

# Search for an Agency Catalog Inquiry — Criteria

### **Overview**

The Property Accountability module Agency Catalog Inquiry process provides the ability to search for an Agency Catalog record.

# **Navigation**

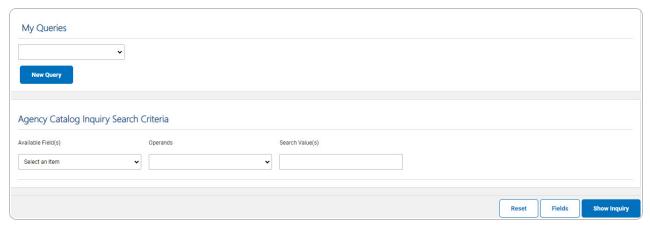
Inquiries > Catalog > Agency Catalog > Agency Catalog Inquiry Search Criteria page

#### **Procedures**

#### Search for an Agency Catalog Inquiry — Criteria

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, 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.



#### 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.
- 4. Choose which Search Value(s) to use in the search.
  - **A.** Use to select the first Search Value.

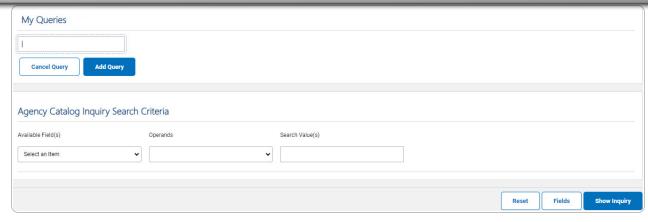
#### Remove an Available Field Row

- a. Use to select desired Available Field.
- b. Select Remove Filter Category . The desired row is removed.
- 5. Select Show Inquiry 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. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select cancel Query to disregard the Query.

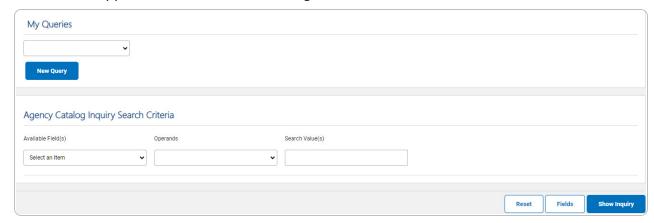
Select Fields . The **Agency Catalog Inquiry** — **Select Fields** page appears.

4. OR

Select Show 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.





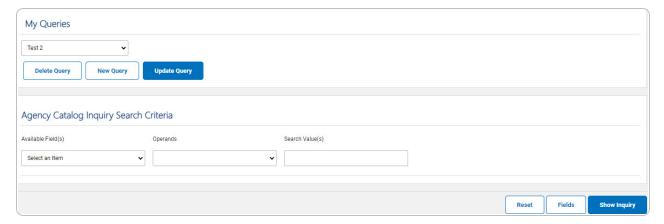
Select Fields . The **Agency Catalog Inquiry** — **Select Fields** page appears.

2. OR

Select Show 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 and Delete Query and The selected query information appears in the search criteria grid.



- 2. Select Update Query . The query information is updated.
  - Select Fields . The Agency Catalog Inquiry Select Fields page appears.

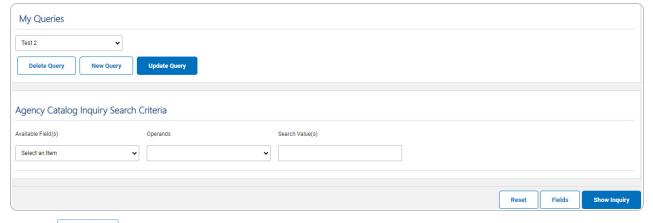
3. OR

Select Show Inquiry — Results page appears.



### **Delete a My Queries Inquiry**

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



2. Select Delete Query . The query information is removed.

### **Revise the Fields for the Inquiry**

Select Fields . The **Agency Catalog Inquiry** — **Select Fields** page appears.





