

Search for a Stock Number Inquiry — Criteria

Overview

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

Navigation

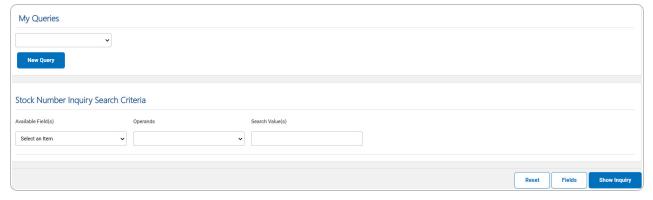
Inquiries > Catalog > STOCK NBR > Stock Number Inquiry Search Criteria page

Procedures

Search for a Stock 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 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.

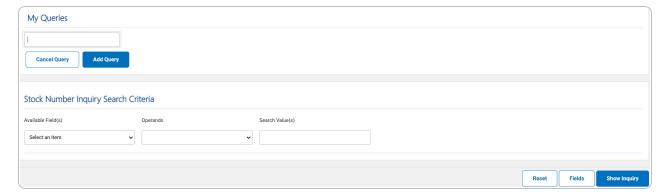
- 3. Choose which Operands to use in the search.
 - **A.** Use to select the first Operands.
- 4. Choose which Search Value(s) to use in the search.
 - **A.** Use to select the first Search Value.

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.



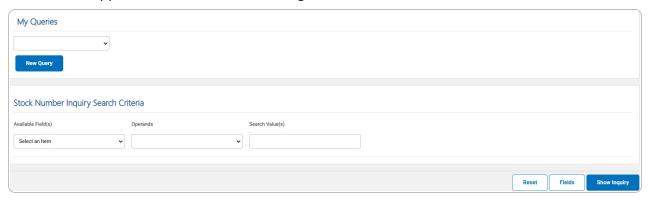


- 2. Enter the Query Name in the field provided. This is a 90 alphanumeric character field.
- 3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select cancel Query to disregard the Query.
 - Select Fields . The Stock Number Inquiry Select Fields page appears.
- 4. OR

Select Show Inquiry . The **Stock Number 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 **Stock Number Inquiry** — **Select Fields** page appears.

2. OR

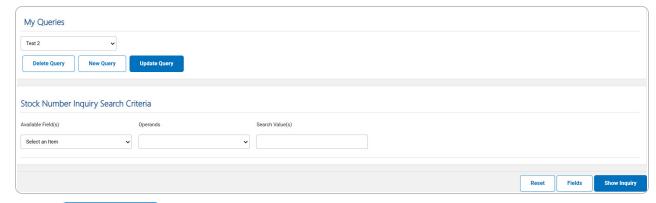
Select Show Inquiry . The **Stock Number Inquiry — Results** page appears.

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



and Delete Query and Delete Query Information appears in the search criteria grid.

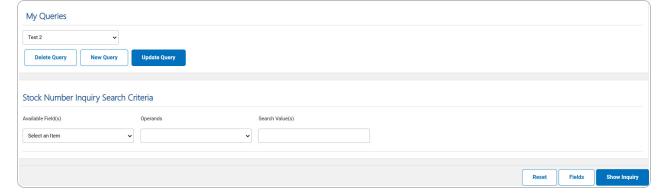


- 2. Select Update Query . The query information is updated.
 - Select Fields . The **Stock Number Inquiry Select Fields** page appears.
- 3. OR

Select Show 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 **Stock Number Inquiry** — **Select Fields** page appears.



Unclassified





Search for a Stock Number Inquiry — Results

Navigation

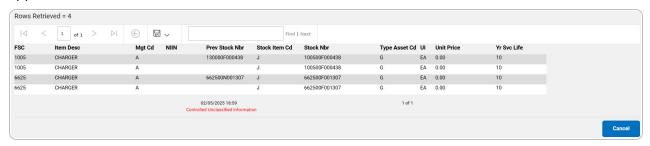
Inquiries > Catalog > STOCK NBR > Search Criteria > Stock Number History Inquiry Search Results page

Procedures

Export the Stock Number 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 Stock Number Inquiry — Field Selection page.

2. Select Cancel . The **Stock Number Inquiry Search Criteria** page appears.

- 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 Stock Number Inquiry Detail

Select the desired FSC row. The **Stock Number History Inquiry Detail — Basic** page appears.





