Search for a JOB ORDER NBR Inquiry — Criteria

Overview

The Maintenance and Utilization (M&U) module JOB ORDER NBR Inquiry process provides the ability to search for job order numbers.
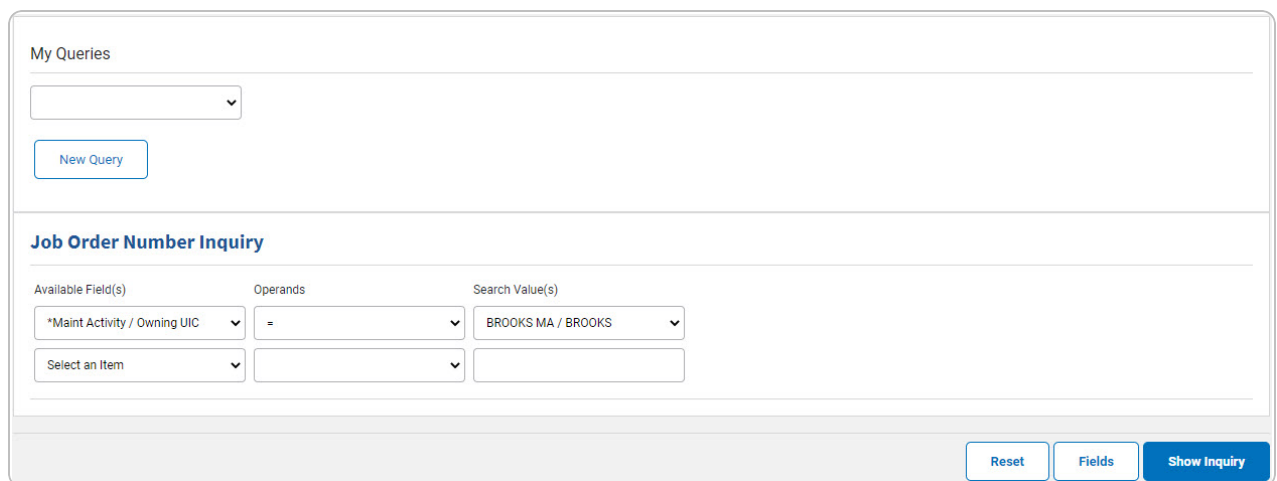
Navigation

Inquiries > Inquiries > JOB ORDER NBR > JOB ORDER NBR Inquiry Search Criteria page

Procedures

Search for a JOB ORDER NBR 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/OWNING UIC) 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* **Job Order Nbr 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

Job Order Number Inquiry

Available Field(s)   Operands   Search Value(s)

*Maint Activity / Owning UIC   =   BROOKS MA / BROOKS

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.*

        Select [Fields] . *The* ***Job Order Nbr Inquiry — Select Fields*** *page appears.*

4.
        OR

        Select [Show Inquiry] . *The* ***Job Order Nbr 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

Job Order Number Inquiry

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

Reset   Fields   Show Inquiry

Select Fields. *The **Job Order Nbr Inquiry — Select Fields** page appears.*

2.

OR

Select Show Inquiry. *The **Job Order Nbr 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

Job Order Number Inquiry

Available Field(s)	Operands	Search Value(s)
*Maint Activity / Owning UIC	=	BROOKS MA / BROOKS
Select an Item		

Reset   Fields   Show Inquiry

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

3.   Select   Fields . *The* **Job Order Nbr Inquiry — Select Fields** *page appears.*

OR

Select   Show Inquiry . *The* **Job Order Nbr 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 |

Job Order Number Inquiry

Available Field(s)   Operands   Search Value(s)

*Maint Activity / Owning UIC ⌄   =   ⌄   BROOKS MA / BROOKS ⌄

Select an Item   ⌄   ⌄

Reset   Fields   Show Inquiry

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

Revise the Fields for the Inquiry

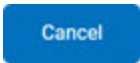Select   Fields . *The* **Job Order Number Inquiry — Select Fields** *page appears.*

