



# Inventory Inquiry - BAM5000



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## Asset Management > Inquiry > Inventory Inquiry




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
<b>Report Title</b>	Type a report title that accurately defines the contents of the report. The field can be a maximum of 20 characters.
<b>Subtotal on Major Sort Field</b>	Select to create a subtotal for each major sort field or leave blank not to create a subtotal on major sort fields.
<b>Subtotal on Dept/Room</b>	Select to create a subtotal for each department/room number, or leave blank not to create a subtotal by department/room numbers.
<b>Page Break on Major Sort Field</b>	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**:

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


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

Under **Sort**:

<b>Sort Order</b>	Click  to select the order in which columns are sorted for the inquiry.
<b>Ascending</b>	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 <b>Save</b> .
<b>Reset</b>	Click to reset all previously selected options to the default.



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