# Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.
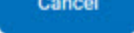
Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > 🔍 > Job Order Number Browse pop-up window
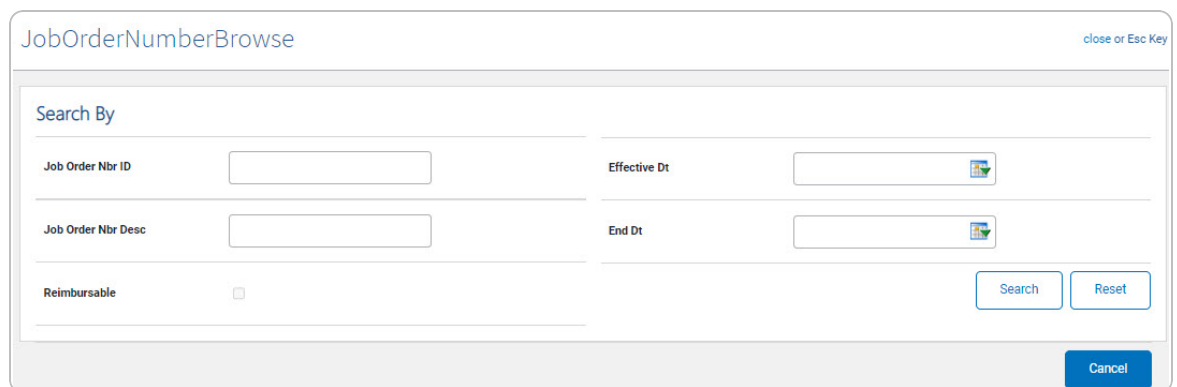
Procedures

Browse for a Job Order Number

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

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

1. Select 🔍 . *The* **Job Order Number Browse** *pop-up window appears*.

JobOrderNumberBrowse   close or Esc Key

Search By

Job Order Nbr ID		Effective Dt	
Job Order Nbr Desc		End Dt	
Reimbursable	☐		Search Reset

Cancel

2. In the Search By grid, narrow the results by entering one or more of the following optional fields.

3. Select [Search]. *The Search Results display in the Job Order Number Grid below.*

| JobOrderNumberBrowse | | | | close or Esc Key |

Search By

Job Order Nbr ID		Effective Dt	
Job Order Nbr Desc		End Dt	
Reimbursable	☐	Search	Reset

Select	Job Order Nbr ID	Job Order Nbr Desc	Effective Dt	End Dt
Select	DDL12345679012	DDL123456789012	1/1/2022	12/31/2023

Cancel

4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up window closes and the selected Job Order Number appears in the previous screen.*