



Search for a Maintenance Management Assignment Inquiry — Criteria

Overview

The Property Accountability module Maintenance Management Assignment Inquiry process provides the ability to search for Maintenance Management Assignment records.

Navigation

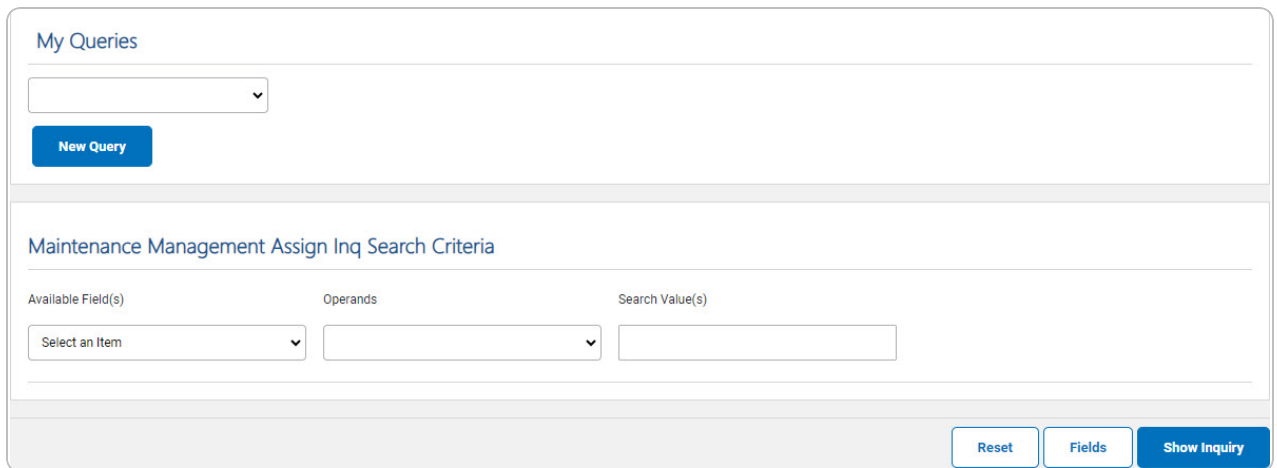
Inquiries > Master Data > MAINT MGMT Assign > Maintenance Management Assignment Inquiry Search Criteria page

Procedures

Search for a Maintenance Management Assignment 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 maintenance management assignments. At the top, there is a section titled "My Queries" with a dropdown menu and a "New Query" button. Below this is the "Maintenance Management Assign Inq 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 "Select an Item" as the current selection. The "Operands" column has a dropdown menu. The "Search Value(s)" column has 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.

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.

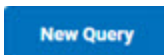
Remove an Available Field Row

a. Use  to select desired Available Field.

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

5. Select . The **Maintenance Management Assignment 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

Maintenance Management Assign Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
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 **Maintenance Management Assignment Inquiry — Select Fields** page appears.
4. OR
Select . The **Maintenance Management Assignment 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

Maintenance Management Assign Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

Select . The **Maintenance Management Assignment Inquiry — Select Fields** page appears.

2.

OR

Select . The **Maintenance Management Assignment 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.





Help Reference Guide

My Queries

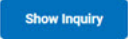
Test 2 ▼

Delete Query New Query Update Query

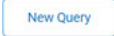
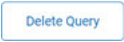
Maintenance Management Assign Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item ▼	▼	

Reset Fields Show Inquiry

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

Maintenance Management Assign Inq Search Criteria

Available Field(s)	Operands	Search Value(s)
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 **Maintenance Management Assignment Inquiry — Select Fields** page appears.





Search for a Maintenance Management Assignment Inquiry — Results

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > [Show Inquiry](#) > Maintenance Management Assignment Inquiry Search Results page

Procedures

Export the Maintenance Management Assignment 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 = 43

