

## Search for a Custom Inventory Request – Criteria

### Overview

The Property Accountability module Request Custom Inventory process provides the ability to create an inventory or inquiry based on specified Search Criteria requirements. As the Custom inventory is created, a real-time record count displays at the top of the page.

### Navigation

Inventory > Generate Inventory > Custom > Request Custom Inventory Search Criteria page

### Procedures

#### Search for a Custom Inventory Request – Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset at any point of this procedure returns all fields to the default "All" setting.

- In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

**Search Criteria**

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 462
Asset Id <span style="float: right;">▼</span>	Select an Item <span style="float: right;">▼</span>	ABC123;6144903122	2
Select an Item <span style="float: right;">▼</span>			

Alternate Search Criteria

Reset
Search



### Helpful Tip



Use "wildcard characters" (percent sign [%], greater than [>] or less than [<] symbols) to refine the search. For example, if *Item Description* is selected in the Available Field(s) and %LAPTOP% is entered in the Selected Value(s) field, the process retrieves all records with the word *LAPTOP* in any part of the Item Description.

### Attention



As selections are made, a running count of Search Results display in the Record Count. This represents the total number of assets that are accessible for inventory or inquiry. As specific values are selected, the Record Count shows how many assets meet the criteria.

2. Select [Alternate Search Criteria](#) . An Alternate Search Criteria grid appears.

**Search Criteria**

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 462
<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>	

[Remove Above Criteria](#)

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**Search Criteria**

Available Field(s)	Available Value(s)	Selected Value(s)	Record Cnt: 462
<input type="text" value="Select an Item"/>	<input type="text"/>	<input type="text"/>	

[Alternate Search Criteria](#)

3. Select [Remove Above Criteria](#) . The Above Search Criteria grid is removed and not included in the Search Criteria.
4. Select [Search](#) . The **Request Custom Inventory Search Results** page appears.



# Search for a Custom Inventory Request — Results

## Navigation

Inventory > Generate Inventory > Custom > Search Criteria >  > Request Custom Inventory Search Results page

## Procedures

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

Selecting  deselects the checked entries. Selecting  selects all present entries.

## Search for a Custom Inventory Request — Results

1. Select . The **Request Custom Inventory Search Results** page appears.

**Search Criteria**

▼ Criteria

Available selections are: Stock Nbr is equal to 231000000789

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**Search Results** Number to Display

Select	Asset Id	Stock Nbr	Serial Nbr	Custodian Nbr	Asset Level Cd	Loc	Item Desc	Pilferable	Deprn Cd	Lot Nbr	Last Inv Dt	Rcl Lst Inv Dt	Loan Cd	Lease Cd	Mfr Name
<input type="checkbox"/>	111111100009	2310000000789	564684666	123456 654321	EI	15 S 30TH ST REAR U	FAST CAR	No	T		07/12/2023	07/12/2023	G	G	BLUE DIAMOND

2. Select  on the desired row(s).  appears, indicating the row(s) is selected.



## Help Reference Guide

### Note



Use the *Number to Display* drop-down list to display more or less rows per page. The options are from as little as 5 rows to *All* rows.

3. Select . The **Request Custom Inventory Request Update** page appears.





## Update a Custom Inventory Request

### Navigation

Inventory > Generate Inventory > Custom > Search Criteria >  > Search Results >  (desired record) >  > Request Custom Inventory Update page

### Procedures

#### Update a Custom Inventory Request

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

1. Select . The **Request Custom Inventory Update** page appears.

Search Criteria

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▼ Criteria

All

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Update

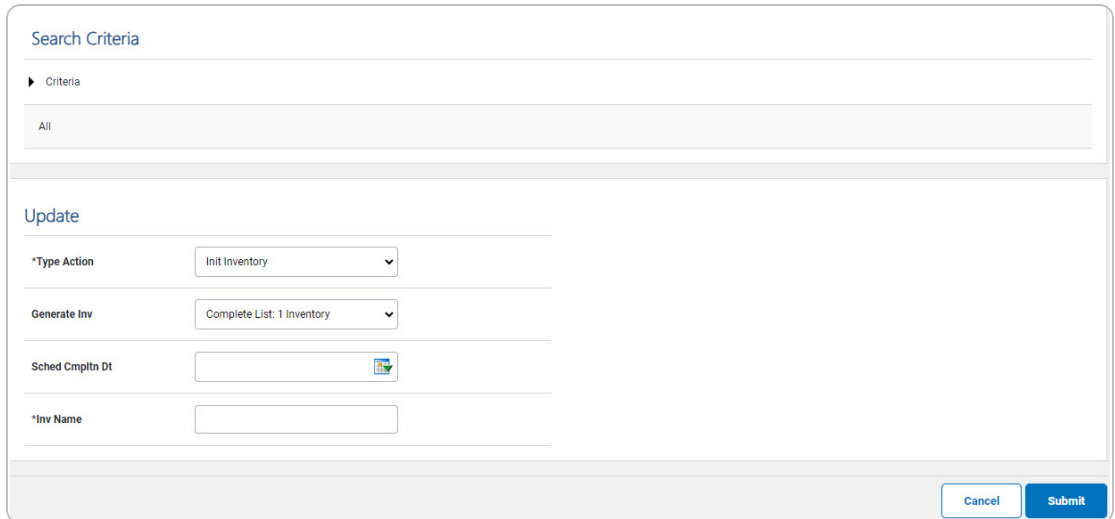
\*Type Action

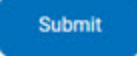
2. Verify the Search Criteria grid.
3. Complete the Update grid.



A. Use  to select the Type Action.

- Init Inventory



- a. Update the INV NAME, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
  - b. Select . The **Request Custom Inventory Transaction Status** page appears.
- Init Inventory and Gen Report





## Help Reference Guide

**Search Criteria**

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▶ Criteria

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All

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**Update**

\*Type Action  ▼

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\*Report Sort Seq  ▼

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Signature Block  🔍

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Generate Inv  ▼

---

Sched Cmpltn Dt  📅

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\*Inv Name

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- a. Update the Report Sort Seq, using ▼ to select the desired sort sequence.
  - b. Update the INV NAME, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
  - c. Select . The **Request Custom Inventory Transaction Status** page appears.
- Inquiry Process





## Help Reference Guide

Search Criteria

▼ Criteria

All

Update

\*Type Action

- a. Select . The **Asset Inventory Inquiry Field Selection** page appears.

