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How to: Create a Lookup Table

10.2

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DOCUMENT ACCESS

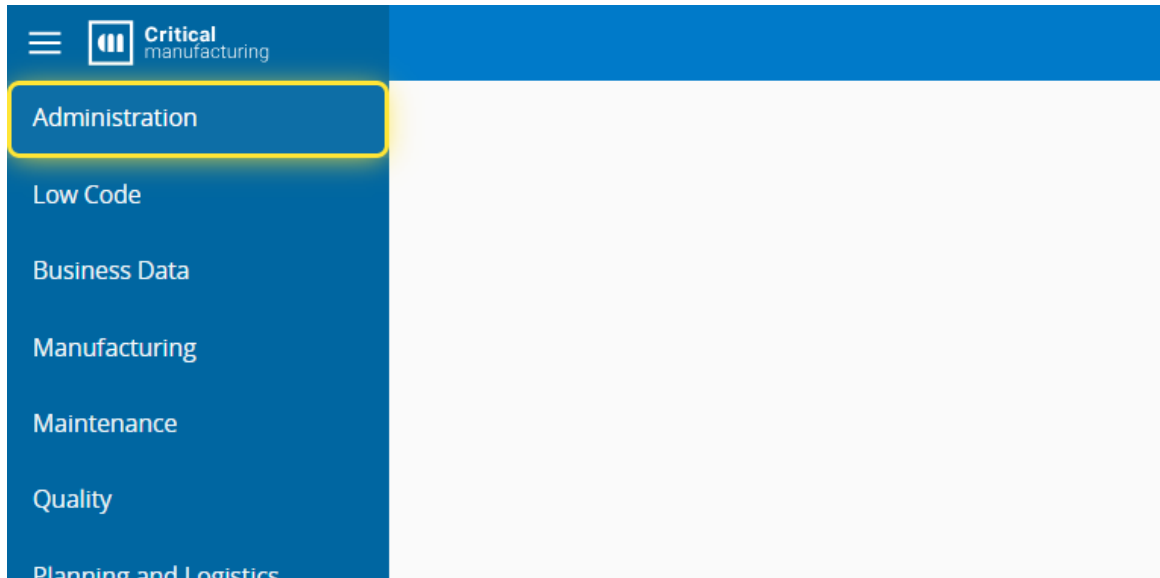
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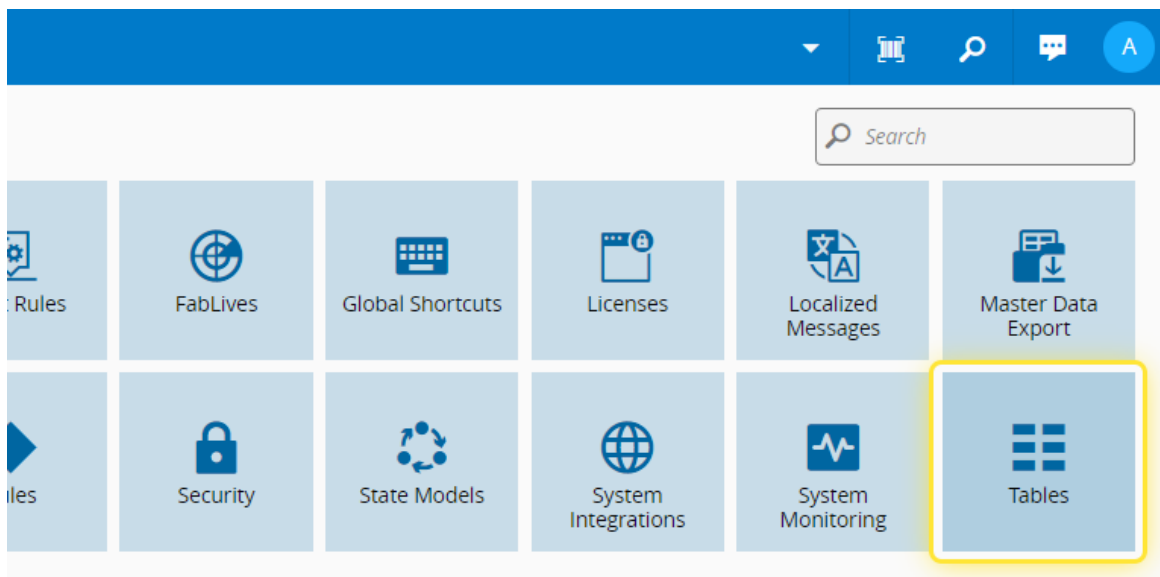
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How to: Create a Lookup Table

