



Search for a System Identification Inquiry — Criteria

Overview

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

Navigation

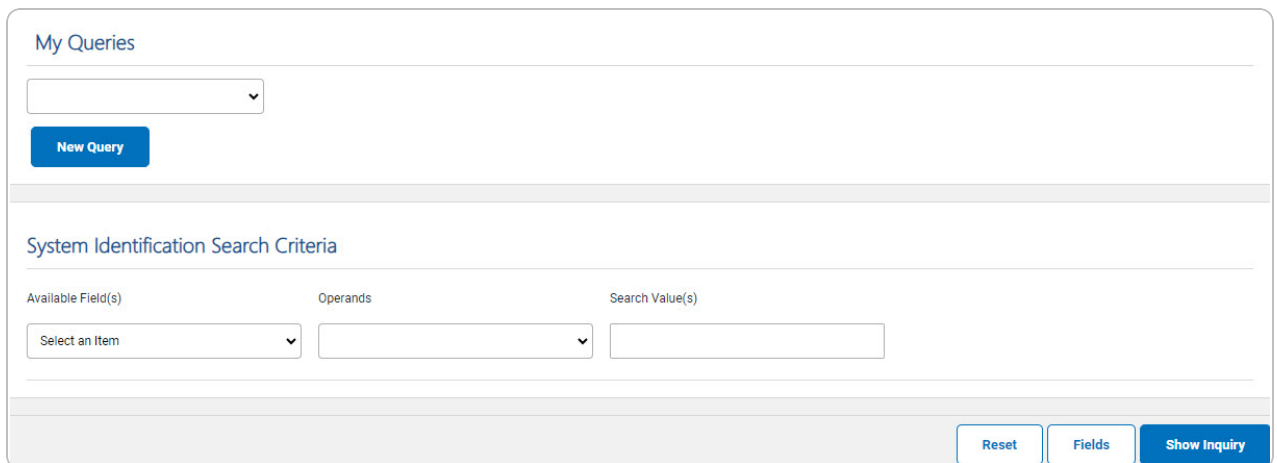
Inquiries > Master Data > System ID > System Identification Inquiry Search Criteria page

Procedures

Search for a System Identification 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 'System Identification 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 'System Identification 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.

B. Use  to select the second Available Field.





Note



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

Note



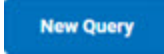
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 **System Identification Inquiry — Results** page appears.*

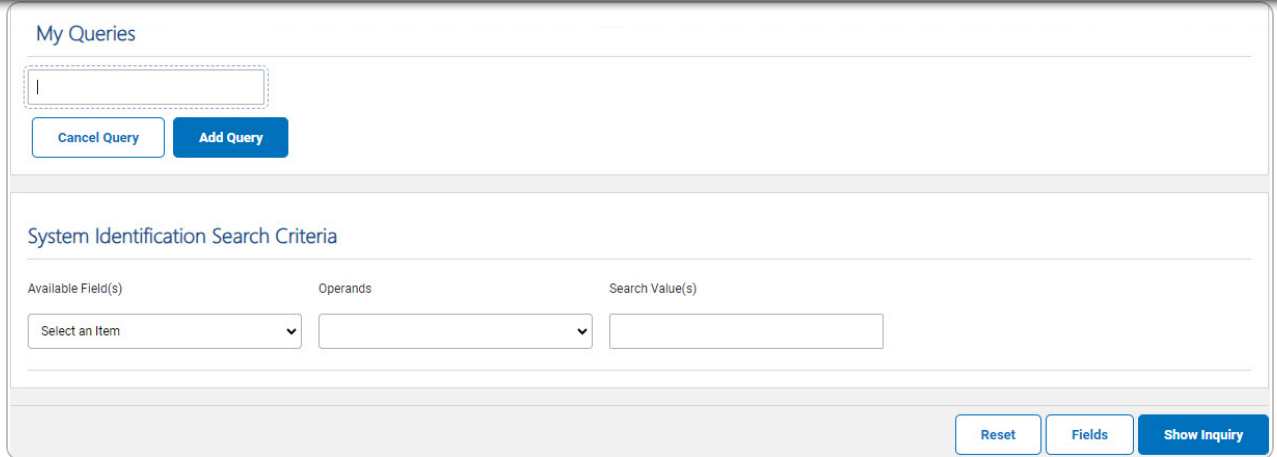
Add a My Queries Inquiry

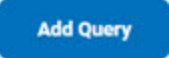
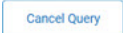
1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide



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.*
 4. Select . *The **System Identification Inquiry — Select Fields** page appears.*
- OR
- Select . *The **System Identification 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](#)

System Identification Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

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

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

Select [Show Inquiry](#). The **System Identification 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.

