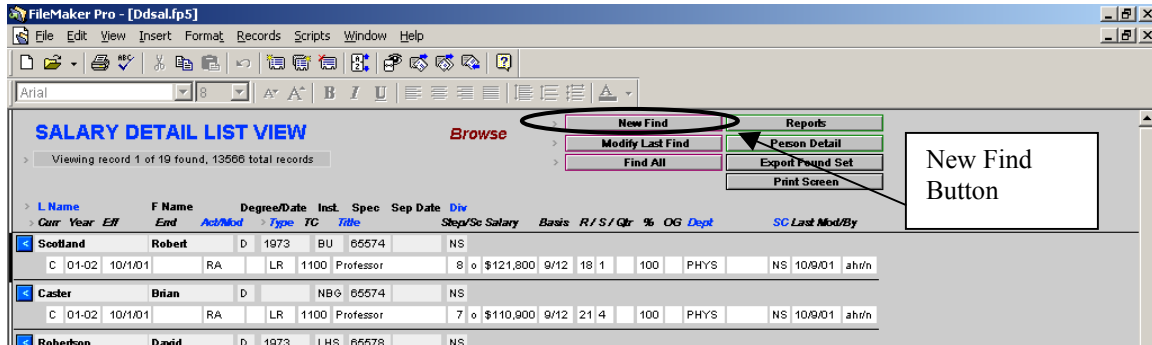


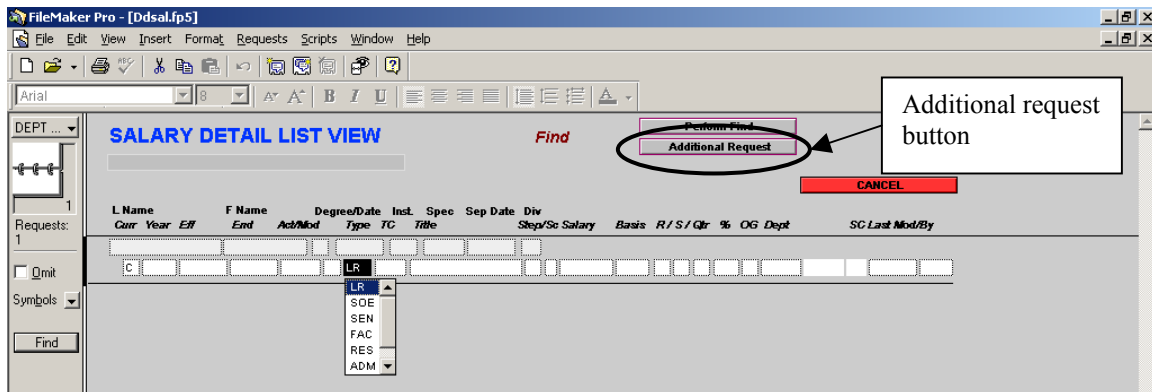
USING THE ADDITIONAL FIND REQUEST BUTTON

Say you want to find all of your current faculty (that is, all of the folks who are currently in teaching titles).

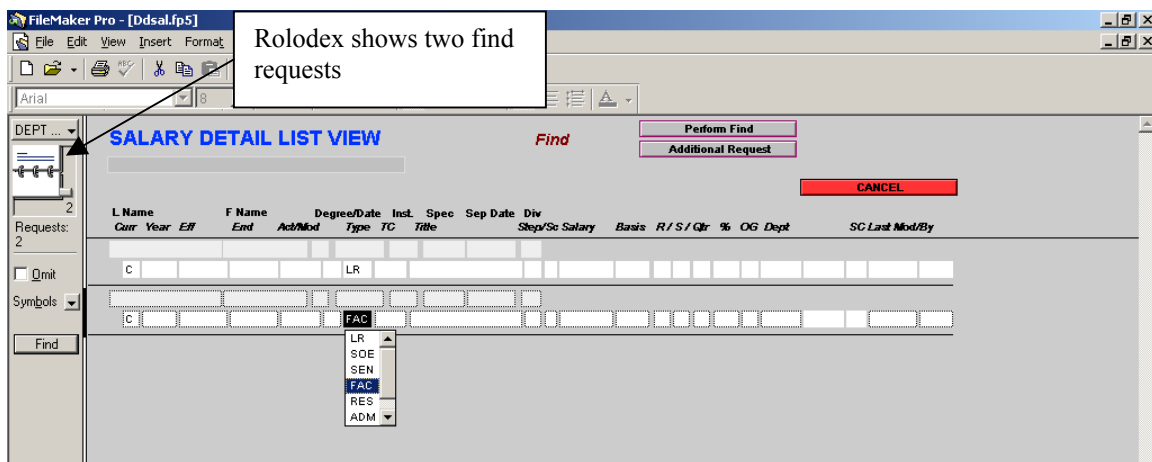
1. Press the New Find button to begin a find session.



2. Select the C in the Curr field to select current records. Then select LR from the drop-down menu in the Type field to find your ladder rank faculty. Press the Additional Request button to get an additional find request.



4. An additional find request will be provided for you. Notice you now have 2 find requests counted up in the rolodex in the status area on left of the screen. In the second request enter a "C" into the Curr field and a "FAC" into the Type field. Then press the Perform Find button.

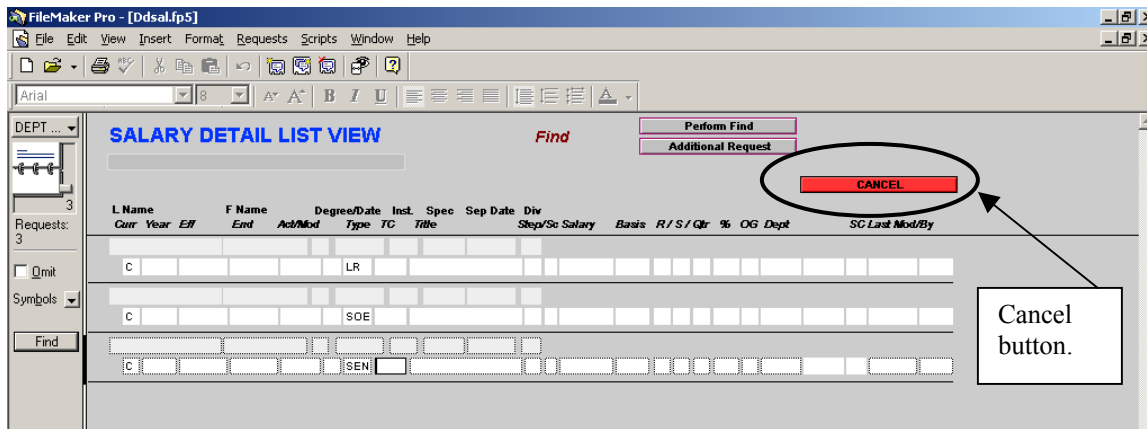


5. The find will be executed and you will be returned to the Salary Detail List View in Browse mode. You can sort your found set by pressing the blue field labels. The status bar will give you a quick count of the records you have retrieved in your found set. You can use the scroll bar to the right of the screen if the records extend off the bottom of your screen.

If you want, you could go back and add several more find requests to narrow down you found set to the records you want. Each time you press the Additional Request button you will create a new find request.

CANCELLING A FIND

If you want to end your find session and return to Browse, press the Cancel button.



The database will find all records and return you to Browse mode.

