



Search for an Address Inquiry — Criteria

Overview

The Property Accountability module Address Inquiry process provides the ability to search for Address records.

Navigation

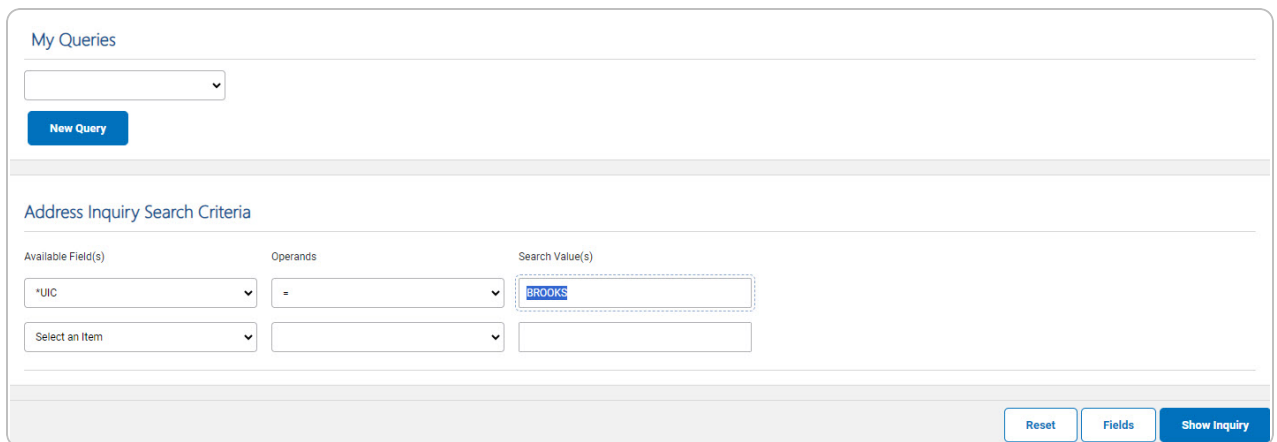
Inquiries > Master Data > Address > Address Inquiry Search Criteria page

Procedures

Search for an Address 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.



The screenshot shows the 'Address Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the 'Address Inquiry Search Criteria' section contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with '*UIC' selected. The 'Operands' column has a dropdown menu with '=' selected. The 'Search Value(s)' column has a text input field with 'BROOKS' entered. Below these columns, there are two more rows with dropdown menus for 'Select an Item' and an empty dropdown menu. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (UIC) automatically populates and is not editable.
 - B. Use  to select the second Available Field.





Note



Adding another Available Field  automatically populates an additional search criteria row.

Note



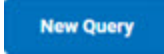
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
 - B. Use  to select the second Operands.
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.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Address Inquiry — Results** page appears.*

Add a My Queries Inquiry

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





Help Reference Guide

My Queries

Address Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	BROOKS
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
 4. Select . *The **Address Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Address 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.*





Help Reference Guide

My Queries

[New Query](#)

Address Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	BROOKS
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

- Select [Fields](#). The **Address Inquiry – Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Address Inquiry – Results** page appears.

Update a My Queries Inquiry

- Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

Test 2

[Delete Query](#) [New Query](#) [Update Query](#)

Address Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	BROOKS
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

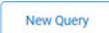
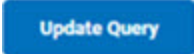
- Select [Update Query](#). The query information is updated.

