

# Search for a Maintenance Activity Inquiry – Criteria

## Overview

The Maintenance and Utilization (M&U) module Maintenance Activity Inquiry process provides the ability to search for maintenance activities.

## Navigation

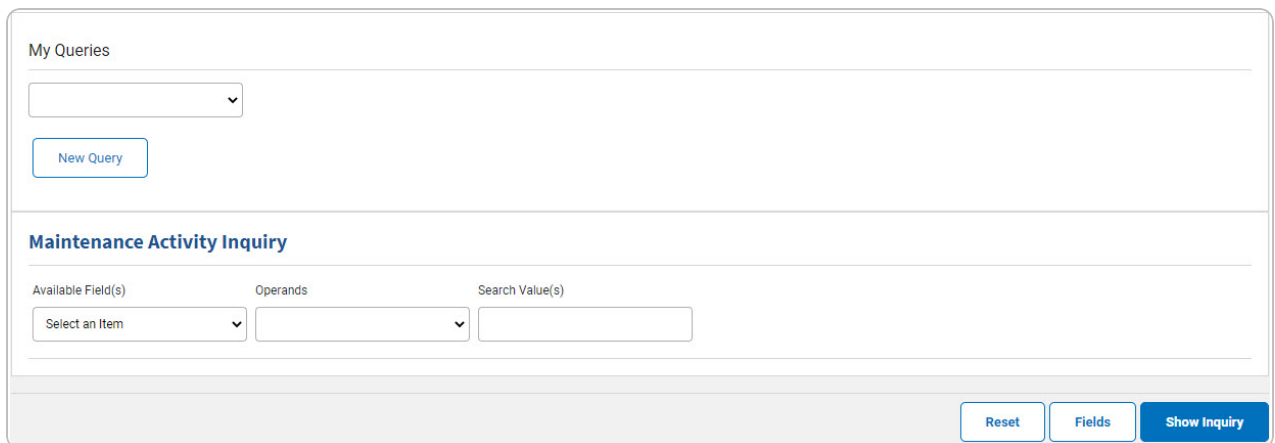
Inquiries > Master Data > MAINT Activity > Maintenance Activity Inquiry Search Criteria page

## Procedures

### Search for a Maintenance Activity Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  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. Use  to select the first Available Field.



## Help Reference Guide

### Note





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


### Note



Select  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 . *The desired row is removed.*
5. Select . *The **Maintenance Activity Inquiry – Results** page appears.*

### Add a My Queries Inquiry

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



My Queries

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**Maintenance Activity Inquiry**

Available Field(s)      Operands      Search Value(s)

Select an Item           

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
  3. Select  . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select  to disregard the Query.*
  4. Select  . *The **Maintenance Activity Inquiry – Select Fields** page appears.*
- OR
- Select  . *The **Maintenance Activity 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

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**Maintenance Activity Inquiry**

Available Field(s)      Operands      Search Value(s)

Select an Item

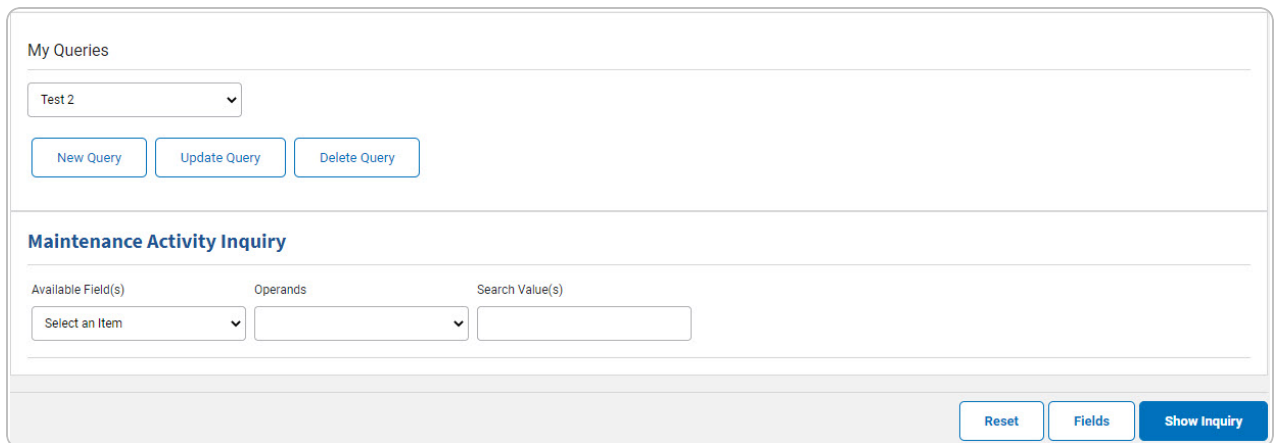
2. Select  . The **Maintenance Activity Inquiry – Select Fields** page appears.

