



Search for an Agency Setting Update — Criteria

Overview

The Property Accountability module Agency Setting Update process provides the ability to manage various system settings and data fields that will apply to users throughout an organization. This functionality is only available for the Agency Coordinator role.

Navigation

Master Data > Agency Settings > Agency Setting Update Search Criteria page

Procedures

Search for an Agency Setting Update — 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 panel, narrow the results by entering the following optional fields.

Search Criteria

Agency Name	DN	Type Action	Agency Setting ▼
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- The Agency Name automatically populates and is not editable.
- Use ▼ to select the Type Action.

2. Select . The **Agency Setting Update** page appears.
- OR

The **Agency Setting Update Search Results** page appears.



Note



If there is more than one Signature Block entry, the **Agency Setting Update Search Results** page appears. If there is one Signature Block entry, the **Agency Setting Update** page appears.


Update	Delete	Signature Block Name	Default
Update		Another Test	This is the default signature
Update	Delete		Set this as the default signature
Update	Delete	AP-AVNFV	Set this as the default signature
Update	Delete	AP-AVNFVV	Set this as the default signature
Update	Delete	Test	Set this as the default signature
Update	Delete	Test Signature Block	Set this as the default signature
Update	Delete	TestGeneral	Set this as the default signature
Update	Delete	Testing Signature Block 2	Set this as the default signature
Update	Delete	This is a test	Set this as the default signature

[Cancel](#)

OR

The **Agency Setting Update Signature Blocks** page appears.

Note



The Agency Setting Update Signature Block process is the same for General, Sensitive, and Non-Planned Signature Blocks.

OR

The **Agency Setting Update Add** page appears.

OR

The **MNU: Agency Settings Update** page appears.



Search for an Agency Setting Update — Results

Navigation

Master Data > Agency Settings > Search Criteria > [Update](#) > Agency Setting Search Results page

Procedures

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.

View a Signature Block Name

Select the Signature Block Name hyperlink. The **Agency Setting Update** page appears.

Set an Agency Setting Update Default

Select the Default hyperlink of the desired Signature Block. The **Agency Setting Update** page refreshes and the selected Default appears at the top of the Search Results grid.

Note




One Defaulted Signature Block is mandatory for each Inventory.





Add an Agency Setting Update

Navigation

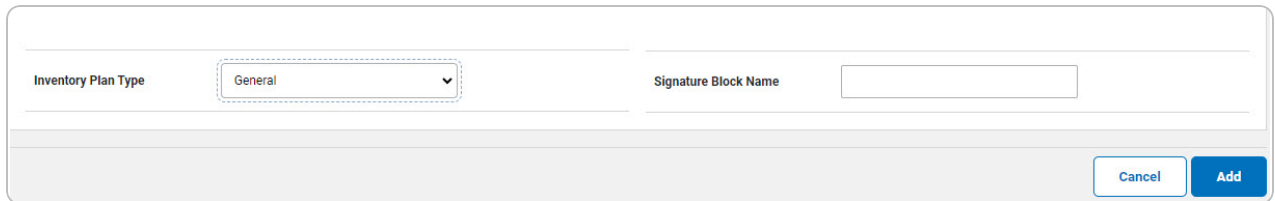
Master Data > Agency Settings > Search Criteria > Type Action — Add - Signature Block option >  > Agency Setting Update Add


Procedures

Add an Agency Setting — Signature Block

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

1. Select . The **Agency Setting Update Add** page appears.




- A. Use  to select the Inventory Plan Type.

Note



The Agency Setting Update Add process is the same for General, Sensitive, and Non-Planned Signature Blocks.

- B. Enter the Signature Block Name. *This is a 64 alphanumeric character field.*
2. Select . The **Agency Setting Update Search Criteria** page appears.





