



Search for a Reports/Forms Message — Criteria

Overview


The Property Accountability module Reports/Forms Message process provides the ability to create a message to display on reports and/or forms generated in ELMS. Each message built can be updated or deleted. For example, the user can create a message on a **DD-1348-1a** or an Inventory report to display at the bottom of the report or form. Users have the option to add the information for an Add action on the Search Criteria page but cannot process the Add on this page.

Navigation

Master Data > Report/Form Message > Reports/Forms Message Search Criteria page

Procedures

Search for a Reports/Forms Message — 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.

Note



Leave all fields blank to see all existing MESSAGE ID's, both Form and Report.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.





Help Reference Guide

Search Criteria

Msg Id

Msg Use

Select an Item ▼

Msg Text

Reset

Search

Add

- Select [Search](#). The **Reports/Forms Message Search Results** page appears.

Search Criteria

Msg Id

Msg Use

Msg Text

SIGN

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Search Results

Update	Delete	Msg Id	Msg Use	Msg Text
Update	Delete	SIGN	Form	PLEASE SIGN HERE X_____

Cancel





Add the Reports/Forms Message

Overview

The Reports/Forms Message Add process provides the ability to create a new MSG ID to display Message Text on ELMS reports or forms. The Message Text created displays at the bottom of the report or form.

Helpful Tip



MSG TEXT cannot begin with a space or special characters Size Limit for REPORT MSG is 1024 and 120 characters for Forms.

Navigation

Master Data > Report/Form Message > Search Criteria > > Reports/Forms Message Add page

Procedures

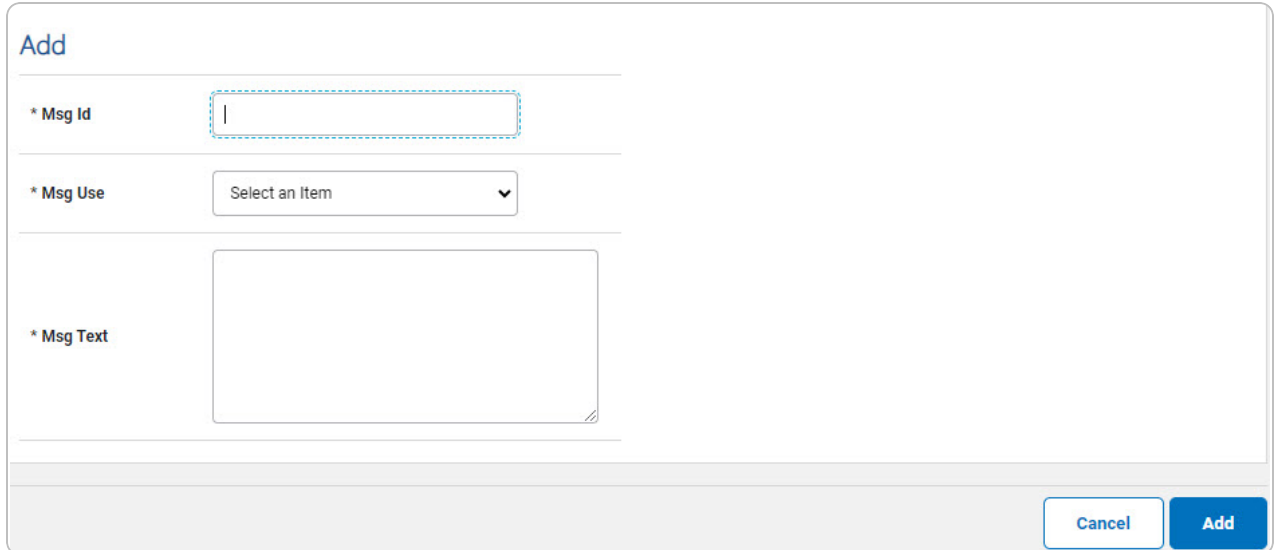
Add the Reports/Forms Message

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





1. Select . The **Reports/Forms Message Add** page appears.




- A. Enter the MSG ID in the field provided. *This is a 15 alphanumeric character field.*

Note



The MSG ID's are created locally. When developing a format to create MSG IDs, follow these examples: 001, 002, Msg1, Msg 2, etc.

- B. Use  to select the Msg Use.
- C. Enter the MSG TEXT in the field provided. *This is a 1024 alphanumeric character field for reports and a 120 alphanumeric field for forms.*

Helpful Tip



MSG TEXT cannot begin with spaces or special characters. The size limit for the message is 1024 characters for reports and 120 characters for forms.

2. Select . The **Reports/Forms Message Transaction Status** page appears.





Update the Reports/Forms Message

Overview

The Reports/Forms Message Update process allows editing of existing messages.

Navigation

Master Data > Report/Form Message > Search Criteria > > Search Results > Update hyperlink > Reports/Forms Message Update page

Procedures

Update the Reports/Forms Message

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

Helpful Tip



All fields on the page are available for update.

1. Select the Update hyperlink. *The **Reports/Forms Message Update** page appears.*



Update

* Msg Id	<input type="text" value="SIGN"/>
* Msg Use	<input type="text" value="Form"/>
* Msg Text	<div>PLEASE SIGN HERE X _____</div>





Help Reference Guide

- A.** Update the MSG ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
 - B.** Update the Msg Use, using  to select the desired code.
 - C.** Update the MSG TEXT, entering the revised text in the field provided. *This is a 120 alphanumeric character field.*
2. Select . The **Reports/Forms Transaction Status** page appears.





Delete the Reports/Forms Message

Overview

The Reports/Forms Message Delete process allows the removal of a MSG ID.

Navigation

Master Data > Report/Form Message > Search Criteria > > Search Results > Delete hyperlink > Reports/Forms Message Delete page

Procedures

Delete a Reports/Forms Message:

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

1. Select the Delete hyperlink. The **Reports/Forms Message Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete

* Msg Id	SIGN
* Msg Use	Form
* Msg Text	PLEASE SIGN HERE X_____

- A. Verify the MSG ID.
- B. Verify the MSG USE.





- C.** Verify the MSG TEXT.
2. Select . The **Reports/Forms Message Transaction Status** page appears.





View the Reports/Forms Message Details

Overview

The Reports/Forms Message Details process is view only and displays the MSG ID information.

Navigation

Master Data > Report/Form Message > Search Criteria > > Search Results > Details hyperlink > Reports/Forms Message Details page

Procedures

View the Reports/Forms Message Details

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

Bold numbered steps are required.

1. Select the MSG ID hyperlink on the desired row. The **Reports/Forms Message Details** page appears.

Details

* Msg Id	SIGN
* Msg Use	Form
* Msg Text	PLEASE SIGN HERE X_____

Cancel

- A. Verify the MSG ID.
- B. Verify the MSG USE.
- C. Verify the MSG TEXT.

