



Search for an Inventory Header Inquiry — Criteria

Overview

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

Navigation

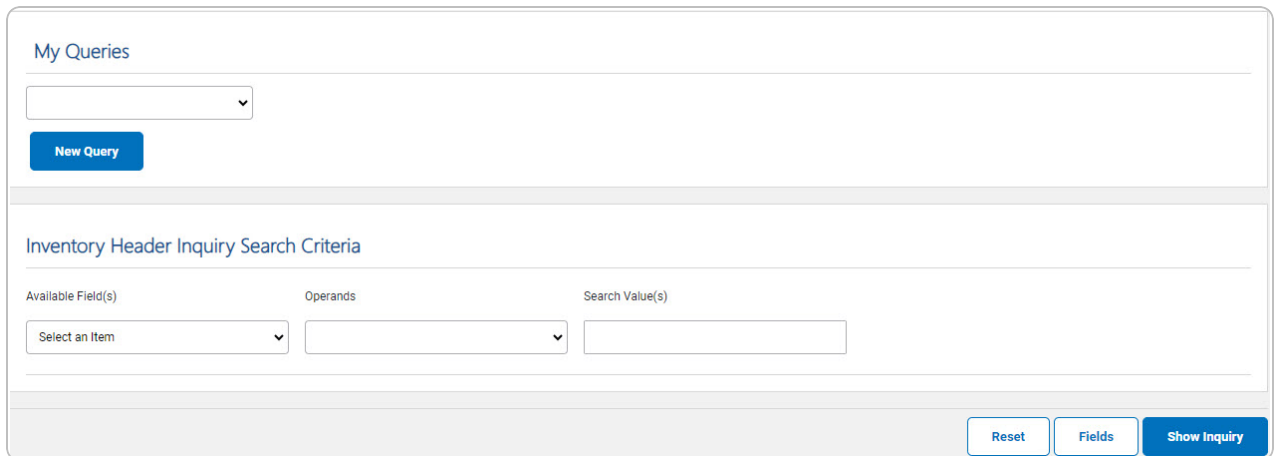
Inquiries > Inventory > Inventory Header > Inventory Header Inquiry Search Criteria page

Procedures

Search for an Inventory Header 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 inventory header records. At the top, there is a section titled "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Inventory Header Inquiry Search Criteria" section. It contains three columns: "Available Field(s)", "Operands", and "Search Value(s)". Under "Available Field(s)", there is a dropdown menu with "Select an Item" selected. Under "Operands", there is a dropdown menu. Under "Search Value(s)", there is a text input field. 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



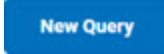
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
 - B. Use  to select the second 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.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Inventory Header 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

Inventory Header 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 **Inventory Header Inquiry — Select Fields** page appears.
- OR
- Select . The **Inventory Header 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](#)

Inventory Header Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

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

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

Select [Show Inquiry](#). The **Inventory Header 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.

My Queries

Test 2

[Delete Query](#) [New Query](#) [Update Query](#)

Inventory Header Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

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

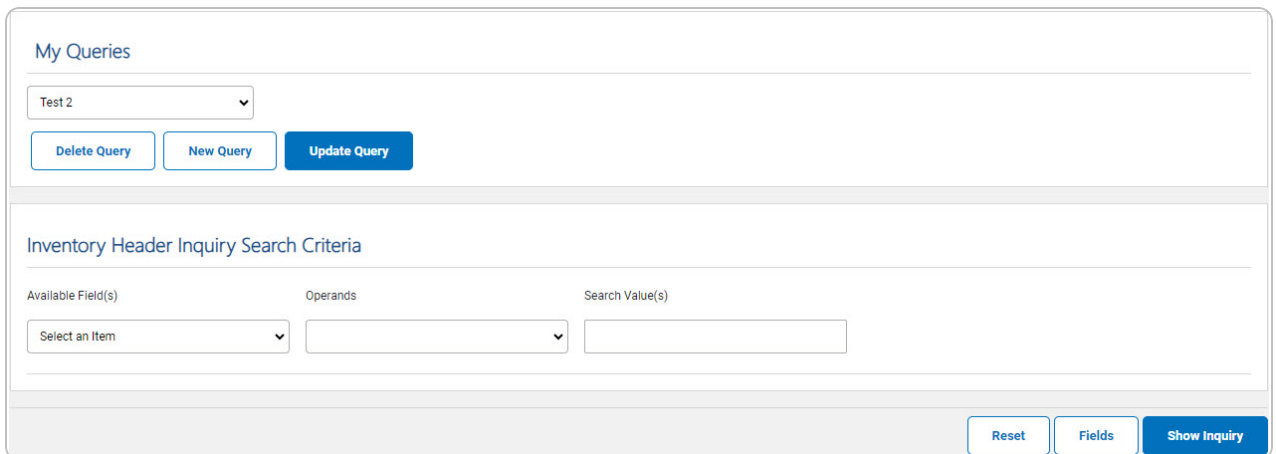




2. Select . The query information is updated.
3. Select . The **Inventory Header Inquiry — Select Fields** page appears.
- OR
- Select . The **Inventory Header Inquiry — Results** page appears.