OR

- Select  . The **Maintenance Activity 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  is joined by  and .* The selected query information appears in the search criteria grid.



2. Select  . *The query information is updated.*
3. Select  . The **Maintenance Activity Inquiry – Select Fields** page appears.

OR

- Select  . The **Maintenance Activity Inquiry – Results** page appears.

## Delete a My Queries Inquiry

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

grid.

My Queries

Test 2

New Query Update Query Delete Query

**Maintenance Activity Inquiry**

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 **Maintenance Activity Inquiry – Select Fields** page appears.



# Search for a Maintenance Activity Inquiry — Results


## Navigation

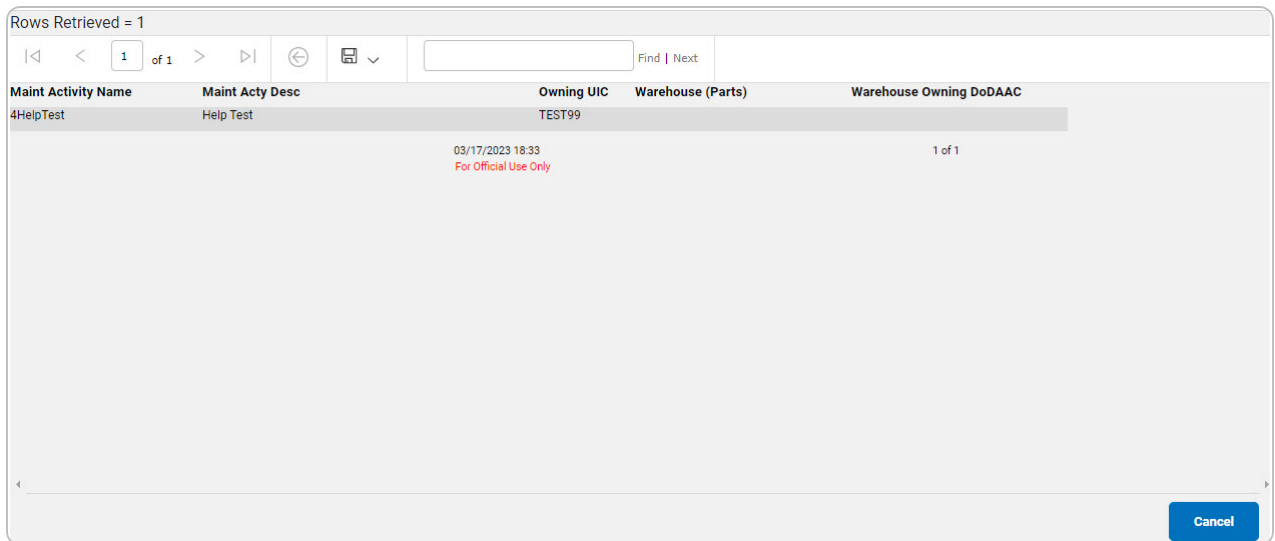
Inquiries > Master Data > MAINT Activity > Search Criteria > **Show Inquiry** > Maintenance Activity Inquiry Search Results page

## Procedures


### Export the Maintenance Activity 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 Maintenance Activity Inquiry — Field Selection page.



