



Search for a Process Queue Inquiry — Criteria

Overview

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

Navigation

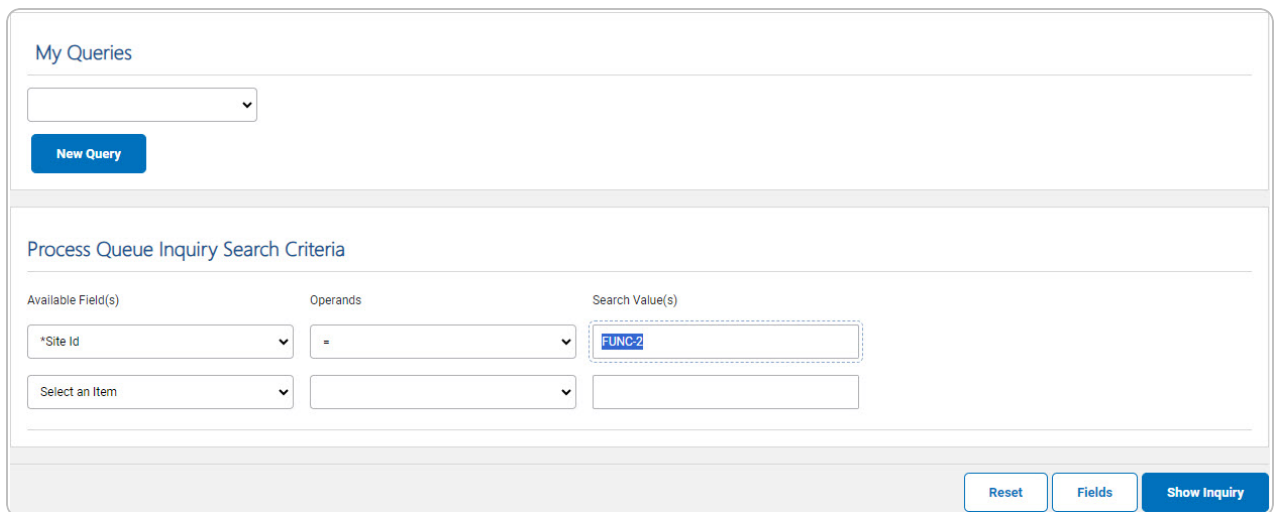
Inquiries > Master Data > Process Queue > Process Queue Inquiry Search Criteria page

Procedures

Search for a Process Queue 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 'Process Queue Inquiry 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 main search criteria section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has two dropdown menus; the first is set to '*Site Id' and the second is 'Select an Item'. The 'Operands' column has two dropdown menus; the first is set to '=' and the second is empty. The 'Search Value(s)' column has two text input fields; the first contains 'FUNC-2' and the second is empty. At the bottom right of the form are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (SITE ID) automatically populates and is not editable.





- B. 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.

- B. Use  to select the second Operands.

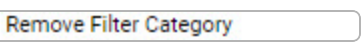
4. Choose which Search Value(s) to use in the search.

- A. Use  to select the first Search Value.

- B. Use  to select the second Search Value.

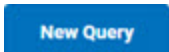
Remove an Available Field Row

- a. Use  to select desired Available Field.

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

5. Select . *The **Process Queue 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

New Query

Process Queue Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC2
Select an Item		

Reset Fields Show Inquiry

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. Select **Add Query**. 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 **Process Queue Inquiry — Select Fields** page appears.
4. OR
Select **Show Inquiry**. The **Process Queue 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](#)

Process Queue Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Site Id	=	FUNC2
Select an Item		

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

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

Select [Show Inquiry](#). The **Process Queue 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.





Help Reference Guide

My Queries

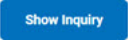
Test 2 ▼

Delete Query New Query Update Query

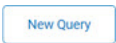
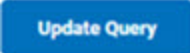
Process Queue Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Site Id ▼	= ▼	FUNC-2
Select an Item ▼	▼	

Reset Fields Show Inquiry

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





Help Reference Guide

My Queries

Test 2 ▼

Delete Query New Query Update Query

Process Queue Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Site Id ▼	= ▼	FUNC-2
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 **Process Queue Inquiry — Select Fields** page appears.