Update an Agency Setting

Navigation

Master Data > Agency Settings > Search Criteria > Type Action — Agency Setting option >

Update

> Agency Setting Update page

Procedures

Update an Agency Setting

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

1. Select **Update**. The **Agency Setting Update** page appears.

Update

*Doc Nbr Reqd <input type="text" value="Yes"/>	*Cost Variance Min % <input type="text" value="5"/>
*Validation Type <input type="text" value="Standard"/>	*Cost Variance Max % <input type="text" value="10"/>

- A. Use to select the Doc Nbr Reqd.
 - B. Use to select the Validation Type.
 - C. Enter the Cost Validation Min %. *This is a 4 numeric character field.*
 - D. Enter the Cost Validation Max %. *This is a 4 numeric character field.*
2. Select **Update**. The **Agency Setting Update Transaction Status** page appears.





Update an Agency Setting Signature Block

Navigation

Master Data > Agency Settings > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Agency Setting Update Signature Block page

Procedures

Update an Agency Setting Signature Block

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

1. Select the Update hyperlink. The **Agency Setting Update Signature Blocks** page appears.





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Signature Block Name	<input type="text" value="Another Test Add"/>	Text	<input type="text"/>
Order	<input type="text" value="1"/>		
<input type="button" value="Preview"/> <input type="button" value="Save"/>			
Edit	Order	Text	
Edit	1		
Edit	2		
Edit	3		
Edit	4		
Edit	5		
Edit	6		
Edit	7		
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- A. Update the Signature Block Name, entering the revised name in the field provided. *This is a 64 alphanumeric character field.*
- B. Select the Edit hyperlink on the desired line. *The page refreshes and the Order field changes to the selected number.*






Note



The Agency Setting Update process is the same for General, Sensitive, and Non-Planned Signature Blocks.

- C. Update the Order, using  to select the desired Order Number.

Note




To insert a the line of text between two existing lines, select the destination line Order number where the desired line is to be inserted. All lines below the insertion point will move down in sequence.

- D. Enter the Text in the field provided. *This is a 64 alphanumeric character field.*

Note



If the selected line already contains data, the edit mode appears to update the existing line of text.


To delete a line, select the Edit hyperlink of the desired line, remove the text in the Text field, and select . *The text is removed from the selected line.*

- E. Select . The **Agency Setting Update Signature Block Preview** page appears.

Helpful Tip



Save and Update the Signature Block Text before Previewing to ensure the text is not removed.

- F. Select . *The page refreshes and the Text appears next to the selected Order Number.*

- G. Repeat Steps B-F to add additional Text.

2. Select . The **Agency Setting Update Transaction Status** page appears.





View the Agency Setting Update Signature Block Preview

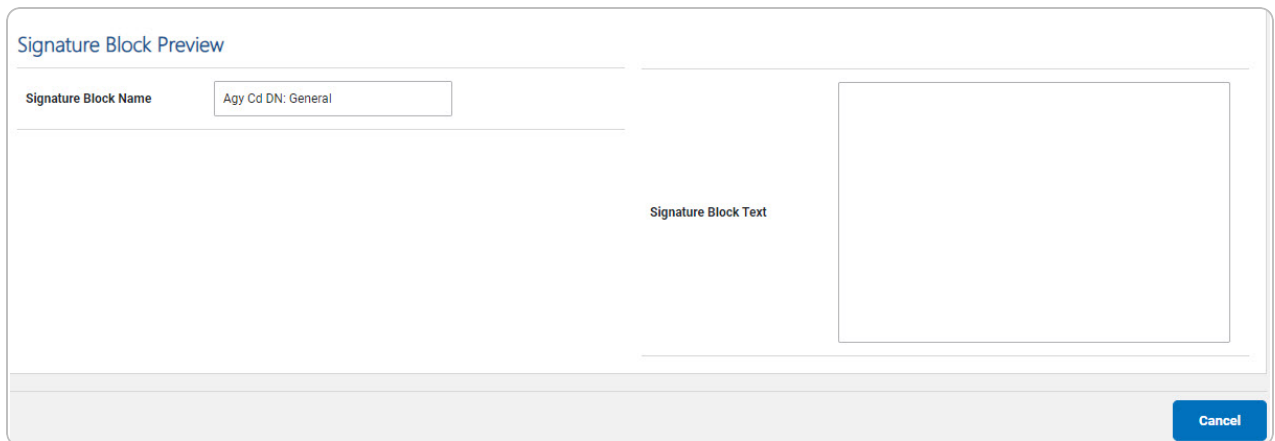
Navigation

Master Data > Agency Settings > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Signature Blocks > Agency Setting Update Signature Block Preview page

