The system delivers a navigation feature called "Autocomplete". It will do a prompt lookup as you type to suggest appropriate values.

The user has the option to turn it off or on.

When navigating through Cardinal Station, you may have noticed, that when entering data on certain fields, a list box appears under the field with a list of records that match what you are typing. As you type more, the selection narrows until you complete entry of the field.

This is the Autocomplete feature.

You have the option to turn it off.
First, click on: – My Personalizations

Then, select: Personalize Navigation Personalizations

The Navigation Personalizations page contains many features that you can utilize but for this topic, we will look at ‘Autocomplete’.

Notice that the Default Value is “Yes”.
To turn the feature off, select “No”.

Click OK.

Then click Return to confirm.
Autocomplete is off.

If you want to turn it back on, go back to:
My Personalizations > Personalize Navigation Personalizations and change “Autocomplete” to “Yes”.