pmis_employee_field

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Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory.

Type the desired data in the search fields.
Click **Search**. A list of data that matches the search criteria is displayed.
Select an employee name from the list. Otherwise, click **Cancel**.