

Help Reference Guide

Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > Various Procedural Steps > Q > Stock Nbr Browse pop-up window

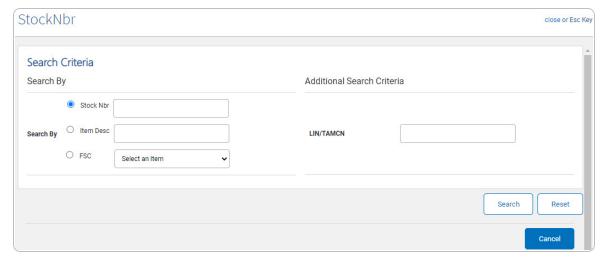
Procedures

Browse for a Stock NBR

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 **STOCK NBR Browse** pop-up window appears.



2. Select next to the desired Search By Criteria. *Depending upon what* is *chosen:*

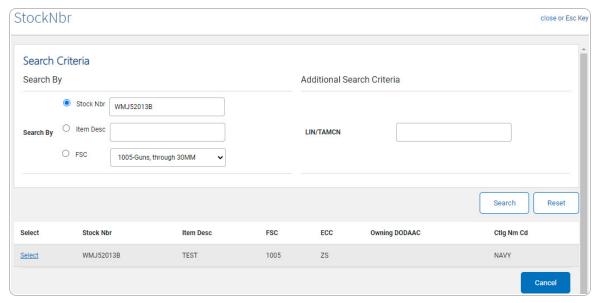
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Note



Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use to select the FSC.
- 3. Select Search . The Search Results display in the STOCK NBR Grid below.



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