

# Search for a Work Order Inquiry — Criteria

## Overview

The Maintenance and Utilization (M&U) module Work Order Inquiry process provides the ability to search for a work order record.

## Navigation

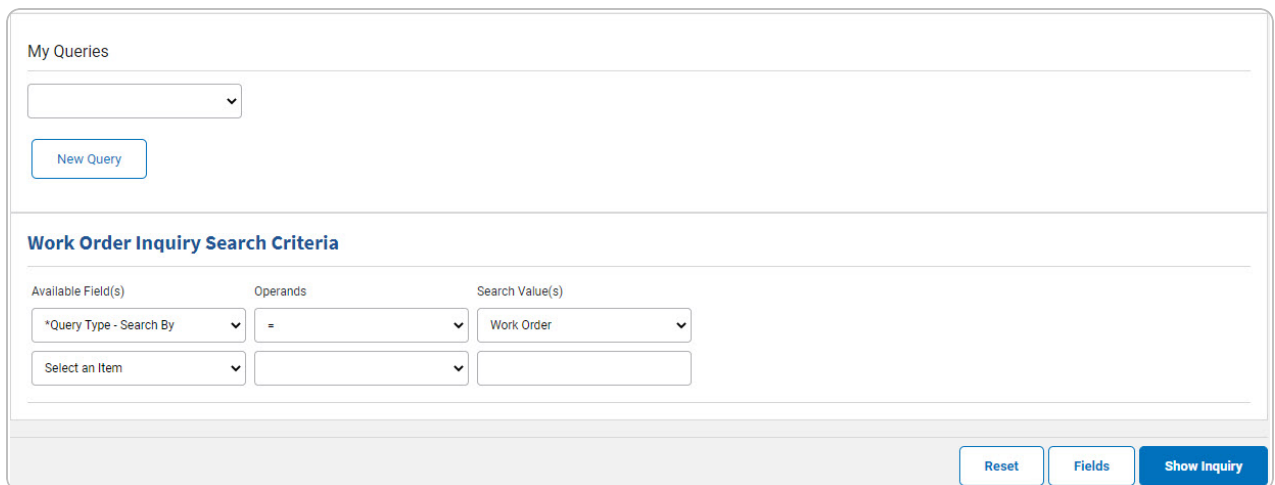
Inquiries > Maintenance > Work Order > Work Order Inquiry Search Criteria page

## Procedures

### Search for a Work Order Inquiry — Criteria

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. The first Available Field(s) option (Query Type - Search By) automatically populates and is not editable.



## 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 **Work Order 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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**Work Order Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Query Type - Search By	=	Work Order
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 **Work Order Inquiry – Select Fields** page appears.*
- OR
- Select  . *The **Work Order 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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**Work Order Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Query Type - Search By	=	Work Order
Select an Item		

2. Select  . The **Work Order Inquiry – Select Fields** page appears.

OR

Select  . The **Work Order Inquiry – Results** page appears.

**Update a My Queries Inquiry**

- 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.

My Queries

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**Work Order Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
*Query Type - Search By	=	Work Order
Select an Item		

2. Select  . *The query information is updated.*
3. Select  . *The **Work Order Inquiry – Select Fields** page appears.*
- OR
- Select  . *The **Work Order 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

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**Work Order Inquiry Search Criteria**

Available Field(s)	Operands	Search Value(s)
<input type="text" value="*Query Type - Search By"/>	<input "="" type="text" value="="/>	<input type="text" value="Work Order"/>
<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>

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

### Revise the Fields for the Inquiry

Select  . *The **Work Order Inquiry – Select Fields** page appears.*

# Search for a Work Order Inquiry — Results


## Navigation

Inquiries > Maintenance > Work Order > Search Criteria > **Show Inquiry** > Work Order Inquiry Search Results page

