

## Inquiring on Items Using Word Search

### Overview

In NIS 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.

This work instruction shows how to [Inquire on Items Using Word Search](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Inventory.

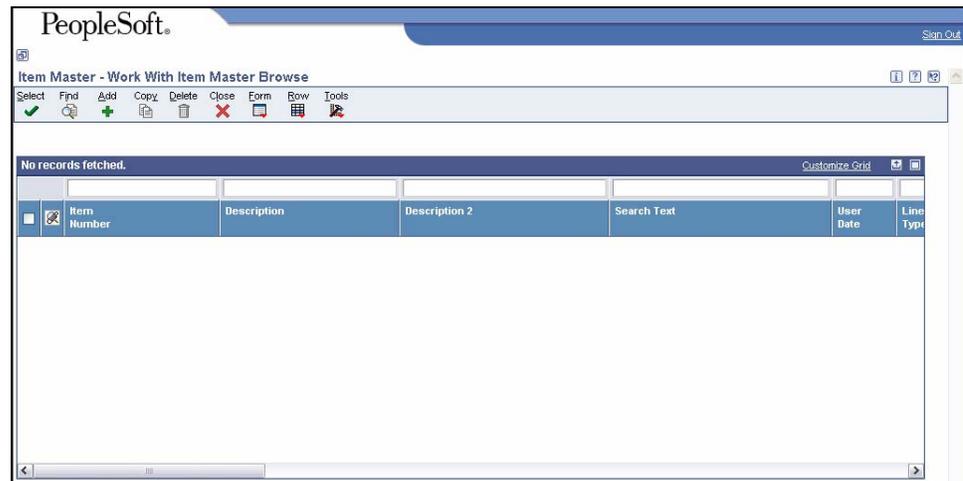
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Master

### Steps

#### Inquire on Items Using Word Search

Start this instruction from the Item Master – Work with Item Master Browse window.



1. Click **Form, Item Word Search**. The Item Master – Work with Item Word Search window appears.

2. Enter the description of the item in the Item Search Text field.

 This field is not case sensitive.

3. Click **Find**.

Description	Description Line 2	Item Number	Short Item No
envelopes, plain or printed		31000	2044
envelopes: clasp, string, etc.		31006	2045

4. Review the fields displayed.

 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.

5. Click **Close** to return to the Work with Item Master Browse window.
6. Click **Close**.