Select Fields for the Stock Number Inquiry

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Fields > Stock Number Inquiry Fields Selection page

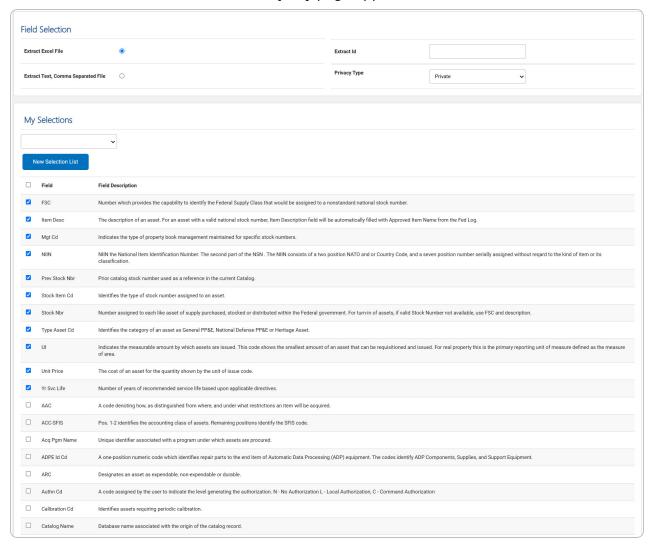
Procedures

Choose the Extracted Inquiry File Details

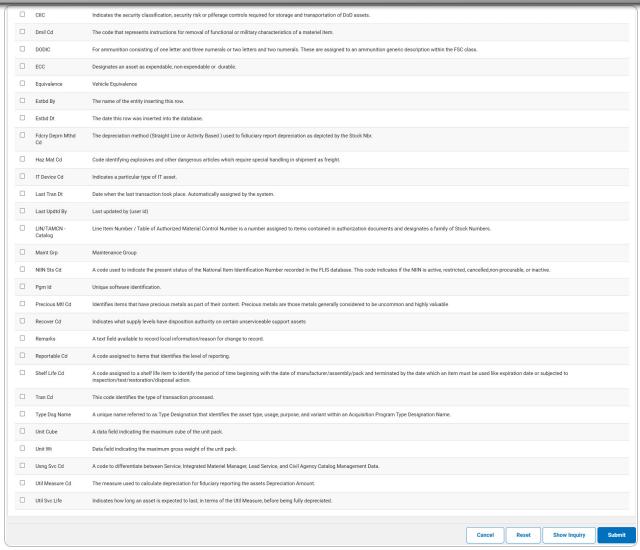
Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.



1. Select . The **Stock Number 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

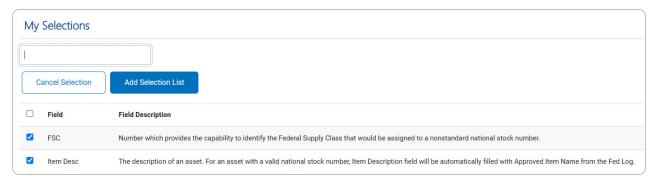
- Click to select Extract Text, Comma Separated File. *The extracted file on the* **View Inquiry Extract** page is a .CSV file.
- 3. Enter an unique identifier in the Extract ID field provided. This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.

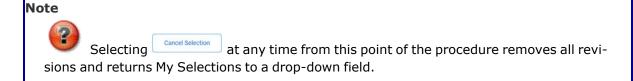


4. Use to select the Privacy Type.

Add a Selection List

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





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



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

3. **OR**

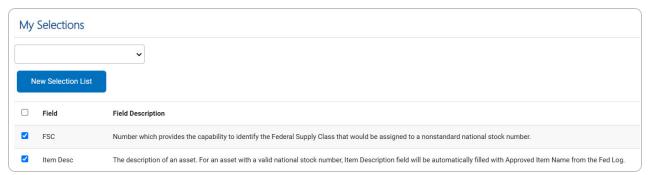
Select for large volumes of data. The **Stock Number Inquiry Transaction Status** page appears.





Use a Predetermined Field Selection List

1. Use to display the Selection List.



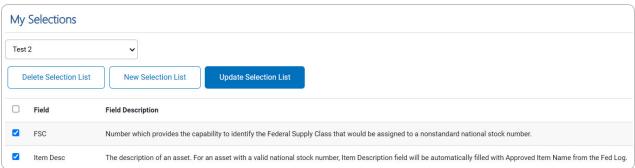
Select show inquiry for small volumes of data. The **Stock Number Inquiry** — **Results** page appears.

