Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module Asset Preventive Maintenance Schedule Inquiry process provides the ability to search for Preventive Maintenance Schedules that have been configured for a particular Asset Id.

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > ASSET PRVN MAINT SCHED Inquiry Search Criteria page

Procedures

Search for an Asset Preventive Maintenance Schedule Inquiry — Criteria

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.

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

    A.   *The first Available Field(s) option (MAINT ACTIVITY NAME) automatically populates and is not editable.*

> **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.*

    A.   Use ⌄ to select the first Operands.

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

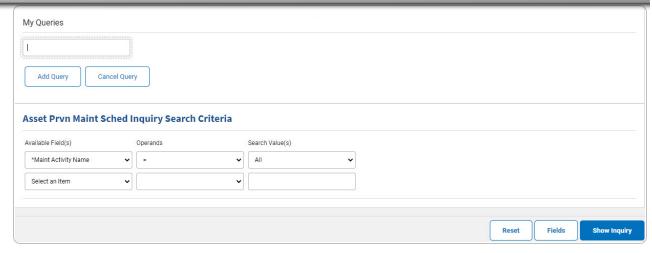   **A.**   Use ⌄ to select the first Search Value.

        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 **Asset Preventive Maintenance Schedule 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.*

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.*

Select [Fields]. *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

4.
OR

Select [Show Inquiry]. *The **Asset Preventive Maintenance Schedule 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

New Query

Asset Prvn Maint Sched Inquiry Search Criteria

Available Field(s)	Operands	Search Value(s)
*Maint Activity Name	=	All
Select an Item		

Reset   Fields   Show Inquiry

Select [Fields] . *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

2.

OR
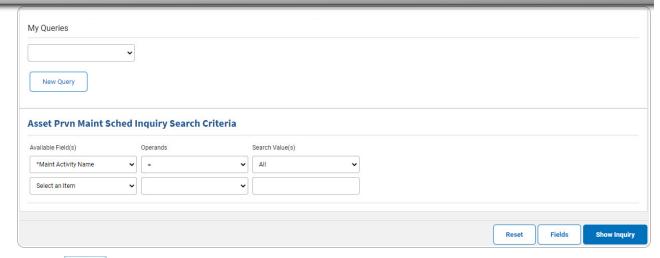
Select [Show Inquiry] . *The **Asset Preventive Maintenance Schedule Inquiry — Results** page appears.*

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 |

Asset Prvn Maint Sched Inquiry Search Criteria

Available Field(s)   Operands   Search Value(s)

*Maint Activity Name ▾   = ▾   All ▾

Select an Item ▾   ▾

| Reset | Fields | Show Inquiry |

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

Select [Fields] . *The **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

3.
OR

Select [Show Inquiry] . *The **Asset Preventive Maintenance Schedule 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

Asset Prvn Maint Sched Inquiry Search Criteria

Available Field(s)   Operands   Search Value(s)

*Maint Activity Name   =   All

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 **Asset Preventive Maintenance Schedule Inquiry — Select Fields** page appears.*

Search for Asset Preventive Maintenance Schedule Inquiry — Results

Navigation

Inquiries > Maintenance > ᴀꜱꜱᴇᴛ Pʀᴠɴ Mᴀɪɴᴛ Sᴄʜ > Search Criteria > [Show Inquiry] > Asset Preventive Maintenance Schedule Inquiry Search Results page

Procedures

> **Export the Asset Preventive Maintenance Schedule Inquiry Results**

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

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

   > **Note**
   >
   > To reach the optional fields, refer to the Asset Preventive Maintenance Schedule Inquiry — Field Selection page.

