



Transaction Journal Inquiry (M&U)

The Transaction Journal displays historical data specifically related to Work Orders

This is the only inquiry that has "Selections" under the **Search Criteria**.

Work Orders are organized into Header (higher-level Work Order) and Detail (Sub-Work Order) data.

- **Header Field Selections** has data elements that are higher-level and apply to all details associated with a Work Order. This information will display in the **Basic** tab of the Inquiry
- **Detail Field Selections** has data elements that apply to the **Sub-Work Order Detail** tab

1. Navigate to **Transaction Journal** from the **Inquiries > History** menu path.
2. Select the Maintenance Activity which you are logged into under the **Search Value(s)** drop-down list.

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity	=	MIDWEST MAINT
Select an Item		

[Header Field Selections](#)
[Detail Field Selections](#)

3. Use the **Header** and/or **Detail Field Selections** to choose the elements to display in the Inquiry results.
4. To see all of the Work Orders for the selected Activity, select the **Show All** button.

A listing of all the Work Orders for the Maintenance Activity displays.

5. Choose the Work Order you want to review by selecting the **Work Order Id** hyperlink.

Work Order Id	Asset Id	User Name	Tran Code	Tran Date	Sub Work Orders
2011102800001	UC003000016	MOBRIAN	I	10/31/2011 2:17:59 PM	1
2011102800001	UC003000017	MOBRIAN	I	10/31/2011 2:17:59 PM	1
2011102800002	UC003000017	MOBRIAN	I	10/28/2011 7:50:00 AM	1
2011102800003	UC003000009	MOBRIAN	I	10/28/2011 11:25:05 AM	1
2011102800004	UC003000013	MOBRIAN	I	10/28/2011 12:33:06 PM	1
2011102800006	UC003000014	MOBRIAN	I	10/31/2011 2:48:38 PM	1
2011102800006	UC003000014	MOBRIAN	I	10/28/2011 12:33:06 PM	1





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The Inquiry **Basic** tab displays. All of the Work Order fields which were selected in the **Header Field Selections** bar display in the **Basic** tab.

Work Order Id	Asset Id	User Name	Tran Code	Tran Date	Sub Work Orders
2011103100002	UIC003000008	MOBRIAN	U	10/31/2011 1:44:57 PM	3

Basic		Sub Work Order Detail			
Work Order Id	2011103100002	Asset Id	UIC003000008	Equip Group Cd	VR - Trucks, Utility
Item Desc	TRUCK, UTILITY, CLOT	Work Order Status	O - Open	Tran Dt	10/31/2011
Maint Selection	False	Uil		Stock Nbr	232000F000249
Mfr Name	DAIMLER CHRYSLER	Mfr Model Nbr		Mfr Part Nbr	RAM 250
UIC	UIC003	UIC Name	CO-LEARN AGENCY	Acq Cost	\$35,000.00
RPUID		Instl Nbr		Fac Nbr	
Fac Name		Priority Cd	3 - Expedited I...	Maint Avail Dt	10/31/2011
Rcpt Dt	10/31/2011	Approval Dt	10/31/2011	Est Service End Dt	11/03/2011
Job Order Nbr		Remarks		Customer Name	
Customer E-Mail Address		Customer Phone Nbr		Mobile Phone Nbr	
Customer Remarks		End Meter Reading		Closed Dt	
Est Labor Hours	9.00	Est Labor Cost	\$166.00	Est Non-Labor Cost	\$32.00
Actual Labor Hours	3.00	Actual Labor Cost	\$54.75	Actual Non-Labor Cost	\$0.00

Work Order Id	Asset Id	User Name	Tran Code	Tran Date	Sub Work Orders
2011103100002	UIC003000008	MOBRIAN	I	10/31/2011 1:26:57 PM	2

6. Select the **Sub Work Order Detail** tab.
7. Select the **View Sub Work Order** hyperlink to display the detail fields for each sub work order.
8. Select the **Hide Sub Work Order** hyperlink to collapse the sub work order details.
9. Select the **Cancel** button to return to the **Search Criteria** page.

