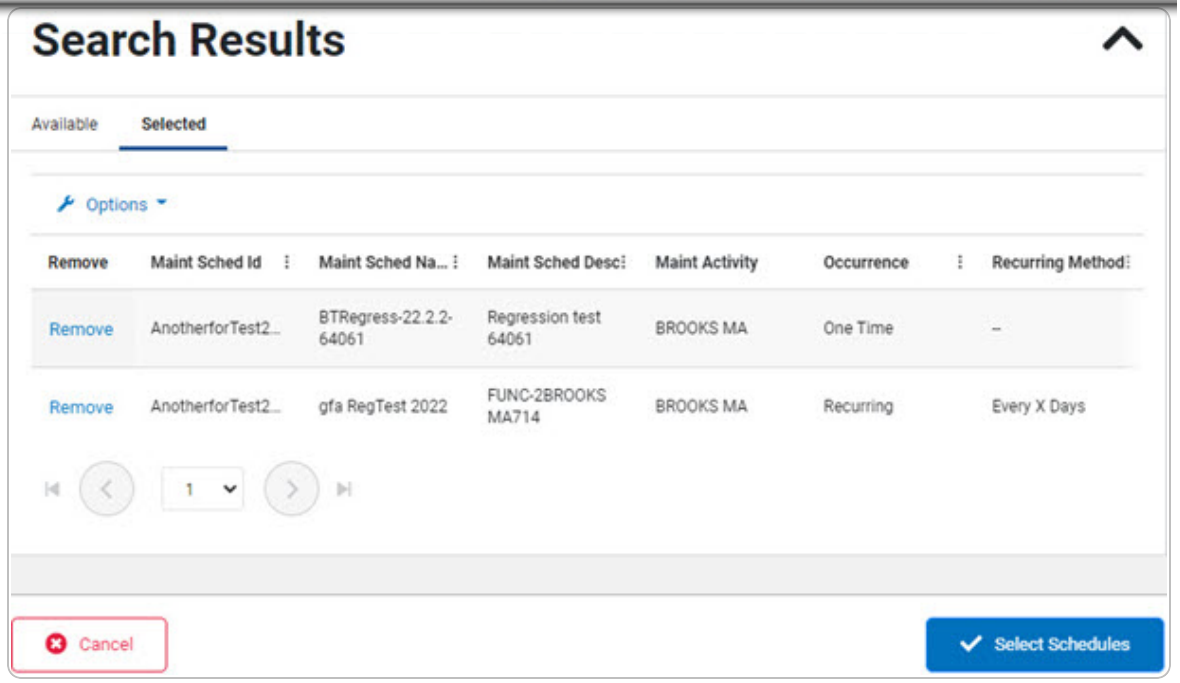


4. Click ☐ to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and* ☑ *appears.*

   Select [Select Schedules]. *The* ***Asset Assignment to Maintenance Schedule*** *pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5. **OR**

   Select the Selected Tab. *The selected MAINT SCHEDULE ID appears for verification.*



A. Select the Remove hyperlink. *The MAINT SCHEDULE ID is removed from the Selected Search Results grid.*

6. Select

. *The **Maintenance Schedule Browse** pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for a Manufacturer Part Number

Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

Navigation

ELMS Modules > *Various Procedural Steps* > > Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Manufacturer Name
Manufacturer Model Number
Manufacturer Part Number

Search Results Grid

Manufacturer Name
Manufacturer Model Number
Manufacturer Part Number
CAGE Code
FAST Reportable

Procedures

ELMS Navigation Helpful Tips

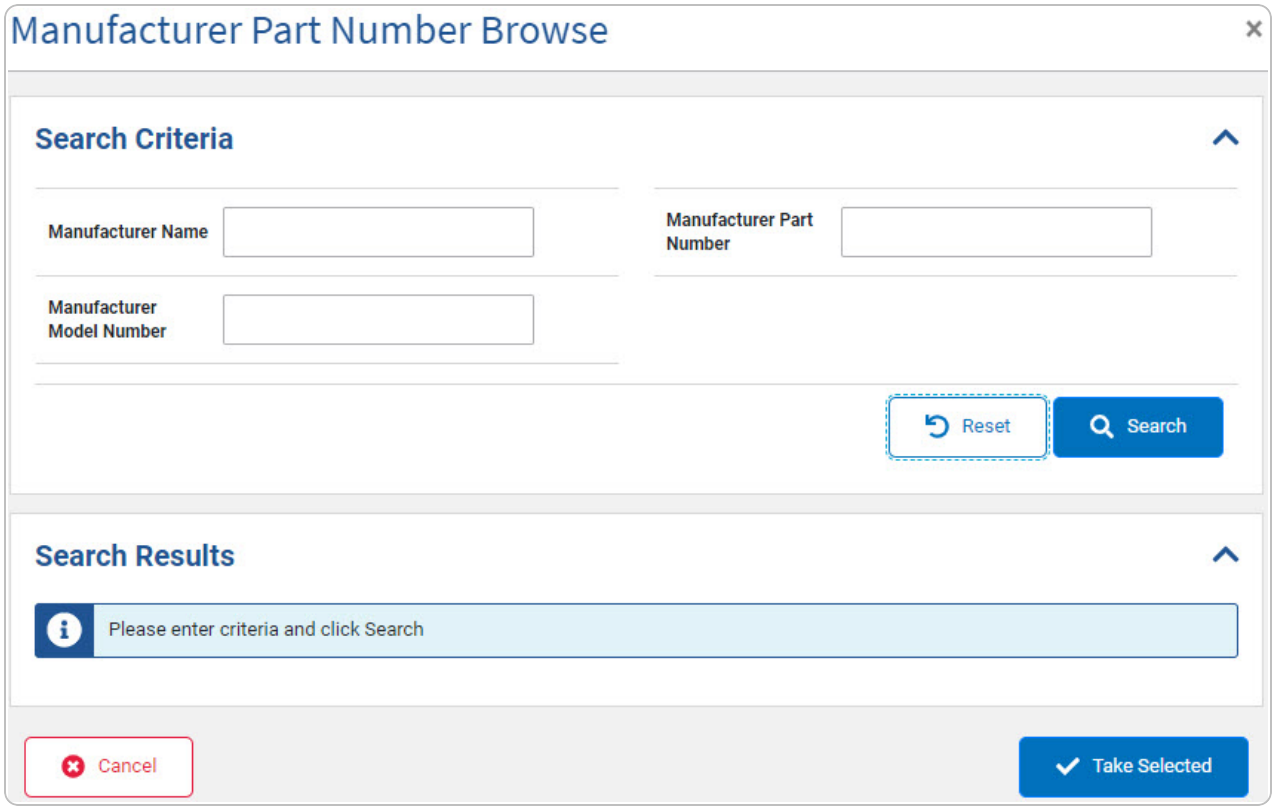
Click the following link to display ELMS Navigation Tips.

Browse for a Manufacturer Part Number

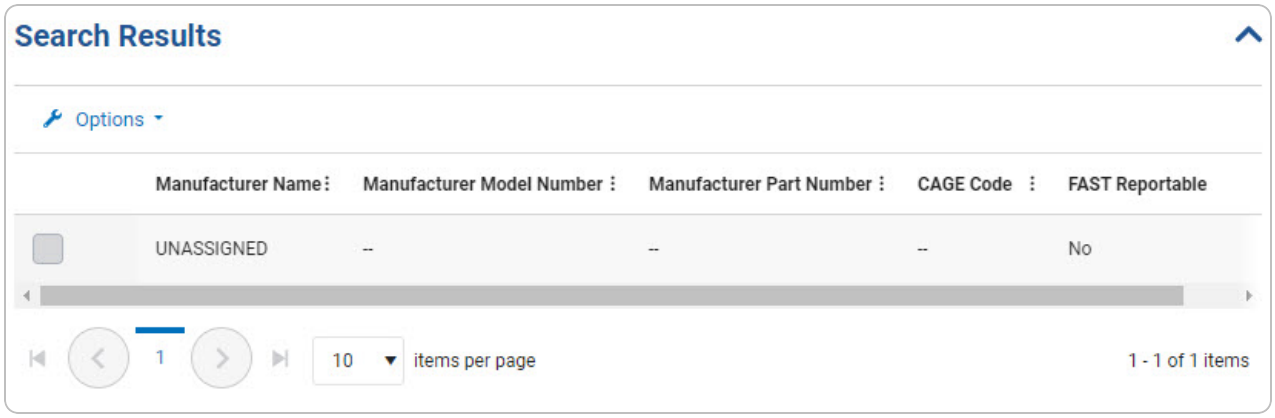
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Use to browse for the Manufacturer Part Number. *The **Manufacturer Part Number Browse** pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the Manufacturer Model Number in the field provided. *This is a 48 alphanumeric character field.*
   - Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Manufacturer Part Number.
5. Select Take Selected. *The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Maintenance Asset Master

Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > *Various Procedural Steps* > Add Attachment > Maintenance Attachment Add page

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Upload Grid

Contract Nbr
File Path *
Desc *
Primary

Temporary Attachments Grid

Remove
Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

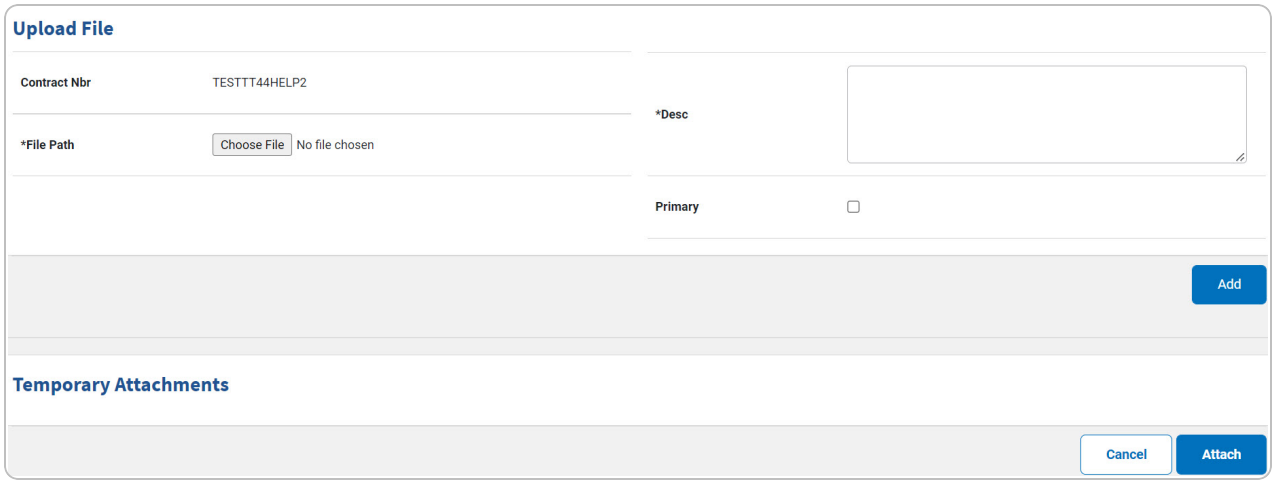
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

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

1. Select Add Attachment. *The* ***Maintenance Attachment Add*** *page appears.*



A. *The* CONTRACT NBR *automatically populates and is not editable.*

B. Select Choose File in the File Path field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*

C. Choose the file to attach, and select it.

D. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

E. Enter the DESC in the field provided. *This is a 256 alphanumeric character field.*

F. Click ☐ to select the Primary. *This indicates which attachment the system should open first if there are multiple documents.*

G. Select Add. *The file appears in the Temporary Attachments grid.*

H. Repeat Steps B-G to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

2. Select Attach. *The Attachment appears in the previous page under the Attachment(s) field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *FILE*	Missing Entry. Enter the appropriate information

***PATH*.**	in the desired field.
13 — Mandatory Entry: *DESC*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

M&U

- Add a Contract
- Update a Contract

- View the Contract Attachment
- Delete a Contract

Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Operator/Technician Browse pop-up window

Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Opr/Tech Cd
Team Id

Search Results Grid

Select
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Schedule
Start Time
End Time

Procedures

ELMS Navigation Helpful Tips

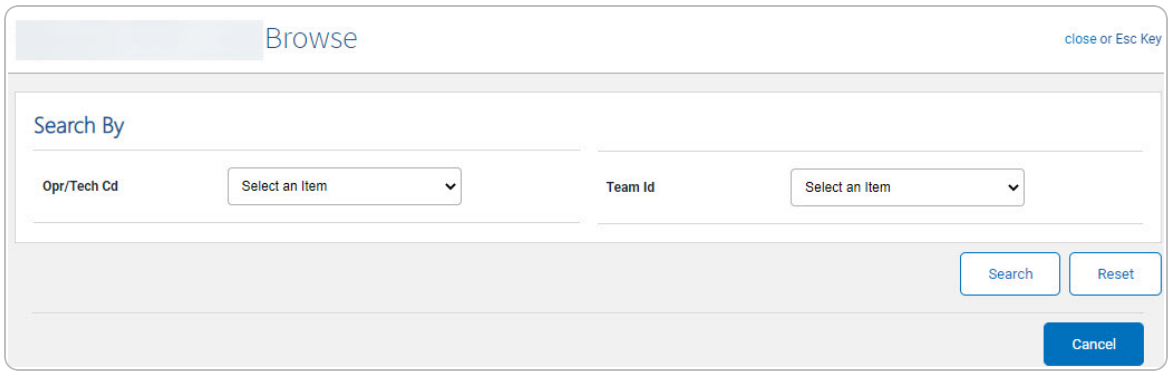
Click the following link to display ELMS Navigation Tips.

