


# Select Item Number

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The Items lookup is used to select one or more item numbers.

## Select an item number:

- The item numbers are listed in ascending order.
- To search for a specific item number, begin typing the item number or reference description in the **Search** field. The list is automatically filtered to display the item numbers that contain the numbers or characters that you have typed.
- When you locate the item number(s) to be included, select the corresponding checkbox and click **OK**. The lookup closes, and the field/parameter is populated with the selected item number(s).
- Click **Cancel** to close the lookup without selecting an item number.


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