

Inquiring on Items Using Word Search
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Inquiring on Items Using Word Search

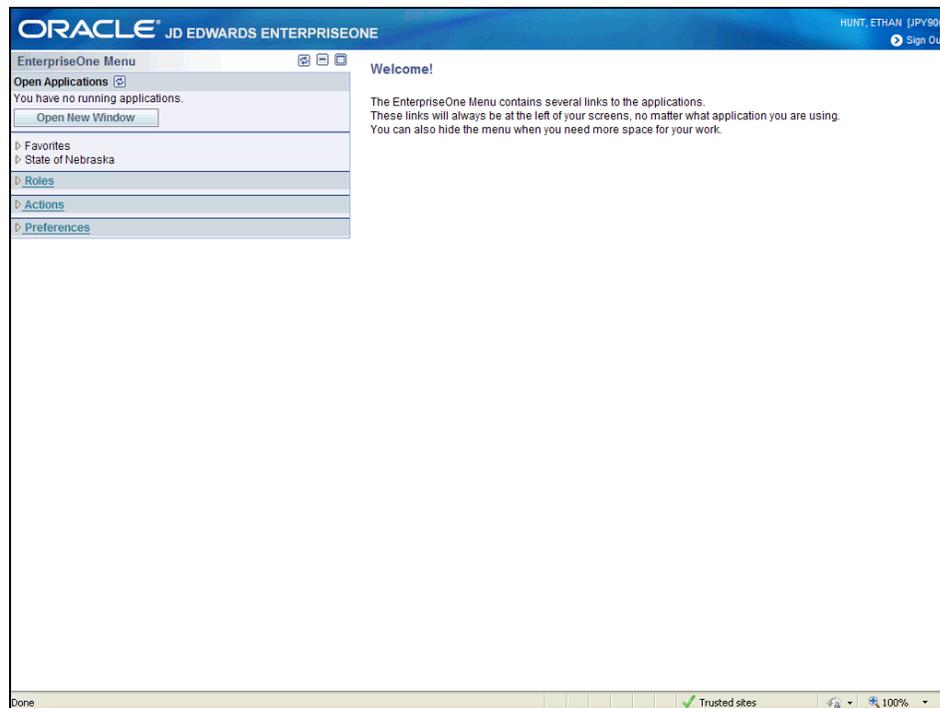
Inquiring on Items Using Word Search Overview

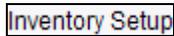
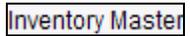
You can locate items by searching for a term that describes an entire category of objects or other descriptive term, by defining specific search criteria, quantity information based on the item number and branch/plant, quantity information of all items within a specific branch/plant, or on-hand quantity and accounting information for a specific transaction date and document number.

Inquiring on Items Using Word Search Lesson

Procedure

In this lesson you will learn to inquire on items using word searches.

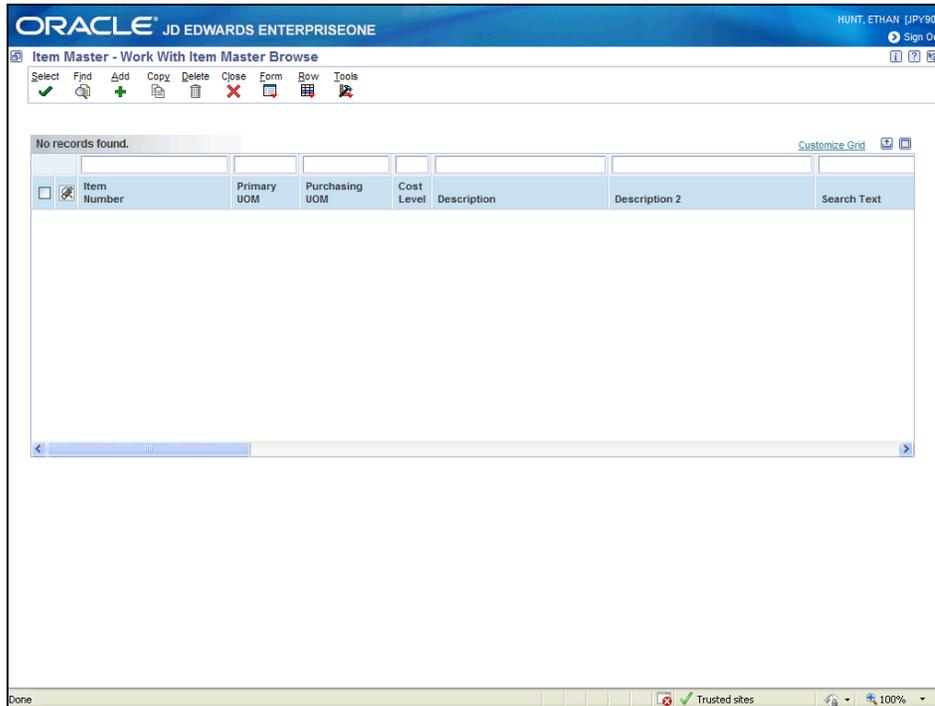


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory Setup link. 
4.	Click the Inventory Master link. 