2. **OR**

Select submit for large volumes of data. *The Stock 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 New Selection List is joined by Update Selection List and Delete Selection List.





2. Select Update Selection List . The page refreshes.

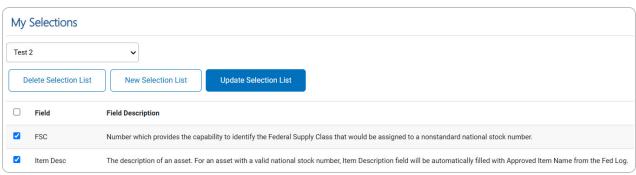
Select Show Inquiry for small volumes of data. The **Stock Number Inquiry** — **Results** page appears.

3. **OR**

Select for large volumes of data. The **Stock 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 New Selection List is joined by Update Selection List and Delete Selection List.



2. Select ______. The page refreshes and the list is immediately deleted.

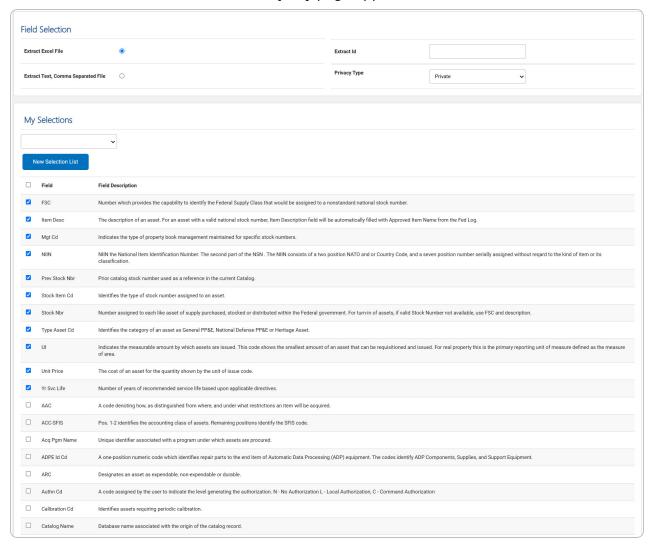
Modify the Fields Used for the Inquiry

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

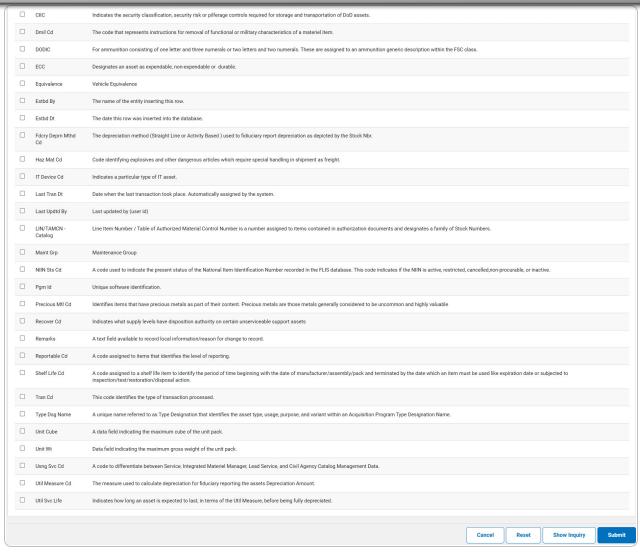
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.



1. Select . The **Stock Number Inquiry** page appears.







2. Select the fields required for the inquiry. The first 11 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 **Stock Number Inquiry** — **Results** page appears.

3.





OR

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





View the Stock Number Inquiry Detail — Basic

Navigation

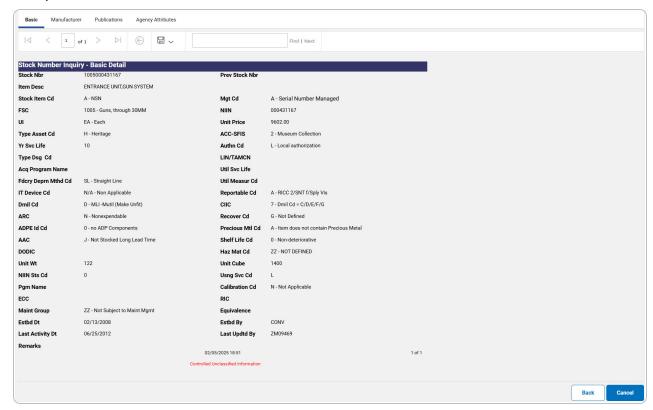
Inquiries > Catalog > STOCK NBR > Search Criteria > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Basic page

Procedures

Export the Stock 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.