## Help Reference Guide

2. Select . The **Maintenance Activity 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.*

### View the Maintenance Activity Detail

Select the desired Maintenance Activity row. The **Maintenance Activity Inquiry Detail – Basic** page appears.





## Select Fields for the Maintenance Activity Inquiry

### Navigation

Inquiries > Master Data > MAINT Activity > Search Criteria >  > Maintenance Activity Inquiry Fields Selection page

### Procedures

#### Choose the Extracted Inquiry File Details

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






1. Select [Fields](#) . The **Maintenance Activity Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>	Extract Text, Comma Separated File <input type="radio"/>
Extract Id <input type="text"/>	Privacy Type <input type="text" value="Private"/>
Selections <input type="text"/> <a href="#">New Selection List</a>	
<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Maint Acty Desc	The description of the maintenance activity.
<input checked="" type="checkbox"/> Owning UIC	The maintenance activity performing the work order.
<input type="checkbox"/> Address 1	First line of the address
<input type="checkbox"/> Address 2	Second line of the address
<input type="checkbox"/> Agency Name	The name assigned to the agency.
<input type="checkbox"/> City	Name of the City
<input type="checkbox"/> Country Cd	Name of the Country
<input checked="" type="checkbox"/> Warehouse (Parts)	Warehouse Name for the warehouse associated to the maint activity in the warehouse table
<input checked="" type="checkbox"/> Warehouse Owning DoDAAC	Owning DoDAAC for the warehouse associated to the maint activity in the maintActivity table
<input type="checkbox"/> DSN	Point of Contact DSN Number
<input type="checkbox"/> E-Mail Address	Electronic Mail Address.
<input type="checkbox"/> Estbd By	Entity that established the record.
<input type="checkbox"/> Estbd Dt	Establishment date and time of the record.
<input type="checkbox"/> FAX Nbr	The commercial fax number.
<input type="checkbox"/> Full Util Days	Number of Days in a month that is considered full utilization
<input type="checkbox"/> Full Util Miles	Number of Miles in a month that is considered full utilization
<input type="checkbox"/> Full Util Hours	Number of Hours in a month that is considered full utilization
<input type="checkbox"/> Hrs of Operation	Operating hours for the maintenance activity.
<input type="checkbox"/> Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
<input type="checkbox"/> Last Updtd By	Last updated by (user id).
<input type="checkbox"/> 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.
<input type="checkbox"/> Remarks	A text field available to record local information/reason for change to record.
<input type="checkbox"/> Site Id	The active Site Id the user has access to.
<input type="checkbox"/> State	The State where the address is located.
<input type="checkbox"/> ZIP Cd	The zip code of particular activity.
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/> <input type="button" value="Show Inquiry"/>	


2. Choose the desired file type:

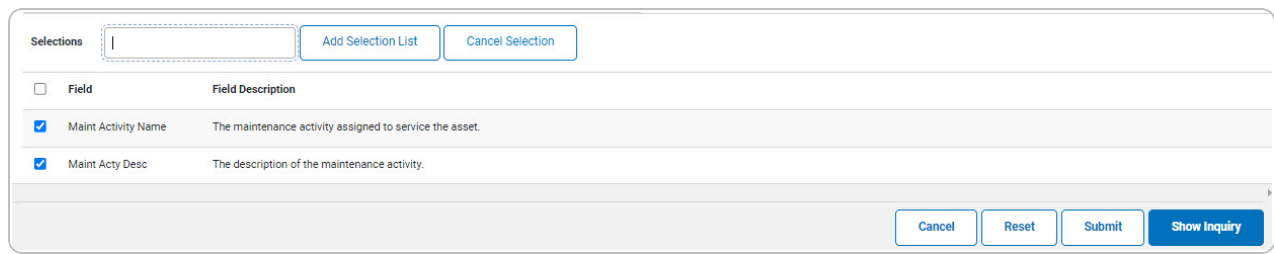
- Click  to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

**OR**

- Click  to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*
- 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.*
  - Use  to select the Privacy Type.