Browse for an Operator/Technician

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.*

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

1. Select . *The* ***Operator/Technician Browse*** *pop-up window appears.*



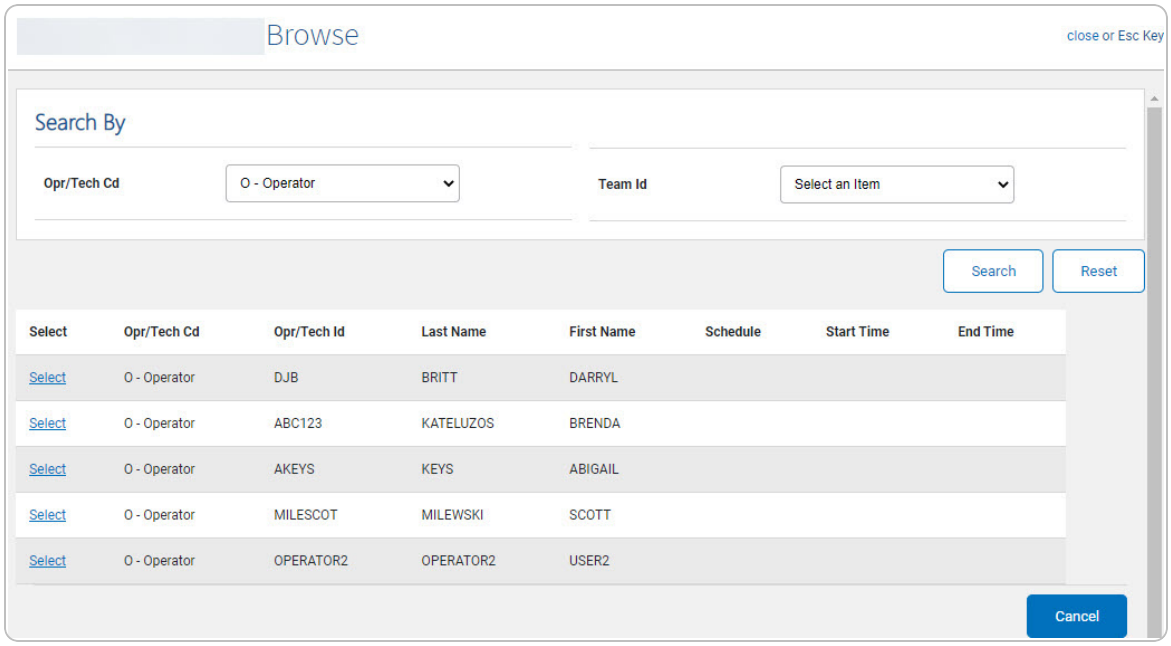
Note

The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

- Use to select the Opr/Tech Cd.
- Use to select the Team Id.

3. Select Search. *The Search Results display in the Operator/Technician Grid below.*



4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch

Browse for Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

ELMS Modules > *Various Procedural Steps* > + Add > Points of Contact pop-up window

Page Fields

The following fields display on the **Points of Contact** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Contact

Search Results Grid

Contact
Phone
Mobile Phone
Email
Maint Division
Type
Address
City
State

Zip Code
Country

Procedures

ELMS Navigation Helpful Tips

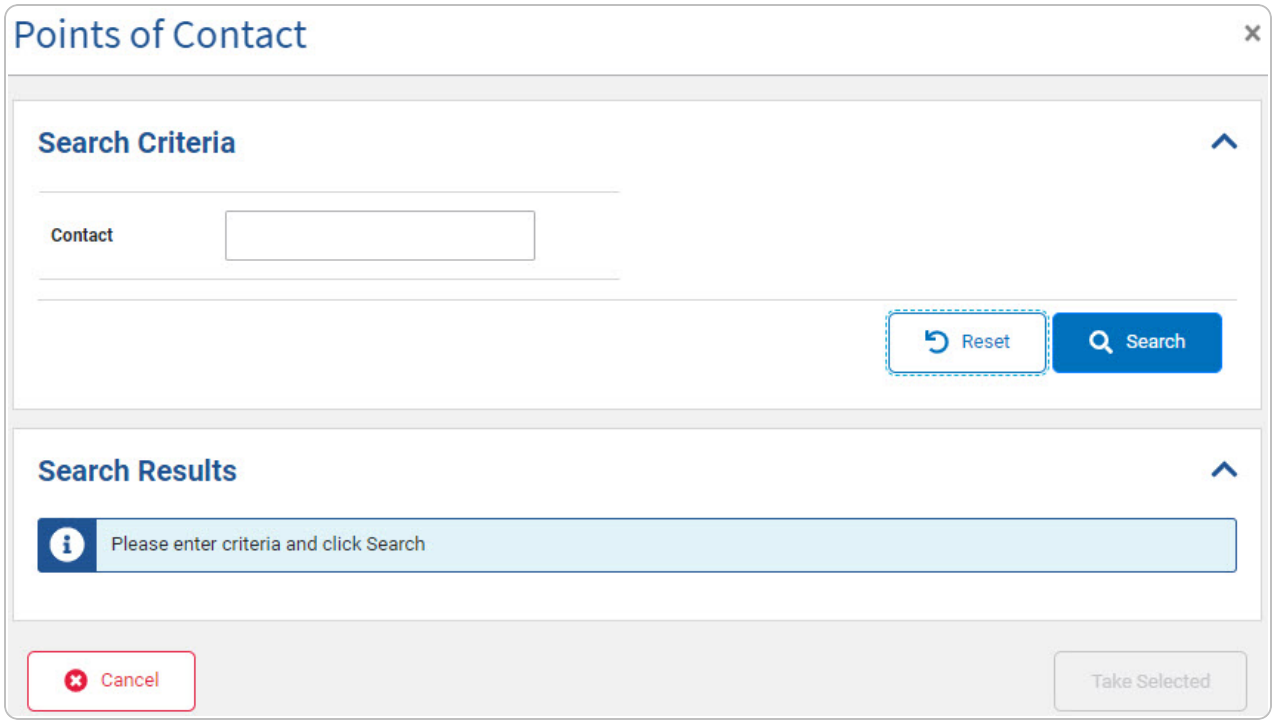
Click the following link to display ELMS Navigation Tips.

Browse for Points of Contact

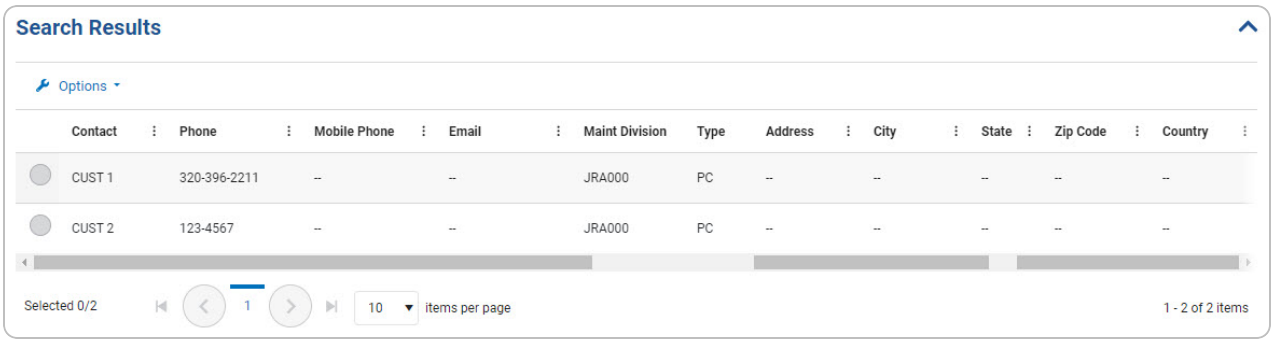
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Use + Add to browse for the Point of Contact. *The* ***Points of Contact*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering the following optional field:.
   - Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Contact.
5. Select Take Selected. *The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact panel.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Order

Browse for a Signature Block

Overview

The Signature Block Browse pop-up window allows viewing of signature blocks. Signature blocks are added during the Agency Settings process.

Navigation

ELMS Modules > *Various Procedural Steps* > > Signature Block Browse pop-up window

Page Fields

The following fields display on the **Signature Block Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Signature Block Detail Browse Grid

Signature Block Name

Procedures

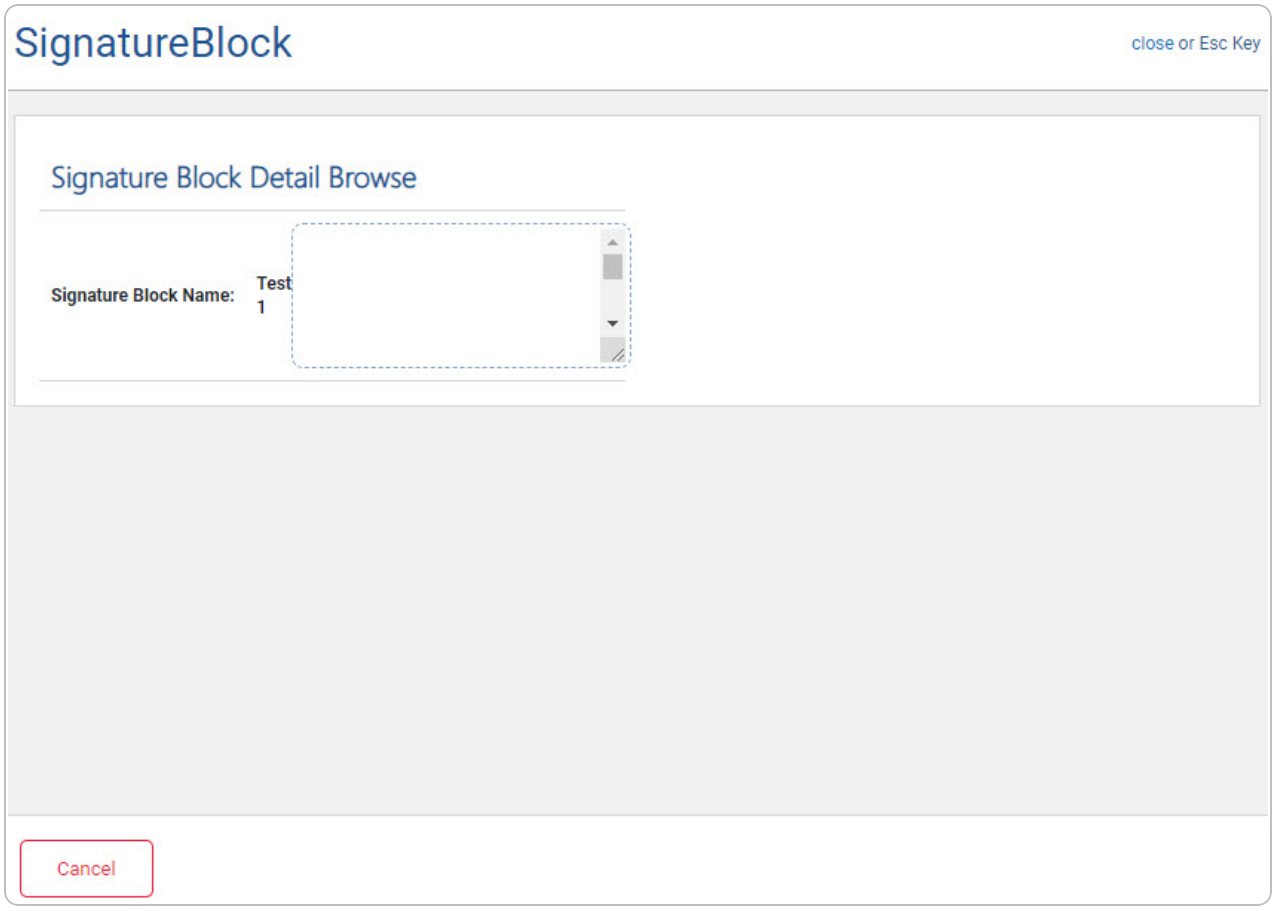
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Signature Block

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

1. Select . *The* ***Signature Block Browse*** *pop-up window appears*.



- *Verify the Signature Block Name.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Request Custom Inventory

Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

ELMS Modules > *Various Procedural Steps* > > SRD Browse pop-up window

Page Fields

The following fields display on the **SRD Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

