



# Search for a Management Message — Criteria

## Overview



The Property Accountability module Management Message Viewer process provides the ability to search for all messages generated by ELMS relating to the UIC(s) indicated. The search can be further defined by the type of message to be displayed.

## Navigation

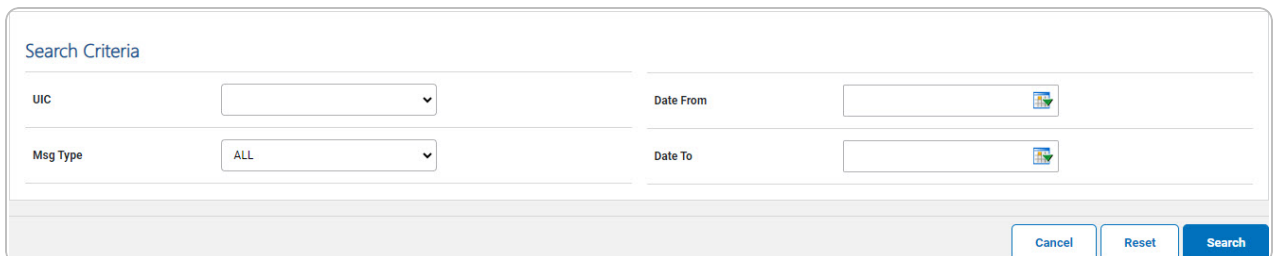
My ELMS > Management Messages > Management Message Viewer Search Criteria page




## Procedures

### Search for a Management Message

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. In the Search Criteria box, narrow the results by entering one of the following optional fields.





- Use  to select the UIC.
- Use  to select the Msg Type.
- Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.





## Help Reference Guide

- Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
2. Select . *The Search for a Management Message — Results page appears. Results display in the Search Results grid.*

Search Criteria

UIC  
BROOKS

Msg Type  
Update

Date From  
1/1/2024 12:00:00 AM

Date To  
2/23/2024 11:59:59 PM

Search Results

Select	Pgm Desc	Pgm Dt	Pgm Msg	User Id	UIC	Cust Nbr
<input type="checkbox"/>	Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123C, but no active assets found	System	BROOKS	
<input type="checkbox"/>	Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123B, but no active assets found	System	BROOKS	
<input type="checkbox"/>	Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123A, but no active assets found	System	BROOKS	
<input type="checkbox"/>	Update	2/1/2024 12:00:44 AM	Costs exist for project:JTEST2, but no active assets found	System	BROOKS	
<input type="checkbox"/>	Update	2/1/2024 12:00:44 AM	Costs exist for project:NEW CHIPS, but no active assets found	System	BROOKS	
<input type="checkbox"/>	Update	2/1/2024 12:00:40 AM	Costs exist for project:123456789, but no active assets found	System	BROOKS	

6 Row(s) Found

Cancel

Deselect All

Select All

Delete

Continue





# Select the Management Message Viewer Rows

## Navigation

My ELMS > Management Messages > Search Criteria >  > Search Results >  > Management Message Viewer Selected Rows

## Procedures

### Generate the Report of Selected Messages

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

1. Verify the messages listed to generate a report.

Selected Row(s)

Pgm Desc	Pgm Dt	Pgm Msg	User Id	UIC	Cust Nbr
Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123C, but no active assets found	System	BROOKS	
Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123B, but no active assets found	System	BROOKS	
Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123A, but no active assets found	System	BROOKS	

2. Select . The **Create a Management Message Viewer Report** page appears.





## Create a Management Message Viewer Report

### Navigation

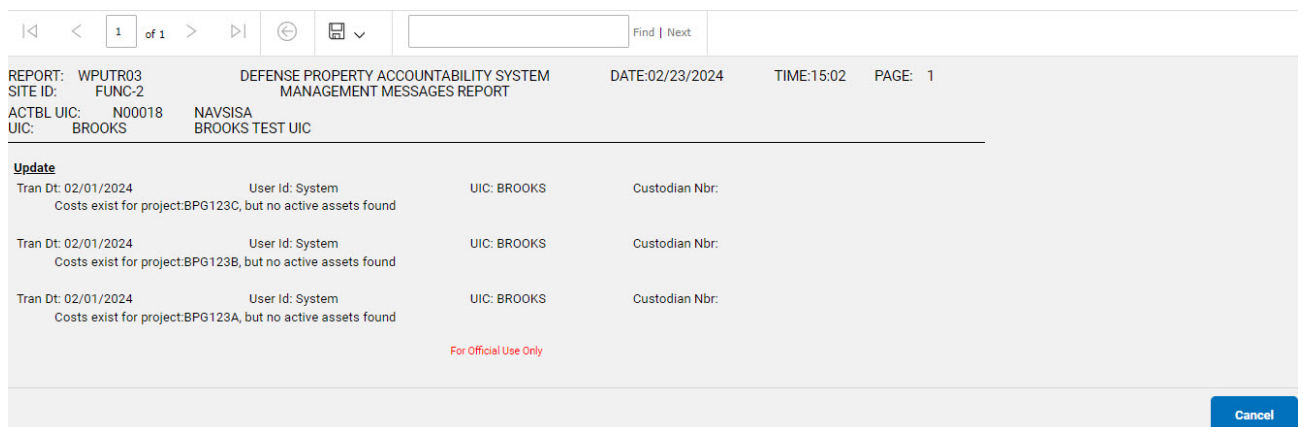
My ELMS > Management Messages > Search Criteria > [Search](#) > Search Results > [Continue](#) > Selected Rows > [Generate Rpt](#) > Management Message Viewer Report page

### Procedures

#### Create a Management Messages Report

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [Generate Rpt](#). The **Management Messages Report** page appears.



REPORT: WPUTR03 DEFENSE PROPERTY ACCOUNTABILITY SYSTEM DATE: 02/23/2024 TIME: 15:02 PAGE: 1  
 SITE ID: FUNC-2 MANAGEMENT MESSAGES REPORT  
 ACTBL UIC: N00018 NAVSISA  
 UIC: BROOKS BROOKS TEST UIC

Tran Dt	User Id	UIC	Custodian Nbr
02/01/2024	System	BROOKS	
Costs exist for project: BPG123C, but no active assets found			
02/01/2024	System	BROOKS	
Costs exist for project: BPG123B, but no active assets found			
02/01/2024	System	BROOKS	
Costs exist for project: BPG123A, but no active assets found			

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#### 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.*

