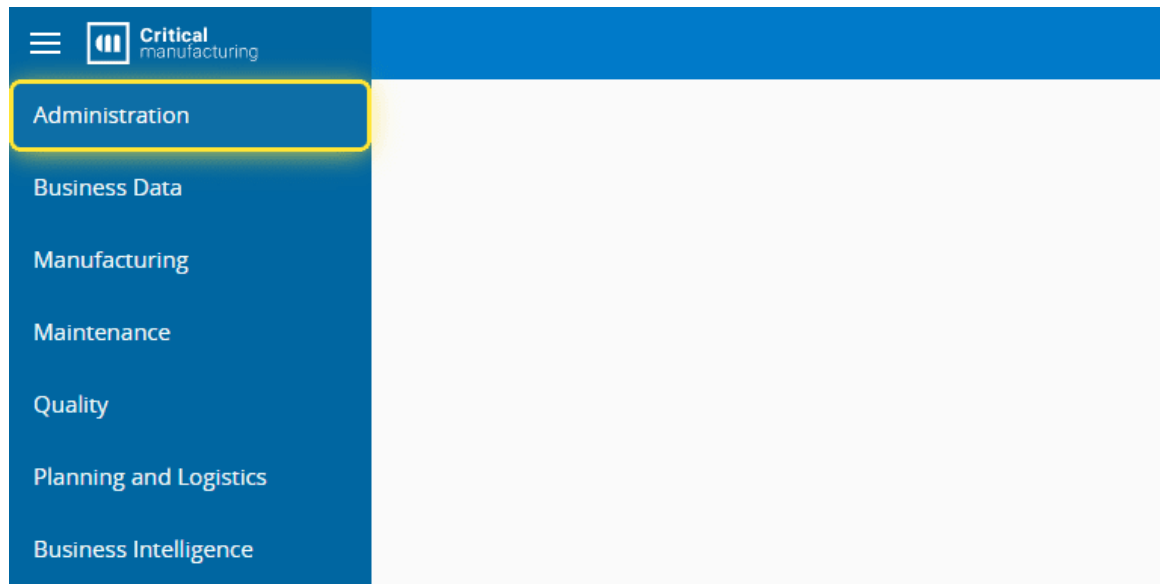
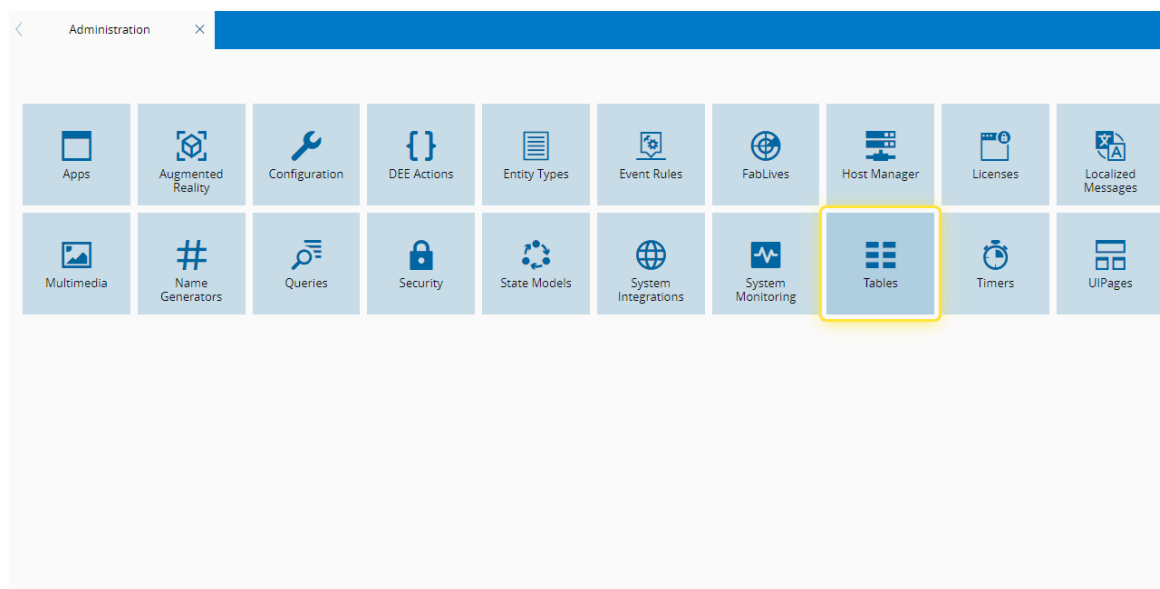


