Search for an Equipment Pool Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Equipment Pool Inquiry process provides the ability to search for equipment pools.
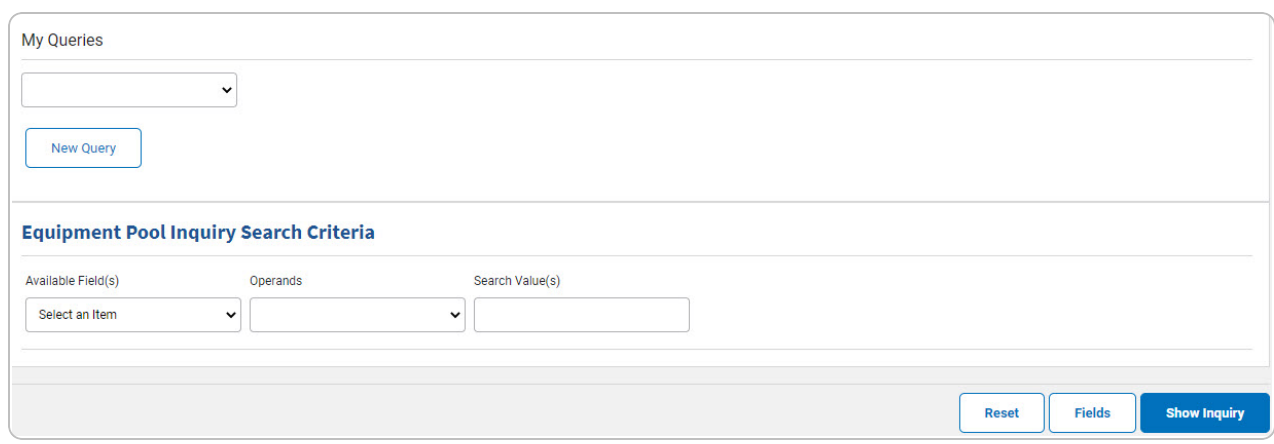
Navigation

Inquiries > Maintenance > EQUIP POOL > Equipment Pool Inquiry Search Criteria page

Procedures

Search for an Equipment Pool Inquiry

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.*

1. In the Search Criteria box, choose which available field to use in the search.

   My Queries

   [▾]

   [New Query]

   Equipment Pool Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item ▾	▾	

   [Reset] [Fields] [Show Inquiry]

2. *Choose which Available Field(s) to use in the search.*

   Note

   Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> ❓
>
> Select **Fields** to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. *Choose which Operands to use in the search.*

4. *Choose which Search Value(s) to use in the search.*

   Remove an Available Field Row

   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select **Show Inquiry**. *The **Equipment Pool Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select [New Query]. *The page refreshes, and My Queries changes from a drop-down field to a text field.*

My Queries

[   ]

[Add Query]   [Cancel Query]

Equipment Pool Inquiry Search Criteria

Available Field(s)   Operands   Search Value(s)
[Select an Item ▼]   [▼]   [   ]

[Reset] [Fields] [Show Inquiry]

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

3. Select [Add Query]. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select [Cancel Query] to disregard the Query.*

4. Select [Fields]. *The **Equipment Pool Inquiry — Select Fields** page appears.*

   OR

   Select [Show Inquiry]. *The **Equipment Pool Inquiry — Results** page appears.*

Select a My Queries Inquiry

1. Use ⌄ to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*

My Queries

[dropdown]

New Query

Equipment Pool Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

Reset   Fields   Show Inquiry

2. Select [Fields]. *The **Equipment Pool Inquiry — Select Fields** page appears.*

OR

Select [Show Inquiry]. *The **Equipment Pool Inquiry — Results** page appears.*

Update a My Queries Inquiry

1. Use ⌄ to select the desired saved query. *The page refreshes, the search criteria fields change, and* New Query *is joined by* Update Query *and* Delete Query *. The selected query information appears in the search criteria grid.*

   My Queries

   Test 2 ⌄

   [New Query] [Update Query] [Delete Query]

   Equipment Pool Inquiry Search Criteria

   Available Field(s)   Operands   Search Value(s)