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 'Inventory Header Inquiry Search Criteria' section, which includes three input fields: 'Available Field(s)' (with a dropdown menu showing 'Select an Item'), 'Operands' (with a dropdown menu), and 'Search Value(s)' (with a text input field). At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . The query information is removed.

Revise the Fields for the Inquiry

- Select . The **Inventory Header Inquiry — Select Fields** page appears.





Search for an Inventory Header Inquiry — Results

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > [Show Inquiry](#) > Inventory Header Inquiry Search Results page

Procedures

Export the Inventory Header 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 = 955

Inv Nbr	UIC	Custodian Nbr	Loc	Inv Type Cd	Inv Process Cd
08086E101240001	E10124	EAA124		CUS	CAN
08086E101240002	E10124	EAA124		CUS	CAN
08086E101240003	E10124	EAA124		CUS	CNA
08086E101240004	E10124	EAA124		CUS	CAN
08086E101240005	E10124	EAA124		CUS	CNA
08086E101240006	E10124	EAA124		SEN	CAN
08086E102100002	E10210	KASEY		CUS	CAN
08086E102100003	E10210	KASEY		CUS	CAN
08089E101240001	E10124		BLDG 101	CBL	CAN
08089E101240002	E10124		BLDG 102	CBL	CAN
08089E101240003	E10124		BLDG 103	CBL	CAN
08089E101240004	E10124		BLDG 104	CBL	CAN
08089E101240005	E10124		BLDG 105	CBL	CAN
08089E101240006	E10124		BLDG 55	CBL	CNA
08089E101240007	E10124		HANGER BAY 4	CBL	CNA
08095E101240001	E10124		BLDG 101	CBL	CAN
08095E101240002	E10124		BLDG 102	CBL	CAN
08095E101240003	E10124		BLDG 103	CBL	CAN
08095E101240004	E10124		BLDG 104	CBL	CAN
08095E101240005	E10124		BLDG 105	CBL	CAN
08095E101240006	E10124		BLDG 55	CBL	CAN
08095E101240007	E10124		HANGER BAY 4	CBL	CNA
08097E101240001	E10124	EAA124		CUS	CAN
08097E101240002	E10124	EBB124		CUS	CAN
08097E101240003	E10124	ECC124		CUS	CAN
08098E101910001	E10191	EAA191		SEN	CRC
08098E101910002	E10191	EBB191		SEN	CAN
08098E101910003	E10191	ECC191		SEN	CAN
08098E101910004	E10191	JAS998		SEN	CNA
08098E101910005	E10191	JAS999		SEN	CNA
08102E102100001	E10210	EAA210		CUS	CMU
08105E101910001	E10191		BLDG 105	LOC	CAN
08105E102100001	E10210	PAIGE		CUS	CMU
08113E101920001	E10192	EAA192		CUS	CMU
08113E101920002	E10192	ECC192		SEN	CAN
08113E101920003	E10192		BLDG 104	LOC	CAN
08113E101920004	E10192	EBB192		CUS	CAN
08113E101920005	E10192	EAA192		CUS	CNA
08126E102100001	E10210		BLDG 10	CBL	CNA
08126E102100003	E10210		BLDG 102	CBL	CAN
08126E102100004	E10210		BLDG 103	CBL	CAN
08126E102100005	E10210		BLDG 104	CBL	CAN
08126E102100006	E10210		BLDG 105	CBL	CAN

07/05/2024 11:18
For Official Use Only

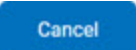
1 of 23

Cancel

Note



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

2. Select . The **Inventory Header 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 Inventory Header Inquiry Detail

Select the desired INV NBR row. The **Inventory Header Inquiry Basic Detail** page appears.





Select Fields for the Inventory Header Inquiry

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > [Fields](#) > Inventory Header 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 **Inventory Header Inquiry Field Selection** 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
☒	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

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

My Selections

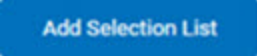
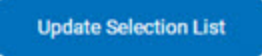
☐	Field	Field Description
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.

Note



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

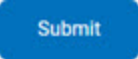
2. Select . *The page refreshes, and the selected list is added.*

 is replaced by  and .



