



Search for a Manufacturer/Asset Inquiry — Criteria

Overview

The Property Accountability module Manufacturer/Asset Inquiry process provides the ability to search for Manufacturer/Asset records.

Navigation

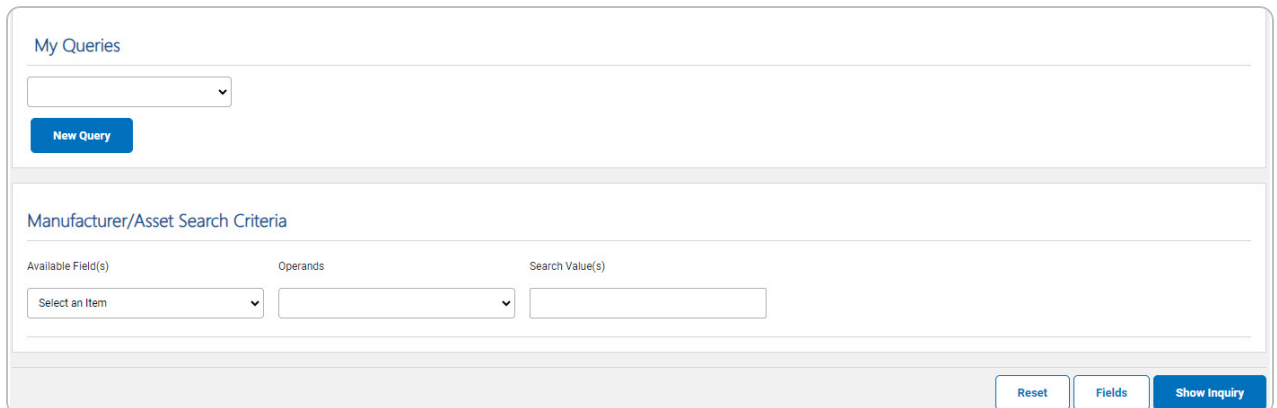
Inquiries > Asset Management > Manufacturer/Asset > Manufacturer/Asset Inquiry
Search Criteria page

Procedures

Search for a Manufacturer/Asset 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 'Manufacturer/Asset 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 'Manufacturer/Asset 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'. 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.

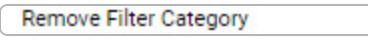
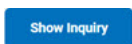
Note



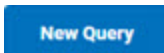
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
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 . *The desired row is removed.*
5. Select . *The **Manufacturer/Asset 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

Manufacturer/Asset 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 **Manufacturer/Asset Inquiry – Select Fields** page appears.
- OR
Select . The **Manufacturer/Asset 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.

My Queries

Manufacturer/Asset Search Criteria

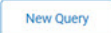
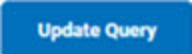
Available Field(s)	Operands	Search Value(s)
Select an Item		

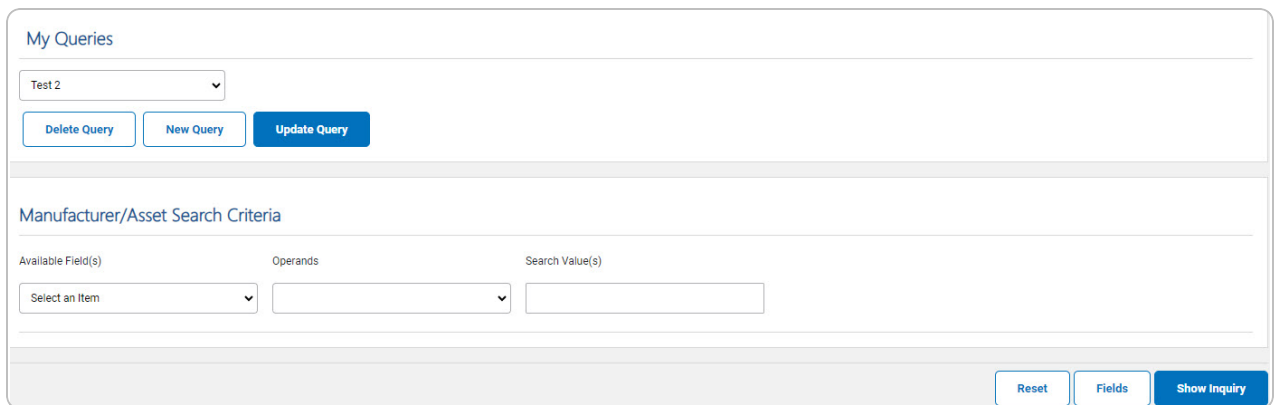


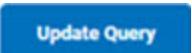


2. Select . The **Manufacturer/Asset Inquiry – Select Fields** page appears.
- OR
- Select . The **Manufacturer/Asset Inquiry – Results** page appears.

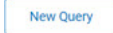
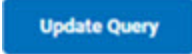
Update a My Queries Inquiry

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.



2. Select . The query information is updated.
- Select . The **Manufacturer/Asset Inquiry – Select Fields** page appears.
3. OR
- Select . The **Manufacturer/Asset 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

Manufacturer/Asset Search Criteria

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

Reset Fields Show Inquiry

2. Select . The query information is removed.

Revise the Fields for the Inquiry

- Select . The **Manufacturer/Asset Inquiry — Select Fields** page appears.





