



Browse for a User

Overview


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


Navigation

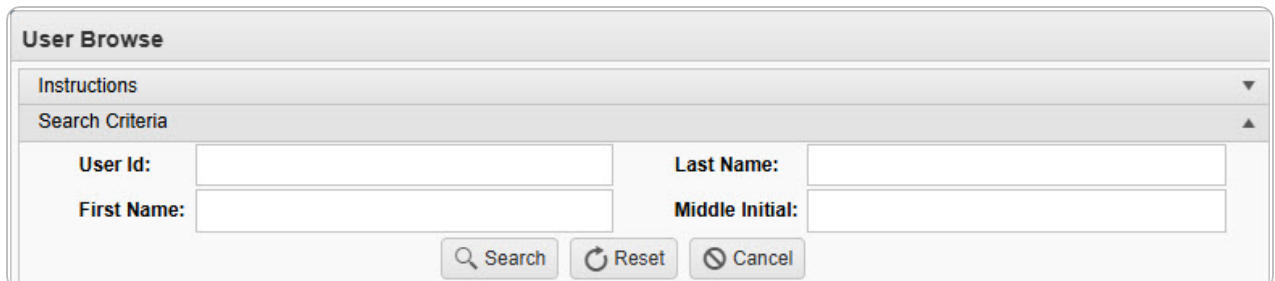
ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > User Browse pop-up window

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 . 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 screenshot shows the 'User Browse' pop-up window. It has a title bar 'User Browse' and a dropdown menu for 'Instructions'. Below that is a 'Search Criteria' section with four input fields: 'User Id:', 'Last Name:', 'First Name:', and 'Middle Initial:'. 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).

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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4. 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.*

