



Search for an Inventory Date Management Inquiry — Criteria

Overview

The Property Accountability module Inventory Date Management Inquiry process provides the ability to search for Inventory Date Management records.

Navigation

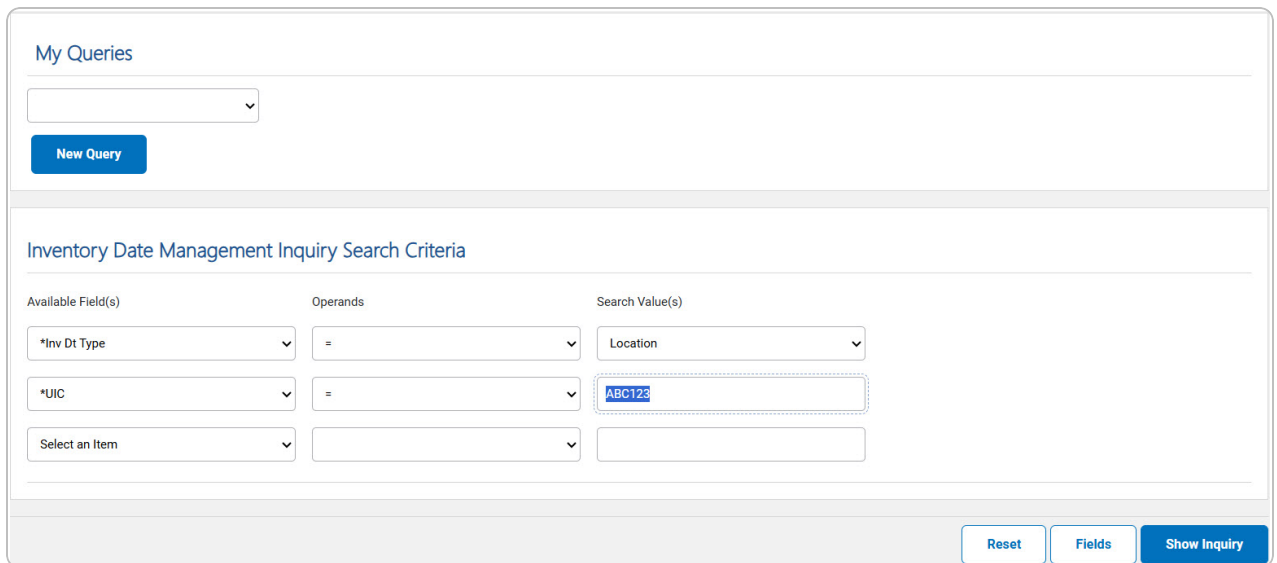
Inquiries > Inventory > Inventory Date MGT > Inventory Date Management Inquiry Search Criteria page

Procedures

Search for an Inventory Date Management 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 'Inventory Date Management 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 main search criteria section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The first row shows '*Inv Dt Type' in the first column, '=' in the second, and 'Location' in the third. The second row shows '*UIC' in the first column, '=' in the second, and 'ABC123' in the third. The third row shows 'Select an Item' in the first column, '=' in the second, and an empty field in the third. At the bottom right of the form 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 (INV DT TYPE) automatically populates and is not editable.
- B. The second Available Field(s) option (UIC) automatically populates and is not editable.
- C. Use  to select the third Available Field.

Note



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

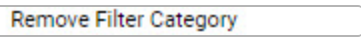
Note



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.
 - B. Use  to select the second Operands.
 - C. Use  to select the third Operands.
- 4. Choose which Search Value(s) to use in the search.
 - A. Use  to select the first Search Value.
 - B. Use  to select the second Search Value.
 - C. Use  to select the third Search Value.

Remove an Available Field Row

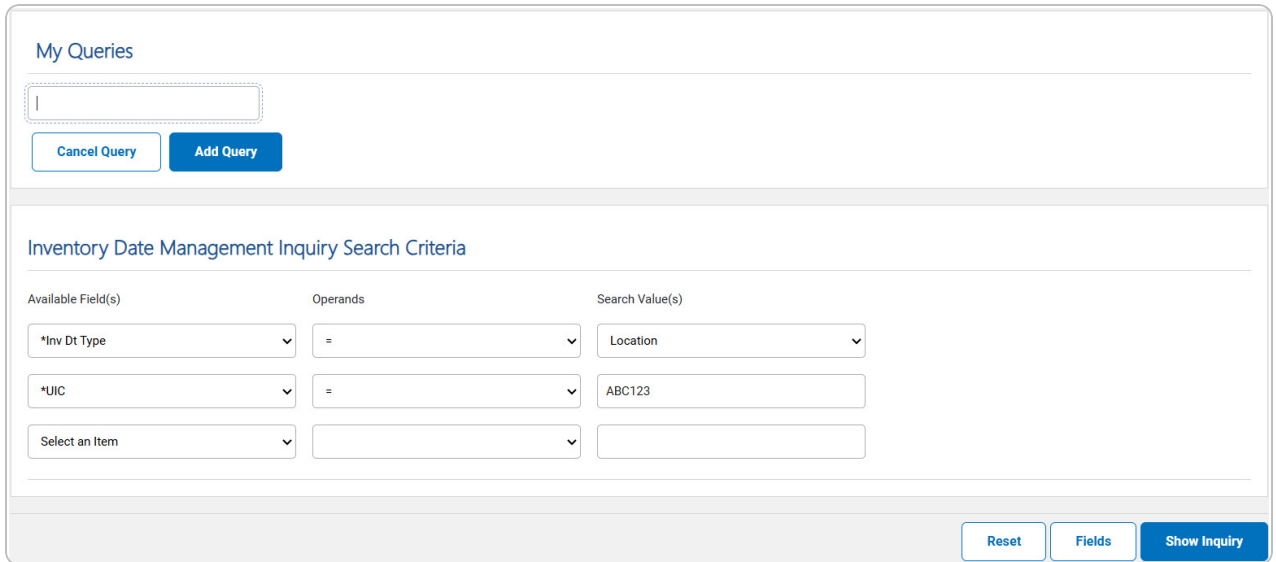
- a. Use  to select desired Available Field.
 - b. Select . The desired row is removed.
- 5. Select . The **Inventory Date Management Inquiry – Results** page appears.





