Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the ELMS catalog.

Navigation

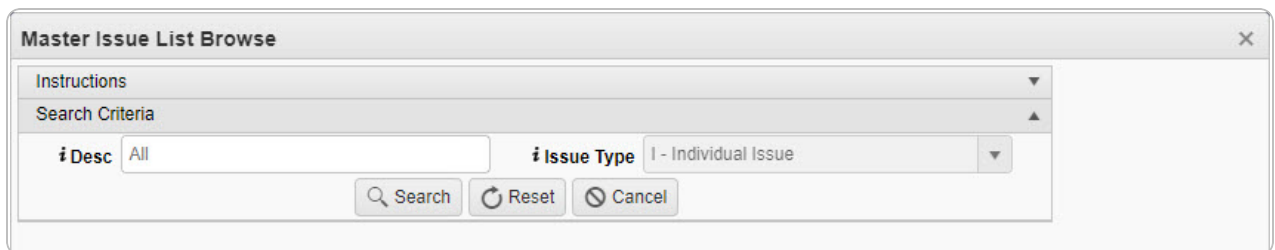ELMS Warehouse Module > VARIOUS PROCEDURAL STEPS > [...] > Master Issue List Browse pop-up window

Procedures

Browse for a Master Issue List

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. Select [...]. *The* **Master Issue List Browse** *pop-up window appears*.

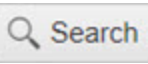2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.
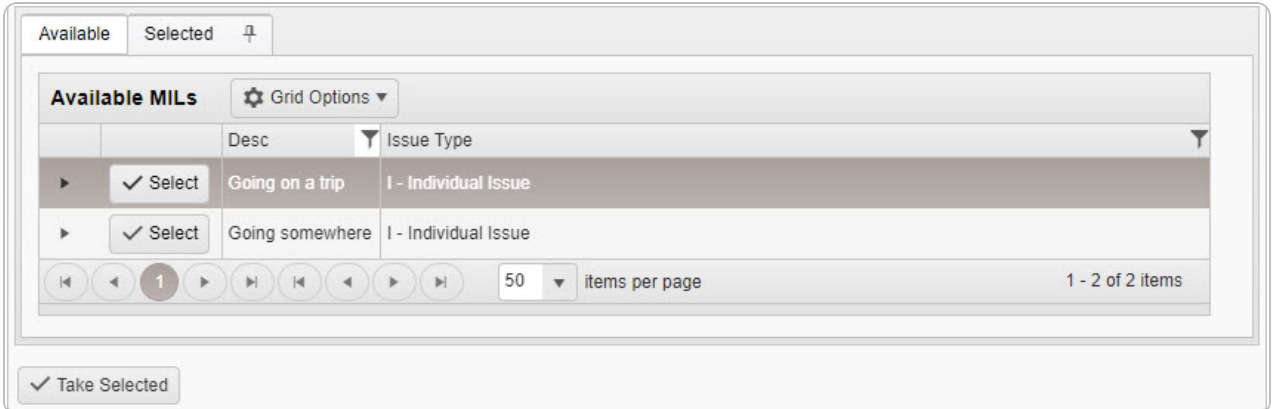
Master Issue List Browse	✕
Instructions	▼
Search Criteria	▲
i Desc All *i* Issue Type I - Individual Issue ▼	
🔍 Search ↻ Reset ⊘ Cancel	

- Enter the DESC, using *i* to assist with the entry. *This is a 250 alphanumeric character field.*

- Use ⬇ to select the Issue Type, or use 𝒊 to assist with the entry.

3. Select 🔍 Search to begin the query. *Results display in the Available MILs Grid of the Available Tab.*

Choose ✔ Select next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4.

OR

Select ▶. *The assets within the MIL appear in the Details grid, and are not editable.*

5.   Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*

6.   Select [✓Take Selected]. *The pop-up window closes and the selected MIL appears in the previous screen.*