

Search for a LIN/TAMCN Inquiry — Criteria

Overview

The Property Accountability module LIN/TAMCN Inquiry process provides the ability to search for LIN/TAMCN records.

Navigation

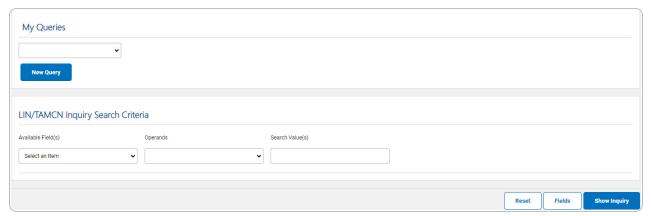
Inquiries > Catalog > LIN/TAMCN > LIN/TAMCN Inquiry Search Criteria page

Procedures

Search for a LIN/TAMCN Inquiry — Criteria

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. In the Search Criteria box, choose which available field to use in the search.



- 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.

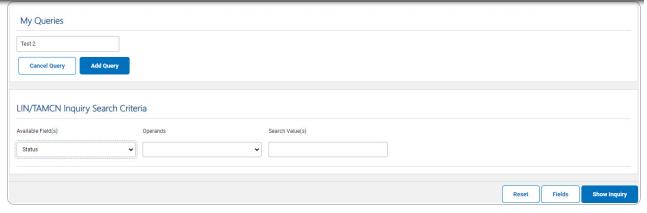
Remove an Available Field Row

- a. Use to select desired Available Field.
- b. Select Remove Filter Category . The desired row is removed.
- 5. Select Show 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 . The Query and the information entered in the Search Criteria grid are added to My Queries. Select cancel Query to disregard the Query.

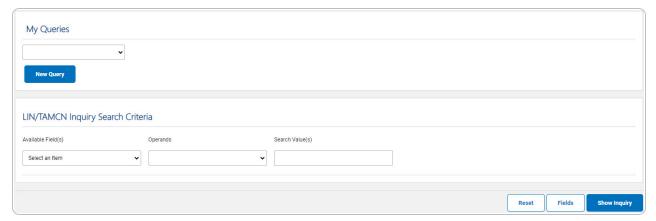
Select Fields . The LIN/TAMCN Inquiry — Select Fields page appears.

4. OR

Select Show 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.





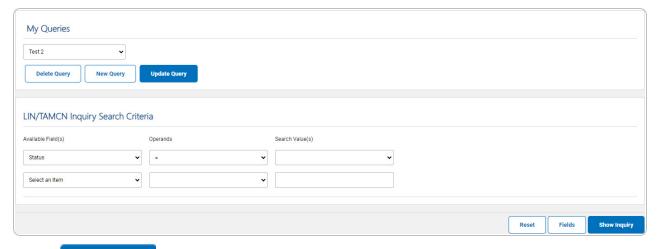
Select Fields . The LIN/TAMCN Inquiry — Select Fields page appears.

2. OR

Select Show 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 and Delete Query and The selected query information appears in the search criteria grid.



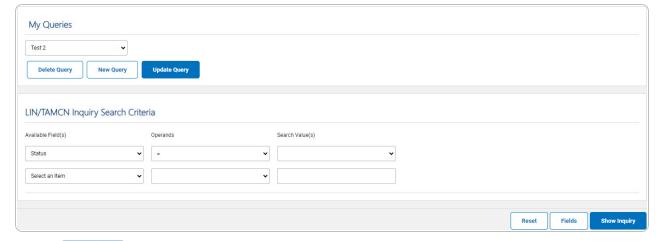
- 2. Select Update Query . The query information is updated.
 - Select Fields . The LIN/TAMCN Inquiry Select Fields page appears.
- 3. OR

Select . The **LIN/TAMCN Inquiry** — **Results** page appears.



Delete a My Queries Inquiry

1. Use to select the desired saved query. The page refreshes, and New Query is joined by Update Query and Delete Query. The selected query information appears in the search criteria grid.



2. Select Delete Query . The query information is removed.

Revise the Fields for the Inquiry

Select Fields . The LIN/TAMCN Inquiry — Select Fields page appears.