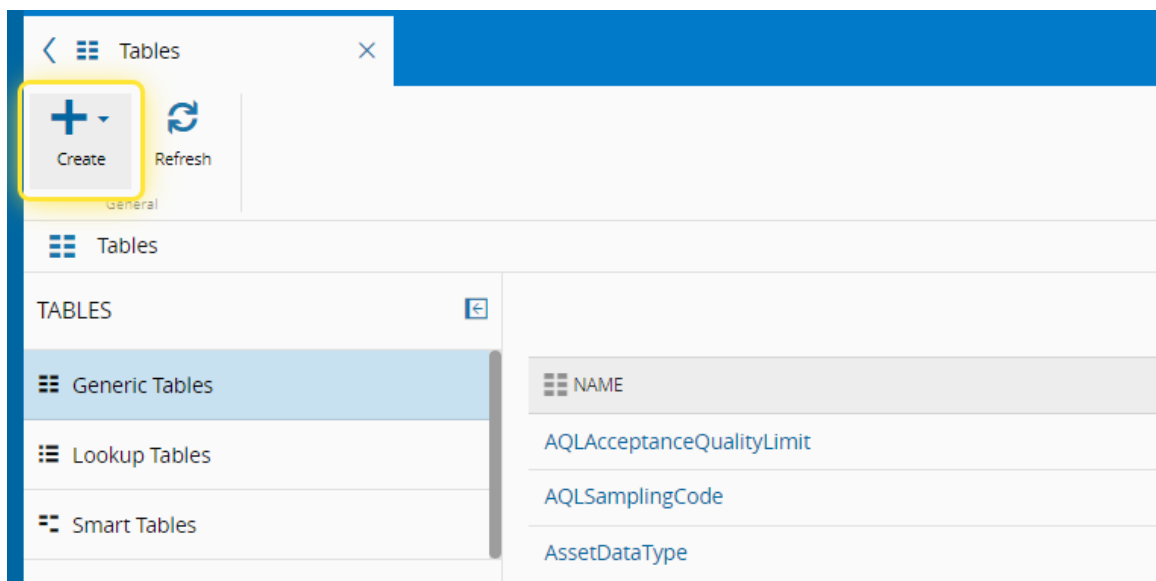
1. Go to the Administration menu.



