



## Transaction Journal Inquiry (M&U)

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

- 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.
- Select the Maintenance Activity which you are logged into under the Search Value(s) drop-down list.

e Transaction Journal displays historic

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The Transaction Journal displays historical data specifically related to Work Orders

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

Search Criteria							
Available Field(s)	Operands	Search Value	e(s)				
*Maint Activity	✓ =	MIDWEST N	MAINT 🔽				
Select an Item	~	~					
Header Field Selections     Detail Field Selections							
Show All Custom Select Reset							

- 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.

Maint a	and Util Property Accountability	1							
Maintena	nce + Utilization + Master Data	a ► Forms-Reports ►	inquiries >						
L,	Work Order Id 2011102800001	Asset1d UKC003000016	User Name MOBRIAN	Tran Code I	Tran Date 10/31/2011 2:17:59 PM	Sub Work Orders			
L,	Work Oxfer 1d 2011102800001		Work Order Id	Accotld	Licor Non	ag Tran Codo	Tran Data	Rub Work Ordere	
L,	Work Order Id 20144493800002	L,	2011102800002	UIC003000017	MOBRIAN		10/31/2011 2:17:59 PM	1	
L,	Work Order in 20111028000								
Ŀ	1000 seratcid 2011102500003	Ц	<u>Work Order Id</u> 2011102800002	Asset Id UIC003000017	User Nan MOBRIAN	ne Tran Code I I	Tran Date 10/28/2011 7:50:00 AM	Sub Work Orders 1	
4	Work Order Id 2011102800004								
L,	Work Order Id 2011102800004	ц	<u>Work Order Id</u> 2011102800003	Asset Id UIC003000009	UserNan MOBRIAN	ne Tran Code I I	Tran Date 10/28/2011 11:25:05 AM	Sub Work Orders 1	
L,	Work Order Id 2011102800005		NO CONTRACT.		W3120112ALAFM				
L,	Work Order Id 2011102800005	Asset1d UKC003000013	User Name MOBRIAN	Tran Code I	Tran Date 10/28/2011 12:33:06 PM	Sub Work Orders 1			
L,	Work Order Id 2011102800006	Asset1d UKC003000014	User Name MOBRIAN	Tran Code I	Tran Date 10/31/2011 2:48:38 PM	Sub Work Orders 1			
L,	Work Order Id 2011102800006	Asset1d UKC003000014	User Name MOBRIAN	Tran Code	Tran Date 10/28/2011 12:33:06 PM	Sub Work Orders 1			
Owle: 11/4	2011 Time: 10.22		Can Accessibility DYNAMIC PAGE - HIGHEST POSSIBLE CLA Derived from: NSA/CSSM 123-2 Dr	E Security SEPICATION IS: TOP SECRET//COMINT/IX1 Ned 24 Feb 1998 Declassify On: X1		Maintenance and Utilization 2.0.00			





DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org



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## **Transaction Journal Inquiry (M&U)**

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.

Ĺ	Work Order Id 2011103100002	Asset Id UIC003000008	User Nam MOBRIAN	e Tran Code U	Tran Date 10/31/2011 1:44:	:57 PM	Sub Work Orders 3
	Basic Sub Work Order Detail						
	Work Order Id       201         Item Desc       TRU         Maint Selection       Fals         Mfr Name       DAI         UIC       UIC         RPUID       Fac Name         Rcpt Dt       Job Order Nbr         Customer E-Mail Address       Customer E-Mail Address		0002 .ITY, CLOT	Asset Id Work Order Status Ull	UIC003000008 O - Open	Equip Group Cd Tran Dt Stock Nbr	VR - Trucks, Utility 10/31/2011 232000F000249
			IRYSLER	Mfr Model Nbr UIC Name Insti Nbr Priority Cd	CO-LEARN AGENCY	Mfr Part Nbr Acq Cost Fac Nbr Maint Avail Dt	RAM 250 \$35,000.00
				Approval Dt Remarks Customer Phone Nbr	10/31/2011	Est Service End Customer Name Mobile Phone N	Dt 11/03/2011
	Customer Remarl Est Labor Hours Actual Labor Hour	ks 9.00 rs 3.00		End Meter Reading Est Labor Cost Actual Labor Cost	\$166.00 \$54.75	Closed Dt Est Non-Labor C Actual Non-Labo	ost \$32.00 or Cost \$0.00
Ļ	Work Order Id 2011103100002	Asset Id UIC003000008	User Nam MOBRIAN	e Tran Code I	Tran Date 10/31/2011 1:26:	:57 PM	Sub Work Orders 2

User Name

vice End Dt

Est Non-Labor Cost \$5.00 Actual Non-Labor Cost \$0.00

oer Name

Contractor Name

Times Printed

eam N

Service End Dt

Contractor Name

Est Non-Labor Cost

ctual Non-Labor Cost

Times Printed

User Name

MOBRIAN

MOBRIAN

Tran Code

ROBERT LEWIS

RAYMOND CORLISS

\$22.00

Tran Code

\$0.00

Cancel

U.

Tran Dt/Time

ork Order Si

Est Labor Hours

igi Work Pi an Nam

Actual Labor Hours

Work Order State

Est Labor Hours Actual Labor Hours

Origl Work Plan I

Tran Dt/Time

10/31/2011 1:26:57 PM

Maint Loc

Sub Id

Claim Id

Maint Loc Sub Id

Claim Id

10/31/2011 1:44:57 PM

- 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.





L

Work Order Ic

2011103100002

Priority Cd

Doc Nhr

Ĺ

Asset Id

Basic Sub Work Order Detail

1 Hide Sub Work Order 1 Work Plan Type PREV - Prev Service Start Date 10/31/2011 Provider INTRNL - Inter

Est Labor Cost \$55.00 Actual Labor Cost \$54.75

Hide Sub Work Order 2 fork Plan Type PREV - Preventive...

Actual Labor Cost \$0.00

Ly View Sub Work Order

ervice Requested

ervice Start Date

der

Est Labor Cost

Service Requested Doc Nbr

Priority Cd

Work Order Id 2011103100002

UIC003000008

PREV - Preventive..

INTRNL - Internal

EGOVTR - External...

2 - Urgent - 2 days

\$56.00

OIL CHANGE

Asset Id

UIC003000008

2 - Urgent - 2 days

20 POINT INSPECTION

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Sub Work Orders

3

IIPR - Inspection..

20 POINT INSPECTION

RQST - Requested-...

Sub Work Orders

GARAGE 2

OIL CHANGE

GARAGE 31

3.00

3.00

2

3.00

0.00

2

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#### Transaction Journal Inquiry (M&U)

# 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.
- Select Asset Id from the Available Field(s) drop-down list.
- Accept the default of = (equal) from the **Operands** drop-down list.
- 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 v = V MIDWEST MAINT (1)							
Asset Id 2 = 3 UIC003000015 4							
↓ <u>Header Field Selections</u> ↓ <u>Detail Field Selections</u>							
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	<u>Tran Dt</u>	Sub Work Orders
		2011102800004		C003000015	V		Update	10/28/2011 12:27:	1
C				JC003000015	0		Initial Creation	10/28/2011 12:25:	1
		2011102800007		UIC003000015	С		Initial Creation	10/31/2011 2:48:39 PM	1
				UIC003000015	0		Initial Creation	10/28/2011 12:33:	1
		2011103100004		UIC003000015	С		Update	10/31/2011 2:38:44 PM	1
				UIC003000015	0		Initial Creation	10/31/2011 2:28:59 PM	1
		2011110300003		UIC003000015	0		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.



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