



Search for a Template Inquiry — Criteria

Overview

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

Navigation

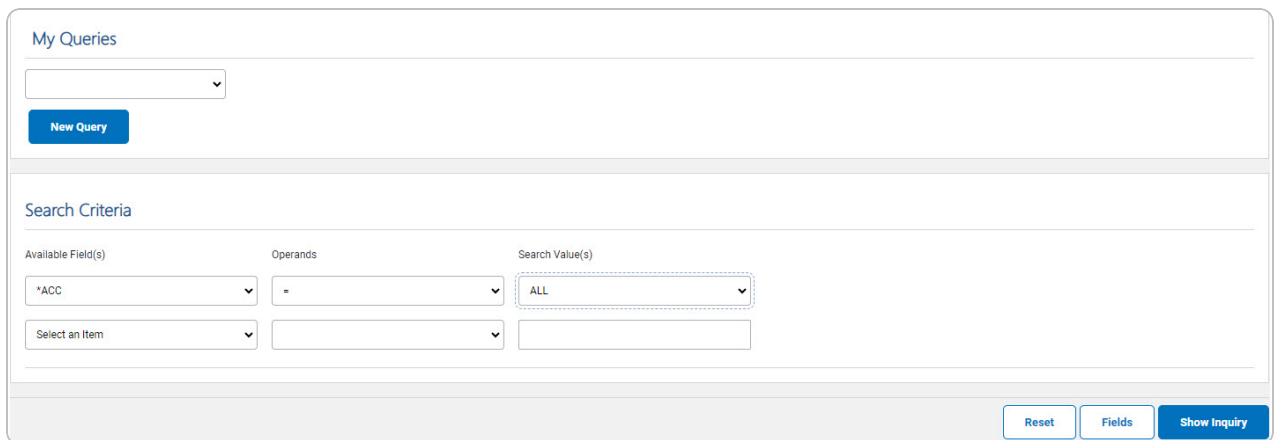
Inquiries > Attributes > Template > Template Inquiry Search Criteria page

Procedures

Search for a Template 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. The first Available Field(s) option (ACC) automatically populates and is not editable.
 - B. Use  to select the second Available Field.





Note



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

Note



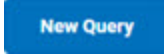
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

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 Operands.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Template 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

Search Criteria

Available Field(s)	Operands	Search Value(s)
*ACC	=	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 **Template Inquiry — Select Fields** page appears.
- OR
- Select . The **Template 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](#)

Search Criteria

Available Field(s)	Operands	Search Value(s)
*ACC	=	ALL
Select an Item		

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

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

Select [Show Inquiry](#). The **Template Inquiry — Results** page appears.

Update a My Queries Inquiry

- 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](#)

Search Criteria

Available Field(s)	Operands	Search Value(s)
*ACC	=	ALL
Stock Nbr	=	
Select an Item		

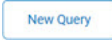
[Reset](#) [Fields](#) [Show Inquiry](#)

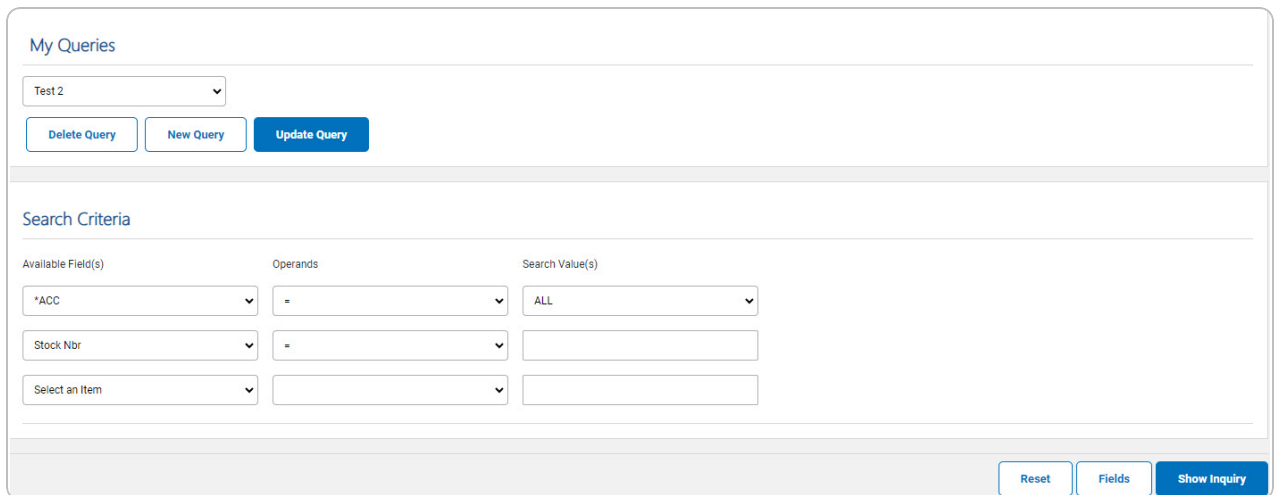




2. Select . *The query information is updated.*
3. Select . *The **Template Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Template Inquiry — Results** page appears.*