2. Select [Cancel]. *The* **Asset Preventive Maintenance Schedule 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.*

View the Asset Preventive Maintenance Schedule Detail

Select the desired Asset Preventive Maintenance Schedule row. *The **Asset Preventive Maintenance Inquiry — Basic Detail** page appears.*

Select Fields for the Asset Preventive Maintenance Schedule Inquiry

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > [Fields] > ASSET PRVN MAINT SCHED Inquiry Fields Selection page
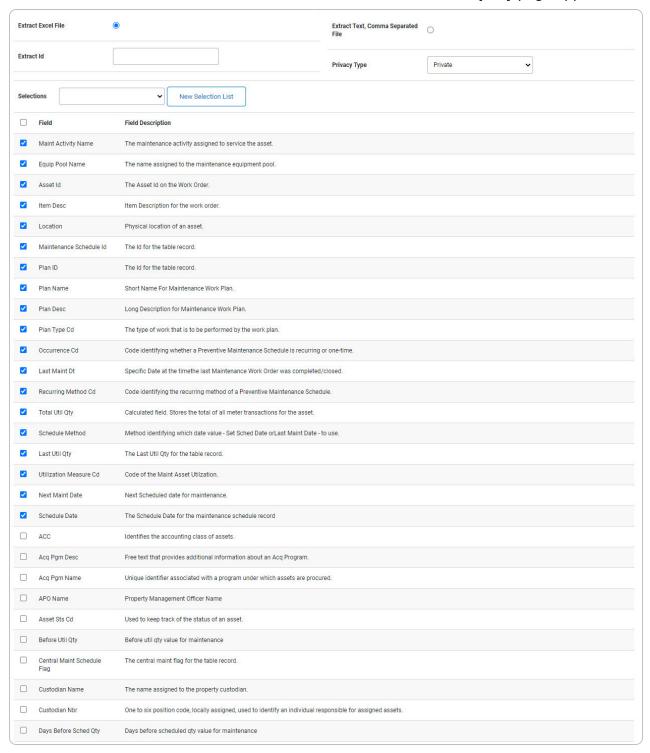
Procedures

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* **Asset Preventive Maintenance Schedule Inquiry** *page appears.*

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.
☑	Equip Pool Name	The name assigned to the maintenance equipment pool.
☑	Asset Id	The Asset Id on the Work Order.
☑	Item Desc	Item Description for the work order.
☑	Location	Physical location of an asset.
☑	Maintenance Schedule Id	The Id for the table record.
☑	Plan ID	The Id for the table record.
☑	Plan Name	Short Name For Maintenance Work Plan.
☑	Plan Desc	Long Description for Maintenance Work Plan.
☑	Plan Type Cd	The type of work that is to be performed by the work plan.
☑	Occurrence Cd	Code identifying whether a Preventive Maintenance Schedule is recurring or one-time.
☑	Last Maint Dt	Specific Date at the timethe last Maintenance Work Order was completed/closed.
☑	Recurring Method Cd	Code identifying the recurring method of a Preventive Maintenance Schedule.
☑	Total Util Qty	Calculated field. Stores the total of all meter transactions for the asset.
☑	Schedule Method	Method identifying which date value - Set Sched Date orLast Maint Date - to use.
☑	Last Util Qty	The Last Util Qty for the table record.
☑	Utilization Measure Cd	Code of the Maint Asset Utilzation.
☑	Next Maint Date	Next Scheduled date for maintenance.
☑	Schedule Date	The Schedule Date for the maintenance schedule record
☐	ACC	Identifies the accounting class of assets.
☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	APO Name	Property Management Officer Name
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Before Util Qty	Before util qty value for maintenance
☐	Central Maint Schedule Flag	The central maint flag for the table record.
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Days Before Sched Qty	Days before scheduled qty value for maintenance

☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
☐	Frequency Cd	How frequent the asset is serviced - i.e daily, weekly, monthly, yearly
☐	Include Weekend	The Include Weekend for the maintenance schedule record.
☐	Interval	The Interval for the table record.
☐	LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Maint Acty Desc	The description of the maintenance activity.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Maint Team Desc	The description of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Maint Team Id	The Id of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Next Util Qty	Next scheduled utilization value for maintenance
☐	Not In Use	The Not In Use for the maintenance schedule record.
☐	Owning UIC	The Owning UIC for an Asset Preventative Maintenance Schedule
☐	Priority Cd	Maintenance Priority Code.
☐	Sched Effective Dt	The Sched Effective Dt for the maintenance schedule record.
☐	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☐	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☐	Suspend Until Dt	The Suspend Until Dt for the table record.
☐	Suspend Util Qty	The Suspend Util Qty for the maintenance schedule record.
☐	Type Dsg Desc	Free text that provides additional information about the Type Dsg Name.
☐	Type Dsg Group Cd	Code that indicates the type designate group code.
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Qty Frequency	The Util Qty Frequency for the table record.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☐	Vehicle Type Cd	Code that identifies the vehicles type.

