

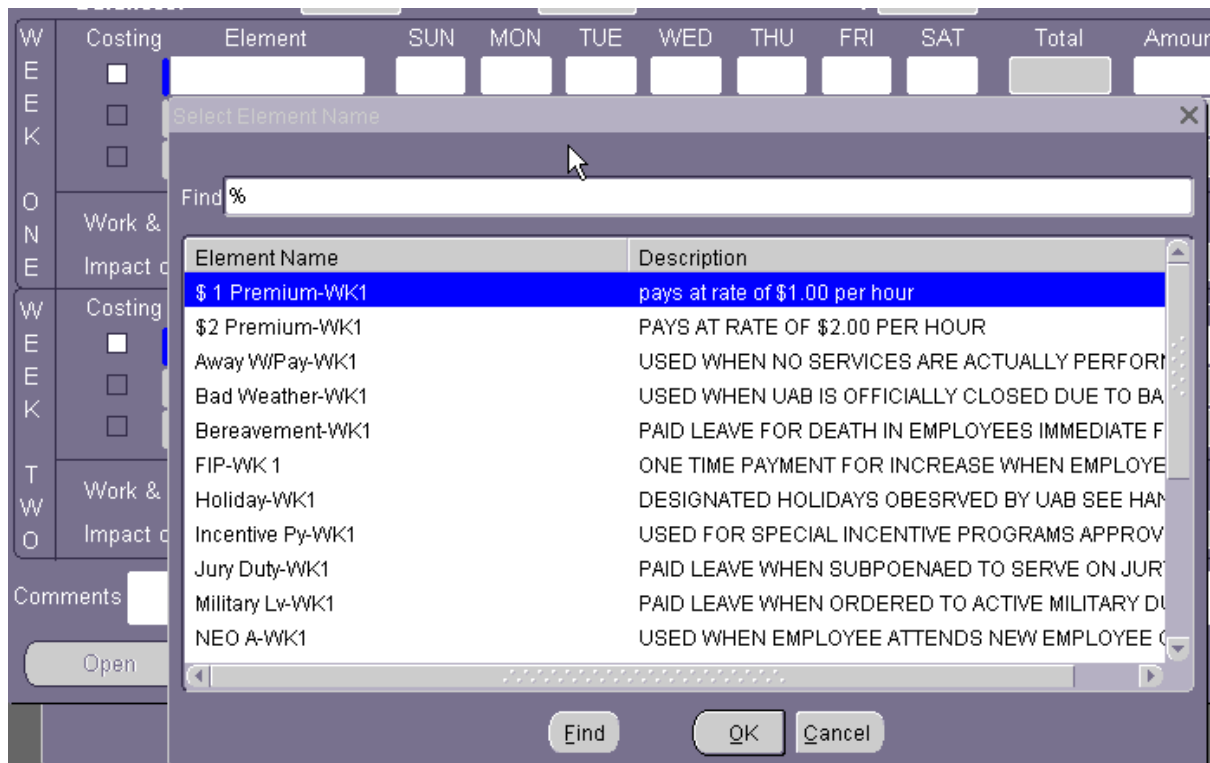
List of Values (LOVs)

The List of Values (LOV) feature is very useful when entering data in the Administrative Systems. It provides users with a powerful, easy-to-use data entry method that increases your accuracy and productivity.

The Administrative Systems notifies users when a list of acceptable input values is available for a field by displaying the LOV icon in the file (three dots). Put the cursor in the field (**Element** field is used in the example) and the LOV icon will appear if it is available.



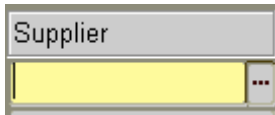
After clicking on the LOV icon, the values appear in a window with a title that describes the contents. Short LOVs will pop up for you to select from immediately.



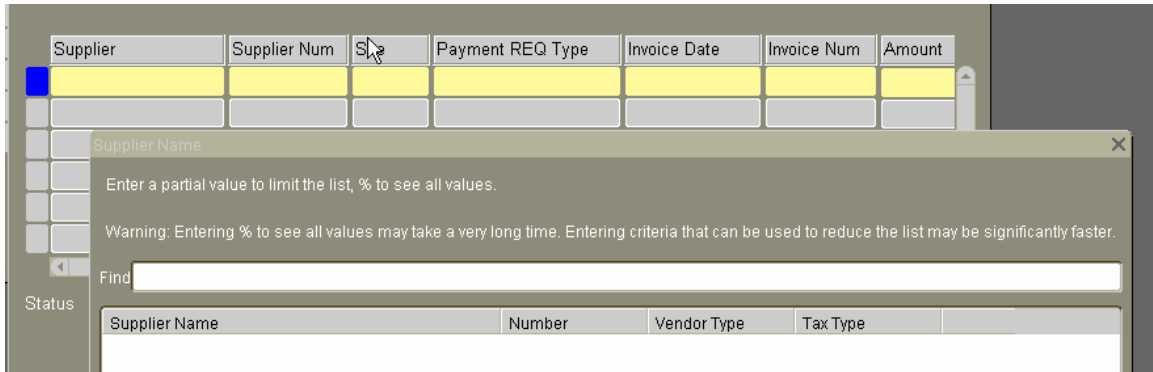
Some LOVs are quite lengthy. If no values are displayed in the window, the LOV is lengthy and you will need to search the list to find the value needed. A wildcard symbol (the percent % sign) may be used to facilitate the search.

Example

On the requestion form, the supplier LOV is selected. This LOV is quite lengthy and no values are displayed. Instead, a Find window opens and you need to enter your search criteria.



A dropdown menu titled "Supplier" with a yellow background and a three-dot menu icon on the right.



A screenshot of a software interface showing a table with columns: Supplier, Supplier Num, Payment REQ Type, Invoice Date, Invoice Num, and Amount. A "Find" window is open over the table, titled "Supplier Name". The window contains a search input field, a "Status" label, and a table with columns: Supplier Name, Number, Vendor Type, and Tax Type. The search window also includes instructions: "Enter a partial value to limit the list, % to see all values." and a warning: "Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster."

To narrow the search