



Search for a UII Inquiry — Criteria

Overview

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

Navigation

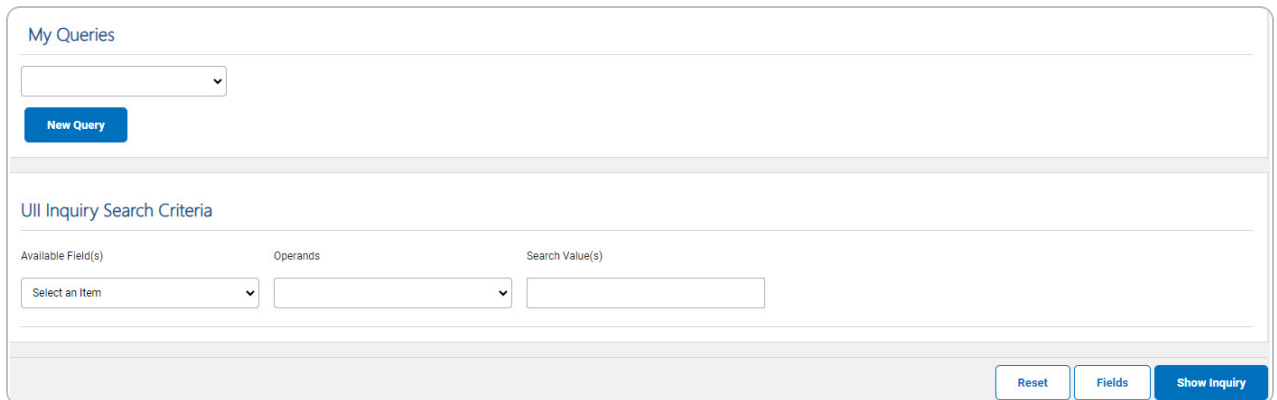
Inquiries > Asset Management > UII > UII Inquiry Search Criteria page

Procedures

Search for a UII 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.

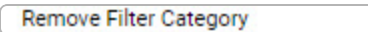
A. Use  to select the first Operands.

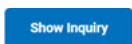
4. Choose which Search Value(s) to use in the search.

A. Use  to select the first Search Value.

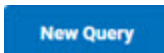
Remove an Available Field Row

a. Use  to select desired Available Field.

b. Select . *The desired row is removed.*

5. Select . *The **UII 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

UII Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

Select an Item

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 **UII Inquiry — Select Fields** page appears.*
- OR
- Select . *The **UII 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.*

My Queries

UII Inquiry Search Criteria

Available Field(s) Operands Search Value(s)

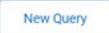
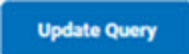
Select an Item

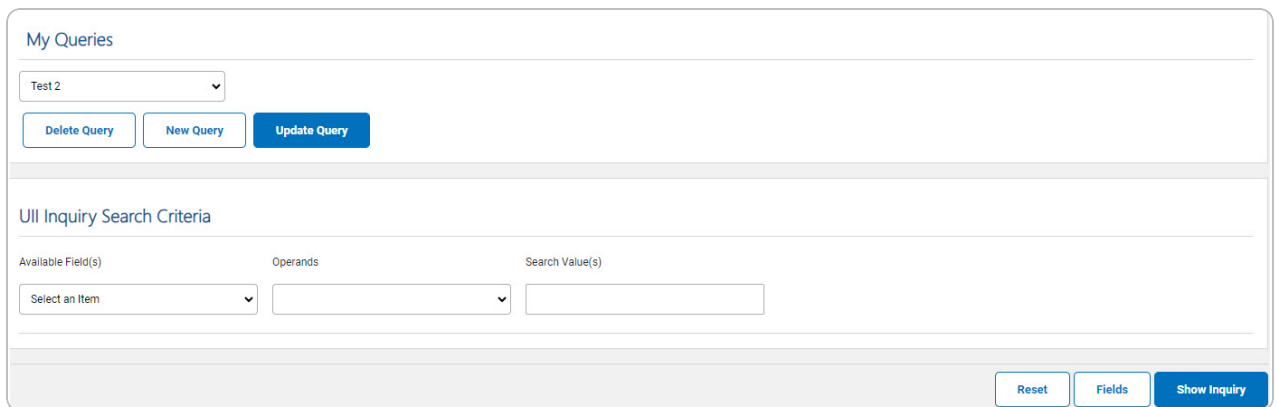


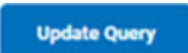


2. Select . The **UII Inquiry — Select Fields** page appears.
- OR
- Select . The **UII Inquiry — Results** page appears.

