



**Critical**  
manufacturing  
an ASM PT company

# How to: Edit a Lookup Table

## 11.3

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### DOCUMENT ACCESS

Public

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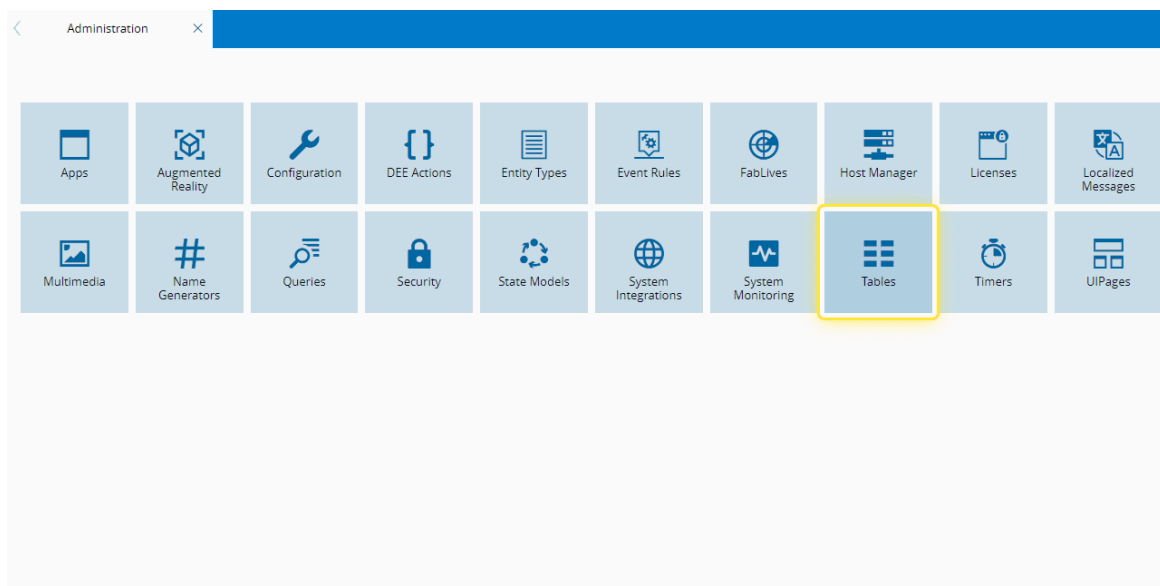
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## How to: Edit a Lookup Table

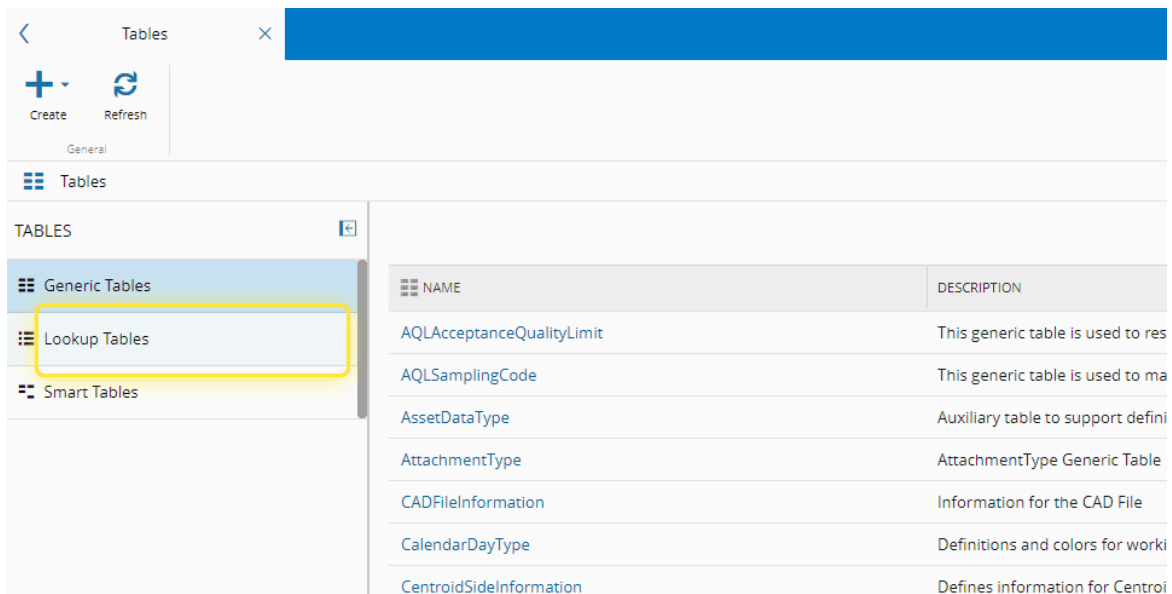
1. Go to the Administration menu.



