



View the Inquiry Extract

Overview

The Property Accountability module View Inquiry Extract process provides options regarding the inquiry results created by the ELMS background processing agent. Each line item provides information about the extract, such as the date it was created and which user initiated the process.

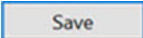
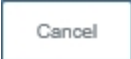
Navigation

Inquiries > Inquiries > View Inquiry Extract > View Inquiry Extract page

Procedures

Download an Inquiry Extract

Select			
Data View		My Reports	
Delete	Download	Extract Date	User Id Owner
Delete	Capital Asset Agency Extract	03/18/2024 18:08:24	NMLAW
Delete	Assets Removed by Survey	03/18/2024 16:25:34	NMLAW
Delete	Asset Id Errors	03/18/2024 12:31:46	NMLAW
Delete	Accounting Interface Conversion	03/18/2024 12:31:31	NMLAW

1. Select the Download hyperlink of the desired report. *The **Save** pop-up window appears.*
2. Choose one of the following options:
 - Select  to save the extract. *Follow the prompts provided by the computer's Operating System, and save the file as necessary.*
 - Select . *The **View Inquiry Extract** page appears.*

Delete an Inquiry Extract

Select the Delete hyperlink. *There is no delete confirmation page. A message in red displays at the top, "Extract has been deleted."*

Extract has been deleted

