



Search for an Appointment

Overview

The Warehouse Management module Appointment Inquiry process provides the ability to inquire about the when of appointments per place.


With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Navigation

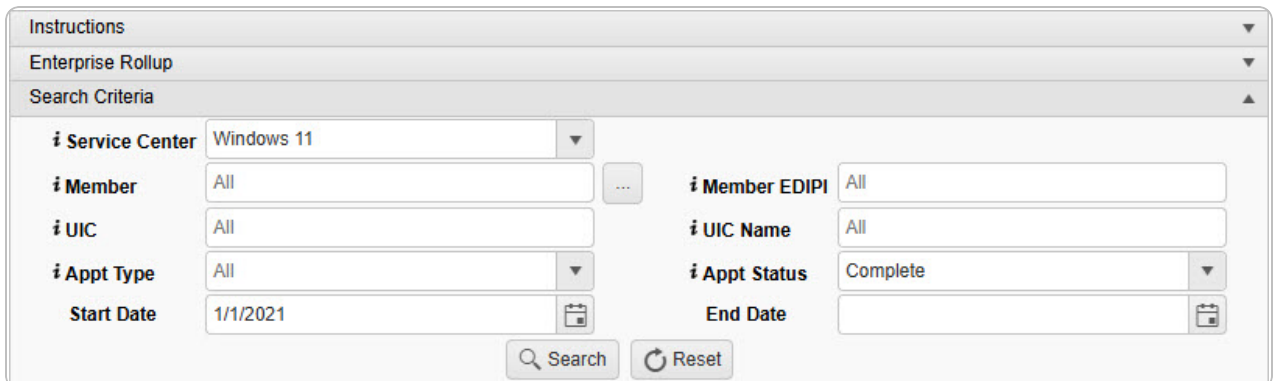
Inquiries > Appointment Inquiry

Procedures

Search for an Appointment


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.

1. In the Search Criteria section, narrow the results by entering one or more of the following fields.



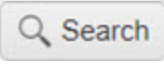
The screenshot shows the 'Search Criteria' section of the ELMS interface. It includes the following fields and controls:

- Instructions:** A dropdown menu.
- Enterprise Rollup:** A dropdown menu.
- Search Criteria:** A section containing several input fields:
 - Service Center:** A dropdown menu with 'Windows 11' selected.
 - Member:** A text input field with 'All'.
 - UIC:** A text input field with 'All'.
 - Appt Type:** A dropdown menu with 'All'.
 - Start Date:** A text input field with '1/1/2021' and a calendar icon.
 - Member EDIPI:** A text input field with 'All'.
 - UIC Name:** A text input field with 'All'.
 - Appt Status:** A dropdown menu with 'Complete'.
 - End Date:** A text input field with a calendar icon.
- Buttons:** 'Search' and 'Reset' buttons at the bottom.

- A. Use  to select Start Date, or enter the date (MM/DD/YYYY) in the field provided.





2. Select . Results appear in the Appointment Inquiry Search Results grid.

Appointment										Grid Options
Service Center	Appt Start Date	Service Center Time Zone	Member	Member EDIPI	UIC	UIC Name	Appt Type	Appt Status		
Windows 11		EST - ON (Atikokan), NU (Coral H) (GMT -5)	ACOSTA, VICTOR M	1455238559	M12160	M12160 - 1/6 2D MARDIV	Full Individual Return	Complete		
Windows 11		EST - ON (Atikokan), NU (Coral H) (GMT -5)	ACOSTA, VICTOR M	1455238559	M12160	M12160 - 1/6 2D MARDIV	Full Individual Return	Complete		
Selected 0/2		Page 1 of 1		100 items per page		1 - 2 of 2 items				

Isolate Appointment Inquiry Results

Isolating the Appointment Inquiry Search Results can be found in the Enterprise Rollup feature.

Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields.

Instructions

Enterprise Rollup

Logistics Program

Select an LP

Region

All

Site

All

Warehouse

All

✓ Apply

Reset

Search Criteria

2. Select . Results appear in the Appointment Inquiry Search Results grid.

Appointment										Grid Options
Service Center	Appt Start Date	Service Center Time Zone	Member	Member EDIPI	UIC	UIC Name	Appt Type	Appt Status		
Windows 11		EST - ON (Atikokan), NU (Coral H) (GMT -5)	ACOSTA, VICTOR M	1455238559	M12160	M12160 - 1/6 2D MARDIV	Full Individual Return	Complete		
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Selected 0/2		Page 1 of 1		100 items per page		1 - 2 of 2 items				

