



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.

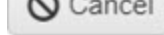
Navigation

Inquiries > Member > Member Activity

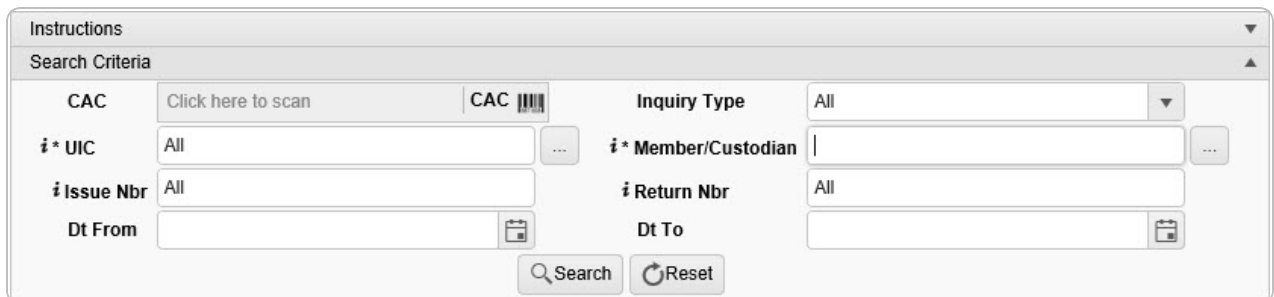
Procedures

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

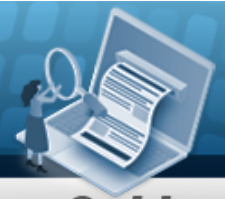
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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







The screenshot shows a web form titled "Search Criteria" with a "Instructions" tab. The form contains several input fields and buttons. On the left, there is a "CAC" field with a "Click here to scan" link and a barcode icon. Below it are fields for "i * UIC" (set to "All"), "i Issue Nbr" (set to "All"), and "Dt From" (with a calendar icon). On the right, there is an "Inquiry Type" dropdown menu (set to "All"), a field for "i * Member/Custodian", a field for "i Return Nbr" (set to "All"), and a "Dt To" field (with a calendar icon). At the bottom, there are "Search" and "Reset" buttons.






Help Reference Guide

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 alphanumeric character field.*

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

Member Activity													
All	Last Transaction Dt/Tm	Primary	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Post
<input type="checkbox"/>	06/12/2025 3:45:58 PM	Individual	JMN123 - CORUSCANT			GROCE, PIDGE P (ID12345678)				WHCR021726200001	06/12/2025 3:45:58 PM	0	No
<input type="checkbox"/>	12/12/2024 1:37:08 PM	Unit	JMN123 - CORUSCANT			GROCE, PIDGE P (ID12345678)	WHCU021708800002	05/16/2018 2:42:16 PM	5				No

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

View the Issue Details

Select . *The Issue Details grid appears.*



Member Activity													
All	Last Transaction Dt/Tm	Primary	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Post
<input type="checkbox"/>	06/12/2025 3:45:58 PM	Individual	JMN123 - CORUSCANT			GROCE, PIDGE P (ID12345678)				WHCR021726200001	06/12/2025 3:45:58 PM	0	No


Individual Return Details													
SRG Type Cat	Inv Type	Stock Nbr	Parent Stock Nbr	ICN	Parent ICN	Unit/TAICN	Stock Nbr	Item Desc	Signet Cst	Reportable Commodity Type	ICN	Serial Nbr	HR Contract Nbr
400	End Item	113811381138A		A0000000000000000000		113811381138A		LIGHT BAKER - BLUE A - Serial Number Manager			A0000000000000000000	113811381138A	

Member Activity													
All	Last Transaction Dt/Tm	Primary	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Post
<input type="checkbox"/>	12/12/2024 1:37:08 PM	Unit	JMN123 - CORUSCANT			GROCE, PIDGE P (ID12345678)	WHCU021708800002	05/16/2018 2:42:16 PM	5				No

