

# Search for a WRNTY/Svc/Subscription - Asset Assoc **Inquiry** — Criteria

## **Overview**

The Property Accountability module WRNTY/SVC/Subscription - Asset Assoc Inquiry process provides the ability to search for Asset Assoc records.

## **Navigation**

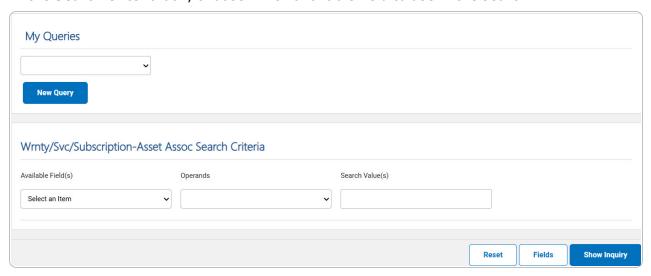
Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > WRNTY/SVC/Subscription - Asset Assoc Inquiry Search Criteria page

## **Procedures**

### Search for a WRNTY/Svc/Subscription - Asset Assoc Inquiry — Criteria

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

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.

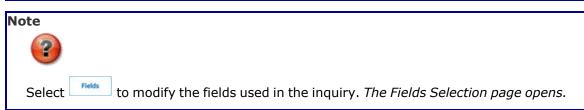






A. Use to select the first Available Field.





- 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.

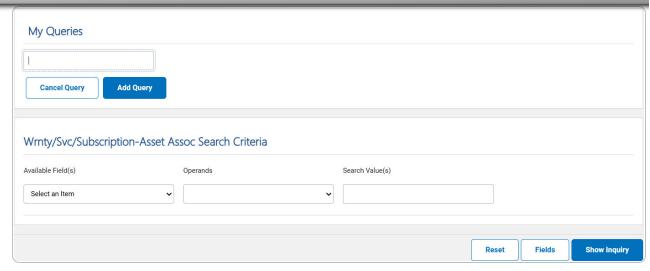
#### Remove an Available Field Row

- 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields page appears.

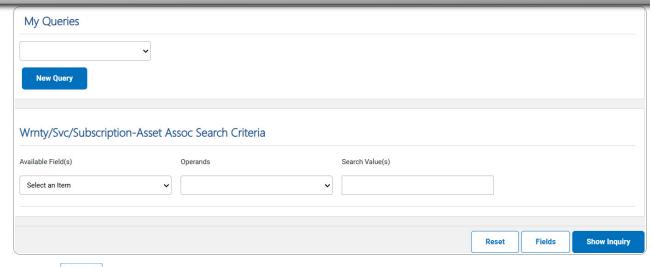
4. OR

Select Show Inquiry - Results page appears. The Wrnty/Svc/Subscription - Asset Assoc Inquiry - Results

## **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 \_\_\_\_\_. The Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields page appears.

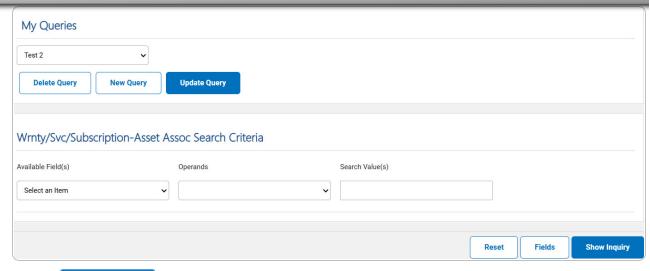
2. OR

Select Show inquiry . The Wrnty/Svc/Subscription - Asset Assoc 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 The selected query information appears in the search criteria grid.





2. Select Update Query . The query information is updated.

Select Fields . The Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields page appears.

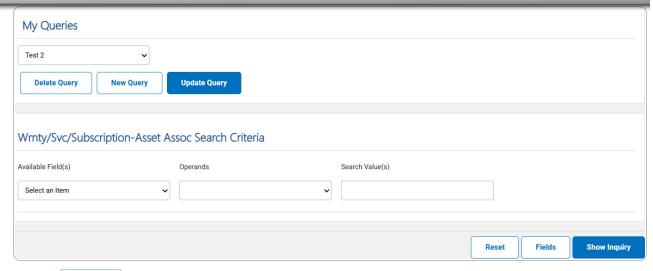
3. OR

Select Show Inquiry - Results page appears. The Wrnty/Svc/Subscription - Asset Assoc Inquiry - Results

## **Delete a My Queries Inquiry**

1. Use to select the desired saved query. The page refreshes, and lette Query is joined by and lette Query and lette 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields page appears.