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.*



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

Revise the Fields for the Inquiry

- Select . *The **Template Inquiry — Select Fields** page appears.*





Search for a Template Inquiry — Results

Navigation

Inquiries > Attributes > Template > Search Criteria > [Show Inquiry](#) > Template Inquiry Search Results page

Procedures

Export the Template 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 = 4

ACC	Stock Nbr	Template Name
1 - Art Collection		2557882222 - aac 1
1 - Art Collection		Manuscript
1 - Art Collection		Painting - Art Collection
1 - Art Collection		Sculpture - Art Collection

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[Cancel](#)

Note



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

2. Select [Cancel](#). The **Template 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 Template Inquiry

Navigation

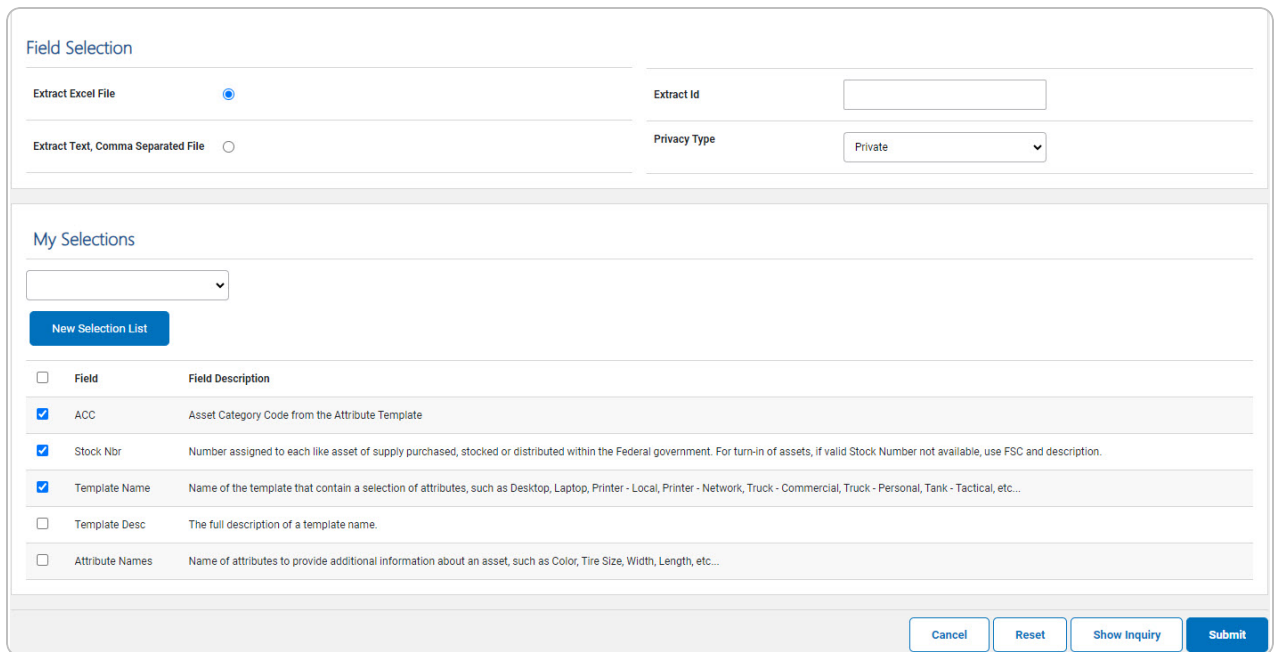
Inquiries > Attributes > Template > Search Criteria > [Fields](#) > Template Inquiry Fields Selection page

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 **Template Inquiry** page appears.



Field	Field Description
☒ ACC	Asset Category Code from the Attribute Template
☒ 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.
☒ Template Name	Name of the template that contain a selection of attributes, such as Desktop, Laptop, Printer - Local, Printer - Network, Truck - Commercial, Truck - Personal, Tank - Tactical, etc...
☐ Template Desc	The full description of a template name.
☐ Attribute Names	Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...