## Procedures

### Export the Work Order 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 = 8

Work Order Id	Approval Dt	Asset Id	DDO Serial Nbr	ECC	Rem Desc	Maint Activity	Priority Cd	Serial Nbr	Stock Nbr	Doc Nbr	Work Order Status Cd	Closed Dt	Work Order Has Asset
20111100002	11/10/2011	BROK0500120			ACTIVITY BASED DEPR	BROOKS MA	5-Routine-1-5 days	1431164		83975789002	C-Closed	09/20/2012	Yes
20111100001	11/10/2011	BROK0500116			ACTIVITY BASED DEPR	BROOKS MA	5-Routine-1-5 days	1746131646		83975789001	O-Open		No
20111100002	11/10/2011	BROK0500117			ACTIVITY BASED DEPR	BROOKS MA	5-Routine-1-5 days	143116464		83975789002	C-Closed	10/24/2019	Yes
20111100002	11/10/2011	JDA12345011			2D SOFTWARE MAINTENANCE GROUP	JOS	2-Urgent-2 days	JOS12345011	JOS12345		O-Open		Yes
20111100003	11/10/2011	BROK0500120			ACTIVITY BASED DEPR	BROOKS MA	5-Routine-1-5 days	1431164		83975789002	O-Open		Yes
20111100003	11/10/2011	JDA12345012			2D SOFTWARE MAINTENANCE GROUP	JOS	2-Urgent-2 days	JOS12345012	JOS12345		O-Open		Yes
20111100004	11/10/2011	JDA12345013			2D SOFTWARE MAINTENANCE GROUP	JOS	2-Urgent-2 days	JOS12345013	JOS12345		O-Open		Yes

04/07/2023 17:23 For Official use only 1 of 1

**Note**  
 To reach the optional fields, refer to the Work Order Inquiry — Field Selection page.

2. Select **Cancel**. The **Work Order 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.



## Help Reference Guide

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 Work Order Detail

Select the desired Work Order row. *The **Work Order Inquiry Detail – Sub Work Order** page appears.*





## Select Fields for the Work Order Inquiry

### Navigation

Inquiries > Maintenance > Work Order > Search Criteria >  > Work Order 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, whereas selecting  returns all fields to the default "All" setting.





1. Select [Fields](#). The **Work Order Inquiry** page appears.

Extract Excel File

Extract Id

Extract Text, Comma Separated File

Privacy Type Private ▼

Selections ▼ [New Selection List](#)

<input type="checkbox"/> Field	Field Description
<input checked="" type="checkbox"/> Work Order Id	The unique identifier of the work order within its maintenance activity.
<input checked="" type="checkbox"/> Approval Dt	The date the work order was approved.
<input checked="" type="checkbox"/> Asset Id	The Asset Id on the Work Order.
<input checked="" type="checkbox"/> DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
<input checked="" type="checkbox"/> ECC	Equipment category of the asset.
<input checked="" type="checkbox"/> Item Desc	Item Description for the work order.
<input checked="" type="checkbox"/> Maint Activity	An organizational unit responsible for the maintenance and/or utilization management of assets.
<input checked="" type="checkbox"/> Priority Cd	The priority or importance of the work order.
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> Doc Nbr	Document Number
<input checked="" type="checkbox"/> Work Order Status Cd	The status of the work order, representing whether it is open, closed, voided, etc.
<input checked="" type="checkbox"/> Closed Dt	The date the work order was closed.
<input checked="" type="checkbox"/> Work Order Has Asset	Work Order Has Asset, Yes or No.
<input type="checkbox"/> ACC	Identifies the accounting class of assets.
<input type="checkbox"/> Actual Labor Hours	The actual hours of labor performed on the work order.
<input type="checkbox"/> Asset Certifications	Licenses and Certifications required for the asset.
<input type="checkbox"/> Asset 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.
<input type="checkbox"/> Asset Location	Location of the asset id associated with the work order
<input type="checkbox"/> Asset UIC	The UIC of the asset associated with the work order.
<input type="checkbox"/> Avail Dt	The date on which the asset of the work order is available for customer pickup.