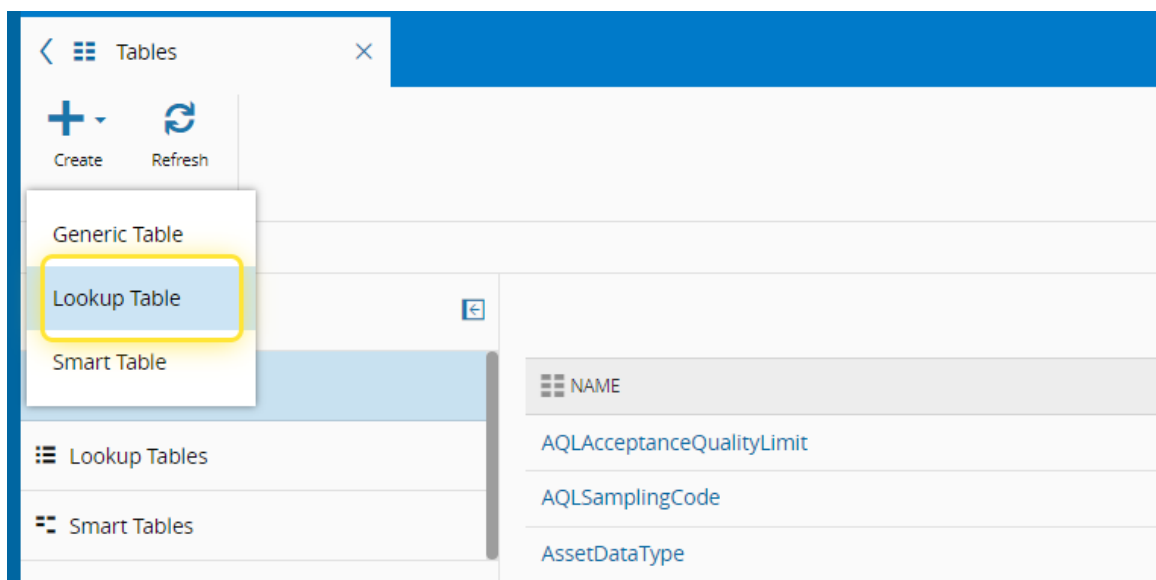
2. Select Tables.



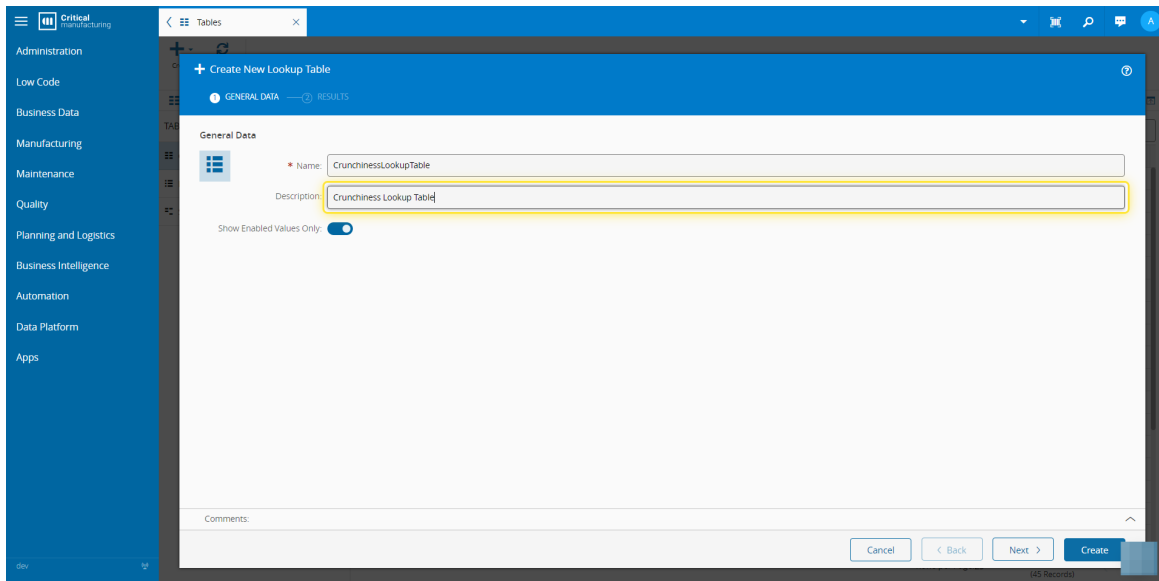
3. Select the Create button.



