



# Search for a Paragraph Number Inquiry — Criteria

## Overview

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

## Navigation

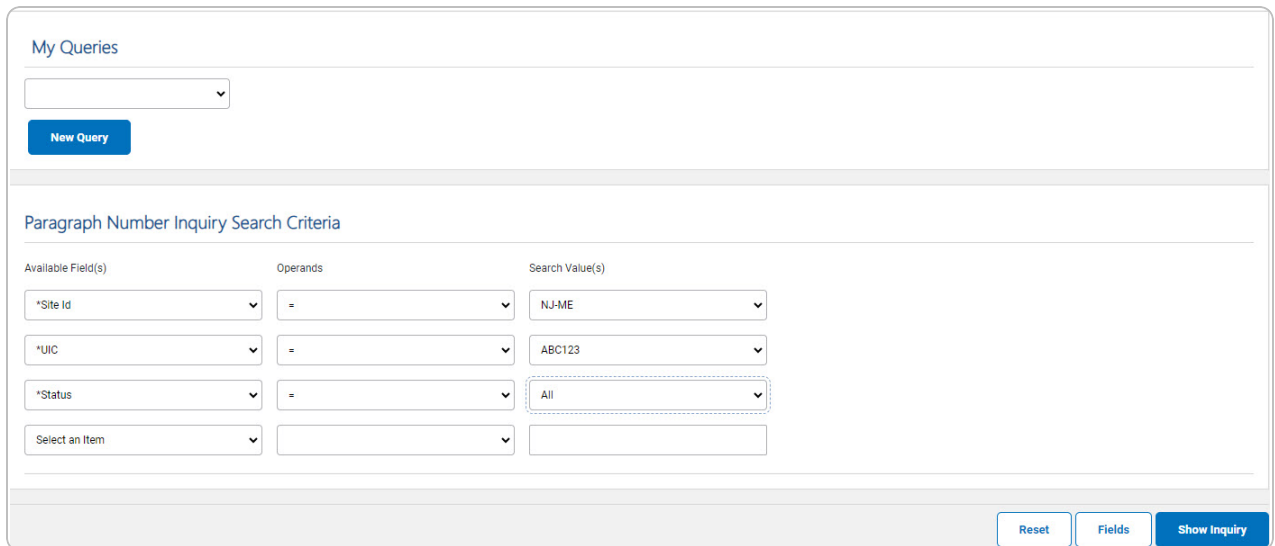
Inquiries > Authorizations > Paragraph NBR > Paragraph Number Inquiry Search Criteria page

## Procedures

### Search for a Paragraph Number 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 'Paragraph Number 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 main search criteria section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has four dropdown menus: '\*Site Id', '\*UIC', '\*Status', and 'Select an Item'. The 'Operands' column has three dropdown menus, all set to '='. The 'Search Value(s)' column has three dropdown menus: 'NJ-ME', 'ABC123', and 'All'. 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 **Paragraph Number 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

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Paragraph Number Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|--------------------|----------|-----------------|
| *Site Id           | =        | NJ-ME           |
| *UIC               | =        | ABC123          |
| *Status            | =        | All             |
| 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 **Paragraph Number Inquiry — Select Fields** page appears.
- OR
- Select . The **Paragraph Number 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](#)

Paragraph Number Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|--------------------|----------|-----------------|
| *Site Id           | =        | NJ-ME           |
| *UIC               | =        | ABC123          |
| *Status            | =        | All             |
| Select an Item     |          |                 |

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

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

Select [Show Inquiry](#). The **Paragraph Number 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

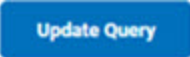
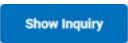
Test 2 ▼

Delete Query New Query Update Query

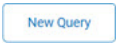
Paragraph Number Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|--------------------|----------|-----------------|
| *Site Id ▼         | = ▼      | NJ-ME ▼         |
| *UIC ▼             | = ▼      | ABC123 ▼        |
| *Status ▼          | = ▼      | All ▼           |
| Custodian Nbr ▼    | = ▼      |                 |
| Select an Item ▼   | ▼        |                 |

Reset Fields Show Inquiry

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

Paragraph Number Inquiry Search Criteria

| Available Field(s) | Operands | Search Value(s) |
|--------------------|----------|-----------------|
| *Site Id           | =        | NJ-ME           |
| *UIC               | =        | ABC123          |
| *Status            | =        | All             |
| Custodian Nbr      | =        |                 |
| 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 **Paragraph Number Inquiry — Select Fields** page appears.





