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How to: Edit a Lookup Table

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DOCUMENT ACCESS

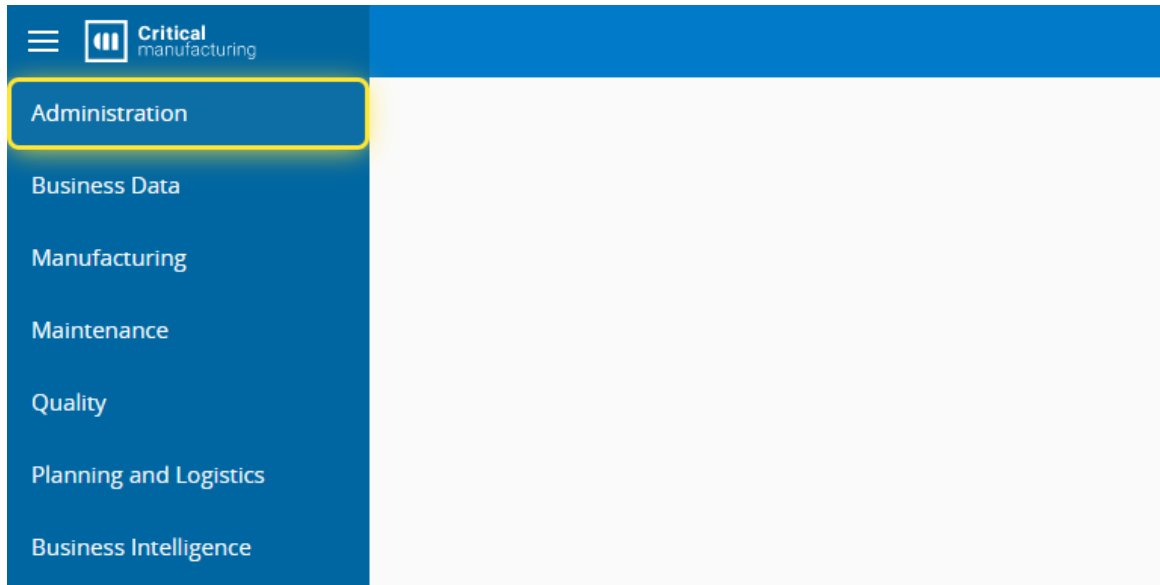
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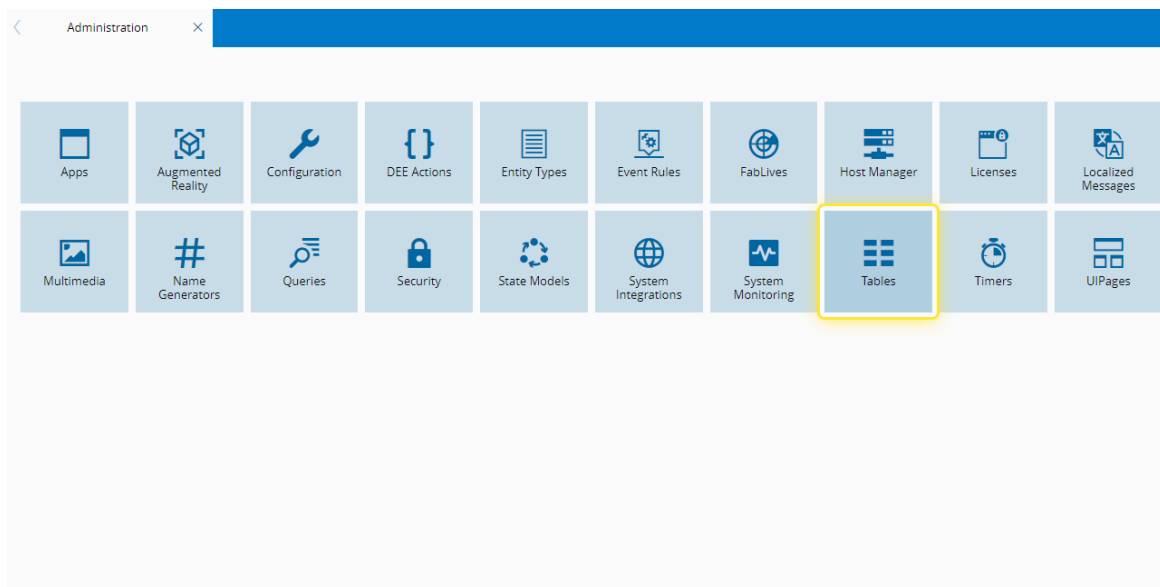
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How to: Edit a Lookup Table

