Within Agresso Desktop, any transaction entry or enquiry screen can be used to display a list of appropriate codes (also known as ‘attribute values’). To do this, press F9 when the cursor is in the appropriate field. For example:

1. Place the cursor in the ‘account code’ field.
2. Press F9 (Field Help) to open a search screen.
3. In the search screen, press F7 (or click the binoculars icon) to return a list of available account codes.

It’s often helpful to use the grey search row at the top of the screen to narrow down your search criteria. If you tried to search for all workorders without any search criteria, Agresso would return all workorders which you have access to. This could lead to a very slow retrieval time, so we always recommend using search criteria to restrict the amount of data retrieved.

Below are some examples using screens familiar to most users.

**Example 1 – Transaction Type codes (TT)**

The below screenshot shows a Results tab which was produced by:
2. Entering specific Search Criteria.
3. Running the enquiry.

To use Field Help and Find:
1. On the Results Tab, place the cursor within the TT column.
2. Press F9 (Field Help) and then F7 (Find).
3. Agresso opens an R010 screen and displays the full list of Transaction Type codes and their corresponding Descriptions.
Example 2 – Tax System codes (TS)

Within the same browser as the previous example:
1. On the Results Tab, place the cursor within the **TS** column.
2. Press **F9** (Field Help) and then **F7** (Find).
3. Agresso opens an R010 screen and displays the full list of **Tax System codes** and their corresponding **Descriptions**.
Example 3 – Supplier ID Number

Within a Purchase Order details enquiry screen:
1. Retrieve a known Purchase Order (menu ID is **PO05**)
2. Look up the Supplier ID number:
   a) Click on **SUPPID** and then press **F9** (Field Help).
   b) Press ‘tab’ on your keyboard four times to move the cursor to the **Description** column.
   c) Enter search criteria in the **Description** field. Use wildcards (‘*’) to help you find the name of the supplier.
   d) Press **F7** (Find).

Note: Supplier Description is in uppercase, however the search facility is **not case sensitive**. For example, ‘Dell*’, ‘DELL*’ and ‘dell*’ all produce the same results.

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Example 4 – Product Description

In the same Purchase Order details enquiry screen as before:
1. Click on the **Product**.
2. Use **F9** and **F7** to enter specific search criteria in the **Description** field using wildcards (‘*’).