



Search for a Location Inquiry — Criteria

Overview

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

Navigation

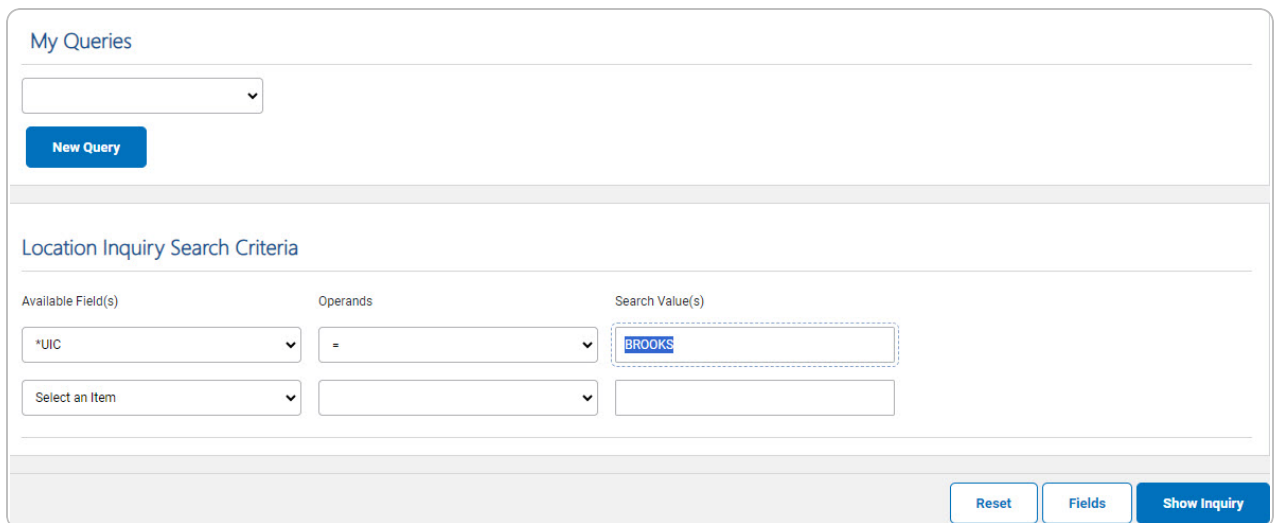
Inquiries > Master Data > Location > Location Inquiry Search Criteria page

Procedures

Search for a Location 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 'Location 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 'Location Inquiry Search Criteria' section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with '*UIC' selected. The 'Operands' column has a dropdown menu with '=' selected. The 'Search Value(s)' column has a text input field with 'BROOKS' entered. Below these columns are two more rows for additional criteria. 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.
 - A. The first Available Field(s) option (UIC) automatically populates and is not editable.
 - B. Use  to select the second Available Field.





Note



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

Note



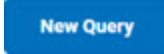
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 **Location 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

Location Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	BROOKS
Select an Item		

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.
- Select . The **Location Inquiry — Select Fields** page appears.
4. OR
- Select . The **Location 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

Location Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC	=	BROOKS
Select an Item		

Reset Fields Show Inquiry

2. Select **Fields**. The **Location Inquiry — Select Fields** page appears.
- OR

Select **Show Inquiry**. The **Location 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

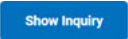
Test 2 ▼

Delete Query New Query Update Query

Location Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC ▼	= ▼	BROOKS
Select an Item ▼	▼	

Reset Fields Show Inquiry

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





Help Reference Guide

My Queries

Test 2 ▼

Delete Query New Query Update Query

Location Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*UIC ▼	= ▼	BROOKS
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 **Location Inquiry — Select Fields** page appears.





Search for a Location Inquiry — Results

Navigation

Inquiries > Master Data > Location > Search Criteria > [Show Inquiry](#) > Location Inquiry Search Results page

Procedures

Export the Location 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

1	of 1	<	>	Find	Next
UIC	Loc	Status			
BROOKS	ABC	True			

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For Official Use Only

1 of 1

[Cancel](#)