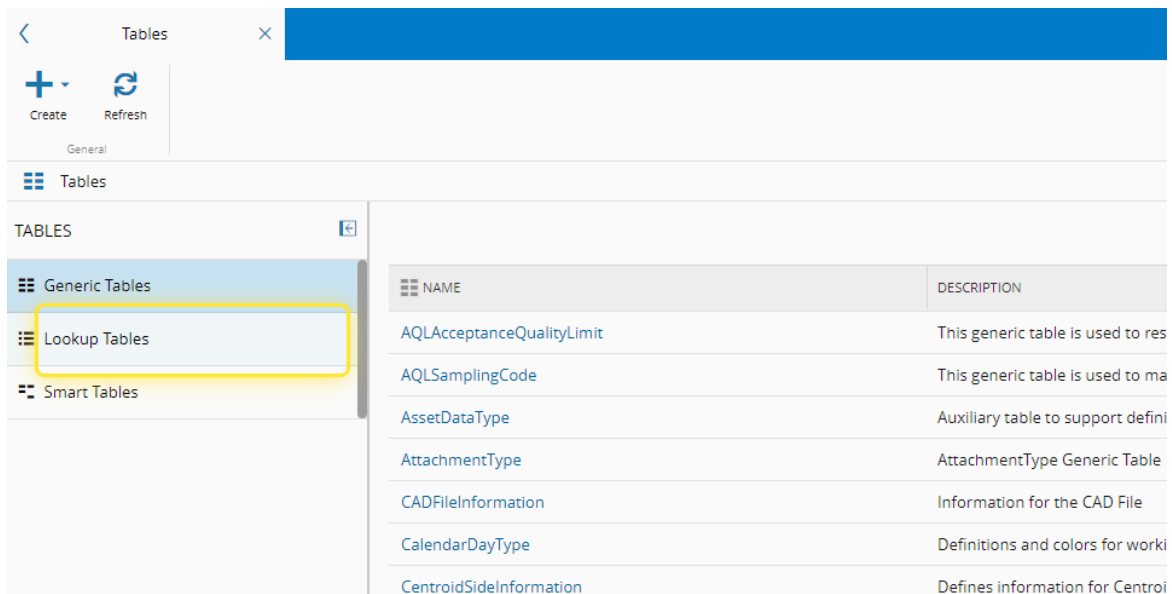
1. Go to the Administration menu.



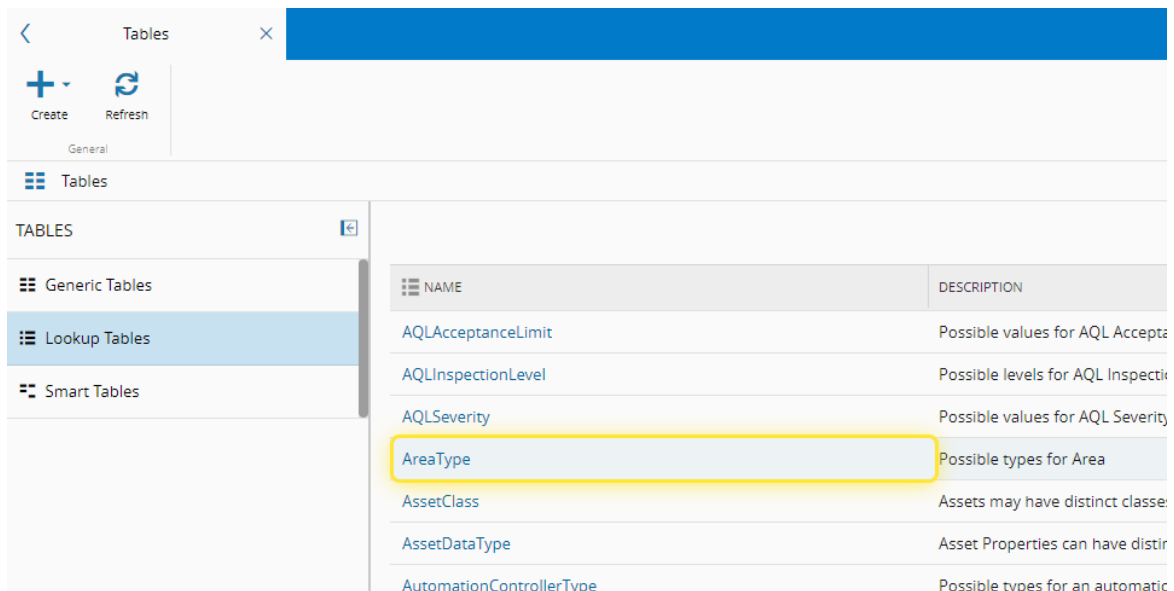
2. Select the Tables tile.



