



## 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.

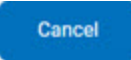
### Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Job Order Number Browse pop-up window

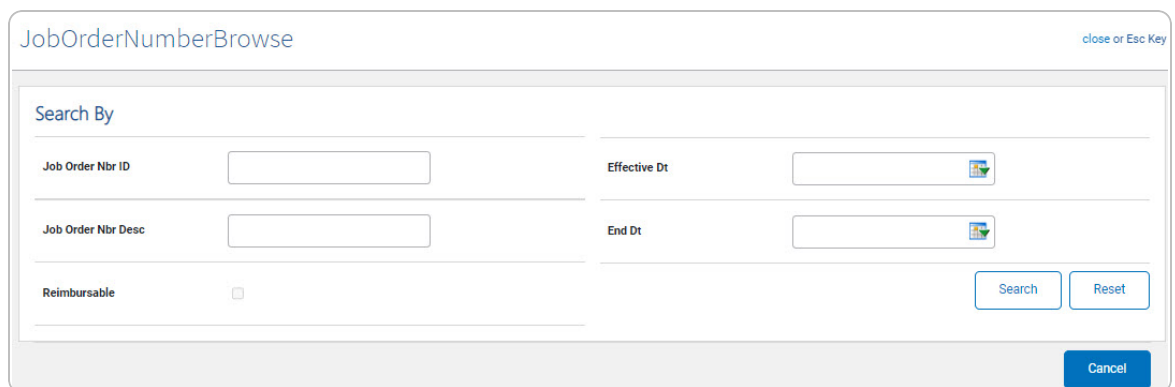
### Procedures

#### 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  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.

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



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





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

JobOrderNumberBrowse close or Esc Key

Search By

Job Order Nbr ID	<input type="text"/>	Effective Dt	<input type="text"/>
Job Order Nbr Desc	<input type="text"/>	End Dt	<input type="text"/>
Reimbursable	<input type="checkbox"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Select	Job Order Nbr ID	Job Order Nbr Desc	Effective Dt	End Dt
<a href="#">Select</a>	DDL12345679012	DDL123456789012	1/1/2022	12/31/2023

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.*

