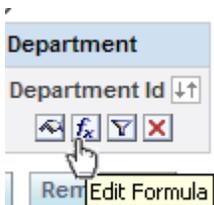


## How to get the 3 digit Department ID into your request:

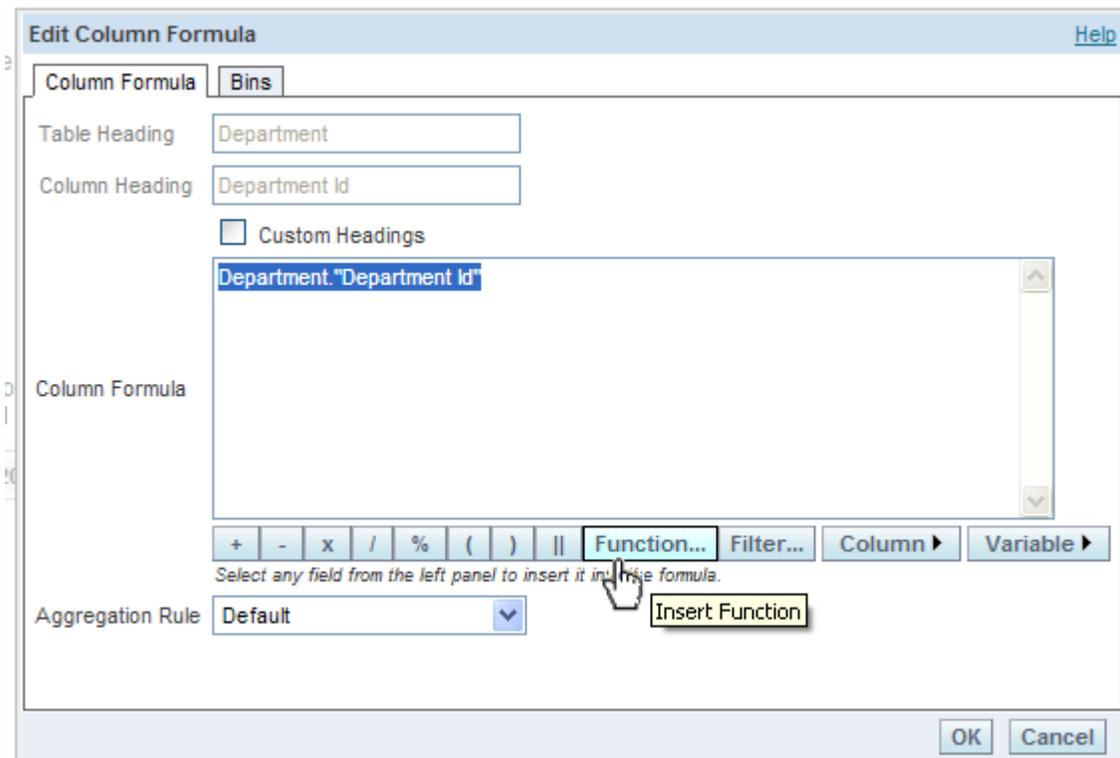
1. Click the Department Id to add to your request.



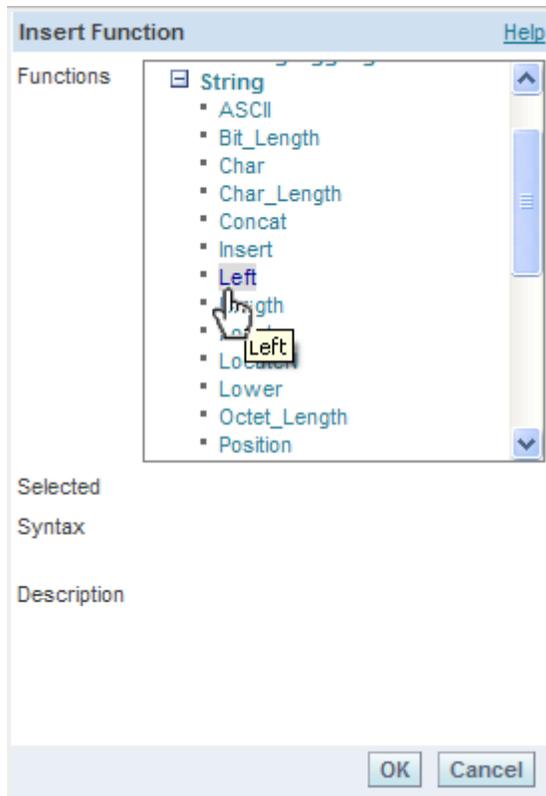
2. Click the fx button to edit the formula.



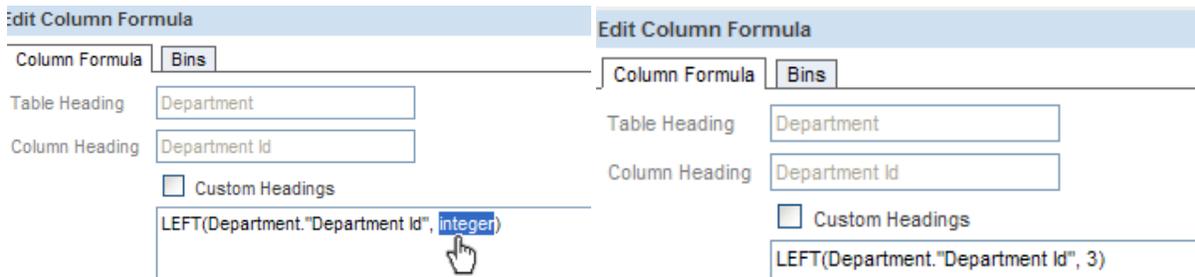
3. The Edit Column Formula dialogue box opens. Click the Function button.



4. Click String, then Left, then Ok.



- Highlight the word "integer" and replace it with the number 3 (you only want 3 digits – if you wanted 5 digits, you would type in 5). Click ok.



- This is what the column will look like now:

## Columns

Click on column names in the selection pane to add them to the column list below its name. ?

