Search for a Member Activity

Overview

The Warehouse Management module Individual Issue / Return Inquiry process provides the ability to inquire about what was issued to a member / custodian, and show them where they signed for items, and what items they signed for.
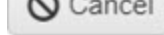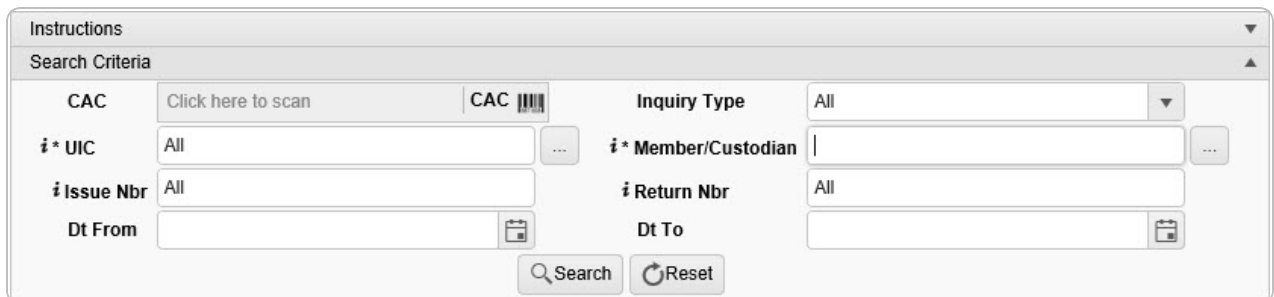
Navigation

Inquiries > Member > Member Activity

Procedures

Search for a Member Activity

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳ Reset *at any point of this procedure returns all fields to the default "All" setting.*
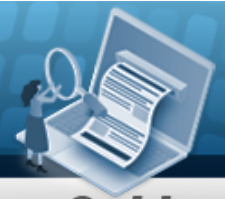
Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

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

A. Use 🛈 or ⋯ to assist with the UIC entry. *This is a 6 alphanumeric character field.*

B. Use 🛈 or ⋯ to assist with the Member / Custodian entry. *This is a 50 alpha-numeric character field.*

2. Select 🔍 Search . *Results appear in the Search Results grid.*

View the Issue Details

Select ▶ . *The Issue Details grid appears.*

Print the Forms

A. Select ☐ next to the desired request. *A ☑ appears, and* 🖨 Print ▼ *and* 🕒 Unit Issue Activity *are active.*
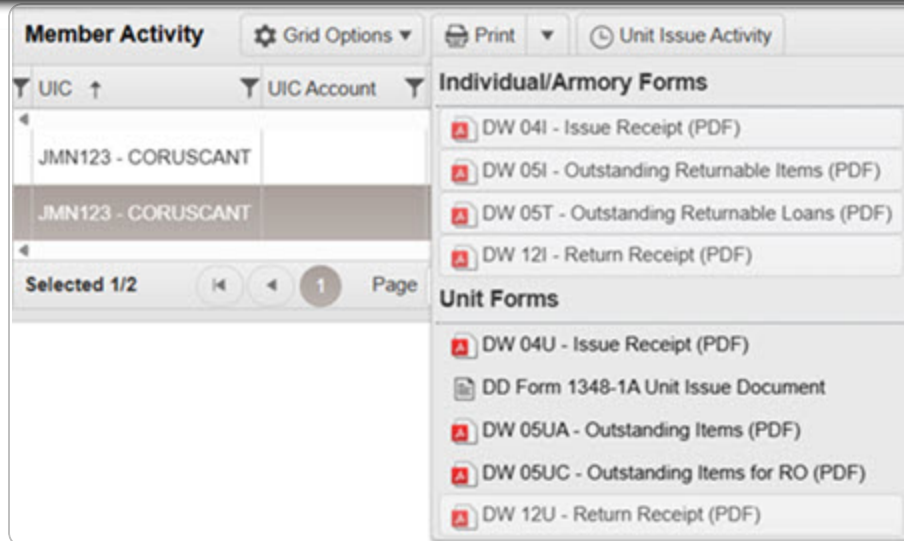
B. Select 🖨 Print ▼ . *A list of forms available to print appears.*

