



Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the ELMS catalog.

Navigation

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

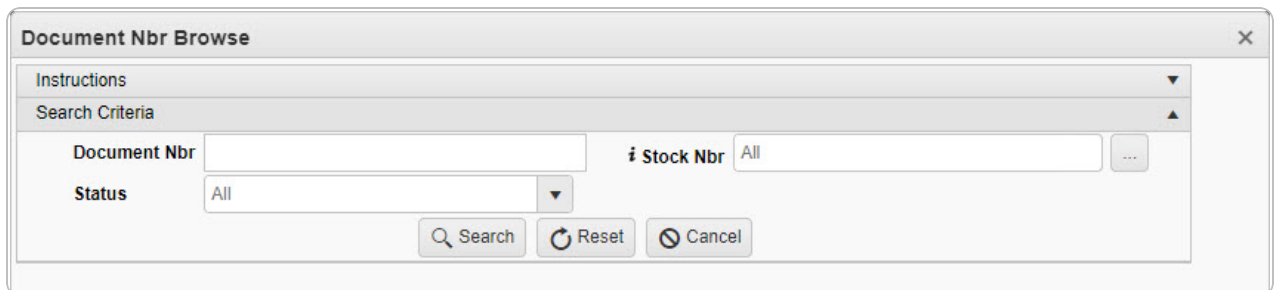
Procedures

Browse for a Document 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 **DOCUMENT NBR Browse** pop-up window appears.



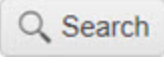
The screenshot shows the 'Document Nbr Browse' window. It has a title bar with a close button. Below the title bar is a section labeled 'Instructions' with a dropdown arrow. Underneath is the 'Search Criteria' section, which contains three input fields: 'Document Nbr', 'Stock Nbr' (with a small 'i' icon), and 'Status'. The 'Status' field has a dropdown arrow. At the bottom of the search criteria section are three buttons: 'Search' (with a magnifying glass icon), 'Reset' (with a circular arrow icon), and 'Cancel' (with a circle and slash icon).

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





Help Reference Guide

- Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*
 - Use  to select the Status.
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
3. Select . *Results display in the DOCUMENT NBR Grid.*

Document Nbr		Grid Options ▼					
Select	Document Nbr	Stock Nbr	Item Desc	From Warehouse	To Warehouse	Document Type	Ordered Qty
Select	HC100152821502	1005004634616	BARREL,MACHINE GUN	COLUMBUS	FIELDING	TF - Warehouse Transfer	1
Select	HC100152881501	1005004634616	BARREL,MACHINE GUN	COLUMBUS	FIELDING	TF - Warehouse Transfer	1
Select	HC100190251502	1005004634616	BARREL,MACHINE GUN	COLUMBUS	FIELDING	TF - Warehouse Transfer	1


 50 items per page
 1 - 3 of 3 items

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