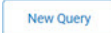
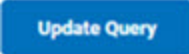
Update a My Queries Inquiry

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 **UII Inquiry — Select Fields** page appears.
3. OR
- Select . The **UII 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

UII Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
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 **UII Inquiry — Select Fields** page appears.





Search for a UII Inquiry — Results

Navigation

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

Procedures

Export the UII 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 = 33

Asset Id	Custodian Nbr	Dollar Amt	Item Desc	Loc	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	Custodian Name	Non-Actbl	Regtry Verifd	Last DUTm	Stock Nbr	Sub Custodian Nbr	Sub Loc	UIC	UII Sts Cd
0000000001	TERRY	129000.00	FINGERPRINT IDENTIFIC	BLDG 101	UNASSIGNED			TERRY	NO	05/26/2010		7520013370806			E10124	ART
0000000002	TERRY	20000.00	BOAT BOSTON WHALER	NEAR HERE	BOSTON WHALER INC	27	GUARDIAN	TERRY	NO	12/03/2009		1940000008774		TERRY HATCHER	E10124	ART
0000000003	TERRY	129000.00	PONTOON	FAR AWAY	SPECIAL GOVERNMENT D	F-58		TERRY	NO	10/09/2009		194000001251		TERRY HATCHER	E10124	ART
0000000004	TERRY	129000.00	PONTOON	FAR AWAY	SPECIAL GOVERNMENT D	F-58		TERRY	NO	10/09/2009		194000001251		TERRY HATCHER	E10124	ART
0000000005	TERRY	129000.00	PONTOON	FAR AWAY	SPECIAL GOVERNMENT D	F-58		TERRY	NO	10/09/2009		194000001251		TERRY HATCHER	E10124	ART
0000000006	TERRY	129000.00	PONTOON	FAR AWAY	SPECIAL GOVERNMENT D	F-58		TERRY	NO	10/09/2009		194000001251		TERRY HATCHER	E10124	ART
0000000007	TERRY	3100.00	GUN	BLDG 102	HEWLETTPACKARD CO	QW4000		TERRY	NO	04/01/2010		10500000000007		RM 10	00460	NCT
0000000008	TERRY	2222.00	TEST	BLDG 102	OTTAWA	70296		TERRY	NO	04/01/2010		23200000000007			E10124	ARN
0000000009	TERRY	353000.00	AIRPLANE/UTILITY	BLDG 102	UNASSIGNED			TERRY	NO	04/01/2010		1510011462064			E10124	ARN
0000000010	TERRY	0.00	35 PASSENGER CITY BUS	BLDG 102	BLUEBIRD COACH	3800A		TERRY	NO	04/01/2010		00101			E10124	ARN
0000000011	TERRY	823.00	DEP DRAFT CAMEL 10P	BLDG 102	ROGINS COMPANY	QCC-102		TERRY	NO	04/01/2010		20001000000007			E10124	ARN
0000000012	TERRY	152270.00	TEST STUFF	BLDG 102	FORD MOTOR CO	F750-221	F-750	TERRY	NO	11/24/2008		1234567899999			E10124	ART
0000000013	TERRY	25000.00	TRUCK	BLDG 12	MOTOROLA	STANDARD BED		TERRY	NO			281500007005			00460	ANT
0000000014	TERRY	260000.00	TRUCK FORK/LIFT AIR	BLDG 10	HYSTER CO	800M		TERRY	NO	04/01/2010		1720000001346			E10124	ART
0000000015	TERRY	26000.00	ROUTING SYSTEM	BLDG 103	SERRA VIDEO SYSTEMS	TAHOE 1616AA		TERRY	NO	04/01/2010		7020000001129			00460	ARN
0000000016	TERRY	260000.00	ROUTING SYSTEM	BLDG 10	SERRA VIDEO SYSTEMS	TAHOE 1616AA		TERRY	NO	04/01/2010		7020000001129			E10124	ARN
0000000017	TERRY	260000.00	ROUTING SYSTEM	BLDG 10	SERRA VIDEO SYSTEMS	TAHOE 1616AA		TERRY	NO	04/01/2010		7020000001129			E10124	ARN
0000000018	TERRY	260000.00	ROUTING SYSTEM	BLDG 10	SERRA VIDEO SYSTEMS	TAHOE 1616AA		TERRY	NO	04/01/2010		7020000001129			E10124	ARN
0000000019	TERRY	260000.00	ROUTING SYSTEM	BLDG 10	SERRA VIDEO SYSTEMS	TAHOE 1616AA		TERRY	NO	04/01/2010		7020000001129			E10124	ARN
0000000020	TERRY	600.00	COMPUTER LAPTOP DEL	BLDG 10	GATEWAY 2000	60001		TERRY	NO	04/01/2010		7020000001129			E10124	ANT
0000000021	TERRY	600.00	SERVER	BLDG 10	DELL	600131		TERRY	NO			7015000000408			E10124	ANT
0000000022	TERRY	300.00	MONITOR, COLOR	BLDG 10	NEC AMERICA INC	1183764BA		TERRY	NO			7020000000050			E10124	ANT
0000000023	TERRY	20000.00	SHED	BLDG MAKE	RUBBERMAID	3747		TERRY	NO	04/19/2010		9540000000703			E10124	ARN
0000000024	TERRY	5000.00	DEFIBRILLATOR & CARD	BLDG 10	MED EQUIP			TERRY	NO			6515000001387			E10124	ANT
0000000025	TERRY	5000.00	DEFIBRILLATOR & CARD	BLDG 10	MED EQUIP			TERRY	NO			6515000001387			E10124	ANT
0000000026	TERRY	5000.00	DEFIBRILLATOR & CARD	BLDG 10	MED EQUIP			TERRY	NO			6515000001387			E10124	ANT
0000000027	TERRY	245666.00	TRAILER, VAN OFFICE	BLDG 103	MILLER MFG	MIN 70		TERRY	NO	10/09/2009		2300000000032			E10124	ART
0000000028	TERRY	245666.00	TRAILER, VAN OFFICE	BLDG 103	MILLER MFG	MIN 70		TERRY	NO	10/09/2009		2300000000032			E10124	ART
0000000029	TERRY	56200.00	TRUCK/MAINTENANCE	BLDG 10	FORD MOTOR CO		F350	TERRY	NO	12/28/2012		23200000000114			E10124	ARN
0000000030	TERRY	56200.00	TRUCK/MAINTENANCE	BLDG 10	FORD MOTOR CO		F350	TERRY	NO	12/28/2012		23200000000114			E10124	ARN
0000000031	TERRY	56200.00	TRUCK/MAINTENANCE	BLDG 10	FORD MOTOR CO		F350	TERRY	NO	12/28/2012		23200000000114			E10124	ARN

