



# Search for a Reference Publication – Criteria

## Overview

The Property Accountability module Reference Publication process provides the ability to add, update or delete any technical manuals, user's guides, etc., for any stock number.

## Navigation

Catalog > REF Publication > Reference Publication Search Criteria page

## Procedures

### Search for a Reference Publication

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 box, narrow the results by entering the following optional field:

Search Criteria

Stock Nbr





2. Select . The **Reference Publication Search Results** appears.

### Search Criteria

Stock Nbr  
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### Search Results

Update	Delete	Stock Nbr	Item Desc	Publication Nbr	Publication Title	Publication Dt
<a href="#">Update</a>	<a href="#">Delete</a>	7025706911000	PRINTER/PORTABLE	100F	OPERATORS MANUAL	05/14/2008





## Add a Reference Publication

### Navigation

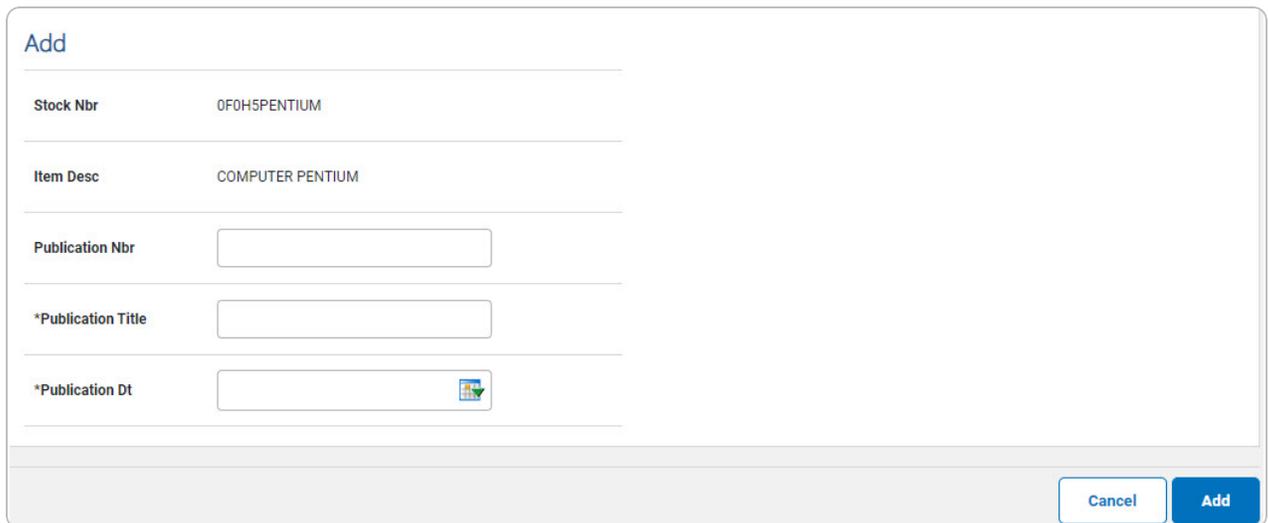
Catalog > REF Publication > Search Criteria >  > Reference Publication Add page

### Procedures

#### Add a Reference Publication

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

1. Select . The **Add a Reference Publication** page appears.



The screenshot shows a web form titled "Add" with the following fields:

- Stock Nbr: OFOH5PENTIUM
- Item Desc: COMPUTER PENTIUM
- Publication Nbr:
- \*Publication Title:
- \*Publication Dt:  

At the bottom right of the form are two buttons: "Cancel" and "Add".

- A. Enter the Publication Title in the field provided. *This is a 24 alphanumeric character field.*
  - B. Use  to select the Publication DT, or enter the date (MM/DD/YYYY) in the field provided.
2. Select . The new publication is saved, and the **Reference Publication Transaction Status** page appears.





# Update a Reference Publication

## Navigation

Catalog > REF Publication > Search Criteria >  > Search Results > Update hyperlink  
> Reference Publication Update page

## Procedures

### Update a Reference Publication

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 **Update a Reference Publication** page appears.

Update

Stock Nbr	0000000TRISH
Item Desc	ANOTHER BIG LOCKER TRISH
Publication Nbr	<input type="text" value="BPG123"/>
*Publication Title	<input type="text" value="BIG LOCKER INSTR"/>
*Publication Dt	<input type="text" value="4/29/2008"/> 

- A. Update the Publication Title, entering the revised title in the field provided. *This is a 24 alphanumeric character field.*
  - B. Update the Publication DT, using  or entering the date (MM/DD/YYYY) in the field provided.
2. Select . The revised publication is saved, and the **Reference Publication Transaction Status** page appears.





## Delete a Reference Publication

### Navigation

Catalog > REF Publication > Search Criteria >  > Search Results > Delete hyperlink > Reference Publication Delete page

### Procedures

#### Delete a Reference Publication

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 **Delete a Reference Publication** page appears.

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

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Delete

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Stock Nbr	0FOH5PENTIUM
Item Desc	COMPUTER PENTIUM
Publication Nbr	TESTNML
*Publication Title	NMLTEST
*Publication Dt	<input type="text" value="9/6/2023"/> 

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**A.** Verify the Publication Title.

**B.** Verify the Publication DT.

2. Select . The publication is removed, and the **Reference Publication Transaction Status** page appears.





# View the Reference Publication Details

## Navigation

Catalog > REF Publication > Search Criteria >  > Search Results > STOCK NBR hyperlink > Reference Publication Details page

## Procedures

### View the Reference Publication Details

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

1. Select the STOCK NBR hyperlink. The **Reference Publication Details** page appears.

Details

Stock Nbr	0000000TRISH
Item Desc	ANOTHER BIG LOCKER TRISH
Publication Nbr	BPG123
*Publication Title	BIG LOCKER INSTR
*Publication Dt	<input type="text" value="4/29/2008"/> 

- A. Verify the Publication Title.
  - B. Verify the Publication DT.
2. Select . The Details page closes, and the **Reference Publication Search Results** page appears.