# Search for a WRNTY/SVC/Subscription - Asset Assoc Inquiry — Results

## **Navigation**

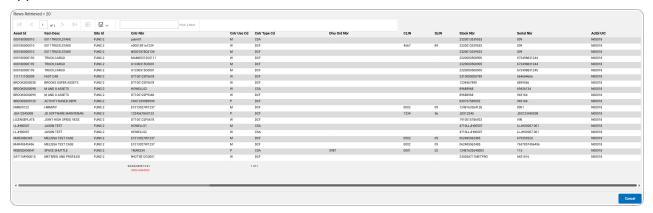
Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Search Results page

### **Procedures**

#### **Export the Wrnty/Svc/Subscription - Asset Assoc 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry — Field Selection page.

2. Select The Wrnty/Svc/Subscription - Asset Assoc 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 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 WRNTY/Svc/Subscription - Asset Assoc Inquiry Detail

Select the desired ACTBL UIC row. *The Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause* page appears.





# Select Fields for the WRNTY/SVC/Subscription - Asset Assoc Inquiry

## **Navigation**

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > WRNTY/SVC/Subscription - Asset ASSOC 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.

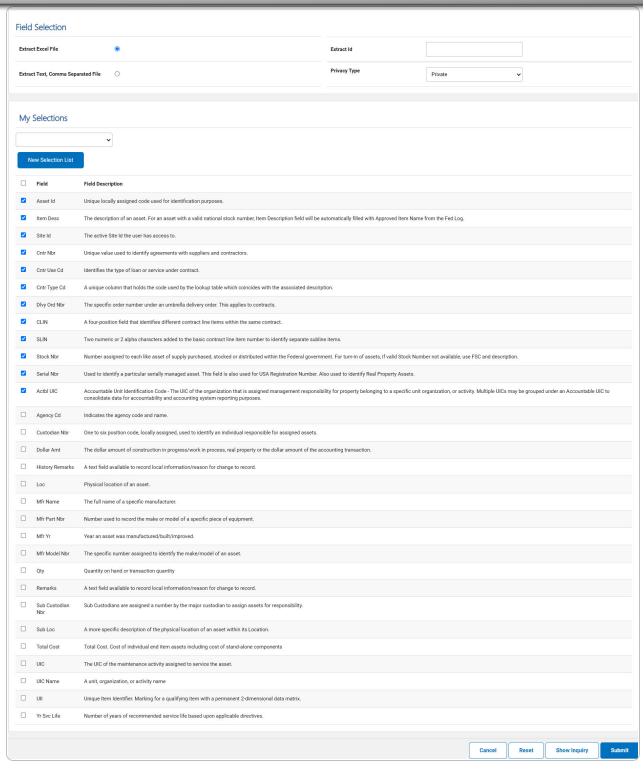


1. Select . The Wrnty/Svc/Subscription - Asset Assoc Inquiry page appears.











- **2.** Choose the desired file type:
  - Click \(\simega\) 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.



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

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

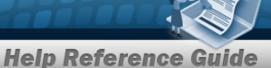


Select Show Inquiry for small volumes of data. The Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results page appears.

3. **OR** 

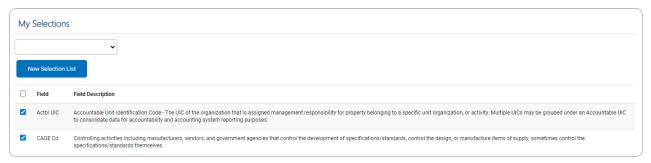
Select for large volumes of data. The Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status page appears.





#### **Use a Predetermined Field Selection List**

1. Use to display the Selection List.



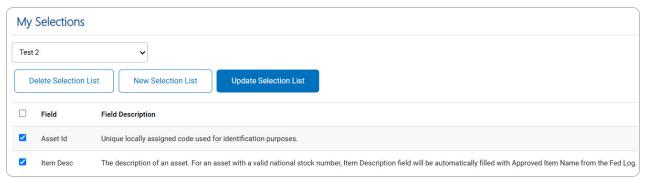
Select show inquiry for small volumes of data. The Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results page appears.

