



Select Customers

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The Customers lookup is used to select one or more customer numbers.

Select a customer:

- The customer numbers are listed in ascending order.
- To search for a specific customer, begin typing the customer name or number in the **Search** field. The list is automatically filtered to display the customers that contain the characters that you have typed.
- When you locate the customers to be included, select the corresponding check box and click **OK**. The lookup closes, and the field/parameter is populated with the selected codes.
- Click **Cancel** to close the lookup without selecting a cusotmer.