# Search for a Paragraph Number Inquiry — Results

## Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > [Show Inquiry](#) > Paragraph Number Inquiry Search Results page

## Procedures

### Export the Paragraph Number 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 = 2

| Agency Cd | Agency Name | Site Id | Site Name | Actbl UIC | UIC    | UIC Name    | Para Nbr |
|-----------|-------------|---------|-----------|-----------|--------|-------------|----------|
| DN        | NAVY        | NJ-ME   | NJ-ME     | N00024    | ABC123 | BPG TRIAL 2 | 123A     |
| DN        | NAVY        | NJ-ME   | NJ-ME     | N00024    | ABC123 | BPG TRIAL 2 | 123B     |

04/23/2024 18:28  
For Official Use Only

1 of 1

[Cancel](#)

### Note



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

2. Select [Cancel](#). The **Paragraph Number 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 Paragraph Number Inquiry Detail

Select the desired AGENCY CD row. The **Paragraph Number Inquiry Detail — Basic** page appears.







# Select Fields for the Paragraph Number Inquiry

## Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria >  > Paragraph Number 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 **Paragraph Number Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private ▼

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My Selections

▼

New Selection List

| <input type="checkbox"/> Field                  | Field Description                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Agency Cd   | Indicates the agency code and name.                                                                                                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Agency Name | The name assigned to the agency.                                                                                                                                                                                                                                                                                          |
| <input checked="" type="checkbox"/> Site Id     | The active Site Id the user has access to.                                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> Site Name   | The site name.                                                                                                                                                                                                                                                                                                            |
| <input checked="" type="checkbox"/> 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. |
| <input checked="" type="checkbox"/> UIC         | The UIC of the maintenance activity assigned to service the asset.                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> UIC Name    | A unit, organization, or activity name                                                                                                                                                                                                                                                                                    |
| <input checked="" type="checkbox"/> Para Nbr    | Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.                                                                                                                                                                                                        |
| <input type="checkbox"/> Para Desc              | The description of a specific paragraph within a TDA.                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> Custodian Name         | The name assigned to the property custodian.                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> Custodian Nbr          | One to six position code, locally assigned, used to identify an individual responsible for assigned assets.                                                                                                                                                                                                               |
| <input type="checkbox"/> Status                 | The active flag is set if the lookup record is active and available under default conditions                                                                                                                                                                                                                              |

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.

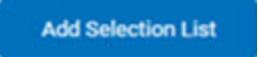
My Selections

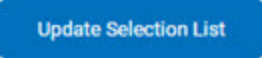
| <input type="checkbox"/>            | Field       | Field Description                   |
|-------------------------------------|-------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Agency Cd   | Indicates the agency code and name. |
| <input checked="" type="checkbox"/> | Agency Name | The name assigned to the agency.    |

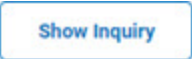
#### Note



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

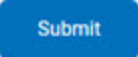
2. Select . The page refreshes, and the selected list is added.

 is replaced by  and .

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

- 3.

**OR**

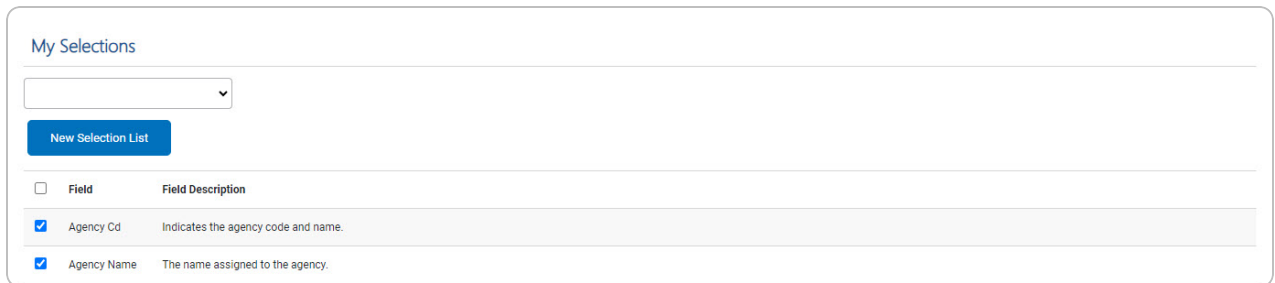
Select  for large volumes of data. The **Paragraph Number Inquiry Transaction Status** page appears.