2. **OR** 

Select for large volumes of data. The Wrnty/Svc/Subscription - Asset Assoc 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.

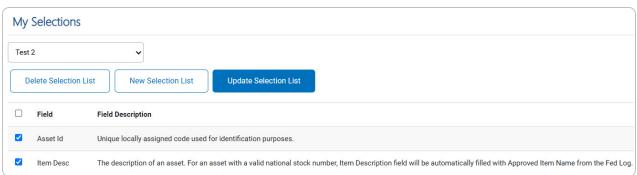
Select Show Inquiry for small volumes of data. The Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results page appears.

3. **OR** 

Select Submit for large volumes of data. The Wrnty/Svc/Subscription - Asset Assoc 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 Delete Selection List . The page refreshes and the list is immediately deleted.

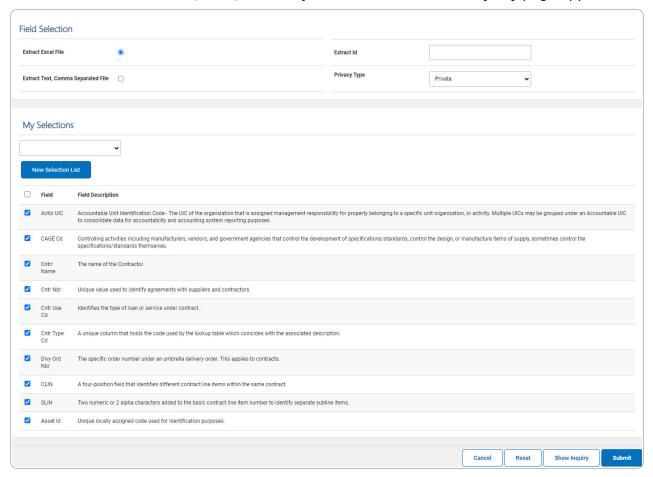
## Modify the Fields Used for the Inquiry

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 WRNTY/Svc/Subscription - Asset Assoc Inquiry page appears.



2. Select the fields required for the inquiry. The first 12 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results page appears.

3. **OR** 



Select Submit for large volumes of data. The Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status page appears.





# **View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic**

## **Navigation**

Inquiries > WRNTY/SVC/SUBSCRIP > Asset Assoc> Search Criteria > Search Results > Inquiry Row hyperlink > Clause tab > Contract tab > WRNTY/SVC/Subscription - Asset Assoc Inquiry Detail - Basic page

## **Procedures**

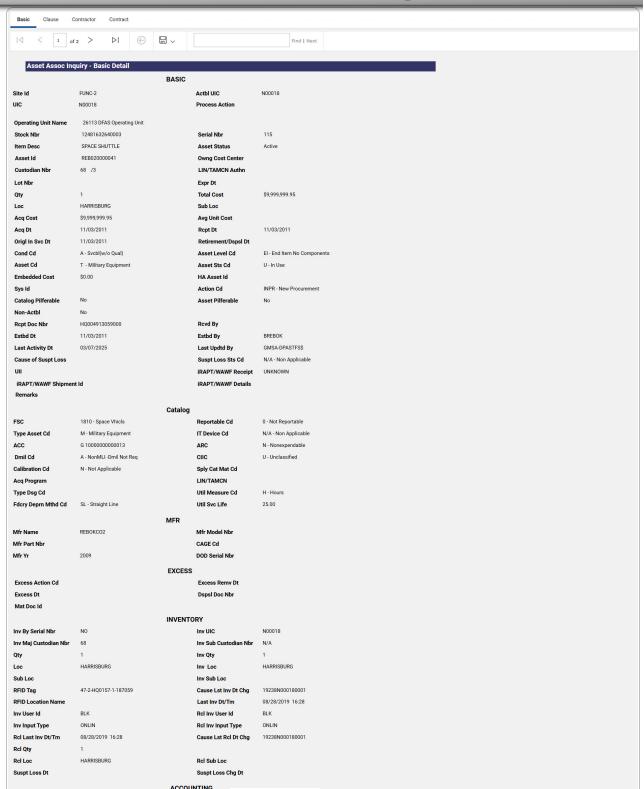
**Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic** 

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



1. Verify the Basic tab.







- A. Verify the Basic section.
- B. Verify the Catalog section.
- C. Verify the MFR section.
- D. Verify the Excess section.
- E. Verify the Inventory section.
- 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 Warranty/Service/Subscription - Asset Association Inquiry — Criteria page appears.