# Search for an Agency Catalog Inquiry — Results

# **Navigation**

Inquiries > Catalog > Agency Catalog > Search Criteria > Show Inquiry > Agency Catalog Inquiry Search Results page

### **Procedures**

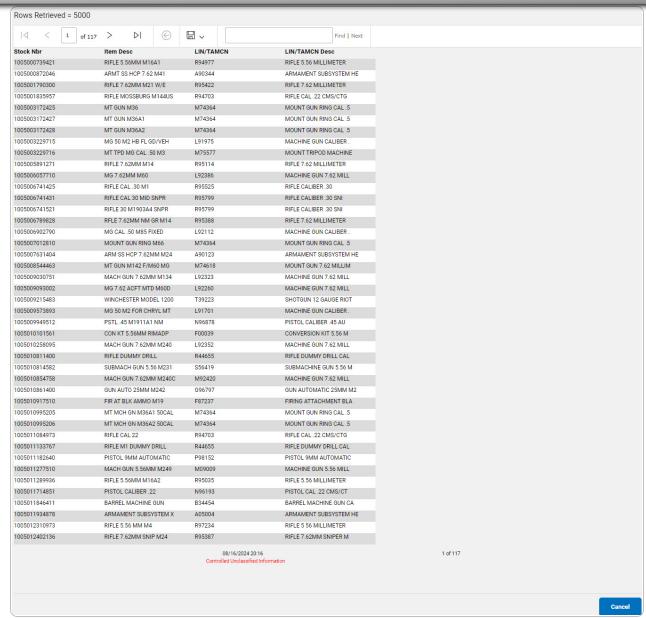
### **Export the Agency Catalog Inquiry Results**

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

page.

To reach the optional fields, refer to the Agency Catalog Inquiry — Field Selection

2. Select Cancel . The **Agency Catalog Inquiry 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.

### **View the Agency Catalog Inquiry Detail**

Select the desired STOCK NBR row. The **Agency Catalog Inquiry Detail — Basic** page appears.





# **Select Fields for the Agency Catalog Inquiry**

# **Navigation**

Inquiries > Catalog > Agency Catalog > Search Criteria > Fields > Agency Catalog Inquiry Fields Selection page

### **Procedures**

### **Choose the Extracted Inquiry File Details**

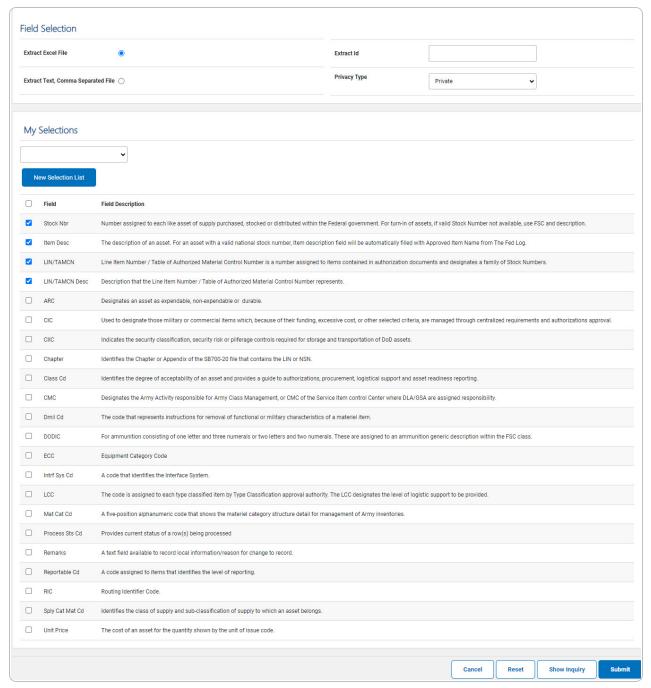
Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.

9





1. Select Fields . The **Agency Catalog Inquiry** page appears.



**2.** Choose the desired file type:



Click  $\square$  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.



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

2. 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 **Agency Catalog Inquiry** — **Results** page appears.

3.



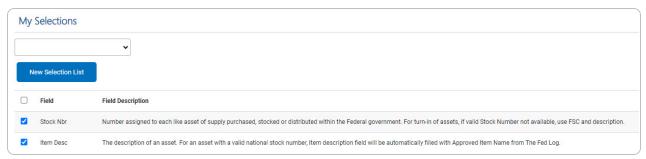


OR

Select Submit for large volumes of data. The **Agency Catalog Inquiry Transaction Status** page appears.

