



Search for an Authorization Inquiry — Criteria

Overview

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

Navigation

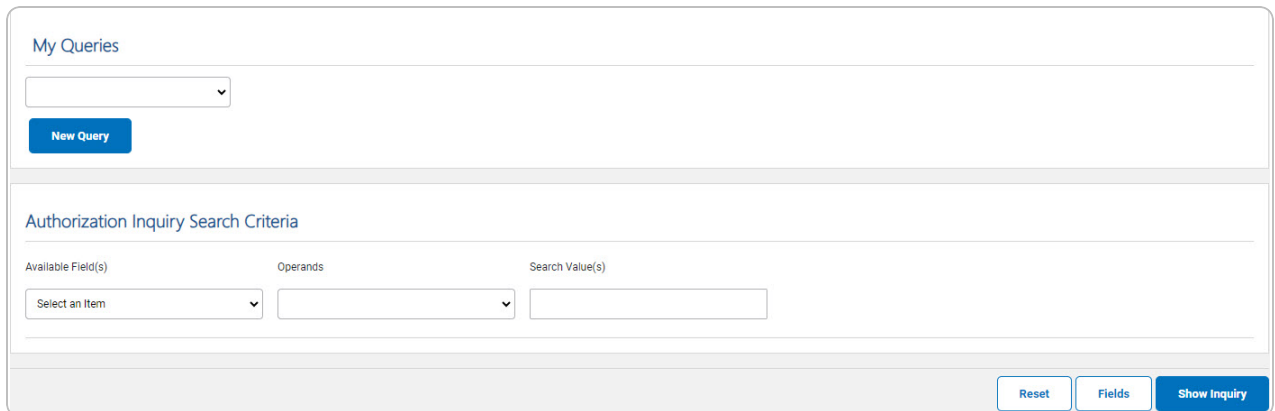
Inquiries > Asset Management > Authorization > Authorization Inquiry Search Criteria page

Procedures

Search for an Authorization 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 a web interface for searching authorization inquiries. At the top, there is a section titled "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Authorization Inquiry Search Criteria" section. It 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" and "Search Value(s)" columns are empty. 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.

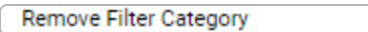
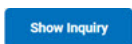
Note



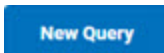
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 **Authorization 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

Authorization Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

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

Select a My Queries Inquiry

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

My Queries

Authorization Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

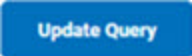
Select an Item

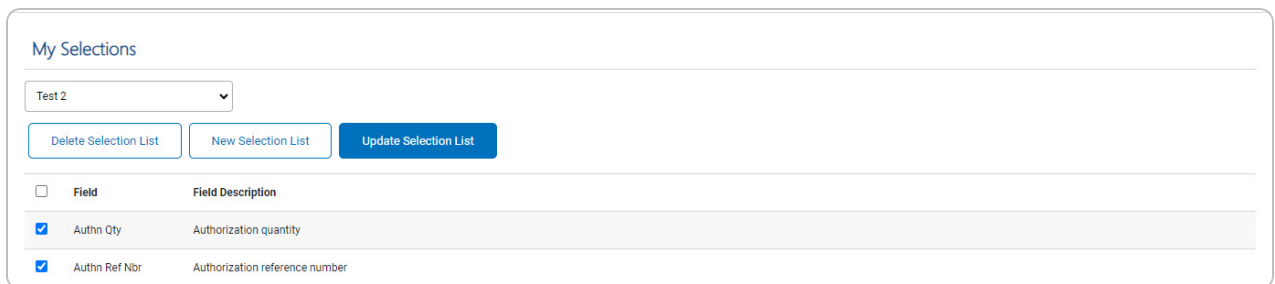




2. Select . The **Authorization Inquiry — Select Fields** page appears.
- OR
- Select . The **Authorization Inquiry — Results** page appears.

Update a My Queries Inquiry

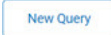
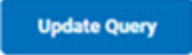
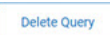
1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and  is joined by  and . The selected query information appears in the search criteria grid.



