Create an Agency Pre-Defined Inquiry

Overview

The Property Accountability module Agency Pre-Defined Inquiry process provides the ability to run standardized inquiries (data extracts) for saving, printing, or exporting. The inquiries are selected from a drop-down list, and submitted for background processing. The results are accessed using the Inquiry Extract Viewer.

Navigation

Inquiries > Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry page

Procedures

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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 Agency Pre-Defined Inquiry box, choose which available field to use.

Agency Pre-Defined Inquiry	
Inquiry	Select an Item
Extract Id	
Privacy Type	Private
	Reset Submit

   A. Use ⌄ to select the Inquiry.

   B. Enter the Extract ID in the field provided. *This is a 15 alphanumeric character field.*

   C. Use ⌄ to select the Privacy Type.

2. Select **Submit** to send the extract to the background processing agent. *The* ***Agency Pre-Defined Transaction Status*** *page appears.*