

# **Help Reference Guide**

# **Browse for a Reporting Address**

### **Overview**

The Reporting Address Browse pop-up window allows the viewing of addresses where the Address Type is "RE".

## Navigation

ELMS PA Module >  $V_{ARIOUS}$  PROCEDURAL STEPS >  $^{\circ}$  > Reporting Address Browse popup window

### Procedures

#### **Browse for a Reporting Address**

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 <sup>Q</sup>. *The Reporting Address Browse pop-up window appears*.
- 2. Select Search . The Search Results appear.







Repo	ReportingAddressBrowse close or Esc Key													
											Reset			
Select	Activity Name	DODAAC	CAGE Cd	DUNS	POC	Address	City	State	ZIP Cd	Country	Holding POC	Holding Loc	Holding DODAAC	
<u>Select</u>	ABBY	123456			ABBY	ABBY ROAD	CAMP HILL	PA	17011	US				
<u>Select</u>	BROOKSVILLE	BROOKS				123 MAIN STREET	WARREN	ОН	44484	US				
Cano	Cancel													

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3. Click the desired Select hyperlink. *The window closes and the information populates the appropriate fields.* 



