

## Chapter Three Table of Contents

	<b>PAGE</b>
Inquiries Overview.....	363
The Tools On Your Query Screens .....	364
Displaying Query Results.....	365
Displaying Your Query In Report Format .....	368
Favorites.....	371
Creating A Query List.....	376
Printing An Inquiry Screen .....	378



## **Inquiries Overview**

Each inquiry screen displays a list box containing all the data elements that appear in the module. The selection of a single or multiple data elements (maximum of ten) can be used to narrow the selection of records for the inquiry.

## **Inquiry Objectives**

Upon completion of this DPAS module, you will be able to:

- Identify the tools buttons on your query screens
- Select fields for your query
- Display results of your query

## The Tools On Your Query Screens

Tools on the **End Item Serial** and **Component Serial/Bulk** query screens:

<b>Catalog/Mfr</b>	Displays Catalog/Manufacturer data for your record.
<b>IT/Excess</b>	Displays ARMS/Excess data for your record.
<b>Accounting</b>	Displays Accounting data for your record.
<b>Inventory</b>	Displays Inventory data for your record.
<b>Deprn</b>	Displays Depreciation data for your record.

Tools on the **End Item Bulk** query screen:

<b>Catalog/Mfr</b>	Displays Catalog/Manufacturer data for your record.
<b>Excess</b>	Displays Excess data for your record.
<b>Inventory</b>	Displays Inventory data for your record.

Tools on the **SKO/BII/AAI** query screen:

<b>SKO/BII/AAI</b>	Displays SKO/BII/AAI data for your record.
<b>Inv</b>	Displays SKO/BII/AAI inventory data for your record.
<b>Publ</b>	Displays Publication data for your record.

Tools on the **Catalog** query screen:

<b>IT</b>	Displays ARMS data for your record.
<b>Maint</b>	Displays Maintenance data for your record.

Tools on **All** query screens (these are found on the bottom of the query screens):

<b>Previous</b>	Displays the Previous record.
<b>Next</b>	Displays the Next record.
<b>New Inquiry</b>	Allows you process a new query.
<b>Exit</b>	Exits the query screen.

# Displaying Query Results

MODULE: Inquiries

## INTRODUCTION

The following process will show you how to use the inquiries in DPAS. Inquiries can be viewed in two formats:

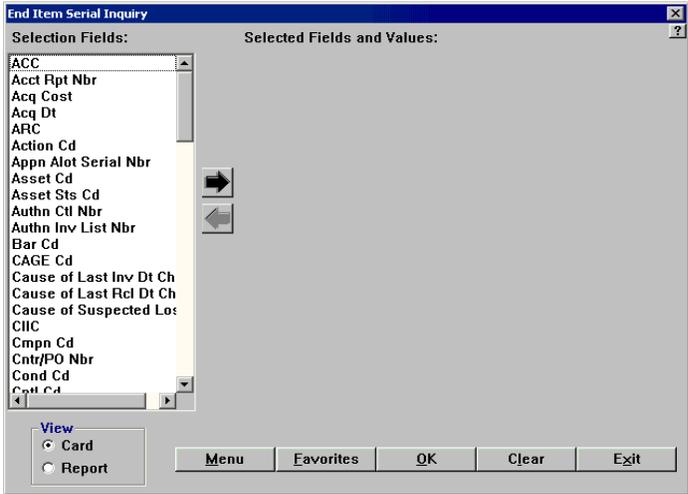
- **Card View:** A record by record query view (this is the default format).
- **Report View:** User-directed data elements displayed in a spreadsheet format which can be exported to a text or Microsoft Excel file.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION (for Card View)

1. Select the module for which you will be querying.
2. Select the **Inquiries** from the program group.
3. Select the inquiry topic you wish to generate from the program list.



### STEP 1:

You can query on any of the fields in the **Selection Fields** list box **OR** you can select **multiple** fields for your query.

- a. Scroll down the list box and select the field you want to query. You can select this field by highlighting it and click on the black arrow that points to the right **OR** you can simply double-click on the field.



