



Search for an Agency Setting Update — Criteria

Overview

The Property Accountability module Agency Setting Update process provides the ability to manage various system settings and data fields that will apply to users throughout an organization. This functionality is only available for the Agency Coordinator role.

Navigation

Master Data > Agency Settings > Agency Setting Update Search Criteria page

Procedures

Search for an Agency Setting Update — 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 panel, narrow the results by entering the following optional fields.

Search Criteria			
Agency Name DN	Type Action	Agency Setting	•
			Reset Update

• The Agency Name automatically populates and is not editable.

Use to select the Type Action.

Select Update . The Agency Setting Update page appears.

2.

OR

The Agency Setting Update Search Results page appears.









Note

If there is more than one Signature Block entry, the **Agency Setting Update Search Results** page appears. If there is one Signature Block entry, the **Agency Setting Update** page appears.

Update	Delete	Signature Block Name	Default
Update		Another Test	This is the default signature
Update	Delete		Set this as the default signature
Update	Delete	AP-AVNFW	Set this as the default signature
Update	Delete	AP-AVNFWW	Set this as the default signature
Update	Delete	Test	Set this as the default signature
Update	Delete	Test Signature Block	Set this as the default signature
Update	Delete	TestGeneral	Set this as the default signature
Update	Delete	Testing Signature Block 2	Set this as the default signature
Update	Delete	This is a test	Set this as the default signature
			Cancel

OR

The Agency Setting Update Signature Blocks page appears.



The Agency Setting Update Signature Block process is the same for General, Sensitive, and Non-Planned Signature Blocks.

OR

The **Agency Setting Update Add** page appears.

OR

The MNU: Agency Settings Update page appears.









Search for an Agency Setting Update — Results

Navigation

Master Data > Agency Settings > Search Criteria > Update > Agency Setting Search Results page

Procedures

Selecting

at any point of this procedure removes all revisions and closes the page.

View a Signature Block Name

Cancel

Select the Signature Block Name hyperlink. The Agency Setting Update page appears.

Set an Agency Setting Update Default

Select the Default hyperlink of the desired Signature Block. *The Agency Setting Update page refreshes and the selected Default appears at the top of the Search Results grid.*

Note

2

One Defaulted Signature Block is mandatory for each Inventory.







Add an Agency Setting Update **Navigation** Master Data > Agency Settings > Search Criteria > Type Action — Add - Signature Block Update option > > Agency Setting Update Add **Procedures** Add an Agency Setting – Signature Block Cancel at any point of this procedure removes all revisions and closes the page. Selecting Update 1. Select . The Agency Setting Update Add page appears. ~ Inventory Plan Type General Signature Block Name Cancel to select the Inventory Plan Type. Use Α. Note The Agency Setting Update Add process is the same for General, Sensitive, and Non-Planned Signature Blocks. Β. Enter the Signature Block Name. This is a 64 alphanumeric character field.

2. Select . The Agency Setting Update Search Criteria page appears.







Update an Agency Setting

Navigation

Master Data > Agency Settings > Search Criteria > Type Action — Agency Setting option >

Update

> Agency Setting Update page

Procedures

Update an Agency Setting

at any point of this procedure removes all revisions and closes the page.

1. Select

Selecting

Α.

. The **Agency Setting Update** page appears.

Doc Nbr Reqd	Yes	~	*Cost Variance Min %	5	
Validation Type	Standard	~	*Cost Variance Max %	10	

- Use to select the Doc Nbr Reqd.
- **B.** Use to select the Validation Type.
- **C.** Enter the Cost Validation Min %. *This is a 4 numeric character field.*
- **D.** Enter the Cost Validation Max %. *This is a 4 numeric character field.*
- 2. Select Update . The Agency Setting Update Transaction Status page appears.





Update an Agency Setting Signature Block

Navigation

Master Data > Agency Settings > Search Criteria > VARIOUS PROCEDURAL STEPS > Agency Setting Update Signature Block page

Procedures

Update an Agency Setting Signature Block

Selecting _____ at any point of this procedure removes all revisions and closes the page.

1. Select the Update hyperlink. *The Agency Setting Update Signature Blocks* page appears.







Signature Block Name	Another Test Add	Text]
Order	~			
				Preview Save
Edit	Order		Text	
Edit	1			
Edit	2			
Edit	3			
Edit	4			
Edit	5			
Edit	6			
Edit	7			
Edit	8			
Edit	9			
Edit	10			
Edit	11			
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Help	Reference	Guide

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Edit	40		
Edit	41		
Edit	42		
Edit	43		
Edit	44		
Edit	45		
Edit	46		
Edit	47		
Edit	48		
		Cancel	Update

- A. Update the Signature Block Name, entering the revised name in the field provided. *This is a 64 alphanumeric character field.*
- B. Select the Edit hyperlink on the desired line. *The page refreshes and the Order field changes to the selected number*.







appears.



- Save F. Select . The page refreshes and the Text appears next to the selected Order Number.
- G. Repeat Steps B-F to add additional Text.
- 2. Select

Update . The Agency Setting Update Transaction Status page appears.









View the Agency Setting Update Signature Block Preview

Navigation

Master Data > Agency Settings > Search Criteria > VARIOUS PROCEDURAL STEPS > Signature Blocks > Agency Setting Update Signature Block Preview page

Procedures

'iev	v the Ageno	cy Setting Update S	gnature Block Preview	
1.	Select Previ appears.	. The Agency Setti	ng Update Signature Block Preview pa	age
	Signature Block Pre	view		
	Signature Block Name	Agy Cd DN: General		
			Signature Block Text	
				Cancel
2.	Select	. The Agency Setti	ng Update Search Results page appear	s.







Update an Agency Setting – MNU

Navigation

Master Data > Agency Settings > Search Criteria > Type Action — M&U Agency Setting

option >

> MNU: Agency Settings Update page

Procedures

Update an Agency Setting – MNU

Update

Selecting _____ at any point of this procedure removes all revisions and closes the page.

1. Select

. The **MNU: Agency Setting Update** page appears.

Update			
*Utilization Variance	%	*Fuel Quantity	
			Cancel

- **A.** Click \Box to select the Utilization Variance. *When selected, the field becomes available for update.*
- **B.** Click U to select the Fuel Quantity. *When selected, the field becomes available for update.*

Update *Utilization Variance	2	%	*Fuel Quantity	
				Cancel Update

- **C.** Enter the Utilization Variance. *This is a 3 numeric character field.*
- **D.** Enter the Fuel Quantity. *This is a 3 numeric character field.*

Select Update . The Agency Setting Update Transaction Status page appears.



2.





Updates may take up to 90 minutes to reflect.









Delete an Agency Setting Update Signature Block

Navigation

Master Data > Agency Settings > Search Criteria > Search Results > Delete hyperlink > Agency Setting Update Signature Block Preview Delete page

Procedures

Delete the Agency Setting Update Signature Block

Selecting

at any point of this procedure removes all revisions and closes the page.

1. Select the Delete hyperlink. *The Agency Setting Update Signature Block Delete page appears.*

Signature Block Pre	view				
Signature Block Name	Another Test Add	Sign	ature Block Text		*
				Cancel	Delete

Note

The system requires at least one Signature Block. If there is only one Signature Block entry, the option to delete is not available.

2. Select Delete

Select **Control**. The Signature Block is removed and the **Agency Setting Update Search Results** page appears.