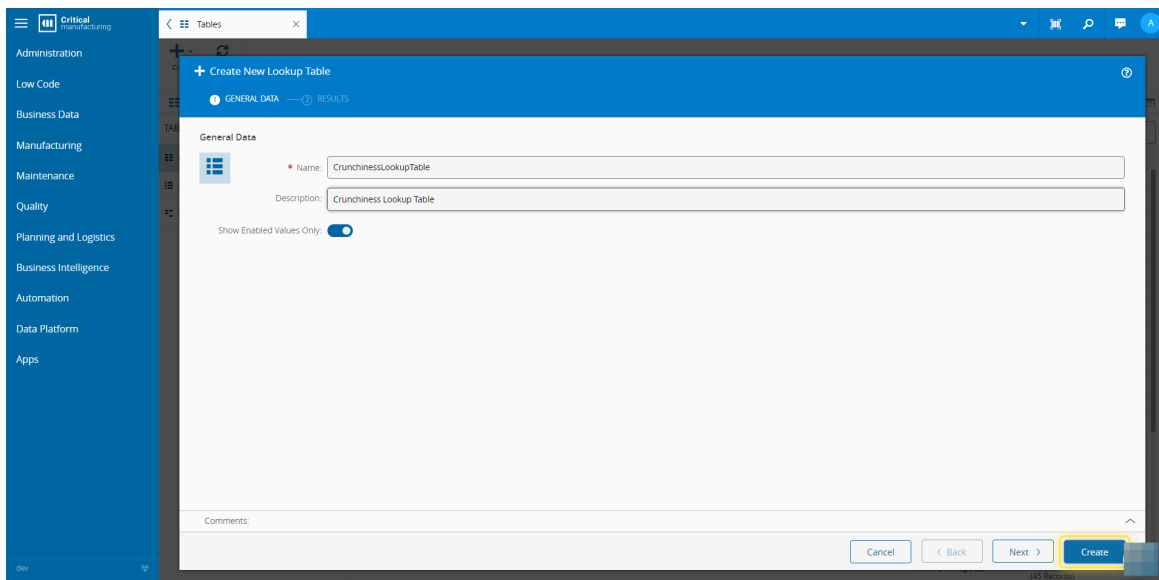
4. Select Lookup Table.



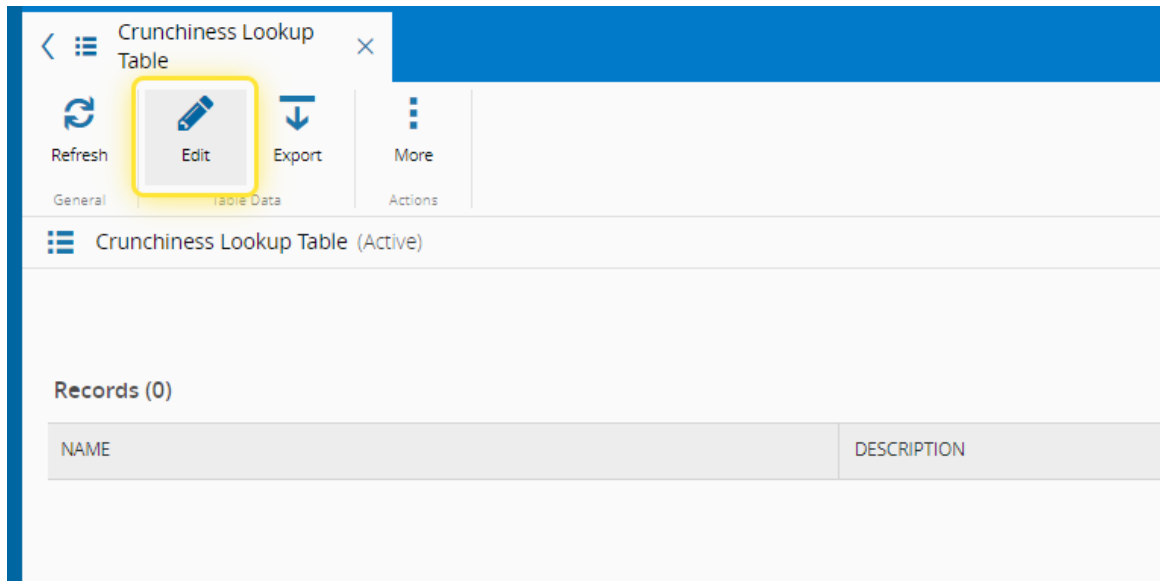
5. Under the General Data section, fill in all the necessary information.