#### **Use a Predetermined Field Selection List**

1. Use to display the Selection List.



Select show inquiry for small volumes of data. The **Agency Catalog Inquiry** — **Results** page appears.

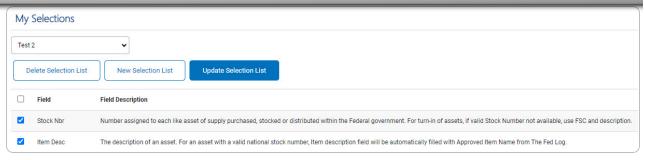
2. **OR** 

Select for large volumes of data. *The Agency Catalog 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. Select Update Selection List . The page refreshes.

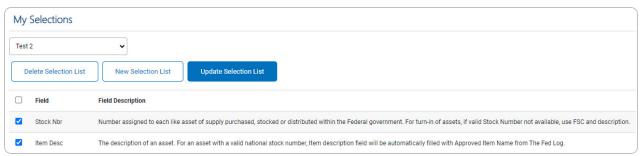
Select Show Inquiry for small volumes of data. The **Agency Catalog Inquiry** — **Results** page appears.

3. **OR** 

Select for large volumes of data. The **Agency Catalog 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

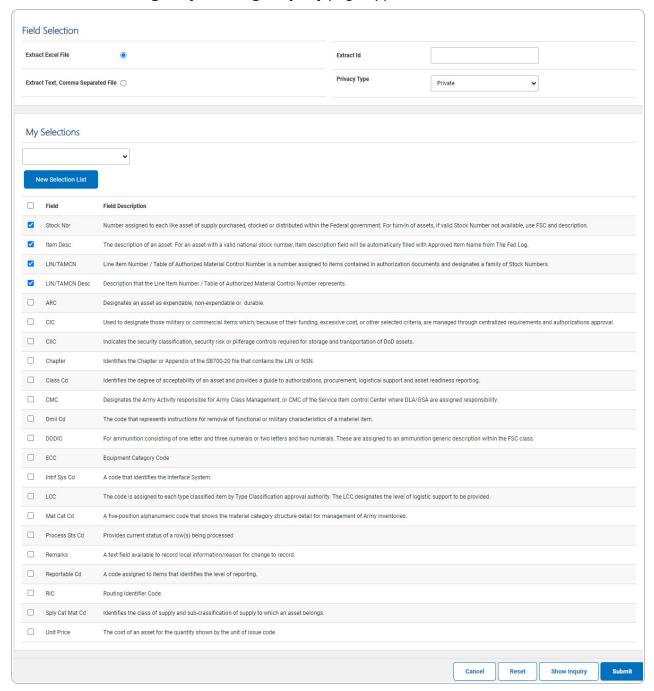
Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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 **Agency Catalog Inquiry** page appears.



2. Select the fields required for the inquiry. The first 4 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.

**Show Inquiry** Select for small volumes of data. The **Agency Catalog Inquiry** — **Results** page appears.

#### 3. OR

Submit for large volumes of data. The Agency Catalog Inquiry Transaction Select **Status** page appears.





# **View the Agency Catalog Inquiry Detail — Basic**

## **Navigation**

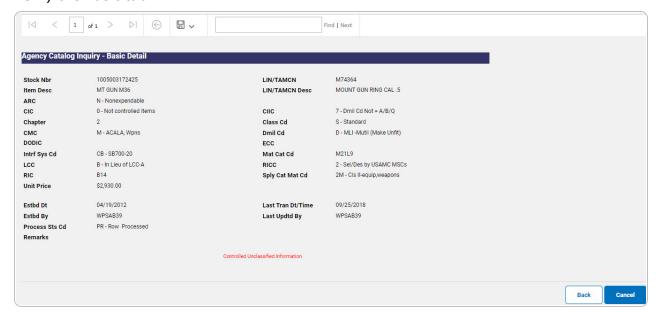
Inquiries > Catalog > Agency Catalog > Search Criteria > Search Results > Inquiry Row hyperlink > Agency Catalog Inquiry Detail — Basic page

#### **Procedures**

#### Export the Agency Catalog 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 tab.



- 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 **Agency Catalog Inquiry** — **Criteria** page appears.

4.





OR

Select . The **Agency Catalog Inquiry** — **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.