   Select an Item ⌄   ⌄

                                                     [Reset] [Fields] [Show Inquiry]

2. Select Update Query . *The query information is updated.*

3. Select Fields . *The* **Equipment Pool Inquiry — Select Fields** *page appears.*

   OR

   Select Show Inquiry . *The* **Equipment Pool Inquiry — Results** *page appears.*

Delete a My Queries Inquiry

1. Use ⌄ to select the desired saved query. *The page refreshes, and* New Query *is joined by* Update Query *and* Delete Query *. The selected query information appears in the search criteria grid.*

My Queries

Test 2

[New Query] [Update Query] [Delete Query]

Equipment Pool Inquiry Search Criteria

Available Field(s)   Operands   Search Value(s)

Select an Item

[Reset] [Fields] [**Show Inquiry**]

2. Select [Delete Query] . *The query information is removed.*

Revise the Fields for the Inquiry

Select [Fields] . *The* ***Equipment Pool Inquiry — Select Fields*** *page appears.*

Select Fields for the Equipment Pool Inquiry

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > [Fields] > Equipment Pool Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page, whereas selecting* [Reset] *returns all fields to the default "All" setting.*

1. Select ⬚ Fields . *The **Equipment Pool Inquiry** page appears.*

	Field	Field Description
Extract Excel File	⦿	Extract Text, Comma Separated File ◯

Extract Id [   ]   **Privacy Type** [Private ▾]

Selections [▾] [New Selection List]

☐	Field	Field Description
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Maint Acty Desc	The description of the maintenance activity.
☑	Equip Pool	The maintenance equipment pool containing the asset.
☑	Equip Pool Name	The name assigned to the maintenance equipment pool.
☑	Equip Pool Desc	The description of the maintenance equipment pool containing the asset.
☑	POC	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excessed asset is being donated. A name used to identify individual as the point of contact.
☑	Location	The holding location of the entity.
☐	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☐	Non Cntrr City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For' SCHOOL DONATION the name of the city address of the school where the excess asset is being donated
☐	Non Cntrr State Cd	The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility
☐	Non Cntrr ZIP Cd	The Zip Code of the responsible reporting activity
☐	Non Cntrr Country Cd	Identifies the country of the DRMO site.
☐	Phone Nbr	Point of Contact Phone Number
☐	Non Cntrr E-Mail Address	The electronic mailing address of the Point of Contact who determined the status of the excess materiel
☐	Latitude	The Latitude where the address is located
☐	Longitude	The Longitude where the address is located

[Cancel] [Reset] [Submit] [Show Inquiry]

2. Choose the desired file type:

- Click ◯ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*
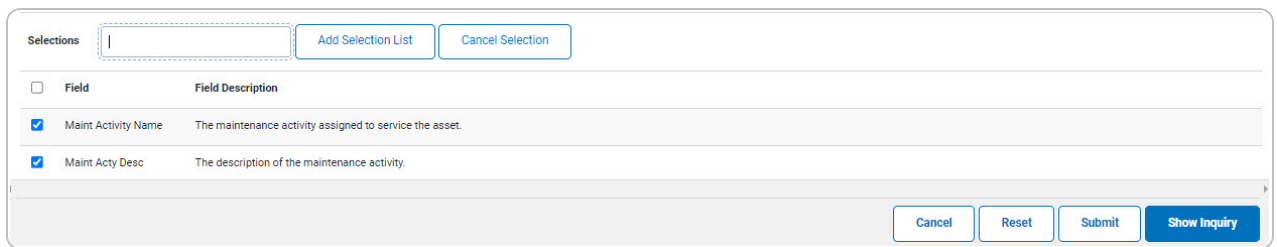
  OR

  Click ◯ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*
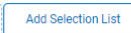
3. Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*

4. Use ⌄ to select the Privacy Type.

Add a Selection List

1. Select New Selection List . *The page refreshes, and Selections changes from a drop-down field to a text field.*

Selections		Add Selection List	Cancel Selection
☐	Field	Field Description	
☑	Maint Activity Name	The maintenance activity assigned to service the asset.	
☑	Maint Acty Desc	The description of the maintenance activity.	

