Pasting Values into Parameters

Do you have several long lists of Awards or Assignment Numbers that you regularly query? All report parameters allow users to paste in several values at once. For example, you can copy a list of awards from Excel, Word, etc. and paste them into the Select Values search box.

**NOTE:** Values pasted in will not be validated against the data. Therefore, what you paste must be exact, e.g., no extra spaces, proper case of the values, etc.

1. Select *More/Search* at the bottom of the list.

2. When the search form opens, click on the pencil in the upper righthand corner.
3. This will open another form in which you can paste the values that you copied from Excel, Word, etc.

4. Click on **OK** and the values will be selected for your report. Reminder: Unlike values that you search for and select, pasted values will not be validated.