Browse for a Higher Assemblage

Overview

The Higher Assemblage Browse pop-up window allows searching for all the assets for the UIC.
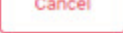
Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* > 🔍 > Higher Assemblage Browse pop-up window
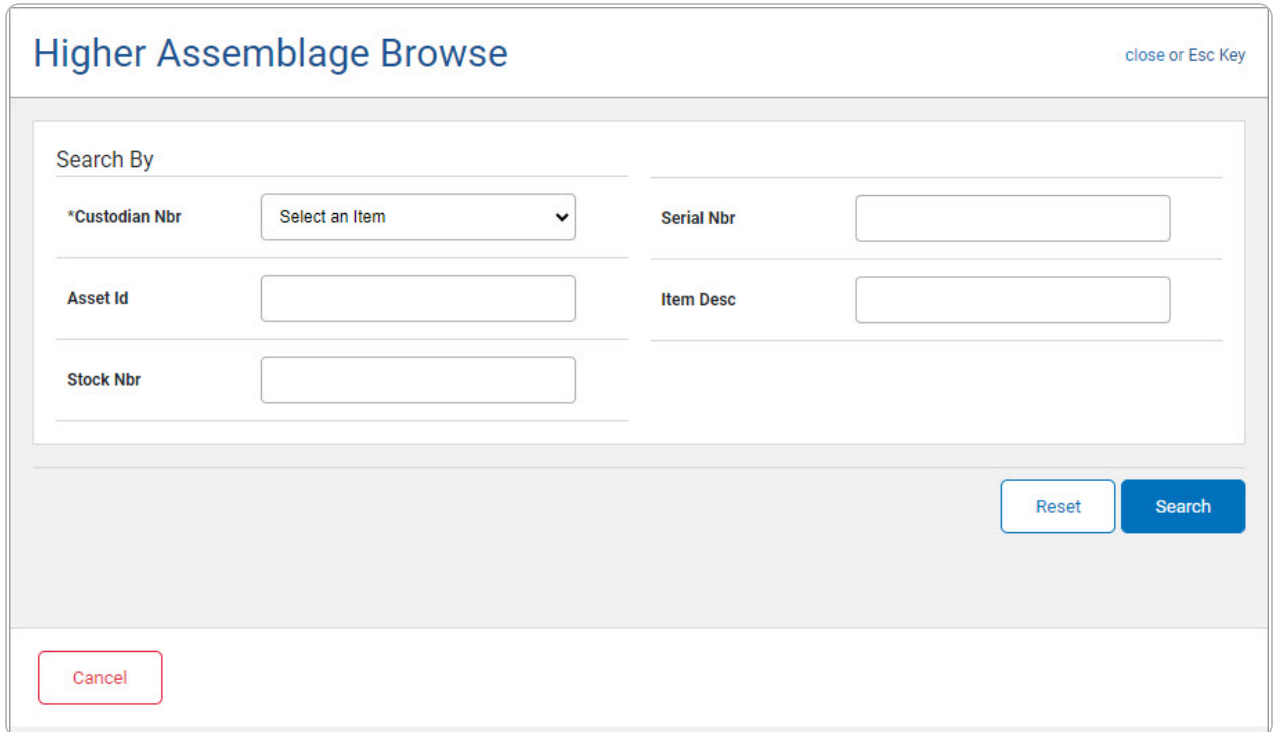
Procedures

Browse for a Higher Assemblage

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

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

1. Select 🔍 . *The **Higher Assemblage Browse** pop-up window appears*.

Higher Assemblage Browse

close or Esc Key

Search By

*Custodian Nbr	Select an Item ▾	Serial Nbr	
Asset Id		Item Desc	
Stock Nbr			

Reset   Search

Cancel

2. In the Search Criteria panel, narrow the results by entering one or more of the following fields.

   A. Enter the CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*

   B. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

   C. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

   D. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

   E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

3. Select Search . *Results display in the Higher Assemblage Results Grid below.*

Higher Assemblage Browse

close or Esc Key

Search By

*Custodian Nbr	STRIKE TEST30 ▼	Serial Nbr	
Asset Id		Item Desc	
Stock Nbr			

Reset   Search

Select	Detail	Asset Id	Stock Nbr	Serial Nbr	Asset Lvl Cd	Item Desc
Select	Detail	NLTEST000002	100500000000007	NLTEST12345	EI	TRANSFER TESTING
Select	Detail	NLTEST000006	359001S124532	120456	EI	BACKPACKS

Cancel

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