



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

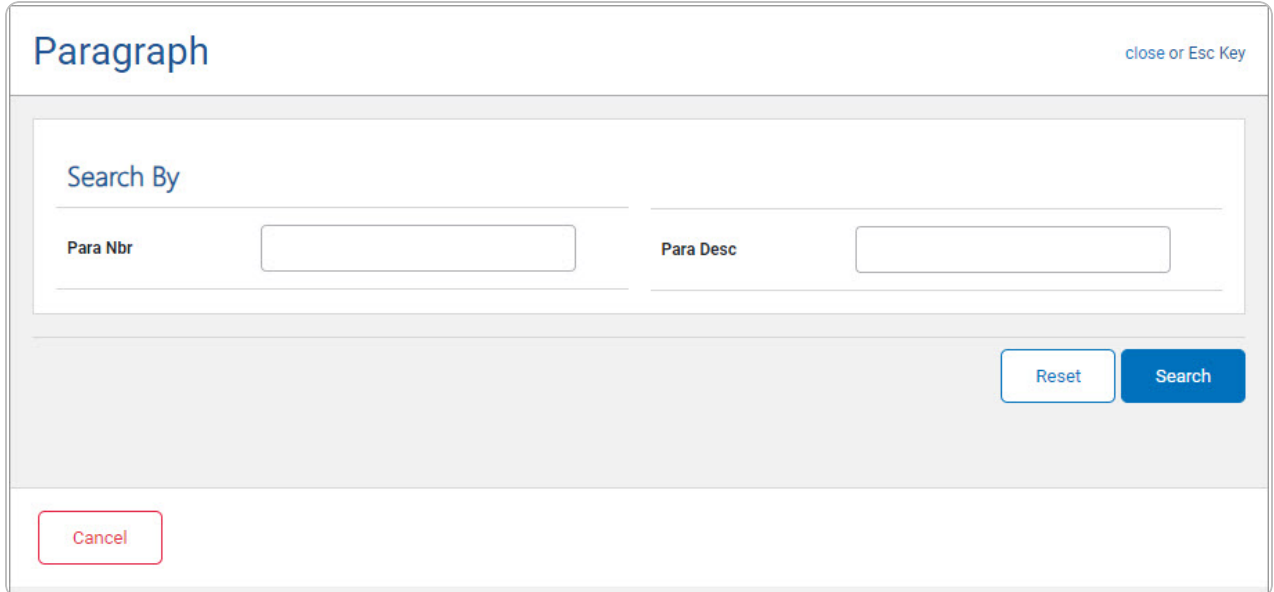
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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 screenshot shows a pop-up window titled "Paragraph" with a "close or Esc Key" link in the top right corner. Below the title is a "Search By" section containing two input fields: "Para Nbr" and "Para Desc". At the bottom right of the search section are "Reset" and "Search" buttons. 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.





Paragraph close or Esc Key

Search By

Para Nbr Para Desc

Select	Para Nbr	Para Desc	Status
Select	123A	BPG TEST	Active

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