### NOTE:

You can de-select a field simply by clicking .

If you want to select **everything** on a particular table, just click **OK** without selecting any fields.

- b. Once you have selected the field(s) you wish to query, you will need to set the criteria for the search. Click on the drop down list and select the applicable operator.

Operators			
=	Equal to	>	Greater than
<>	Not equal to	=>	Greater than or equal to
<	Less than	..	Range of values
<=	Less than or equal to	List	Creates a list of values

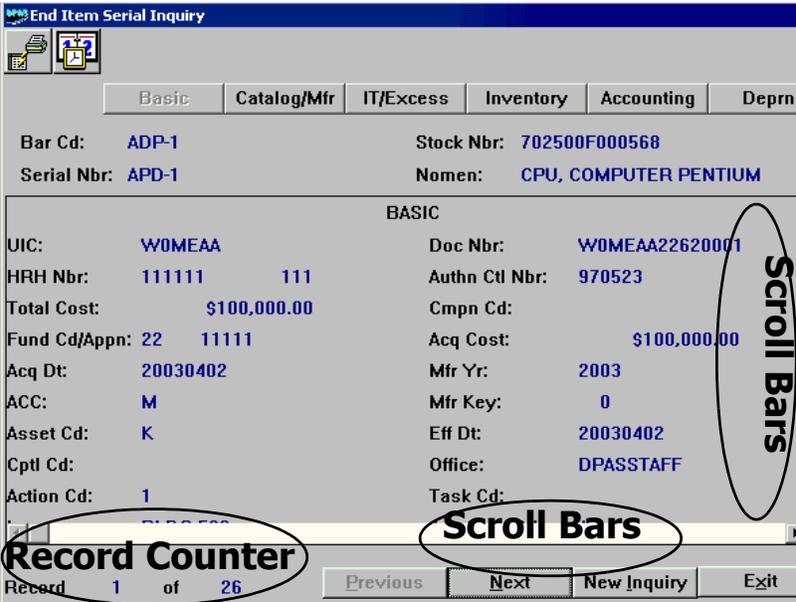
- c. Once you have your operator set, enter the value you are searching. For example, if you were looking for everything that had an acquisition cost of \$5,000 or more, you would select the Acq Cost field, set the operator to => (greater than or equal to), and in the value box, enter 5000 (no commas or decimal points are needed).

**HINT!** You can perform *wildcard* searches on any field by using the **asterisk (\*)**. For example:

- 7025\*** = Searches for **7025** at the *beginning* of the field.
- \*7025** = Searches for **7025** at the *end* of the field.
- \*7025\*** = Searches for **7025** *anywhere* in the field.

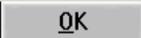
- d. Once you have entered all your search criteria, to process the inquiry, click **OK** or press the **Enter** (or Return) key on your keyboard.

A card view format screen similar to the following is displayed:



## More Tool Buttons

The buttons below are found on the bottom of the query screen.

	Displays system inquiry menus. For example, if you are in the <b>End Item Serial</b> inquiry and you want to go to the <b>Catalog</b> query, click this button and it will display the other modules. Select the module and type of query you want to perform.
	Allows you to save any favorite queries.
	Displays <i>everything</i> on a particular table.
	Clears any data you have entered into a window.
	Displays the previous record.
	Displays the next record.
	Returns processing to the inquiry selection criteria window.
	Exits out of the process without submitting any information for processing.

## Displaying Your Query In Report Format

### INTRODUCTION

The following process will show you how to display your queries in report format. Report Format will allow you see multiple records instead of one record at a time.