Field	Field Description
☒ Authn Qty	Authorization quantity
☒ Authn Ref Nbr	Authorization reference number

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





Help Reference Guide

My Queries

Test 2

Delete Query New Query Update Query

Authorization Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
UIC	<=>	N0017
Select an Item		

Reset Fields Show Inquiry

2. Select [Delete Query](#). The query information is removed.

Revise the Fields for the Inquiry

- Select [Fields](#). The **Authorization Inquiry — Select Fields** page appears.





Search for an Authorization Inquiry — Results

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > [Show Inquiry](#) > Authorization Inquiry Search Results page

Procedures

Export the Authorization 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.





Help Reference Guide

Rows Retrieved = 5000

1 of 117 Find | Next

Authn Qty	Authn Ref Nbr	Item Desc	On-Hand Qty	Remarks	Rqstd Qty	Stock Nbr	UIC
		MOTOROLA MODEL #95	1			580500000001	DSNKD0
		1 TON BRIDGE CRANE SY	1			OND720080045	WLSAAA
		1 TON BRIDGE CRANE SY	2			OND720080260LD	WLSAAA
		1 TON BRIDGE CRANE SY	2			395001X570765	WLSAAA
		1,000 LB. CAPACITY HO	1			395001X570658	WLSAAA
		100 TON BRIDGE CRANE	1			381001F007650	FORD03
		100 TON BRIDGE CRANE	1			381001F007650	N42158
		1000 GAL STORAGE TANK	1			543001X560650	DUR6AA
		1000 TON PRESS BRAKE	1			261001F007651	N42158
		10K DIESEL FORKLIFT M	1			3W341D45S	WLSAAA
		1111111111111111	1			GARY23	N00018
		1111111111111111	1			GARY23	WLSAD
		1111111111111111	1			GARY23	WLSAY
		1111111111111111	3			GARY23	N00018
		1111111111111111	3			GARY23	N61339
		1111111111111111	3			GARY23	WLSAAA
		1111111111111111	4			GARY23	N00018
		1111111111111111	12			GARY23	W123AA
		1111111111111111	1			GARY41	COL6RS
		1111111111111111	1			GARY41	N61339
		1111111111111111	1			GARY41	W03H08
		1111111111111111	2			GARY41	N00018
		1111111111111111	3			GARY41	WLSAAB
		1111111111111111	3			GARY41	WLSAY
		1111111111111111	7			GARY41	N00018
		1111111111111111	9			GARY41	N61339
		1111111111111111	10			GARY41	N00018
		1111111111111111	12			GARY41	W123AA
		12 LANE SORTATION SY	1			39905080RTATION	DSNKD0
		1234567	1			773001X900063	M67001
		123456789012345678901	1			04596PRM-1-2	HQ0107
		123456789012345678901	1			04596PRM-1-2	W11111
		123456789012345678901	1			04596PRM-1-2	WOMEAA
		123456789012345678901	2			04596PRM-1-2	W11111
		123456789012345678901	4			04596PRM-1-2	WOMEAA
		123456789012345678901	6			04596PRM-1-2	N00018
		123456789012345678901	7			04596PRM-1-2	W11111
		123456789012345678901	8			04596PRM-1-2	WOMEAA
		1250 TON FORGING PRES	1			344201F007654	N42158
		14 PERSON WORKSTATION	1			OND720080138LD	WLSAAA
		150T CRANE SCALE	1			381001F007652	N42158
		17.0 ULTRA SHARP 1708	2			04RE3320-5925	DUR6AA
		18 RADIAL SAW DELTA	2			494000T359063	DSNKD0

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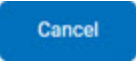
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Cancel

Note



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

- Select . The **Authorization Inquiry Search Criteria** page appears.

Search the Results

- Select the empty field .
- Enter the characters or words to search. *Entries are not case sensitive.*
- Select  to search for the entry. *The entry appears highlighted in the file.*
- Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Authorization Inquiry Detail

Select the desired Custodian Number row. The **Authorization Inquiry Detail — Basic** page appears.