### Use a Predetermined Field Selection List

1. Use  to display the Selection List.



| <input type="checkbox"/>            | Field       | Field Description                   |
|-------------------------------------|-------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Agency Cd   | Indicates the agency code and name. |
| <input checked="" type="checkbox"/> | Agency Name | The name assigned to the agency.    |

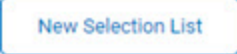
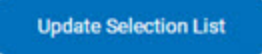
Select  for small volumes of data. *The **Paragraph Number Inquiry — Results** page appears.*

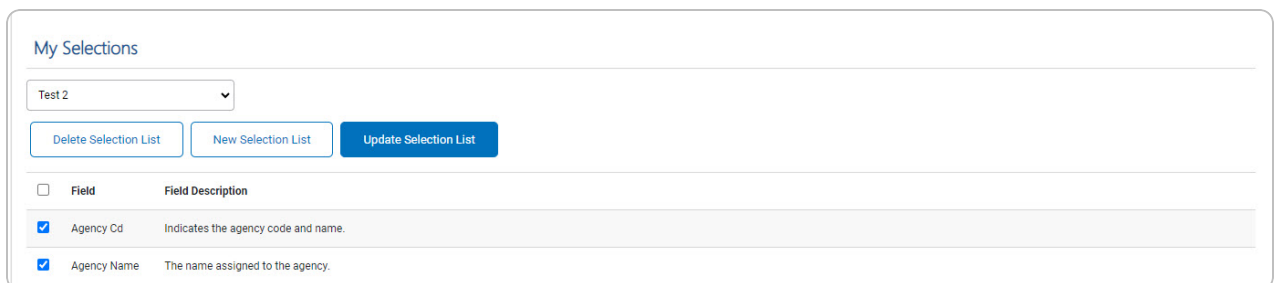
- 2.

**OR**

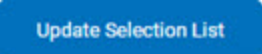
Select  for large volumes of data. *The **Paragraph Number Inquiry Transaction Status** page appears.*

### 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 .*



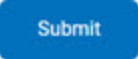
| <input type="checkbox"/>            | Field       | Field Description                   |
|-------------------------------------|-------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Agency Cd   | Indicates the agency code and name. |
| <input checked="" type="checkbox"/> | Agency Name | The name assigned to the agency.    |

2. Select . *The page refreshes.*

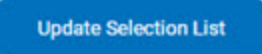
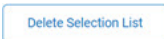


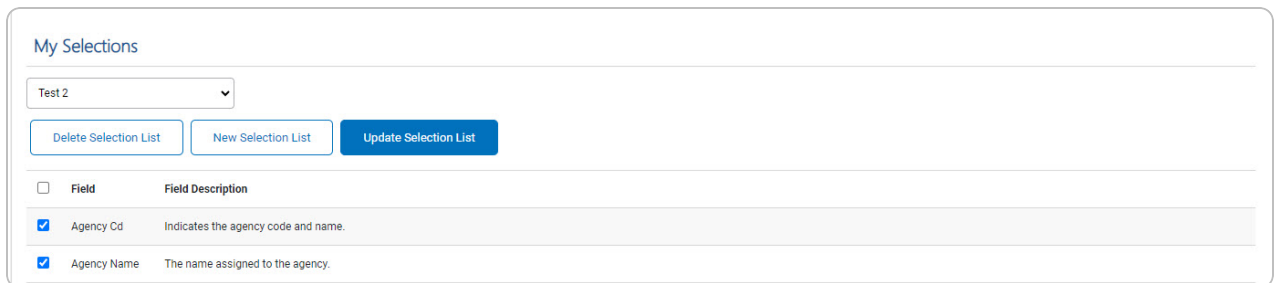


3. Select  for small volumes of data. *The **Paragraph Number Inquiry – Results** page appears.*
- OR**

Select  for large volumes of data. *The **Paragraph Number 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                   |
|-------------------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Agency Cd   | Indicates the agency code and name. |
| <input checked="" type="checkbox"/> Agency Name | The name assigned to the agency.    |

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 **Paragraph Number Inquiry** page appears.