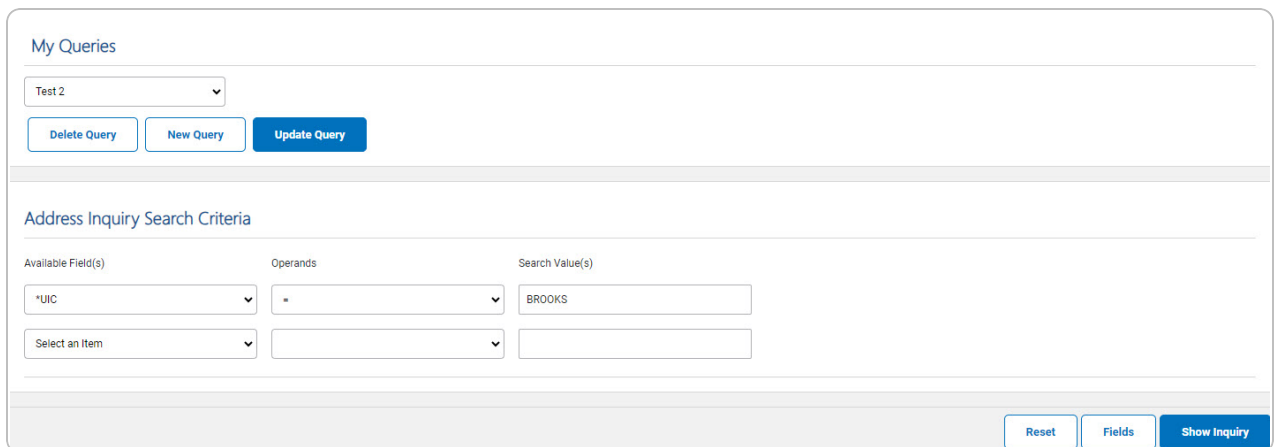




3. Select . The **Address Inquiry — Select Fields** page appears.
- OR
- Select . The **Address Inquiry — Results** page appears.

Delete a My Queries Inquiry

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



Available Field(s)	Operands	Search Value(s)
*UIC	=	BROOKS
Select an Item		

Buttons at the bottom: Reset, Fields, Show Inquiry

2. Select . The query information is removed.

Revise the Fields for the Inquiry

- Select . The **Address Inquiry — Select Fields** page appears.





Search for an Address Inquiry — Results

Navigation

Inquiries > Master Data > Address > Search Criteria > [Show Inquiry](#) > Address Inquiry Search Results page

Procedures

Export the Address 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

UIC	POC Type Cd	Display Desc	Report Acty Name	POC	Phone Nbr	E-Mail Address
BROOKS	DE	Destination	TEST2	TEST2	000-000-0000	
BROOKS	DE	Destination	PUERTO RICO TEST			
BROOKS	DE	Destination	WILLIE WONKA	ME	555-555-5555	
BROOKS	DE	Destination	WARREN DRMO	BILLY CAMPANA		
BROOKS	DE	Destination	GREENCASTLE DRMO	ROBERT JONES	555-555-5555	RJONES@GADRM0.GOV
BROOKS	DE	Destination	CAMP HILL DRMO CENTER			
BROOKS	DE	Destination	FT BENNING DRMO FACILITY	JOE SMITH	757-555-5698	JOE.SMTH@US.AF.MIL
BROOKS	DE	Destination	CHUCKS DRMO	CHARLIE BLACKMON	222-222-2222	CBLACKMON@DLA.GOV
BROOKS	DE	Destination	AAA			
BROOKS	DE	Destination	TURN IN			
BROOKS	DE	Destination	TAMPA MACHINERY AUCTION	ERIC NELSON	8139862485	GSASWAP@TMAUCTION.COM
BROOKS	DE	Destination	AKO	AKO SAYED	717-802-8259	SAYED.AKO@GMAIL.COM
BROOKS	DE	Destination	ABIGAIL	ABBY KEYS		
BROOKS	DE	Destination	TIM TEST ACTIVITY			
BROOKS	DE	Destination	DLA DISPOSITION SERVICES NORFOLK	AREA MANAGER NORFOLK	757-456-2412	
BROOKS	DE	Destination	BEFAST COL	ANDY BERNARD		
BROOKS	DE	Destination	DE TURN IN TO NEW CUMBERLAND		555-555-5556	NOREPLY@LEIDOS.COM
BROOKS	DE	Destination	QUALITY CONTROL HELP	QUALITY CONTROL HELP	555-555-5555	NOREPLY@LEIDOS.COM

05/20/2024 19:49
For Official Use Only

1 of 1

[Cancel](#)

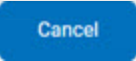
Note



To reach the optional fields, refer to the Address Inquiry — Field Selection page.





2. Select . The **Address Inquiry 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.*





Select Fields for the Address Inquiry

Navigation

Inquiries > Master Data > Address > Search Criteria > > Address Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.