SRD
MICAP
Equipment Designator
Nomenclature

Search Results Grid

All
SRD
MICAP
Equipment Designator
Nomenclature

Procedures

ELMS Navigation Helpful Tips

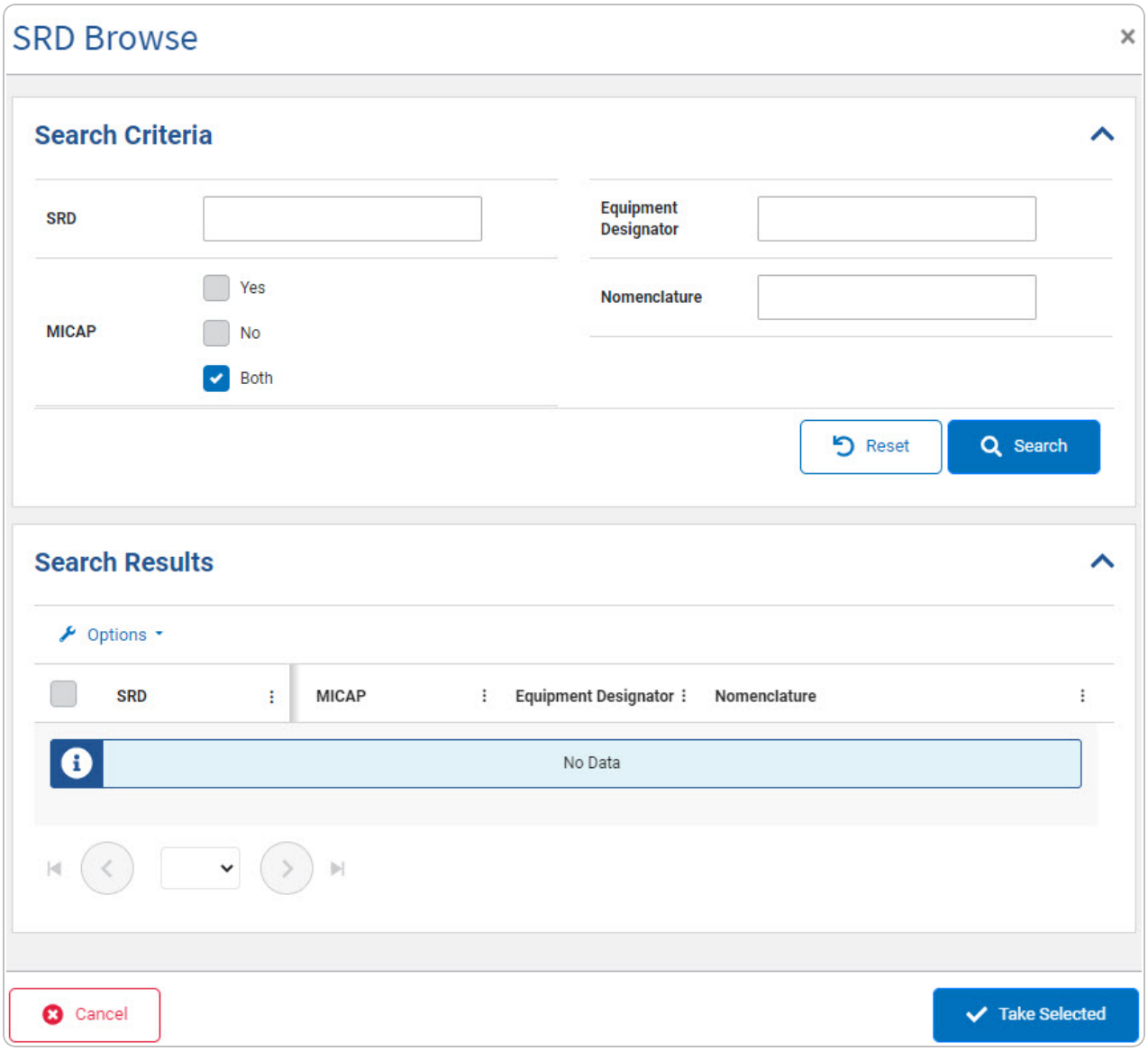
Click the following link to display ELMS Navigation Tips.

Browse for an SRD

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.*

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

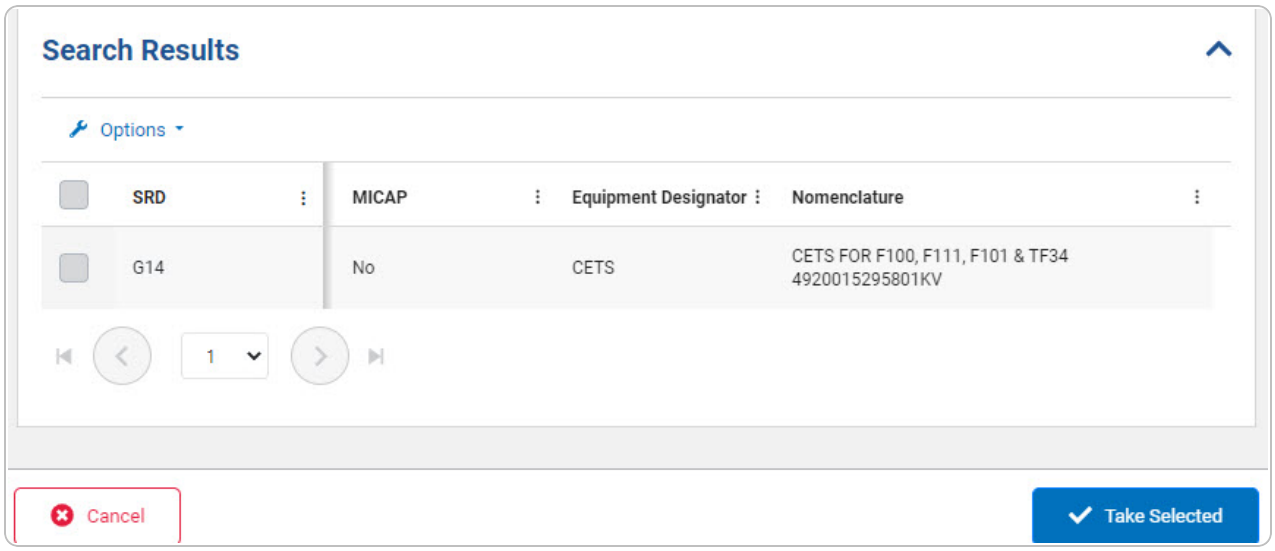
1. Use to browse for the SRD. *The **SRD Browse** pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the SRD in the field provided. *This is a 3 alphanumeric character field.*
   - Click to select the MICAP. *This determines the MICAP status that will appear in the search results grid. The default is Both.*

- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
- Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*

3. Select Search. *The results appear in the **SRD Results** grid.*



4. Click to select the SRD.

5. Select Take Selected. *The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Requisition

Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
ECC
Owning DoDAAC

Ctlg Nm Cd
LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

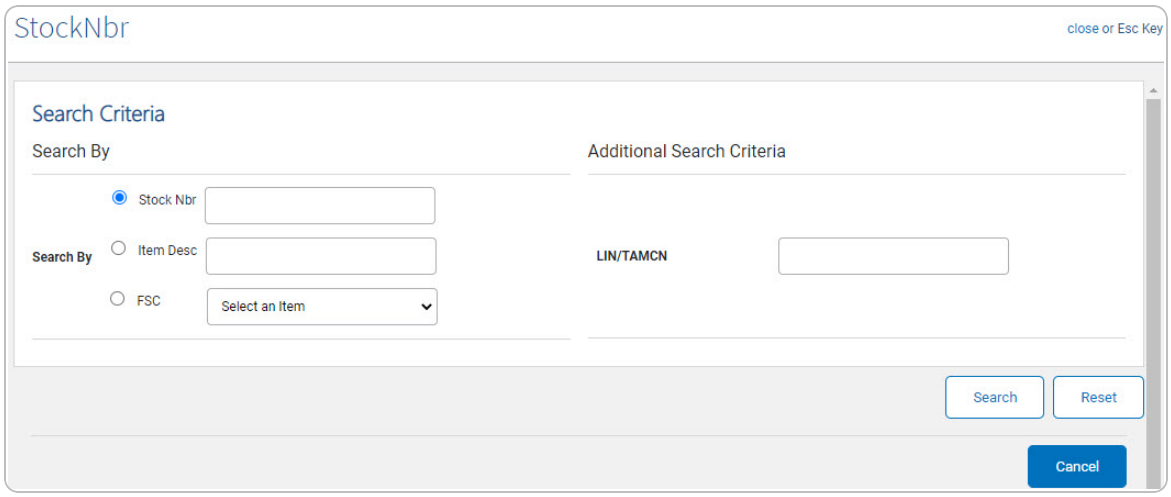
Click the following link to display ELMS Navigation Tips.

Browse for a STOCK NBR

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.*

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

1. Select . *The* ***STOCK NBR Browse*** *pop-up window appears.*



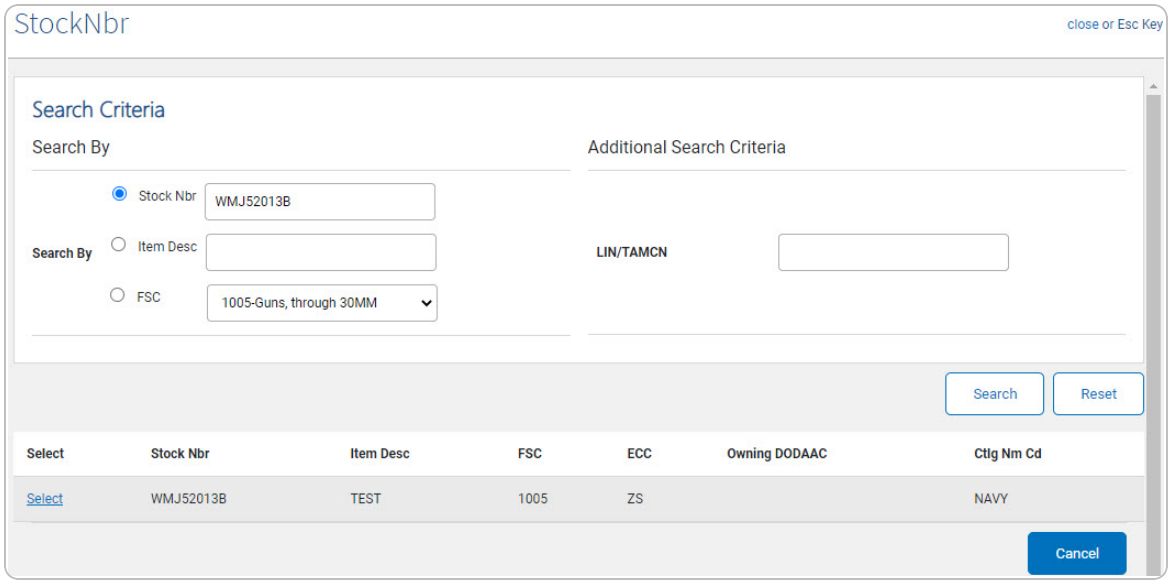
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Dispatch Rate

Browse for a Stock Number — Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
LIN/TAMCN
ECC

Util Measure Cd
Util Measure Desc
Util Meter

Procedures

ELMS Navigation Helpful Tips

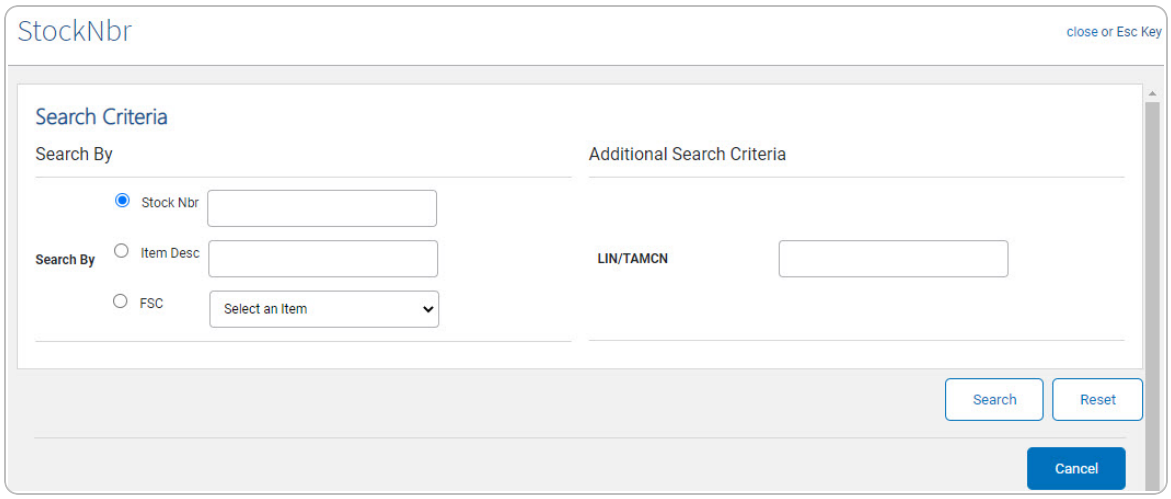
Click the following link to display ELMS Navigation Tips.

Browse for a Stock Nbr

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.*

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

1. Select . *The* ***Stock Nbr Browse*** *pop-up window appears*.



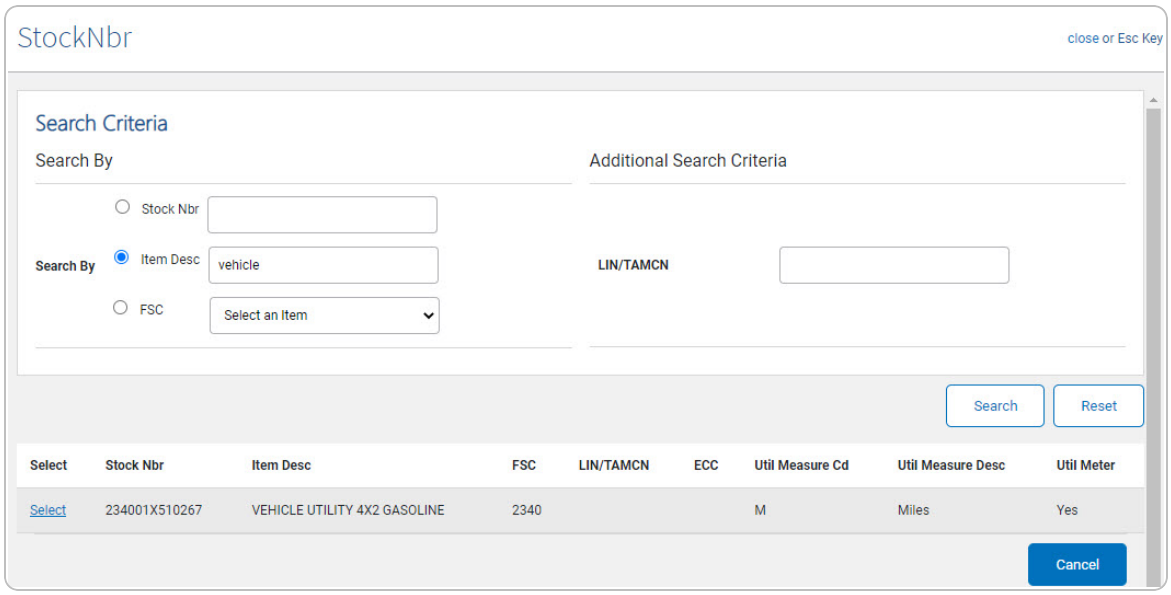
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
128 - To perform search, Item Desc must be three positions.	Invalid Entry. The Item Desc field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Wrnty/Svc/Subscription — Asset Assoc

Browse for Stock Number — FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Search Criteria

