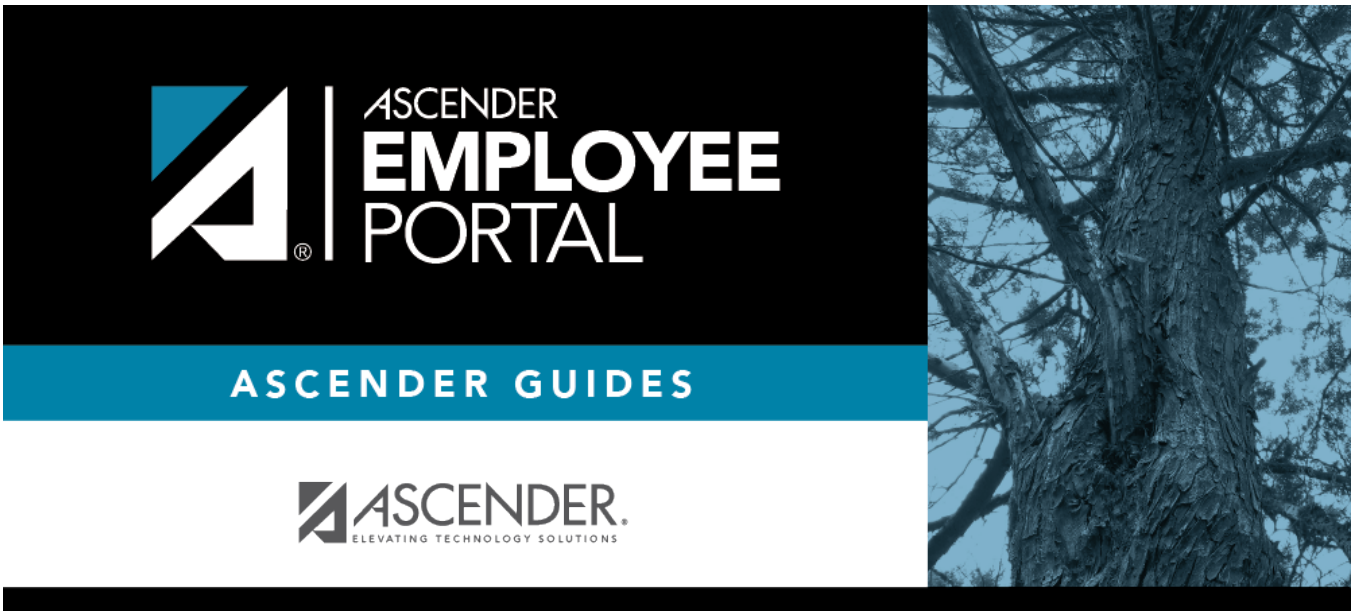


Location Lookup

Table of Contents

Location Lookup 1

Location Lookup

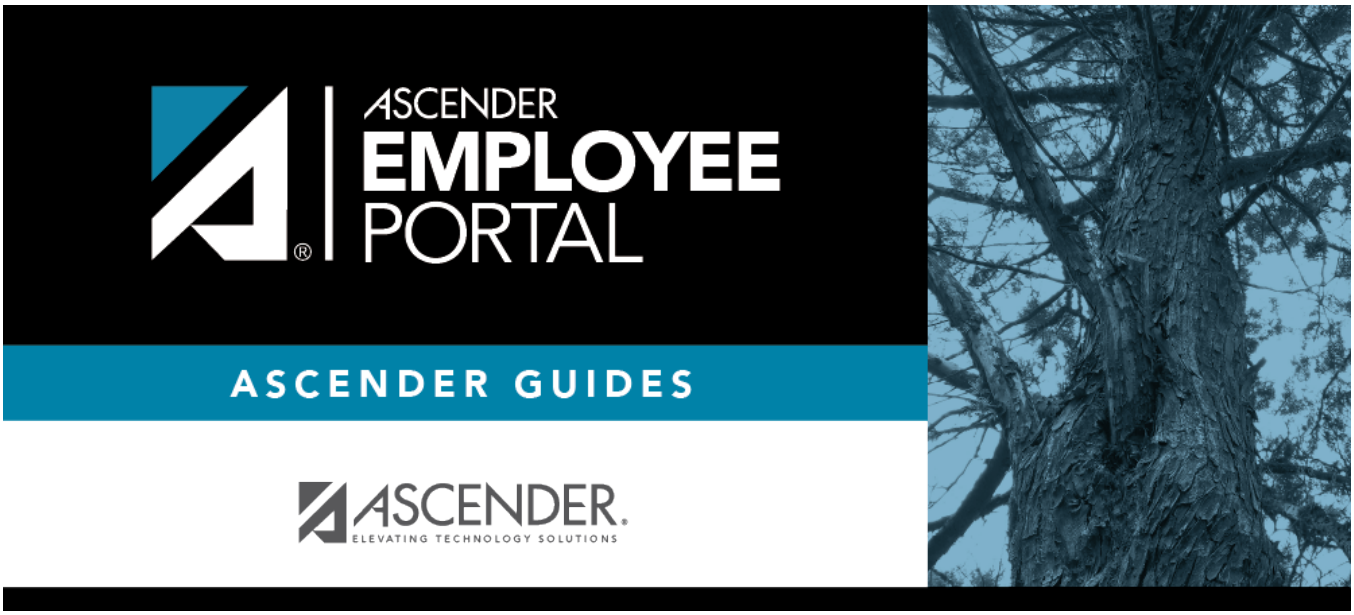
❑ In the **Location Search** field, begin typing a location ID or name. As you type the data, a list of the corresponding locations is displayed.

- Under **Select as Origin**, mark the applicable location as the origin (starting) location.
- Under **Select as Destination**, mark the applicable location as the destination (ending) location.

❑ Click **OK**. The Location Lookup closes and the selected locations are populated in the **Point of Origin** and **Destination** fields. The **Map** field is populated with the distance between the two selected locations (as set up in ASCENDER Finance).

- If the Location Locking feature is enabled, the **Map** field cannot be edited.
- If the Location Locking feature is not enabled, the **Map** field can be edited.

❑ Click or **Cancel** to return to the originating tab/page without selecting a location ID.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover