




Browse for a Real Property Asset

Overview


The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDS.


Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Asset Browse pop-up window

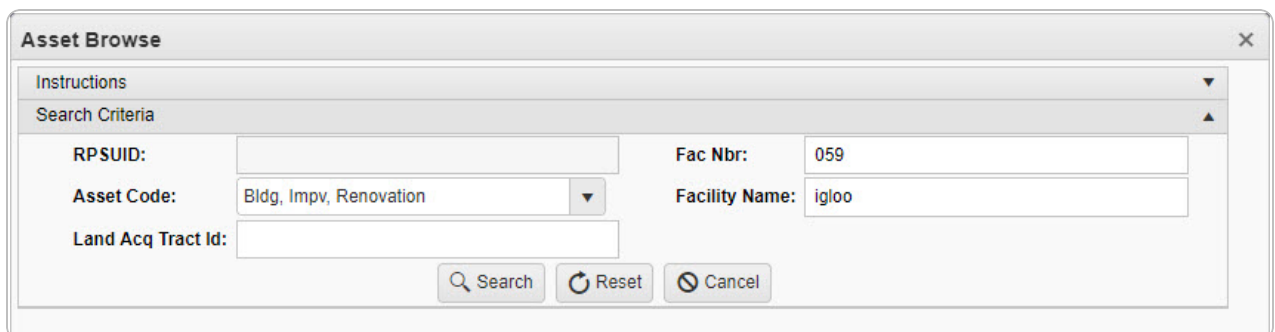
Procedures

Browse for an Asset

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



The screenshot shows the 'Asset Browse' window with the following fields and controls:


- Instructions:** A dropdown menu.
- Search Criteria:** A section containing:
 - RPSUID:** An empty text input field.
 - Fac Nbr:** A text input field containing '059'.
 - Asset Code:** A dropdown menu with 'Bldg, Impv, Renovation' selected.
 - Facility Name:** A text input field containing 'igloo'.
 - Land Acq Tract Id:** An empty text input field.
- Buttons:** 'Search', 'Reset', and 'Cancel' buttons are located at the bottom of the window.


2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.





Help Reference Guide

- The RPSUID automatically populates and is not editable.
- Use  to select the Asset Code.
- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
- Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the Facility Name in the field provided. *This is a 30 numeric character field.*

3. Select . Results display in the Assets Grid below.

Asset Browse ✕

Instructions ▼

Search Criteria ▲

RPSUID:

Fac Nbr:

Asset Code: ▼

Facility Name:

Land Acq Tract Id:

Assets ⚙ Grid Options ▼

Select	RPUID ↑	Fac Nbr	Facility Name	Land Acq Tract ID
Select	204023	11059	42180 - IGLOO STR DEPOT	
Select	243455	3059	42280 - IGLOO STORAGE, INSTALLATION	
Select	353614	12059	42180 - IGLOO STR DEPOT	
Select	364832	P0059	IGLOO STORAGE	
Select	443612	2059	STOR, IGLOO	
Select	457529	37059	STOR, IGLOO	
Select	497954	11059	STOR, IGLOO	

items per page
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4. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.*

