



Browse for an Address

Overview

The Address Browse pop-up window allows searching for a place previously entered in ELMS. This window is used for various address types:


- Destination
- Reporting
- Mail
- Freight
- Billing
- POC
- Loan
- Lease

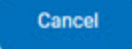
Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* >  > Address Browse pop-up window

Procedures

Browse for an Address

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





Help Reference Guide

1. Select . The **Address Browse** pop-up window appears.

Address close or Esc Key

Search By

Address Type	DN - Destination Other	Activity Name <input style="width: 150px;" type="text"/>
POC <input style="width: 150px;" type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

2. In the Search By grid, narrow the results by entering one or more of the following optional fields.
3. Select . Results display in the Address Results Grid below.

Address close or Esc Key

Search By

Address Type	DN - Destination Other	Activity Name <input style="width: 150px;" type="text"/>
POC <input style="width: 150px;" type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Select	Activity Name	Address Type	POC	Address	City	State	ZIP Cd	Country	Loc
Select	JJJJJJ	DN		123 MAIN	WARREN	OH	44444	US	
Select	TRAINING TEST	DN	ANNE THOMAS	4560 TEST DR	MECHANICSBURG	PA	17055	US	

4. Choose the Select hyperlink next to the desired Address. The pop-up window closes and the selected Address appears in the previous screen.