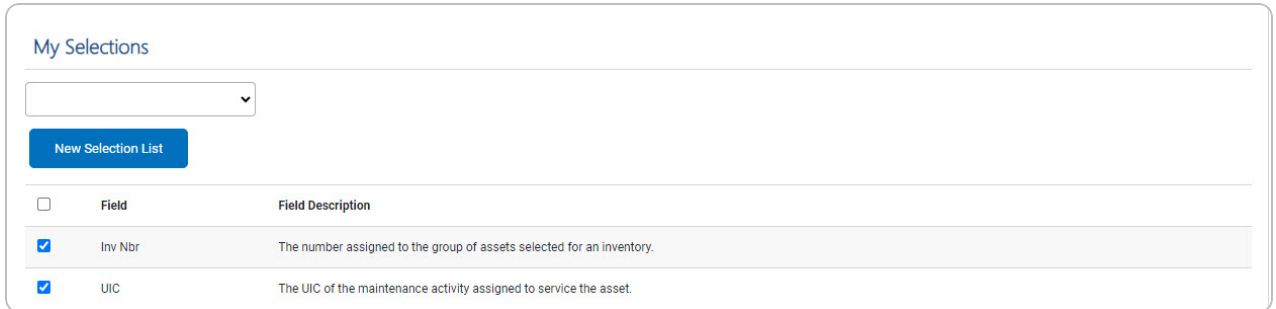


3. Select  for small volumes of data. *The **Inventory Header Inquiry — Results** page appears.*
- OR**

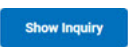
Select  for large volumes of data. *The **Inventory Header Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

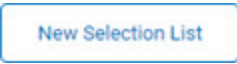
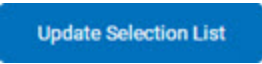
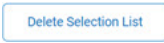


	Field	Field Description
☒	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.

2. Select  for small volumes of data. *The **Inventory Header Inquiry — Results** page appears.*
- OR**

Select  for large volumes of data. *The **Inventory Header 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
☒	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.

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

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

3.

OR

Select [Submit](#) for large volumes of data. The **Inventory Header 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
☒	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.

2. Select [Delete Selection List](#). 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 **Inventory Header 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
☒	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. Select the fields required for the inquiry. *The first 6 fields are automatically selected.*

Note



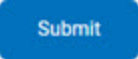
The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.





Help Reference Guide

3. Select  for small volumes of data. The ***Inventory Header Inquiry — Results*** page appears.
- OR**

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





View the Inventory Header Inquiry Basic Detail

Navigation

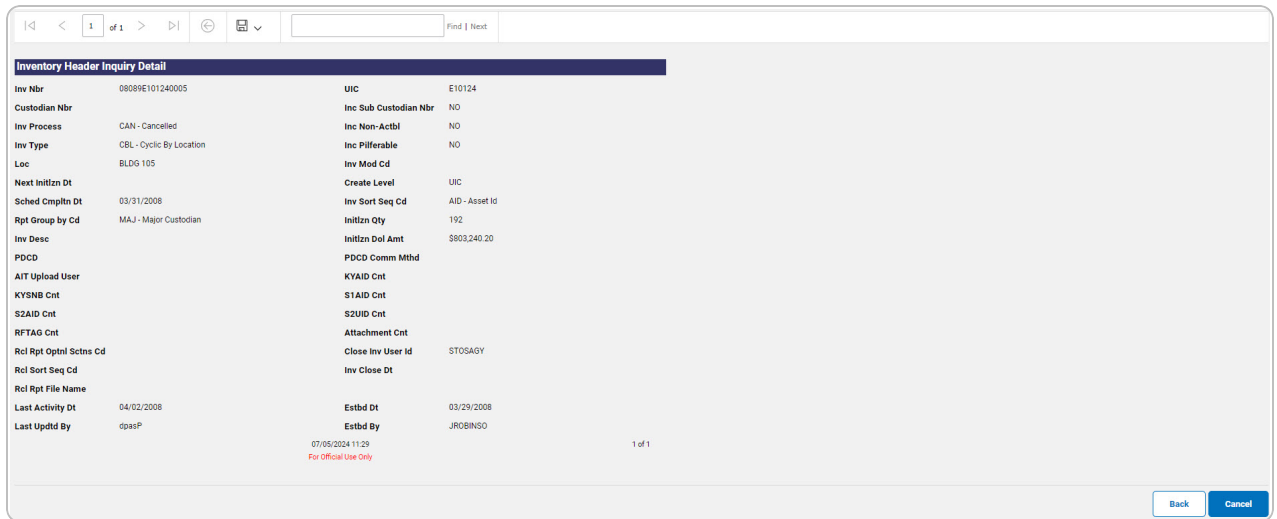
Inquiries > Inventory > Inventory Header > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Inventory Header Inquiry Basic Detail page

Procedures

Export the Inventory Header Inquiry Basic Detail

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

1. **Verify the Inventory Header Inquiry Detail grid.**



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 **Inventory Header Inquiry — Criteria** page appears.*





OR

Select . The **Inventory Header 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.*

