



Search for an Attribute Inquiry — Criteria

Overview

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

Navigation

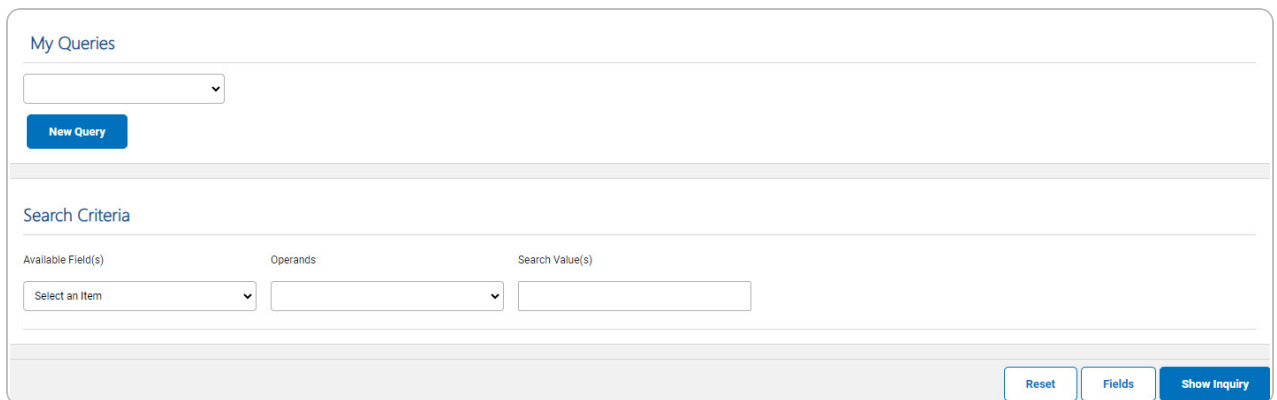
Inquiries > Attributes > Attribute > Attribute Inquiry Search Criteria page

Procedures

Search for an Attribute 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 'Attribute Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Search Criteria' section, which contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item' as the current selection. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. 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. Use  to select the first Available Field.





Note



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

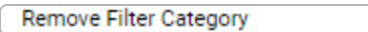
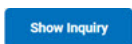
Note



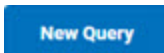
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 . *The desired row is removed.*
5. Select . *The **Attribute 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

Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

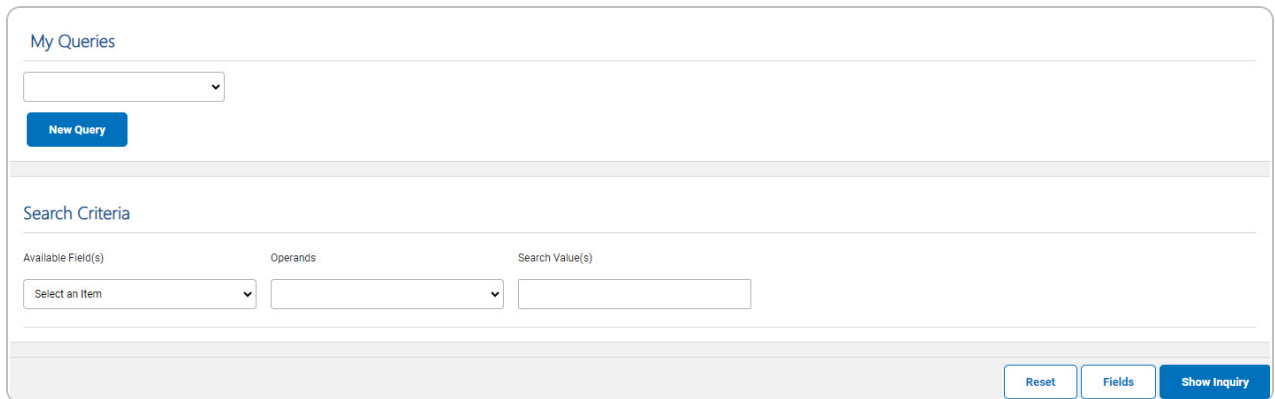
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.
 4. Select . The **Attribute Inquiry – Select Fields** page appears.
- OR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





Select a My Queries Inquiry

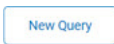
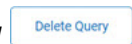
1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*