## Help Reference Guide

<input type="checkbox"/>	CAGE Code	CAGE Code associated to the asset.
<input type="checkbox"/>	CIIC	A one position code that indicates the security classification.
<input type="checkbox"/>	Cond Cd	Condition Code
<input type="checkbox"/>	Custodian Id	ID of the custodian listed in Asset Details.
<input type="checkbox"/>	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
<input type="checkbox"/>	Dollar Amount	Dollar amount associated with the asset.
<input type="checkbox"/>	Equipment Pool	Equipment pool for asset on the work order.
<input type="checkbox"/>	Est Labor Cost	The estimated number of labor-specific dollars needed to perform the work order.
<input type="checkbox"/>	Est Labor Hours	The estimated number of hours needed to perform the work order.
<input type="checkbox"/>	Est Non-Labor Cost	The estimated number of non-labor (e.g. parts) dollars needed to perform the work order.
<input type="checkbox"/>	Est Service End Dt	Estimated Service End Date
<input type="checkbox"/>	Estbd By	The name of the entity inserting this row.
<input type="checkbox"/>	Estbd Dt/Time	The date of this row's insertion into the database.
<input type="checkbox"/>	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
<input type="checkbox"/>	Incoming Meter Reading	The begining meter reading of the asset on the work order at the time of the work order's opening
<input type="checkbox"/>	Incoming Util Report Date	The date of the incoming meter reading was recorded
<input type="checkbox"/>	Job Order Nbr	A reference number used to identify the customer or project that the activity is associated.
<input type="checkbox"/>	Labor Cost	Actual Labor Cost
<input type="checkbox"/>	Last Updt'd By	The id of the user that last modified this row.
<input type="checkbox"/>	Maint Loc	The maintenance location assigned to the asset.
<input type="checkbox"/>	Manufactured Year	Manufactured Year
<input type="checkbox"/>	Meter	Code for the Unit of Measure used to track the Assets utilization
<input type="checkbox"/>	Mfr Model Nbr	Manufacturer Model Number
<input type="checkbox"/>	Mfr Name	The full name of a specific manufacturer.
<input type="checkbox"/>	Mfr Part Nbr	Manufacturer Part Number
<input type="checkbox"/>	NMC End Date	The date the Work Order ended NMC
<input type="checkbox"/>	NMC Start Date	The date the Work Order started NMC
<input type="checkbox"/>	NMC Status	The current NMC status of the Work Order.
<input type="checkbox"/>	NMC Status Start Date/Time	The nmc start dt tm for the work order header nmc record.
<input type="checkbox"/>	NMC Total Time in Days	The total NMC time in days.
<input type="checkbox"/>	NMC Total Time in Hours	The total NMC time in hours.
<input type="checkbox"/>	NMCM Days	The number of days in NMC Maintenance.