Search for a JOB ORDER NBR Inquiry — Results

Navigation

Procedures

Export the JOB ORDER NBR 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.*

Rows Retrieved = 5

Job Order Nbr	Job Order Nbr Desc	Eff Date	End Date	Reimbursable	Authorized Dol Amt	Avail Dol Amt	Total Charges
1234576890209	TEST 2	1/3/2022 12:00:00 AM	1/21/2022 12:00:00 AM	Yes	0.00		
23456778	TEST	1/6/2022 12:00:00 AM	1/20/2022 12:00:00 AM	Yes	0.00		
234678895	TEST	1/4/2022 12:00:00 AM	1/8/2022 12:00:00 AM	Yes	0.00		
DDL12345679012	DDL123456789012	1/1/2022 12:00:00 AM	12/31/2023 12:00:00 AM	No	0.00		
MAINTENANCE	MAINTENANCE	8/28/2015 12:00:00 AM	8/28/2017 12:00:00 AM	Yes	100000.00		99839.08

04/13/2023 16:23
For Official Use Only

1 of 1

Cancel

> **Note**
>
> ❓ To reach the optional fields, refer to the Maintenance Asset Utilization — Field Selection page.

2.   Select [Cancel] . *The **Job Order Nbr 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 JOB ORDER NBR Detail

Select the desired JOB ORDER NBR row. *The **Job Order Nbr Inquiry Detail — Basic** page appears.*

Select Fields for the Job Order Nbr Inquiry

Navigation

Inquiries > Inquiries > Job Order Nbr > Search Criteria > [Fields] > Job Order Nbr 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 JOB ORDER NBR Inquiry page appears.*

Extract Excel File	●	Extract Text, Comma Separated File ○
Extract Id	[ ]	Privacy Type [Private ▼]
Selections	[▼] [New Selection List]	

☐ Field	Field Description
☑ Actbl UIC	Accountable Unit Identification Code - The UIC of the organization that is assigned management responsibility for property belonging to a specific unit organization, or activity. Multiple UICs may be grouped under an Accountable UIC to consolidate data for accountability and accounting system reporting purposes.
☑ Site Id	The active Site Id the user has access to.
☑ Agency Cd	Indicates the agency code and name.
☑ Agency Name	The name assigned to the agency.
☑ CAGE Cd	Controlling activities including manufacturers, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☑ Phone Nbr	Contractor Phone Number
☑ Division Name	Contractor Division Name.
☑ DODAAC	A distinctive six-position code assigned to identify specific units, activities, and organizations, non-DoD and contract activities engaged in the requisitioning, receiving, and billing of material.
☑ Cntr Name	The name of the Contractor
☑ Address 1	Address of the Contractor.
☑ Address 2	Second Address of the Contractor.
☑ City	The name of the City where the Contractor is located.
☑ State Cd	The State where the contractor is located.
☑ ZIP Cd	The Zip Cd where the contractor is located
☑ Country Cd	The name of the Country where the Contractor is located.
☑ DSN	Defense Switched Network.
☑ E-Mail Address	Electronic Mail Address of the Contractor.
☑ FAX Nbr	Contractor FAX Number.
☑ Tran Cd	This code identifies the type of transaction processed.
☑ Estbd By	The name of the entity inserting this row.
☑ Estbd Dt	The date this row was inserted into the database.
☑ Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑ Last Updtd By	Last Updated By (user id)
☑ Remarks	A text field available to record local information/reason for change to record.
☑ Cntr Status	Flag signifies that the Contractor is Active or Deleted

[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**	
☑	Job Order Nbr	Job Order Nbr	
☑	Job Order Nbr Desc	Job Order Nbr Desc	

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.