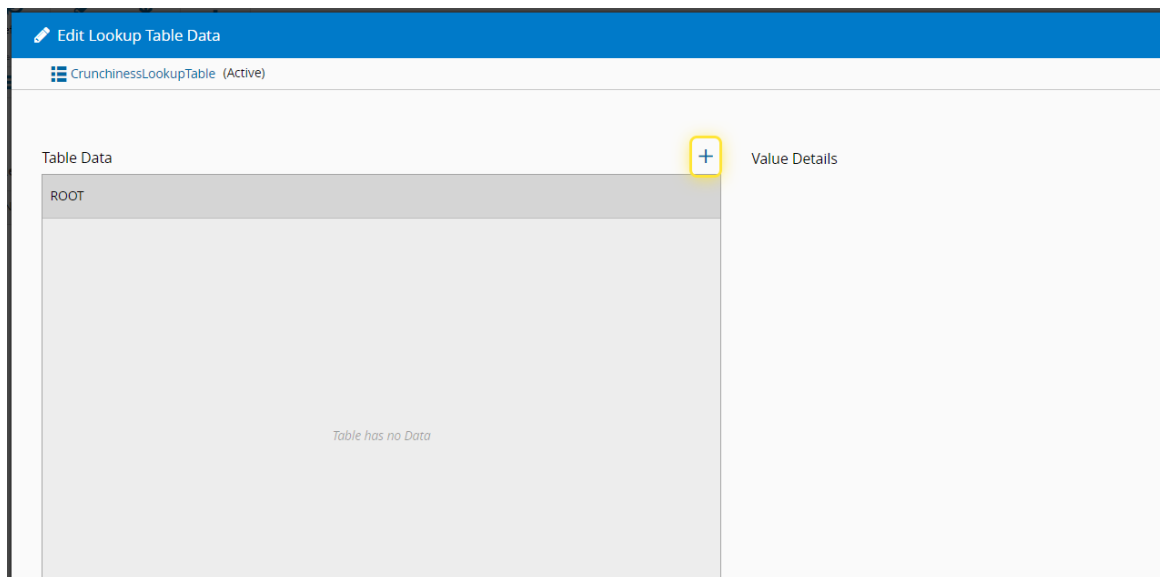
6. Select the Create button to complete the operation.



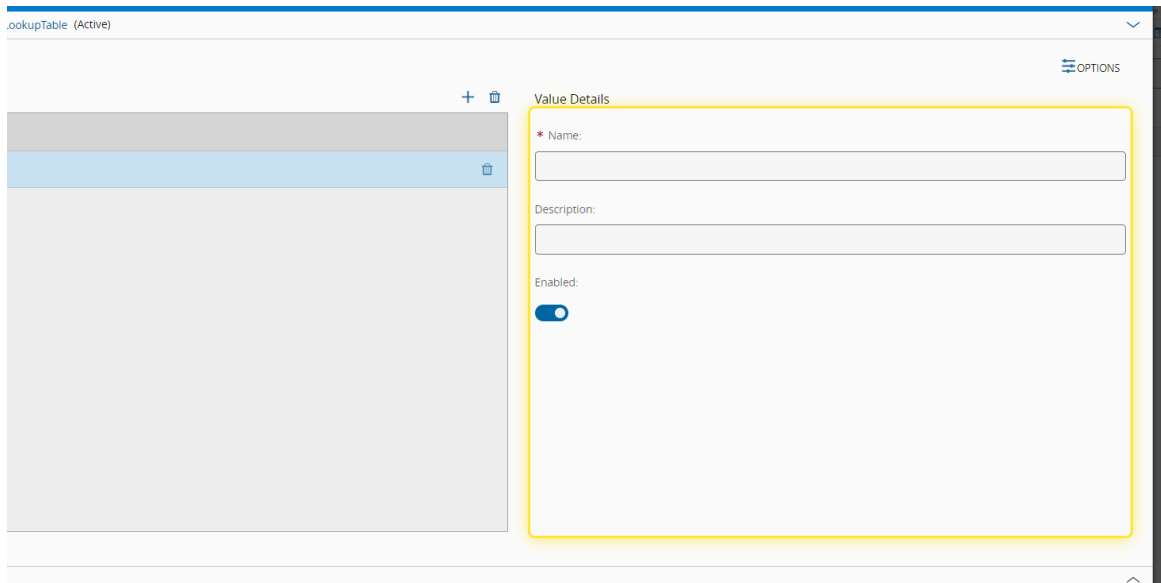
7. Select the Edit button to add values to the Lookup Table.