## Add a Selection List


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



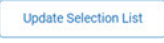




<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/>	Maint Acty Desc	The description of the maintenance activity.

**Note**



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

- Select . *The page refreshes, and the selected list is added.*  is replaced by  and .

Select  for small volumes of data. *The **Maintenance Activity Inquiry – Results** page appears.*

- OR**

Select  for large volumes of data. The **Maintenance Activity Inquiry Transaction Status** page appears.

**Use a Predetermined Field Selection List**

1. Use  to display the Selection List.

Field	Field Description
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Maint Acty Desc	The description of the maintenance activity.
<input checked="" type="checkbox"/> Owning UIC	The maintenance activity performing the work order.

Select  for small volumes of data. The **Maintenance Activity Inquiry – Results** page appears.

2. **OR**

Select  for large volumes of data. The **Maintenance Activity 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  is joined by  and .

Field	Field Description
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Maint Acty Desc	The description of the maintenance activity.
<input checked="" type="checkbox"/> Owning UIC	The maintenance activity performing the work order.



2. Select  . *The page refreshes.*

Select  for small volumes of data. *The **Maintenance Activity Inquiry – Results** page appears.*

3.

**OR**

Select  for large volumes of data. *The **Maintenance Activity 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  is joined by  and .*

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
<input checked="" type="checkbox"/>	Cntr Use Cd	Identifies the type of loan or service under contract.

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

## Modify the Fields Used for the Inquiry

Selecting  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  at any point of this procedure returns all fields to the default "All" setting.



1. Select [Fields](#) . The **Maintenance Activity Inquiry** page appears.

Extract Excel File <input checked="" type="radio"/>	Extract Text, Comma Separated File <input type="radio"/>
Extract Id <input type="text"/>	Privacy Type <input type="text" value="Private"/>
Selections <input type="text" value=""/> <a href="#">New Selection List</a>	
<input type="checkbox"/> Field	<b>Field Description</b>
<input checked="" type="checkbox"/> Maint Activity Name	The maintenance activity assigned to service the asset.
<input checked="" type="checkbox"/> Maint Acty Desc	The description of the maintenance activity.
<input checked="" type="checkbox"/> Owning UIC	The maintenance activity performing the work order.
<input type="checkbox"/> Address 1	First line of the address
<input type="checkbox"/> Address 2	Second line of the address
<input type="checkbox"/> Agency Name	The name assigned to the agency.
<input type="checkbox"/> City	Name of the City
<input type="checkbox"/> Country Cd	Name of the Country
<input checked="" type="checkbox"/> Warehouse (Parts)	Warehouse Name for the warehouse associated to the maint activity in the warehouse table
<input checked="" type="checkbox"/> Warehouse Owning DoDAAC	Owning DoDAAC for the warehouse associated to the maint activity in the maintActivity table
<input type="checkbox"/> DSN	Point of Contact DSN Number
<input type="checkbox"/> E-Mail Address	Electronic Mail Address.
<input type="checkbox"/> Estbd By	Entity that established the record.
<input type="checkbox"/> Estbd Dt	Establishment date and time of the record.
<input type="checkbox"/> FAX Nbr	The commercial fax number.
<input type="checkbox"/> Full Util Days	Number of Days in a month that is considered full utilization
<input type="checkbox"/> Full Util Miles	Number of Miles in a month that is considered full utilization
<input type="checkbox"/> Full Util Hours	Number of Hours in a month that is considered full utilization
<input type="checkbox"/> Hrs of Operation	Operating hours for the maintenance activity.
<input type="checkbox"/> Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
<input type="checkbox"/> Last Updtd By	Last updated by (user id).
<input type="checkbox"/> 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.
<input type="checkbox"/> Remarks	A text field available to record local information/reason for change to record.
<input type="checkbox"/> Site Id	The active Site Id the user has access to.
<input type="checkbox"/> State	The State where the address is located.
<input type="checkbox"/> ZIP Cd	The zip code of particular activity.
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/> <input type="button" value="Show Inquiry"/>	