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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* ***Job Order Nbr Inquiry — Results*** *page appears.*

3.
   OR
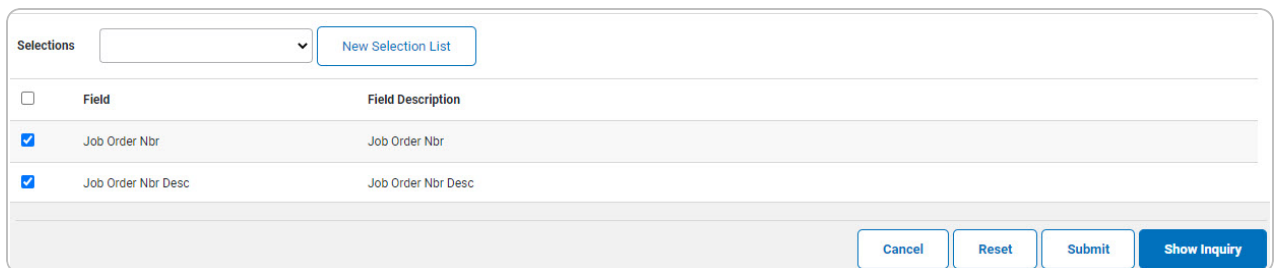
   Select Submit *for large volumes of data. The* ***Job Order Nbr Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

Selections		New Selection List

☐	**Field**	**Field Description**
☑	Job Order Nbr	Job Order Nbr
☑	Job Order Nbr Desc	Job Order Nbr Desc

Cancel Reset Submit **Show Inquiry**

2.
Select **Show Inquiry** for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

OR
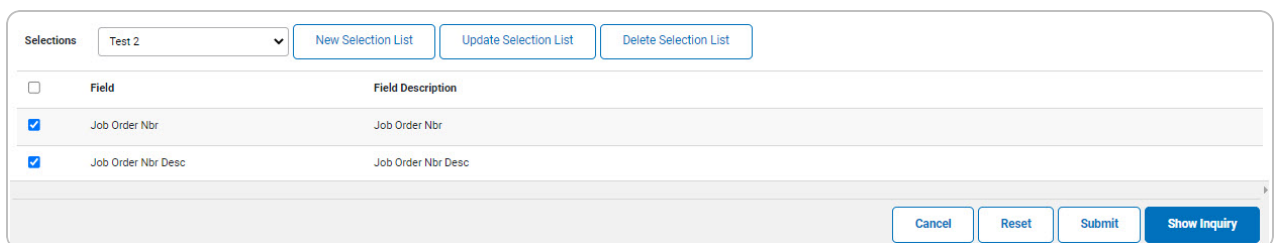
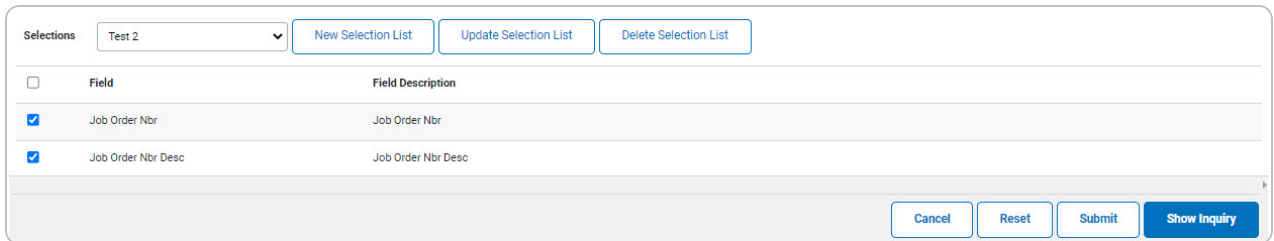Select **Submit** for large volumes of data. *The **Job Order Nbr Inquiry Transaction Status** page appears.*

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**
☑	Job Order Nbr	Job Order Nbr
☑	Job Order Nbr Desc	Job Order Nbr Desc

Cancel Reset Submit **Show Inquiry**

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

Select **Show Inquiry** for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

3.

