



Search for a Member Activity

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about what was issued to a member / custodian, and show them where they signed for items, and what items they signed for.

Navigation

Inquiries > Member > Member Activity

Procedures

Search for a Member Activity

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

Instructions ▼

Search Criteria ▲

CAC	Click here to scan	CAC 	Inquiry Type	All ▼
i * UIC	All	...	i * Member/Custodian	...
i Issue Nbr	All		i Return Nbr	All
Dt From	<input type="text"/>		Dt To	<input type="text"/>
		<input type="button" value="Search"/> <input type="button" value="Reset"/>		

- A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

Click here to scan CAC 





- B. Use to select the Inquiry Type.
 - C. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*
 - D. Use or to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*
 - E. Enter the Issue NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*
 - F. Enter the Return NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*
 - G. Use to select DT From, or enter the date (MM/DD/YYYY) in the field provided.
 - H. Use to select DT To, or enter the date (MM/DD/YYYY) in the field provided.
2. Select . *Results appear in the Search Results grid.*

Member Activity	Grid Options	Print	Link Issue Activity													
<input type="checkbox"/>	All	Last Transaction DTm	Primary Attachment	Inquiry Type	UIC ↑	UIC Account	Member ↑	Issue Nbr	Issue Dt ↑	End Item Qty Issued	Return Nbr	Return Dt ↑	End Item Qty Returned	Is Post	Is Reconciliation	Warehouse
<input type="checkbox"/>		02/09/2021 10:59:22 AM	Individual	JAN123 - CORUSCANT		Yoda, Grqg (ABCDEFGHJ)	NCLD20194000002	02/09/2021 10:59:22 AM	3					No	No	CLEVELAND

View the Issue Details

Select . *The Issue Details grid appears.*

Individual Issue Details	Grid Options	Print	Link Issue Activity													
<input type="checkbox"/>		02/09/2021 10:59:22 AM	Individual	JAN123 - CORUSCANT		Yoda, Grqg (ABCDEFGHJ)	NCLD20194000002	02/09/2021 10:59:22 AM	3					No	No	CLEVELAND
SNO Type Cd	Inv Type	Stock Nbr	Parent Stock Nbr	ICN	Parent ICN	UNIT/AMCN	Stock Nbr	Item Desc	Mgmt Cd	Responsible Connectivity Type	ICN	Serial Nbr	MR Contract Nbr	Qty Issued	Qty Returned	Qty Not Returned
End Item		113811381138A		A00000000000030075			113811381138A	LIGHT SABER - BLUE	A - Serial Number Managed			A00000000000030075		1		
End Item		113811381138B		A00000000000030076			113811381138B	LIGHT SABER - BLUE	A - Serial Number Managed			A00000000000030076		1		
End Item		113811381138C		A00000000000030082			113811381138C	LIGHT SABER - PURPLE	A - Serial Number Managed			A00000000000030082		1		

Print the Forms

1. Select next to the desired request. A appears, and is active.

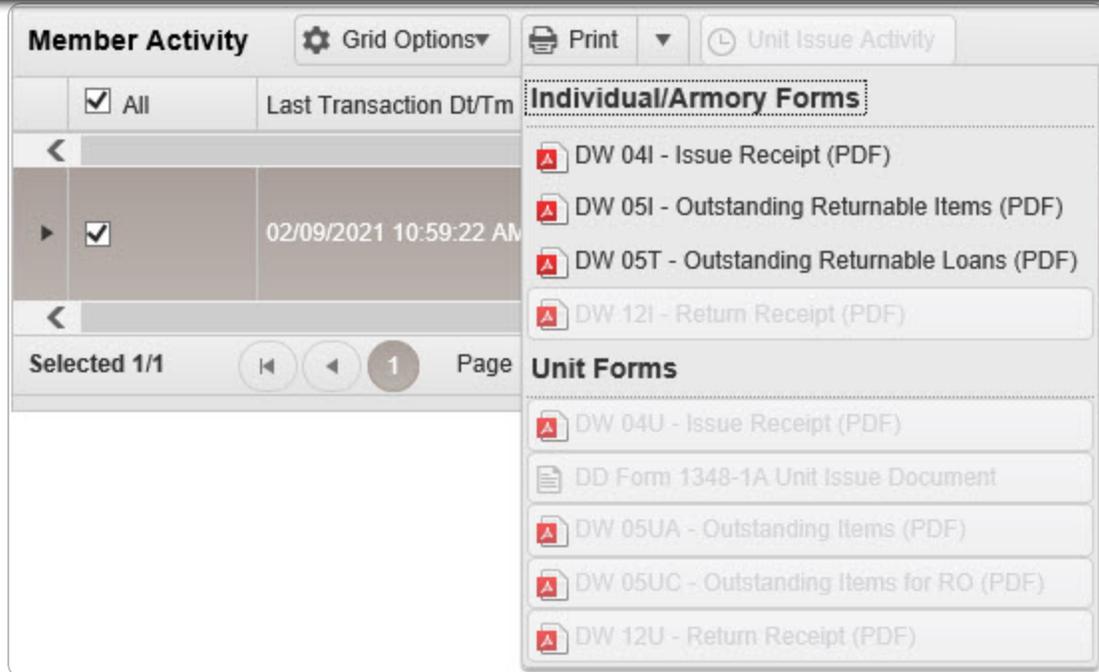
Member Activity	Grid Options	Print	Link Issue Activity													
<input checked="" type="checkbox"/>	All	Last Transaction DTm	Primary Attachment	Inquiry Type	UIC ↑	UIC Account	Member ↑	Issue Nbr	Issue Dt ↑	End Item Qty Issued	Return Nbr	Return Dt ↑	End Item Qty Returned	Is Post	Is Reconciliation	Warehouse
<input checked="" type="checkbox"/>		02/09/2021 10:59:22 AM	Individual	JAN123 - CORUSCANT		Yoda, Grqg (ABCDEFGHJ)	NCLD20194000002	02/09/2021 10:59:22 AM	3					No	No	CLEVELAND

2. Select . *A list of forms available to print appears.*

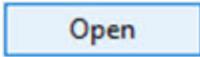
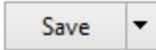




Help Reference Guide



The screenshot shows the 'Member Activity' section of the ELMS interface. It includes a 'Grid Options' menu, a 'Print' button, and a 'Unit Issue Activity' link. The main grid displays a list of activities with columns for selection, status, and 'Last Transaction Dt/Tm'. One activity is selected, showing a date and time of '02/09/2021 10:59:22 AM'. Below the grid is a pagination control showing 'Selected 1/1' and 'Page 1'. To the right of the grid is a list of forms categorized into 'Individual/Armory Forms' and 'Unit Forms'. Each form entry includes a PDF icon and a title, such as 'DW 04I - Issue Receipt (PDF)' and 'DD Form 1348-1A Unit Issue Document'.

3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
 -  opens the PDF document, and is immediately printable.
 -  saves the PDF document, and is printable at a later time.

