



Search for a Custodian Inquiry — Criteria

Overview

The Property Accountability module Custodian Inquiry process provides the ability to search for Custodians.

Navigation

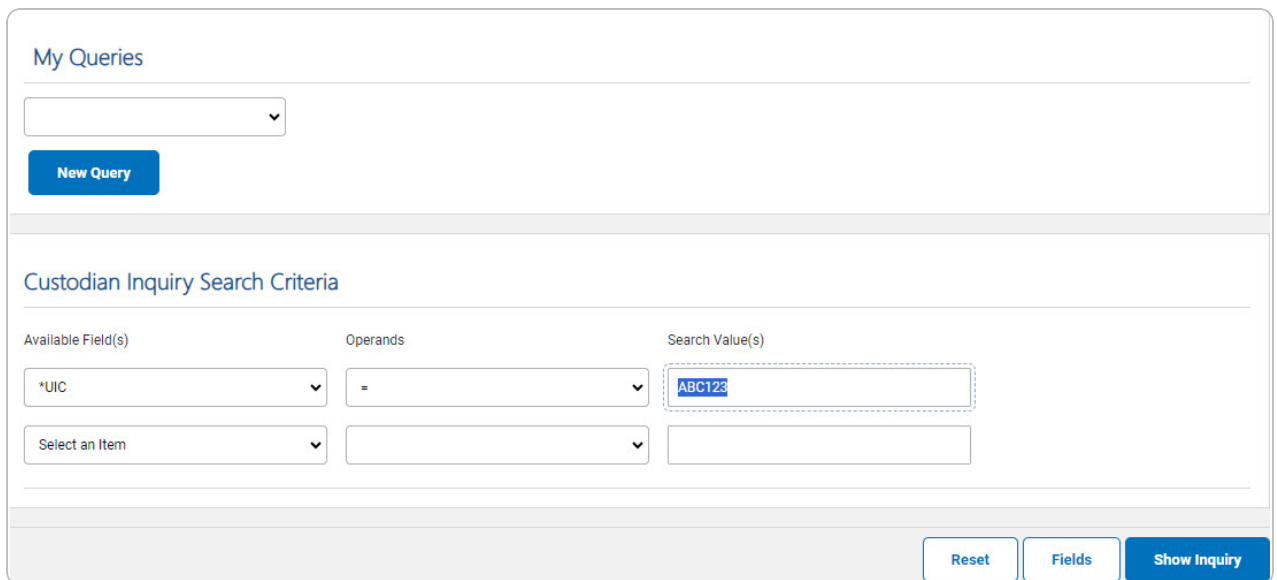
Inquiries > Asset Management > Custodian > Custodian Inquiry Search Criteria page

Procedures

Search for a Custodian 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 'Custodian Inquiry Search Criteria' interface. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the 'Custodian Inquiry Search Criteria' section contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has two dropdown menus, the first showing '*UIC' and the second showing 'Select an Item'. The 'Operands' column has two dropdown menus, the first showing '=' and the second showing a blank space. The 'Search Value(s)' column has two text input fields, the first containing 'ABC123' and the second being empty. At the bottom right, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.





Help Reference Guide

A. The first Available Field(s) option (UIC) automatically populates and is not editable.

B. Use  to select the second 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.

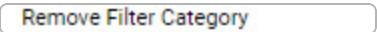
A. Use  to select the first Operands.

4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

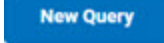
Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . *The **Custodian 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

Cancel Query
Add Query

Custodian Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	ABC123
Select an Item		

Reset
Fields
Show Inquiry

- Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
- Select **Add Query**. 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 **Custodian Inquiry — Select Fields** page appears.
- OR
Select **Show Inquiry**. The **Custodian 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.





Help Reference Guide

My Queries

New Query

Custodian Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	ABC123
Select an Item		

Reset Fields Show Inquiry

2. Select [Fields](#). The **Custodian Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Custodian 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 [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

Test 2 ▼

Custodian Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC ▼	= ▼	ABC123
Select an Item ▼	▼	

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

Custodian Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC ▼	= ▼	ABC123
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 **Custodian Inquiry — Select Fields** page appears.