Stock Number
LIN/TAMCN
Item Desc
FSC

Stock Number Results Grid

Stock Number
Item Description

Procedures

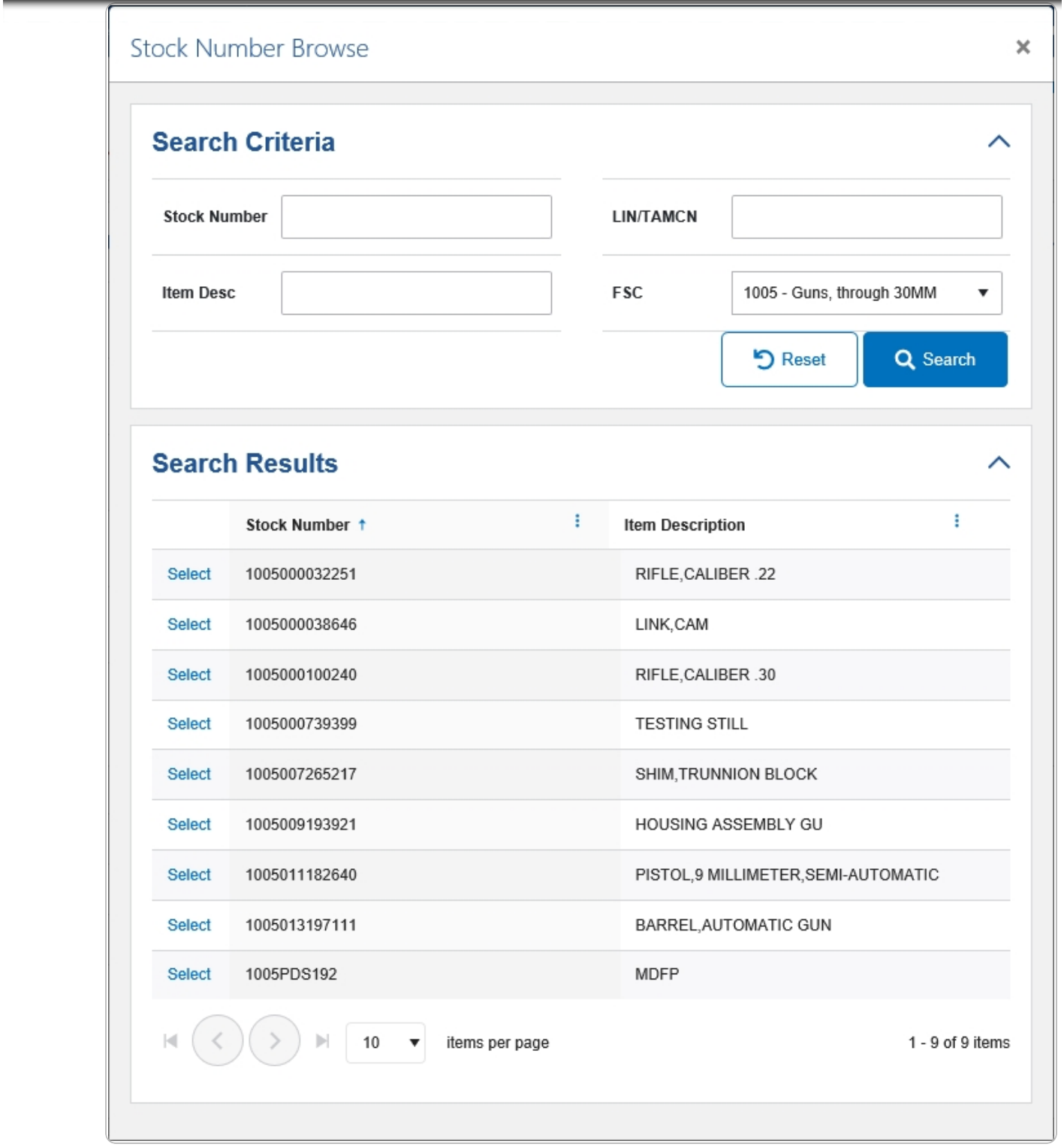
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a Stock Number

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. Use the search button to browse for the Stock Number entry. *The **Stock Number Browse** pop-up window displays.*


Stock Number Browse
Search Criteria
Stock Number
LIN/TAMCN
Item Desc
FSC
1005 - Guns, through 30MM
Reset
Search
Search Results
Stock Number
Item Description
Select 1005000032251 RIFLE,CALIBER .22
Select 1005000038646 LINK,CAM
Select 1005000100240 RIFLE,CALIBER .30
Select 1005000739399 TESTING STILL
Select 1005007265217 SHIM,TRUNNION BLOCK
Select 1005009193921 HOUSING ASSEMBLY GU
Select 1005011182640 PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
Select 1005013197111 BARREL,AUTOMATIC GUN
Select 1005PDS192 MDFP
10
items per page
1 - 9 of 9 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use ▾ to select the FSC.
3. Select Search. *The results appear in the **Stock Number Results** grid.*
4. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan Detail — Parts

FSM

- Authorization Details
- Review Authorizations

Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

ELMS Modules > *Various Procedural Steps* > > Technician Browse pop-up window

Page Fields

The following fields display on the **Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Serial Nbr
Asset Id
Work Plan

Saved Information Grid

All
Select
Last Name
First Name
Assets Certs Missing

Procedures

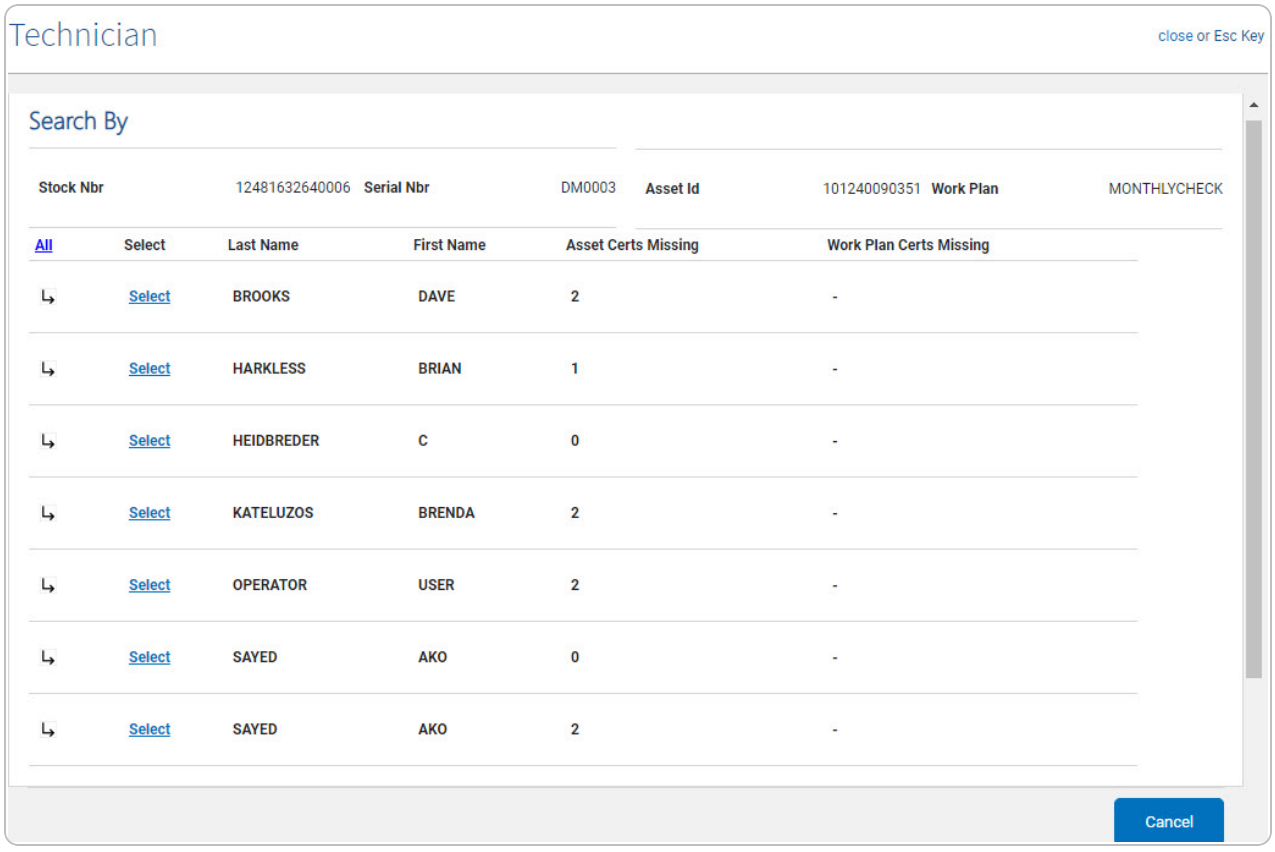
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

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

1. Select . *The* ***Technician Browse*** *pop-up window appears*.



2. *Verify the* STOCK NBR.
3. *Verify the* SERIAL NBR.

4. *Verify the ASSET ID.*
5. *Verify the Work Plan.*
6. *Verify the Saved Information Grid of the desired Technician.*
   A. *Verify the Last Name.*
   B. *Verify the First Name.*
   C. *Verify the ASSET CERTS Missing.*
   D. *Verify the WORK PLAN CERTS Missing.*
7. Choose the Select hyperlink of the desired Technician. *The **Technician Browse** pop-up window closes and the selected name appears in the Primary Tech field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note

The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Type Designator
Acq Program
Type Dsg Group

Search Results Grid

Type Dsg

Type Dsg Group
Acq Program
Yrs Svc Life
Fdcry Deprn Method
Util Measure
Util Svc Life

Procedures

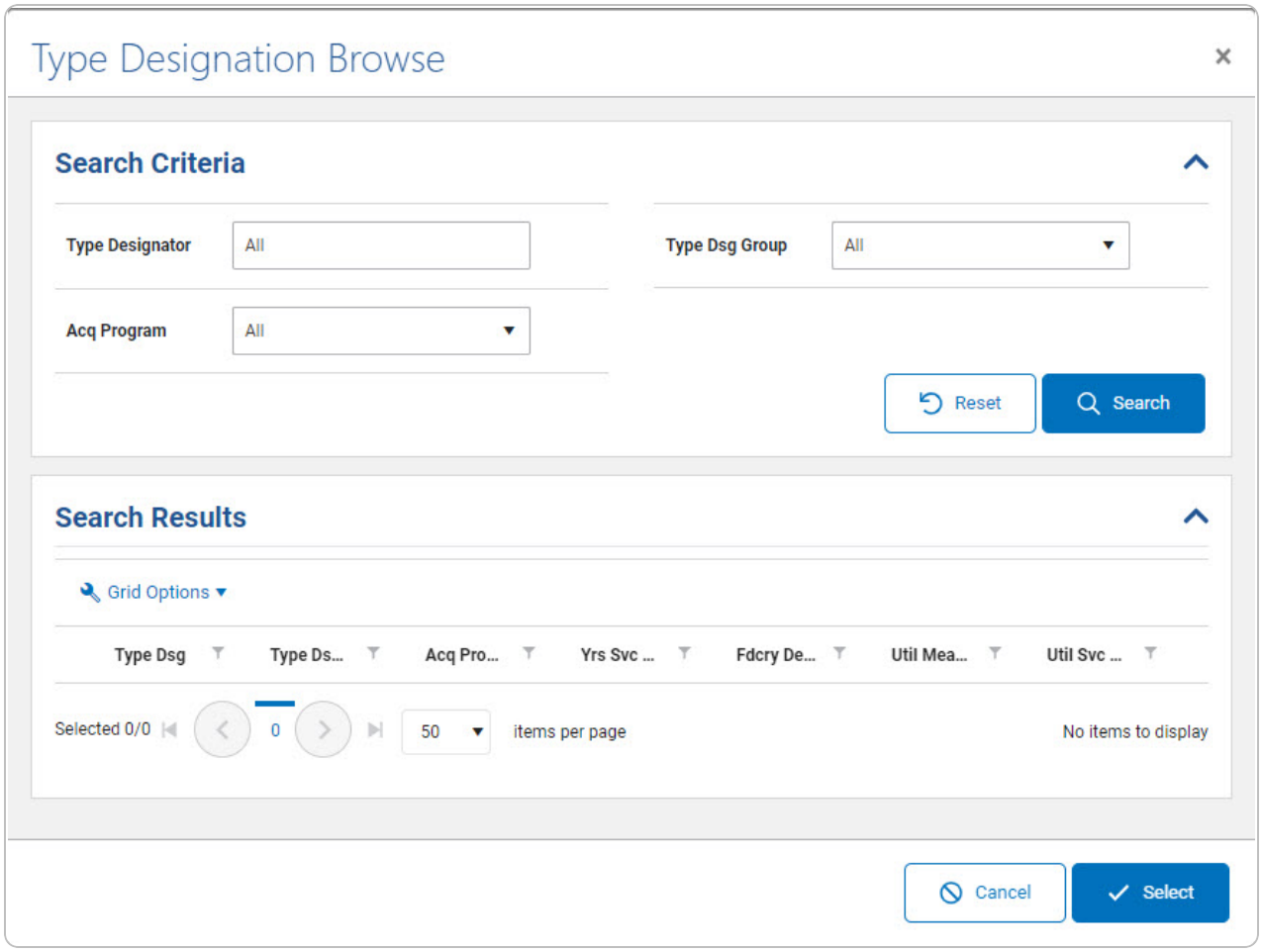
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

