



**Select Service ID**



# Table of Contents

Select Service ID ..... 1





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The service ID lookup is used to retrieve a service ID if you do not know the number.

## Search for a service ID:

Service IDs are listed in order by ID number. [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 ID, begin typing the service ID or description (type) in the **Search** field. The list is automatically filtered to display the service IDs and descriptions that contain the characters you have typed.
2. Click the service ID. The lookup closes, and the field or parameter is populated with the selected service ID.

Click **Cancel** to close the lookup without selecting a service ID.



Back Cover