My Queries

Test 2

[Delete Query](#) [New Query](#) [Update Query](#)

System Identification Search Criteria

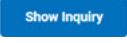
Available Field(s) Operands Search Value(s)

Select an Item

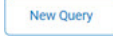
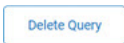
[Reset](#) [Fields](#) [Show Inquiry](#)

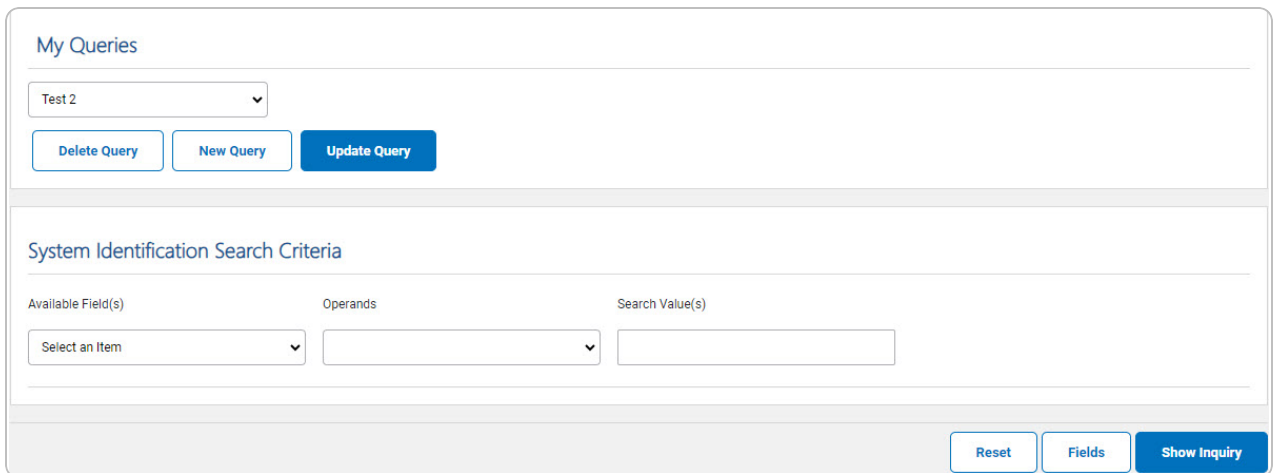




2. Select . *The query information is updated.*
3. Select . *The **System Identification Inquiry — Select Fields** page appears.*
- OR
- Select . *The **System Identification Inquiry — Results** page appears.*

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.*



The screenshot shows the 'My Queries' section with a dropdown menu set to 'Test 2' and three buttons: 'Delete Query', 'New Query', and 'Update Query'. Below this is the 'System Identification Search Criteria' section, which includes three input fields: 'Available Field(s)' with a dropdown menu showing 'Select an Item', 'Operands' with a dropdown menu, and 'Search Value(s)' with a text input field. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

- Select . *The **System Identification Inquiry — Select Fields** page appears.*





Search for a System Identification Inquiry — Results

Navigation

Inquiries > Master Data > System ID > Search Criteria > [Show Inquiry](#) > System Identification Inquiry Search Results page

Procedures

Export the System Identification 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 = 5

Sys Id	Sys Desc	UIC	History Remarks
BROOKS	BROOKS	BROOKS	
DMBYSID	DMBYSID	BROOKS	
EX	EX - REPRESENTS AN ASSET BEING MARKED FOR EXCESS	BROOKS	
OFFICE A11	OFFICE A11	BROOKS	
PLANT1	PLANT1	BROOKS	

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1 of 1

[Cancel](#)

Note



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

2. Select [Cancel](#). The **System Identification 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 System Identification Inquiry Detail

Select the desired Sys Id row. The **System Identification Inquiry Detail** page appears.





Select Fields for the System Identification Inquiry

Navigation

Inquiries > Master Data > System ID > Search Criteria > [Fields](#) > System Identification 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 **System Identification 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
☒	Sys Id	Used to tie various end items and components together into a system.
☒	Sys Desc	The description of the system identification
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	History Remarks	A text field available to record local information/reason for change to record.

[Cancel](#) [Reset](#) [Show Inquiry](#) [Submit](#)

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.*

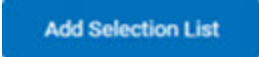
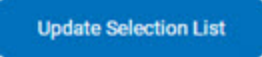
My Selections

☐	Field	Field Description
☒	Sys Id	Used to tie various end items and components together into a system.
☒	Sys Desc	The description of the system identification

Note



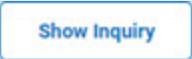
Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

- Select . *The page refreshes, and the selected list is added.*
 is replaced by  and .