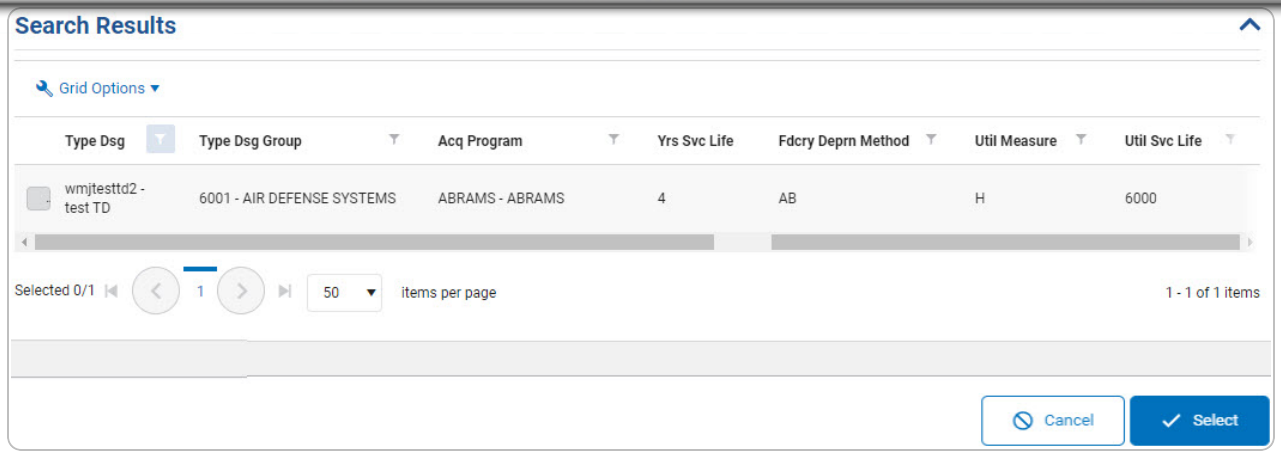
Browse for a Type Designation

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 . *The* ***Type Designation Browse*** *pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Enter the Type Designator in the field provided. *This is a 256 alphanumeric character field.*
   - Use to select the Acq Program.
   - Use to select the Type Dsg Group.
3. Select Search. *The results appear in the* ***Type Designation Search Results*** *grid.*



4. Click ☐ to select the Type Designation. *This highlights the desired row.*

5. Click Select. *The desired Type Designation appears in the TYPE DSG field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria.	entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC Search Criteria Grid

Site Id
DoDAAC
Org Id
UIC
Major Command Code

UIC Results Grid

Select
UIC
Organization Id

Procedures

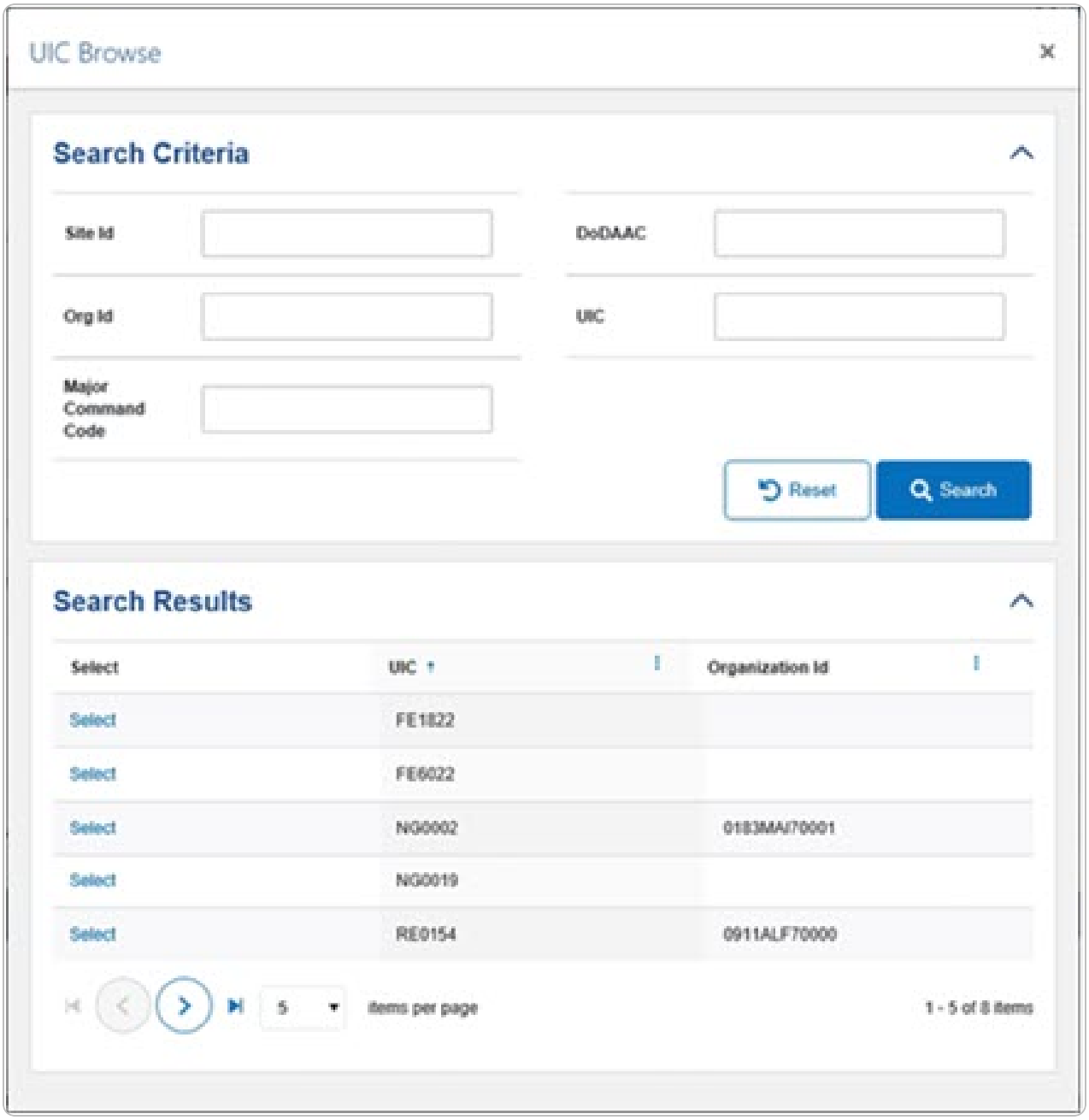
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

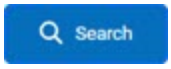
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select . *The **UIC Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*

3. Select 

. *The results appear in the **UIC Search Results** grid.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization

Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC RP Installation Code Search Criteria Grid

Component Code
Installation Code
Installation Name

UIC RP Installation Code Search Results Grid

Select
Installation Code
Component Code
Installation Name

Procedures

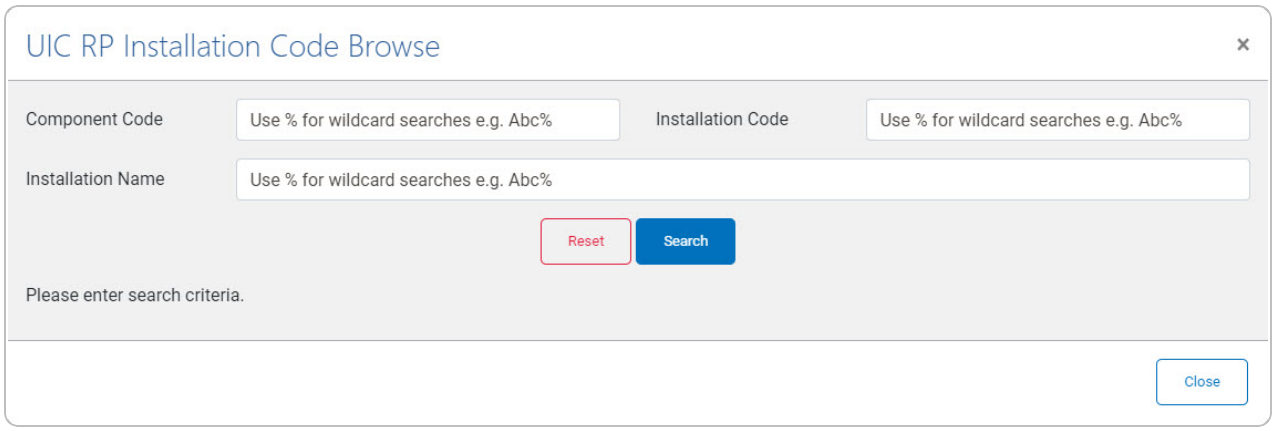
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

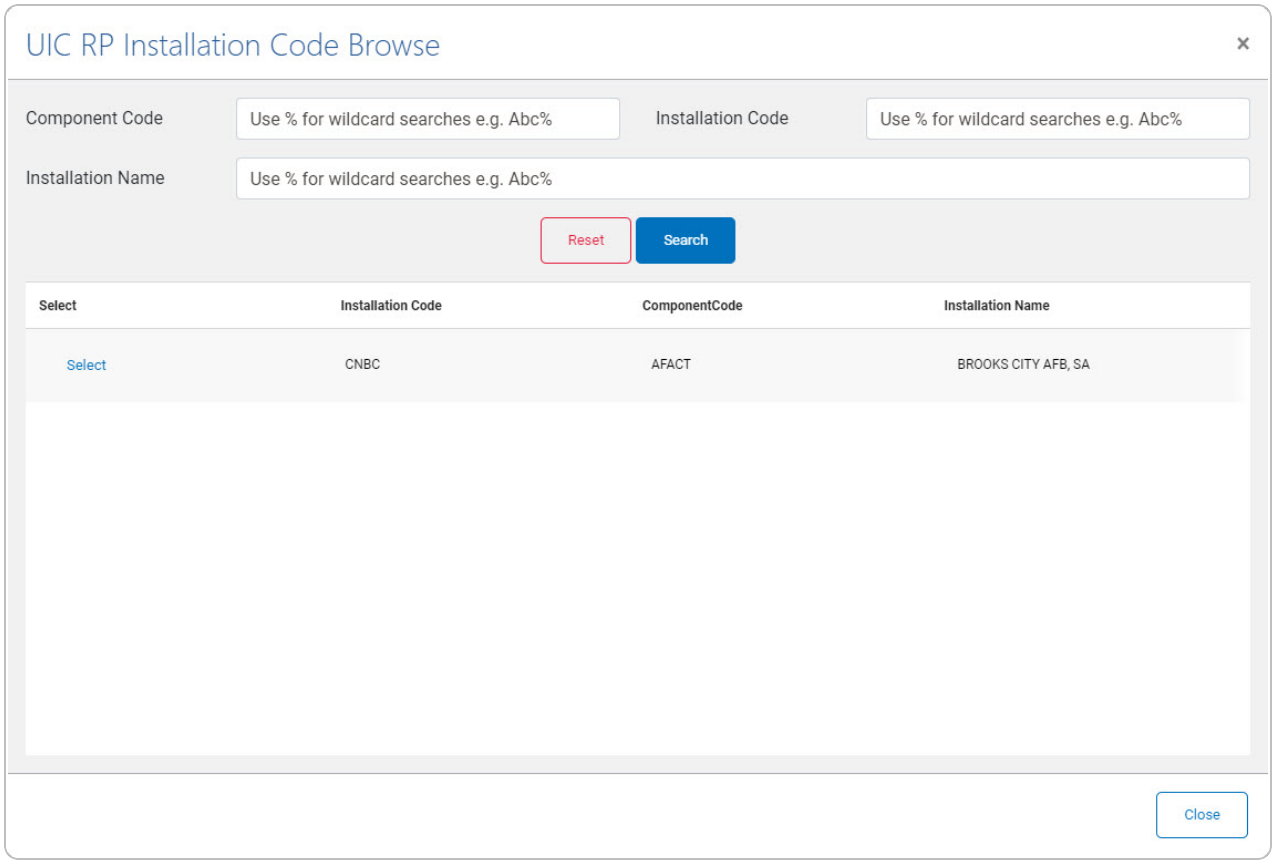
Browse for an Installation Code

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 . *The **UIC RP Installation Code Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
   - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
3. Select Search. *The results appear in the **Search Results** grid.*



4. Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC

Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

ELMS M&U Module > *Various Procedural Steps* > > Warehouse Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Warehouse Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC

LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

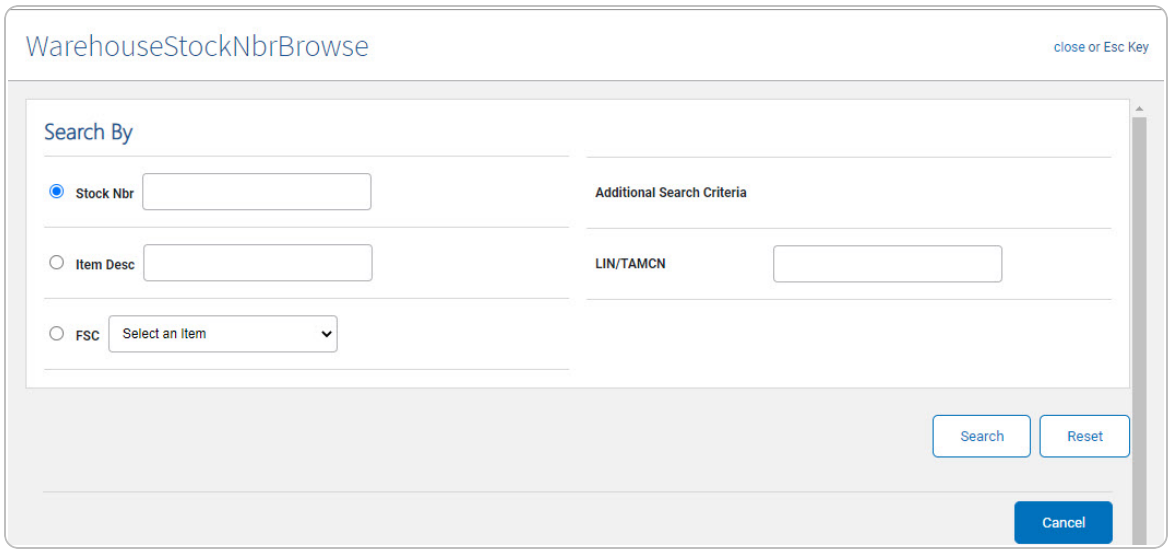
Click the following link to display M&U Navigation Tips.

