



Creating & Processing an Inquiry

1. Select the appropriate query from the **Inquiries** main menu. In this example navigate to the **Inquiries > Asset Management > Asset** menu path.
2. Enter search criteria.
3. Select the **Fields** button.

The **Show Inquiry** button is used to bypass the Field Selection page and go directly to the results.

4. Check the boxes next to the fields you want displayed in the results.
5. Select the **Show Inquiry** button.

Select/Deselect	Field	Field Description
<input checked="" type="checkbox"/>	Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC consolidate data for accountability and accounting system reporting purposes.
<input checked="" type="checkbox"/>	Asset Id	Unique locally assigned code used for identification purposes.
<input checked="" type="checkbox"/>	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
<input checked="" type="checkbox"/>	Item Desc	(1) The description of an asset. For an asset with a valid national stock number, Item Description field will be automatically filled with Approved Item Name from the Fed Log.
<input checked="" type="checkbox"/>	Loc	Physical location of an asset.
<input checked="" type="checkbox"/>	Mfr Name	The full name of a specific manufacturer.
<input checked="" type="checkbox"/>	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
<input checked="" type="checkbox"/>	Mfr Yr	Year an asset was manufactured/built/improved.
<input checked="" type="checkbox"/>	Model Nbr	The specific number assigned to identify the make/model of an asset.
<input checked="" type="checkbox"/>	Qty	Quantity on hand or transaction quantity

Buttons: Show Inquiry, Submit, Reset, Cancel

6. Select the page arrow to view additional pages if necessary.
7. Choose a format type and select the **Export** hyperlink to save the results to your PC.
8. Select the **Cancel** button to return to the Search Criteria page.

Actbl UIC	Asset Id	Custodian Nbr	Item Desc	Loc	Mfr Name
LEARN1	HR1027000137	MC0005	SERVER,AUTOMATIC DATA	BLDG 4	CISCO
LEARN1	HR1027000140	MC0003	CRANE,TRUCK MOUNTED	BLDG 5600	CATERPILLAR
LEARN1	HR1027000125	MC0004	PRINTER, BARCODE LABE	BLDG 4	ZEBRA
LEARN1	HR1027000128	MC0005	PRINTER, BARCODE LABE	BLDG 4	INTERMEC
LEARN1	HR1027000003	MC0003	CHAIR,ROTARY	BLDG 5600	LAZY BOY





Viewing & Saving Results

1. Select a data element to view detailed information about a specific asset.

Actbl UIC	Asset Id	Custodian Nbr	Item Desc
LEARN1	HR1027000137	MC0005	SERVER,AUTOMAT
LEARN1	HR1027000140	MC0003	CRANE,TRUCK MC
LEARN1	HR1027000125	MC0004	PRINTER, BARCOD
LEARN1	HR1027000002	MC0003	CHAIR,ROTARY
LEARN1	HR1027000132	MC0005	PRINTER, BARCOD

Logical Operators

=	Finds all entries equal in value to the value entered.
<>	Finds all entries other than the value entered.
<	Finds all entries that are lower in value than the value entered.
<=	Finds all entries that are equal to or lower in value than the value entered.
>	Finds all entries that exceed the value entered.
>=	Finds all entries that are equal to or exceed the value entered.
Like	Finds all entries that are similar to the value entered in the search criteria.

- Select the tabs to view additional asset detail data.
- Choose a format type and select **Export** to save the detail information for the asset.

2

Basic Catalog Excess Inventory Accounting Depreciation Ancillary Improvement Agency Warranty Attachments

Component Attributes All

1 of 1 100% Find|Next 3

Asset Inquiry - Basic Detail

Site Id	CO-LEARN	Actbl UIC	LEARN1
UIC	UIC002	Process Action	
Operating Unit Name	1253 DSS Operating Unit	Serial Nbr	CT98120111
Stock Nbr	3810000146223	Asset Status	Active
Item Desc	CRANE,TRUCK MOUNTED	Owng Cost Center	
Asset Id	HR1027000140	LIN/TAMCN Authn	
Custodian Nbr	MC0003/	Expr Dt	
Lot Nbr			

4 Cancel

4. Select **Cancel** to return to the Search Criteria page.