## Help Reference Guide


<input type="checkbox"/>	NMCM Hours	The number of hours in NMC Maintenance.
<input type="checkbox"/>	NMCS Days	The number of days in NMC Supply.
<input type="checkbox"/>	NMCS Hours	The number of hours in NMC Supply.
<input type="checkbox"/>	Non Accountable	Designates property that is being tracked via DPAS , but does not meet the definition of accountable property.
<input type="checkbox"/>	Non-Labor Cost	Actual Non-Labor Cost
<input type="checkbox"/>	Nuclear	Used in inquiry to determine if record exists
<input type="checkbox"/>	Nuclear Restricted	If the asset is considered nuclear restricted
<input type="checkbox"/>	Nuclear Restricted Reason	Reason why nuclear flag was last changed to restricted
<input type="checkbox"/>	Outgoing Meter Reading	The end meter reading of the asset on the work order at the time of the work order's closing.
<input type="checkbox"/>	Outgoing Util Report Date	The date of the outgoing meter reading was recorded
<input type="checkbox"/>	Owning UIC	The active UIC the user has access to
<input type="checkbox"/>	Precious Metal Code	Code designating the use of precious metal in the asset.
<input type="checkbox"/>	Prep for Shipment Code	Code designating how the asset should be prepared for shipment.
<input type="checkbox"/>	Preservation Level Cd	The preservation level required by the work order.
<input type="checkbox"/>	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance.
<input type="checkbox"/>	Reimbursable	If asset is considered reimbursable
<input type="checkbox"/>	Refundable	If asset is considered refundable
<input type="checkbox"/>	Remarks	Remarks from the work order.
<input type="checkbox"/>	Requested Dt	The date on which the work order was requested.
<input type="checkbox"/>	Required Delivery Dt	The date by which the work order must be completed.
<input type="checkbox"/>	Return Date	Date the Asset was returned to the custodian.
<input type="checkbox"/>	RIC	Identifies the Routing Identification Code for the warehouse the item is coming from.
<input type="checkbox"/>	Sched Exists	Preventative schedule exists, Yes or No.
<input type="checkbox"/>	Site Id	The active Site Id the user has access to.



<input type="checkbox"/>	Special Instructions	Special Instructions
<input type="checkbox"/>	Storage Type Cd	Storage Type Code
<input type="checkbox"/>	Total Actual Cost	Total actual cost of work order.
<input type="checkbox"/>	Total Est Cost	Total estimated cost of work order.
<input type="checkbox"/>	Total Util Qty	The total utilization of the asset serviced by the work order at the time of the work order's closing.
<input type="checkbox"/>	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
<input type="checkbox"/>	Work Order Reason	Work Order Reason Code

- 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.*

Selections


<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Work Order Id	The unique identifier of the work order within its maintenance activity.
<input checked="" type="checkbox"/>	Approval Dt	The date the work order was approved.

**Note**



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

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

Select  for small volumes of data. *The **Work Order Inquiry – Results** page appears.*

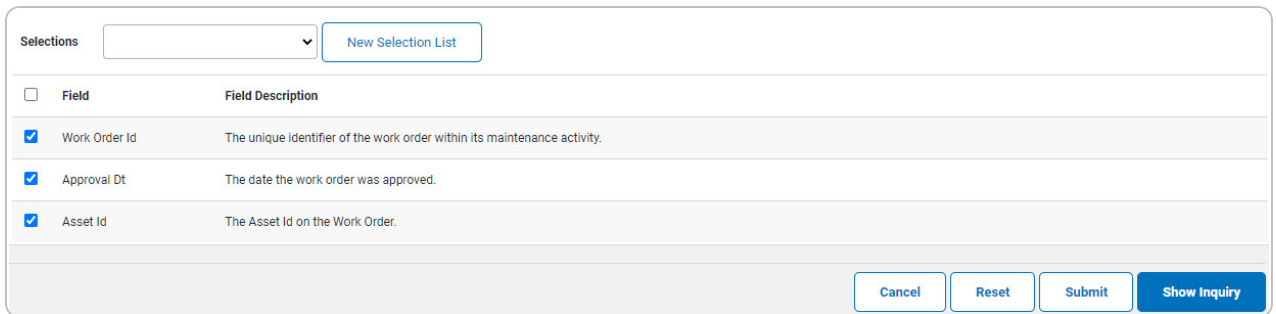
3.

**OR**


Select  for large volumes of data. *The **Work Order 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"/> Work Order Id	The unique identifier of the work order within its maintenance activity.
<input checked="" type="checkbox"/> Approval Dt	The date the work order was approved.
<input checked="" type="checkbox"/> Asset Id	The Asset Id on the Work Order.



