



createedfiles

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Click  to display the Employee Demographic (ED) pop-up window.

In the **Search** field, type the record type to narrow the selection. Select the ED record type(s) to be included.

- **ED20 Demographic**
- **ED25 Demographic Adj**
- **ED40 Contract & Position**
- **ED45 Contract & Position Adj**
- **ED90 Termination**

Click **Select** to close the pop-up window and populate the field with the selection(s).

Click **Cancel** to return to the Create Files Tab.

Leave the field blank to include all ED record types.



Back Cover