1. Select Fields . The **Address Inquiry** page appears.

Field Selection

Extract Excel File
☒

Extract Text, Comma Separated File
☐

Extract Id

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	POC Type Cd	Point of Contact Type
☒	Display Desc	
☒	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☒	POC	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excess asset is being donated. A name used to identify individual as the point of contact.
☒	Phone Nbr	Point of Contact Phone Number
☒	E-Mail Address	Electronic Mail Address.
☐	Location	The holding location of the entity.
☐	Non Cntr City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For SCHOOL DONATION the name of the city address of the school where the excess asset is being donated
☐	Non Cntr State Cd	The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility
☐	Non Cntr ZIP Cd	The Zip Code of the responsible reporting activity
☐	Non Cntr Country Cd	Identifies the country of the DRMO site.
☐	Latitude	The Latitude where the address is located
☐	Longitude	The Longitude where the address is located

Cancel

Reset

Show Inquiry

Submit

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.



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4. Use  to select the Privacy Type.

Add a Selection List

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

My Selections

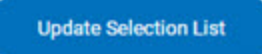
☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	POC Type Cd	Point of Contact Type

Note



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

2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

Select  for small volumes of data. The **Address Inquiry — Results** page appears.

- 3.

OR

Select  for large volumes of data. The **Address Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	POC Type Cd	Point of Contact Type

Select  for small volumes of data. *The **Address Inquiry — Results** page appears.*

- 2.

OR

Select  for large volumes of data. *The **Address Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*

My Selections

Test 2

Delete Selection List

New Selection List

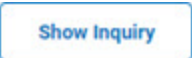
Update Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	POC Type Cd	Point of Contact Type

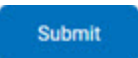




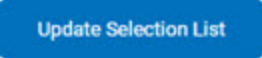
2. Select . The page refreshes.

Select  for small volumes of data. The **Address Inquiry — Results** page appears.

3.
OR

Select  for large volumes of data. The **Address Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .

My Selections

Test 2
▼

Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	POC Type Cd	Point of Contact Type

2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting  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  at any point of this procedure returns all fields to the default "All" setting.





1. Select [Fields](#). The **Address Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

My Selections

New Selection List

☐ Field	Field Description
☒ UIC	The UIC of the maintenance activity assigned to service the asset.
☒ POC Type Cd	Point of Contact Type
☒ Display Desc	
☒ Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☒ POC	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excess asset is being donated. A name used to identify individual as the point of contact.
☒ Phone Nbr	Point of Contact Phone Number
☒ E-Mail Address	Electronic Mail Address.
☐ Location	The holding location of the entity.
☐ Non Cntr City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For SCHOOL DONATION the name of the city address of the school where the excess asset is being donated
☐ Non Cntr State Cd	The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility
☐ Non Cntr ZIP Cd	The Zip Code of the responsible reporting activity
☐ Non Cntr Country Cd	Identifies the country of the DRMO site.
☐ Latitude	The Latitude where the address is located
☐ Longitude	The Longitude where the address is located

Cancel

Reset

Show Inquiry

Submit

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 data-base. The more data returned, the longer the inquiry takes.

Select [Show Inquiry](#) for small volumes of data. The **Address Inquiry — Results** page appears.

- 3.





OR

Submit

Select for large volumes of data. The **Address Inquiry Transaction Status** page appears.





View the Address Inquiry Detail

Navigation

Inquiries > Master Data > Address > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Address Inquiry Detail page