Procedures

View the Agency Setting Update Signature Block Preview

1. Select . The **Agency Setting Update Signature Block Preview** page appears.




2. Select . The **Agency Setting Update Search Results** page appears.




Update an Agency Setting – MNU

Navigation

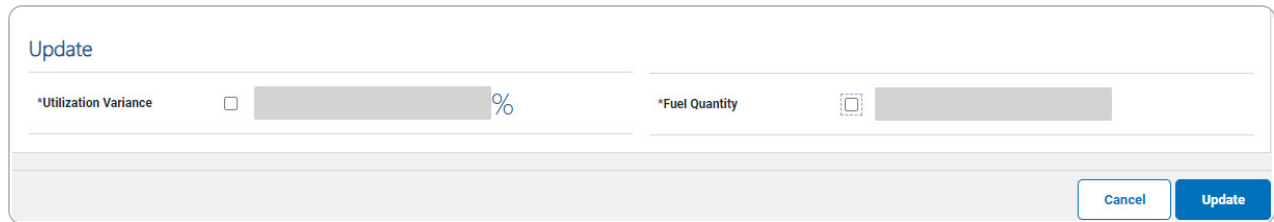
Master Data > Agency Settings > Search Criteria > Type Action — M&U Agency Setting option >  > MNU: Agency Settings Update page

Procedures

Update an Agency Setting – MNU

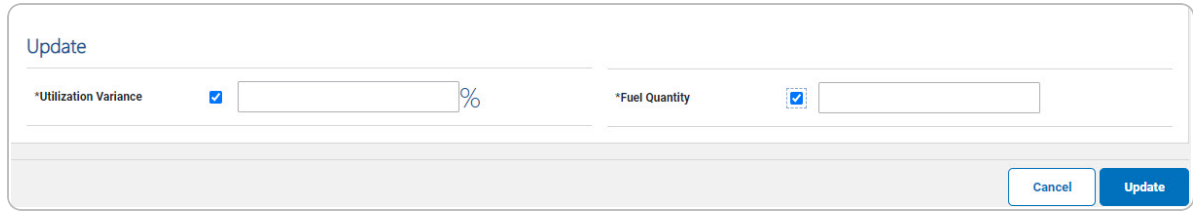
Selecting  at any point of this procedure removes all revisions and closes the page.

- Select . The **MNU: Agency Setting Update** page appears.



The screenshot shows a form titled "Update" with two input fields. The first field is labeled "*Utilization Variance" and has a checkbox to its left. The second field is labeled "*Fuel Quantity" and has a checkbox to its left. Both checkboxes are currently unselected. At the bottom right of the form are "Cancel" and "Update" buttons.

- Click to select the Utilization Variance. *When selected, the field becomes available for update.*
- Click to select the Fuel Quantity. *When selected, the field becomes available for update.*



The screenshot shows the same "Update" form as above, but now both checkboxes for "*Utilization Variance" and "*Fuel Quantity" are selected. The input fields are now active and ready for text entry. The "Cancel" and "Update" buttons remain at the bottom right.

- Enter the Utilization Variance. *This is a 3 numeric character field.*
- Enter the Fuel Quantity. *This is a 3 numeric character field.*

- Select . The **Agency Setting Update Transaction Status** page appears.



Help Reference Guide

Note



Updates may take up to 90 minutes to reflect.



Delete an Agency Setting Update Signature Block

Navigation

Master Data > Agency Settings > Search Criteria > > Search Results > Delete hyperlink > Agency Setting Update Signature Block Preview Delete page

Procedures

Delete the Agency Setting Update Signature Block


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

1. Select the Delete hyperlink. The **Agency Setting Update Signature Block Delete** page appears.

Signature Block Preview

Signature Block Name:

Signature Block Text:

Note
 The system requires at least one Signature Block. If there is only one Signature Block entry, the option to delete is not available.

2. Select . The Signature Block is removed and the **Agency Setting Update Search Results** page appears.