



Create an Agency Pre-Defined Inquiry

Overview

The Property Accountability module Agency Pre-Defined Inquiry process provides the ability to run standardized inquiries (data extracts) for saving, printing, or exporting. The inquiries are selected from a drop-down list, and submitted for background processing. The results are accessed using the Inquiry Extract Viewer.

Navigation

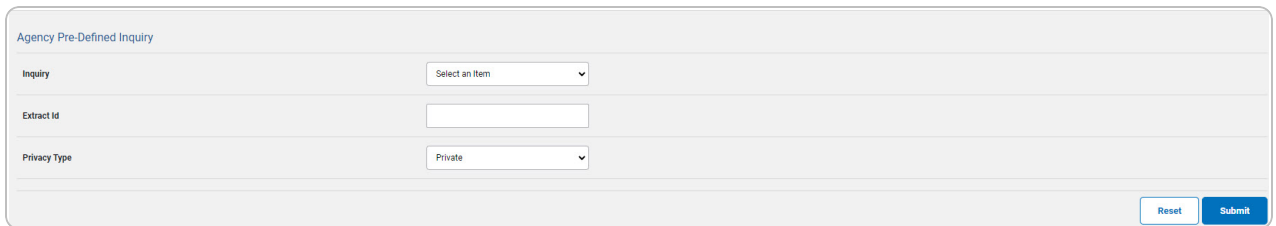
Inquiries > Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry page

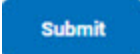
Procedures

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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 Agency Pre-Defined Inquiry box, choose which available field to use.



- A. Use  to select the Inquiry.
 - B. Enter the Extract ID in the field provided. *This is a 15 alphanumeric character field.*
 - C. Use  to select the Privacy Type.
2. Select  to send the extract to the background processing agent. The **Agency Pre-Defined Transaction Status** page appears.

