



Search for a Disposal Activity Inquiry — Criteria

Overview

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

Navigation

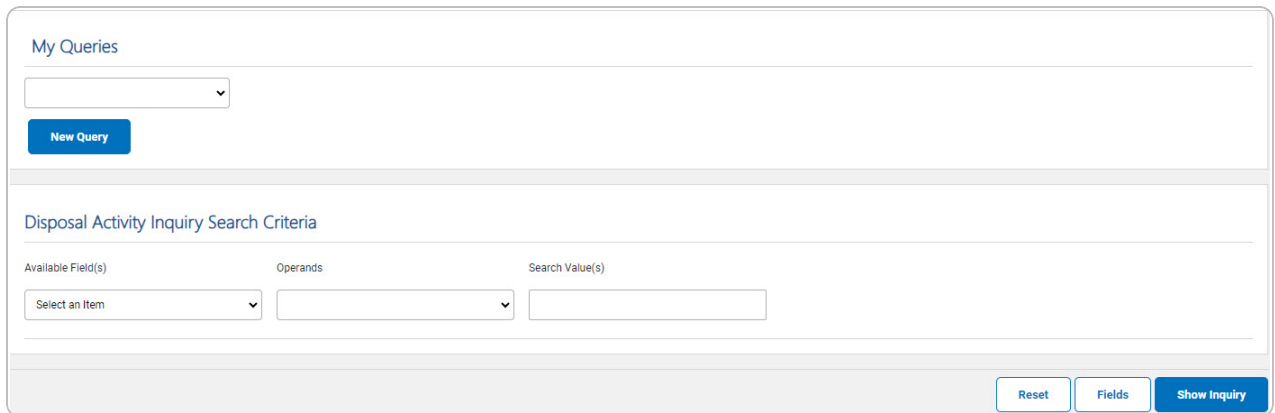
Inquiries > Asset Management > Disposal Activity > Disposal Activity Inquiry Search Criteria page

Procedures

Search for a Disposal Activity 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 'Disposal Activity Inquiry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this, the 'Disposal Activity Inquiry Search Criteria' section 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.

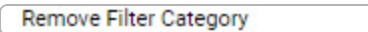
A. Use  to select the first Operands.

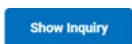
4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

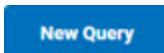
Remove an Available Field Row

a. Use  to select desired Available Field.

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

5. Select . *The **Disposal Activity 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

Disposal Activity Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

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 **Disposal Activity Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Disposal Activity 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.*

My Queries

Disposal Activity Inquiry Search Criteria

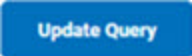
Available Field(s) Operands Search Value(s)

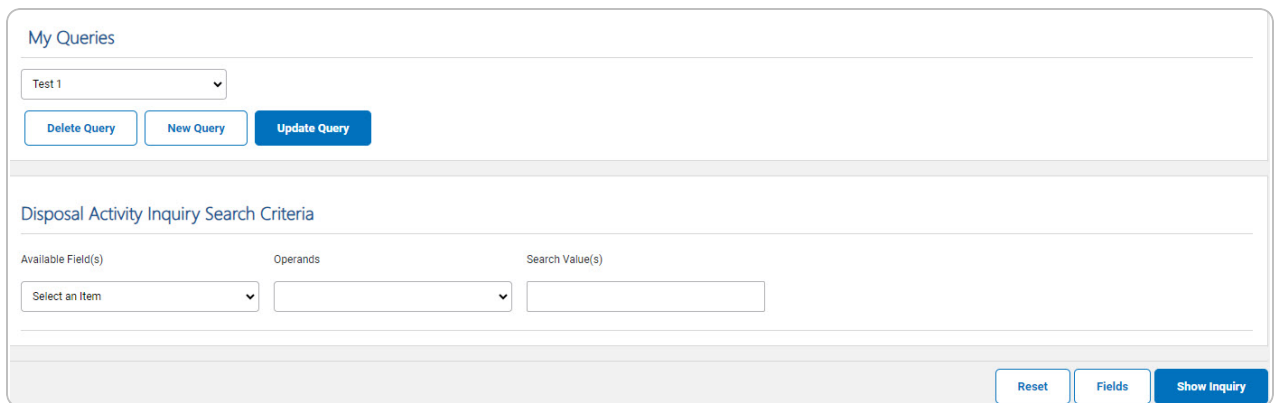


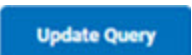


2. Select . The **Disposal Activity Inquiry — Select Fields** page appears.
- OR
- Select . The **Disposal Activity Inquiry — Results** page appears.

