Help Reference Guide

Browse for a Real Property Asset

Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDS.
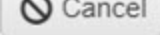
Navigation

DPAS Warehouse Module > VARIOUS PROCEDURAL STEPS > [...] > Asset Browse pop-up window

Procedures

Browse for an Asset

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select [...]. *The* **Asset Browse** *pop-up window appears*.

Asset Browse			✕
Instructions			▼
Search Criteria			▲
RPSUID:		**Fac Nbr:**	059
Asset Code:	Bldg, Impv, Renovation ▼	**Facility Name:**	igloo
Land Acq Tract Id:			
	🔍 Search ⟳ Reset ⊘ Cancel		

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

- *The RPSUID automatically populates and is not editable.*

- Use ⏷ to select the Asset Code.

- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*

- Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*

- Enter the Facility Name in the field provided. *This is a 30 numeric character field.*

3. Select 🔍 Search . *Results display in the Assets Grid below.*

Asset Browse

Instructions	▼

Search Criteria ▲

RPSUID:		Fac Nbr:	059
Asset Code:	Bldg, Impv, Renovation ▼	Facility Name:	igloo
Land Acq Tract Id:			

🔍 Search   ↻ Reset   ⊘ Cancel

Assets ⚙ Grid Options ▼

Select	RPUID ↑	▼ Fac Nbr	▼ Facility Name	▼ Land Acq Tract ID	▼
Select	204023	11059	42180 - IGLOO STR DEPOT		
Select	243455	3059	42280 - IGLOO STORAGE, INSTALLATION		
Select	353614	12059	42180 - IGLOO STR DEPOT		
Select	364832	P0059	IGLOO STORAGE		
Select	443612	2059	STOR, IGLOO		
Select	457529	37059	STOR, IGLOO		
Select	497954	11059	STOR, IGLOO		

|◄ ◄ ❶ ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 7 of 7 items

4. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.*