



Search for a Disposal Designee Code Inquiry — Criteria

Overview

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

Navigation

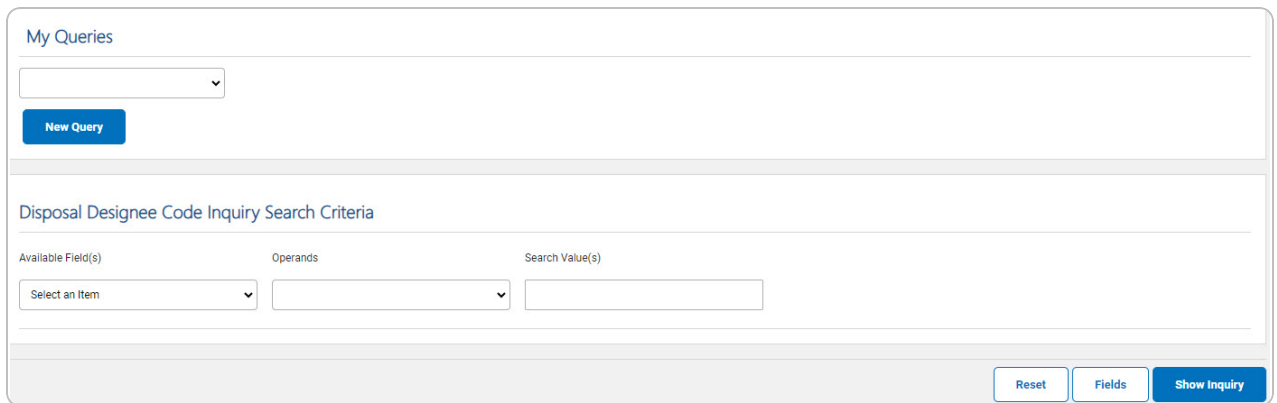
Inquiries > Asset Management > Disposal Designee > Disposal Designee Code Inquiry Search Criteria page

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 Designee Code 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 main search area is titled 'Disposal Designee Code Inquiry Search Criteria'. 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'. The 'Operands' column has a dropdown menu. The 'Search Value(s)' column has a text input field. At the bottom right, 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.

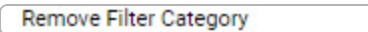
A. Use  to select the first Operands.

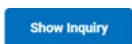
4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

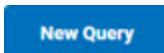
Remove an Available Field Row

a. Use  to select desired Available Field.

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

5. Select . *The **Disposal Designee Code 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](#)

Disposal Designee Code Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. 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.*
 4. Select [Fields](#). *The **Disposal Designee Code Inquiry — Select Fields** page appears.*
- OR
- Select [Show Inquiry](#). *The **Disposal Designee Code 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

[New Query](#)

Disposal Designee Code Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

[Reset](#) [Fields](#) [Show Inquiry](#)

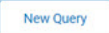
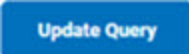


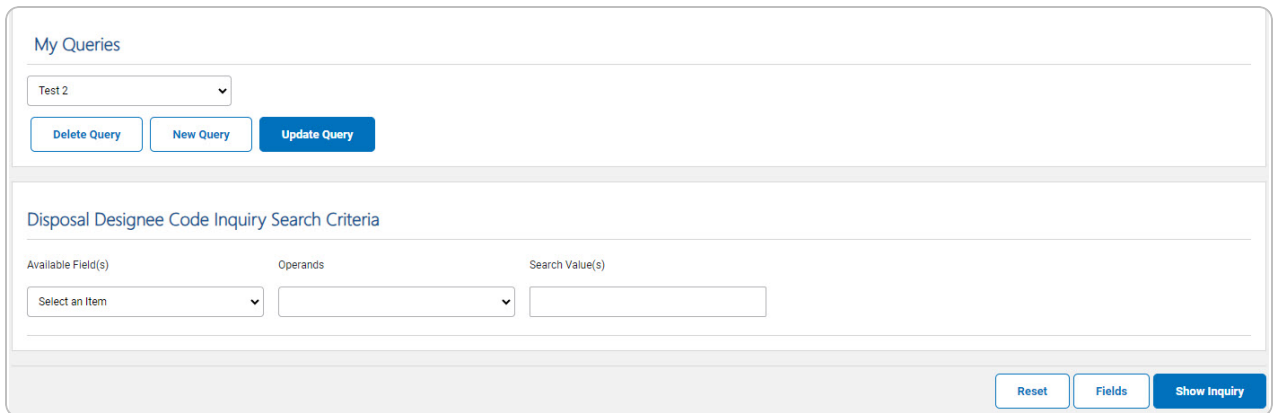


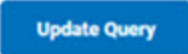
2. Select . The **Disposal Designee Code Inquiry — Select Fields** page appears.
- OR

Select . The **Disposal Designee Code 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.

