

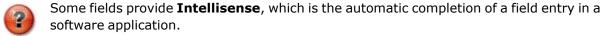


Search for an Agency Catalog Inquiry

Overview

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

Note



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

Inquiries > Catalog > Agency Catalog Inquiry > Agency Catalog Inquiry page

Procedures

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

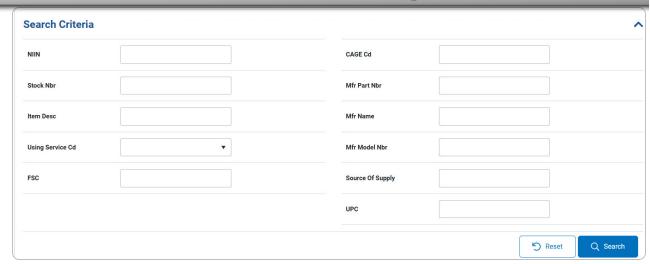
1. Select Catalog Selection to pick the desired Catalog. The desired Catalog is selected for inquiry.



- 2. Select Continue . The Agency Catalog Inquiry Search Criteria grid appears.
- 3. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.







4. Select Search . The results display in the Search Results grid.



View the STOCK NBR Details

Select the STOCK NBR hyperlink. The **Stock Number Details** page appears.





View the Stock Number Details

Overview

The Stock Number Details process is view only and displays the selected Stock Number Detail records.

Navigation

Inquiries > Catalog > Agency Catalog Inquiry > Agency Catalog Selection >



Q Search

> Stock Number hyperlink > Stock Number Details page

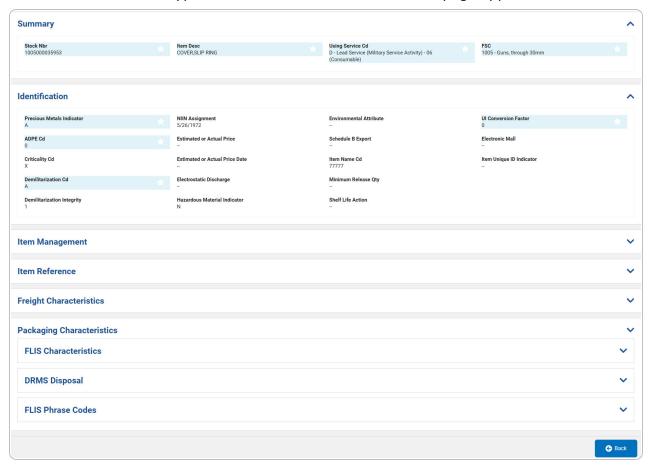
Procedures

View the Stock Number 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 **Stock Number Details** page appears.

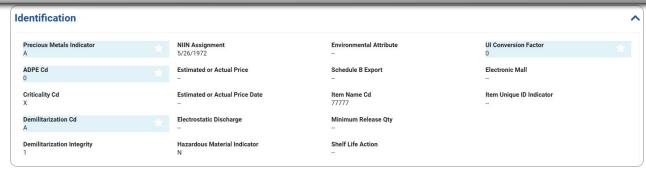


2. Review the Summary panel.

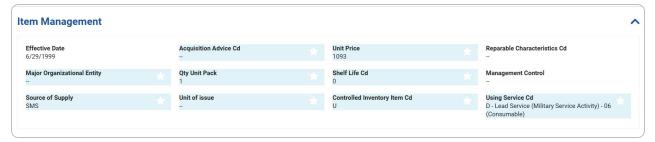


3. Review the Identification panel.





4. Review the Item Management panel.



5. Review the Item Reference panel.

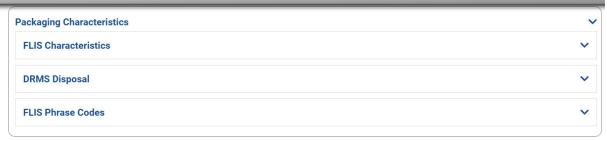


6. Review the Freight Characteristics panel.



7. Review the Packaging Characteristics panel.





A. Review the FLIS Characteristics panel.



B. Review the DRMS Disposal panel.



C. Review the FLIS Phrase Codes panel.