Select Fields for the Authorization Inquiry

Navigation

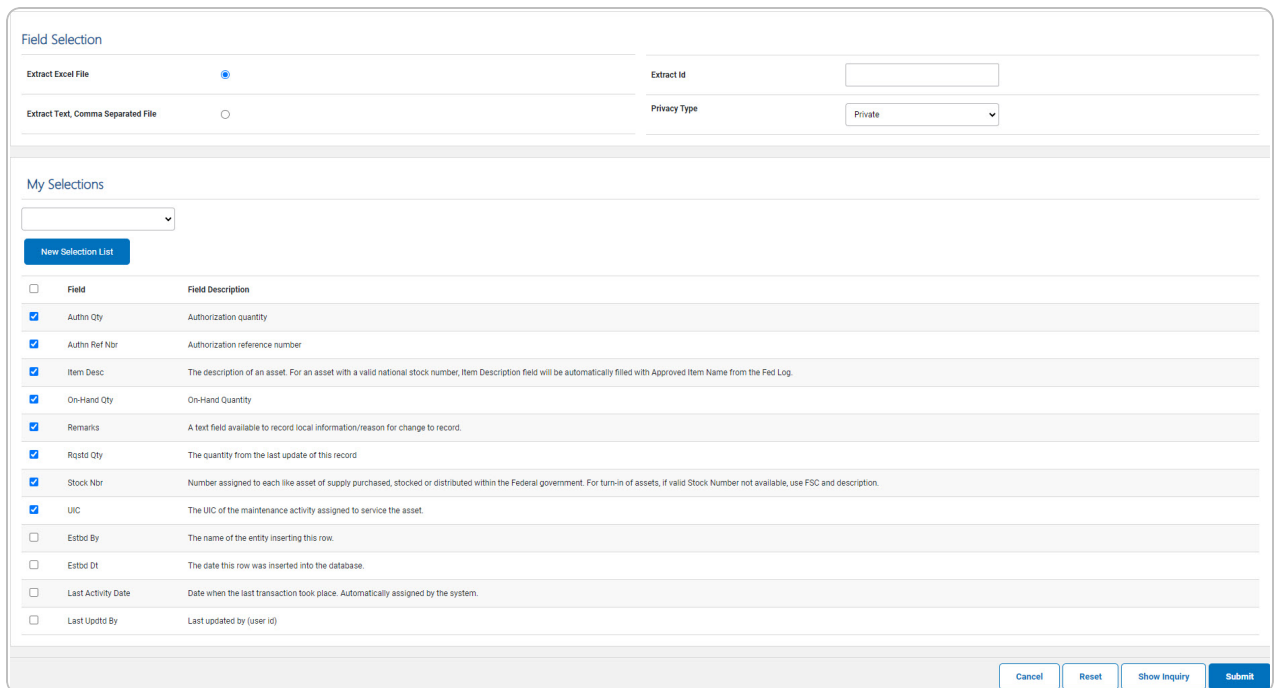
Inquiries > Asset Management > Authorization > Search Criteria > [Fields](#) > Authorization Inquiry Fields Selection page

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 **Authorization Inquiry** page appears.



Field	Field Description
☒ Authn Qty	Authorization quantity
☒ Authn Ref Nbr	Authorization reference number
☒ Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☒ On-Hand Qty	On-Hand Quantity
☒ Remarks	A text field available to record local information/reason for change to record.
☒ Rqstd Qty	The quantity from the last update of this record
☒ Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒ UIC	The UIC of the maintenance activity assigned to service the asset.
☐ Estbd By	The name of the entity inserting this row.
☐ Estbd Dt	The date this row was inserted into the database.
☐ Last Activity Date	Date when the last transaction took place. Automatically assigned by the system.
☐ Last Updtd By	Last updated by (user id)

2. Choose the desired file type:





Help Reference Guide

- 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.*

- 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.*

My Selections

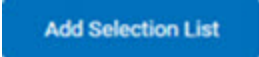
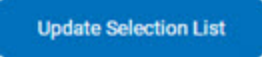
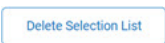
☐	Field	Field Description
☒	Authn Qty	Authorization quantity
☒	Authn Ref Nbr	Authorization reference number

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 **Authorization Inquiry — Results** page appears.*

3.





