Browse for Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

DPAS Modules > *Various Procedural Steps* > [+ Add] > Points of Contact pop-up window

Procedures

Browse for Points of Contact

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. Use [+ Add] to browse for the Point of Contact. *The* **Points of Contact** *pop-up window displays.*

Points of Contact ✕

Search Criteria ⌃

Contact [   ]

↺ Reset   🔍 Search

Search Results ⌃

ℹ Please enter criteria and click Search

❌ Cancel   Take Selected

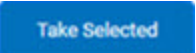2. Select 🔍 Search . *The results appear in the search results grid.*

Search Results ⌃

🔧 Options ▾

	Contact	⋮	Phone	⋮	Mobile Phone	⋮	Email	⋮	Maint Division	Type	Address	⋮	City	⋮	State	⋮	Zip Code	⋮	Country	⋮
○	CUST 1		320-396-2211		--		--		JRA000	PC	--		--		--		--		--	
○	CUST 2		123-4567		--		--		JRA000	PC	--		--		--		--		--	

Selected 0/2   ⏮ ◀ 1 ▶ ⏭   10 ▾ items per page   1 - 2 of 2 items

3. Click ○ to select the Contact.

4. Select Take Selected . *The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact panel.*