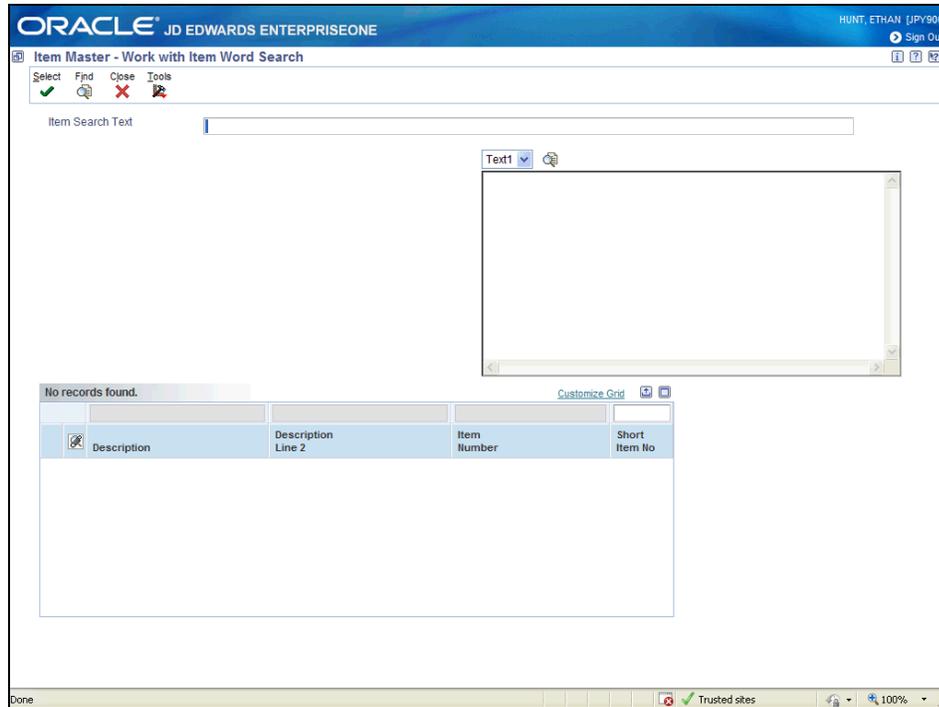
Training Guide

Inquiring on Items Using Word Search

Step	Action
5.	Click the Item Master link.



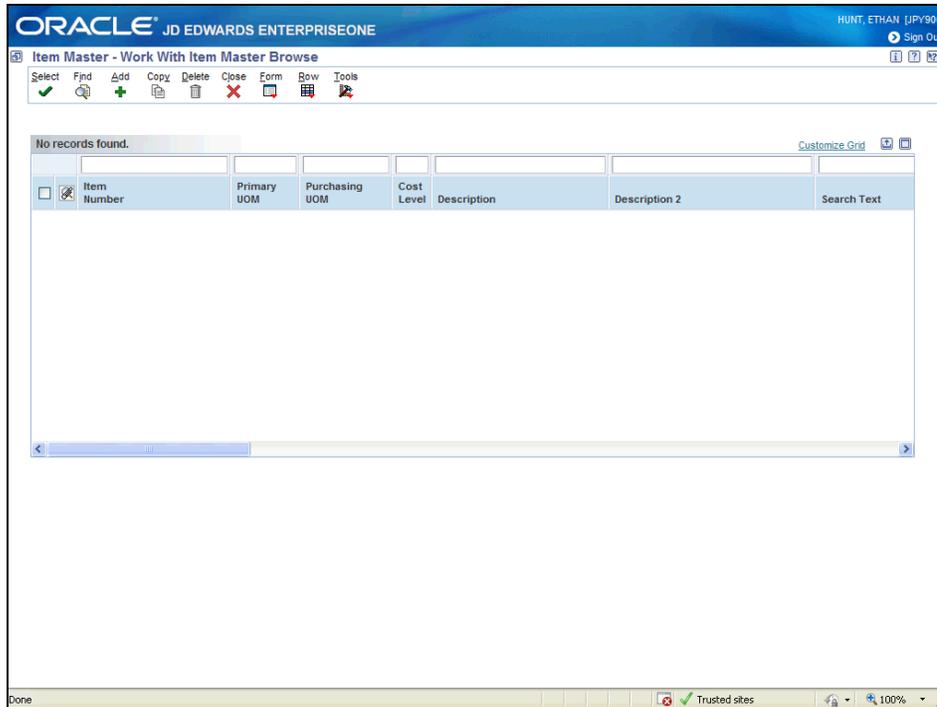
Step	Action
6.	Click the Form button.
7.	Click the Item Word Search menu.



Step	Action
8.	Enter the description of the item into the Item Search Text field. Note: This field is not case sensitive.
9.	Click the Find button. 
10.	Review the fields displayed. Note: A program updating the Item Search is run monthly. Items entered into the system will not show in the Item Word Search until the program is run.
11.	Click the Close button. 

Training Guide

Inquiring on Items Using Word Search



Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.