2. Select . *The **Attribute Inquiry — Select Fields** page appears.*
OR

Select . *The **Attribute 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  is joined by  and .* *The selected query information appears in the search criteria grid.*





Help Reference Guide

My Queries

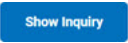
Test 2 ▼

Delete Query New Query Update Query

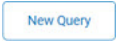
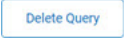
Search Criteria

Available Field(s)	Operands	Search Value(s)
Attribute Name ▼	= ▼	
Select an Item ▼		

Reset Fields Show Inquiry

2. Select . The query information is updated.
3. Select . The **Attribute Inquiry — Select Fields** page appears.
- OR
- Select . The **Attribute 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.

My Queries

Test 2 ▼

Delete Query New Query Update Query

Search Criteria

Available Field(s)	Operands	Search Value(s)
Attribute Name ▼	= ▼	
Select an Item ▼		

Reset Fields Show Inquiry





2. Select . The query information is removed.

Revise the Fields for the Inquiry

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





Search for an Attribute Inquiry — Results

Navigation

Inquiries > Attributes > Attribute > Search Criteria > [Show Inquiry](#) > Attribute Inquiry Search Results page

Procedures

Export the Attribute 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 = 7

Attribute Name	Attribute Desc	Attribute Config
256TestNewATTRBFromTemplateAgain	test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none
2TestNewAttrbFromTemplateNewButton	Test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none
2testnew123435	test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none
3TestingNewATTRBFromTemplateNewButton	Test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none
test1234567	test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none
Test256Textbox	test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none
wmj1118	test	Type: Text, Max Length: none, Values: none, Default: none, Mandatory: none, Regex: none

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[Cancel](#)

Note



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

2. Select [Cancel](#). The **Attribute 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 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 Attribute Inquiry

Navigation

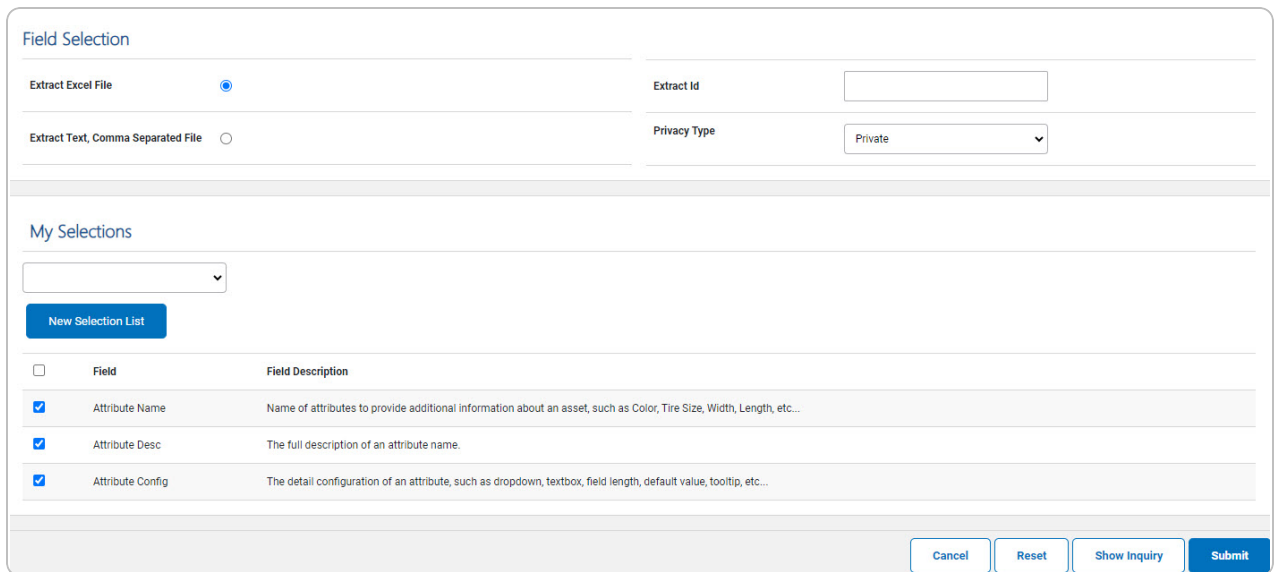
Inquiries > Attributes > Attributes > Search Criteria > [Fields](#) > Attribute Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

