



Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

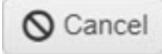
Navigation

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

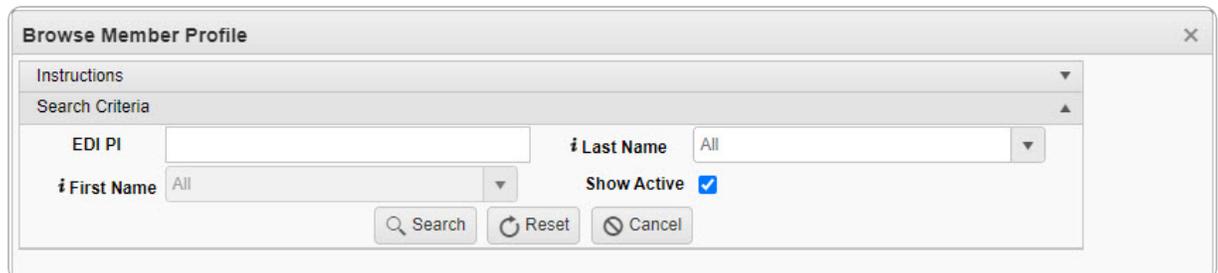
Procedures

Browse for a Member Profile

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 **Browse Member Profile** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



The screenshot shows a window titled "Browse Member Profile" with a close button (X) in the top right corner. It contains an "Instructions" section with a dropdown arrow. Below that is a "Search Criteria" section with several fields: "EDI PI" (text input), "Last Name" (dropdown menu with "All" selected), "First Name" (dropdown menu with "All" selected), and "Show Active" (checkbox checked). 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).





Help Reference Guide

- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*
- Use to select the First Name, or use  to assist with the entry.
- Use to select the Last Name, or use  to assist with the entry.
- Click to select the Show Active. *This ensures that only active members are displayed.*

3. Select . Results display in the Member Profile Grid below.

Select	Last Name ↑	First Name ↑	Middle Initial ↑	EDIPI	Valid EDIPI	Grade	Member Category Cd	Assigned UIC	Temporary Assigned UIC
Select	BAGGINS	BILBO		ID87655002	No	CIV	USN	000001	
Select	BAGGINS	BILBO		ID87655003	No	CIV	USN	000001	
Select	BAGGINS	FRODO		ID87654774	No	E3	Civilian	000001	

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

