Search for a Management Message — Criteria

Overview

The Property Accountability module Management Message Viewer process provides the ability to search for all messages generated by DPAS relating to the UIC(s) indicated. The search can be further defined by the type of message to be displayed.

Navigation

My DPAS > Management Messages > Management Message Viewer Search Criteria page

Procedures

Search for a Management Message

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Search Criteria			
UIC		Date From	
Msg Type	ALL	Date To	
			Cancel Reset Search

- Use ⌄ to select the UIC.

- Use ⌄ to select the Msg Type.

- Use 🗓 to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

- Use 🗓 to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select **Search**. *The Search for a Management Message — Results page appears. Results display in the Search Results grid.*

Search Criteria

UIC	Msg Type	Date From	Date To
BROOKS	Update	1/1/2024 12:00:00 AM	2/23/2024 11:59:59 PM

Search Results

Select	Pgm Desc	Pgm Dt	Pgm Msg	User Id	UIC	Cust Nbr
☐	Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123C, but no active assets found	System	BROOKS	
☐	Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123B, but no active assets found	System	BROOKS	
☐	Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123A, but no active assets found	System	BROOKS	
☐	Update	2/1/2024 12:00:44 AM	Costs exist for project:JTEST2, but no active assets found	System	BROOKS	
☐	Update	2/1/2024 12:00:44 AM	Costs exist for project:NEW CHIPS, but no active assets found	System	BROOKS	
☐	Update	2/1/2024 12:00:40 AM	Costs exist for project:123456789, but no active assets found	System	BROOKS	

6 Row(s) Found

Cancel   Deselect All   Select All   Delete   Continue

Select the Management Message Viewer Rows

Navigation

My DPAS > Management Messages > Search Criteria > **Search** > Search Results >

(desired message) > **Continue** > Management Message Viewer Selected Rows

Procedures

Generate the Report of Selected Messages

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

1. Verify the messages listed to generate a report.

Selected Row(s)					
Pgm Desc	**Pgm Dt**	**Pgm Msg**	**User Id**	**UIC**	**Cust Nbr**
Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123C, but no active assets found	System	BROOKS	
Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123B, but no active assets found	System	BROOKS	
Update	2/1/2024 12:00:44 AM	Costs exist for project:BPG123A, but no active assets found	System	BROOKS	

Cancel   Generate Rpt

2. Select **Generate Rpt**. *The* ***Create a Management Message Viewer Report*** *page appears.*

Create a Management Message Viewer Report

Navigation

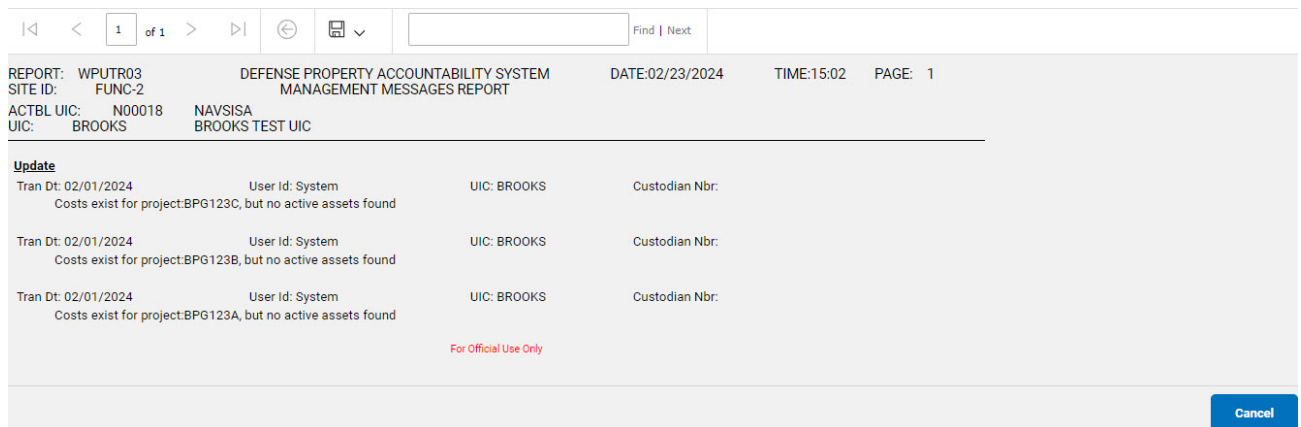My DPAS > Management Messages > Search Criteria > **Search** > Search Results >

(desired message) > **Continue** > Selected Rows > **Generate Rpt** > Management Message Viewer Report page

Procedures

Create a Management Messages Report

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

1. Select **Generate Rpt**. *The* **Management Messages Report** *page appears.*

2. Search the Results

1. Select the empty field [Find | Next].
2. Enter the characters or words to search. *Entries are not case sensitive.*

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3. Select Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*