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

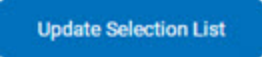
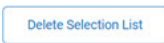
☐	Field	Field Description
☒	ACC	Asset Category Code from the Attribute Template
☒	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.

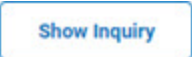
Note



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 **Template Inquiry — Results** page appears.*
-





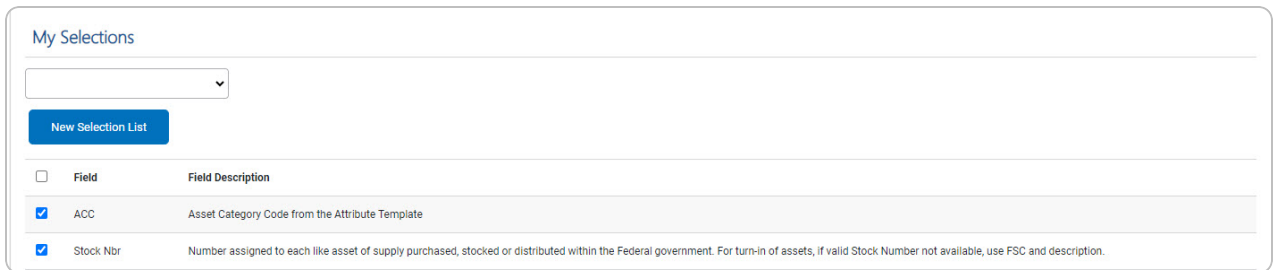
OR

Submit

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

Use a Predetermined Field Selection List

1. Use  to display the Selection List.



☐	Field	Field Description
☒	ACC	Asset Category Code from the Attribute Template
☒	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.

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

- 2.

OR

Submit

Select **Submit** for large volumes of data. The **Template 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**.





Help Reference Guide

My Selections

Test 2

☐	Field	Field Description
☒	ACC	Asset Category Code from the Attribute Template
☒	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.

2. Select . The page refreshes.

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

3.

OR

Select for large volumes of data. The **Template 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
☒	ACC	Asset Category Code from the Attribute Template
☒	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.

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



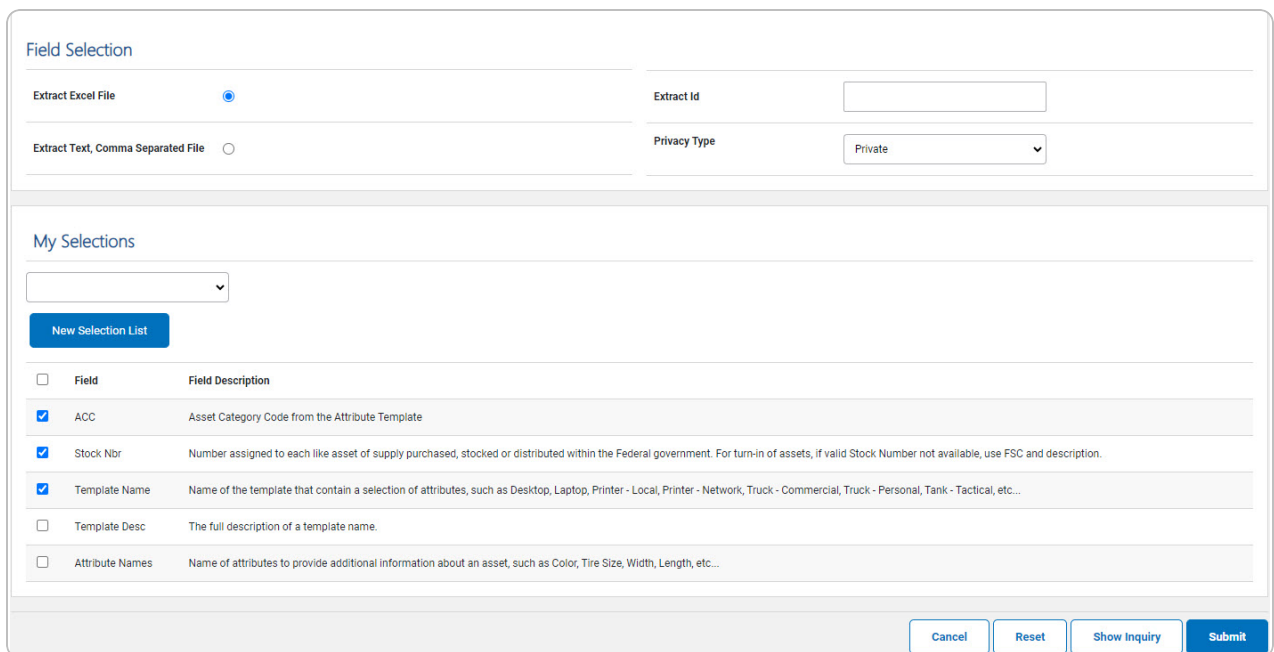


Modify the Fields Used for the Inquiry

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 **Template Inquiry** page appears.