3. Select the Lookup Tables option.

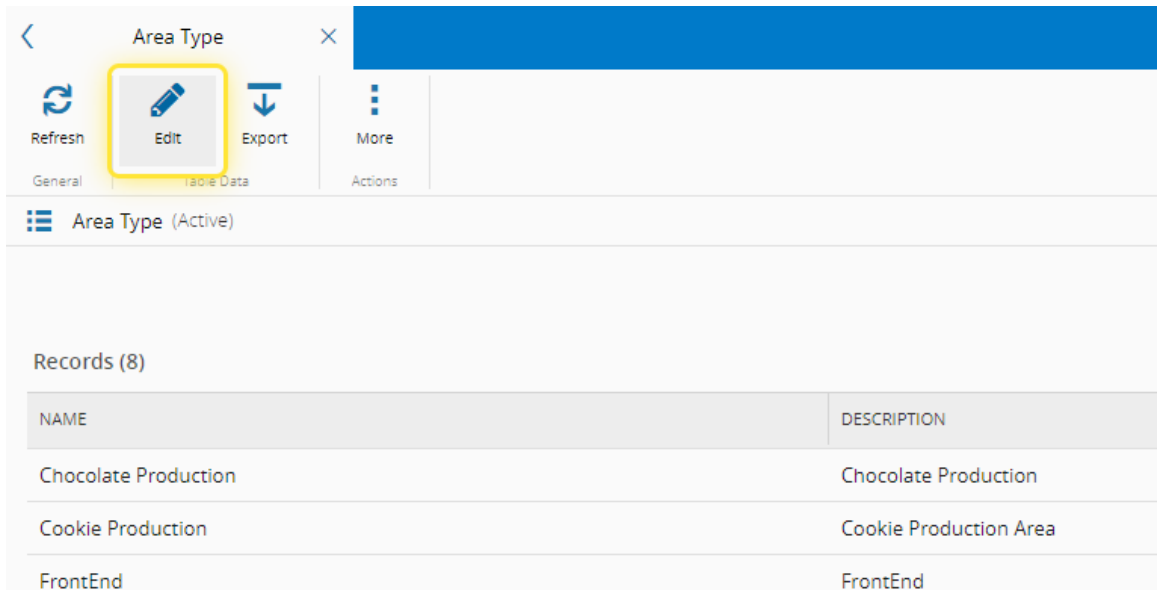


4. Select the Name of the Lookup Table you need.

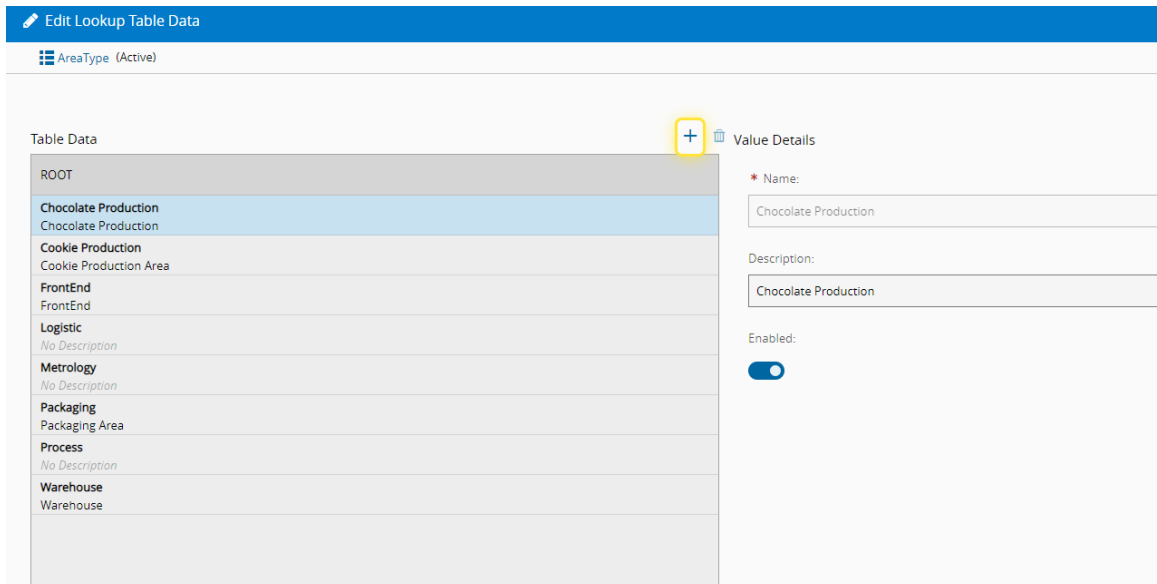


5. Select the Edit button.

For more information, see [Lookup Tables - Critical Manufacturing Documentation Portal](#)



6. Select + to add a new value.



7. Complete the necessary fields.

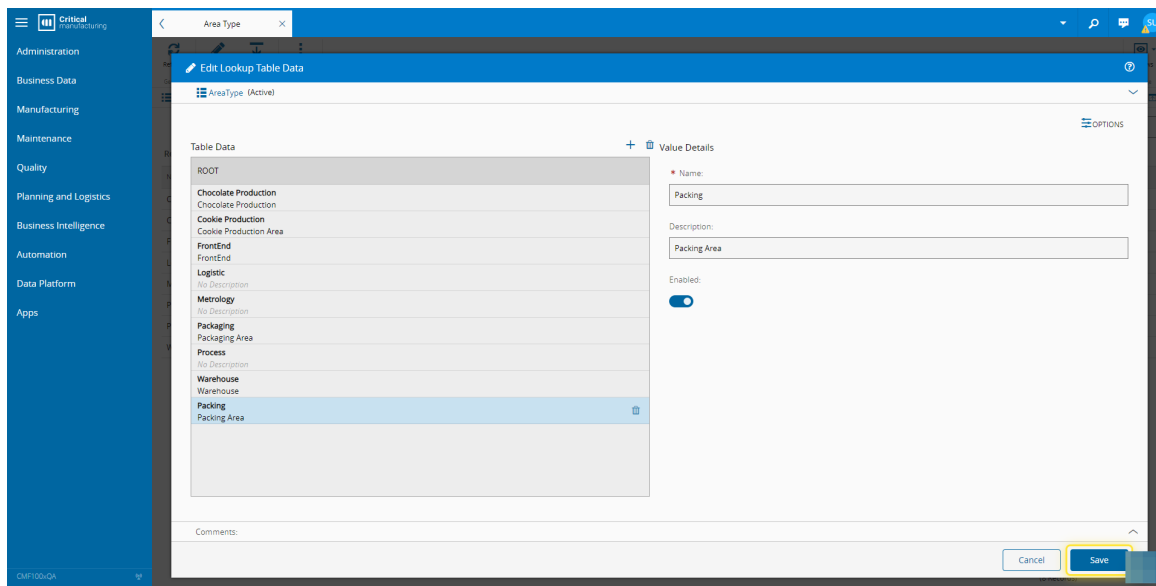
Value Details

* Name:

Description:

Enabled:

8. Select the Save button.



The screenshot shows the 'Edit Lookup Table Data' window for 'AreaType (Active)'. The table lists various area types, with 'Packing Area' selected. The 'Value Details' panel on the right shows the following information:

- Name: Packing
- Description: Packing Area
- Enabled:

At the bottom right of the window, the 'Save' button is highlighted with a yellow box.



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