

retrieve_user

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retrieve_user i

Click ⌄ to select a user and click **Retrieve User**. By default, this drop down only displays “employed” users.

Notes:

The drop-down list is sorted alphabetically by last name and then first name.

All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.

the auto-suggest should use 'employed' by default.