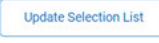

Select  for small volumes of data. *The **Work Order Inquiry – Results** page appears.*

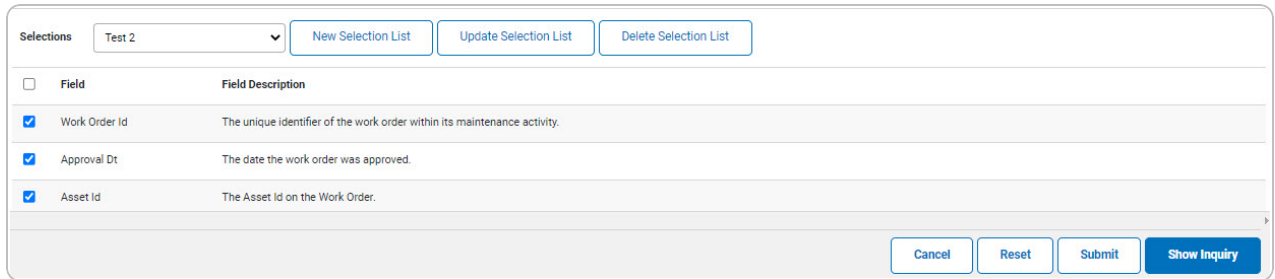
2.

**OR**


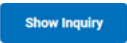
Select  for large volumes of data. *The **Work Order Inquiry Transaction Status** page appears.*

## Update a Selection List

- Use  to select the desired Selection List. *The page refreshes, the search criteria fields change, and  is joined by  and .*





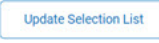
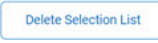
Field	Field Description
<input checked="" type="checkbox"/> Work Order Id	The unique identifier of the work order within its maintenance activity.
<input checked="" type="checkbox"/> Approval Dt	The date the work order was approved.
<input checked="" type="checkbox"/> Asset Id	The Asset Id on the Work Order.

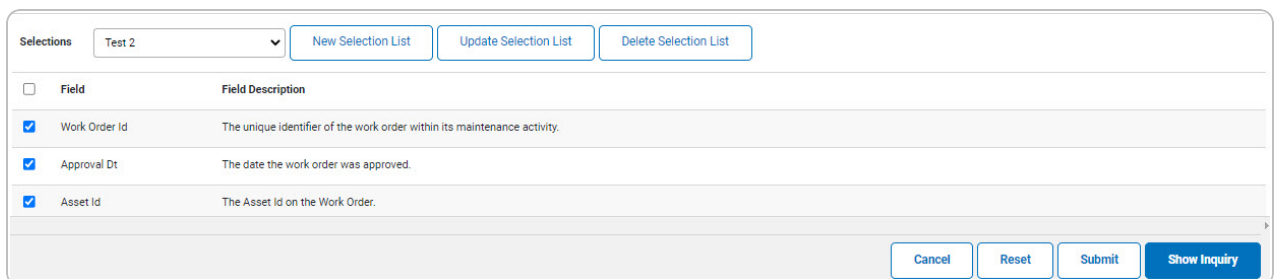
- Select . *The page refreshes.*  
 Select  for small volumes of data. *The **Work Order Inquiry – Results** page appears.*

**OR**

- Select  for large volumes of data. *The **Work Order Inquiry Transaction Status** page appears.*

## Delete a Selection List

- 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"/> Work Order Id	The unique identifier of the work order within its maintenance activity.
<input checked="" type="checkbox"/> Approval Dt	The date the work order was approved.
<input checked="" type="checkbox"/> Asset Id	The Asset Id on the Work Order.



## Help Reference Guide

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 **Work Order Inquiry** page appears.