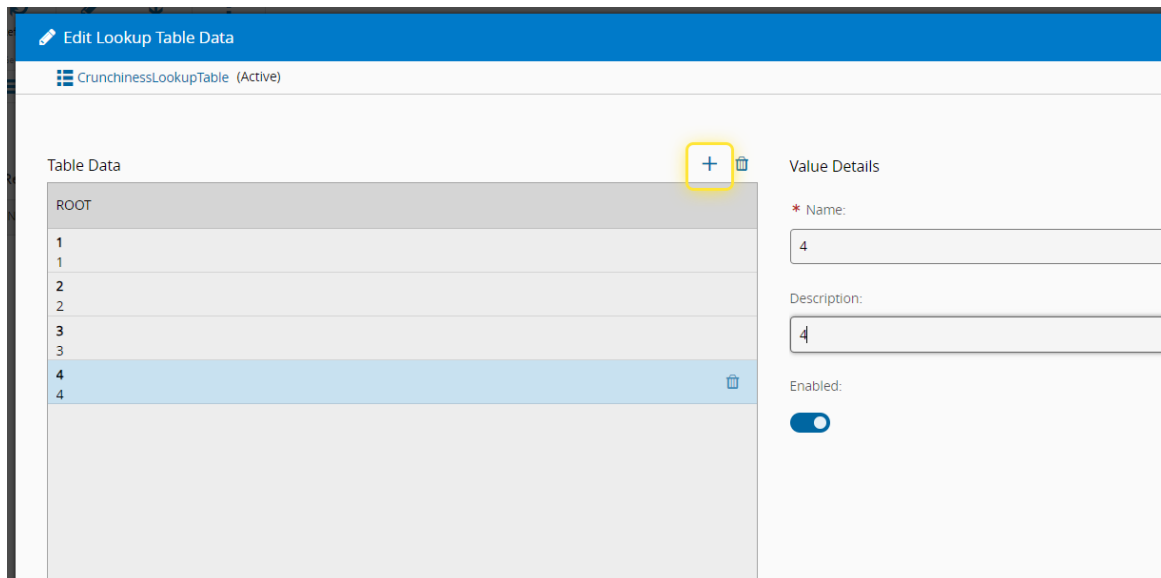
8. Select the + icon to add a new value.



