



# Browse for a Paragraph Number

## Overview


The Paragraph Browse pop-up window allows searching for a paragraph number previously entered in ELMS.


## Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Paragraph Browse pop-up window

## Procedures

### Browse for a Paragraph Number

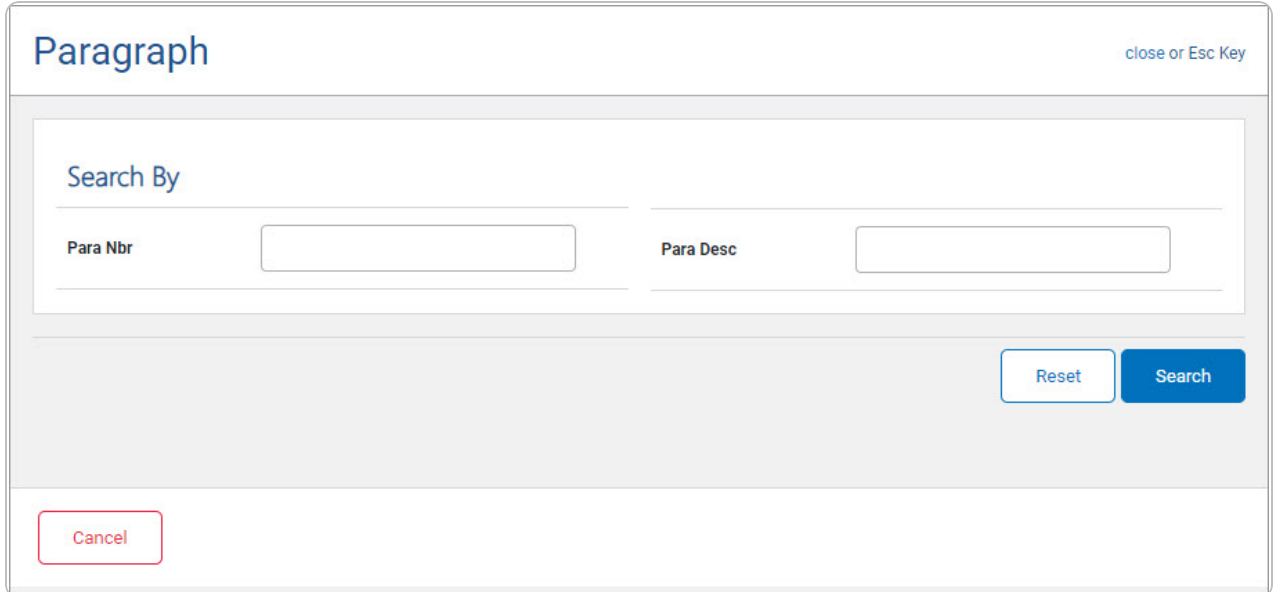
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.*

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






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



The image shows a 'Paragraph' pop-up window. At the top left is the title 'Paragraph' and at the top right is a link 'close or Esc Key'. Below the title is a 'Search By' section containing two input fields: 'Para Nbr' and 'Para Desc'. To the right of these fields are two buttons: 'Reset' and 'Search'. At the bottom left of the window is a 'Cancel' button.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields.
  - Enter the PARA NBR in the field provided. *This is a 4 alphanumeric character field.*
  - Enter the PARA DESC in the field provided. *This is a 20 alphanumeric character field.*
3. Select . Results display in the Paragraph Results Grid below.





## Help Reference Guide

### Paragraph

close or Esc Key

Search By

Para Nbr

123

Para Desc

Reset

Search

Select	Para Nbr	Para Desc	Status
<a href="#">Select</a>	123A	BPG TEST	Active

Cancel

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

