



Inventory Inquiry - BAM5000

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This page is used to generate inventory inquiries by using selected fields to include specific conditions, comparison data, and other options to create an inventory report.

Perform an inventory inquiry:

☐ Under **Options:**



Field	Description
Report Title	Type a report title that accurately defines the contents of the report. The field can be a maximum of 20 characters.
Subtotal on Major Sort Field	Select to create a subtotal for each major sort field or leave blank not to create a subtotal on major sort fields.
Subtotal on Dept/Room	Select to create a subtotal for each department/room number, or leave blank not to create a subtotal by department/room numbers.
Page Break on Major Sort Field	Select to set a page break after listing the assets of each major sort field (e.g., buses, department, room), or leave blank to ignore page breaks and print a continuous listing.

☐ Under **Filter:**

Column Name	Click  to select the column for which you would like to retrieve data.
Operator	Click  to select the mathematical symbol for the query.
Value	Type the data to be compared, or click  to select from the list based on the Column Name field selection.


☐ Click **+Add** to add a row.

☐ Under **Sort:**

Sort Order	Click  to select the order in which columns are sorted for the inquiry.
Ascending	Click  to select if the inquiry data is to be sorted in ascending or descending order.

☐ Click **Retrieve** to view a copy of the report. [Review the report.](#)

Other functions and features:

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
	Click Save .

Reset	Click to reset all previously selected options to the default.
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