Add a My Queries Inquiry

1. Select **New Query**. The page refreshes, and My Queries changes from a drop-down field to a text field.



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.

Select **Fields**. The **Inventory Date Management Inquiry — Select Fields** page appears.

4. OR

Select **Show Inquiry**. The **Inventory Date Management 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.





Help Reference Guide

My Queries

[New Query](#)

Inventory Date Management Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Inv Dt Type	=	Location
*UIC	=	ABC123
Select an Item		

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

Select [Fields](#). The **Inventory Date Management Inquiry — Select Fields** page appears.

2.

OR

Select [Show Inquiry](#). The **Inventory Date Management 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 ▼

Delete Query New Query Update Query

Inventory Date Management Inquiry Search Criteria

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

Reset Fields Show Inquiry

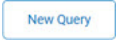
2. Select . The query information is updated.

Select . The **Inventory Date Management Inquiry — Select Fields** page appears.

3.
OR

Select . The **Inventory Date Management 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

Inventory Date Management Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Inv Dt Type	=	Location
*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 **Inventory Date Management Inquiry — Select Fields** page appears.





Search for an Inventory Date Management Inquiry — Results

Navigation

Inquiries > Inventory > Inventory Date MGT > Search Criteria > [Show Inquiry](#) > Inventory Date Management Inquiry Search Results page

Procedures

Export the Inventory Date Management 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 = 1

UIC	Custodian Nbr	Sub Custodian Nbr	Last Cmpltd Dt	Nxt Sched Initlzn Dt	Inv Dt Type	Inventory Plan Cd	Incl Sub Custodian
DPAS01	1234			5/1/2020 12:00:00 AM	SEN	Sensitive	True
06/25/2025 12:47 UNCLASSIFIED							

1 of 1

[Cancel](#)

Note



To reach the optional fields, refer to the Inventory Date Management Inquiry — Field Selection page.

2. Select [Cancel](#). The **Inventory Date Management 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 Inventory Date Management Inquiry

Navigation

Inquiries > Inventory > Inventory Date MGT > Search Criteria > > Inventory Date Management 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 . The **Inventory Date Management Inquiry Field Selection** page appears.





Help Reference Guide

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

Private

My Selections

New Selection List

☐	Field	Field Description
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Loc	Physical location of an asset.
☒	Inv Type Cd	Identifies the inventory type of the Inv List Nbr.
☒	Inv Process Cd	Identifies the status of the inventory.

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

- Select

New Selection List

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





Help Reference Guide

My Selections

Test 2

Cancel Selection

Add Selection List

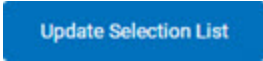
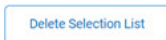
☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

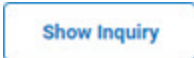
Note



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

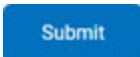
2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

- Select  for small volumes of data. The **Inventory Date Management Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Inventory Date Management 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
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.

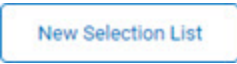
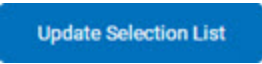
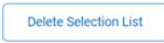
Select  for small volumes of data. *The **Inventory Date Management Inquiry – Results** page appears.*

2.

OR

Select  for large volumes of data. *The **Inventory Date Management 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 .*





Help Reference Guide

My Selections

Test 2 ▼

[Delete Selection List](#)
[New Selection List](#)
[Update Selection List](#)

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

2. Select [Update Selection List](#). The page refreshes.

Select [Show Inquiry](#) for small volumes of data. The **Inventory Date Management Inquiry — Results** page appears.

3. OR

Select [Submit](#) for large volumes of data. The **Inventory Date Management 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 [New Selection List](#) is joined by [Update Selection List](#) and [Delete Selection List](#).





My Selections

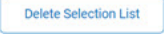
Test 2 ▾

Delete Selection List

New Selection List

Update Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

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 **Inventory Date Management 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
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Last Cmpltd Dt	
☒	Nxt Sched Initlzn Dt	
☒	Inv Dt Type	Used to provide a select field within Inventory Date Management
☒	Inventory Plan Cd	
☒	Incl Sub Custodian	

Cancel

Reset

Show Inquiry

Submit

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 data-base. The more data returned, the longer the inquiry takes.

Select [Show Inquiry](#) for small volumes of data. The **Inventory Date Management Inquiry — Results** page appears.

- 3.

OR





Help Reference Guide

Select for large volumes of data. The ***Inventory Date Management Inquiry Transaction Status*** page appears.

