

Inquiring on Items Using Item 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 Item Search

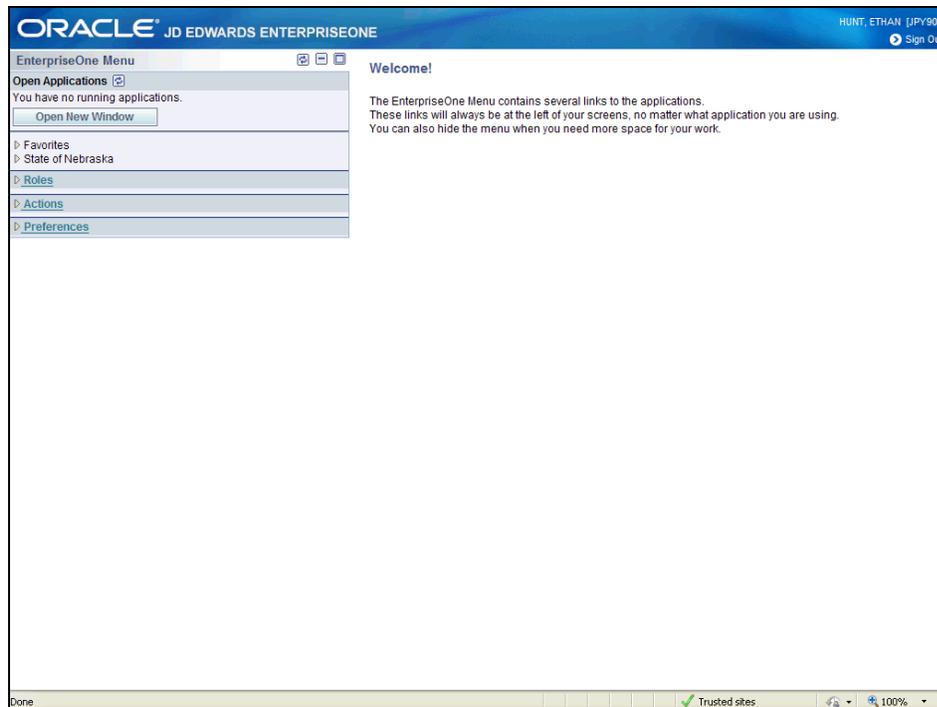
Inquiring on Items Using Item Search Overview

You specify criteria for an item search. Use this type of search when you know what the item is but you want to limit your search. For example, you can limit the search for an item to a specific branch/plant.

Inquiring on Items Using Item Search Lesson

Procedure

In this lesson you will learn to inquire on items using item search.

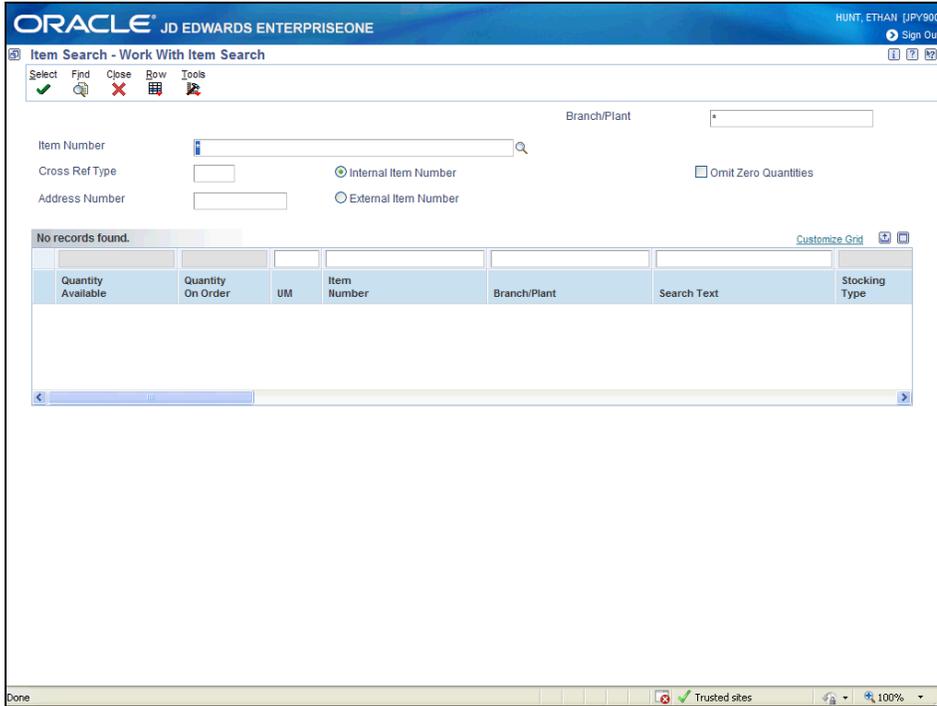


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Inventory link. Inventory
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Inventory Inquiries link. Inventory Inquiries

Training Guide

Inquiring on Items Using Item Search

Step	Action
5.	Click the Item Search link.



Step	Action
6.	Enter the item number into the Item Number field.
7.	Click in the Branch/Plant field.
8.	Enter the branch plant number into the Branch/Plant field.
9.	Click the Find button.
10.	Review the fields displayed.
11.	Click the Close button.
12.	You have successfully completed this lesson. End of Procedure.