



Select Absence Type (Posting) Code

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The Absence Type lookup is used to select absence type (posting) codes. Some reports allow you to select multiple codes.

Search for a code:

Absence type codes are listed in alphabetical order by code.

The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

1. To search for a specific code, begin typing the code/type or description in the **Search** field. The list is automatically filtered to display the codes and descriptions that contain the characters you have typed.
2. When you locate the code(s) you want to retrieve:
 - If the report allows you to select only one code, click the code.
 - If the report allows you to select multiple codes, select the check box(es) for one or more codes, and then click **Select**. The lookup closes, and the field or parameter is populated with the selected code(s).

Click **Cancel** to close the lookup without selecting a code.



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