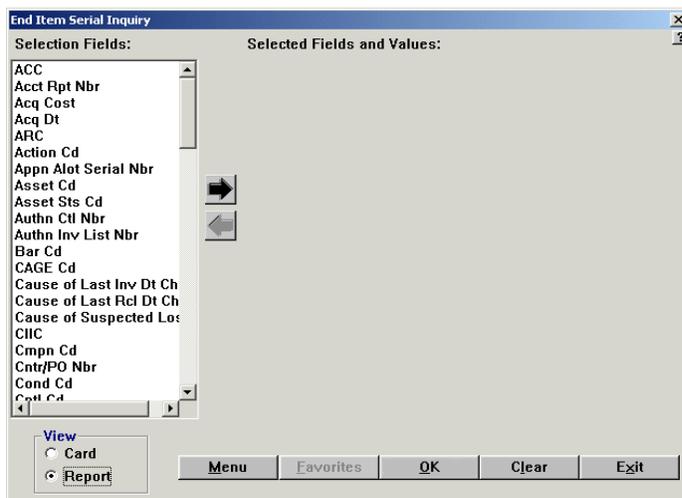
### PREREQUISITES

None

### STEPS TO PERFORM ACTION (for Report View)

1. Select the module for which you will be querying.
2. Select the **Inquiries** from the program group.
3. Select the type of inquiry you wish to generate from the program list.
4. Select the **Report View** radio button.

#### STEP 1:



- a. Scroll down the list box and select the field you want to query. You can select this field by highlighting it and click on the black arrow that points to the right **OR** you can simply double-click on the field.
- b. Once you have selected the field(s) you wish to query, you will need to set the criteria for the search. Click on the drop down list and select the applicable operator. Enter your search criteria.
- c. Once you have your operator set, enter the value you are searching. For example, if you were looking for everything that had an acquisition cost of \$5,000 or more, you would select the Acq Cost field, set the operator to => (greater than or equal to), and in the value box, enter 5000 (no commas or decimal points are needed).
- d. Click **OK** or press **Enter** on your keyboard.

**STEP 2:**

- Select the fields that you want displayed on your query. These fields will be displayed in the **Selected Fields** window.
- Click **OK** or press **Enter** on your keyboard.



**NOTE:**

The fields displayed in the **Key Fields** are the *indexed* fields for this table. You cannot change or delete any of these fields.

Serial Nbr	Stock Nbr	Bar Cd	Doc Nbr	HRH Major Nbr
333334	000LLC368483		1111111570003	HR1
21	0098LLT328157	1121	11111130570001	52411A
112233	01ASSET	NEWBAR01	DOCNBR12251111	HUTH22
ASST-LIN1	01ASSET	ASST-LIN1	N0001822591111	1
ASST-LIN2	01ASSET	ASST-LIN2	N0001822591111	1
AST1-SER	01ASSET	AST1-BAR	N0001822591111	HRH105
BARASSET01	01ASSET	BARASSET01	DOCNBR12251111	HUTH22
BARASSET23	01ASSET	BARASSET23	DOCNBR12251115	HUTH23
02ASSET-BAR	02ASSET	02ASST-BAR	DOCNBR12251112	HUTH23
BARASSET02	02ASSET	BARASSET02	DOCNBR12251112	HUTH22
BIGC-BAR1	02BIGC02	BIGC-BAR1	DOCNBR11921111	STEFKS
BIGCDPR	02BIGC02	BIGCDPR	DOCNBR11921111	HUTH22
SER-1	02BIGC02	BAR-1	DOCNBR11921111	STEFKS
SER-2	02BIGC02	BAR-2	DOCNBR11921111	STEFKS
BARASSET03	03ASSET	BARASSET03	DOCNBR12251113	HUTH22
BARASSET04	03ASSET	BARASSET04	DOCNBR12251113	HUTH22
POI	066682569512	POI	TE330022970001	999999
A01	07LG2568	ERR0001247	ERR00131550001	111111

Retrieved Rows: 50      Total Rows: 2558

Buttons: Export, Print, Next 50, Retrieve All, Card View, Cancel, New Inquiry, Exit

**STEP 3:**

- Use your scroll bars to scroll through the records. You can also double-click on the record you wish to view in card format.

**The Tool Buttons:**



This will allow you to export to either a text file or to Microsoft Excel.