Extract Excel File

Extract Id

Extract Text, Comma Separated File

Privacy Type Private ▼

Selections ▼ [New Selection List](#)

<input type="checkbox"/>	Field	Field Description
<input checked="" type="checkbox"/>	Work Order Id	The unique identifier of the work order within its maintenance activity.
<input checked="" type="checkbox"/>	Approval Dt	The date the work order was approved.
<input checked="" type="checkbox"/>	Asset Id	The Asset Id on the Work Order.
<input checked="" type="checkbox"/>	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
<input checked="" type="checkbox"/>	ECC	Equipment category of the asset.
<input checked="" type="checkbox"/>	Item Desc	Item Description for the work order.
<input checked="" type="checkbox"/>	Maint Activity	An organizational unit responsible for the maintenance and/or utilization management of assets.
<input checked="" type="checkbox"/>	Priority Cd	The priority or importance of the work order.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Doc Nbr	Document Number
<input checked="" type="checkbox"/>	Work Order Status Cd	The status of the work order, representing whether it is open, closed, voided, etc.
<input checked="" type="checkbox"/>	Closed Dt	The date the work order was closed.
<input checked="" type="checkbox"/>	Work Order Has Asset	Work Order Has Asset, Yes or No.
<input type="checkbox"/>	ACC	Identifies the accounting class of assets.
<input type="checkbox"/>	Actual Labor Hours	The actual hours of labor performed on the work order.
<input type="checkbox"/>	Asset Certifications	Licenses and Certifications required for the asset.
<input type="checkbox"/>	Asset 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.
<input type="checkbox"/>	Asset Location	Location of the asset id associated with the work order
<input type="checkbox"/>	Asset UIC	The UIC of the asset associated with the work order.
<input type="checkbox"/>	Avail Dt	The date on which the asset of the work order is available for customer pickup.







## Help Reference Guide

<input type="checkbox"/>	CAGE Code	CAGE Code associated to the asset.
<input type="checkbox"/>	CIIC	A one position code that indicates the security classification.
<input type="checkbox"/>	Cond Cd	Condition Code
<input type="checkbox"/>	Custodian Id	ID of the custodian listed in Asset Details.
<input type="checkbox"/>	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
<input type="checkbox"/>	Dollar Amount	Dollar amount associated with the asset.
<input type="checkbox"/>	Equipment Pool	Equipment pool for asset on the work order.
<input type="checkbox"/>	Est Labor Cost	The estimated number of labor-specific dollars needed to perform the work order.
<input type="checkbox"/>	Est Labor Hours	The estimated number of hours needed to perform the work order.
<input type="checkbox"/>	Est Non-Labor Cost	The estimated number of non-labor (e.g. parts) dollars needed to perform the work order.
<input type="checkbox"/>	Est Service End Dt	Estimated Service End Date
<input type="checkbox"/>	Estbd By	The name of the entity inserting this row.
<input type="checkbox"/>	Estbd Dt/Time	The date of this row's insertion into the database.
<input type="checkbox"/>	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
<input type="checkbox"/>	Incoming Meter Reading	The beginning meter reading of the asset on the work order at the time of the work order's opening
<input type="checkbox"/>	Incoming Util Report Date	The date of the incoming meter reading was recorded
<input type="checkbox"/>	Job Order Nbr	A reference number used to identify the customer or project that the activity is associated.
<input type="checkbox"/>	Labor Cost	Actual Labor Cost
<input type="checkbox"/>	Last Updtd By	The id of the user that last modified this row.
<input type="checkbox"/>	Maint Loc	The maintenance location assigned to the asset.
<input type="checkbox"/>	Manufactured Year	Manufactured Year
<input type="checkbox"/>	Meter	Code for the Unit of Measure used to track the Assets utilization
<input type="checkbox"/>	Mfr Model Nbr	Manufacturer Model Number
<input type="checkbox"/>	Mfr Name	The full name of a specific manufacturer.
<input type="checkbox"/>	Mfr Part Nbr	Manufacturer Part Number
<input type="checkbox"/>	NMC End Date	The date the Work Order ended NMC
<input type="checkbox"/>	NMC Start Date	The date the Work Order started NMC
<input type="checkbox"/>	NMC Status	The current NMC status of the Work Order.
<input type="checkbox"/>	NMC Status Start Date/Time	The nmc start dt tm for the work order header nmc record.
<input type="checkbox"/>	NMC Total Time in Days	The total NMC time in days.
<input type="checkbox"/>	NMC Total Time in Hours	The total NMC time in hours.
<input type="checkbox"/>	NMCM Days	The number of days in NMC Maintenance.