Browse for a Warehouse Stock Number

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.*

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

1. Select . *The* ***Warehouse Stock Nbr Browse*** *pop-up window appears.*



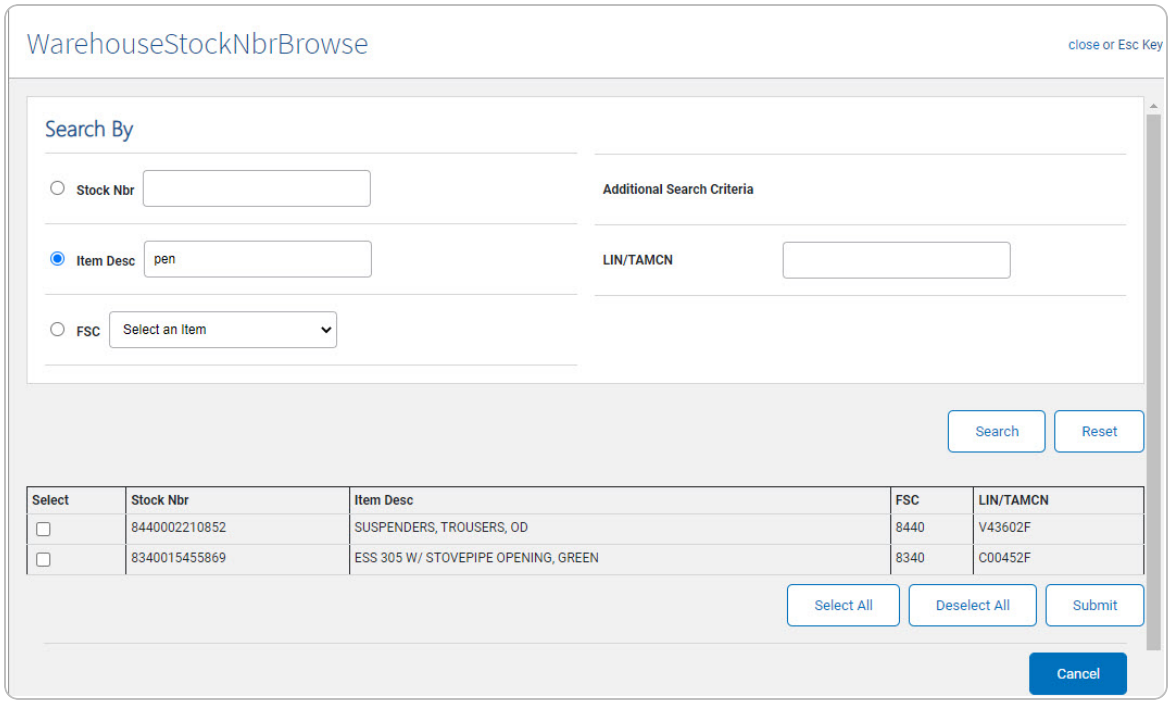
2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

Note

Only choose one of the three options. Stock Nbr is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the Warehouse STOCK NBR Grid below.*



5. Select ☐ next to the desired STOCK NBR.
6. Select Submit. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *LIN/TAMCN*.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association

Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > *Various Procedural Steps* > > Work Order Browse pop-up window

Page Fields

The following fields display on the **Work Order Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order — Search By Grid

Work Order Id
Status Cd
Priority Cd
Estbd Dt From
Estbd Dt To
Asset Id
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Doc Nbr

Search Results Grid

Select
Work Order Id
Estbd Dt
Work Order Desc
Work Order Status
Work Order State
Priority Cd
Asset Id
Serial Nbr
Secondary Serial Number
UII
Item Desc
Doc Nbr

Procedures

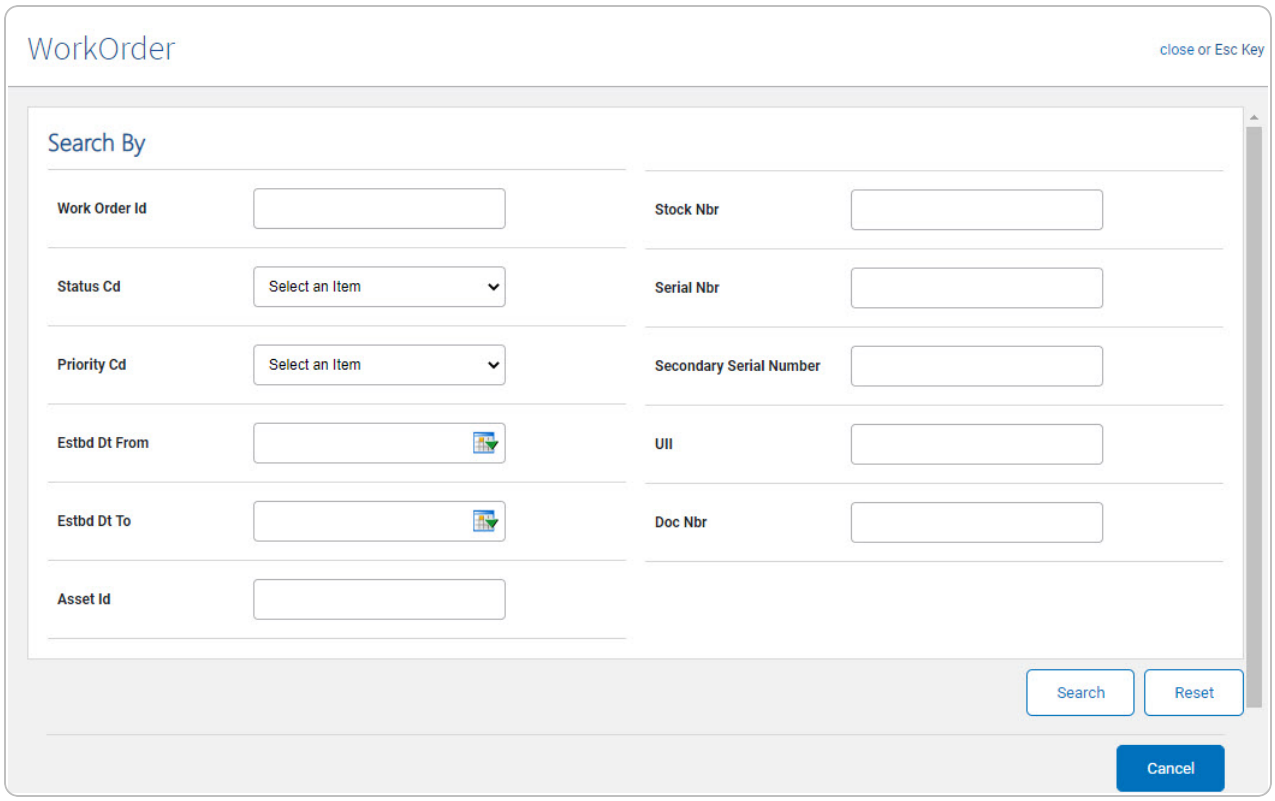
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Work Order

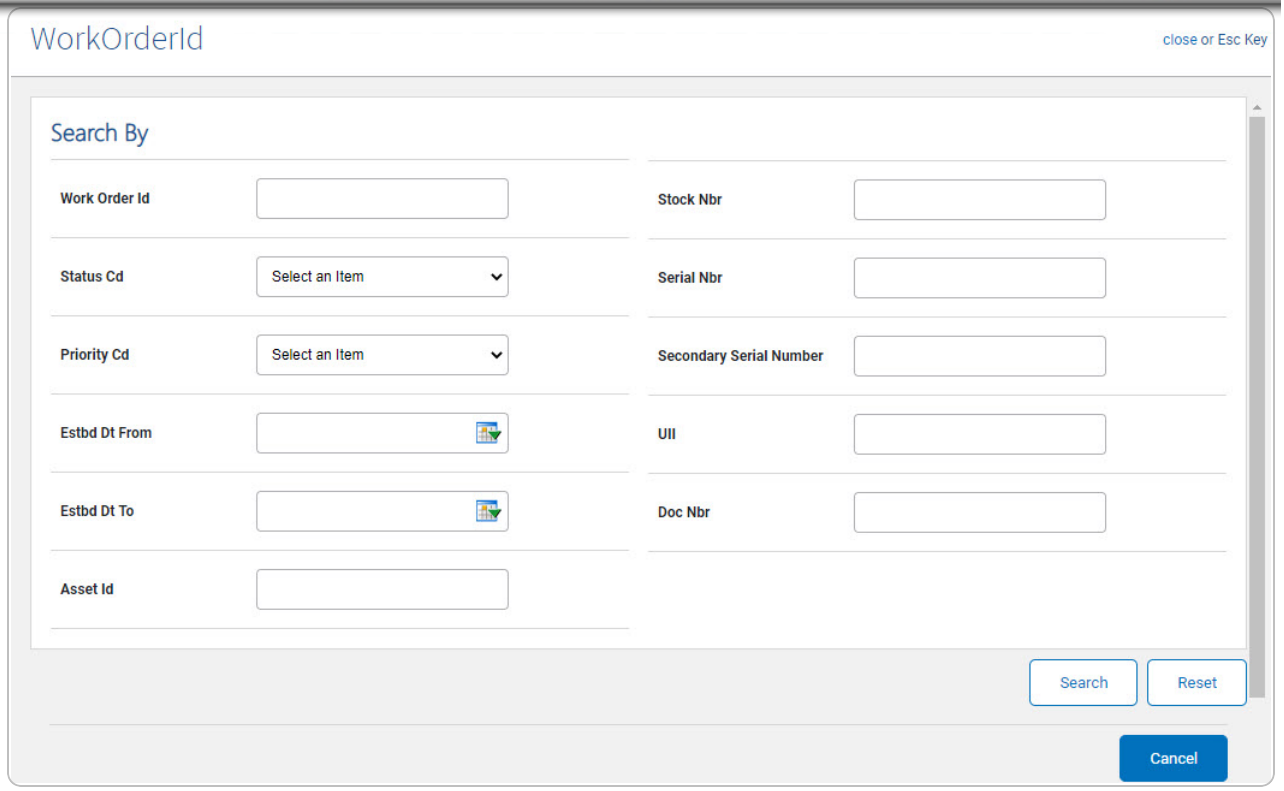
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

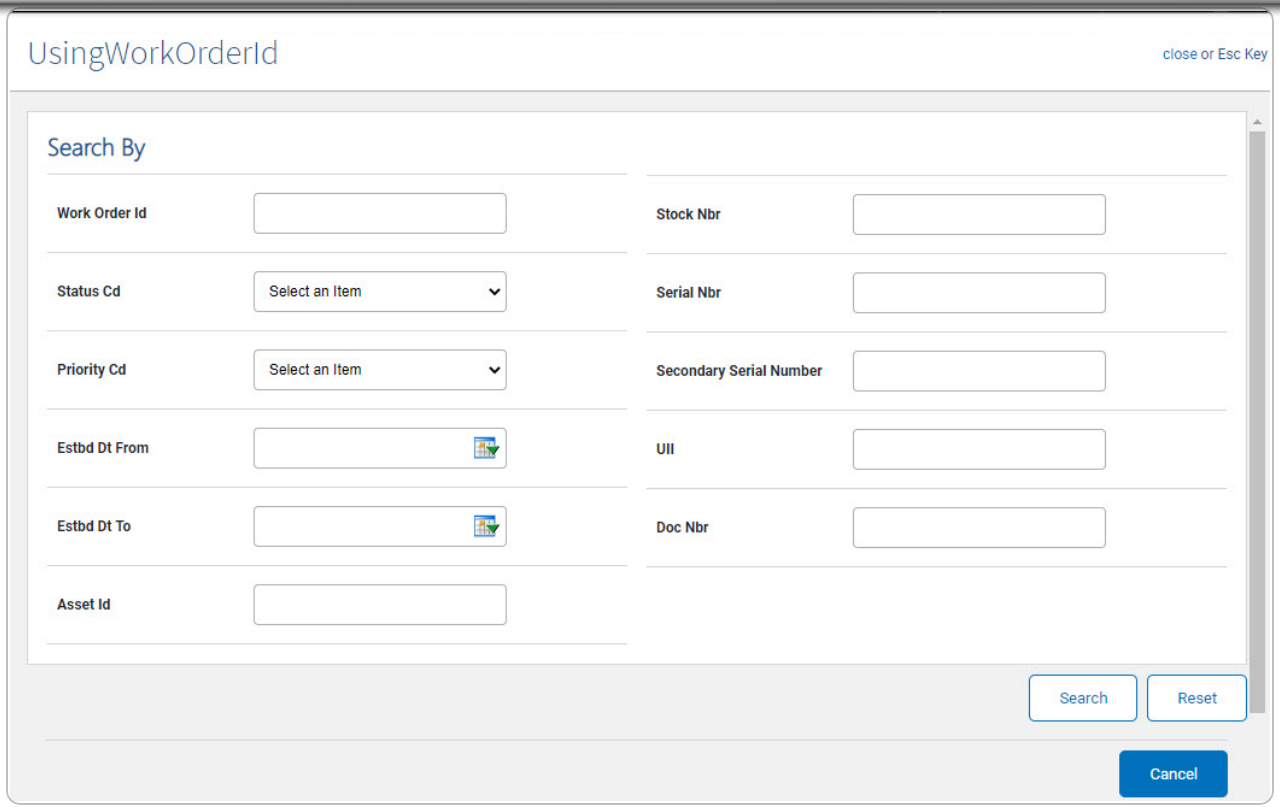
1. Select . *The **Work Order** pop-up window appears*.



Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.

