overview_guide_ellipsis_lookups_directories

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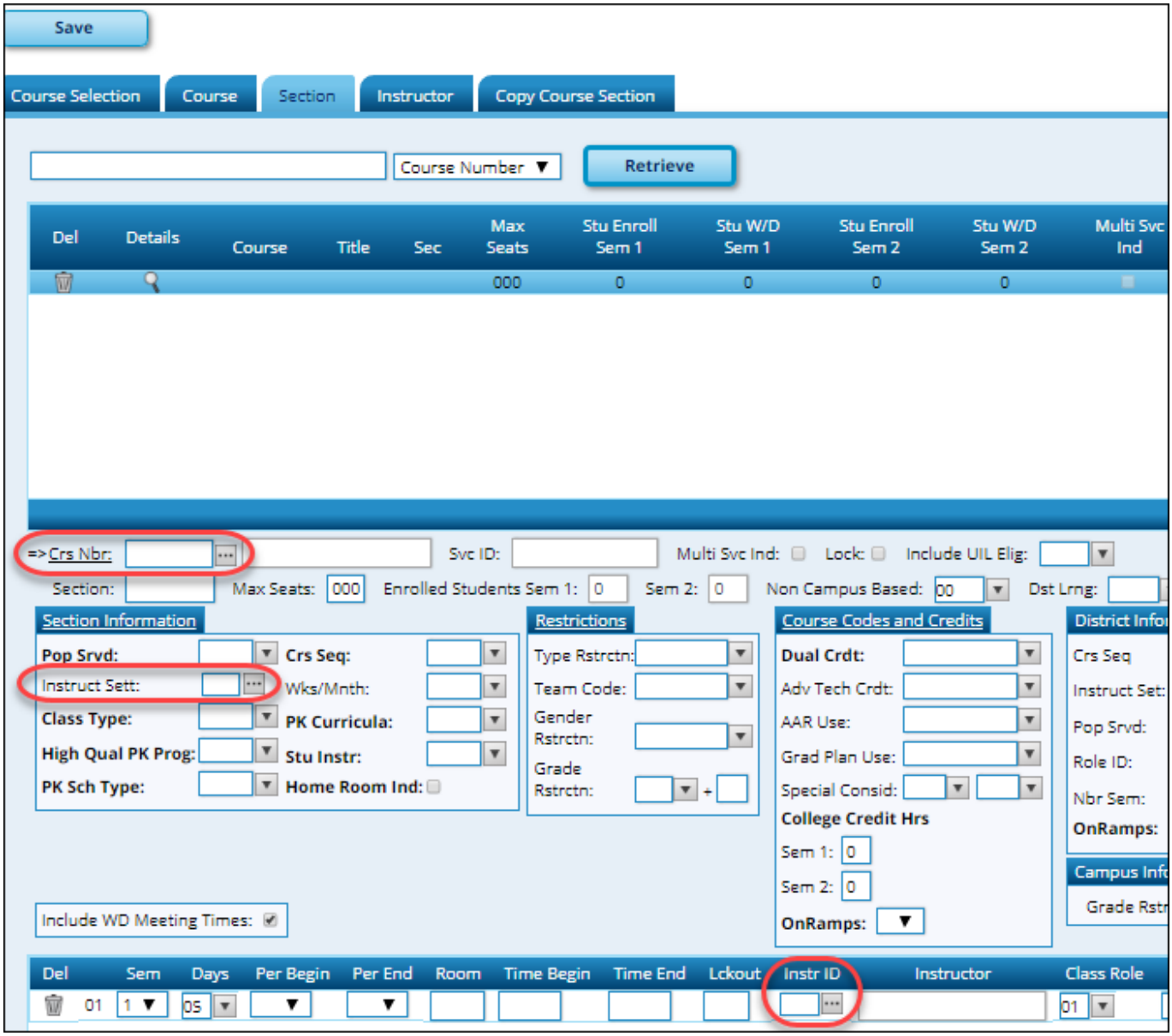
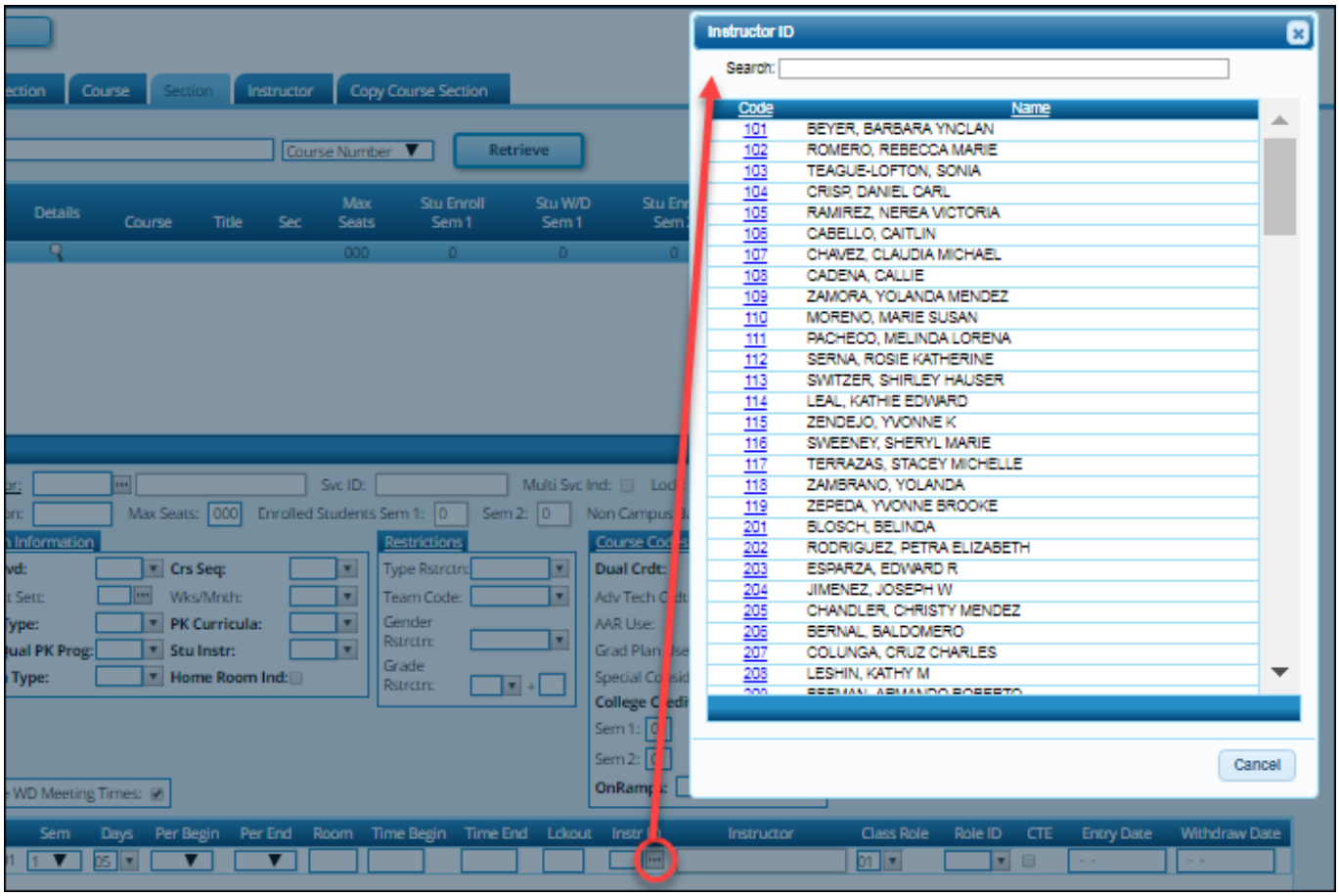
Throughout all ASCENDER applications, some fields have a small square ellipsis icon ⋮ allowing you to search for and retrieve a value for the corresponding field.



