



## Browse for a Document Number

### Overview

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

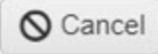
### Navigation

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

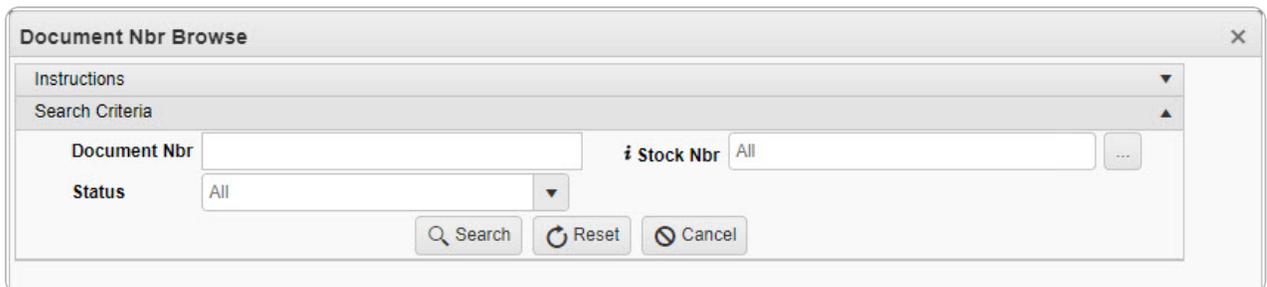
### Procedures

#### 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.



The screenshot shows a window titled "Document Nbr Browse" with a close button (X) in the top right corner. It contains an "Instructions" section with a downward arrow and a "Search Criteria" section with an upward arrow. The "Search Criteria" section includes a "Document Nbr" text input field, a "Stock Nbr" dropdown menu currently set to "All" with a "More options" icon to its right, and a "Status" dropdown menu currently set to "All". At the bottom of the window are three buttons: "Search" (with a magnifying glass icon), "Reset" (with a circular arrow icon), and "Cancel" (with a circle and slash icon).

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.





## Help Reference Guide

- 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 |
|------------------------|----------------|---------------|----------------------------------|----------------|---------------|---------------------------|---------|
| <a href="#">Select</a> | LD071732990006 | 00000001      | EQUIPMENT                        |                | MECHANICSBURG | PO - Purchase Order       | 2       |
| <a href="#">Select</a> | LD071740380441 | 1005000179547 | PIN,FIRING                       | MECHANICSBURG  | TAMPA         | TF - Warehouse Transfer   | 1       |
| <a href="#">Select</a> | LD071731360005 | 1280567890123 | SWORD                            |                | MECHANICSBURG | PO - Purchase Order       | 100     |
| <a href="#">Select</a> | LD071731360015 | 1280567890123 | SWORD                            |                | MECHANICSBURG | PO - Purchase Order       | 65      |
| <a href="#">Select</a> | LD071731360019 | 5965000017591 | CUSHION,EAR                      |                | MECHANICSBURG | PO - Purchase Order       | 100     |
| <a href="#">Select</a> | LD071731370006 | 4130000815947 | FILTER ELEMENT,AIR CONDITIONING  |                | MECHANICSBURG | PO - Purchase Order       | 1       |
| <a href="#">Select</a> | LD071731370008 | 1280567890123 | SWORD                            |                | MECHANICSBURG | PO - Purchase Order       | 20      |
| <a href="#">Select</a> | LD071731430202 | 7330014567891 | ICE CREAM HANDLE BAR SCOOP RIGHT |                | MECHANICSBURG | MR - MILSTRIP Requisition | 1       |
| <a href="#">Select</a> | LD071731430203 | 7330014567891 | ICE CREAM HANDLE BAR SCOOP RIGHT |                | MECHANICSBURG | MR - MILSTRIP Requisition | 1       |
| <a href="#">Select</a> | LD071731430020 | 7330014567891 | ICE CREAM HANDLE BAR SCOOP RIGHT |                | MECHANICSBURG | PO - Purchase Order       | 1       |
| <a href="#">Select</a> | LD071731370013 | 4130000815947 | FILTER ELEMENT,AIR CONDITIONING  |                | MECHANICSBURG | PO - Purchase Order       | 1       |

Grid Options: 50 items per page, 1 - 17 of 17 items

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.*

