



# Browse for a Project Number

## Overview


The Project Number Browse pop-up window allows searching for a Construction in Progress (CIP) project number.

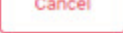
## Navigation

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

## Procedures

### Browse for a Project Number

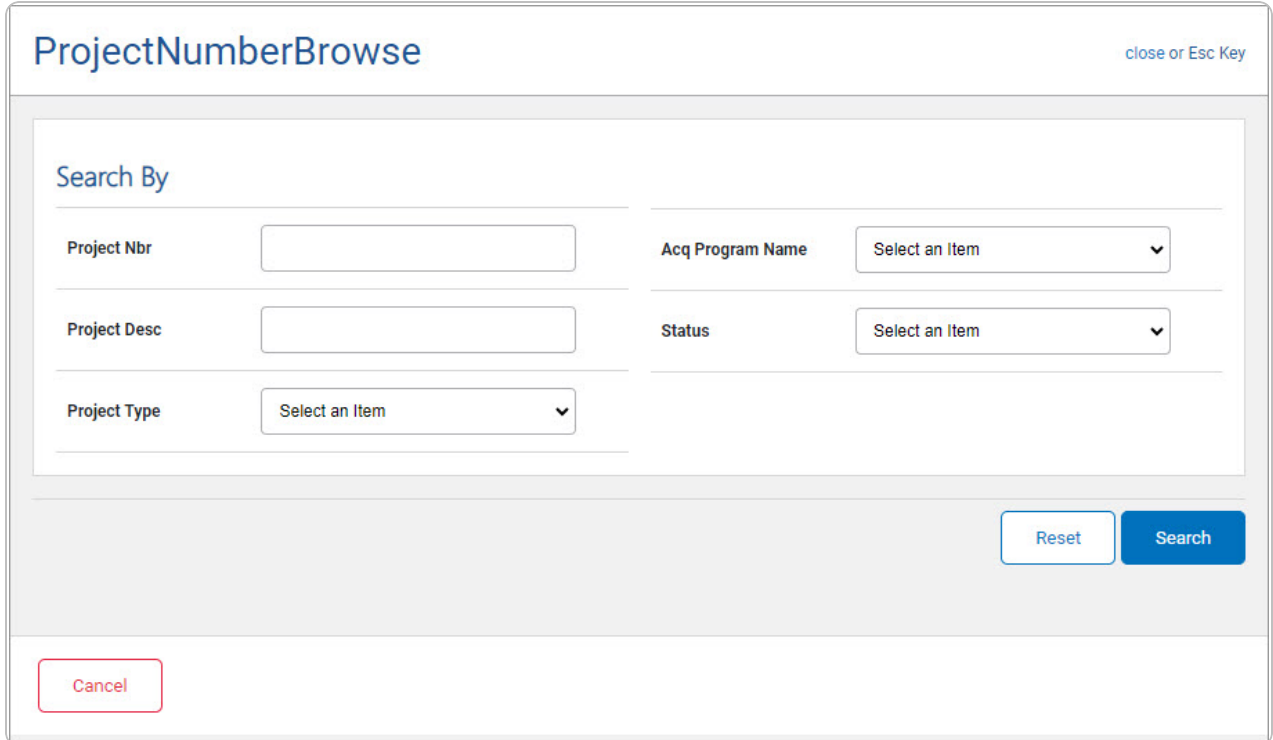
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

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









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



The **ProjectNumberBrowse** window is a modal dialog box. At the top left is the title "ProjectNumberBrowse" and at the top right is a link "close or Esc Key". Below the title bar is a "Search By" section containing five input fields arranged in two columns. The left column has "Project Nbr", "Project Desc", and "Project Type". The right column has "Acq Program Name" and "Status". "Project Nbr" and "Project Desc" are text input fields. "Project Type", "Acq Program Name", and "Status" are dropdown menus, each with "Select an Item" as the placeholder text. At the bottom right of the dialog are two buttons: "Reset" and "Search". At the bottom left is a "Cancel" button.

2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.
  - Enter the PROJECT NBR in the field provided. *This is a 20 alphanumeric character field.*
  - Enter the PROJECT DESC in the field provided. *This is a 512 alphanumeric character field.*
  - Use  to select the desired Project Type.
  - Use  to select the desired Acq Program Name.
  - Use  to select the desired Status.
3. Select . Results display in the Project Number Results Grid below.





## Help Reference Guide

### ProjectNumberBrowse

[close or Esc Key](#)

#### Search By

Project Nbr

Acq Program Name

Select an Item



Project Desc

BPG

Status

Select an Item



Project Type

R-Real Property



[Reset](#)

[Search](#)

Select	Prj Nbr	Prj Desc	Prj Type	Prj Ctgry Cd	Acq Pgm Name	Acq Pgm Type Cd	Status
<a href="#">Select</a>	BPG123B	BPG TEST	R	SP			Open
<a href="#">Select</a>	BPG123BA	BPG TEST	R	SI			Open

[Cancel](#)

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

