



# Browse for a Custodian Number

## Overview

The Custodian Number Browse pop-up window allows searching for a custodian that is responsible for the assets.

## Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Custodian Browse pop-up window

## Procedures

### Browse for a Custodian Number

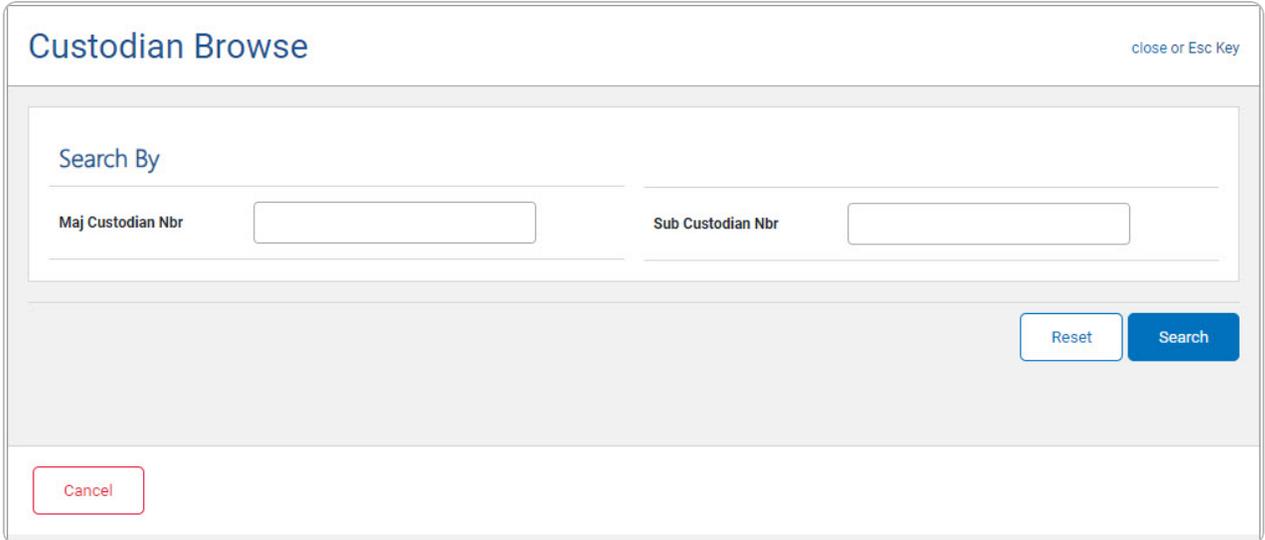
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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





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



The screenshot shows a pop-up window titled "Custodian Browse" with a "close or Esc Key" link in the top right corner. Below the title is a "Search By" section containing two input fields: "Maj Custodian Nbr" and "Sub Custodian Nbr". At the bottom right of the search area are "Reset" and "Search" buttons. A "Cancel" button is located at the bottom left of the window.

2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.
  - Enter the MAJ CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*
  - Enter the SUB CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*
3. Select . Results display in the Custodian Results Grid below.





**Custodian Browse** close or Esc Key

Search By

Maj Custodian Nbr  Sub Custodian Nbr

| Select                 | Maj Cust Nbr | Sub Cust Nbr | Cust Name      | Phone Nbr |
|------------------------|--------------|--------------|----------------|-----------|
| <a href="#">Select</a> | ABC123       |              | GEORGE BRETT   |           |
| <a href="#">Select</a> | ABC123       | 23TEST       | TESTING TEST 2 |           |
| <a href="#">Select</a> | ABC123       | 98TEST       | TESTING TEST   |           |
| <a href="#">Select</a> | ABC123       | SUB123       | JOHN WHITE     |           |

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

