



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

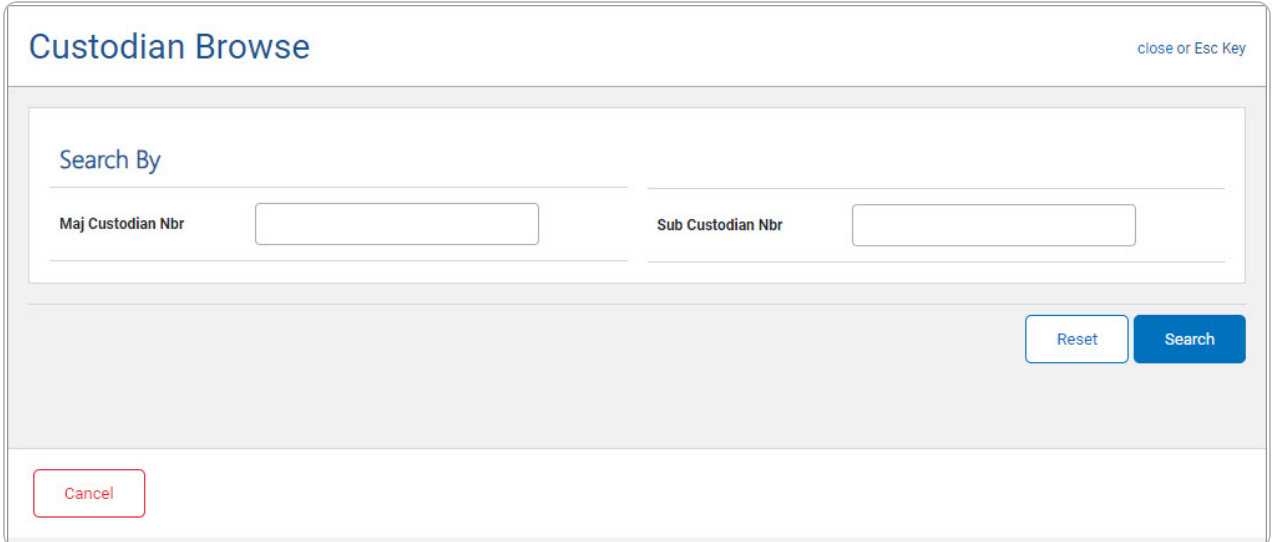
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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 criteria panel are "Reset" and "Search" buttons. At the bottom left of the window is a "Cancel" button.

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
Select	ABC123		GEORGE BRETT	
Select	ABC123	23TEST	TESTING TEST 2	
Select	ABC123	98TEST	TESTING TEST	
Select	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.*