- 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 **Stock Number Inquiry — Criteria** page appears.

4. OR

Select the Manufacturer tab. *The Stock Number Inquiry Detail — Manufacturer* page appears.

OR

Select the Publications tab. *The Stock Number Inquiry Detail — Publications* page appears.

OR

Select the Agency Attributes tab. *The Stock Number Inquiry Detail — Agency Attributes page appears*.

OR

Select . The **Stock Number Inquiry** — **Results** page appears.

- 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 Stock Number Inquiry Detail — Manufacturer

Navigation

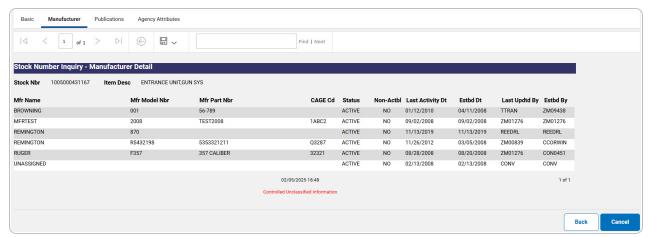
Inquiries > Catalog > STOCK NBR > Search Criteria > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Manufacturer page

Procedures

Export the Stock Number Inquiry Detail — Manufacturer

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

1. Verify the Manufacturer 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 **Stock Number Inquiry** — **Criteria** page appears.

4. OR





Select the Basic tab. The **Stock Number Inquiry Detail — Basic** page appears.

OR

Select the Publications tab. *The Stock Number Inquiry Detail — Publications* page appears.

OR

Select the Agency Attributes tab. *The Stock Number Inquiry Detail — Agency Attributes page appears*.

OR

Select . The **Stock Number Inquiry** — **Results** page appears.

- 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 Stock Number Inquiry Detail — Publications

Navigation

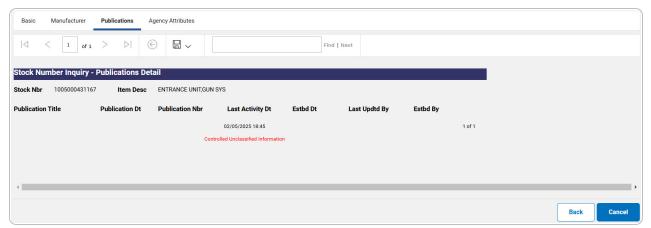
Inquiries > Catalog > STOCK NBR > Search Criteria > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Publications page

Procedures

Export the Stock Number Inquiry Detail — Publications

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

1. Verify the Publications 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 **Stock Number Inquiry** — **Criteria** page appears.

4. OR



Select the Basic tab. The **Stock Number Inquiry Detail — Basic** page appears.

OR

Select the Publications tab. *The Stock Number Inquiry Detail — Manufacturer* page appears.

OR

Select the Agency Attributes tab. *The Stock Number Inquiry Detail — Agency Attributes page appears*.

OR

Select . The **Stock Number Inquiry** — **Results** page appears.

- 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 Stock Number History Inquiry Detail — Agency Attributes

Navigation

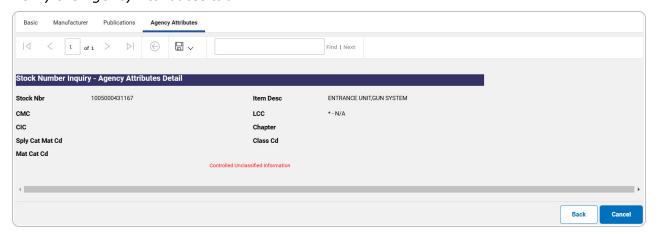
Inquiries > Catalog > STOCK NBR > Search Criteria > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Agency Attributes page

Procedures

Export the Stock Number Inquiry Detail — Agency Attributes

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

1. Verify the Agency Attributes 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 Cancel . The **Stock Number Inquiry** — **Criteria** page appears.

4. OR



Select the Manufacturer tab. *The Stock Number Inquiry Detail — Manufacturer page appears*.

OR

Select the Publications tab. *The Stock Number Inquiry Detail — Publications* page appears.

OR

Select the Basic tab. The **Stock Number Inquiry Detail — Basic** page appears.

OR

Select . The **Stock Number Inquiry** — **Results** page appears.

- 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.