Search for a Custodian Inquiry — Results

Navigation

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

Procedures

Export the Custodian Inquiry Results

[Cancel](#)

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 = 59

1 of 2 Find | Next

Custodian Nbr	Loc	Custodian Name	Office Id	Order Dt	State	Sub Custodian Nbr	Sub Loc	UIC	UIC Name
123456		JOE MAUER			MN			BROOKS	BROOKS TEST UIC
123456		TEST			PA	456789		BROOKS	BROOKS TEST UIC
123456		NEW SUB CUSTODIAN			PA	654321		BROOKS	BROOKS TEST UIC
123456		ABBY			PA	AMK123		BROOKS	BROOKS TEST UIC
56TH		TIM O'GAVERTH			PA			BROOKS	BROOKS TEST UIC
ABC123		GEORGE BRETT			MO			BROOKS	BROOKS TEST UIC
ABC123		TESTING TEST 2			PA	23TEST		BROOKS	BROOKS TEST UIC
ABC123		TESTING TEST			PA	98TEST		BROOKS	BROOKS TEST UIC
ABC123		JOHN WHITE			MO	SUB123		BROOKS	BROOKS TEST UIC
BG1234		BOB GIBSON			MO			BROOKS	BROOKS TEST UIC
BPG123	BPG123	PIDGE GROCE		09/18/2023	PA			BROOKS	BROOKS TEST UIC
B5G001		BRANDON G			PA			BROOKS	BROOKS TEST UIC
BULK	BLDG2011WC0DE082DC	BULK TEST			DC			BROOKS	BROOKS TEST UIC
CAPITA		CAPITAL ASSETS			DC			BROOKS	BROOKS TEST UIC
CUS008	BUILDING 10	COLBY RASMUS			AL		OFFICE 2	BROOKS	BROOKS TEST UIC
DMB001		DO MY BIDDING			DC			BROOKS	BROOKS TEST UIC
DMB001		DAVE BROOKS			DC	NAVY01		BROOKS	BROOKS TEST UIC
DMB001		SUB			DC	SUB		BROOKS	BROOKS TEST UIC
DTEST		TEST			PA			BROOKS	BROOKS TEST UIC
FB2020	TIMS ROOM	FRANCIS BUI		12/11/2017	PA			BROOKS	BROOKS TEST UIC
FFOM1		FRED O'MALEY			PA			BROOKS	BROOKS TEST UIC
GROCE1	TIMS ROOM	TIM GROCE			PA			BROOKS	BROOKS TEST UIC
GROCE1	AREA7	LEOPOLDO			VA	601		BROOKS	BROOKS TEST UIC
H00111	DRMONH	LUKE SKYWALKER		05/04/2018	PA			BROOKS	BROOKS TEST UIC
INVSER		INVENTORY SERIAL			PA			BROOKS	BROOKS TEST UIC
INVSER		INVENTORY BY SERIAL NUMBER			DC			BROOKS	BROOKS TEST UIC
JCH001	AREA7	I WILL TOO			PA			BROOKS	BROOKS TEST UIC
JCH001		ALEHANDRO USANY			PA	AU1		BROOKS	BROOKS TEST UIC
JCH001		HEIDREDER			PA	HEIDBR		BROOKS	BROOKS TEST UIC
JCH001		TEMP			PA	TEMP		BROOKS	BROOKS TEST UIC
JITC		JITC			DC			BROOKS	BROOKS TEST UIC
JITC		UII LABELS			PA	UII		BROOKS	BROOKS TEST UIC
LOANED		LOANED			DC			BROOKS	BROOKS TEST UIC
MC0815		KATHERINE TONKIN			PA			BROOKS	BROOKS TEST UIC
N00		DAVE BROOKS			DC			BROOKS	BROOKS TEST UIC
N00018		CLEFAIVRE			PA			BROOKS	BROOKS TEST UIC
N00018		CLEFAIVRE			PA	N00018		BROOKS	BROOKS TEST UIC
N89		DAVE BROOKS			DC			BROOKS	BROOKS TEST UIC
RFID		RFID TEST			DC			BROOKS	BROOKS TEST UIC
RFID2		RFID TEST			PA			BROOKS	BROOKS TEST UIC
STRIKE		NICOLE TEST			PA			BROOKS	BROOKS TEST UIC
STRIKE		NICOLE'S TEST			PA	TEST30		BROOKS	BROOKS TEST UIC
TEST1		TEST			PA			BROOKS	BROOKS TEST UIC