## Help Reference Guide


<input type="checkbox"/>	NMCM Hours	The number of hours in NMC Maintenance.
<input type="checkbox"/>	NMCS Days	The number of days in NMC Supply.
<input type="checkbox"/>	NMCS Hours	The number of hours in NMC Supply.
<input type="checkbox"/>	Non Accountable	Designates property that is being tracked via DPAS , but does not meet the definition of accountable property.
<input type="checkbox"/>	Non-Labor Cost	Actual Non-Labor Cost
<input type="checkbox"/>	Nuclear	Used in inquiry to determine if record exists
<input type="checkbox"/>	Nuclear Restricted	If the asset is considered nuclear restricted
<input type="checkbox"/>	Nuclear Restricted Reason	Reason why nuclear flag was last changed to restricted
<input type="checkbox"/>	Outgoing Meter Reading	The end meter reading of the asset on the work order at the time of the work order's closing.
<input type="checkbox"/>	Outgoing Util Report Date	The date of the outgoing meter reading was recorded
<input type="checkbox"/>	Owning UIC	The active UIC the user has access to
<input type="checkbox"/>	Precious Metal Code	Code designating the use of precious metal in the asset.
<input type="checkbox"/>	Prep for Shipment Code	Code designating how the asset should be prepared for shipment.
<input type="checkbox"/>	Preservation Level Cd	The preservation level required by the work order.
<input type="checkbox"/>	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance.
<input type="checkbox"/>	Reimbursable	If asset is considered reimbursable
<input type="checkbox"/>	Refundable	If asset is considered refundable
<input type="checkbox"/>	Remarks	Remarks from the work order.
<input type="checkbox"/>	Requested Dt	The date on which the work order was requested.
<input type="checkbox"/>	Required Delivery Dt	The date by which the work order must be completed.
<input type="checkbox"/>	Return Date	Date the Asset was returned to the custodian.
<input type="checkbox"/>	RIC	Identifies the Routing Identification Code for the warehouse the item is coming from.
<input type="checkbox"/>	Sched Exists	Preventative schedule exists, Yes or No.
<input type="checkbox"/>	Site Id	The active Site Id the user has access to.



<input type="checkbox"/>	Special Instructions	Special Instructions
<input type="checkbox"/>	Storage Type Cd	Storage Type Code
<input type="checkbox"/>	Total Actual Cost	Total actual cost of work order.
<input type="checkbox"/>	Total Est Cost	Total estimated cost of work order.
<input type="checkbox"/>	Total Util Qty	The total utilization of the asset serviced by the work order at the time of the work order's closing.
<input type="checkbox"/>	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
<input type="checkbox"/>	Work Order Reason	Work Order Reason Code

- Select the fields required for the inquiry. *The first 14 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  for small volumes of data. *The **Work Order Inquiry – Results** page appears.*

- 

**OR**


Select  for large volumes of data. *The **Work Order Inquiry Transaction Status** page appears.*





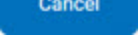
## View the Work Order Inquiry Details — SUB WORK ORDER Selection

### Navigation

Inquiries > Maintenance > Work Order > Search Criteria >  > Search Results > Inquiry Row hyperlink > Work Order Inquiry Detail — SUB WORK ORDER Selection page



### Procedures

#### Export the Work Order Inquiry Details — SUB WORK ORDER Selection




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

1. Verify the **SUB WORK ORDER Selection Detail** tab.



2. Verify the **SUB WORK ORDER ID** grid.
3. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
4. Follow the prompts provided by the computer.
5. Select . The **Work Order 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.*

