



Inventory Inquiry - BAM5000

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This page is used to inquire about inventory and create an inventory report by using queries. You can decide what fields, conditions, comparison data, and other options should be used to generate the report. This feature allows you to select data based on fields not normally available for selection on other reports.




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.

Click **+Add** to add a row to the grid.

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.

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.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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[Delete a row.](#)

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

Click **Save**.