Search for a LIN/TAMCN Inquiry — Results

Navigation

Inquiries > Catalog > LIN/TAMCN > Search Criteria > Show Inquiry > LIN/TAMCN Inquiry Search Results page

Procedures

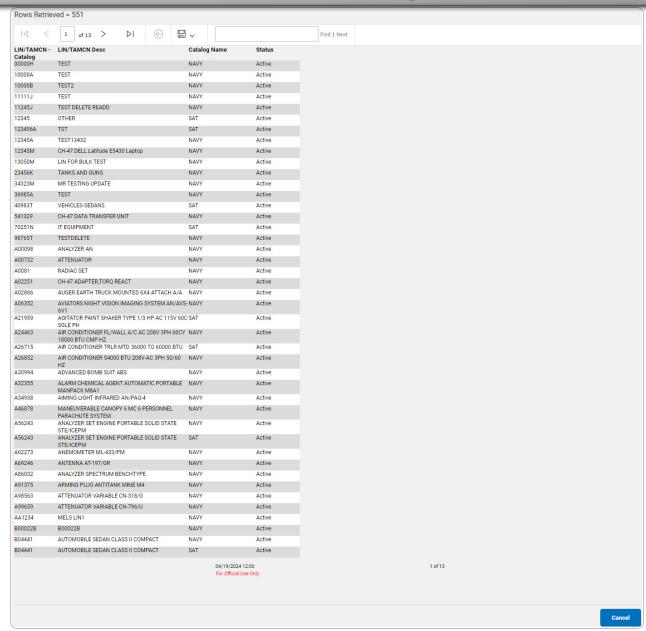
Export the LIN/TAMCN Inquiry Results

Selecting 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.







Note



To reach the optional fields, refer to the LIN/TAMCN Inquiry — Field Selection page.

2. Select Cancel . The LIN/TAMCN 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 Find to search for the entry. *The entry appears highlighted in the file.*
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.

View the LIN/TAMCN Inquiry Detail

Select the desired LIN/TAMCN - Catalog row. *The LIN/TAMCN Inquiry Detail — Catalog Base* page appears.





Select Fields for the LIN/TAMCN Inquiry

Navigation

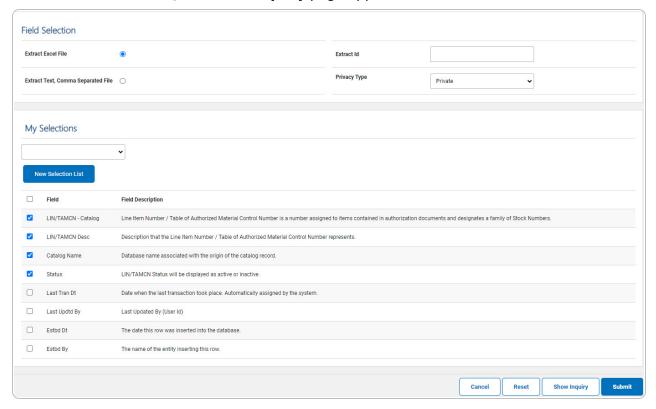
Inquiries > Catalog > LIN/TAMCN > Search Criteria > Fields > LIN/TAMCN Inquiry Fields Selection page

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 **LIN/TAMCN Inquiry** page appears.







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



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

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

Add Selection List is replaced by Update Selection List and

Select Show Inquiry for small volumes of data. The **LIN/TAMCN Inquiry** — **Results** page appears.

3.





OR

Select Submit for large volumes of data. The LIN/TAMCN Inquiry Transaction Status page appears.

Use a Predetermined Field Selection List

1. Use to display the Selection List.



Select show inquiry for small volumes of data. The **LIN/TAMCN Inquiry** — **Results** page appears.

OR

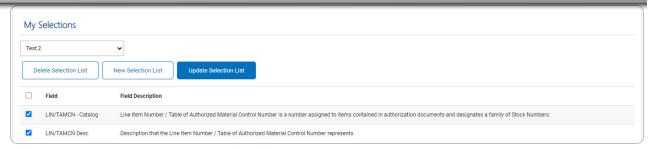
2.

Select for large volumes of data. *The LIN/TAMCN 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.





