# Select Course

# Table of Contents

**Select Course** ..... 1

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

## Search for a course:

Courses are listed in order by course 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 course, begin typing the course number or course title in the **Search** field. The list is automatically filtered to display the course IDs and course titles that *contain* the characters you have typed.
2. When you locate the course(s) you want to retrieve:
    - If the report allows you to select only one course, click the course number.
    - If the report allows you to select multiple courses, select the check box(es) for one or more courses, and then click **Select**. The lookup closes, and the field or parameter is populated with the selected course number.

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

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# Back Cover