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items


Print the Forms

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

 **Unit Issue Activity** are active.

Member Activity													
All	Last Transaction Dt/Tm	Primary	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Issued	Return Nbr	Return Dt	End Item Qty Returned	Is Post Post
<input type="checkbox"/>	06/12/2025 3:45:58 PM	Individual	JMN123 - CORUSCANT			GROCE, PIDGE P (ID12345678)							No
<input checked="" type="checkbox"/>	12/12/2024 1:37:08 PM	Unit	JMN123 - CORUSCANT			GROCE, PIDGE P (ID12345678)	WHCU021708800002	05/16/2018 2:42:16 PM	5				No

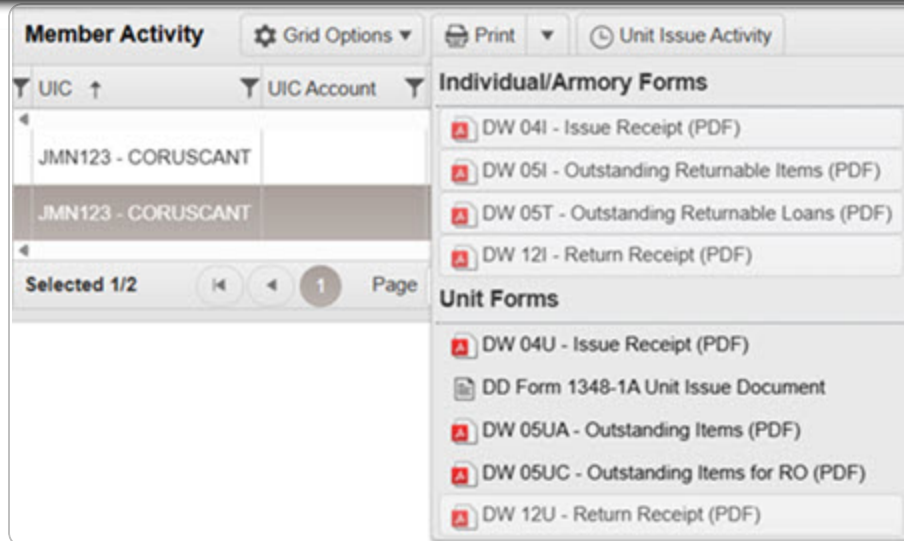
Selected 1/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

B. Select  **Print**. *A list of forms available to print appears.*





Help Reference Guide





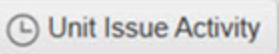
Generating file to print. Please wait...

- C. Choose a form to print. *appears, then replaced by*

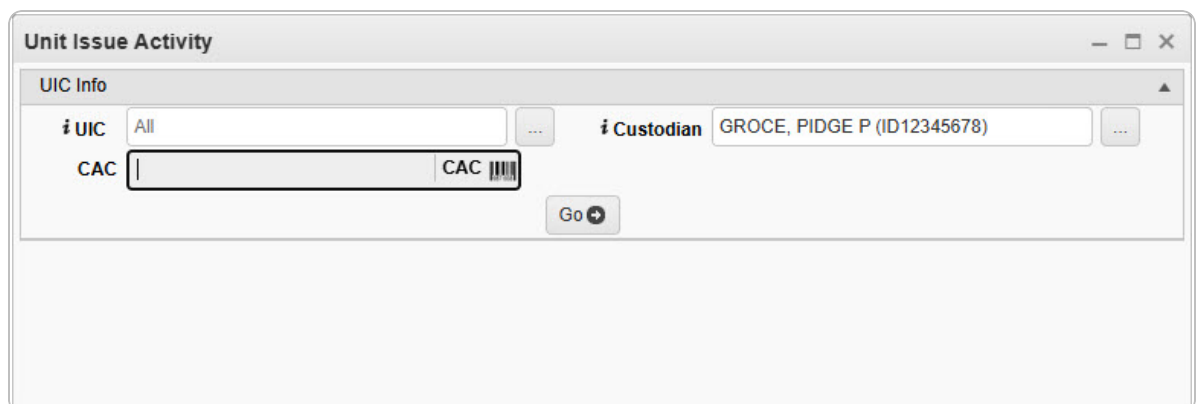
Complete - File generated successfully

- D. The **Windows Save As** pop-up appears, ready to save the form for printing.