This will allow you to print your query. If your report is over 80 characters wide, DPAS will display a message telling you that your report is over 80 characters wide and that you should change your printer to landscape mode, compressed print, or reduce the number of characters prior to printing. You will have the option to continue.



This will allow you to display the next 50 records. The window will only display about 50 records, so use your scroll bars to scroll through the records.



This will retrieve all the records. If you have more than 250 records, DPAS will display a message telling you that you are retrieving more than 250 records and that this process could take some time. You will have the option to continue.

**Card View**

This will display the highlighted record in card view format.

**Cancel**

This will cancel your display and return you to the previous screen.

**New Inquiry**

This will allow you to generate a new inquiry.

**Exit**

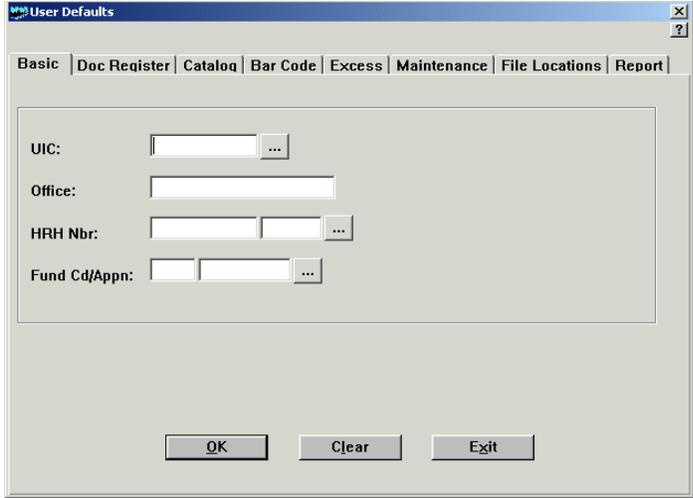
This will exit the query.

# Favorites

## File Locations

Prior to storing any query, you must point DPAS to the file location to where you wish to store your queries.

1. From the DPAS Main Menu, click on **File**.
2. Select **User Defaults** from the program group.

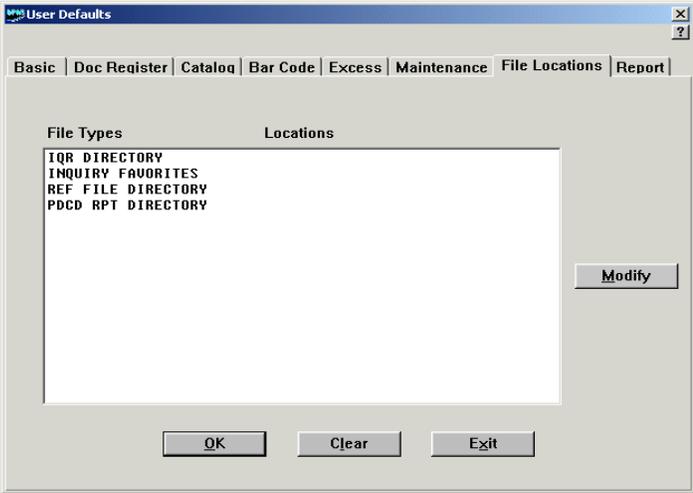


### STEP 1:

- Click on the **File Locations** tab.

### STEP 2:

- a. Highlight **INQUIRY FAVORITES**.
- b. Click **Modify**.





**STEP 3:**

- a. **Directory:** Click on the browse button and select the path to which you will be saving your favorite queries. For example: C:\Desktop\Favorite Queries.
- b. Click **OK**.

**HINT!**  
If you are going to share your favorite queries with others on your database, you may want to store your queries on a shared drive.

