

Select Departments

Table of Contents

Select Departments i
Select Departments 1

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The Departments lookup is used to select one or more departments.

Select a department:

- The departments are listed in ascending order.
- To search for a specific department, begin typing the department code or description in the **Search** field. The list is automatically filtered to display the departments that contain the characters that you have typed.
- When you locate the departments to be included, select the corresponding checkbox 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 department.