Finding a placement through the selector

refers to:
placement form → details tab

To find an existing placement (temporary or permanent):

- Click on the **Placement** icon.
- Set a filter for the user, Placement dates (the date on which the placement was made) and the type of placement you are looking for. (You can use the Filter view to refine your selection with criteria, as in searches)

Once you have found the placement that you want,

- **double click** on it -
- or **highlight** the placement and click on the **Expand** button to open the record. The expanded placement is then shown.

see also
4.2 finding a placement through the selector

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