

Browse for a Document Number

Overview


The Document Number Browse pop-up window allows searching for documents in the DPAS catalog.


Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > DOCUMENT NBR Browse pop-up window

Procedures



Browse for a Document Number

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. Select . The **DOCUMENT NBR Browse** pop-up window appears.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.
 - Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*

- Use to select the Status.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

3. Select . Results display in the DOCUMENT NBR Grid.

Select	Document Nbr	Stock Nbr	Item Desc	From Warehouse	To Warehouse	Document Type	Ordered
Select	LD071732990006	00000001	EQUIPMENT		MECHANICSBURG	PO - Purchase Order	2
Select	LD071740380441	1005000179547	PIN,FIRING	MECHANICSBURG	TAMPA	TF - Warehouse Transfer	1
Select	LD071731360005	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	100
Select	LD071731360015	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	65
Select	LD071731360019	5965000017591	CUSHION,EAR		MECHANICSBURG	PO - Purchase Order	100
Select	LD071731370006	4130000815947	FILTER ELEMENT,AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1
Select	LD071731370008	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	20
Select	LD071731430202	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
Select	LD071731430203	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
Select	LD071731430020	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	PO - Purchase Order	1
Select	LD071731370013	4130000815947	FILTER ELEMENT,AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1

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4. Choose the Select hyperlink next to the desired DOCUMENT NBR. *The **DOCUMENT NBR Browse** pop-up window closes and the selected DOCUMENT NBR appears in the previous screen.*