Note



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

2. Select [Cancel](#). The **Location 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.





Help Reference Guide

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





Select Fields for the Location Inquiry

Navigation

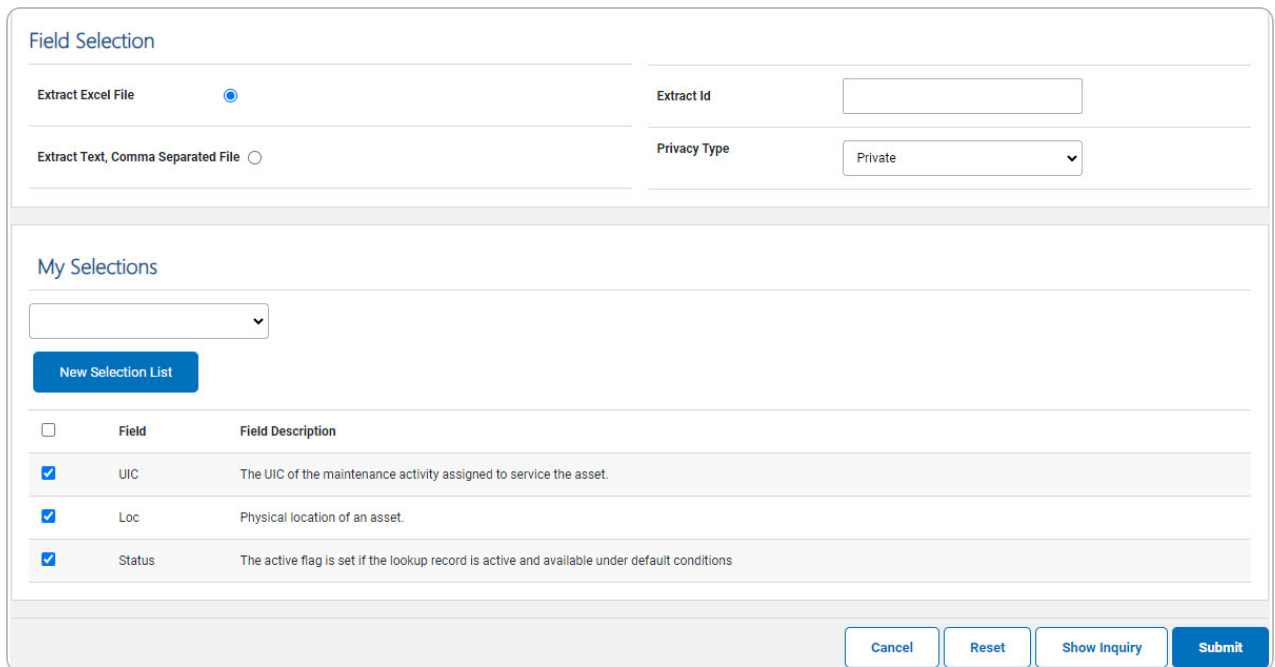
Inquiries > Master Data > Location > Search Criteria > [Fields](#) > Location Inquiry Fields Selection page

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 **Location Inquiry** page appears.



The screenshot shows the 'Field Selection' page. At the top, there are two radio buttons for 'Extract Excel File' (selected) and 'Extract Text, Comma Separated File'. To the right, there is an 'Extract Id' text box and a 'Privacy Type' dropdown menu set to 'Private'. Below this is a 'My Selections' section with a dropdown menu and a 'New Selection List' button. A table lists three fields: 'UIC', 'Loc', and 'Status', each with a checked checkbox and a description. At the bottom right, there are four buttons: 'Cancel', 'Reset', 'Show Inquiry', and 'Submit'.

Field	Field Description
☒ UIC	The UIC of the maintenance activity assigned to service the asset.
☒ Loc	Physical location of an asset.
☒ Status	The active flag is set if the lookup record is active and available under default conditions

2. Choose the desired file type:





Help Reference Guide

- 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

Cancel Selection

Add Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Cost Center	A code that identifies an organization.

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 .

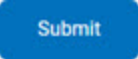




Select  for small volumes of data. The **Location Inquiry — Results** page appears.

3.

OR

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

Use a Predetermined Field Selection List

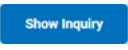
1. Use  to display the Selection List.

My Selections

▼

New Selection List

☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Loc	Physical location of an asset.

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

2.

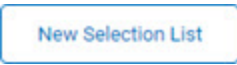
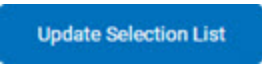
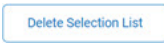
OR

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





Update a Selection List

- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and*  *is joined by*  *and* .

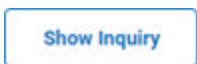
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

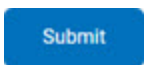
☐	Field	Field Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Loc	Physical location of an asset.

- Select . *The page refreshes.*

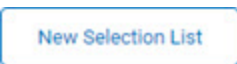
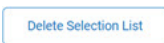
Select  for small volumes of data. *The **Location Inquiry — Results** page appears.*

3.

OR

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

Delete a Selection List

- 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
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Loc	Physical location of an asset.

2. Select [Delete Selection List](#). The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting [Cancel](#) 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 [Reset](#) at any point of this procedure returns all fields to the default "All" setting.





1. Select . The **Location 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.
☒	Loc	Physical location of an asset.
☒	Status	The active flag is set if the lookup record is active and available under default conditions

Cancel

Reset

Show Inquiry

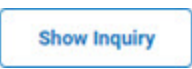
Submit

2. Select the fields required for the inquiry. *The first 3 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.

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

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





View the Location Inquiry Transaction Status

Navigation

Inquiries > Master Data > Location > Search Criteria > [Fields](#) > Fields Selection >

[Submit](#)

> Location Inquiry Transaction Status page

Procedures

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

View the Location Inquiry Background Transaction Status

Your Background Transaction was Submitted

Transaction Number 0

Transaction Status

[Cancel](#)

1. Select [Cancel](#). The **Location Inquiry Search Criteria** page appears.

View the Location Inquiry Transaction Status

Transaction Status

Process Queue Id: 55951

Status	Action Required	Details	
Success	None	Rows Extracted	6
		Site	NJ-ME
		Time Extracted	6/6/2024 4:53:28 PM
		User	NMLAW

[Cancel](#)

[Print](#)

1. Select [Print](#). The **Location Inquiry Transaction Status Export** page appears.

