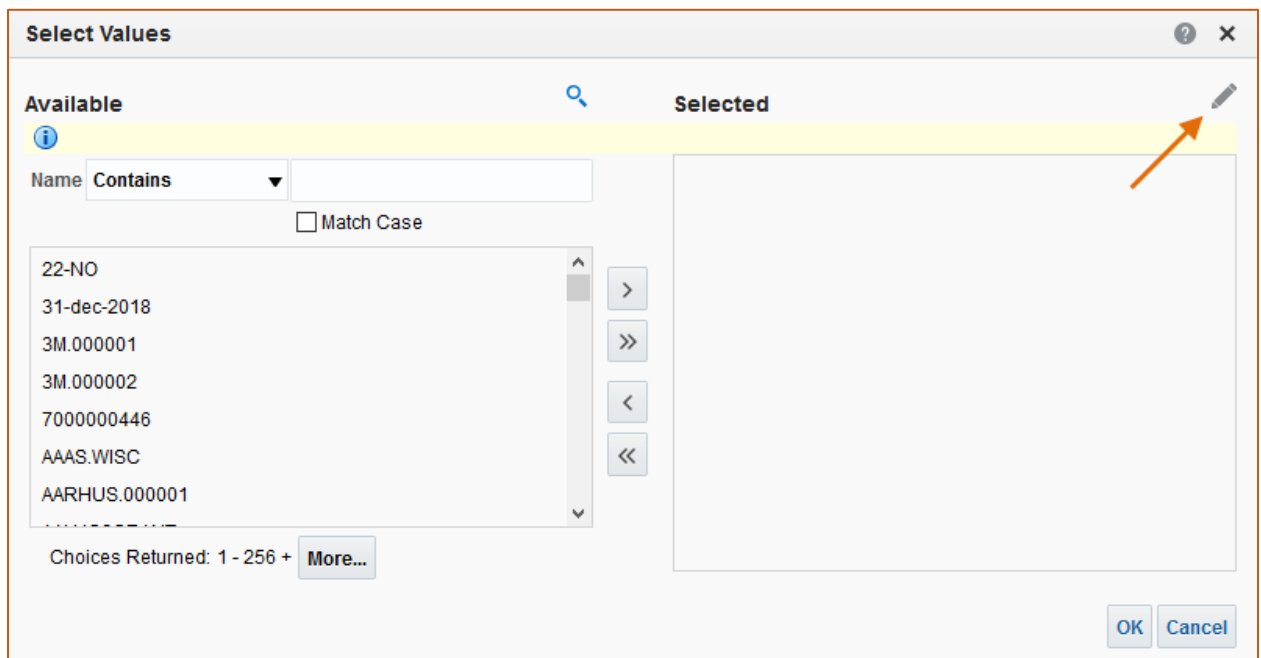## Pasting Values into Parameters

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.
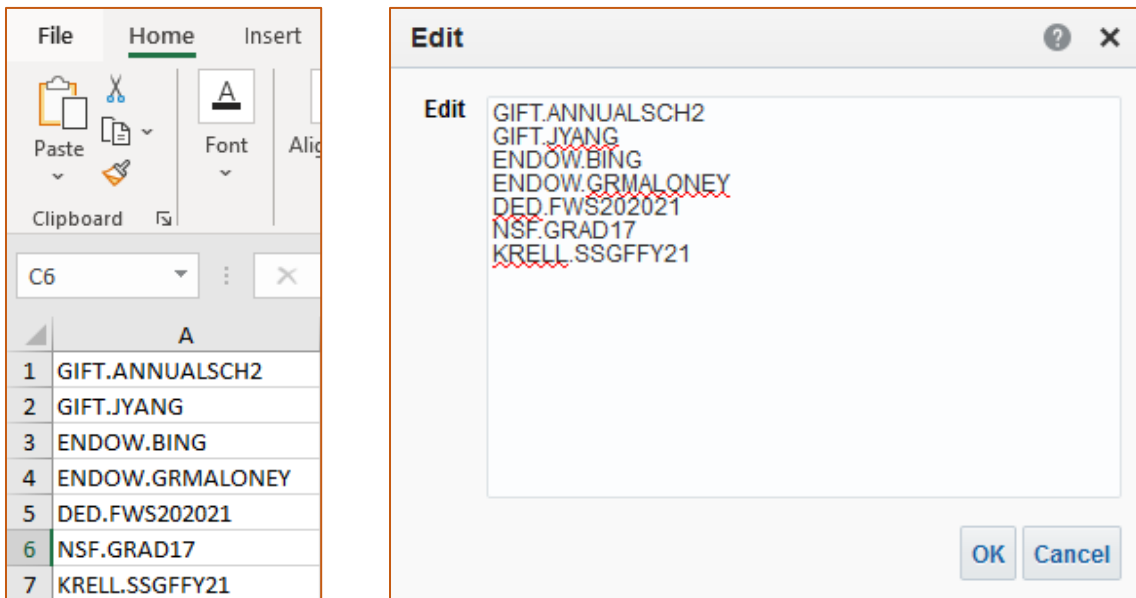
1. Select *More/Search* at the bottom of the list.
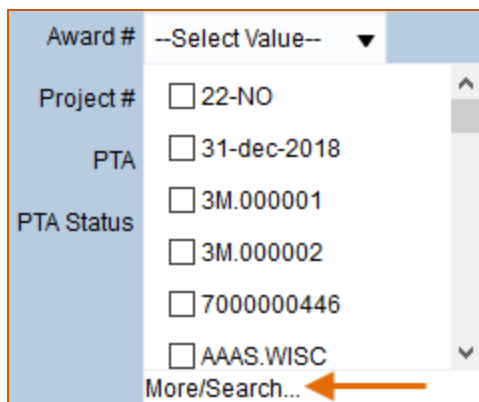
2. When the search form opens, click on the pencil in the upper righthand corner.

3. This will open another form in which you can paste the values that you copied from Excel, Word, etc.

	A
1	GIFT.ANNUALSCH2
2	GIFT.JYANG
3	ENDOW.BING
4	ENDOW.GRMALONEY
5	DED.FWS202021
6	NSF.GRAD17
7	KRELL.SSGFFY21

Edit

Edit
GIFT.ANNUALSCH2
GIFT.JYANG
ENDOW.BING
ENDOW.GRMALONEY
DED.FWS202021
NSF.GRAD17
KRELL.SSGFFY21

OK Cancel

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.

Select Values

Available

Name Contains ▼
☐ Match Case

22-NO
31-dec-2018
3M.000001
3M.000002
7000000446
AAAS.WISC
AARHUS.000001

Choices Returned: 1 - 256 + More...

Selected

GIFT.ANNUALSCH2
GIFT.JYANG
ENDOW.BING
ENDOW.GRMALONEY
DED.FWS202021
NSF.GRAD17
KRELL.SSGFFY21

OK Cancel