Browse for a Location

Overview

The Location Browse pop-up window allows searching for a single asset or a range of assets.
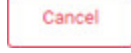
Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* > Q > Location Browse pop-up window
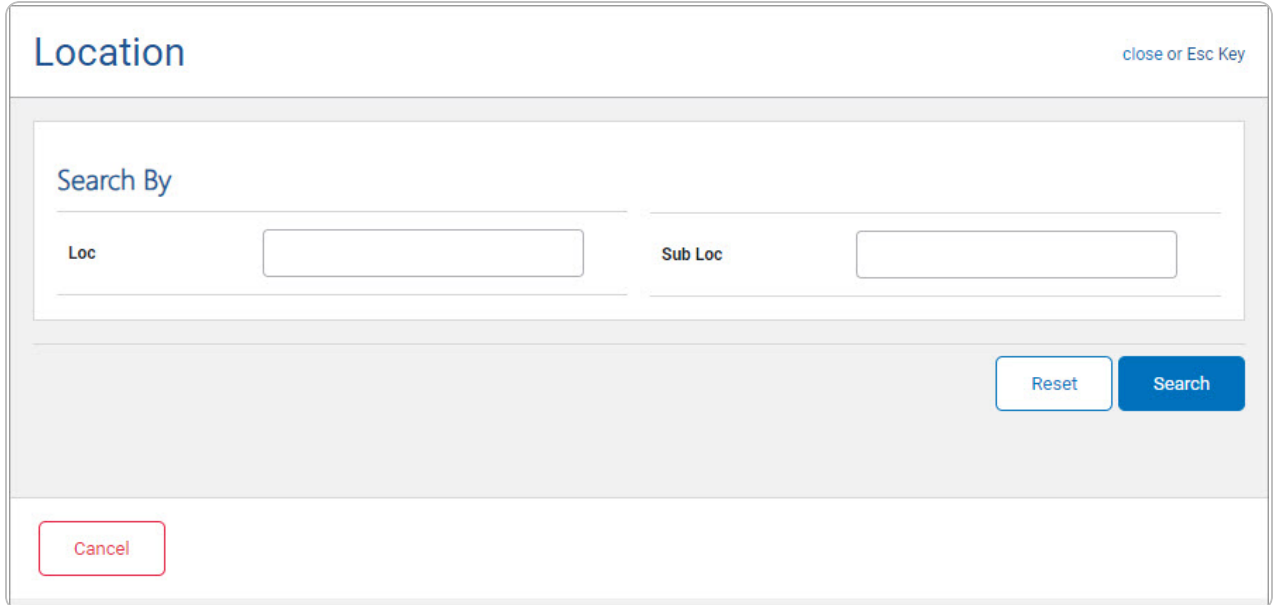
Procedures

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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 **Location Browse** pop-up window appears*.

Location   close or Esc Key

Search By

Loc [   ]   Sub Loc [   ]

                                              Reset   Search

Cancel

2.   In the Search Criteria panel, narrow the results by entering the following optional field.

   •   Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*

   •   Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

3.   Select [Search]. *Results display in the Location Results Grid below.*

Location

close or Esc Key

Search By

| Loc | Alphabet2 | Sub Loc | |

Reset   Search

Select	UIC	Loc	Sub Loc
Select	BROOKS	ALPHABET2	
Select	BROOKS	ALPHABET2	PLACE

Cancel

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