



position_number

Table of Contents

position_number	i
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Type a position number, if known. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the system does not zero-fill the field. As you type the data, a drop-down list of corresponding data is displayed. Select a position number from the list. Click **Retrieve**.

If the position number is not known, click . The Positions pop-up window is displayed with a list of all positions.

To search for specific positions, type data in the desired search fields.

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

Select a position number item from the list. Otherwise, click **Cancel**.