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

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



The screenshot shows the 'Field Selection' page. At the top, there are two radio buttons: 'Extract Excel File' (selected) and 'Extract Text, Comma Separated File'. To the right, there is an 'Extract Id' text box and a 'Privacy Type' dropdown menu set to 'Private'. Below this is a 'My Selections' section with a dropdown menu and a 'New Selection List' button. A table lists three fields: 'Attribute Name', 'Attribute Desc', and 'Attribute Config', each with a checked checkbox and a description. At the bottom right, there are four buttons: 'Cancel', 'Reset', 'Show Inquiry', and 'Submit'.

Field	Field Description
☒ Attribute Name	Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...
☒ Attribute Desc	The full description of an attribute name.
☒ Attribute Config	The detail configuration of an attribute, such as dropdown, textbox, field length, default value, tooltip, etc...

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





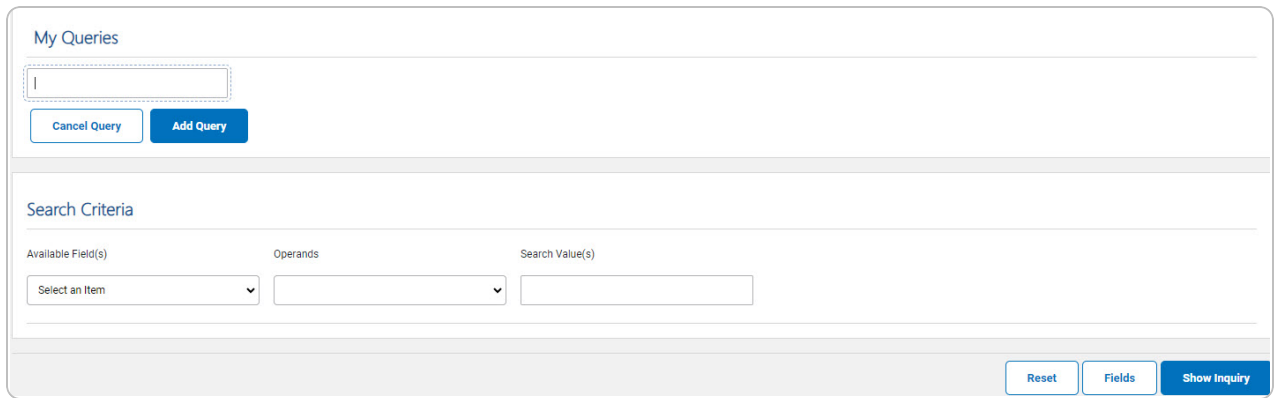
Help Reference Guide

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- 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.*
- Use  to select the Privacy Type.

Add a Selection List

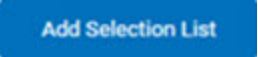
- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*

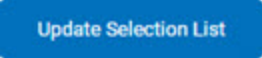


Note



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

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

 is replaced by  and .

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

3.

OR





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

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

▼

New Selection List

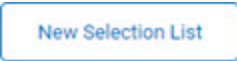
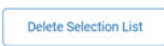
☐	Field	Field Description
☒	Attribute Name	Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...
☒	Attribute Desc	The full description of an attribute name.

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

2. **OR**

Select  for large volumes of data. The **Attribute 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
▼

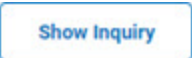
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Attribute Name	Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...
☒	Attribute Desc	The full description of an attribute name.





2. Select . The page refreshes.

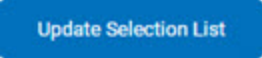
Select  for small volumes of data. The **Attribute Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Attribute 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 .



	Field	Field Description
☒	Attribute Name	Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...
☒	Attribute Desc	The full description of an attribute name.

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 . The **Attribute 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
☒	Attribute Name	Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...
☒	Attribute Desc	The full description of an attribute name.
☒	Attribute Config	The detail configuration of an attribute, such as dropdown, textbox, field length, default value, tooltip, etc...

Cancel

Reset

Show Inquiry

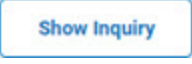
Submit

2. Select the fields required for the inquiry. *The first 3 fields are automatically selected.*

Note

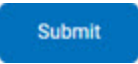


The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

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

- 3.

OR

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

