



Search for a Paragraph Number — Criteria

Overview

The Property Accountability module Paragraph Number process provides the ability to add, update, and delete Paragraph Number(s). A Paragraph Number is a three digit value or a three digit plus one alpha value. When the fourth character is present, it represents a sub paragraph to the three digit Paragraph Number. A Paragraph Number is associated to a Property Custodian.

Navigation

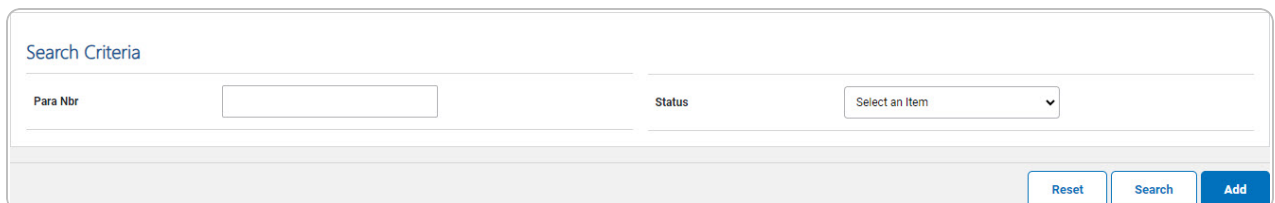
Authorizations > PARAGRAPH NBR > Paragraph Number Search Criteria page

Procedures


Search for a Paragraph 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 panel, narrow the results by entering one or more of the following fields.



The screenshot shows a 'Search Criteria' panel with two input fields: 'Para Nbr' and 'Status'. The 'Status' field is a dropdown menu with 'Select an Item' and a downward arrow. At the bottom right of the panel are three buttons: 'Reset', 'Search', and 'Add'.

2. Enter the PARA DESC in the field provided. *This is a 4 alphanumeric character field.*
3. Use  to select the Status.





4. Select . The **Paragraph Number Search Results** page appears.

Search Criteria

Para Nbr %	Status --
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Search Results


Update	Delete	Para Nbr	Para Desc	Status
Update	Delete	225	HELP DESK	ACTIVE
Update	Delete	404	TGROCE TEST PARA NBR	ACTIVE
Update	Delete	603J	LEARNING PARAS	ACTIVE
Update	Delete	990	990	ACTIVE






Add a Paragraph Number

Navigation

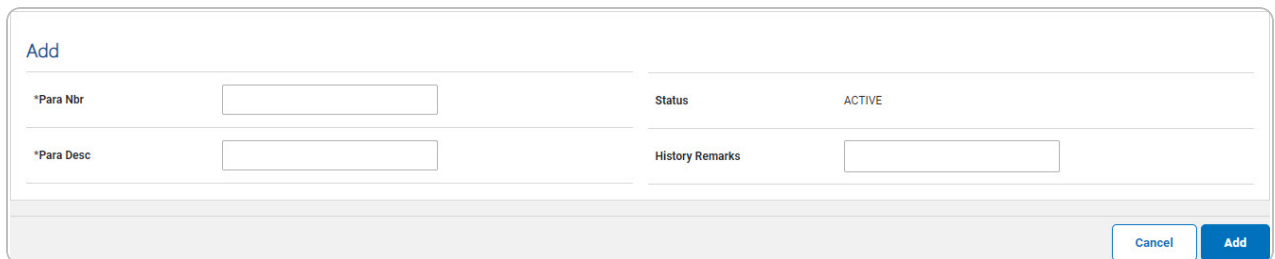
Authorizations > PARAGRAPH NBR > Search Criteria >  > Paragraph Number Add page

Procedures


Add a Paragraph Number

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

1. Select . The **Paragraph Number Add** page appears.



The screenshot shows a web form titled "Add". It contains four input fields: "*Para Nbr" (4 alphanumeric characters), "*Para Desc" (20 alphanumeric characters), "Status" (set to "ACTIVE"), and "History Remarks". There are "Cancel" and "Add" buttons at the bottom right.

2. Enter the PARA NBR in the field provided. *This is a 4 alphanumeric character field.*
3. Enter the PARA DESC in the field provided. *This is a 20 alphanumeric character field.*
4. Select . The **Paragraph Number Transaction Status** page appears.





Update a Paragraph Number

Navigation

Authorizations > PARAGRAPH NBR > Search Criteria > > Search Results > Update hyperlink > Paragraph Number Update page

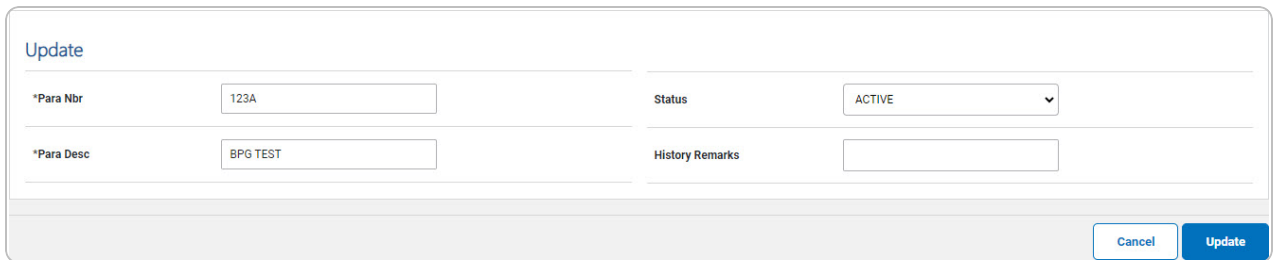
Procedures

Update a Paragraph Number

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

Bold numbered steps are required.

1. Select the Update hyperlink. The **Paragraph Number Update** page appears.



The screenshot shows a web form titled "Update". It contains four input fields arranged in a 2x2 grid. The top-left field is labeled "*Para Nbr" and contains the text "123A". The top-right field is labeled "Status" and is a dropdown menu with "ACTIVE" selected. The bottom-left field is labeled "*Para Desc" and contains the text "BPG TEST". The bottom-right field is labeled "History Remarks" and is empty. At the bottom right of the form are two buttons: "Cancel" and "Update".

2. Update the PARA NBR, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*
3. Update the PARA DESC, entering the revised description in the field provided. *This is a 20 alphanumeric character field.*
4. Select . The **Paragraph Number Transaction Status** page appears.





Delete a Paragraph Number

Navigation

Authorizations > PARAGRAPH NBR > Search Criteria > > Search Results > Delete hyperlink > Paragraph Number Delete page

Procedures

Delete a Paragraph Number

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

Bold numbered steps are required.

1. Select the Delete hyperlink. The **Paragraph Number Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete	
*Para Nbr	123A
Status	INACTIVE
*Para Desc	BPG TEST
History Remarks	<input type="text"/>

2. Verify the **PARA NBR**.
3. Verify the **PARA DESC**.
4. Select . The **Paragraph Number Transaction Status** page appears.