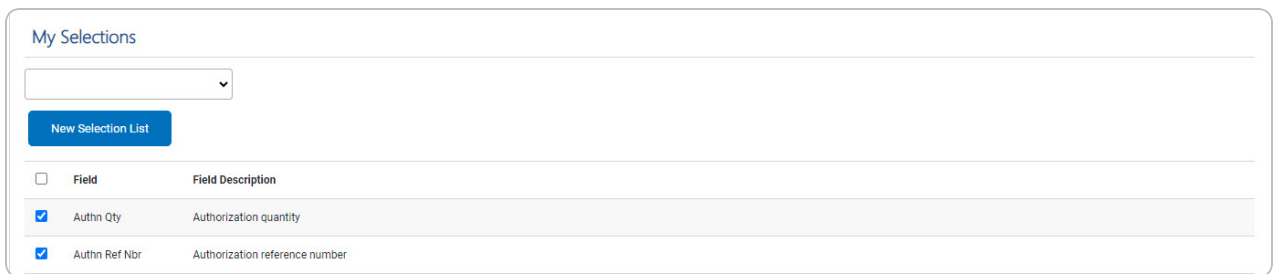
OR

Submit

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

Use a Predetermined Field Selection List

1. Use  to display the Selection List.



☐	Field	Field Description
☒	Authn Qty	Authorization quantity
☒	Authn Ref Nbr	Authorization reference number

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

- 2.

OR

Submit

Select **Submit** for large volumes of data. The **Authorization 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**.





Help Reference Guide

My Selections

Test 2 ▼

☐	Field	Field Description
☒	Authn Qty	Authorization quantity
☒	Authn Ref Nbr	Authorization reference number

2. Select . The page refreshes.

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

3. **OR**

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

☐	Field	Field Description
☒	Authn Qty	Authorization quantity
☒	Authn Ref Nbr	Authorization reference number