Search for a Manufacturer/Asset Inquiry — Results

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > [Show Inquiry](#) > Manufacturer/Asset Inquiry Search Results page

Procedures

Export the Manufacturer/Asset Inquiry Results

[Cancel](#)

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 = 23

Asset Id	Serial Nbr	Lot Nbr	Stock Nbr	Item Desc	Mfr Model Nbr	Mfr Part Nbr	Mfr Name	CAGE Cd	Status	Non-Actvl	Last Tran Dt	Exchd Dt	Last Updtd By	Exchd By
8000056761	TRUCKSTATE9		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
9000056762	TRUCKSTATE8		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
8000056763	TRUCKSTATE7		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
9000056764	TRUCKSTATE6		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
8000056765	TRUCKSTATE5		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
9000056766	TRUCKSTATE4		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
8000056767	TRUCKSTATE3		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
9000056768	TRUCKSTATE2		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
8000056769	TRUCKSTATE1		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH34400005	SN83440005		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH34400010	SN83440010		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH34400011	SN83440011		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH34400014	SN83440014		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH33000025	SN83300025		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH33000026	SN83300026		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
CLH33000027	SN83300027		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
DEL32010080	KATHREBERT		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
JULIE1967	1967		220011339513	TRUCKSTATE	6879678	6879679	GOODY		ACTIVE	NO	01/04/2009	03/03/2008	ZM01728	ZM04444
N000180JP001	100		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
N000180JP002	101		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
N000180JP003	102		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
N000180JP004	103		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER
N000180JP005	104		220011339513	TRUCKSTATE			CHEVY		ACTIVE	NO	12/09/2008	03/22/2008	SOLAdmin	THATCHER

04/09/2024 12:54
For Official Use Only

1 of 1

[Cancel](#)

Note



To reach the optional fields, refer to the Manufacturer/Asset Inquiry — Field Selection page.

[Cancel](#)

2. Select [Cancel](#). The **Manufacturer/Asset 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 Manufacturer/Asset Inquiry

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > > Manufacturer/Asset 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 **Fields**. The **Manufacturer/Asset Inquiry** 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
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☒	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	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.
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒	Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☒	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☒	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☒	Mfr Name	The full name of a specific manufacturer.
☒	CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☒	Status	The active flag is set if the lookup record is active and available under default conditions
☒	Non-Actbl	Non Accountable is displayed Yes or No.
☒	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒	Estbd Dt	The date this row was inserted into the database.
☒	Last Updtd By	Last updated by (user id)
☒	Estbd By	The name of the entity inserting this row.

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





Help Reference Guide

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
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.

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 **Manufacturer/Asset Inquiry — Results** page appears.*

3.

OR

Select  for large volumes of data. *The **Manufacturer/Asset 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
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.

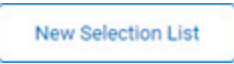
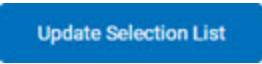
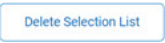
Select  for small volumes of data. *The **Manufacturer/Asset Inquiry — Results** page appears.*

2.

OR

Select  for large volumes of data. *The **Manufacturer/Asset 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

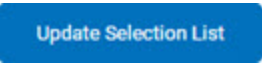
Test 2

Delete Selection List

New Selection List

Update Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.

2. Select . *The page refreshes.*

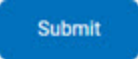




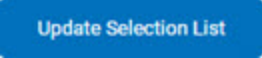
Select  for small volumes of data. The **Manufacturer/Asset Inquiry — Results** page appears.

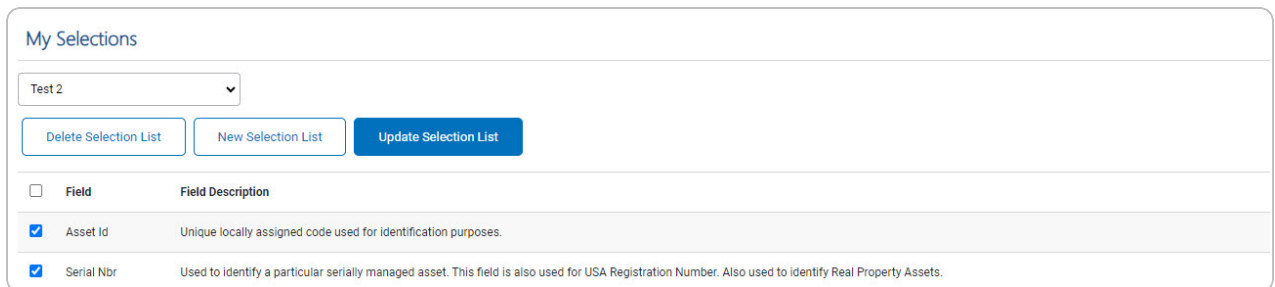
3.

OR

Select  for large volumes of data. The **Manufacturer/Asset 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 .



Field	Field Description
☒ Asset Id	Unique locally assigned code used for identification purposes.
☒ Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property 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 **Manufacturer/Asset Inquiry** 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
☒ Asset Id	Unique locally assigned code used for identification purposes.
☒ Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☒ Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐ 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.
☒ Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☒ Item Desc	The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
☒ Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☒ Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☒ Mfr Name	The full name of a specific manufacturer.
☒ CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☒ Status	The active flag is set if the lookup record is active and available under default conditions
☒ Non-Actbl	Non Accountable is displayed Yes or No.
☒ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☒ Estbd Dt	The date this row was inserted into the database.
☒ Last Updtd By	Last updated by (user id)
☒ Estbd By	The name of the entity inserting this row.

Cancel
Reset
Show Inquiry
Submit

2. Select the fields required for the inquiry. *15 fields are automatically selected.*

Note

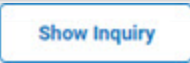
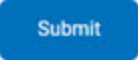


The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.





Help Reference Guide

3. Select  for small volumes of data. The **Manufacturer/Asset Inquiry — Results** page appears.
- OR**
- Select  for large volumes of data. The **Manufacturer/Asset Inquiry Transaction Status** page appears.

