e-Cataloging Inquiry Help

Starting e-Cataloging Inquiry

e-Cataloging Inquiry Screen

Select the search option

Enter search criteria

Select number of records to display in search results pick list

Click to reset option/criteria

Click to begin search

Starting an Inquiry

Available search types

Search Results Pick List

Search type and criteria

Number of records

Sortable columns

Click to see details

Number of pages

Start new search

Search Results Detail Screen

Point of Contact

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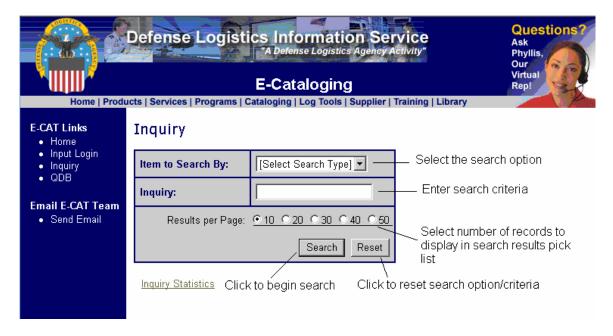
Printer Friendly

Starting e-Cataloging Inquiry



Click the Inquiry link on the left side of the page, as indicated.

e-Cataloging Inquiry Screen



<u>Select the search option</u> Click the down arrow and select your search option from the list displayed

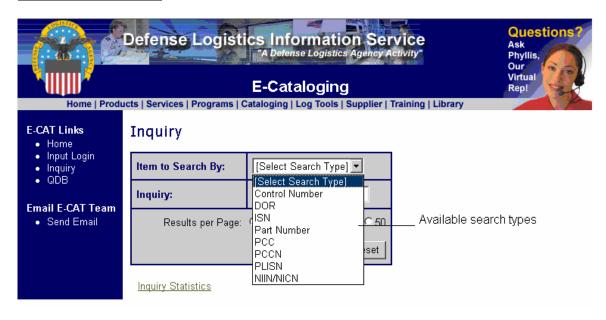
Enter search criteria Enter the value you want to search for in the option you selected above

<u>Select number of records to display in search results pick list</u> If your search finds more than 1 matching record, a pick list will be displayed and show basic information about each record. You can select the number of pick list records per page you want to see.

<u>Click to reset option/criteria</u> Click the Reset button to clear the search criteria and search option

<u>Click to begin search</u> Click here to begin the search

Starting An Inquiry



Available search types Select one of the search types.

To Search BY	Use This Search
	Type
Control Number	Control Number
Customer Control Number	Control Number
DCN	Control Number
DOR	DOR
IRR Number	Control Number
ISN	ISN
Joint Control Number	Control Number
Part Number	Part Number
PCC	PCC
PCCN	PCCN
PLISN	PLISN
NICN	NICN/NICN
NIIN	NIIN/NICN

After selecting the search type and entering your search criteria, click the Search button to perform the search.

If you make a mistake, you can click the Reset button to clear the search type and any search criteria you have entered.

Search Results Pick List



<u>Search type and criteria</u> Displays the type of search you requested and the search criteria you entered

<u>Number of records</u> Shows the total number of matches and the records displayed on this page

<u>Sortable columns</u> You can sort any of the columns that have underlined column headings. Click the heading of the column you want to sort. Click once and the column is sorted in ascending order. Click the heading again, and the column is sorted in descending order.

Click to see details Click the Details label to see details of the selected record

<u>Number of pages</u> The number of pages of search results available. Click on any of the page numbers to go to that page and move quickly through the pick list.

Start new search Click here to start a new search.

Search Results Detail Screen



<u>Point of Contact</u> The office symbol and telephone extension of the Cataloger working on the request. To contact the Cataloger, dial (DSN)932- and the listed extension or (Comm) (269)961- and the listed extension.

Back Click here to return to the previous screen

<u>Printer Friendly</u> Click here to generate a copy of this screen which is specially formatted to be printed.

The upper portion of this screen (down through the Comments) contains data elements which are common to all detail screens. The lower portion contains data elements which are tailored to the type of record being displayed.