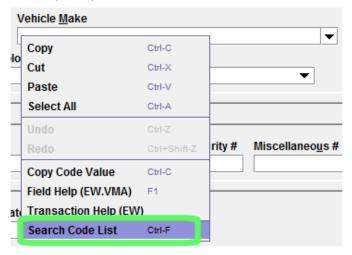
## **LEADS Daily Bulletin**

February 16, 2022

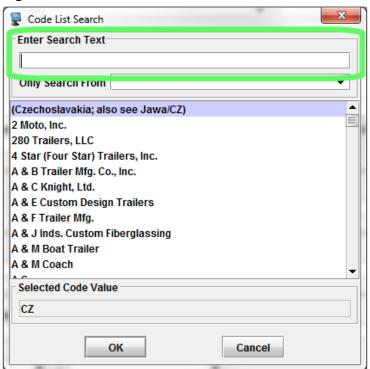
## **LEADS 3.0 – Search Code List**

This applies to any form in messenger, go to the box of the code list field that you want to search. Right click on the field and choose the "Search Code List" item from the popup menu.

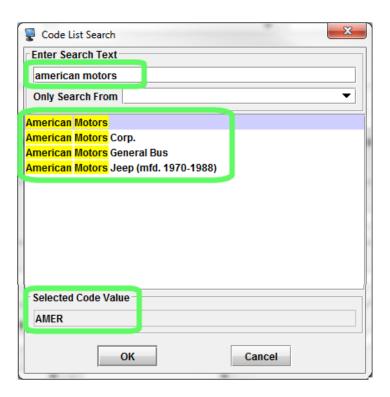
Note: You can also hold down the Ctrl key and press 'F'.



This window displays the text meanings of all the codes in the list, and you can scroll through the list to browse through the code items. To start a quick search, you can begin typing into the "Enter Search Text" box to find what you are searching for.

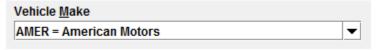


As you type into the search text, Messenger will remove all code items which do not match your search terms. The remaining codes are highlighted where they match your search. The below example shows the results of searching the vehicle make code list with the terms "american motors".



You can scroll through the remaining codes by selecting one with the mouse or by using the up/down arrow or even the page up/down keys on your keyboard. Once you select a code item, Messenger displays the code value below the list in the "Selected Code Value."

After you have found the desired code item, click the OK button, and Messenger auto fills in the form field with the code you selected.



If you have any questions or need help, please contact the ISP Help Desk <a href="ISP-HelpDesk@illinois.gov">ISP.HelpDesk@illinois.gov</a> or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date								