

Select Requisitions

Table of Contents

Select Requisitions i
Select Requisitions 1

Select Requisitions

The Requisitions lookup is used to select one or more requisitions.

Select a requisition:

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