Work Order Id	Asset Id	User Name	Tran Code	Tran Dt/Time	Sub Work Orders
2011103100002	UIC003000008	MOBRIAN	U	10/31/2011 1:44:57 PM	3

Basic		Sub Work Order Detail			
Hide Sub Work Order 1					
Work Plan Type	PREV - Preventive...	Team Member Name	ROBERT LEWIS	Work Order State	IIPR - Inspection...
Service Start Date	10/31/2011	Service End Dt		Maint Loc	GARAGE 31
Provider	INTRNL - Internal	Contractor Name		Sub Id	1
Priority Cd	2 - Urgent - 2 days	Times Printed	0	Est Labor Hours	3.00
Est Labor Cost	\$55.00	Est Non-Labor Cost	\$5.00	Actual Labor Hours	3.00
Actual Labor Cost	\$54.75	Actual Non-Labor Cost	\$0.00	Claim Id	
Service Requested	20 POINT INSPECTION	Service Performed		Origl Work Plan Name	20 POINT INSPECTION
Doc Nbr					
Hide Sub Work Order 2					
Work Plan Type	PREV - Preventive...	Team Member Name	RAYMOND CORLISS	Work Order State	ROST - Requested...
Service Start Date		Service End Dt		Maint Loc	GARAGE 2
Provider	EGOVTR - External...	Contractor Name		Sub Id	2
Priority Cd	2 - Urgent - 2 days	Times Printed	0	Est Labor Hours	3.00
Est Labor Cost	\$56.00	Est Non-Labor Cost	\$22.00	Actual Labor Hours	0.00
Actual Labor Cost	\$0.00	Actual Non-Labor Cost	\$0.00	Claim Id	
Service Requested	OIL CHANGE	Service Performed		Origl Work Plan Name	OIL CHANGE
Doc Nbr					
View Sub Work Order 3					

Work Order Id	Asset Id	User Name	Tran Code	Tran Dt/Time	Sub Work Orders
2011103100002	UIC003000008	MOBRIAN	I	10/31/2011 1:26:57 PM	2

Cancel





Journal Viewer Custom Select (M&U)

You can use **Custom Select** to see the number of Work Orders performed on a specific asset.
 Start by pulling all Work Order information into one query as follows:

1. Select your maintenance activity from the **Search Value(s)** drop-down list.
2. Select **Asset Id** from the **Available Field(s)** drop-down list.
3. Accept the default of = (equal) from the **Operands** drop-down list.
4. Enter the **Asset Id** of the asset you want to review in the **Search Value(s)**.
5. Select the **Custom Select** button.

Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity ▼	= ▼	MIDWEST MAINT ▼
Asset Id ▼	= ▼	UIC003000015

↳ [Header Field Selections](#)

↳ [Detail Field Selections](#)

Show All
Custom Select
Reset

A listing of all the Work Orders that have been assigned for the asset displays. You have the choice of selecting some, or all, of the Work Orders to review in depth.

Selected Rows								
Select	Work Order Id ▼	Select	Asset Id	WO Status Cd	Remarks	Tran Cd	Tran Dt	Sub Work Orders
<input type="checkbox"/>	2011102800004	<input type="checkbox"/>	UIC003000015	V		Update	10/28/2011 12:27:...	1
		<input type="checkbox"/>	UIC003000015	O		Initial Creation	10/28/2011 12:25:...	1
<input type="checkbox"/>	2011102800007	<input type="checkbox"/>	UIC003000015	C		Initial Creation	10/31/2011 2:48:39 PM	1
		<input type="checkbox"/>	UIC003000015	O		Initial Creation	10/28/2011 12:33:...	1
<input type="checkbox"/>	2011103100004	<input type="checkbox"/>	UIC003000015	C		Update	10/31/2011 2:38:44 PM	1
		<input type="checkbox"/>	UIC003000015	O		Initial Creation	10/31/2011 2:28:59 PM	1
<input type="checkbox"/>	2011110300003	<input type="checkbox"/>	UIC003000015	O		Initial Creation	11/3/2011 2:30:47 PM	1

Select All
Deselect All
Continue
Cancel

6. Select the checkbox:
 - a. To the left of the **Work Order Id** to select all of the transaction records for the Work Order, or
 - b. Next to the individual transaction record(s) to view the specific record(s)
7. Select the **Continue** button to view the **Search Results** page.