Unclassified
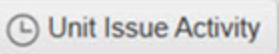
C. Choose a form to print. *appears, then replaced by*
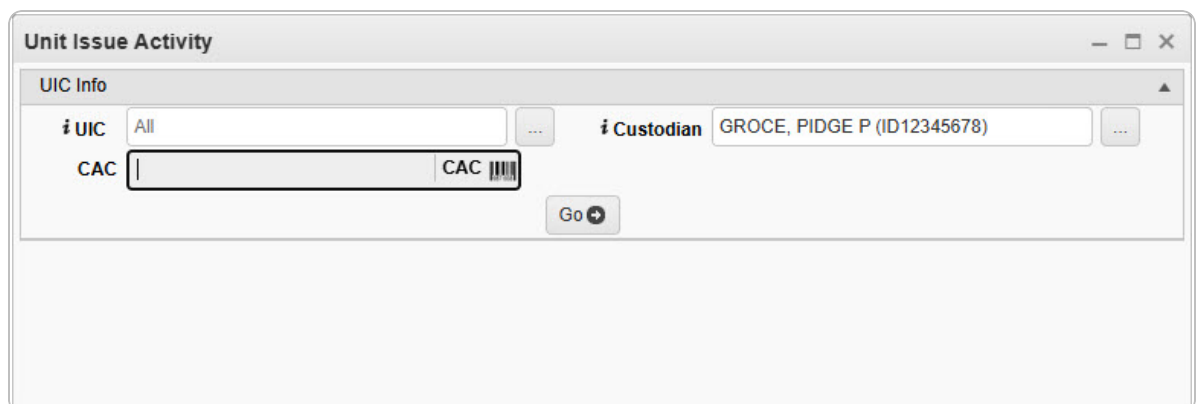
D. The **Windows Save As** pop-up appears, ready to save the form for printing.
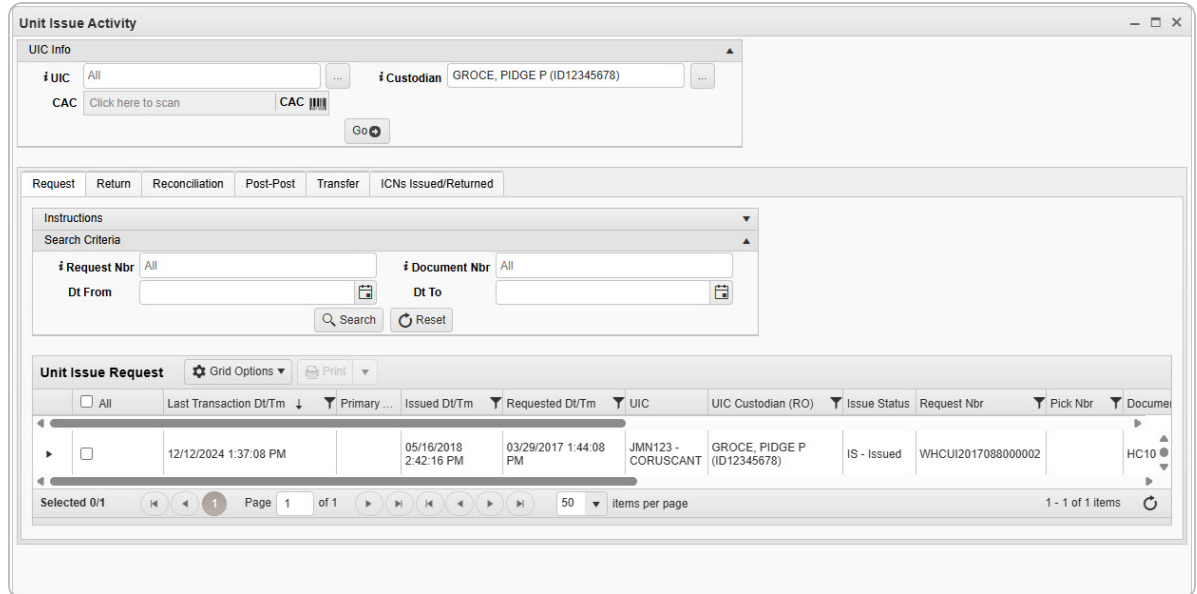
Unit Issue Activity

A. Select ☐ next to the desired request. *A* ☑ *appears, and* *and*

 are active.

B. Select . *The* **Unit Issue Activity** *pop-up window appears.*

C. Select [Go ➡]. *The **Unit Issue Activity Details** pop-up window appears.*

D. *The **Unit Issue Activity** page goes into deeper information about this pop-up window.*