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For Official Use Only

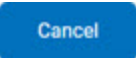
1 of 2

Cancel

Note



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

- Select . The **Custodian 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 Custodian Inquiry Detail

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





Select Fields for the Custodian Inquiry

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > > Custodian 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.





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

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private ▼

My Selections

▼

New Selection List

☐	Field	Field Description
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.
☒	Custodian Name	The name assigned to the property custodian.
☒	Office Id	The name of the office where the Major Custodian is located
☒	Order Dt	The date a custodian order was effective
☒	State	The State where the Major Custodian is located
☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Sub Loc	A more specific description of the physical location of an asset within its Location.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name





Help Reference Guide

☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian
☐	Alt Name	Alternate Custodian Name
☐	Alt Order Dt	Alternate Custodian Order Date
☐	Alt Phone Nbr	Alternate Custodian Phone Number
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	DSN	Defense Switched Network for the Major Custodian.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Office Name	Description of the organization of the Major Custodian
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Transfer Authority Flag	Indicates when a user has Transfer Authority Yes or No.
☐	ZIP Cd	ZIP Code

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

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

My Selections

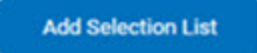
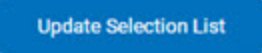
☐	Field	Field Description
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.

Note



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

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

 is replaced by  and .

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

- 3.

OR

Select  for large volumes of data. The **Custodian 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
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.

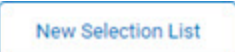
Select  for small volumes of data. *The **Custodian Inquiry — Results** page appears.*

- 2.

OR

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

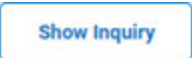
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.

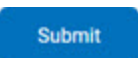




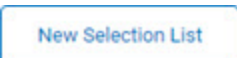
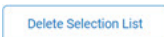
2. Select . The page refreshes.

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

3.
OR

Select  for large volumes of data. The **Custodian 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

Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.

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 Fields . The **Custodian Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.
☒	Custodian Name	The name assigned to the property custodian.
☒	Office Id	The name of the office where the Major Custodian is located
☒	Order Dt	The date a custodian order was effective
☒	State	The State where the Major Custodian is located
☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Sub Loc	A more specific description of the physical location of an asset within its Location.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	UIC Name	A unit, organization, or activity name





Help Reference Guide

☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian
☐	Alt Name	Alternate Custodian Name
☐	Alt Order Dt	Alternate Custodian Order Date
☐	Alt Phone Nbr	Alternate Custodian Phone Number
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	DSN	Defense Switched Network for the Major Custodian.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Office Name	Description of the organization of the Major Custodian
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Transfer Authority Flag	Indicates when a user has Transfer Authority Yes or No.
☐	ZIP Cd	ZIP Code

2. Select the fields required for the inquiry. *The first 10 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 **Custodian Inquiry — Results** page appears.*

- 3.