1 of 1

[Cancel](#)

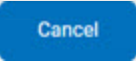
Note



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





2. Select . The **UII Inquiry Search Criteria** 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.*





Select Fields for the UII Inquiry

Navigation

Inquiries > Asset Management > UII > Search Criteria > > UII 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 **UII Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

My Selections

New Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☒	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.
☒	Loc	Physical location of an asset.
☒	Mfr Name	The full name of a specific manufacturer.
☒	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☒	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☒	Custodian Name	The name assigned to the property custodian.
☒	Non-Actbl	Non Accountable is displayed Yes or No.
☒	Rgstry Verifd Last Dt/Tm	Verified Registry Last Date and Time
☒	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.





Help Reference Guide

☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Sub Loc	A more specific description of the physical location of an asset within its Location.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Ull Sts Cd	Identifies the current status of the Ull.
☐	Enterprise Id	Identification of the Enterprise
☐	Issuing Agency Cd	Issuing Agency Code
☐	Life Cycle Event CD	Life Cycle Event Code and Description identifies the disposition of asset
☐	Marker1 Add/Remvd Cd	Marker1 Add or Removed Code
☐	Marker1 Cd	Designator to indicate which code was used in the Marker Identifier.
☐	Marker1 Contents	Marker1 Contents. What has been recorded on or with the item such as UID, Serial Number, Internal Number, etc.
☐	Marker1 Eff Dt	The date the mark was associated with the item.
☐	Rec Orgnt Cd	Record Originated Code
☐	Rgstr Subm Dt/Tm	Register Submitted Date Time
☐	UID Rgstry Verifd	UID Registry Verified Flag will display Yes or No
☐	UID Type Cd	Designator to indicate the method used to identify an item.
☐	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Ull Desc	The description of the Unique Item Identification.
☐	Ull Org	Identifies the organization that generated the Ull.