1 of 1 Find | Next

Maint Grp	Maint Grp Desc	UIC	Maint Activity Name	Owning UIC	Catalog Name	Site Id	Actbl UIC
D2	TEST	BROOKS	KD MOTOR POOL	M00002	FUNC-2	FUNC-2	N00018
A1	TEST	A12345	HI	C89212	FUNC-2	FUNC-2	N00018
A1	TEST	HELP12	TRISH TESTING 4	DA10A2	FUNC-2	FUNC-2	N00018
AA	AA	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
BA	BROOKS	BG1234	KD MOTOR POOL	M00002	FUNC-2	FUNC-2	N00018
BA	BROOKS	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
BA	BROOKS	HARKUJ	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
BB	BB	N00018	MELUSSAS MA	E10130	FUNC-2	FUNC-2	N00018
BH	Harkless Test Maint	HARKUJ	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
BR	Rebok Maint Grp	N00018	MELUSSAS MA	E10130	FUNC-2	FUNC-2	N00018
DD	DD	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
DG	DAG	A12345	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
E0	SOMETHING	BROOKS			FUNC-2	FUNC-2	N00018
FL	Fork Lifts	N00018	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
FL	Fork Lifts	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
FT	AIRPLANE TEST	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
HQ	HEADQUARTERS FORTE MEADE	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
J3	jason test maint group id	N00018	WMJ/ACTIVITY	E10124	FUNC-2	FUNC-2	N00018
J7	JD 7 test	N00012	JDS	N00012	FUNC-2	FUNC-2	N00018
JD	JD software maintenance	N00012	JDS	N00012	FUNC-2	FUNC-2	N00018
JH	jason maint group id	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
LE	Lawn Equipment	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
ME	MILITARY EQUIPMENT	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
MG	MISCELLANEOUS GROUP	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
MR	DPAS	A12345			FUNC-2	FUNC-2	N00018
MR	DPAS	N00018	MELUSSAS MA	E10130	FUNC-2	FUNC-2	N00018
MT	MY TEST GROUP	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
MU	MAINT and UTIL	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
MU	MAINT and UTIL	N00018	MELUSSAS MA	E10130	FUNC-2	FUNC-2	N00018
NG	NEW GROUP	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
RB	RenewB	H00001	BROOKS MA	BROOKS	FUNC-2	FUNC-2	H00001
RC	TEST	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
RS	Rolling Stock	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
RS	Rolling Stock	N00019	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00019
SC	SAC777	SAC777	SAC	SAC777	FUNC-2	FUNC-2	N00018
SS	new maint grp	W0L6A4	DIANES MAINT AC	W0L6A4	FUNC-2	FUNC-2	W0L6A4
T1	Trucks 1 ton	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
T1	Trucks 1 ton	N00018	MELUSSAS MA	E10130	FUNC-2	FUNC-2	N00018
TA	TANK	N00018	MIDWEST MAIN	UC003	FUNC-2	FUNC-2	N00018
TR	TRUCKS	N00018	MIDWEST MAIN	UC003	FUNC-2	FUNC-2	N00018
TR	TRUCKS	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
UT	UTILITY TRUCK	N00018	MIDWEST MAIN	UC003	FUNC-2	FUNC-2	N00018
WM	group for bill to use	N00018	WMJF2ACTIVITY	N00018	FUNC-2	FUNC-2	N00018

06/13/2024 16:21
For Official Use Only

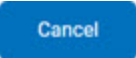
1 of 1

Cancel

Note



To reach the optional fields, refer to the Maintenance Management Assignment Inquiry — Field Selection page.

2. Select . The **Maintenance Management Assignment 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 Maintenance Management Assignment Inquiry Detail

Select the desired MAINT GRP row. *The **Maintenance Management Assignment Inquiry Detail** page appears.*





Select Fields for the Maintenance Management Assignment Inquiry

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > > Maintenance Management Assignment 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 **Maintenance Management Assignment 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
☒	Maint Grp	Maintenance Group
☒	Maint Grp Desc	Maintenance Group Id Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Maint Activity Name	The maintenance activity assigned to service the asset.
☒	Owning UIC	The active UIC the user has access to
☒	Catalog Name	Database name associated with the origin of the catalog record.
☒	Site Id	The active Site Id the user has access to.
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.

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
☒	Maint Grp	Maintenance Group
☒	Maint Grp Desc	Maintenance Group Id Description

Note



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

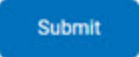
2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

Select  for small volumes of data. The **Maintenance Management Assignment Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Maintenance Management Assignment 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
☒	Maint Grp	Maintenance Group
☒	Maint Grp Desc	Maintenance Group Id Description

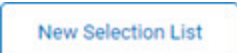
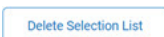
Select  for small volumes of data. *The **Maintenance Management Assignment Inquiry – Results** page appears.*

- 2.

OR

Select  for large volumes of data. *The **Maintenance Management Assignment 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 .*

My Selections

Test 2
▼

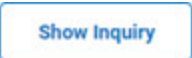
Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Maint Grp	Maintenance Group
☒	Maint Grp Desc	Maintenance Group Id Description

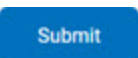




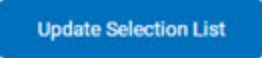
2. Select . The page refreshes.

Select  for small volumes of data. The **Maintenance Management Assignment Inquiry – Results** page appears.

3. **OR**

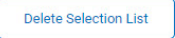
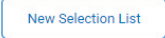
Select  for large volumes of data. The **Maintenance Management Assignment Inquiry Transaction Status** page appears.

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
☒	Maint Grp	Maintenance Group
☒	Maint Grp Desc	Maintenance Group Id Description

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 **Maintenance Management Assignment 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
☒	Maint Grp	Maintenance Group
☒	Maint Grp Desc	Maintenance Group Id Description
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Maint Activity Name	The maintenance activity assigned to service the asset.
☒	Owning UIC	The active UIC the user has access to
☒	Catalog Name	Database name associated with the origin of the catalog record.
☒	Site Id	The active Site Id the user has access to.
☒	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.