Cancel Reset Submit Show Inquiry

> **Note**
>
> Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Select Add Selection List . *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List .

Select Show Inquiry for small volumes of data. *The **Equipment Pool Inquiry — Results** page appears.*

3.
 OR

Select Submit for large volumes of data. *The **Equipment Pool Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

	Field	Field Description
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Maint Acty Desc	The description of the maintenance activity.
☑	Equip Pool	The maintenance equipment pool containing the asset.

Selections [⌄]   [New Selection List]

[Cancel] [Reset] [Submit] [Show Inquiry]

2. Select [Show Inquiry] for small volumes of data. *The **Equipment Pool Inquiry — Results** page appears.*

    OR

    Select [Submit] for large volumes of data. *The **Equipment Pool Inquiry Transaction Status** page appears.*

Update a Selection List

1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List *.*

Selections	Test 2	New Selection List	Update Selection List	Delete Selection List

☐ Field	Field Description
☑ Maint Activity Name	The maintenance activity assigned to service the asset.
☑ Maint Acty Desc	The description of the maintenance activity.

Cancel Reset Submit Show Inquiry
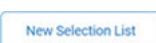
2. Select Update Selection List . *The page refreshes.*

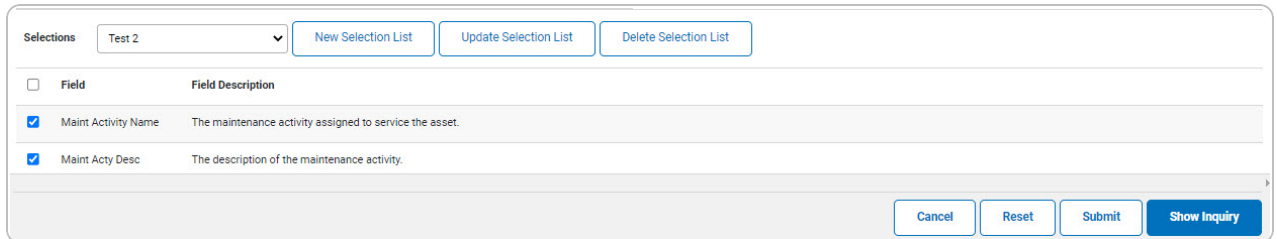   Select Show Inquiry for small volumes of data. *The **Equipment Pool Inquiry — Results** page appears.*
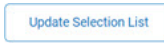
3. **OR**

   Select Submit for large volumes of data. *The **Equipment Pool Inquiry Transaction Status** page appears.*

Delete a Selection List

1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List *.*

Selections	Test 2	New Selection List	Update Selection List	Delete Selection List

☐ Field	Field Description
☑ Maint Activity Name	The maintenance activity assigned to service the asset.
☑ Maint Acty Desc	The description of the maintenance activity.

Cancel Reset Submit Show Inquiry

2. Select Delete Selection List . *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

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

1.   Select [Fields]. *The* **Equipment Pool Inquiry** *page appears.*

	Field	Field Description
☑	Maint Activity Name	The maintenance activity assigned to service the asset.
☑	Maint Acty Desc	The description of the maintenance activity.
☑	Equip Pool	The maintenance equipment pool containing the asset.
☑	Equip Pool Name	The name assigned to the maintenance equipment pool.
☑	Equip Pool Desc	The description of the maintenance equipment pool containing the asset.
☑	POC	The name of the individual who determined if the asset should be considered excess or not. Also, for SCHOOL DONATION the name of the individual at the school where the excessed asset is being donated. A name used to identify individual as the point of contact.
☑	Location	The holding location of the entity.
☐	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☐	Non Cntrr City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For' SCHOOL DONATION the name of the city address of the school where the excess asset is being donated
☐	Non Cntrr State Cd	The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility
☐	Non Cntrr ZIP Cd	The Zip Code of the responsible reporting activity
☐	Non Cntrr Country Cd	Identifies the country of the DRMO site.
☐	Phone Nbr	Point of Contact Phone Number
☐	Non Cntrr E-Mail Address	The electronic mailing address of the Point of Contact who determined the status of the excess materiel
☐	Latitude	The Latitude where the address is located
☐	Longitude	The Longitude where the address is located

Fields above appear on the Equipment Pool Inquiry page which also contains:

- Extract Excel File ⦿ Extract Text, Comma Separated File ◯
- Extract Id [ ] Privacy Type [Private ▾]
- Selections [▾] [New Selection List]
- Buttons: [Cancel] [Reset] [Submit] [Show Inquiry]

2.   Select the fields required for the inquiry. *The first 7 fields are automatically selected.*

> **Note**
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>
> The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.

