



## 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 > Member Activity page

### 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.

Instructions

Search Criteria

CAC	Click here to scan	CAC 	Inquiry Type	All
<b>i</b> * UIC	All	...	<b>i</b> * Member/Custodian	
<b>i</b> Issue Nbr	All		<b>i</b> Return Nbr	All
Dt From	<input type="text"/>		Dt To	<input type="text"/>





- 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 . *Results appear in the Search Results grid.*

Member Activity	Grid Options	Print	Unit Issue 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	Is Reconciliation	Warehouse
<input type="checkbox"/>	06/12/2025 3:45:58 PM		Individual	JMN123 - CORUSCANT		GROCE, PIDGE P (ID12345678)				WHCR201729200001	06/12/2025 3:45:58 PM	0	No	No	COLUMBUS
<input type="checkbox"/>	12/12/2024 1:37:08 PM		Unit	JMN123 - CORUSCANT		GROCE, PIDGE P (ID12345678)	WHCU201708800002	05/16/2019 2:42:16 PM	5				No	No	COLUMBUS

## View the Issue Details

Select . *The Issue Details grid appears.*

Member Activity	Grid Options	Print	Unit Issue 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	Is Reconciliation	Warehouse																																		
<input checked="" type="checkbox"/>	06/12/2025 3:45:58 PM		Individual	JMN123 - CORUSCANT		GROCE, PIDGE P (ID12345678)	WHCR201729200001	06/12/2025 3:45:58 PM	0			06/12/2025 3:45:58 PM	0	No	No	COLUMBUS																																	
<b>Individual Return Details</b> <table border="1"> <thead> <tr> <th>SKD Type Cd</th> <th>Inv Type</th> <th>Stock Nbr</th> <th>Parent Stock Nbr</th> <th>ICN</th> <th>Parent ICN</th> <th>LN/TARCN</th> <th>Stock Nbr</th> <th>Item Desc</th> <th>Mgmt Cd</th> <th>Reportable Commodity Type</th> <th>ICN</th> <th>Serial Nbr</th> <th>HR Contract Nbr</th> <th>Qty Issued</th> <th>Qty Returned</th> <th>Qty Not Returned</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>113811381138A</td> <td></td> <td>A00000000000284350</td> <td></td> <td></td> <td>113811381138A</td> <td>LIGHT SABER - BLUE A - Serial Number Manager</td> <td></td> <td></td> <td>A00000000000284350</td> <td>LC9112</td> <td></td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>																SKD Type Cd	Inv Type	Stock Nbr	Parent Stock Nbr	ICN	Parent ICN	LN/TARCN	Stock Nbr	Item Desc	Mgmt Cd	Reportable Commodity Type	ICN	Serial Nbr	HR Contract Nbr	Qty Issued	Qty Returned	Qty Not Returned			113811381138A		A00000000000284350			113811381138A	LIGHT SABER - BLUE A - Serial Number Manager			A00000000000284350	LC9112		0	0	1
SKD Type Cd	Inv Type	Stock Nbr	Parent Stock Nbr	ICN	Parent ICN	LN/TARCN	Stock Nbr	Item Desc	Mgmt Cd	Reportable Commodity Type	ICN	Serial Nbr	HR Contract Nbr	Qty Issued	Qty Returned	Qty Not Returned																																	
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<input type="checkbox"/>	12/12/2024 1:37:08 PM		Unit	JMN123 - CORUSCANT		GROCE, PIDGE P (ID12345678)	WHCU201708800002	05/16/2019 2:42:16 PM	5					No	No	COLUMBUS																																	

## Print the Forms

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

Member Activity	Grid Options	Print	Unit Issue Activity									
All	Last Transaction Dt/Tm	Primary	Inquiry Type	UIC	UIC Account	Member	Issue Nbr	Issue Dt	End Item Qty Returned	Is Post Post	Is Reconciliation	Warehouse
<input type="checkbox"/>	06/12/2025 3:45:58 PM		Individual	JMN123 - CORUSCANT		GROCE, PIDGE P (ID12345678)			0	No	No	COLUMBUS
<input checked="" type="checkbox"/>	12/12/2024 1:37:08 PM		Unit	JMN123 - CORUSCANT		GROCE, PIDGE P (ID12345678)	WHCU201708800002	05/16/2019 2:42:16 PM		No	No	COLUMBUS

- B. Select . *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:  Custodian:

CAC:  CAC:

Request   Return   Reconciliation   Post-Post   Transfer   ICNs Issued/Returned

**Instructions**

**Search Criteria**

Request Nbr:    Document Nbr:

Dt From:    Dt To:

**Unit Issue Request**     

<input type="checkbox"/> 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.