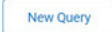
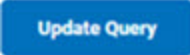


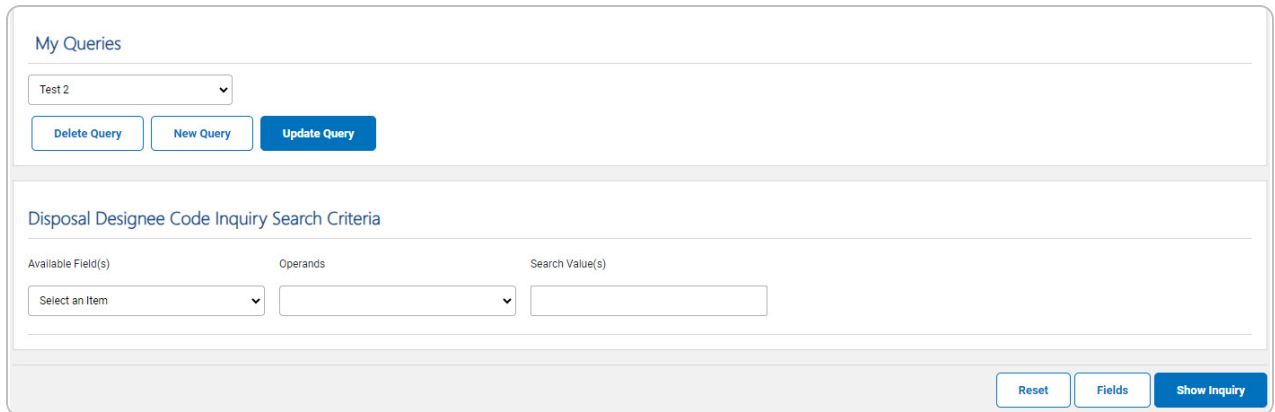
2. Select . The query information is updated.
- Select . The **Disposal Designee Code Inquiry — Select Fields** page appears.
3. OR
- Select . The **Disposal Designee Code Inquiry — Results** page appears.





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.



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and three buttons: 'Delete Query', 'New Query', and 'Update Query'. Below this is the 'Disposal Designee Code Inquiry Search Criteria' section, which includes a table with columns for 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with 'Select an Item'. The 'Operands' and 'Search Value(s)' columns have empty input fields. At the bottom right of the search criteria section are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

Select . The **Disposal Designee Code Inquiry — Select Fields** page appears.





Search for a Disposal Designee Code Inquiry — Results

Navigation

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

Procedures

Export the Disposal Designee Code 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 = 60