### Field Selection

Extract Excel File
☒

Extract Text, Comma Separated File
☐

Extract Id

Privacy Type

Private

### My Selections

New Selection List

| <input type="checkbox"/>            | Field          | Field Description                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Agency Cd      | Indicates the agency code and name.                                                                                                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> | Agency Name    | The name assigned to the agency.                                                                                                                                                                                                                                                                                          |
| <input checked="" type="checkbox"/> | Site Id        | The active Site Id the user has access to.                                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> | Site Name      | The site name.                                                                                                                                                                                                                                                                                                            |
| <input checked="" type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | UIC            | The UIC of the maintenance activity assigned to service the asset.                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | UIC Name       | A unit, organization, or activity name                                                                                                                                                                                                                                                                                    |
| <input checked="" type="checkbox"/> | Para Nbr       | Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.                                                                                                                                                                                                        |
| <input type="checkbox"/>            | Para Desc      | The description of a specific paragraph within a TDA.                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/>            | Custodian Name | The name assigned to the property custodian.                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>            | Custodian Nbr  | One to six position code, locally assigned, used to identify an individual responsible for assigned assets.                                                                                                                                                                                                               |
| <input type="checkbox"/>            | 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 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 **Paragraph Number Inquiry — Results** page appears.

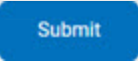
- 3.

**OR**





## Help Reference Guide

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





# View the Paragraph Number Inquiry Detail — Basic

## Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Paragraph Number Inquiry Detail — Basic page

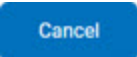




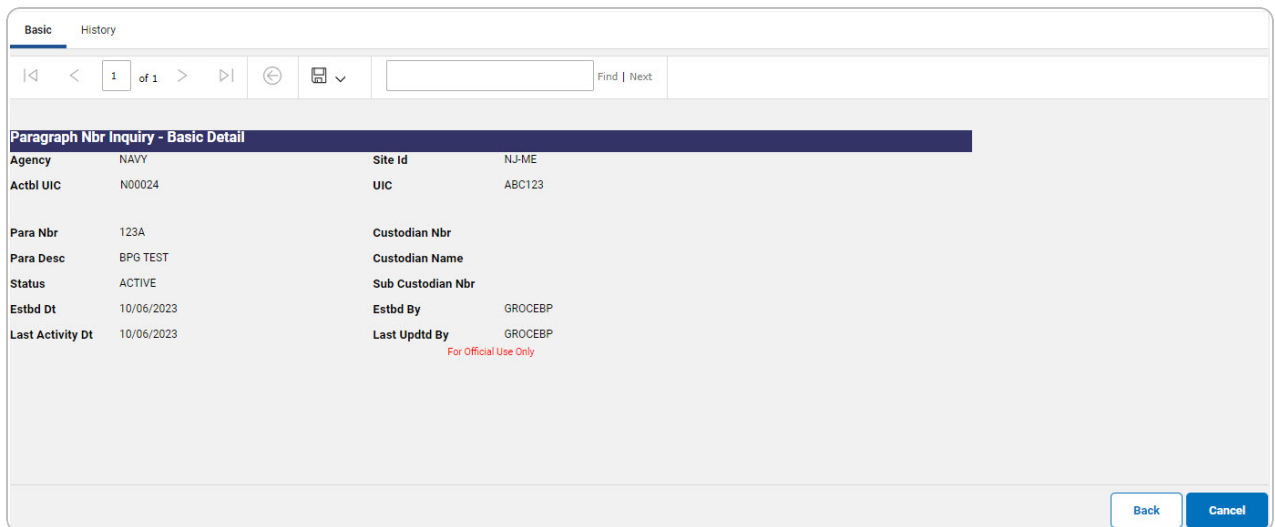


## Procedures

### Export the Paragraph Number Inquiry Detail — Basic

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

1. Verify the Basic tab.



| Paragraph Nbr Inquiry - Basic Detail |            |                   |         |
|--------------------------------------|------------|-------------------|---------|
| Agency                               | NAVY       | Site Id           | NJ-ME   |
| Actbl UIC                            | N00024     | UIC               | ABC123  |
| Para Nbr                             | 123A       | Custodian Nbr     |         |
| Para Desc                            | BPG TEST   | Custodian Name    |         |
| Status                               | ACTIVE     | Sub Custodian Nbr |         |
| Estbd Dt                             | 10/06/2023 | Estbd By          | GROCEBP |
| Last Activity Dt                     | 10/06/2023 | Last Updtd By     | GROCEBP |
| <small>For Official Use Only</small> |            |                   |         |

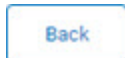
2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select . The **Paragraph Number Inquiry — Criteria** page appears.