How to: Edit a Lookup Table

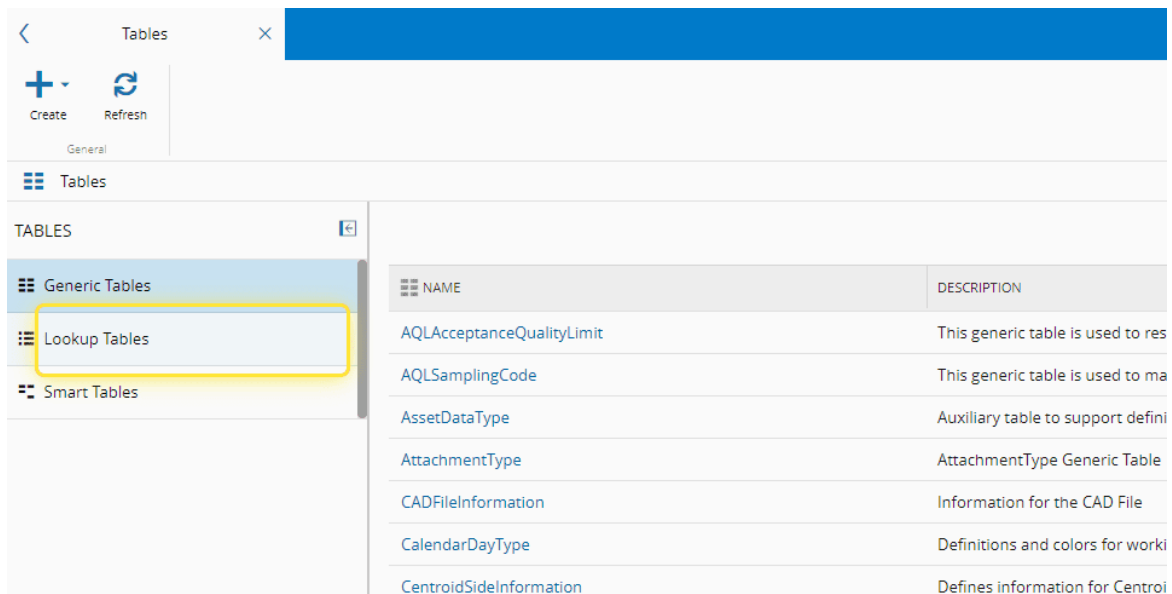
1. Go to the Administration menu.



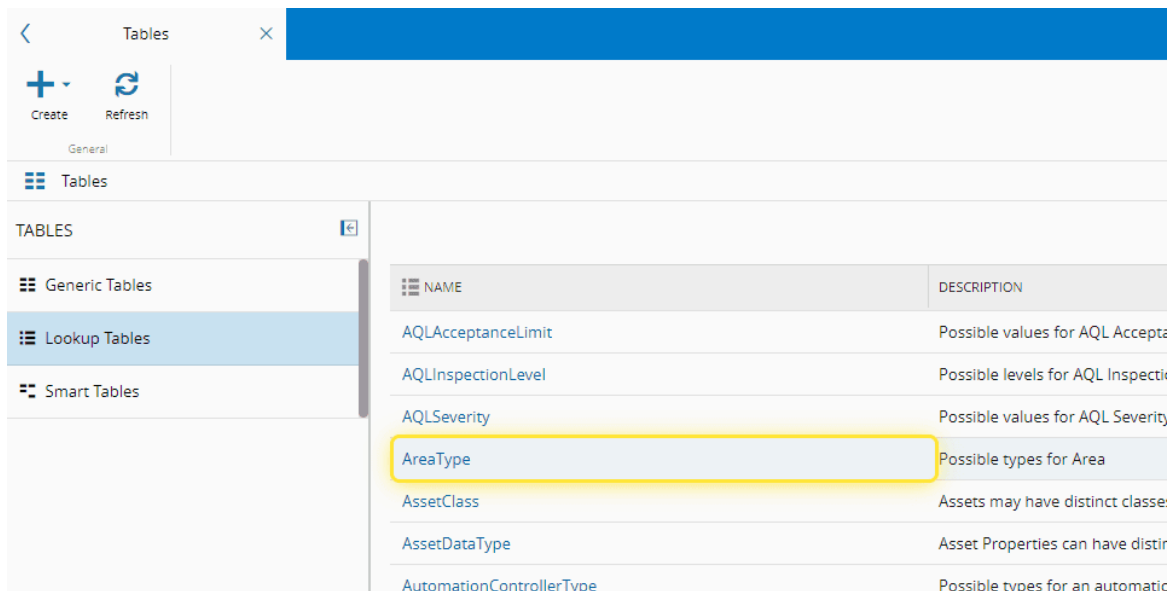
2. Select the Tables tile.



