



Browse for a Document Number

Overview


The Document Number Browse pop-up window allows searching for or creating document numbers for the current transaction.


Navigation

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

Procedures

Browse for a Document Number

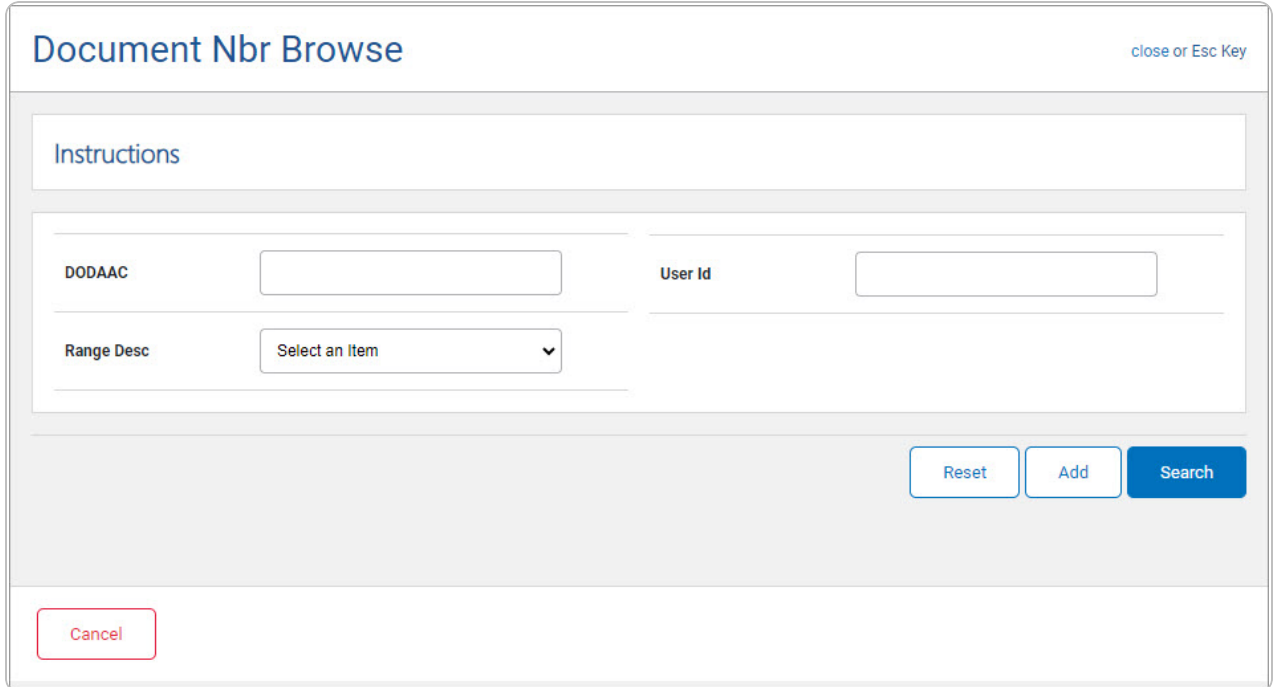
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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







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



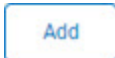
The screenshot shows a pop-up window titled "Document Nbr Browse" with a "close or Esc Key" link in the top right corner. Below the title bar is an "Instructions" section. The main area contains three input fields: "DODAAC" (a text box), "User Id" (a text box), and "Range Desc" (a dropdown menu with "Select an Item" and a downward arrow). At the bottom right are three buttons: "Reset", "Add", and "Search". At the bottom left is a "Cancel" button.

2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
3. Use  to select the desired Range Desc.
4. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

Select . Results display in the Document Number Grid below.

5.

OR

Select . The latest number in the requested series automatically has 1 added to it, and is displayed in the in the Document Number Grid below.





Document Nbr Browse

close or Esc Key

Instructions

DODAAC

BROOKS

User Id

Range Desc

INCREASE ▼

Reset

Add

Search

Select	Doc Nbr	Doc Nbr Typ	User Id
Select	BROOKS40711001	Increase	BPGROCE
Select	BROOKS40711000	Increase	BPGROCE

Cancel

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