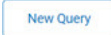
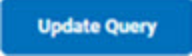
Update a My Queries Inquiry

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.



2. Select . The query information is updated.
- Select . The **Disposal Activity Inquiry — Select Fields** page appears.
3. OR
- Select . The **Disposal Activity 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 1

Delete Query New Query Update Query

Disposal Activity Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
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 **Disposal Activity Inquiry — Select Fields** page appears.





Search for a Disposal Activity Inquiry — Results

Navigation

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

Procedures

Export the Disposal Activity 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 = 2

DODAAC	Dspsl Activity Name	State	Country Cd
SXB213	RIPL PATUXENT RIVER	MD	US
SXC213	RIPL ABERDEEN	MD	US

04/09/2024 18:46
For Official Use Only

1 of 1

[Cancel](#)

Note



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

2. Select [Cancel](#). The **Disposal Activity 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.*

View the Disposal Activity Inquiry Detail

Select the desired DoDAAC row. The **Disposal Activity Inquiry Detail** page appears.





Select Fields for the Disposal Activity Inquiry

Navigation

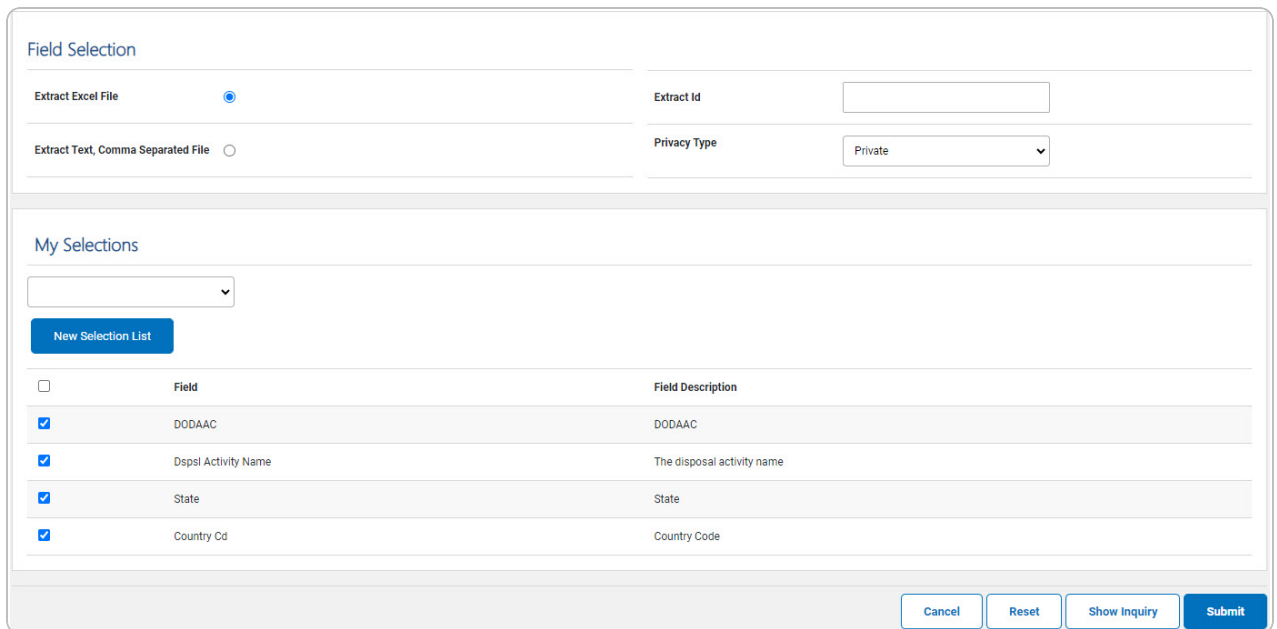
Inquiries > Asset Management > Disposal Activity > Search Criteria > [Fields](#) > Disposal Activity Inquiry Fields Selection page

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 **Disposal Activity Inquiry** page appears.



Field	Field Description
☒ DODAAC	DODAAC
☒ Dspal Activity Name	The disposal activity name
☒ State	State
☒ Country Cd	Country 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.



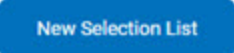


OR

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

- 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.*

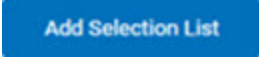
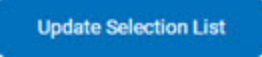
My Selections

☐	Field	Field Description
☒	DODAAC	DODAAC
☒	Dpsl Activity Name	The disposal activity name

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 .