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](#)

Area Type

Refresh

Edit

Export

More

Area Type (Active)

Records (8)

NAME	DESCRIPTION
Chocolate Production	Chocolate Production
Cookie Production	Cookie Production Area
FrontEnd	FrontEnd

6. Select + to add a new value.

Edit Lookup Table Data

AreaType (Active)

Table Data

+

Value Details

ROOT

Chocolate Production

Chocolate Production

Cookie Production

Cookie Production Area

FrontEnd

FrontEnd

Logistic

No Description

Metrology

No Description

Packaging

Packaging Area

Process

No Description

Warehouse

Warehouse

Name:

Chocolate Production

Description:

Chocolate Production

Enabled:

☒

7. Complete the necessary fields.

Value Details

* Name:

Packing

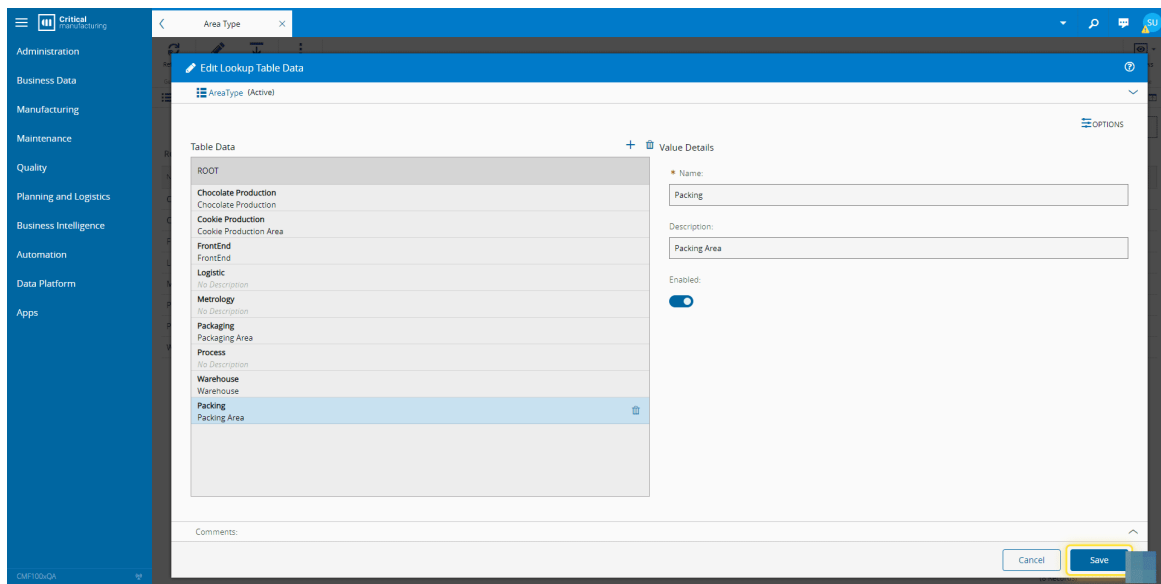
Description:

Packing Area

Enabled:

☒

8. Select the Save button.



The screenshot shows the 'Edit Lookup Table Data' window in the Critical Manufacturing 11.1 application. The 'Area Type' is set to 'Active'. The 'Table Data' list on the left shows a hierarchy of areas, with 'Packing Area' selected. The 'Value Details' panel on the right shows the 'Name' as 'Packing', 'Description' as 'Packing Area', and 'Enabled' as checked. The 'Save' button is highlighted with a yellow box.