Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for or creating document numbers for the current transaction.

Navigation

DPAS PA Module > VARIOUS PROCEDURAL STEPS > 🔍 > Document Number Browse pop-up window
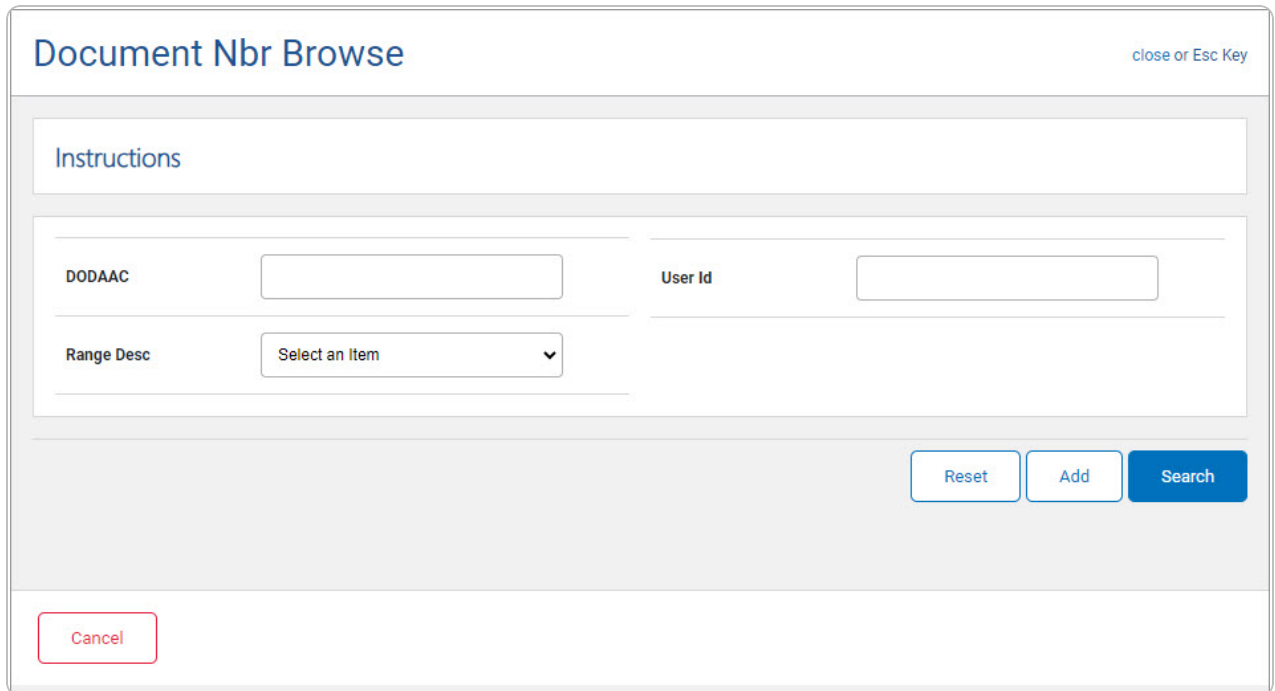
Procedure

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 [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.*

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1. Select 🔍 . *The **Document Number Browse** pop-up window appears*.

Document Nbr Browse   close or Esc Key

Instructions

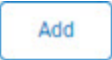| DODAAC | | User Id | |
| Range Desc | Select an Item ⌄ | | |

Reset   Add   Search

Cancel

2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

3. Use ⌵ to select the desired Range Desc.

4. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

5. Select **Search** . *Results display in the Document Number Grid below.*

   OR

   Select **Add** . *The latest number in the requested series automatically has 1 added to it, and is displayed in the in the Document Number Grid below.*

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