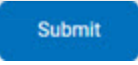
Select  for small volumes of data. *The **Disposal Activity Inquiry — Results** page appears.*

3.

OR





Select  for large volumes of data. The **Disposal Activity 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
☒	DODAAC	DODAAC
☒	Dspsl Activity Name	The disposal activity name

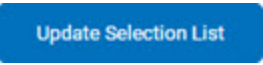
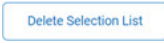
Select  for small volumes of data. The **Disposal Activity Inquiry — Results** page appears.

2.

OR

Select  for large volumes of data. The **Disposal Activity 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
▼

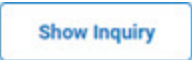
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	DODAAC	DODAAC
☒	Dspsl Activity Name	The disposal activity name





2. Select . The page refreshes.

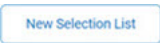
Select  for small volumes of data. The **Disposal Activity Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Disposal Activity 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 .

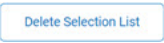
My Selections

Test 2





☐	Field	Field Description
☒	DODAAC	DODAAC
☒	Dpsl Activity Name	The disposal activity 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 [Fields](#). The **Disposal Activity 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
☒	DODAAC	DODAAC
☒	Dispel Activity Name	The disposal activity name
☒	State	State
☒	Country Cd	Country Code

Cancel

Reset

Show Inquiry

Submit

2. Select the fields required for the inquiry. The first 4 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 [Show Inquiry](#) for small volumes of data. The **Disposal Activity Inquiry — Results** page appears.

- 3.

OR

Select [Submit](#) for large volumes of data. The **Disposal Activity Inquiry Transaction Status** page appears.





View the Disposal Activity Inquiry Detail

Navigation

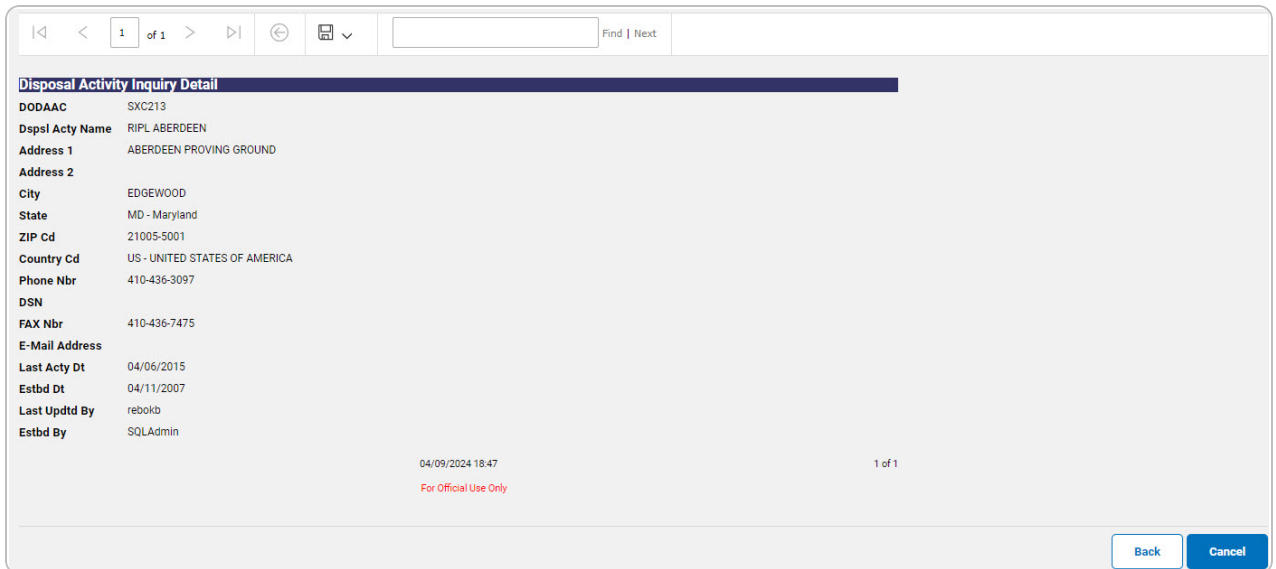
Inquiries > Asset Management > Disposal Activity > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Disposal Activity Inquiry Detail page

Procedures

Export the Disposal Activity Inquiry Detail

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

1. **Verify the Disposal Activity tab.**

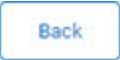


2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select [Cancel](#). *The **Disposal Activity Inquiry — Criteria** page appears.*





OR

Select . The **Disposal Activity 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.*