Designee Cd	Designee Name	Designee Agency Name	City	State Cd	Request State Cd	Request Phone Nbr	State Cd
YC0001	ST LOUIS		Clarksville	MD		410-531-6664	Maryland
YC0002	ST MICHAELS SCHOOL	1st District	Ridge	MD		301-757-6736	Maryland
YC0017	ST VINCENT FALLOTTI HIGH SCH	Archdiocese of Washington	LAUREL	MD		301-776-3737	Maryland
YC006C	BISHOP WALSH MD/HIGH SCH	Archdiocese of Baltimore	CUMBERLAND	MD		301-724-5360	Maryland
YC00A2	SAINT COLUMBA SCHOOL	ARCHDIOCESE OF WASHINGTON	Oxon Hill	MD		301-567-6212	Maryland
YK001C	Indian Queen Elementary	Maryland State Department of Education	Fort Washington	MD		703-681-4000	Maryland
YK001H	PATAPSCO HIGH & CTR FOR THE AR	Baltimore County Schools	BALTIMORE	MD		410-887-7060	Maryland
YK001L	EUGENE BURROUGHS MIDDLE SCHOOL	Prince Georges	ACCOCKEER	MD		301-203-3200	Maryland
YK001X	BOWIE HIGH	Prince Georges County Public Schools	BOWIE	MD		301-805-2600	Maryland
YK002Q	NORTH COUNTY HIGH	Anne Arundel County Public Schools	GLEN BURNE	MD		410-761-5221	Maryland
YK003A	KENILWORTH ELEMENTARY	Prince Georges	BOWIE	MD		301-805-6600	Maryland
YK005D	CLAREMONT SCHOOL	Baltimore City Public Schools	BALTIMORE	MD		410-396-9183	Maryland
YK0091	SHADYSIDE ELEMENTARY	Prince Georges County Public Schools	SUHLAND	MD		301-837-0540	Maryland
YK00A3	OXON HILL HIGH	prince georges county public schools	Oxon Hill	MD		301-749-4598	Maryland
YK00AM	HOLLYWOOD ELEMENTARY	Region 5	COLLEGE PARK	MD		301-837-0989	Maryland
YK00AT	PARKDALE HIGH		RIVERDALE	MD		301-513-5203	Maryland
YK00C8	CHOPTICON SR HIGH	SMCPS	MORGANZA	MD		301-475-0215	Maryland
YK00FY	LAUREL HIGH		LAUREL	MD		301-497-2050	Maryland
YK00G5	SOUTHWESTERN HIGH	BCPSS	BALTIMORE	MD		410-274-4768	Maryland
YK00GX	FRANCIS T EVANS ELEMENTARY	PGCPS	CLINTON	MD		301-599-2480	Maryland
YK00H4	GREENWOOD MIDDLE		PRINCESS ANNE	MD		410-851-0931	Maryland
YK00I4	POTOMAC HIGH	PG	OXON HILL	MD		301-702-3900	Maryland
YK00K9	WALTER JOHNSON HIGH	Montgomery County	BETHESDA	MD		301-571-6987	Maryland
YK00U9	Central High School	Prince Georges County Schools	Capitol Heights	MD		301-499-7080	Maryland
YK00VV	ARUNDEL SR HIGH	Anne Arundel County Public Schools	GAMBRILLS	MD		410-674-6500	Maryland
YK00YN	CATONSVILLE MIDDLE	Baltimore County Public Schools	CATONSVILLE	MD		410-887-0803	Maryland
YK00Z9	Thurgood Marshall High School	Baltimore City Public Schools	Baltimore	MD		410-396-5938	Maryland
YK01AM	Greencastle Elementary School	Montgomery County Schools	Silver Spring	MD		301-595-2940	Maryland
YK017B	Apple Grove Elementary		Fort Washington	MD		301-758-8234	Maryland
YK017E	FAIRMONT HEIGHTS HIGH	PRINCE GEORGE	CAPITOL HEIGHTS	MD		301-925-1360	Maryland
YK017Q	GWYN PARK HIGH		BRANDYWINE	MD		301-372-0147	Maryland
YK01FG	HAMMOND HIGH	Howard County	COLUMBIA	MD		301-524-3050	Maryland
YK01NF	REGINALD F LEWIS		Baltimore	MD		410-661-4281	Maryland
YK01FR	BURLEIGH MANOR MIDDLE SCHOOL	HOWARD COUNTY PUBLIC SCHOOLS	ELLCOTT CITY	MD		410-313-2507	Maryland
YK01R7	DR. SAMUEL L. BANKS HIGH SCHOOL	BALTIMORE CITY PUBLIC SCHOOL SYSTEM	Baltimore	MD		443-956-3982	Maryland
YK01RN	CALVERT ELEMENTARY	CALVERT COUNTY PUBLIC SCHOOLS	Prince Frederick	MD		410-535-7253	Maryland
YK01RP	CALVERT COUNTY PUBLIC SCHOOLS	CALVERT COUNTY PUBLIC SCHOOLS	Prince Frederick	MD		410-535-7253	Maryland
YK01SW	CATONSVILLE HIGH	BALTIMORE COUNTY	Catonville	MD		410-887-1008	Maryland
YK01V2	HAMILTON ELEMENTARY/MIDDLE SCHOOL	BALTIMORE CITY PUBLIC SCHOOLS	Baltimore	MD		716-952-7116	Maryland
YK01W1	CANTON MIDDLE SCHOOL	BALTIMORE CITY	Baltimore	MD		410-983-1541	Maryland
YK01ZB	MONOCACY MIDDLE SCHOOL		FREDERICK	MD		240-236-4733	Maryland
YN000W	Atholton Elementary School PTA		Columbia	MD		410-313-6853	Maryland
YP0002	FREDERICK CHRISTIAN ACADEMY		FREDERICK	MD		301-479-8990	Maryland

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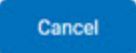
1 of 2

Cancel

Note



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

- Select . The **Disposal Designee Code 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.*





4. Select to find the next matching value. *This feature is available if multiple results are found.*

View the Disposal Designee Code Inquiry Detail

Select the desired Designee Cd row. The **Disposal Designee Code Inquiry Detail** page appears.





