

Select Requestors

Table of Contents

Select Requestors i
Select Requestors 1

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The Requestors lookup is used to select a requestor(s).

Select a requestor:

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