



## 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

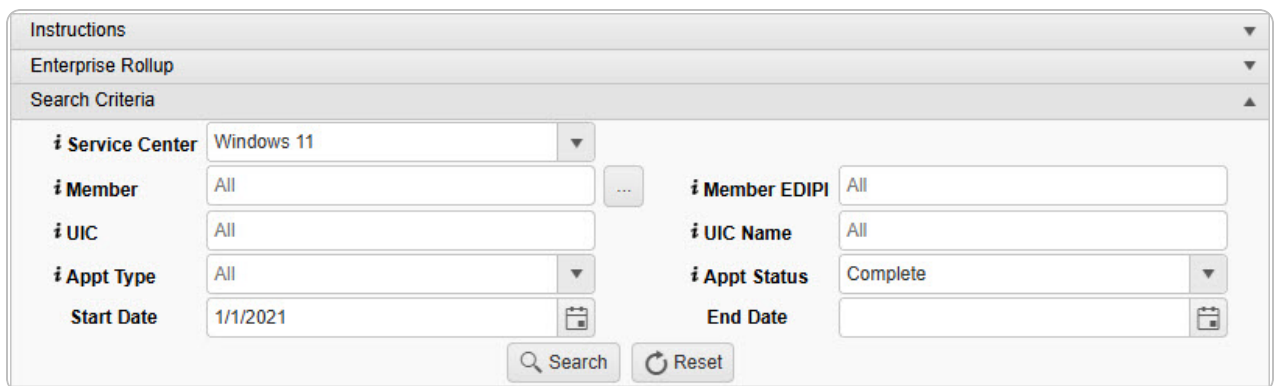
Inquiries > Appointment Inquiry > Appointment Inquiry page

### 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 a web interface for searching appointments. It includes a 'Search Criteria' section with the following fields:

|                       |            |   |                     |   |
|-----------------------|------------|---|---------------------|---|
| <b>Service Center</b> | Windows 11 |   | <b>Member EDIPI</b> | All   |
| <b>Member</b>         | All        | ...   | <b>UIC Name</b>     | All   |
| <b>UIC</b>            | All        |   | <b>Appt Status</b>  | Complete  |
| <b>Appt Type</b>      | All        |   | <b>End Date</b>     |   |
| <b>Start Date</b>     | 1/1/2021   |  |                     |  |

Buttons: Search, Reset

- 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

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    |
| 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

