

Select Item Numbers

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The Inventory lookup is used to select item numbers.

Select an item number:

- The item numbers are listed in ascending order.
- To search for a specific item number, begin typing data in the available search fields and click **Search**.The list displays the results based on the search parameters.
- When you locate the item 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 item number(s).
- Click **Cancel** to close the lookup without selecting an item number(s).