OR

Submit

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





View the Custodian Inquiry Detail — Basic

Navigation

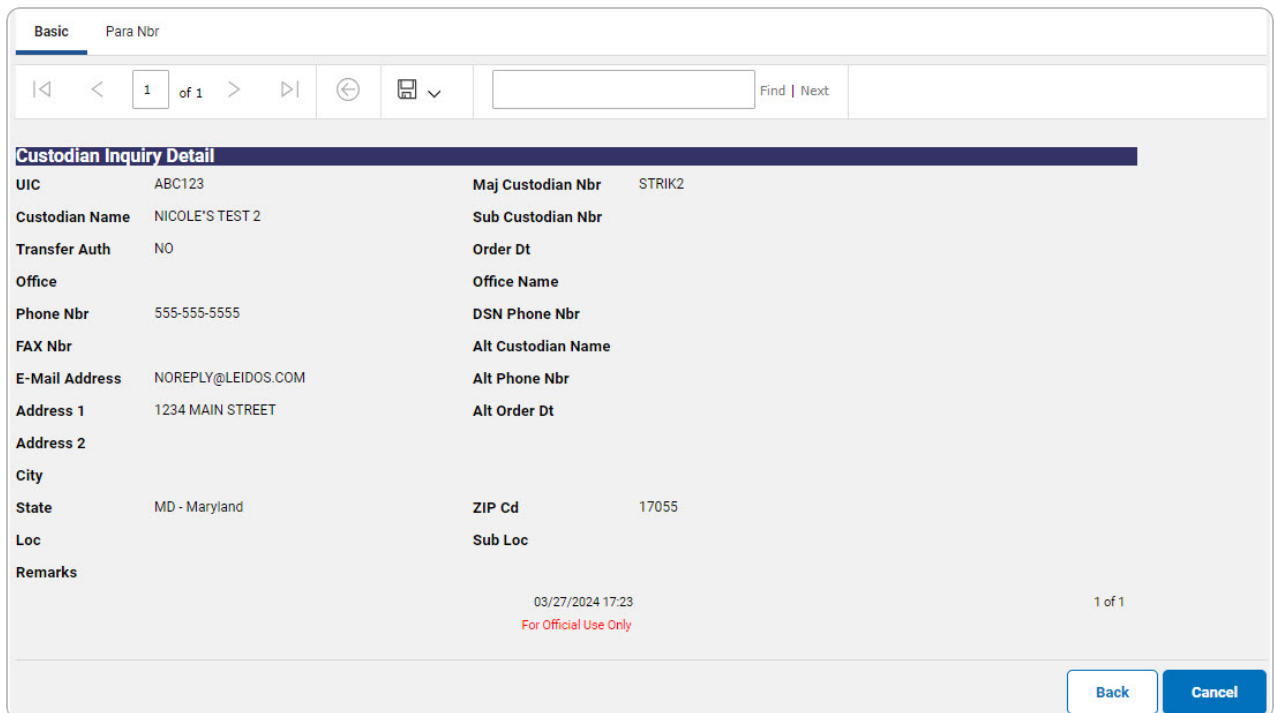
Inquiries > Asset Management > Custodian > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Custodian Inquiry Detail — Basic page

Procedures

Export the Custodian 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.



Basic Para Nbr

1 of 1 Find | Next

Custodian Inquiry Detail

UIC	ABC123	Maj Custodian Nbr	STRIK2
Custodian Name	NICOLE'S TEST 2	Sub Custodian Nbr	
Transfer Auth	NO	Order Dt	
Office		Office Name	
Phone Nbr	555-555-5555	DSN Phone Nbr	
FAX Nbr		Alt Custodian Name	
E-Mail Address	NOREPLY@LEIDOS.COM	Alt Phone Nbr	
Address 1	1234 MAIN STREET	Alt Order Dt	
Address 2			
City			
State	MD - Maryland	ZIP Cd	17055
Loc		Sub Loc	
Remarks			

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For Official Use Only

1 of 1

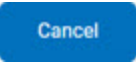
Back Cancel

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.





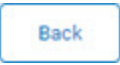
3. Follow the prompts provided by the computer.

Select . The **Custodian Inquiry — Criteria** page appears.

4. OR

Select the PARA NBR tab. The **Custodian Inquiry Detail — Para Nbr** page appears.