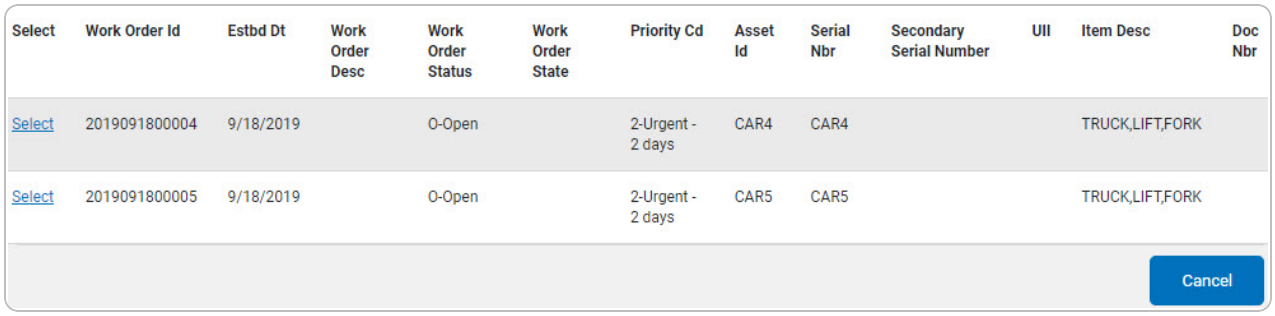

WorkOrderId
close or Esc Key
Search By
Work Order Id
Stock Nbr
Status Cd
Select an Item
Serial Nbr
Priority Cd
Select an Item
Secondary Serial Number
Estbd Dt From
UII
Estbd Dt To
Doc Nbr
Asset Id
Search
Reset
Cancel



2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.
   - Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
   - Use to select the Status Cd.
   - Use to select the Priority Cd.
   - Use to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.
   - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
   - Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
   - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
   - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*

- Enter the UII. *This is a 50 alphanumeric character field.*
- Enter the DOC NBR. *This is a 14 alphanumeric character field.*

3. Select Search. *The results appear in the **Work Plan Search Results** grid.*



Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

Cancel

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
XXX — ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.

XXX — ESTBD DT TO Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT TO Date. Re—enter the date.
408 — ASSET ID cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 — Invalid UII format. POS 1 — 50 must be alphanumeric with POS 1 — 6	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

mandatory.	
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

Related Topics

Browse for a Work Order Id

Overview

The Work Order Id Browse pop-up window allows searching for Work Order Id's that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > *Various Procedural Steps* > > Work Order Id Browse pop-up window

Page Fields

The following fields display on the **Work Order Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Work Order Status Code
Has Assets

Has Assets Grid

All
No
Yes

Work Order Id
Stock Number
NMC

NMC Grid

All
No
Yes

Search Results Grid

Select
Work Order ID
Work Order Status Code
Priority Code
Asset ID
Stock Number
Item Desc
Serial Number
Secondary Serial Number
Work Order Reason

Procedures

ELMS Navigation Helpful Tips

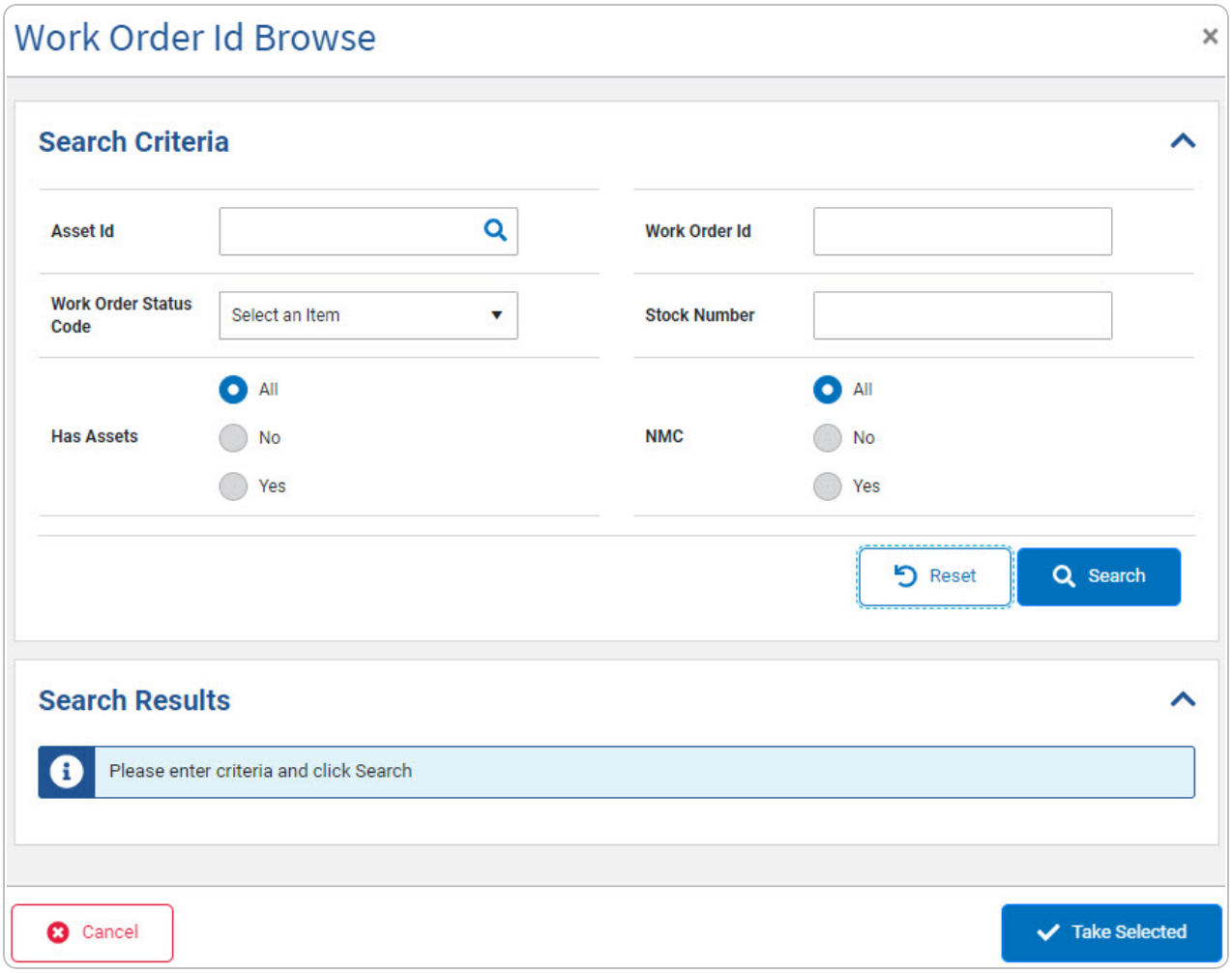
Click the following link to display M&U Navigation Tips.

Browse for a Work Order Id

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.*

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

1. Select . *The* ***WORK ORDER ID*** *pop-up window appears*.



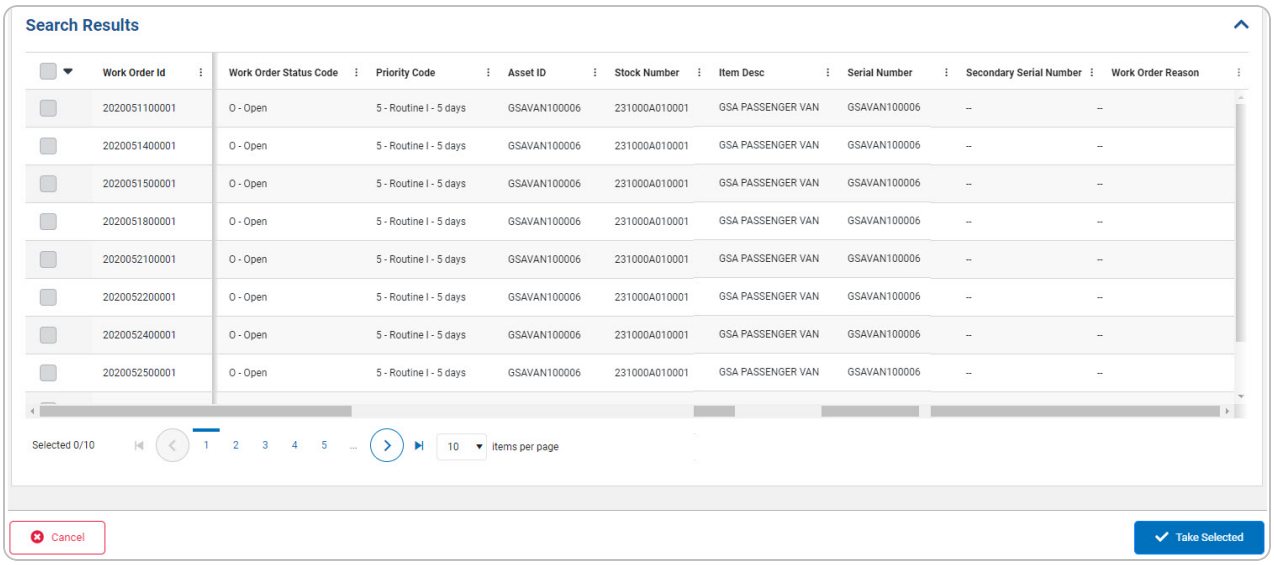
2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Enter the ASSET ID. *This is a 12 alphanumeric character field.*
- Use to select the Work Order Status Code.
- Select Has Assets. *Determines whether the results includes or excludes work orders with assets.*
- Enter the WORK ORDER ID, or use to browse for the entry. *This is a 20 numeric character field.*

Work Order Browse help

- Enter the Stock Number. *This is a 15 alphanumeric character field.*
- Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
- Select NMC. *Determines whether the results includes or excludes work orders with NMC assets.*

3. Select Search. *The results appear in the **WORK ORDER ID Search Results** grid.*



4. Click to select the WORK ORDER ID. *This highlights the desired row.*

5. Click Take Selected. *The desired WORK ORDER ID appears in the WORK ORDER ID field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.

not have the appropriate security access.	Enter different Search Criteria and try the Search again.
408 — Asset Id cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
82 — Stock Nbr must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.

94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

Related Topics

M&U

- Search for a Work Order

Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Work Plan Browse pop-up window

Page Fields

The following fields display on the **Work Plan Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Plan Selection

Search Results Grid

Select
Plan Id
Plan Type Cd
Plan Name
Plan Description
Activity Name

Procedures

ELMS Navigation Helpful Tips

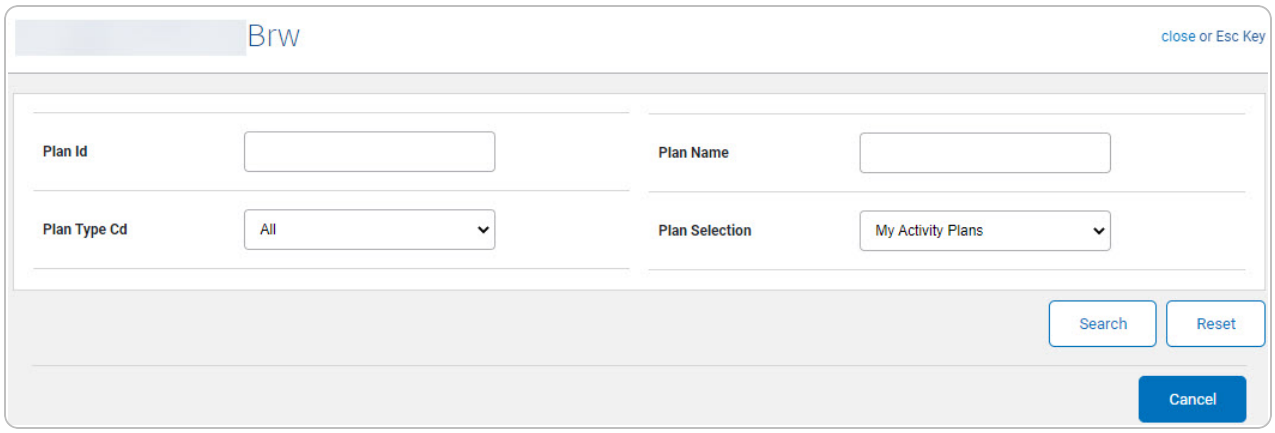
Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan

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.*

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

1. Select . *The* ***Work Plan Browse*** *pop-up window appears*.



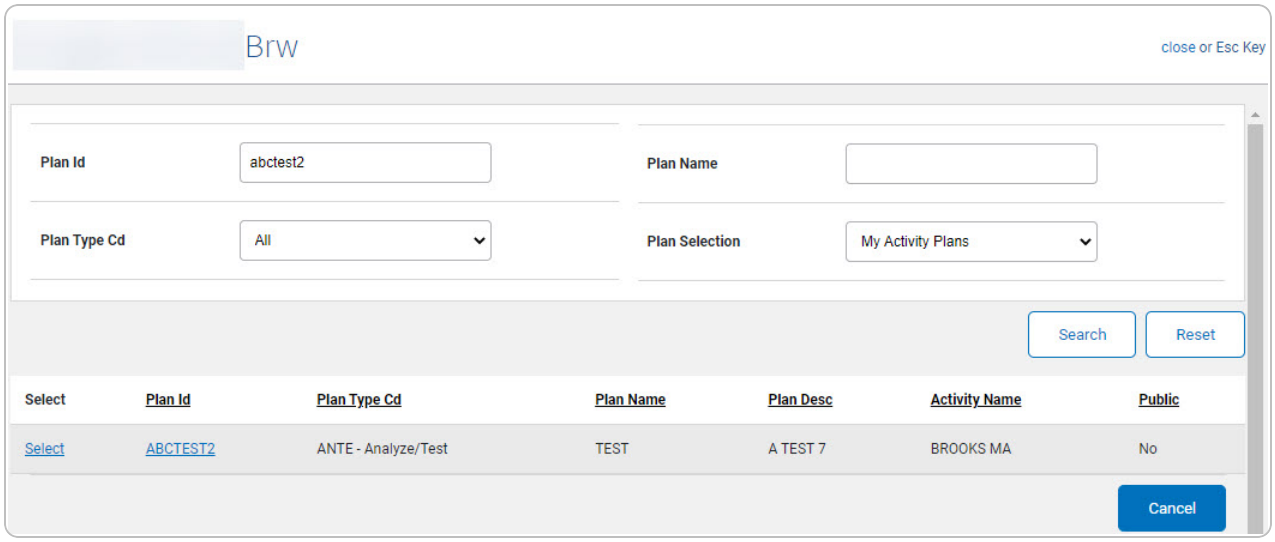
Note

This process is also used for Using Work Plan ID Browse.