OR

Select [Submit] for large volumes of data. *The **Job Order Nbr 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**		
☑	Job Order Nbr		Job Order Nbr		
☑	Job Order Nbr Desc		Job Order Nbr Desc		

[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 JOB ORDER NBR Inquiry page appears.*

	Field	Field Description
☑	Job Order Nbr	Job Order Nbr
☑	Job Order Nbr Desc	Job Order Nbr Desc
☑	Eff Date	Effective date of the job order
☑	End Date	End date of the job order
☑	Reimbursable	Is the job reimbursable
☑	Authorized Dol Amt	Authorized dollar amount
☑	Avail Dol Amt	Avail Dol Amt
☑	Total Charges	Total Charges
☐	Estbd By	Estbd By
☐	Estbd Dt/Tm	Estbd Dt/Tm
☐	Last Updtd By	Last Updtd By
☐	Last Tran Dt/Tm	Last Tran Dt/Tm
☐	Maint Activity / Owning UIC	An organizational unit responsible for the maintenance and/or utilization management of assets.
☐	Remarks	Remarks
☐	Site Id	The active Site Id the user has access to.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.

Extract Excel File ⦿

Extract Id [　　　　　　]

Extract Text, Comma Separated File ○

Privacy Type [Private ▾]

Selections [▾] [New Selection List]

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

2. Select the fields required for the inquiry. *The first 8 fields are automatically selected.*

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

Select [Show Inquiry] for small volumes of data. *The **Job Order Nbr Inquiry — Results** page appears.*

3.

OR

Select [Submit] for large volumes of data. *The **Job Order Nbr Inquiry Transaction Status** page appears.*

View the JOB ORDER NBR Inquiry Detail — Basic
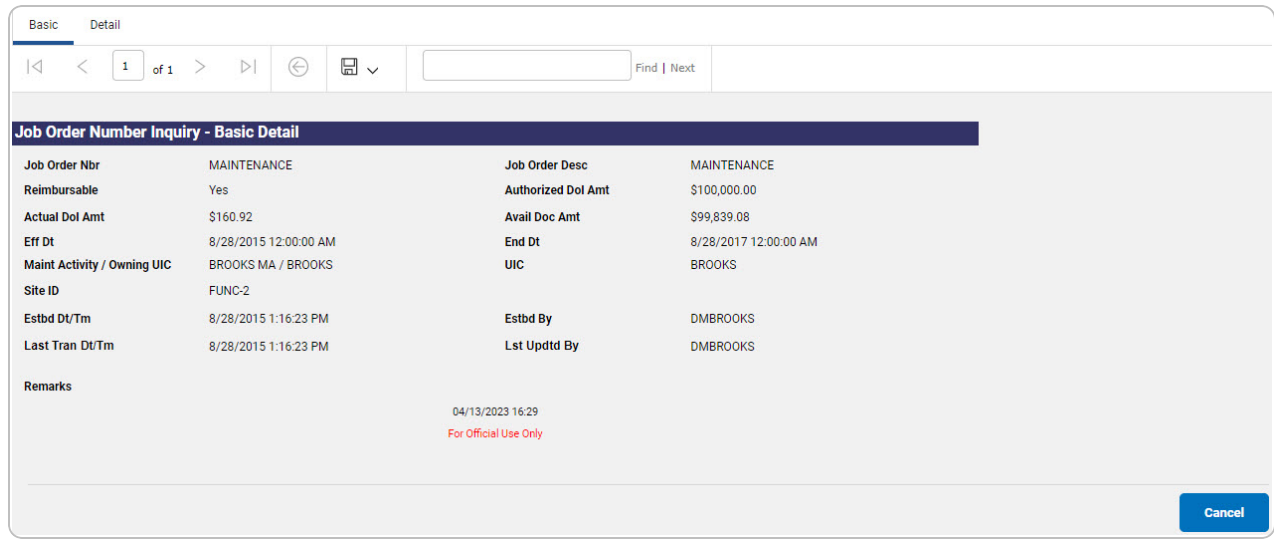
Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > **Show Inquiry** > Search Results > Inquiry Row hyperlink > JOB ORDER NBR Inquiry Detail — Basic page
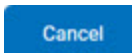
Procedures

Export the JOB ORDER NBR 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 the save icon 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.