OR

Select . The **Custodian 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.*





View the Custodian Inquiry Detail — PARA NBR

Navigation

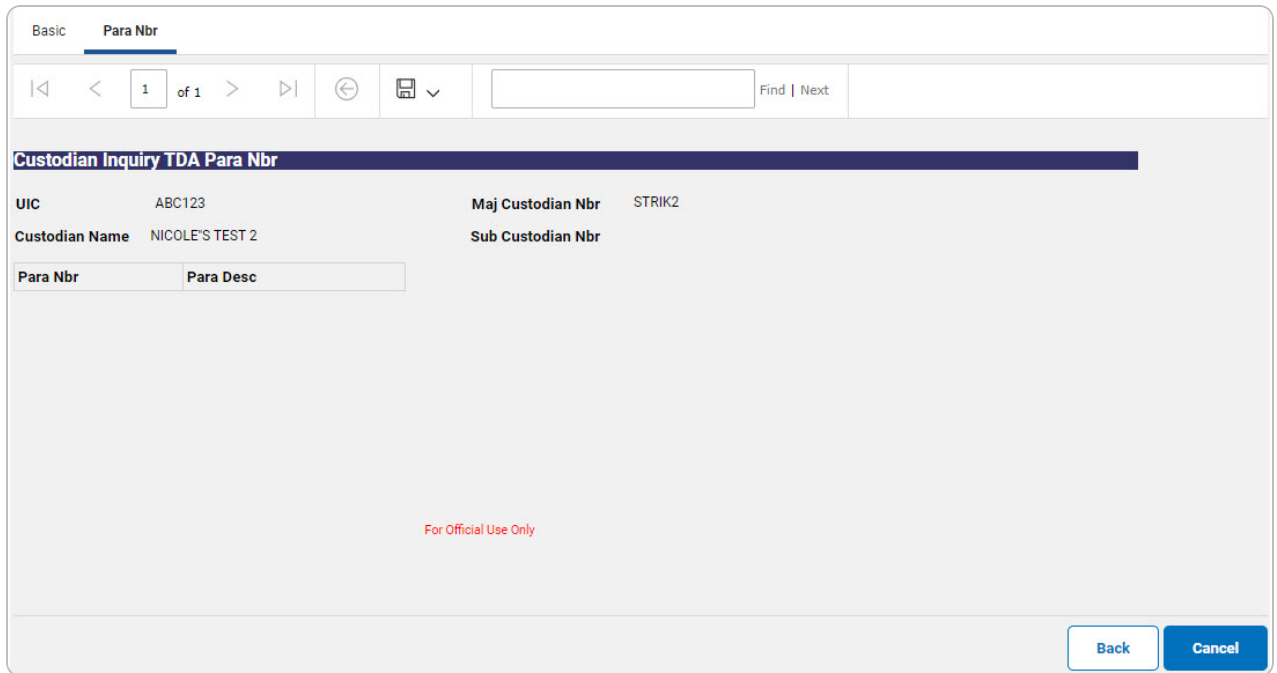
Inquiries > Asset Management > Custodian > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > PARA NBR tab > Custodian Inquiry Detail — PARA NBR page

Procedures

Export the Custodian Inquiry Detail — PARA NBR

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

1. Verify the PARA NBR Detail tab.



The screenshot shows the 'Custodian Inquiry TDA Para Nbr' page. At the top, there are tabs for 'Basic' and 'Para Nbr', with 'Para Nbr' being the active tab. Below the tabs is a navigation bar with buttons for back, forward, and search. The main content area displays the following information:

UIC	ABC123	Maj Custodian Nbr	STRIK2
Custodian Name	NICOLE'S TEST 2	Sub Custodian Nbr	

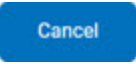
Below this information is a table with two columns: 'Para Nbr' and 'Para Desc'. The table is currently empty. At the bottom of the page, there is a red text label 'For Official Use Only' and two buttons: 'Back' and 'Cancel'.

2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.





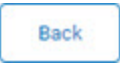
3. Follow the prompts provided by the computer.

Select . The **Custodian Inquiry — Criteria** page appears.

4. OR

Select the Basic tab. The **Custodian Inquiry Detail — Basic** page appears.

OR

Select . The **Custodian 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.*