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the PLAN ID *This is a 50 alphanumeric character field.*
   - Use to select the Plan Type Cd.

- Enter the Plan Name *This is a 50 alphanumeric character field.*
- Use ⌄ to select the Plan Selection.

3. Select Search. *The results appear in the* ***Work Plan Browse Search Results*** *grid.*



4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan

Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > + Add > Select Work Plans pop-up window

Page Fields

The following fields display on the **Select Work Plans** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Name
Central Work Plan
Plan Type Cd
Maintenance Activity
Plan Selection

Search Results Grid

All
Plan Id
Plan Type

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan

Procedures

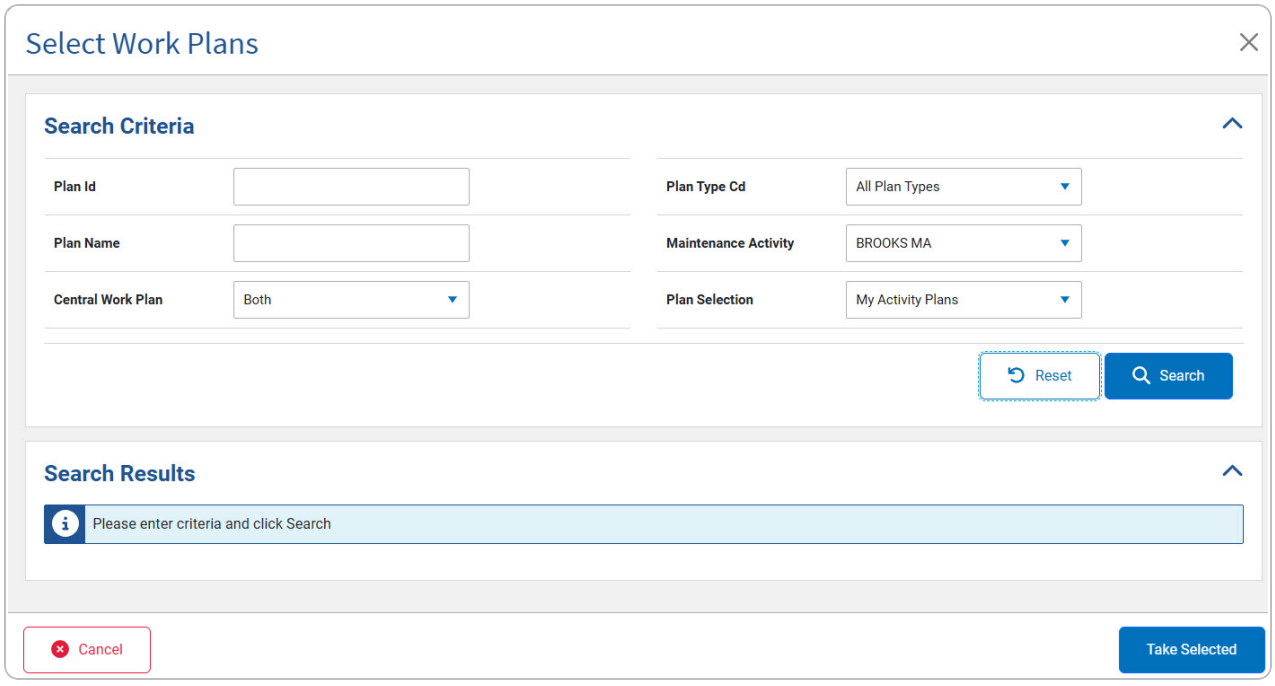
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan Identifier

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.*

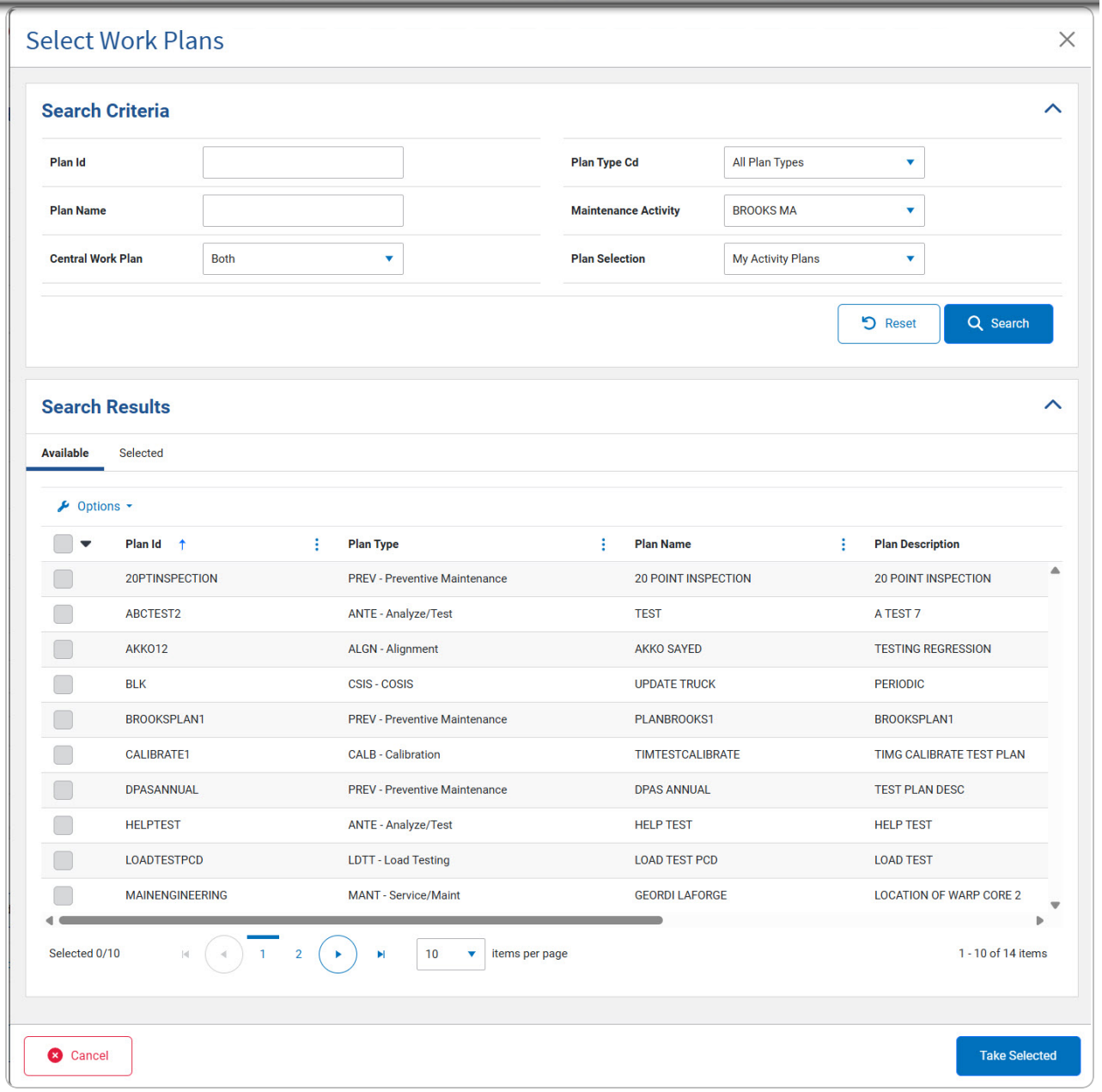
1. Select + Add. *The **Select Work Plans** pop-up window appears*.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▾ to select the Central Work Plan.
- Use ▾ to select the Plan Type Cd.
- Use ▾ to select the Maintenance Activity.
- Use ▾ to select the Plan Selection.

3. Select Search. *The results appear in the **Work PLAN ID Search Results** grid under the Available tab.*

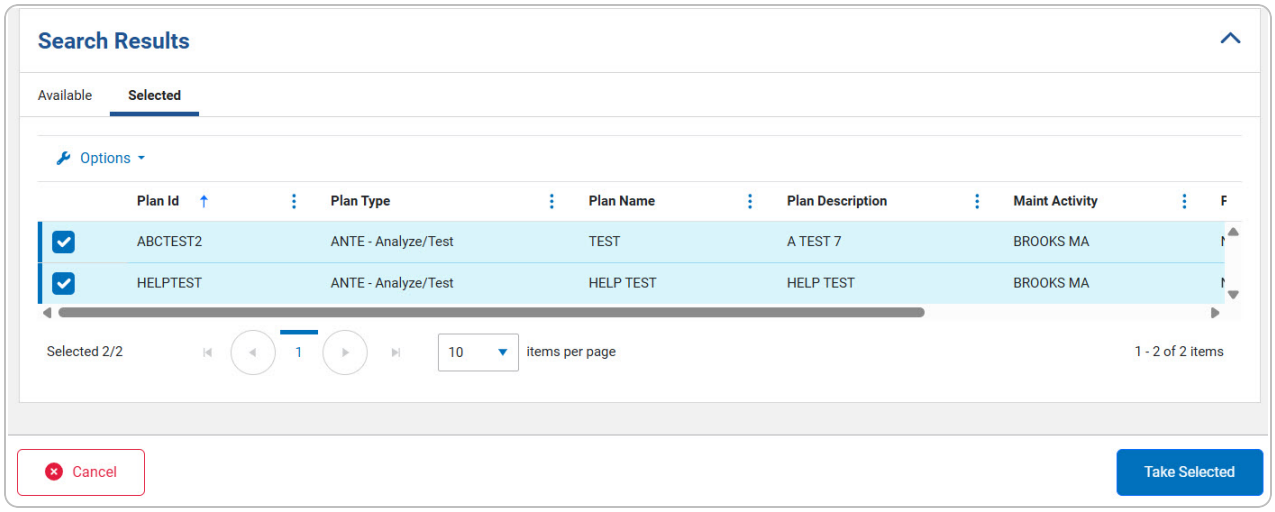


4. Click ☐ to select the PLAN ID.

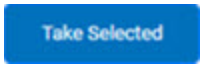
   Select Take Selected. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

5. **OR**

Select the Selected tab to view and remove the checked Work Plan Identifiers.



A. To deselect a Work PLAN ID, click . *The selected Work Plan Identifier is removed from the grid.*

B. Select  . *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Schedule Preventive Maintenance

User Identifier Browse

Reference Document

The purpose of this process in the Enterprise Logistics Management System (ELMS) is to allow users to browse for a User Id (User Identifier). Following the browse, the User Identifier is input into the User Id field of the particular **User Id Browse Search Criteria** screen.
This process may be used by any program requiring entry of a User Id. The program provides several retrieval options based upon the process calling the browse. These options and the processes using them are described below.
In addition to the individual User's permissions to perform a User Id browse, retrieval options are followed based on the process calling the browse:

- If the individual using the browse is an Application Security Officer, all active users are displayed.
- If the individual using the browse is a Site Security Officer, all active users are displayed that have access to the same sites as the security officer except those who are also Site Security Officers.
- If the individual using the browse is an Accountable Unit Identification Code Security Officer, all active users are displayed that have access to the same Accountable UICs (Unit Identification Code) as the security officer except those who are also Accountable UIC Security Officers.

Steps to Browse for A User Id

1. When necessary, select the **User Identifier** . The User Identifier Browse screen automatically opens when you enter the **ACTBLUIC/UIC/Custodian NBR Access** (Accountable Unit Identification Code, Unit Identification Code, and Custodian Number Access) screen.

Fields are displayed in the following order:

- **Search By** (Display–only)
- User Id — Entry field into which you may enter all or any part of a User Identifier. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.
- Last Name — An alternative data entry field into which you may enter all or any part of a user last name. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.

1. Select Search to begin the search, or select Reset to clear data. All fields are optional; however, you must enter data to limit the number of rows retrieved. Full or partial values can be entered in either field.

   The **User Id Search Browse Results** records are displayed.
   Fields and data are displayed in the following order. Restrictions on those User Ids displayed are based on the User Type and security profile of the user.
   - Carried forward from the **Search Criteria** screen:
   - **Search By**
   - **User Id**
   - **Last Name**
   - **Search Results** Grid display in the following order:
   - **Select** (Hyperlink)
   - **User Id** Default sort. Can sort on the column heading
   - **Last Name**
   - First Name

   You may alphabetically sort the return list by selecting the User Id link at the top of the User Id data column.
2. Choose the **Select** link for the User Id needed.

The data selected after the search populates the User ID (Identifier) field in the initial transaction screen being used, allowing you to continue processing your transaction. The **User Id Browse Search Results** screen also closes automatically.

Processing considerations for a User Id

- **Site Id**
  - When a site Security Officer is using the browse, ELMS automatically determines what sites the security officer can access also.
  - When returning results for a Site Security Officer using the browse, ELMS determines whether the user has access to any site that the Site Security Officer can access, too.
- **User Accountable UIC** (Unit Identification Code)
  - When an Accountable UIC Security Officer is using the browse, ELMS determines which Accountable UIC(s) the security officer can access. This includes determining whether the user has access to any Site Id that the Accountable UIC Security Officer can access.

Accessibility

The pages on the Enterprise Logistics Management System (ELMS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations.
All links are provided consistent with the Mission of the Enterprise Logistics Management System (ELMS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

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This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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Such communications and work product are private and confidential.
See User Agreement for details.

Contact Us

Contact Name

ELMS Support Team

POC

Leidos, Inc.

ELMS Support

Address

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

E-Mail Address

ELMSSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-843-3727

Alternate:

1-888-759-4851