# View an Inquiry Extract

## Overview

The Maintenance and Utilization module Inquiry Extract Viewer process provides the ability to download large inquiries that are available to the Inquiry Owner (the personnel that created the inquiry) or publicly shared reports.

> **Note**
>
> Only the owner of the inquiry can delete it. If the owner does not delete it before 30 days, the inquiry is automatically deleted from DPAS.

## Navigation

Inquiries > Inquiries > View Inquiry Extract page

## Procedures

### View an Inquiry Extract

1. Select the Download hyperlink of the desired report. *The **File Download** pop-up window displays.*

| View Reports | | | |
|---|---|---|---|
| **Delete** | **Download** | **Extract Date** | **User Id Owner** |
| Delete | Job Order Number | 04/14/2023 14:42:08 | LAWNICOLE |
| Delete | Asset Wrnty Svc Subscrip Assoc Inquiry - MU | 04/03/2023 12:29:24 | LAWNICOLE |
| Delete | Asset Wrnty Svc Subscrip Assoc Inquiry - MU | 03/28/2023 17:06:04 | LAWNICOLE |
| Delete | Dispatch Category Inquiry | 03/15/2023 13:41:19 | LAWNICOLE |

2. Follow the prompts provided by the computer. *The file DpasExtract.zip downloads to the computer.*

3. Select [ Save ]. *The Excel spreadsheet opens outside of the application.*

**Note**

The file name of the spreadsheet always has the same format:

**DPASExcelData-{userid}-{date/time}.xls**

## Delete an Inquiry Extract

1.  Select the Delete hyperlink of the desired report. *The report is immediately deleted.*

| Delete | Download | Extract Date | User Id Owner |
|--------|----------|--------------|---------------|
| Delete | Job Order Number | 04/14/2023 14:42:08 | LAWNICOLE |
| Delete | Asset Wrnty Svc Subscrip Assoc Inquiry - MU | 04/03/2023 12:29:24 | LAWNICOLE |
| Delete | Asset Wrnty Svc Subscrip Assoc Inquiry - MU | 03/28/2023 17:06:04 | LAWNICOLE |
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View Reports

2.  The *Extract has been deleted* notification appears.

Extract has been deleted

View Reports

| Delete | Download | Extract Date | User Id Owner |
|--------|----------|--------------|---------------|
| Delete | Job Order Number | 04/14/2023 14:42:08 | LAWNICOLE |
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