OR

Select the History tab. The **Paragraph Number Inquiry Detail — History** page appears.

OR

- Select . The **Paragraph Number 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  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 Paragraph Number Inquiry Detail — History

## Navigation

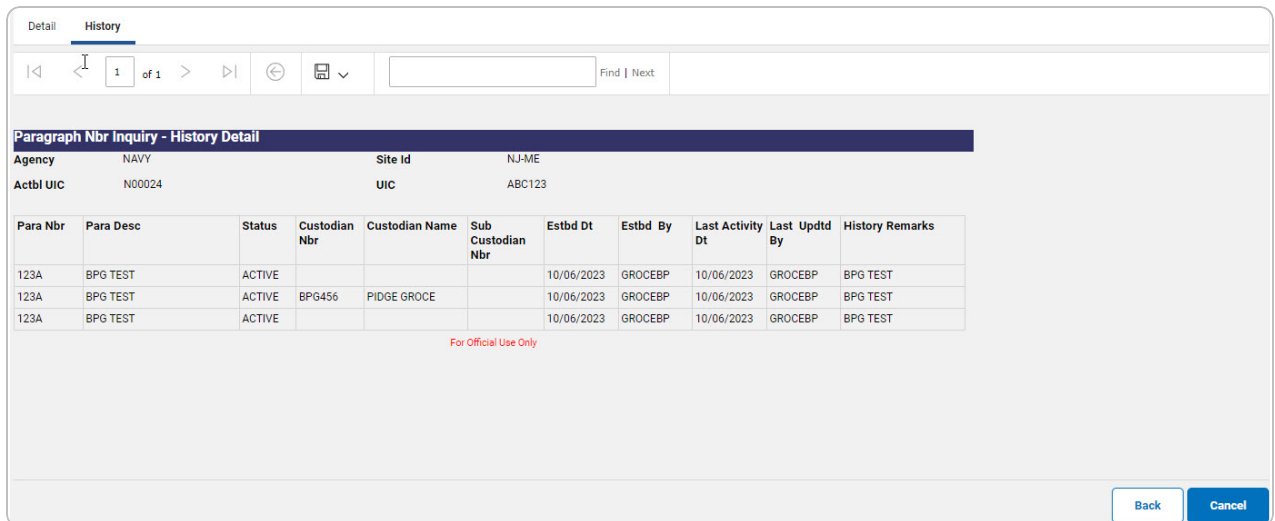
Inquiries > Authorizations > Paragraph NBR > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Basic Detail > History tab > Paragraph Number Inquiry Detail — History page

## Procedures

### Export the Paragraph Number Inquiry Detail — History

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

1. Verify the History Detail tab.



Paragraph Nbr Inquiry - History Detail

Agency: NAVY Site Id: NJ-ME  
Actbl UIC: N00024 UIC: ABC123

| Para Nbr | Para Desc | Status | Custodian Nbr | Custodian Name | Sub Custodian Nbr | Estbd Dt   | Estbd By | Last Activity Dt | Last Updtd By | History Remarks |
|----------|-----------|--------|---------------|----------------|-------------------|------------|----------|------------------|---------------|-----------------|
| 123A     | BPG TEST  | ACTIVE |               |                |                   | 10/06/2023 | GROCEBP  | 10/06/2023       | GROCEBP       | BPG TEST        |
| 123A     | BPG TEST  | ACTIVE | BPG456        | PIDGE GROCE    |                   | 10/06/2023 | GROCEBP  | 10/06/2023       | GROCEBP       | BPG TEST        |
| 123A     | BPG TEST  | ACTIVE |               |                |                   | 10/06/2023 | GROCEBP  | 10/06/2023       | GROCEBP       | BPG TEST        |

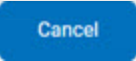
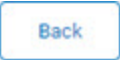
For Official Use Only

Back Cancel

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 **Paragraph Number Inquiry — Criteria** page appears.
- OR
- Select the Basic tab. The **Paragraph Number Inquiry Detail — Basic** page appears.
- OR
- Select . The **Paragraph Number 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.*

