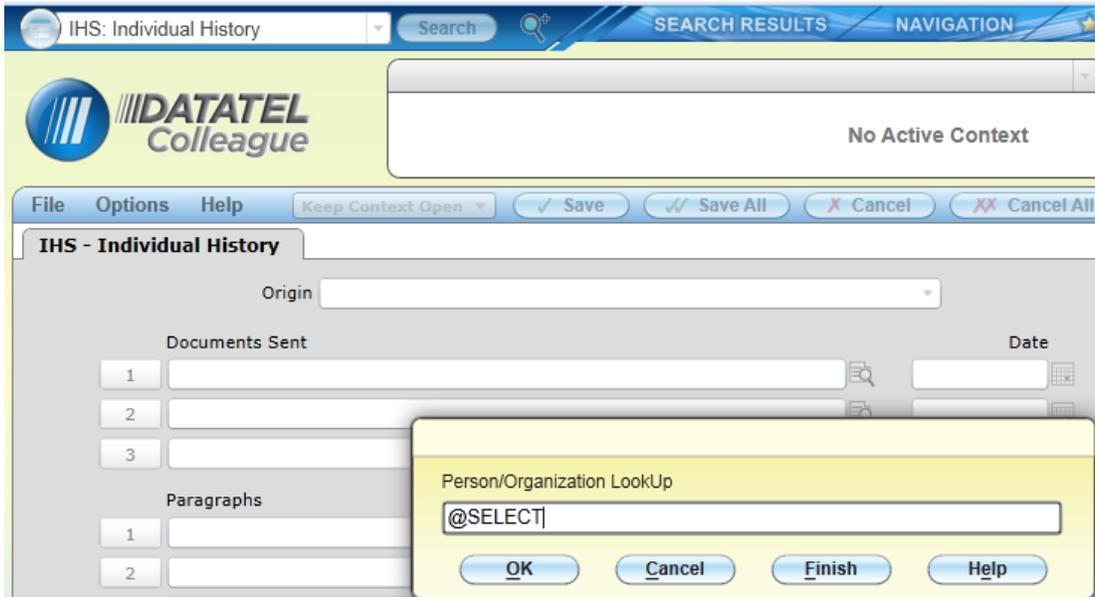


Loop Through a Savedlist

If you have a large group of IDs to update in Colleague, you can use a saved list to look up each ID rather than entering each ID individually.

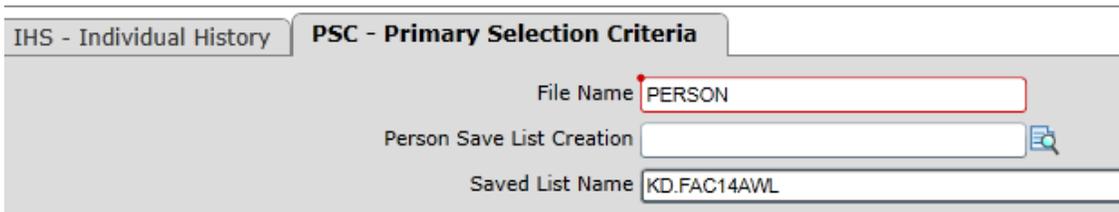
NOTE: Refer to the "Create a Saved List" documentation for procedures to create a saved list.

Begin in the Colleague form where you want to view the records (e.g., IHS). Enter @SELECT when prompted for the PERSON LookUp.



The screenshot shows the DATATEL Colleague interface. At the top, there is a navigation bar with "IHS: Individual History", a search icon, and "SEARCH RESULTS" and "NAVIGATION" buttons. Below this is a "No Active Context" message. A menu bar includes "File", "Options", and "Help", along with buttons for "Keep Context Open", "Save", "Save All", "Cancel", and "Cancel All". The main content area is titled "IHS - Individual History" and contains an "Origin" dropdown, a "Documents Sent" table with columns for "Documents Sent" and "Date", and a "Paragraphs" table. A yellow "Person/Organization LookUp" dialog box is overlaid on the interface, containing a text input field with "@SELECT" and buttons for "OK", "Cancel", "Finish", and "Help".

The file name defaults to PERSON which is usually the correct file. Enter your Saved List Name. Click "Save".



The screenshot shows the "PSC - Primary Selection Criteria" dialog box. It has a "File Name" field containing "PERSON", a "Person Save List Creation" field with a search icon, and a "Saved List Name" field containing "KD.FAC14AWL".

A pop-up box notifies you of the number of records selected. Click OK.



The screenshot shows a yellow pop-up box with the text "10 Records Selected." and an "OK" button.

Loop Through a Savedlist

Enter @@ from the LookUp prompt which will bring up the next ID in the saved list. Continue entering @@ until you have viewed all of the IDs in the saved list.

The screenshot shows the 'IHS - Individual History' application window. At the top, there is a tab labeled 'IHS - Individual History'. Below the tab, there is a search area with a dropdown menu for 'Origin' and a text field for 'Origin Date'. The main content area is divided into two sections: 'Documents Sent' and 'Paragraphs'. The 'Documents Sent' section has a table with three rows, each with a small '1' in a box, a text input field, a magnifying glass icon, and a date field. The 'Paragraphs' section has a table with two rows, each with a small '1' in a box and a text input field. A yellow dialog box titled 'Person/Organization LookUp' is overlaid on the 'Documents Sent' section. It contains a text input field with '@@' entered, and four buttons at the bottom: 'OK', 'Cancel', 'Finish', and 'Help'.