3.

Select [Show Inquiry] for small volumes of data. *The* ***Equipment Pool Inquiry — Results*** *page appears.*

OR

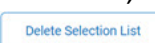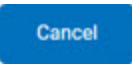Select [Submit] for large volumes of data. *The* ***Equipment Pool Inquiry Transaction Status*** *page appears.*
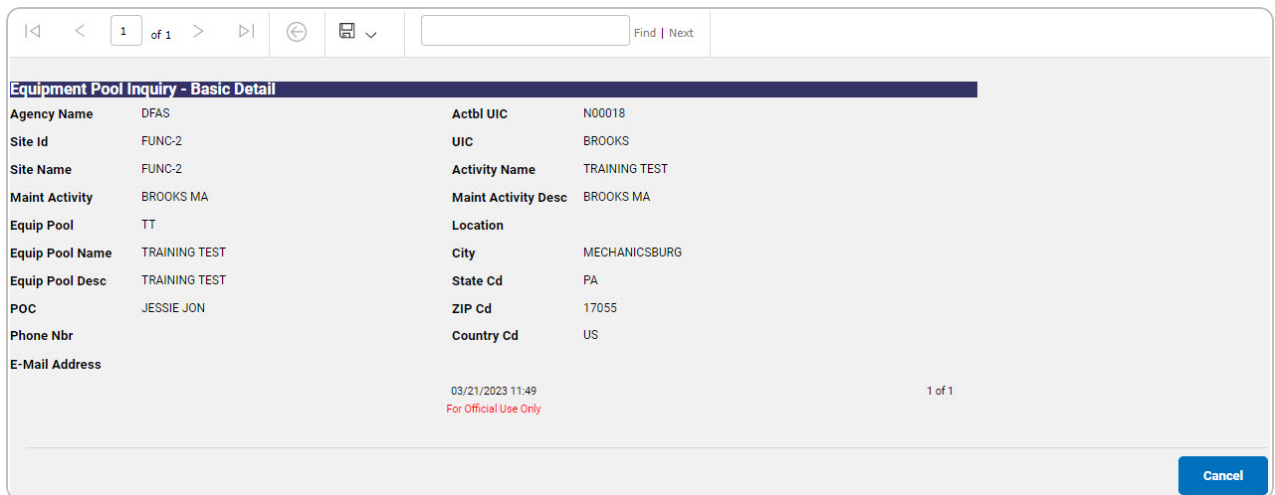
View the Equipment Pool Inquiry Detail — Basic

Navigation

Inquiries > Maintenance > EQUIP POOL > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Equipment Pool Inquiry Detail — Basic page

Procedures

Export the Equipment Pool Inquiry Detail — Basic

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

1. *Verify the Basic Detail tab.*

Equipment Pool Inquiry - Basic Detail			
Agency Name	DFAS	Actbl UIC	N00018
Site Id	FUNC-2	UIC	BROOKS
Site Name	FUNC-2	Activity Name	TRAINING TEST
Maint Activity	BROOKS MA	Maint Activity Desc	BROOKS MA
Equip Pool	TT	Location	
Equip Pool Name	TRAINING TEST	City	MECHANICSBURG
Equip Pool Desc	TRAINING TEST	State Cd	PA
POC	JESSIE JON	ZIP Cd	17055
Phone Nbr		Country Cd	US
E-Mail Address			

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2. Select [💾▾] to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

3. Follow the prompts provided by the computer.

4. Select [Cancel]. *The **Equipment Pool Inquiry — Criteria** page appears.*

Search the Results

1. Select the empty field [_____] Find | Next .

2. Enter the characters or words to search. *Entries are not case sensitive.*

3. Select Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*