



## Browse for a Custodian Number

### Overview


The Custodian Number Browse pop-up window allows searching for a custodian that is responsible for the assets.


### Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Custodian Browse pop-up window

### Procedure

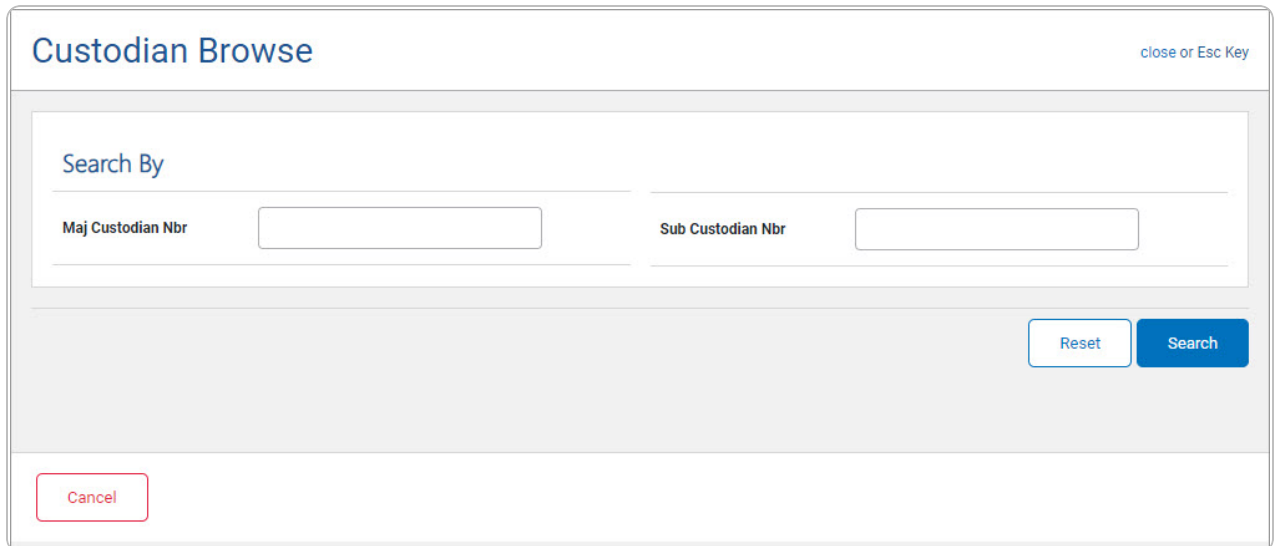
#### Browse for a Custodian Number

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 **Custodian Browse** pop-up window appears.



The screenshot shows a 'Custodian Browse' pop-up window. At the top left is the title 'Custodian Browse' and at the top right is a link 'close or Esc Key'. Below the title is a 'Search By' section with two input fields: 'Maj Custodian Nbr' and 'Sub Custodian Nbr'. At the bottom right of the search section are two buttons: 'Reset' and 'Search'. At the bottom left of the window is a 'Cancel' button.

2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.
  - Enter the MAJ CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*
  - Enter the SUB CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*
3. Select . Results display in the Custodian Results Grid below.





## Help Reference Guide

### Custodian Browse

close or Esc Key

Search By

Maj Custodian Nbr

Sub Custodian Nbr

Reset

Search

Select	Maj Cust Nbr	Sub Cust Nbr	Cust Name	Phone Nbr
<a href="#">Select</a>	ABC123		GEORGE BRETT	
<a href="#">Select</a>	ABC123	23TEST	TESTING TEST 2	
<a href="#">Select</a>	ABC123	98TEST	TESTING TEST	
<a href="#">Select</a>	ABC123	SUB123	JOHN WHITE	

Cancel

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

