



Browse for an Exchange

Overview


The Exchange Browse pop-up window allows searching for replacement assets in the ELMS catalog.

Navigation

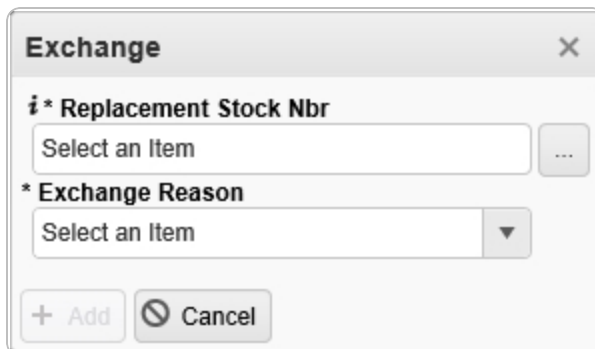
ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Exchange Browse pop-up window

Procedures

Browse for a Replacement Stock Number

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Exchange Browse** pop-up window appears.



The screenshot shows a dialog box titled "Exchange" with a close button (X) in the top right corner. It contains two main input fields: "i * Replacement Stock Nbr" and "* Exchange Reason". The "Replacement Stock Nbr" field has a text input area with "Select an Item" and a small button with three dots "...". The "Exchange Reason" field has a dropdown menu with "Select an Item" and a downward arrow. At the bottom of the dialog, there are two buttons: "+ Add" and "Cancel".

2. Use  or  to assist with the REPLACEMENT STOCK NBR entry. This is a 15 alphanumeric character field. When the field is entered, additional fields appear.





Exchange
✕

i * Replacement Stock Nbr

*** Replacement Inventory**


...

*** Exchange Reason**

Select an Item ▼

Stock Nbr ▲

LIN/TAMCN	Item Desc
Color	TRAINING EQUIPMENT
	Size

3. Use  to select the Exchange Reason.

Exchange
✕

i * Replacement Stock Nbr

*** Replacement Inventory**

*** Exchange Reason**

Damaged x ▼

Stock Nbr ▲

LIN/TAMCN	Item Desc
Color	TRAINING EQUIPMENT
	Size

Replacement Items

ICN	Quantity	Serial Nbr	Cond Cd	Location Id	Container Id
A0000000000002387894	1	1000000000001	F	KOOLCUBE	

4. Select . The Exchange cell changes from  to

Reason: DM - Damaged

, and the replacement asset is ready to be exchanged.