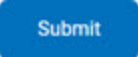


Help Reference Guide

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

3.

OR

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

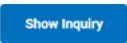
Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	Sys Id	Used to tie various end items and components together into a system.
☒	Sys Desc	The description of the system identification

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

2.

OR

Select  for large volumes of data. *The **System Identification 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*





Help Reference Guide

[New Selection List](#) is joined by [Update Selection List](#) and [Delete Selection List](#).

My Selections

Test 2 ▼

[Delete Selection List](#)
[New Selection List](#)
[Update Selection List](#)

☐	Field	Field Description
☒	Sys Id	Used to tie various end items and components together into a system.
☒	Sys Desc	The description of the system identification
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	History Remarks	A text field available to record local information/reason for change to record.

[Cancel](#)
[Reset](#)
[Show Inquiry](#)
[Submit](#)

2. Select [Update Selection List](#). The page refreshes.

Select [Show Inquiry](#) for small volumes of data. The **System Identification Inquiry – Results** page appears.

3.

OR

Select [Submit](#) for large volumes of data. The **System Identification 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](#).





Help Reference Guide

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 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 **System Identification 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
☒	Sys Id	Used to tie various end items and components together into a system.
☒	Sys Desc	The description of the system identification
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	History Remarks	A text field available to record local information/reason for change to record.

Cancel

Reset

Show Inquiry

Submit

2. Select the fields required for the inquiry. *The first 4 fields are automatically selected.*

Note

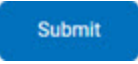


The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

Select  for small volumes of data. The **System Identification Inquiry – Results** page appears.

- 3.

OR

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





View the System Identification Inquiry Detail

Navigation

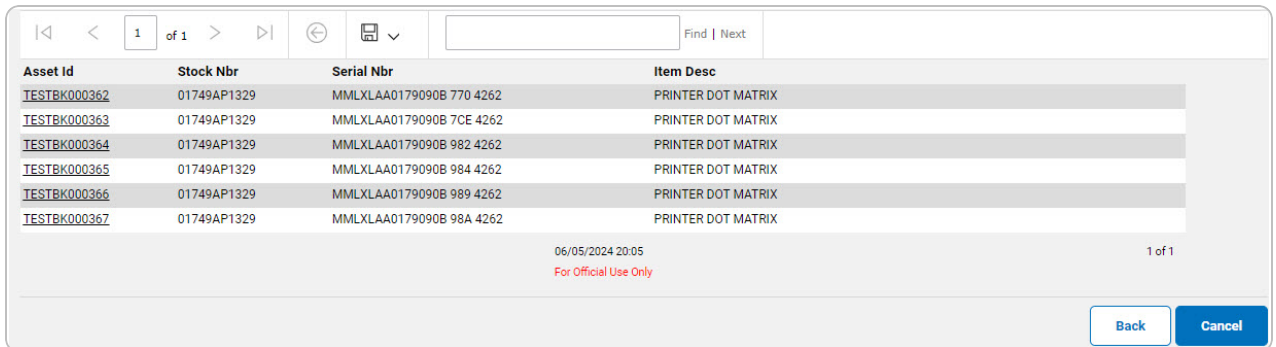
Inquiries > Master Data > System ID > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > System Identification Inquiry Detail page

Procedures

Export the System Identification Inquiry Detail

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

1. Verify the System Identification grid.



Asset Id	Stock Nbr	Serial Nbr	Item Desc
TESTBK000362	01749AP1329	MMLXLAA0179090B 770 4262	PRINTER DOT MATRIX
TESTBK000363	01749AP1329	MMLXLAA0179090B 7CE 4262	PRINTER DOT MATRIX
TESTBK000364	01749AP1329	MMLXLAA0179090B 982 4262	PRINTER DOT MATRIX
TESTBK000365	01749AP1329	MMLXLAA0179090B 984 4262	PRINTER DOT MATRIX
TESTBK000366	01749AP1329	MMLXLAA0179090B 989 4262	PRINTER DOT MATRIX
TESTBK000367	01749AP1329	MMLXLAA0179090B 98A 4262	PRINTER DOT MATRIX

06/05/2024 20:05
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1 of 1

[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 desired ASSET ID hyperlink. The **Asset Inquiry - Basic Detail** page appears.

Select [Cancel](#). The **System Identification Inquiry — Criteria** page appears.

- 5.

OR





Select . The **System Identification 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.*