The screenshot shows the 'Field Selection' interface. At the top, there are two radio buttons: 'Extract Excel File' (selected) and 'Extract Text, Comma Separated File'. To the right, there is an 'Extract Id' text box and a 'Privacy Type' dropdown menu set to 'Private'. Below this is a 'My Selections' section with a dropdown menu and a 'New Selection List' button. The main area is a table with columns 'Field' and 'Field Description'. The first three rows are checked: 'ACC' (Asset Category Code from the Attribute Template), '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.), and 'Template Name' (Name of the template that contain a selection of attributes, such as Desktop, Laptop, Printer - Local, Printer - Network, Truck - Commercial, Truck - Personal, Tank - Tactical, etc...). The last two rows are unchecked: 'Template Desc' (The full description of a template name.) and 'Attribute Names' (Name of attributes to provide additional information about an asset, such as Color, Tire Size, Width, Length, etc...). At the bottom right are buttons for 'Cancel', 'Reset', 'Show Inquiry', and 'Submit'.

2. Select the fields required for the inquiry. *The first 3 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 **Template Inquiry — Results** page appears.

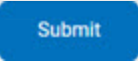
- 3.

OR





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





View the Template Inquiry Detail

Navigation

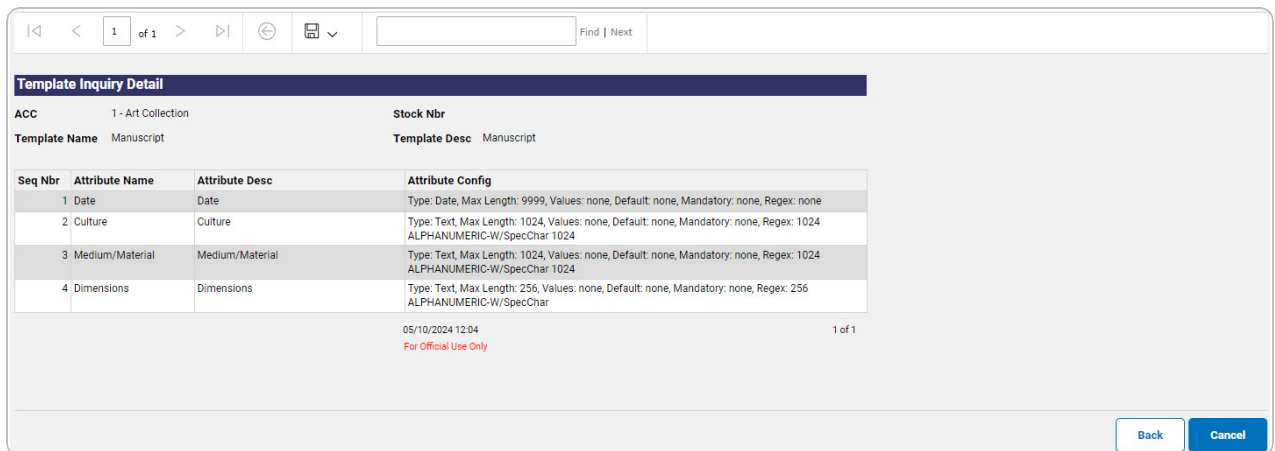
Inquiries > Attributes > Template > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Template Inquiry Detail page

Procedures

Export the Template 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 Template tab.**



Seq Nbr	Attribute Name	Attribute Desc	Attribute Config
1	Date	Date	Type: Date, Max Length: 9999, Values: none, Default: none, Mandatory: none, Regex: none
2	Culture	Culture	Type: Text, Max Length: 1024, Values: none, Default: none, Mandatory: none, Regex: 1024 ALPHANUMERIC-W/SpecChar 1024
3	Medium/Material	Medium/Material	Type: Text, Max Length: 1024, Values: none, Default: none, Mandatory: none, Regex: 1024 ALPHANUMERIC-W/SpecChar 1024
4	Dimensions	Dimensions	Type: Text, Max Length: 256, Values: none, Default: none, Mandatory: none, Regex: 256 ALPHANUMERIC-W/SpecChar

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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 [Cancel](#). *The **Template Inquiry — Criteria** page appears.*

OR





Select . The **Template 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.*