Unit Issue Activity

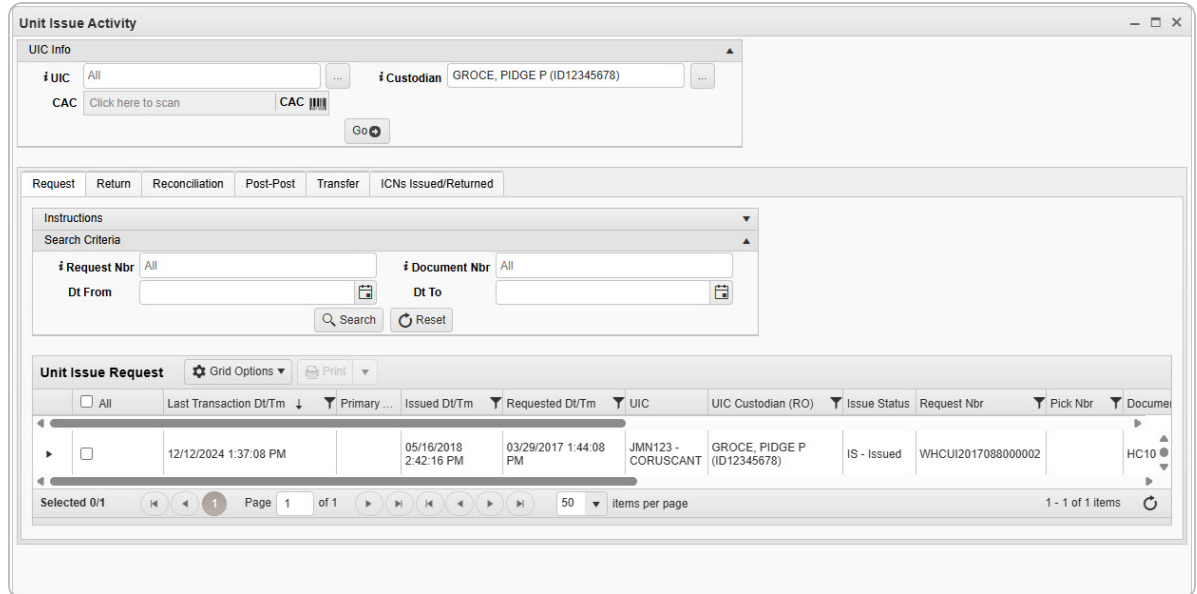
- A. Select ☐ next to the desired request. A  appears, and  and  are active.

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






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



Unit Issue Activity

UIC Info

UIC: All # Custodian: GROCE, PIDGE P (ID12345678)

CAC: Click here to scan CAC

Go

Request Return Reconciliation Post-Post Transfer ICNs Issued/Returned

Instructions

Search Criteria

Request Nbr: All # Document Nbr: All

Dt From: Dt To:

Search Reset

Unit Issue Request Grid Options Print

All	Last Transaction Dt/Tm	Primary ...	Issued Dt/Tm	Requested Dt/Tm	UIC	UIC Custodian (RO)	Issue Status	Request Nbr	Pick Nbr	Documen
<input type="checkbox"/>	12/12/2024 1:37:08 PM		05/16/2018 2:42:16 PM	03/29/2017 1:44:08 PM	JMN123 - CORUSCANT	GROCE, PIDGE P (ID12345678)	IS - Issued	WHCUI2017088000002		HC10

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

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