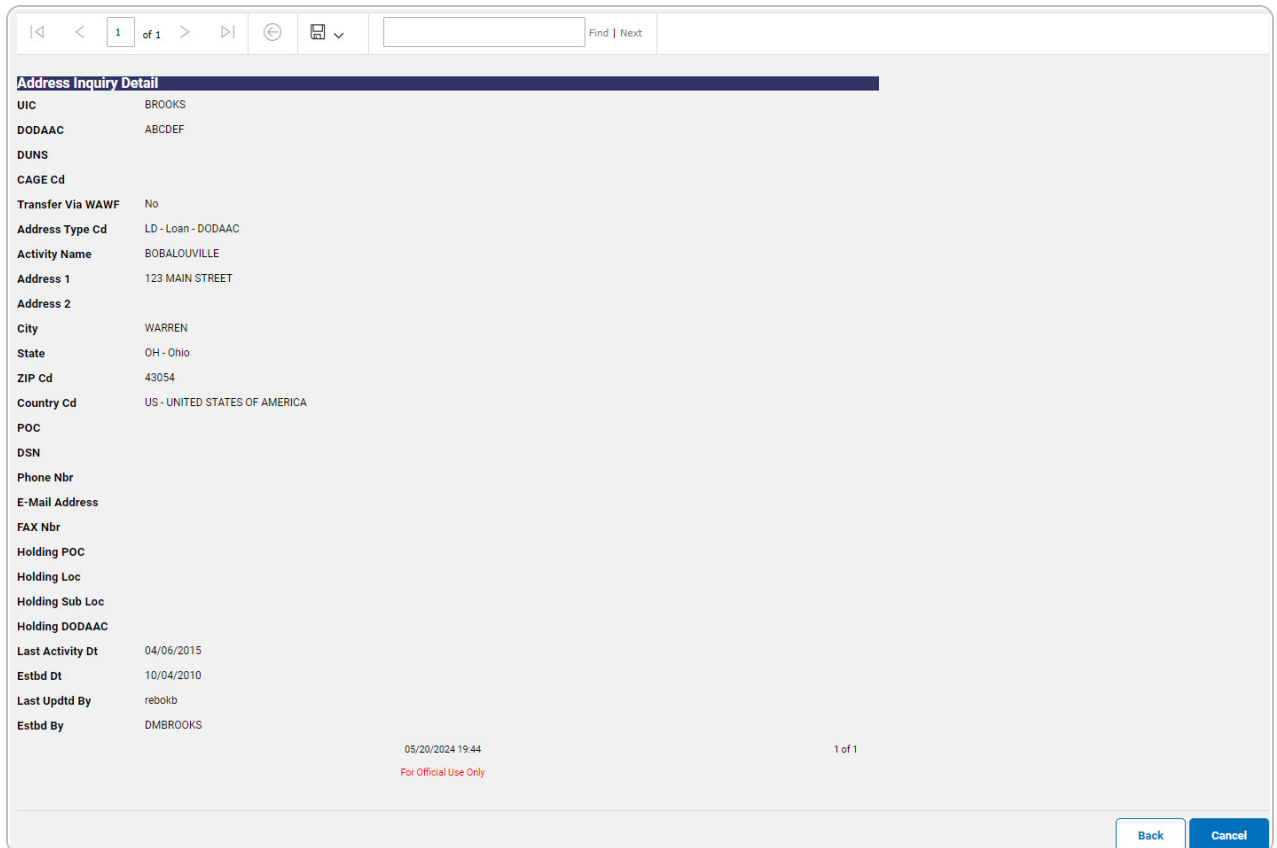
Procedures

Export the Address Inquiry Detail

[Cancel](#)

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

1. **Verify the Address tab.**



The screenshot shows the 'Address Inquiry Detail' form. At the top, there is a navigation bar with '1 of 1' and 'Find | Next' buttons. The form fields are as follows:

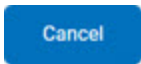
Address Inquiry Detail	
UIC	BROOKS
DODAAC	ABCDEF
DUNS	
CAGE Cd	
Transfer Via WAWF	No
Address Type Cd	LD - Loan - DODAAC
Activity Name	BOBALOUVILLE
Address 1	123 MAIN STREET
Address 2	
City	WARREN
State	OH - Ohio
ZIP Cd	43054
Country Cd	US - UNITED STATES OF AMERICA
POC	
DSN	
Phone Nbr	
E-Mail Address	
FAX Nbr	
Holding POC	
Holding Loc	
Holding Sub Loc	
Holding DODAAC	
Last Activity Dt	04/06/2015
Estbd Dt	10/04/2010
Last Updtd By	rebokb
Estbd By	DMBROOKS

At the bottom right of the form, there is a 'Back' button and a 'Cancel' button. The footer of the form displays the date and time '05/20/2024 19:44' and the page number '1 of 1'.

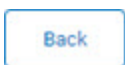




Help Reference Guide

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 **Address Inquiry — Criteria** page appears.

OR

- Select . The **Address Inquiry — Results** 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.*

