





Field lookup is available throughout ESP modules for a variety of fields. This job aid provides examples of using field lookup for recipient and application name.

→ ESP will display the  field lookup icon after you select a field (or hover near a field area).

1. Select:  field lookup.

→ ESP will display a search feature so that you can search for valid values.

In this example, we use  field lookup for recipient name.





Recipient   Sample Name  

Application N/A

2. Input: Name (or partial name) for recipient.

In this example, we input 'End' (partial name for 'End User Test Account').

Name





Name	Function	Location	Department	Email	Login
 Sample Employee 1		US	-	Sample Employee Email 1	-
 Sample Employee 2		US	-	Sample Employee Email 2	-
 Sample Employee 3		US	-	Sample Employee Email 3	-
 Sample Employee 4		US	-	Sample Employee Email 4	-

3. Select: Name.

→ ESP will display a list of names.




In this example, we select 'End User Test Account'.

Name

Name	Function	Department	Email	Login
 Sample Employee 1	Enda, Test Ending, Test	-	Sample Employee Email 1	-
 Sample Employee 2		US	Sample Employee Email 2	-
 Sample Employee 3		US	Sample Employee Email 3	-
 Sample Employee 4		US	Sample Employee Email 4	-

4. Select: Name.


→ ESP will update the recipient field based on the selection.

 En, Test	US	-
 Enc, Test	US	-
 End User Test Account	US	-



Recipient   End User Test Account


Application N/A

ESP will display the  field lookup icon after you select a field (or hover near a field area).

1. Select:  field lookup.
→ESP will display a search feature so that you can search for valid values.

In this example, we use  field lookup for application name.

Recipient   End User Test Account

Application 

2. Input: Name (or partial name) for configuration item.

In this example, we input 'afrs'.

Configuration Item	Model	Acronym	App ID	Secondary Business Owner
Access Washington	Website	AW	17	Communications
access_control	Database	-	-	-
Acquisitions and Disposal System	Application	ADS	179	SBO - Facilities
Activity Description	Component	ACTDES	19	SBO - Finance

3. Select: Name.
→ESP will display a list of names.

In this example, we select 'AFRS (parent)'

Configuration Item	Model	Acronym	App ID	Secondary Business Owner
AFRS (Parent)				
Access Washington	Website	AW	17	Communications
access_control	Database	-	-	-
Acquisitions and Disposal System	Application	ADS	179	SBO - Facilities
Activity Description	Component	ACTDES	19	SBO - Finance

4. Select: Name.
→ESP will update the application field based on the selection.

Administer System Security	Component	ADMINSS	22	SBO - Finance
Administer System Security	Application	ADMINSS	378	SBO - Finance
AE Selection	Application		24	SBO - Engineering and Architectural Service
AFRS (Parent)	Application	AFRS	26	SBO - Statewide Accounting
Agency Billing System - DES	Application	ABS	25	SBO - Finance
Agency Billing System - WaTech	Application	ABS - WaTech	583	SBO - Finance
ALC_OFM 3500	Switch-Router-Wireless			NoTag25

Recipient   End User Test Account

Application