4.

OR

Select . The Warranty/Service/Subscription - Asset Association Inquiry — Results page appears.

OR

Select the Clause tab. The Warranty/Service/Subscription - Asset Association Inquiry Detail — Clause page appears.

OR

Select the Contract tab. *The Warranty/Service/Subscription - Asset Association Inquiry Detail — Contractor* page appears.

OR

Select Asset tab. The **Warranty/Service/Subscription - Asset AssociationInquiry Detail — Contract** 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 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause**

## **Navigation**

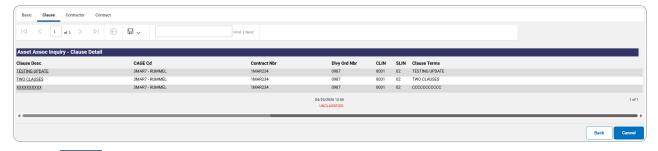
Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > Search Results > Inquiry Row hyperlink > WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Clause page

## **Procedures**

Export the WRNTY/Svc/Subscription - Asset Assoc Inquiry Detail - Clause

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

1. Verify the Clause 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 Warranty/Service/Subscription - Asset Assoc Inquiry — Criteria page appears.

4.

OR



Select . The Warranty/Service/Subscription - Asset Assoc Inquiry — Results page appears.

OR

Select the Contractor tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contractor* page appears.

OR

Select the Contract tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contract* page appears.

OR

Select Asset tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contract* 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 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor**

## **Navigation**

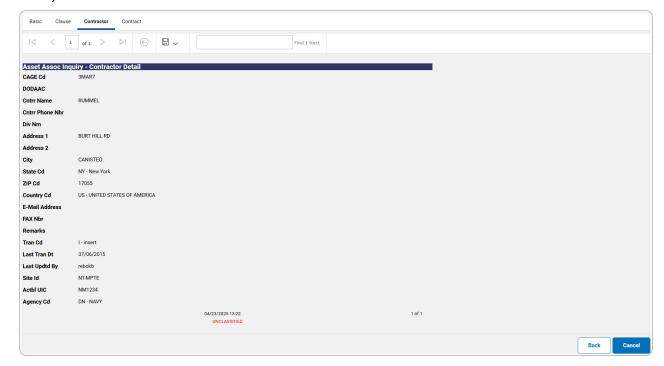
Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC> Search Criteria > Search Results > Inquiry Row hyperlink > Clause tab > Contractor tab > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor page

#### **Procedures**

Export the WRNTY/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor

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

1. Verify the Contractor 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 Warranty/Service/Subscription - Asset Assoc Inquiry — Criteria page appears.

4.

OR

Select . The Warranty/Service/Subscription - Asset Assoc Inquiry — Results page appears.

OR

Select the Clause tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Clause* page appears.

OR

Select the Contract tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contract* page appears.

OR

Select the Basic tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Asset page appears*.

#### Search the Results

- 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 Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract**

## **Navigation**

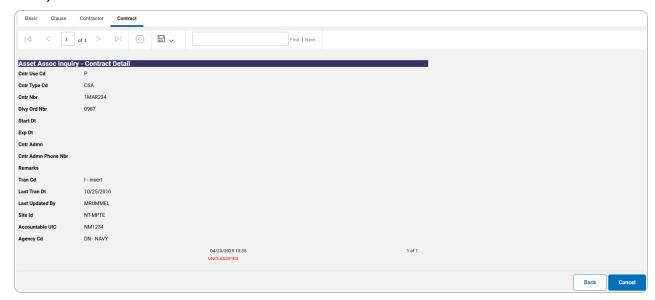
Inquiries > WRNTY/SVC/SUBSCRIP > Asset Assoc> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Contract tab > WRNTY/SVC/Subscription - Asset Assoc Inquiry Detail - Contractor page

#### **Procedures**

Export the WRNTY/Svc/Subscription - Asset Assoc Inquiry Detail - Contract

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

1. Verify the Contract 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 Warranty/Service/Subscription - Asset Assoc Inquiry — Criteria page appears.

4.

OR

Select . The Warranty/Service/Subscription - Asset Assoc Inquiry — Results page appears.

OR

Select the Clause tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Clause* page appears.

OR

Select the Contractor tab. *The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contractor page appears*.

OR

Select Asset tab. The Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Basic 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 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.