2. Select the fields required for the inquiry. *The 5 fields are automatically selected.*



## Help Reference Guide

### 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  for small volumes of data. *The **Maintenance Activity Inquiry – Results** page appears.*

**OR**

Select  for large volumes of data. *The **Maintenance Activity Inquiry Transaction Status** page appears.*





# View the Maintenance Activity Inquiry Details — Basic

## Navigation

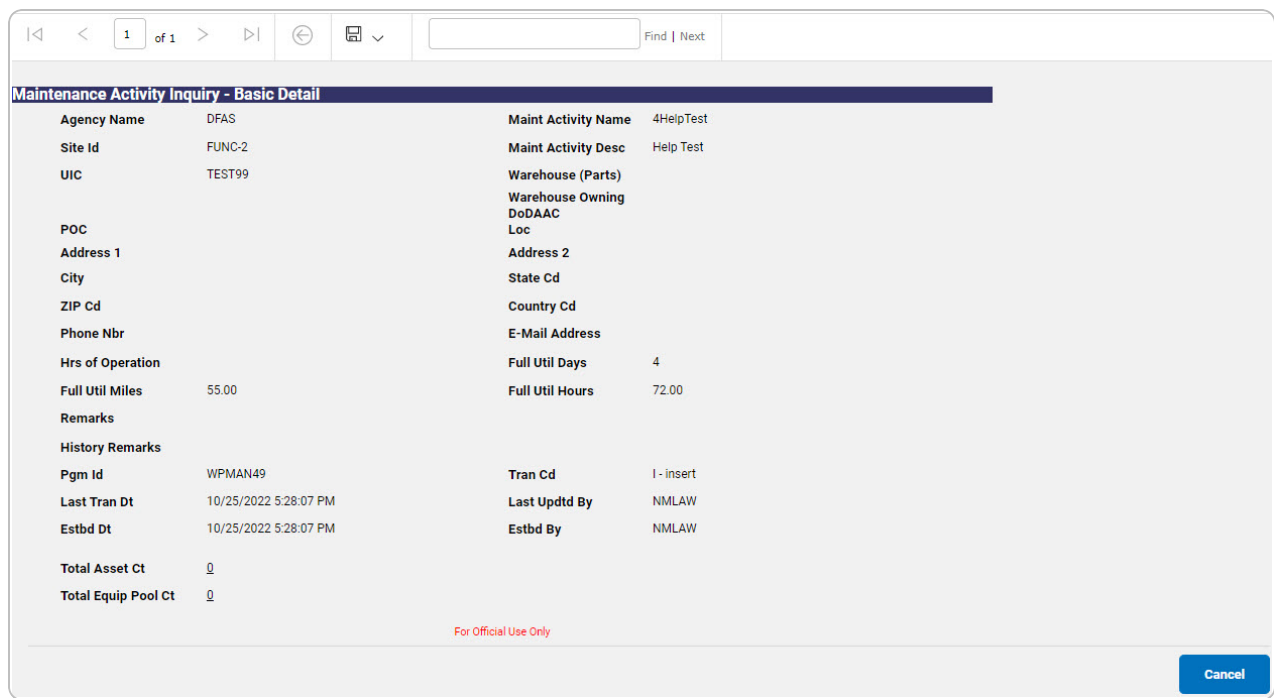
Inquiries > Master Data > MAINT Activity > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Maintenance Activity Inquiry Detail — Basic page


## Procedures

### Export the Maintenance Activity Inquiry Detail — Basic

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

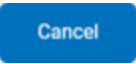
1. **Verify the Basic Detail tab.**






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



## Help Reference Guide

3. Follow the prompts provided by the computer.
4. Select . The **Maintenance Activity 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.*

