



**job\_code**




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Type the four-digit job code, if known. Click **Retrieve**.

If the job code is not known, click . The Job Code pop-up window opens with a list of all job codes.

To search for specific job codes, type data in one or more of the search fields.

Click **Search**. A list of data that matches the search criteria is displayed.

Select a job code from the list. Otherwise, click **Cancel**.