Search for a Process Queue Inquiry — Results

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > [Show Inquiry](#) > Process Queue Inquiry Search Results page

Procedures

Export the Process Queue 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 = 8

Site Id	User Id	Process Queue Nbr	Process Name	Process Status	Process Status Cd	Queue Dt	Start Dt	Tran Rstt Cnt	Remarks	Process Remarks
FUNC-2	NMLAW	36693	WPSAB19	CS	Bldfnd prog comp successfully	5/10/2024 11:50:36 AM	5/10/2024 11:50:36 AM	1		
FUNC-2	NMLAW	36766	WPSAB19	CS	Bldfnd prog comp successfully	5/14/2024 5:17:36 PM	5/14/2024 5:17:36 PM	1		
FUNC-2	NMLAW	36721	WPSAB19	CS	Bldfnd prog comp successfully	5/20/2024 8:14:02 PM	5/20/2024 8:14:02 PM	1		
FUNC-2	NMLAW	36765	WPSAB19	CS	Bldfnd prog comp successfully	6/13/2024 1:21:43 PM	6/13/2024 1:21:43 PM	1		
FUNC-2	NMLAW	36767	WPSAB19	CS	Bldfnd prog comp successfully	6/14/2024 3:18:59 PM	6/14/2024 3:18:59 PM	1		
FUNC-2	NMLAW	36768	WPSAB19	CS	Bldfnd prog comp successfully	6/18/2024 12:33:11 PM	6/18/2024 12:33:11 PM	1		
FUNC-2	NMLAW	36776	WPSAB19	CS	Bldfnd prog comp successfully	6/21/2024 1:29:43 PM	6/21/2024 1:29:43 PM	1		
FUNC-2	NMLAW	36767	WPSAB19	CS	Bldfnd prog comp successfully	6/26/2024 8:30:09 PM	6/26/2024 8:30:11 PM	1		

6/26/2024 10:54 For Office Use Only 1 of 1

Note



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

2. Select [Cancel](#). The **Process Queue 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.





Help Reference Guide

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 Process Queue Inquiry

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > > Process Queue 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 **Process Queue Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	Site Id	The active Site Id the user has access to.
☒	User Id	Identifies the user accessing the system
☒	Process Queue Nbr	The queue number for a specific record in the process.
☒	Process Name	Provides the name of the process that has occurred on a specific record
☒	Process Status	Provides current status of a row(s) being processed
☒	Process Status Cd	Provides a unique identifier for current status of a row(s) being processed
☒	Queue Dt	Process Queue Start Date
☒	Start Dt	Process Start Date
☒	Tran Rstrct Cnt	Transaction Restart Count
☒	Remarks	A text field available to record local information/reason for change to record.
☒	Process Remarks	A text field available to record local information/reason for change to the process.

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.
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

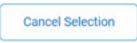
1. Select . The page refreshes, and Selections changes from a drop-down field to a text field.

My Selections

☐	Field	Field Description
☒	Site Id	The active Site Id the user has access to.
☒	User Id	Identifies the user accessing the system

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 **Process Queue Inquiry – Results** page appears.

- 3.

OR

Select  for large volumes of data. The **Process Queue 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
☒	Site Id	The active Site Id the user has access to.
☒	User Id	Identifies the user accessing the system

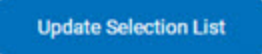
Select  for small volumes of data. *The **Process Queue Inquiry — Results** page appears.*

2.

OR

Select  for large volumes of data. *The **Process Queue 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 .*





Help Reference Guide

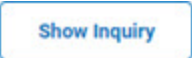
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

☐	Field	Field Description
☒	Site Id	The active Site Id the user has access to.
☒	User Id	Identifies the user accessing the system

- Select . The page refreshes.

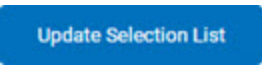
Select  for small volumes of data. The **Process Queue Inquiry — Results** page appears.

-

OR

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

Delete a Selection List

- Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .





My Selections

Test 2 ▼

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

☐	Field	Field Description
☒	Site Id	The active Site Id the user has access to.
☒	User Id	Identifies the user accessing the system

2. Select [Delete Selection List](#). The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting [Cancel](#) 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 [Reset](#) at any point of this procedure returns all fields to the default "All" setting.





1. Select [Fields](#). The **Process Queue Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	Site Id	The active Site Id the user has access to.
☒	User Id	Identifies the user accessing the system
☒	Process Queue Nbr	The queue number for a specific record in the process.
☒	Process Name	Provides the name of the process that has occurred on a specific record
☒	Process Status	Provides current status of a row(s) being processed
☒	Process Status Cd	Provides a unique identifier for current status of a row(s) being processed
☒	Queue Dt	Process Queue Start Date
☒	Start Dt	Process Start Date
☒	Tran Rstrt Cnt	Transaction Restart Count
☒	Remarks	A text field available to record local information/reason for change to record.
☒	Process Remarks	A text field available to record local information/reason for change to the process.

Cancel
Reset
Show Inquiry
Submit

2. Select the fields required for the inquiry. *The first 11 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 [Show Inquiry](#) for small volumes of data. The **Process Queue Inquiry — Results** page appears.

- 3.

OR





Help Reference Guide

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