When you click the icon, a lookup or directory opens depending on the field.

Lookup

A lookup (i.e., list) provides one data element, such as a code/description. A search field is provided.

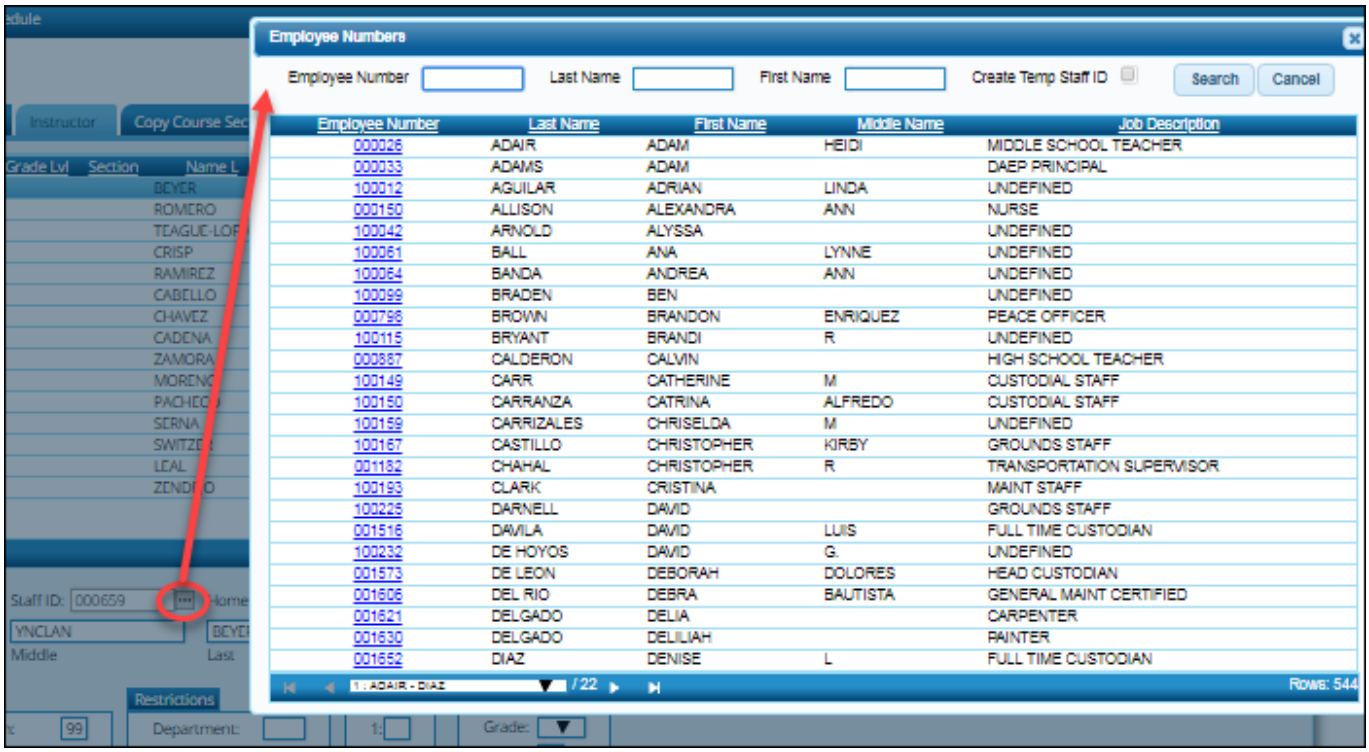


1. To search for a specific value, begin typing the description, code, or ID in the **Search** field. The list is automatically filtered to display the records where the description, code, or ID *contains* the characters you have typed.

2. Click the link for the value you want to select. The lookup closes, and the field is populated with the selected value.

Directory

A directory returns multiple fields of information and usually has multiple search fields. See the Student Directory section of this guide for an explanation of directory usage.


Employee Numbers
Employee Number
Last Name
First Name
Create Temp Staff ID
Search
Cancel
Employee Number | Last Name | First Name | Middle Name | Job Description
000026 | ADAIR | ADAM | HEIDI | MIDDLE SCHOOL TEACHER
000033 | ADAMS | ADAM | | DAEP PRINCIPAL
100012 | AGUILAR | ADRIAN | LINDA | UNDEFINED
000150 | ALLISON | ALEXANDRA | ANN | NURSE
100042 | ARNOLD | ALYSSA | | UNDEFINED
100061 | BALL | ANA | LYNNE | UNDEFINED
100064 | BANDA | ANDREA | ANN | UNDEFINED
100099 | BRADEN | BEN | | UNDEFINED
000798 | BROWN | BRANDON | ENRIQUEZ | PEACE OFFICER
100115 | BRYANT | BRANDI | R | UNDEFINED
000887 | CALDERON | CALVIN | | HIGH SCHOOL TEACHER
100149 | CARR | CATHERINE | M | CUSTODIAL STAFF
100150 | CARRANZA | CATRINA | ALFREDO | CUSTODIAL STAFF
100159 | CARRIZALES | CHRISELDA | M | UNDEFINED
100167 | CASTILLO | CHRISTOPHER | KIRBY | GROUNDS STAFF
001182 | CHAHAL | CHRISTOPHER | R | TRANSPORTATION SUPERVISOR
100193 | CLARK | CRISTINA | | MAINT STAFF
100225 | DARNELL | DAVID | | GROUNDS STAFF
001516 | DAVILA | DAVID | LUIS | FULL TIME CUSTODIAN
100232 | DE HOYOS | DAVID | G. | UNDEFINED
001573 | DE LEON | DEBORAH | DOLORES | HEAD CUSTODIAN
001606 | DEL RIO | DEBRA | BAUTISTA | GENERAL MAINT CERTIFIED
001621 | DELGADO | DELIA | | CARPENTER
001630 | DELGADO | DELILIAH | | PAINTER
001652 | DIAZ | DENISE | L | FULL TIME CUSTODIAN
1 : ADAIR - DIAZ
/ 22
Rows: 544
Staff ID:
Restrictions
Department:
Grade:

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