Cancel Reset Show Inquiry Submit

2. Choose the desired file type:

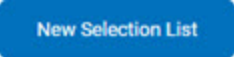
- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- 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.*





Help Reference Guide

My Selections

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

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 **UII Inquiry — Results** page appears.

3.

OR

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

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.





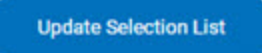
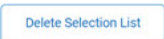
Help Reference Guide

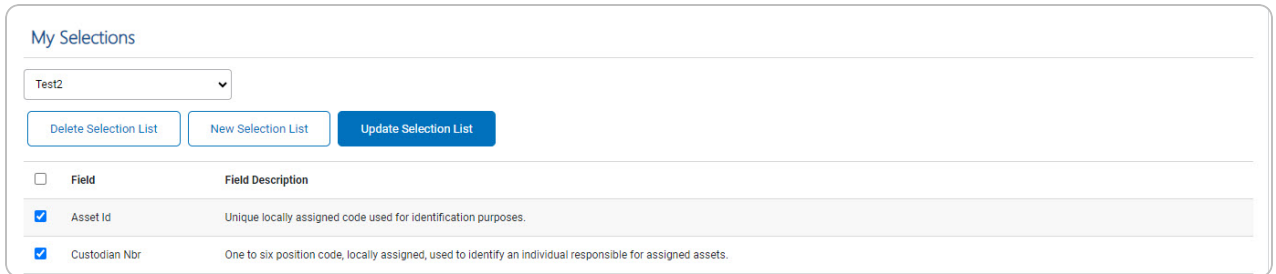
2. Select  for small volumes of data. *The **UII Inquiry — Results** page appears.*

OR

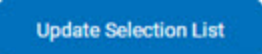
Select  for large volumes of data. *The **UII Inquiry Transaction Status** page appears.*

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 .*

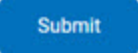


Field	Field Description
☒ Asset Id	Unique locally assigned code used for identification purposes.
☒ Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.

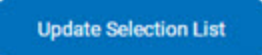
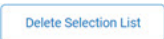
2. Select . *The page refreshes.*

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

3. **OR**

Select  for large volumes of data. *The **UII 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 .*





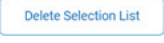
Help Reference Guide

My Selections

Test2

Delete Selection List New Selection List Update Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned 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 **Authorization Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type

My Selections

New Selection List

☐	Field	Field Description
☒	Asset Id	Unique locally assigned code used for identification purposes.
☒	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☒	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☒	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.
☒	Loc	Physical location of an asset.
☒	Mfr Name	The full name of a specific manufacturer.
☒	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☒	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☒	Custodian Name	The name assigned to the property custodian.
☒	Non-Actbl	Non Accountable is displayed Yes or No.
☒	Rgstry Verifd Last Dt/Tm	Verified Registry Last Date and Time
☒	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.





Help Reference Guide

☒	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☒	Sub Loc	A more specific description of the physical location of an asset within its Location.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	Ull Sts Cd	Identifies the current status of the Ull.
☐	Enterprise Id	Identification of the Enterprise
☐	Issuing Agency Cd	Issuing Agency Code
☐	Life Cycle Event CD	Life Cycle Event Code and Description identifies the disposition of asset
☐	Marker1 Add/Remvd Cd	Marker1 Add or Removed Code
☐	Marker1 Cd	Designator to indicate which code was used in the Marker Identifier.
☐	Marker1 Contents	Marker1 Contents. What has been recorded on or with the item such as UID, Serial Number, Internal Number, etc.
☐	Marker1 Eff Dt	The date the mark was associated with the item.
☐	Rec Orgnt Cd	Record Originated Code
☐	Rgstr Subm Dt/Tm	Register Submitted Date Time
☐	UID Rgstry Verifd	UID Registry Verified Flag will display Yes or No
☐	UID Type Cd	Designator to indicate the method used to identify an item.
☐	Ull	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Ull Desc	The description of the Unique Item Identification.
☐	Ull Org	Identifies the organization that generated the Ull.

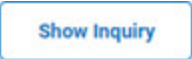
Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 16 fields are automatically selected.*

Note

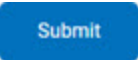


The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

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

3.

OR

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