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

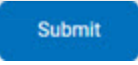
Select [Show Inquiry](#) for small volumes of data. The **Maintenance Management Assignment Inquiry — Results** page appears.

3. OR





Help Reference Guide

Select  for large volumes of data. The ***Maintenance Management Assignment Inquiry Transaction Status*** page appears.





View the Maintenance Management Assignment Inquiry STOCK NBR Detail

Navigation

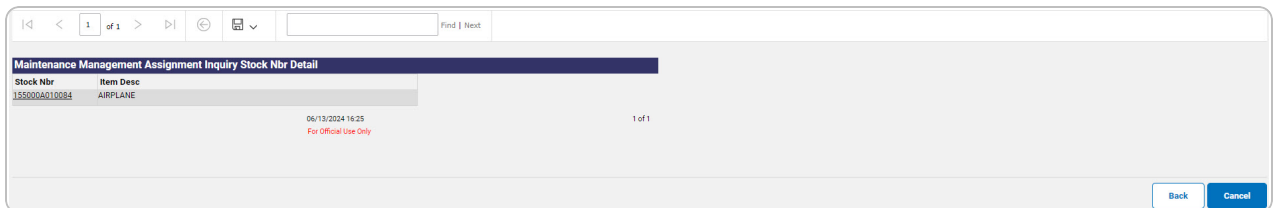
Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Maintenance Management Assignment Inquiry STOCK NBR Detail page

Procedures

Export the Maintenance Management Assignment Inquiry STOCK NBR Detail

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

1. Verify the Maintenance Management Assignment Inquiry STOCK NBR 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 the desired STOCK NBR hyperlink. The **Maintenance Management Assignment Inquiry Asset Id Detail** page appears.

Select [Cancel](#). The **Maintenance Management Assignment Inquiry — Criteria** page appears.

- 5.

OR





Select . The **Maintenance Management Assignment 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.*





View the Maintenance Management Assignment Inquiry ASSET ID Detail

Navigation

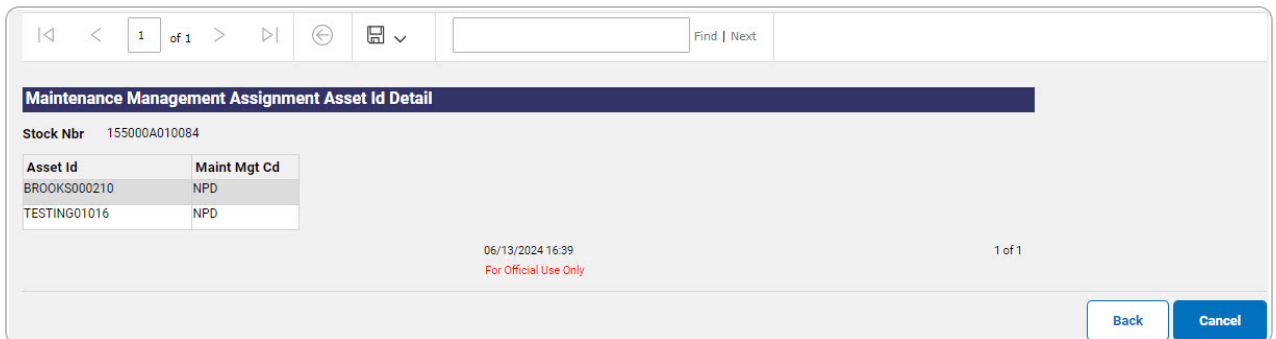
Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Maintenance Management Assignment Inquiry STOCK NBR Detail page > STOCK NBR Row hyperlink > Maintenance Management Assignment Inquiry ASSET ID Detail page

Procedures

Export the Maintenance Management Assignment Inquiry ASSET ID Detail

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

1. Verify the Maintenance Management Assignment Inquiry ASSET ID Detail grid.



The screenshot shows a web application interface for the 'Maintenance Management Assignment Asset Id Detail' grid. At the top, there is a navigation bar with '1 of 1' and a 'Find | Next' button. Below the title bar, the 'Stock Nbr' is displayed as '155000A010084'. A table with two columns, 'Asset Id' and 'Maint Mgt Cd', contains two rows: 'BROOKS000210' with 'NPD' and 'TESTING01016' with 'NPD'. At the bottom right, the date '06/13/2024 16:39' and the text 'For Official Use Only' are visible. A '1 of 1' indicator is also present. At the bottom right, there are 'Back' and 'Cancel' buttons.

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 [Cancel](#). The **Maintenance Management Assignment Inquiry – Criteria** page appears.

- 4.





OR

Select [Back](#). The **Maintenance Management Assignment 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.*