Select Fields for the Disposal Designee Code Inquiry

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > [Fields](#) > Disposal Designee Code 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 Designee Code 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
☒	Designee Cd	Designee Code
☒	Designee Name	Designee Name
☒	Designee Agency Name	Designee Agency Name
☒	City	City
☒	State Cd	Physical State Code
☒	Request State Cd	Request State Cd
☒	Request Phone Nbr	Request Phone Nbr
☒	State Cd	State Cd

Cancel

Reset

Show Inquiry

Submit





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

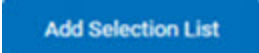
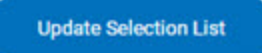
☐	Field	Field Description
☒	Designee Cd	Designee Code
☒	Designee Name	Designee Name

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 **Disposal Designee Code Inquiry — Results** page appears.*

3.





OR

Submit

Select **Submit** for large volumes of data. The **Disposal Designee Code 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
☒	Designee Cd	Designee Code
☒	Designee Name	Designee Name

Select **Show Inquiry** for small volumes of data. The **Disposal Designee Code Inquiry – Results** page appears.

- 2.

OR

Select **Submit** for large volumes of data. The **Disposal Designee Code 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**.



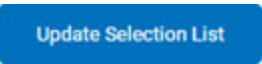


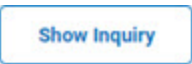
Help Reference Guide

My Selections

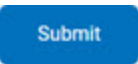
Test 2 ▼

☐	Field	Field Description
☒	Designee Cd	Designee Code
☒	Designee Name	Designee Name

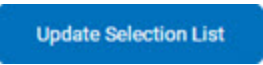
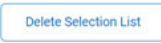
2. Select . The page refreshes.

Select  for small volumes of data. The **Disposal Designee Code Inquiry – Results** page appears.

3.
OR

Select  for large volumes of data. The **Disposal Designee Code 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
☒	Designee Cd	Designee Code
☒	Designee Name	Designee 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 **Disposal Designee Code 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
☒	Designee Cd	Designee Code
☒	Designee Name	Designee Name
☒	Designee Agency Name	Designee Agency Name
☒	City	City
☒	State Cd	Physical State Code
☒	Request State Cd	Request State Cd
☒	Request Phone Nbr	Request Phone Nbr
☒	State Cd	State Cd

Cancel

Reset

Show Inquiry

Submit

2. Select the fields required for the inquiry. *8 fields are automatically selected.*

Note

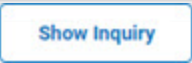


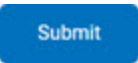
The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.





Help Reference Guide

3. Select  for small volumes of data. The **Disposal Designee Code Inquiry – Results** page appears.
- OR**

Select  for large volumes of data. The **Disposal Designee Code Inquiry Transaction Status** page appears.





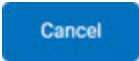
View the Disposal Designee Code Inquiry Detail

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria >  >
Search Results > Inquiry Row hyperlink > Disposal Designee Code Inquiry Detail page