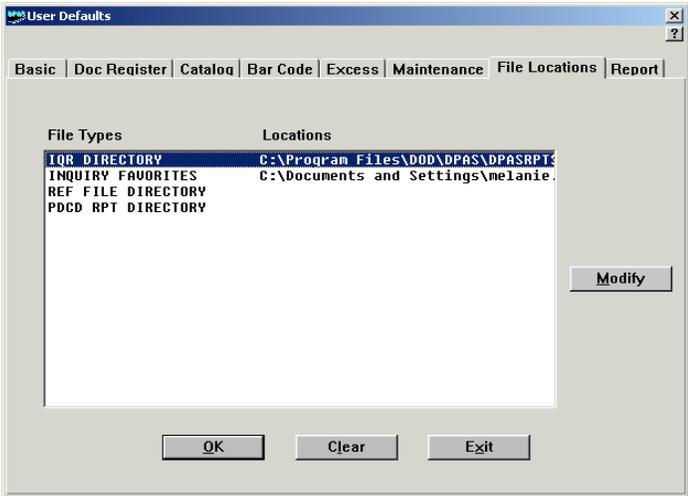
**STEP 4:**

- a. Click **OK**.

The Transaction Processed dialog box is displayed.

- b. Click **OK**.

You are returned to the DPAS Main Menu.



### Storing Your Favorite Queries

There may be times where you may want to save your query for future use. You can save either in **Card View** or **Report View**.

You can store an infinite number of favorite queries.

This exercise will illustrate how to store your favorite queries.

1. Create a query that you may generate routinely.
2. Click on the  button.

The following screen is displayed:



- a. **Query Name:** Give your favorite query a name. This name can be up to 30 characters long.
- b. Click **Add to Favorites**.

Once you click on the **Add to Favorites** button, your query is displayed in the window.

If you have not entered a path for storing your queries, the following error message will be displayed:



### Retrieving Your Favorite Queries

To retrieve a stored query:

1. Go to the type of query you wish to process (for example: Hand Receipt > End Item Serial), and the type of view in which you saved the favorite query.
2. Click the **Favorites** button.



**STEP:**

- a. Highlight the query you wish to generate.
- b. Click **OK**.

You can now process your query.

### Deleting A Favorite Query

1. Go to the type of query you wish to delete (for example: Hand Receipt > End Item Serial).
2. Click the **Favorites** button.

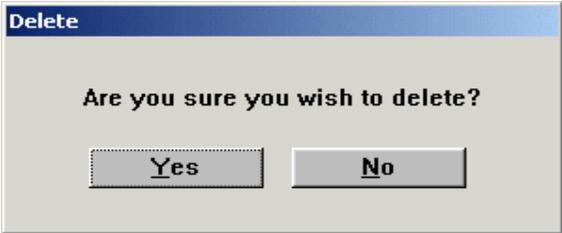


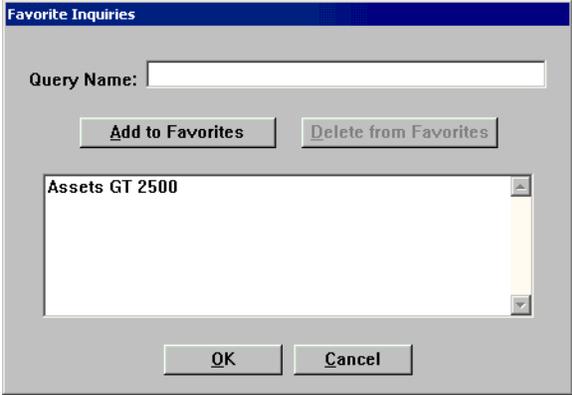
**STEP 1:**

- a. Highlight the query you wish to delete.
- b. Click **Delete from Favorites**.

**STEP 2:**

- If you wish to delete the query, click **Yes**, otherwise, click **No**.