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



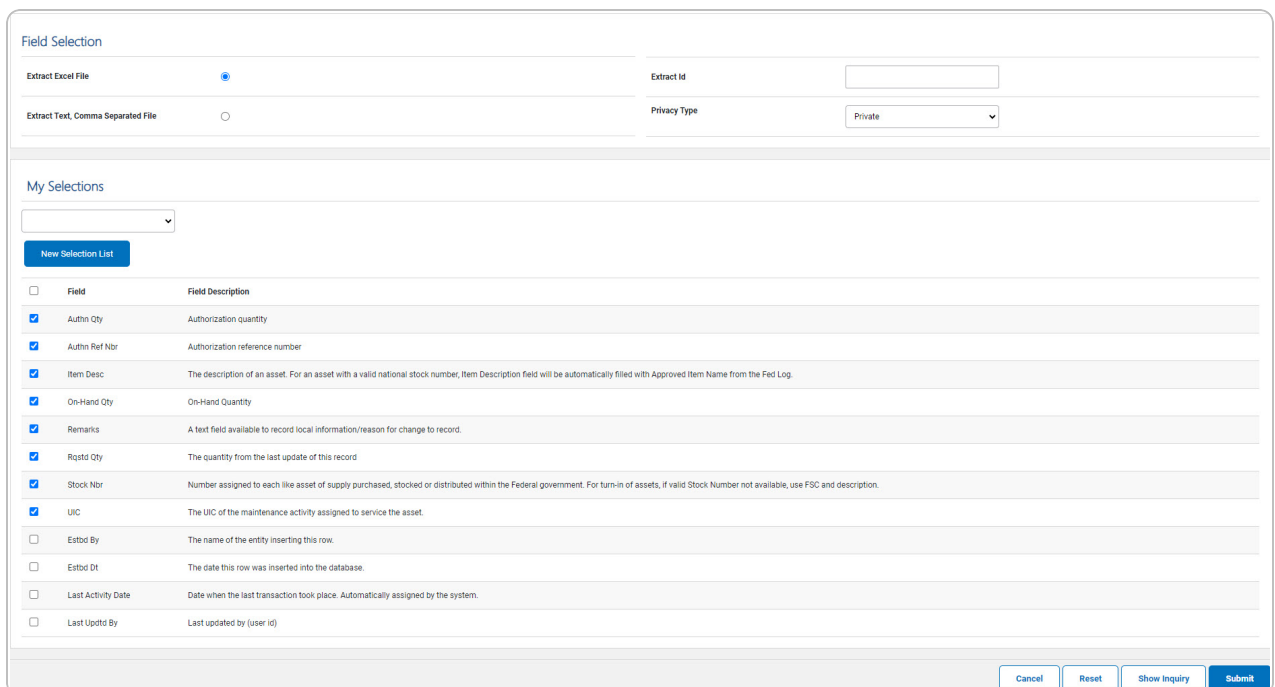


Modify the Fields Used for the Inquiry

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 **Authorization Inquiry** page appears.



Field	Field Description
☒	Authn Qty Authorization quantity
☒	Authn Ref Nbr Authorization reference number
☒	Item Desc The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☒	On-Hand Qty On-Hand Quantity
☒	Remarks A text field available to record local information/reason for change to record.
☒	Rqstd Qty The quantity from the last update of this record
☒	Stock Nbr Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒	UIC The UIC of the maintenance activity assigned to service the asset.
☐	Estbd By The name of the entity inserting this row.
☐	Estbd Dt The date this row was inserted into the database.
☐	Last Activity Date Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By Last updated by (user id)

2. Select the fields required for the inquiry. *The first 8 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.

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

- 3.





OR

Submit

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





View the Authorization Inquiry Detail — Basic

Navigation

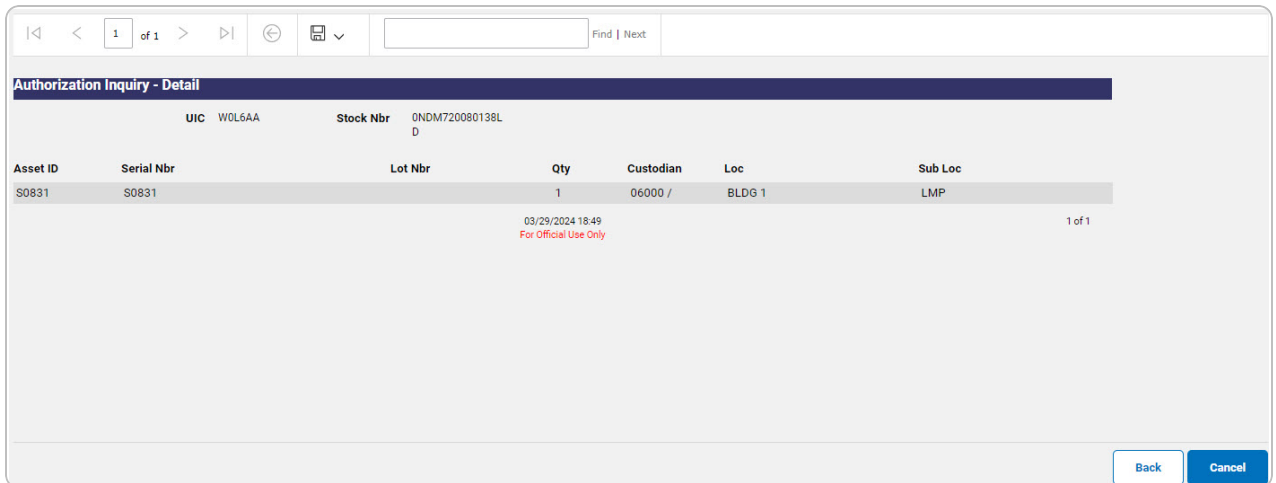
Inquiries > Asset Management > Authorization > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Authorization Inquiry Detail — Basic page

Procedures

Export the Authorization Inquiry Detail — Basic

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

1. Verify the Basic tab.



Asset ID	Serial Nbr	Lot Nbr	Qty	Custodian	Loc	Sub Loc
S0831	S0831	1	06000 /	BLDG 1	LMP	

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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 [Cancel](#). The **Authorization Inquiry — Criteria** page appears.

OR





Select . The **Authorization 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.*