Procedures

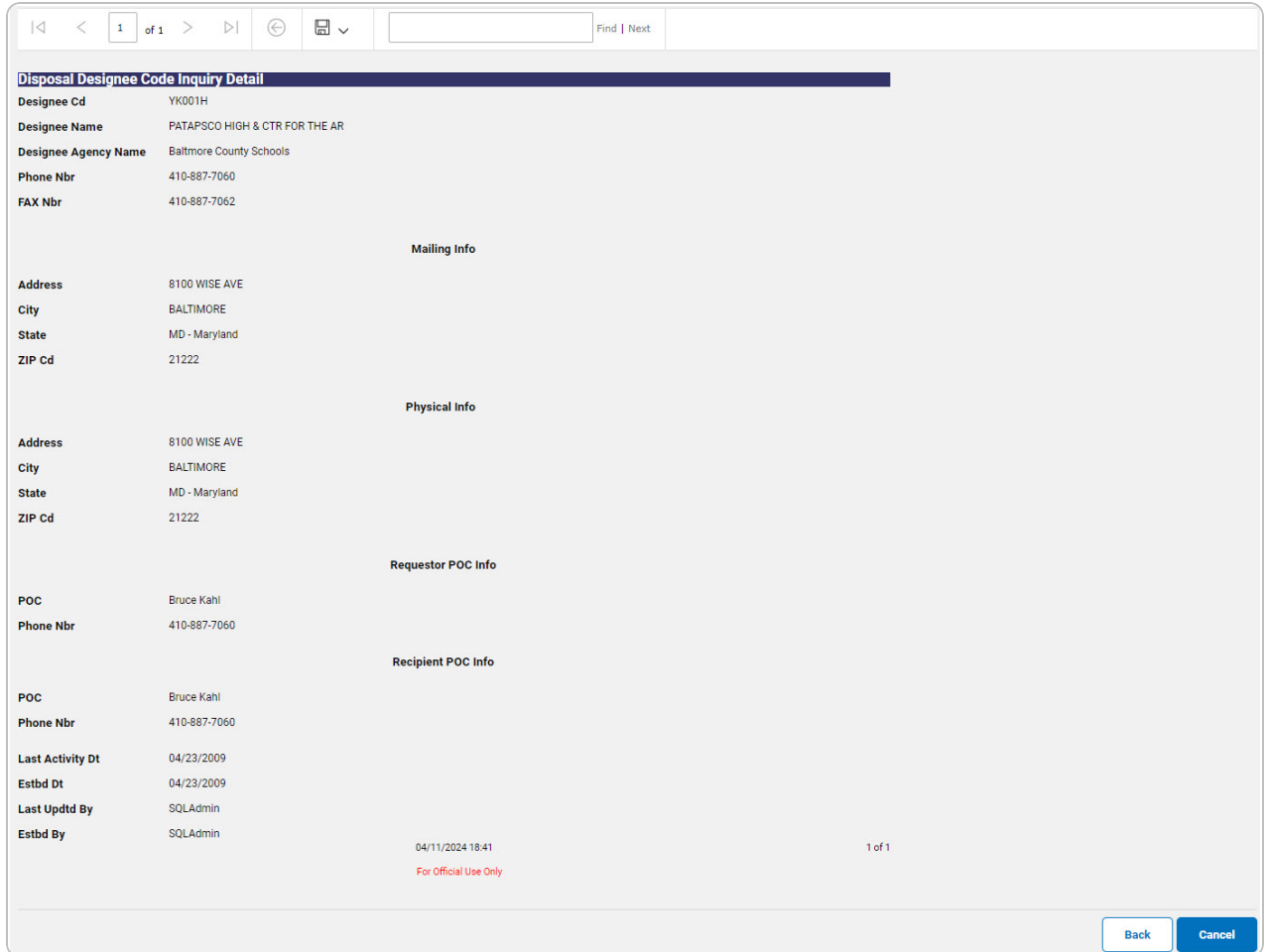
Export the Disposal Designee Code Inquiry Detail

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Verify the Disposal Designee Code Inquiry Detail tab.



Disposal Designee Code Inquiry Detail

Designee Cd: YK001H

Designee Name: PATAPSCO HIGH & CTR FOR THE AR

Designee Agency Name: Baltimore County Schools

Phone Nbr: 410-887-7060

FAX Nbr: 410-887-7062

Mailing Info

Address: 8100 WISE AVE

City: BALTIMORE

State: MD - Maryland

ZIP Cd: 21222

Physical Info

Address: 8100 WISE AVE

City: BALTIMORE

State: MD - Maryland

ZIP Cd: 21222

Requestor POC Info

POC: Bruce Kahl

Phone Nbr: 410-887-7060

Recipient POC Info

POC: Bruce Kahl

Phone Nbr: 410-887-7060

Last Activity Dt: 04/23/2009

Estbd Dt: 04/23/2009

Last Updtd By: SQLAdmin

Estbd By: SQLAdmin

04/11/2024 18:41

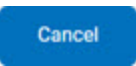
For Official Use Only

1 of 1

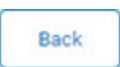
Back Cancel

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.

4. Select . The **Disposal Designee Code Inquiry — Criteria** page appears.

OR

- Select . The **Disposal Designee Code Inquiry — Results** 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.*

