



## Search for a Paragraph Number — Criteria

### Overview

The Property Accountability module Paragraph Number process provides the ability to add, update, and delete Paragraph Number(s). A Paragraph Number is a three digit value or a three digit plus one alpha value. When the fourth character is present, it represents a sub paragraph to the three digit Paragraph Number. A Paragraph Number is associated to a Property Custodian.

### Navigation

Authorizations > PARAGRAPH NBR > Paragraph Number Search Criteria page

### Procedures

#### Search for a Paragraph Number

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 panel, narrow the results by entering one or more of the following fields.

Search Criteria

Para Nbr <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text" value="Select an Item"/>
<input type="button" value="Reset"/> <input type="button" value="Search"/> <input type="button" value="Add"/>	

2. Enter the PARA DESC in the field provided. *This is a 4 alphanumeric character field.*
3. Use to select the Status.



4. Select . The **Search for a Paragraph Number – Results** page appears.

**Search Criteria**

<b>Para Nbr</b>	<b>Status</b>
%	--

---

**Search Results**

Update	Delete	Para Nbr	Para Desc	Status
<a href="#">Update</a>	<a href="#">Delete</a>	225	HELP DESK	ACTIVE
<a href="#">Update</a>	<a href="#">Delete</a>	404	TGROCE TEST PARA NBR	ACTIVE
<a href="#">Update</a>	<a href="#">Delete</a>	603J	LEARNING PARAS	ACTIVE
<a href="#">Update</a>	<a href="#">Delete</a>	990	990	ACTIVE



## Add a Paragraph Number

### Navigation

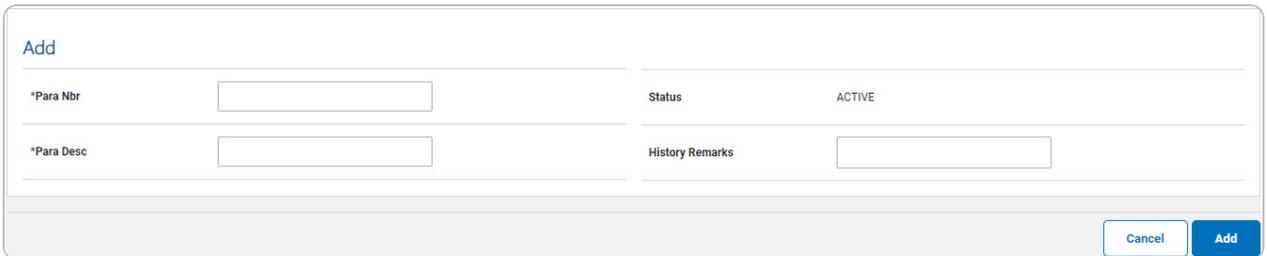
Authorizations > PARAGRAPH NBR > Search Criteria >  > Add a Paragraph Number page

### Procedures

#### Add a Paragraph Number

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

1. Select . The **Add a Paragraph Number** page appears.



Add			
*Para Nbr	<input type="text"/>	Status	ACTIVE
*Para Desc	<input type="text"/>	History Remarks	<input type="text"/>

2. Enter the PARA NBR in the field provided. *This is a 4 alphanumeric character field.*
3. Enter the PARA DESC in the field provided. *This is a 20 alphanumeric character field.*
4. Select . The **Paragraph Number Transaction Status** page appears.





## Update a Paragraph Number

### Navigation

Authorizations > PARAGRAPH NBR > Search Criteria >  > Search Results > Update hyperlink > Paragraph Number Update page

### Procedures

#### Update a Paragraph Number

Selecting  at any point of this procedure removes all revisions and closes the page.

**Bold** numbered steps are required.

1. Select the Update hyperlink. The **Paragraph Number Update** page appears.

Update

*Para Nbr <input type="text" value="123A"/>	Status <input type="text" value="ACTIVE"/>
*Para Desc <input type="text" value="BPG TEST"/>	History Remarks <input type="text"/>

2. Update the PARA NBR, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*
3. Update the PARA DESC, entering the revised description in the field provided. *This is a 20 alphanumeric character field.*
4. Select . The **Paragraph Number Transaction Status** page appears.





## Delete a Paragraph Number

### Navigation

Authorizations > PARAGRAPH NBR > Search Criteria >  > Search Results > Delete hyperlink > Paragraph Number Delete page

### Procedures

#### Delete a Paragraph Number

Selecting  at any point of this procedure removes all revisions and closes the page.

**Bold** numbered steps are required.

1. Select the Delete hyperlink. The **Paragraph Number Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete			
*Para Nbr	123A	Status	INACTIVE
*Para Desc	BPG TEST	History Remarks	<input type="text"/>

2. Verify the **PARA NBR**.
3. Verify the **PARA DESC**.
4. Select . The **Paragraph Number Transaction Status** page appears.

