

Select Departments

Table of Contents

Select Departments i
Select Departments 1

Select Departments

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 tered to display the bid numbers that contain the numbers or characters that you have typed.
- When you locate the bid number(s) to be included, select the corresponding check box and click **OK**. The lookup closes, and the field/parameter is populated with the selected bid number(s).
- Click **Cancel** to close the lookup without selecting an bid number.