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.					
☑	Equip Pool Name	The name assigned to the maintenance equipment pool.					
				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 **Asset Prevent Maintenance Schedule Inquiry — Results** page appears.*

3.

   OR

   Select [Submit] for large volumes of data. *The **Asset Prevent Maintenance Schedule Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

Select Show Inquiry for small volumes of data. *The **Asset Prevent Maintenance Schedule Inquiry — Results** page appears.*
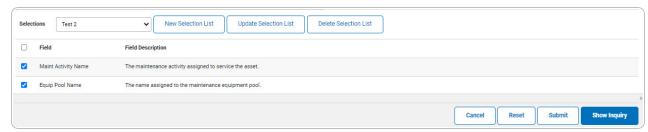
2.

   OR

   Select Submit for large volumes of data. *The **Asset Prevent Maintenance Schedule 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].

2. Select [Update Selection List]. *The page refreshes.*

   Select [Show Inquiry] for small volumes of data. *The **Asset Prevent Maintenance Schedule Inquiry — Results** page appears.*

3.
   OR

   Select [Submit] for large volumes of data. *The **Asset Prevent Maintenance Schedule 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].
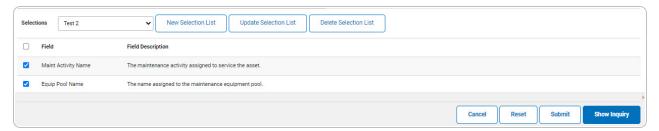

2. Select [Delete Selection List]. *The page refreshes and the list is immediately deleted.*

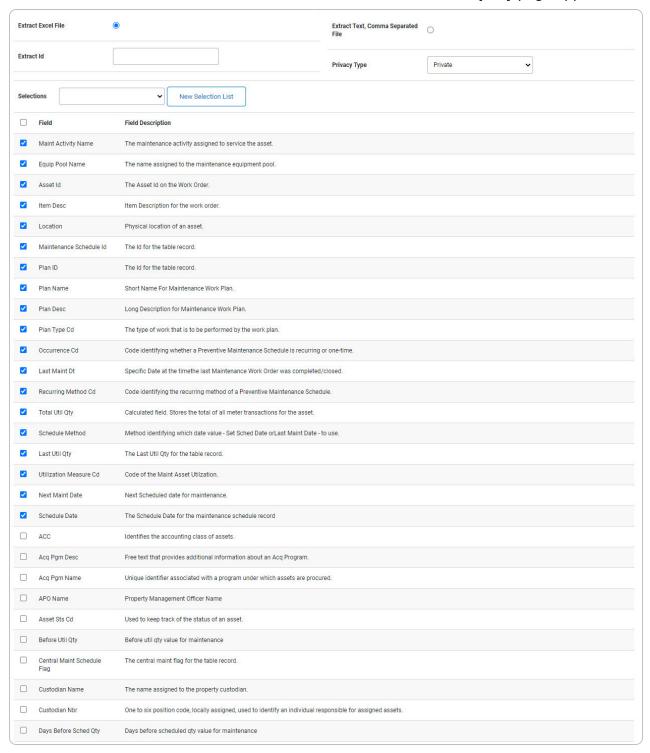## Modify the Fields Used for the Inquiry

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* **Asset Preventive Maintenance Schedule Inquiry** *page appears.*

	Extract Excel File	●		Extract Text, Comma Separated File	○
	Extract Id			Privacy Type	Private ▾

Selections [▾] [New Selection List]