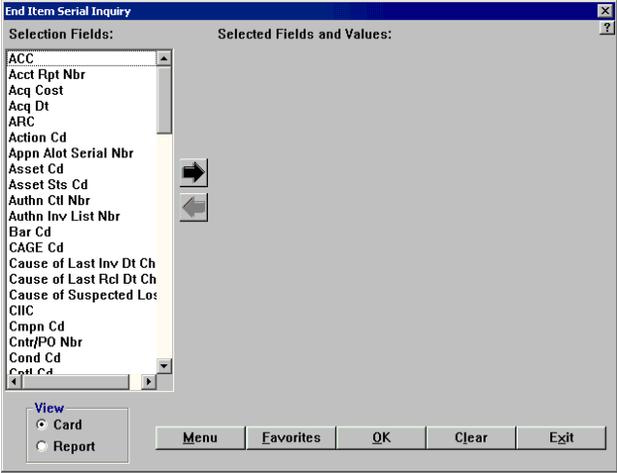
**STEP 3:**

- Click **OK**.

**STEP 4:**

- Click **Exit**.

You will be returned to the DPAS Main Menu.



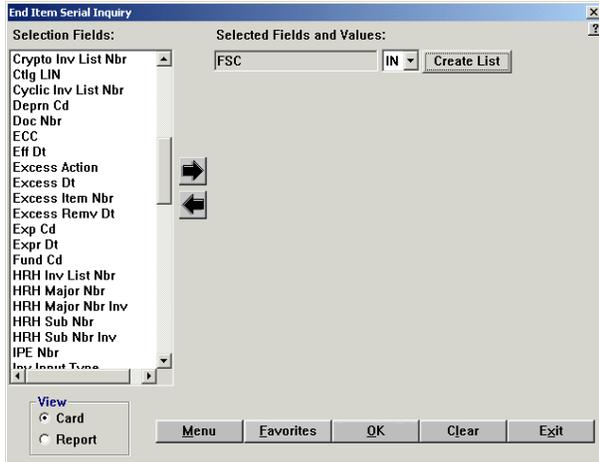
## Creating A Query List

There may be times when you would want your query to display a variety of data. For instance, you may want to display assets of different stock numbers or assets for different hand receipt holders, etc. This process will illustrate how to create lists for your queries.

In this exercise, you will display assets on the Hand Receipt that have a variety of Federal Supply Classes.

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **End Item Serial** from the program list.





**STEP 1:**

- a. Scroll down the Selection Fields list and select the **FSC** field.
- b. In the Operator drop down list, scroll down and select the operator **IN**.
- c. Click on the **Create List** button.

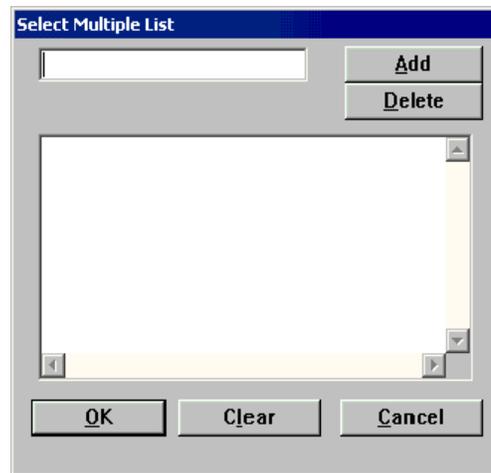
**STEP 2:**

- a. Enter **7025** in the first window.
- b. Click **Add**.
- c. Repeat steps a and b and use the FSCs **2320** and **1005**.
- d. Click **OK**.

You are returned back one screen.

- e. Click **OK**.

If you manipulate through the inquiry, you will notice that the only records displayed have an FSC of either 7025, 2320, or 1005. Since you are in card view format, you may need to click on the **Catalog/Mfr** button to display the FSC.



- f. When you are done reviewing your query, click **Exit**. You will be returned to the DPAS Main Menu.

## Printing An Inquiry Screen

There may be times when you wish to perform a screen print. Currently, there is no button that will perform this function.

This exercise will illustrate how to perform a screen print and adding the date/time stamp to your screen. This can be done using any screen in DPAS, not just the query screens.

1. On any inquiry screen, you can depress  from the tool bar at the top of the screen.

The **Print** dialog box is displayed.

2. Select your desired printer.
3. Click **OK**.

Your file should now print to the designated printer.