2. Select Update Selection List . The page refreshes.

Select Show Inquiry for small volumes of data. The LIN/TAMCN Inquiry — Results page appears.

3. **OR**

Select for large volumes of data. The LIN/TAMCN 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.



2. Select Delete Selection List . The page refreshes and the list is immediately deleted.

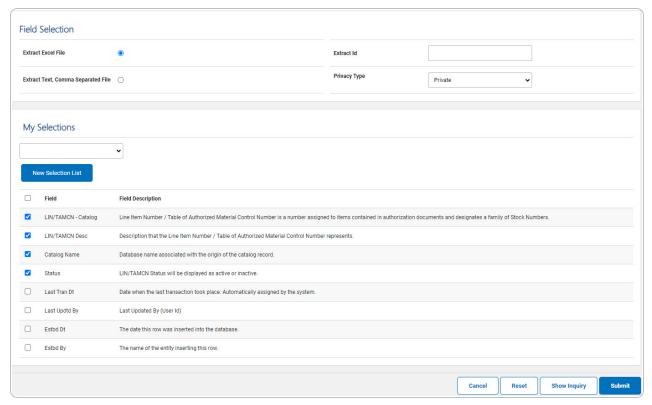


Modify the Fields Used for the Inquiry

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 LIN/TAMCN Inquiry page appears.



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 database. The more data returned, the longer the inquiry takes.



Show Inquiry for small volumes of data. The LIN/TAMCN Inquiry — Results Select page appears.

3. OR

> for large volumes of data. The LIN/TAMCN Inquiry Transaction Select **Status** page appears.





View the LIN/TAMCN Inquiry Detail — Catalog Base

Navigation

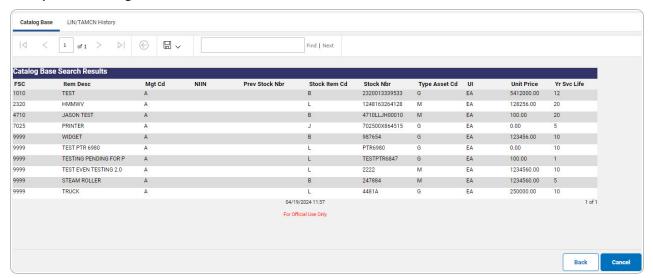
Inquiries > Catalog > LIN/TAMCN > Search Criteria > Search Results > Inquiry Row hyperlink > LIN/TAMCN Inquiry Detail — Catalog Base page

Procedures

Export the LIN/TAMCN Inquiry Detail — Catalog Base

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

1. Verify the Catalog Base 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.

Select . The LIN/TAMCN Inquiry — Criteria page appears.

4.





OR

Select the LIN/TAMCN History tab. The **LIN/TAMCN Inquiry Detail — LIN/TAMCN History** page appears.

OR

Select . The LIN/TAMCN 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 for the entry. The entry appears highlighted in the file.
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.





View the LIN/TAMCN Inquiry Detail — LIN/TAMCN History

Navigation

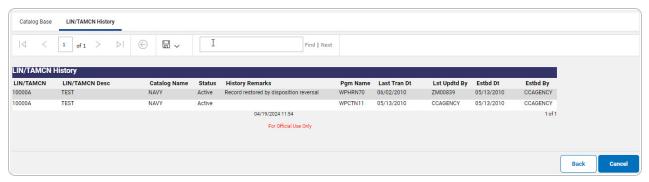
Inquiries > Catalog > LIN/TAMCN > Search Criteria > Search Results > Inquiry Row hyperlink > Catalog Base Detail > LIN/TAMCN History tab > LIN/TAMCN Inquiry Detail — LIN/TAMCN History page

Procedures

Export the LIN/TAMCN Inquiry Detail — LIN/TAMCN History

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

1. Verify the LIN/TAMCN History Detail 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.

Select . The LIN/TAMCN Inquiry — Criteria page appears.

4. OR



Select the Catalog Base tab. *The LIN/TAMCN Inquiry Detail — Catalog Base* page appears.

OR

Select . The LIN/TAMCN 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 Find to search for the entry. *The entry appears highlighted in the file*.
- 4. Select Next to find the next matching value. This feature is available if multiple results are found.