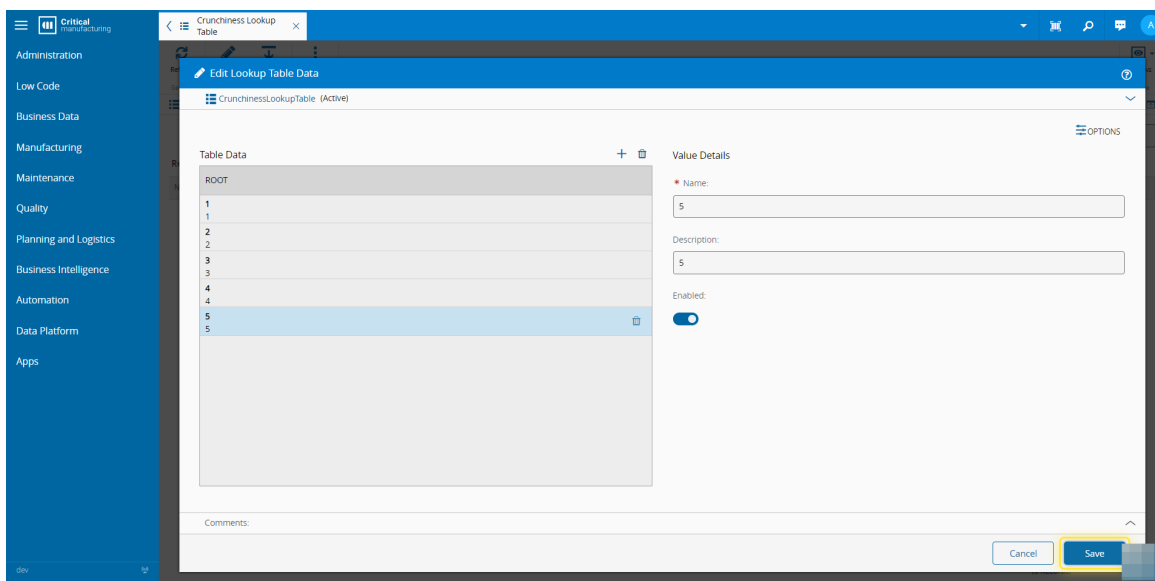
9. Enter the Value Details information.



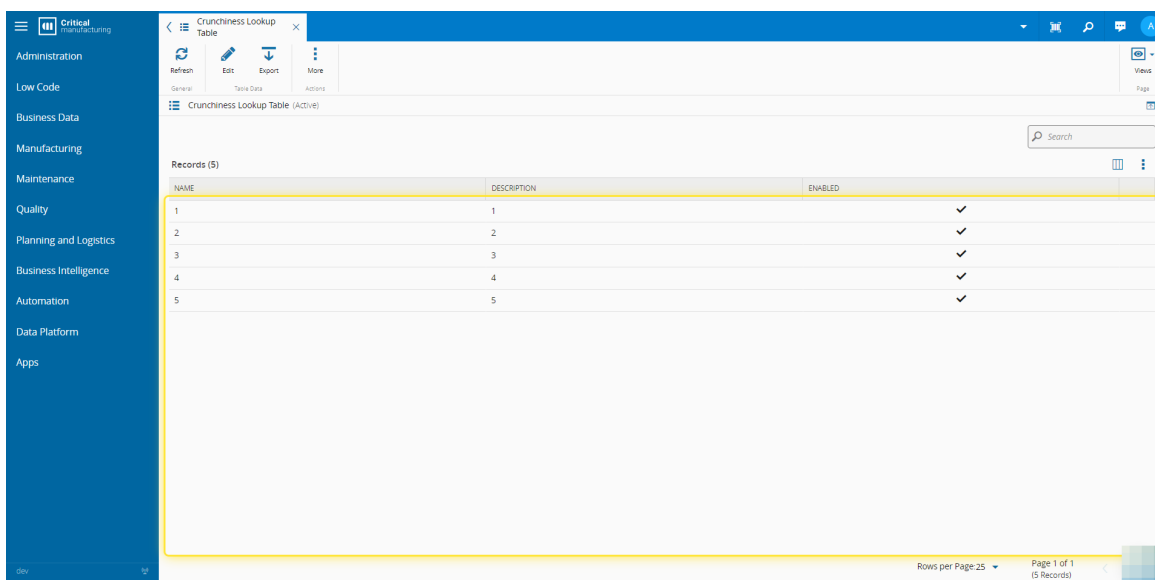
10. Add as many values as needed.



11. When finished, select the Save button.



12. If needed, review the added values.





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