☐	Field	Field Description
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☑	Occurrence Cd	Code identifying whether a Preventive Maintenance Schedule is recurring or one-time.
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☑	Schedule Method	Method identifying which date value - Set Sched Date orLast Maint Date - to use.
☑	Last Util Qty	The Last Util Qty for the table record.
☑	Utilization Measure Cd	Code of the Maint Asset Utilzation.
☑	Next Maint Date	Next Scheduled date for maintenance.
☑	Schedule Date	The Schedule Date for the maintenance schedule record
☐	ACC	Identifies the accounting class of assets.
☐	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
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☐	Asset Sts Cd	Used to keep track of the status of an asset.
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☐	Days Before Sched Qty	Days before scheduled qty value for maintenance

☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Equip Grp Cd	Code that indicates the category group that the equipment belongs to.
☐	Frequency Cd	How frequent the asset is serviced - i.e daily, weekly, monthly, yearly
☐	Include Weekend	The Include Weekend for the maintenance schedule record.
☐	Interval	The Interval for the table record.
☐	LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Maint Acty Desc	The description of the maintenance activity.
☐	Maint Loc	The maintenance location assigned to the asset.
☐	Maint Team Desc	The description of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Maint Team Id	The Id of the Maintenance Team associated with the Asset Preventative Maintenance Schedule.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mfr Name	The full name of a specific manufacturer.
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☐	Next Util Qty	Next scheduled utilization value for maintenance
☐	Not In Use	The Not In Use for the maintenance schedule record.
☐	Owning UIC	The Owning UIC for an Asset Preventative Maintenance Schedule
☐	Priority Cd	Maintenance Priority Code.
☐	Sched Effective Dt	The Sched Effective Dt for the maintenance schedule record.
☐	Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number. Also used to identify Real Property Assets.
☐	Stock Nbr	Number assigned to each like asset of supply purchased, stocked or distributed within the Federal government. For turn-in of assets, if valid Stock Number not available, use FSC and description.
☐	Suspend Until Dt	The Suspend Until Dt for the table record.
☐	Suspend Util Qty	The Suspend Util Qty for the maintenance schedule record.
☐	Type Dsg Desc	Free text that provides additional information about the Type Dsg Name.
☐	Type Dsg Group Cd	Code that indicates the type designate group code.
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☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Qty Frequency	The Util Qty Frequency for the table record.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Vehicle Grp Cd	The unique value in the lookup table which stores the code assigned to the associated display description
☐	Vehicle Type Cd	Code that identifies the vehicles type.

Cancel   Reset   Submit   Show Inquiry

2.   Select the fields required for the inquiry. *The first 19 fields are automatically selected.*

ODASD (Logistics) under A&S Sustainment

DPAS Helpdesk 1-844-843-3727

Note
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

3.

Select [Show Inquiry] for small volumes of data. *The **Asset Prevent Maintenance Schedule Inquiry — Results** page appears.*

OR

Select [Submit] for large volumes of data. *The **Asset Prevent Maintenance Schedule Inquiry Transaction Status** page appears.*

View the Asset Preventive Maintenance Schedule Inquiry Detail — Basic

Navigation

Inquiries > Maintenance > ASSET PRVN MAINT SCH > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Asset Preventive Maintenance Schedule Inquiry Detail — Basic page
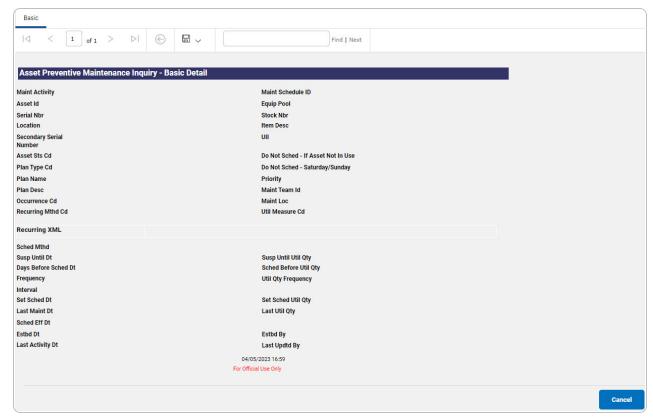
Procedures

Export the Asset Preventive Maintenance Schedule 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.*

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 . *The **Asset Preventive Maintenance Schedule Inquiry — Criteria** page appears*.

Search the Results

1. Select the empty field .

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

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

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