    Select **Cancel**. *The* **Job Order Nbr Inquiry — Criteria** *page appears*.

4.

OR

Select the Detail tab. *The **Job Order Nbr Inquiry Detail** 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.*
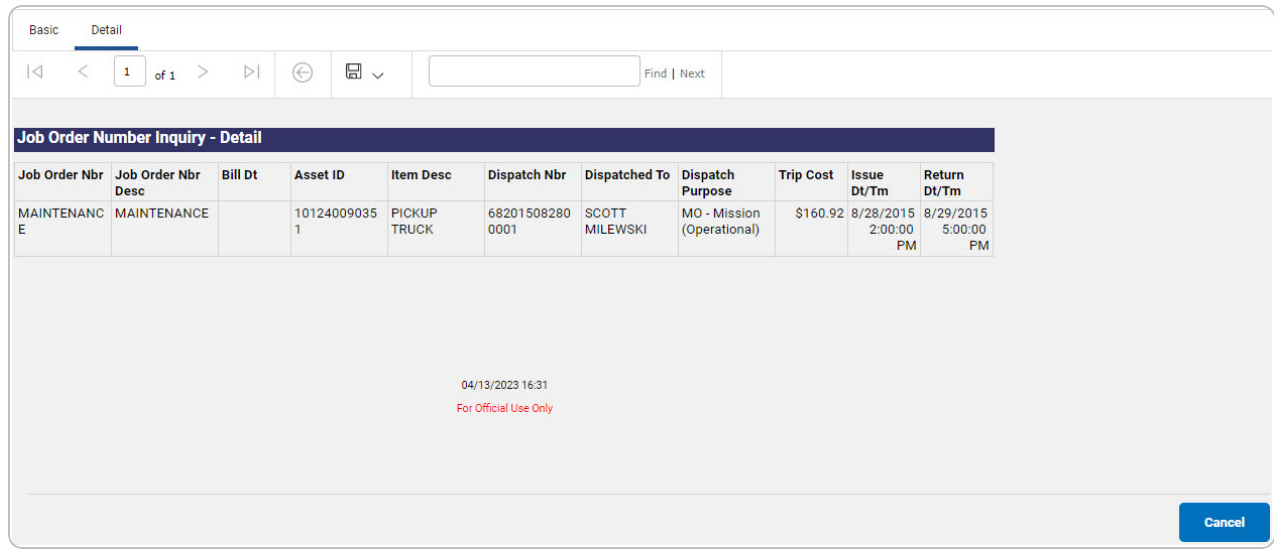
View the JOB ORDER NBR Inquiry Detail

Navigation

Inquiries > Inquiries > JOB ORDER NBR > Search Criteria > [Show Inquiry] > Search Results > Inquiry Row hyperlink > Basic Detail > Detail tab > JOB ORDER NBR Inquiry Detail page

Procedures

Export the JOB ORDER NBR Inquiry Detail

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

1. *Verify the Detail tab.*

Job Order Nbr	Job Order Nbr Desc	Bill Dt	Asset ID	Item Desc	Dispatch Nbr	Dispatched To	Dispatch Purpose	Trip Cost	Issue Dt/Tm	Return Dt/Tm
MAINTENANCE	MAINTENANCE		101240090351	PICKUP TRUCK	682015082800001	SCOTT MILEWSKI	MO - Mission (Operational)	$160.92	8/28/2015 2:00:00 PM	8/29/2015 5:00:00 PM

04/13/2023 16:31
For Official Use Only

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.

Select [Cancel]. *The* **Job Order Nbr Inquiry — Criteria** *page appears*.

4.

OR

Select the Basic tab. *The **Job Order Nbr Inquiry Detail — Basic** 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.*