



Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

Navigation

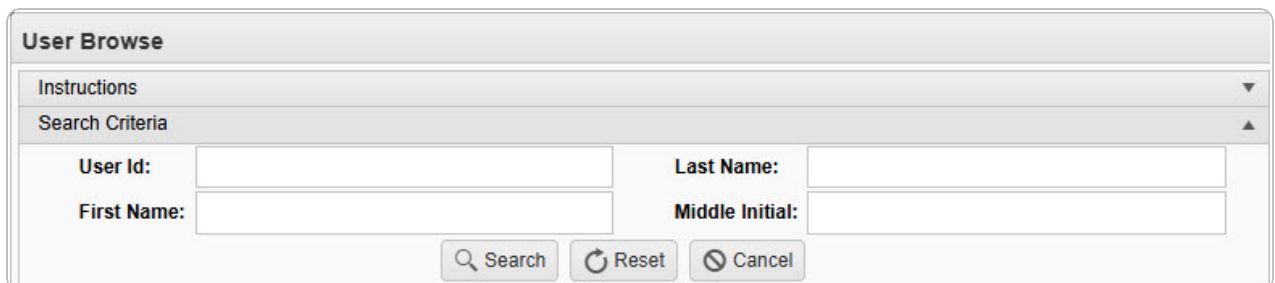
ELMS Modules > *VARIOUS PROCEDURAL STEPS* > [Browse for an ELMS User...](#) > User Browse pop-up window

Procedures

Browse for a User

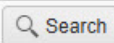
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [Browse for an ELMS User...](#). The **User Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



The 'User Browse' window contains a 'Search Criteria' section with the following fields:

User Id:		Last Name:	
First Name:		Middle Initial:	

At the bottom of the search criteria section are three buttons: , , and .

3. Select  to begin the query. Results display in the User Browse Grid below.





Help Reference Guide

User Browse
Grid Options ▼

Select	User Id ↑	Last Name	First Name	Middle Name
Select		GROCE	PIDGE	
Select		GROCE	BRIDGET	
Select		GROCE	TIMOTHY	

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items per page
1 - 3 of 3 items

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

