



Search for a Reference Publication – Criteria

Overview

The Property Accountability module Reference Publication process provides the ability to add, update or delete any technical manuals, user's guides, etc., for any stock number.

Navigation

Catalog > REF Publication > Reference Publication Search Criteria page

Procedures

Search for a Reference Publication

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, narrow the results by entering the following optional field:

Search Criteria

Stock Nbr





Help Reference Guide

2. Select . The **Reference Publication Search Results** appears.

Search Criteria

Stock Nbr
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Search Results

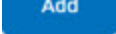
Update	Delete	Stock Nbr	Item Desc	Publication Nbr	Publication Title	Publication Dt
Update	Delete	7025706911000	PRINTER/PORTABLE	100F	OPERATORS MANUAL	05/14/2008






Add a Reference Publication

Navigation

Catalog > REF Publication > Search Criteria >  > Reference Publication Add page


Procedures

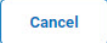

Add a Reference Publication



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

1. Select . The **Add a Reference Publication** page appears.

Add

Stock Nbr	OFOH5PENTIUM
Item Desc	COMPUTER PENTIUM
Publication Nbr	<input type="text"/>
*Publication Title	<input type="text"/>
*Publication Dt	<input type="text"/> 

- A. Enter the Publication Title in the field provided. *This is a 24 alphanumeric character field.*
 - B. Use  to select the Publication DT, or enter the date (MM/DD/YYYY) in the field provided.
2. Select . The new publication is saved, and the **Reference Publication Transaction Status** page appears.





Update a Reference Publication

Navigation

Catalog > REF Publication > Search Criteria > > Search Results > Update hyperlink
> Reference Publication Update page

Procedures

Update a Reference Publication

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 **Update a Reference Publication** page appears.

Update

Stock Nbr	0000000TRISH
Item Desc	ANOTHER BIG LOCKER TRISH
Publication Nbr	<input type="text" value="BPG123"/>
*Publication Title	<input type="text" value="BIG LOCKER INSTR"/>
*Publication Dt	<input type="text" value="4/29/2008"/>

- A. Update the Publication Title, entering the revised title in the field provided. *This is a 24 alphanumeric character field.*
 - B. Update the Publication DT, using or entering the date (MM/DD/YYYY) in the field provided.
2. Select . The revised publication is saved, and the **Reference Publication Transaction Status** page appears.



Delete a Reference Publication

Navigation

Catalog > REF Publication > Search Criteria > > Search Results > Delete hyperlink > Reference Publication Delete page

Procedures

Delete a Reference Publication

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 **Delete a Reference Publication** page appears.

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

Delete	
Stock Nbr	0FOH5PENTIUM
Item Desc	COMPUTER PENTIUM
Publication Nbr	TESTNML
*Publication Title	NMLTEST
*Publication Dt	<input type="text" value="9/6/2023"/>

A. Verify the Publication Title.

B. Verify the Publication DT.

2. Select . The publication is removed, and the **Reference Publication Transaction Status** page appears.



View the Reference Publication Details

Navigation

Catalog > REF Publication > Search Criteria > > Search Results > STOCK NBR hyperlink > Reference Publication Details page

Procedures

View the Reference Publication Details

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

1. Select the STOCK NBR hyperlink. The **Reference Publication Details** page appears.

Details

Stock Nbr 0000000TRISH

Item Desc ANOTHER BIG LOCKER TRISH

Publication Nbr BPG123

*Publication Title BIG LOCKER INSTR

*Publication Dt

- A. Verify the Publication Title.
 - B. Verify the Publication DT.
2. Select . The Details page closes, and the **Reference Publication Search Results** page appears.