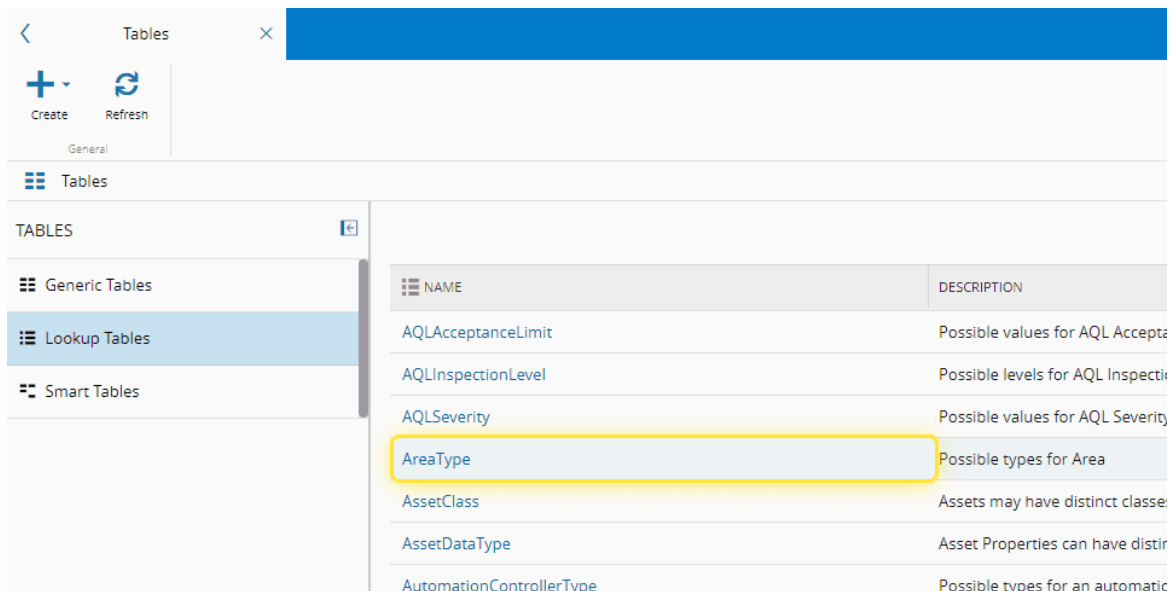
2. Select the Tables tile.



3. Select the Lookup Tables option.

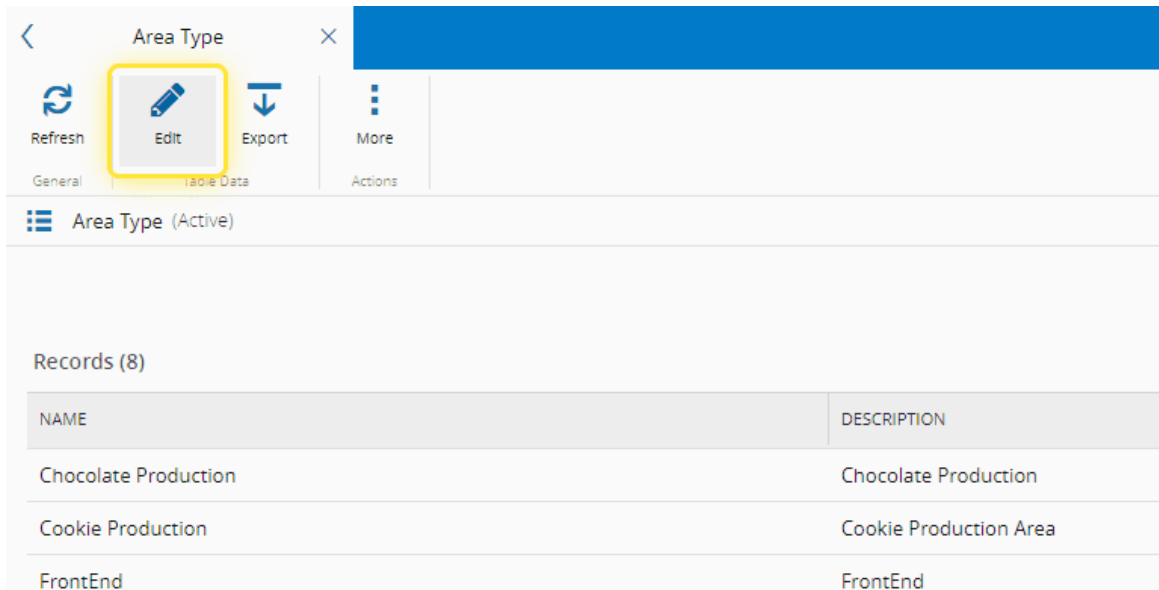


4. Select the Name of the Lookup Table you need.

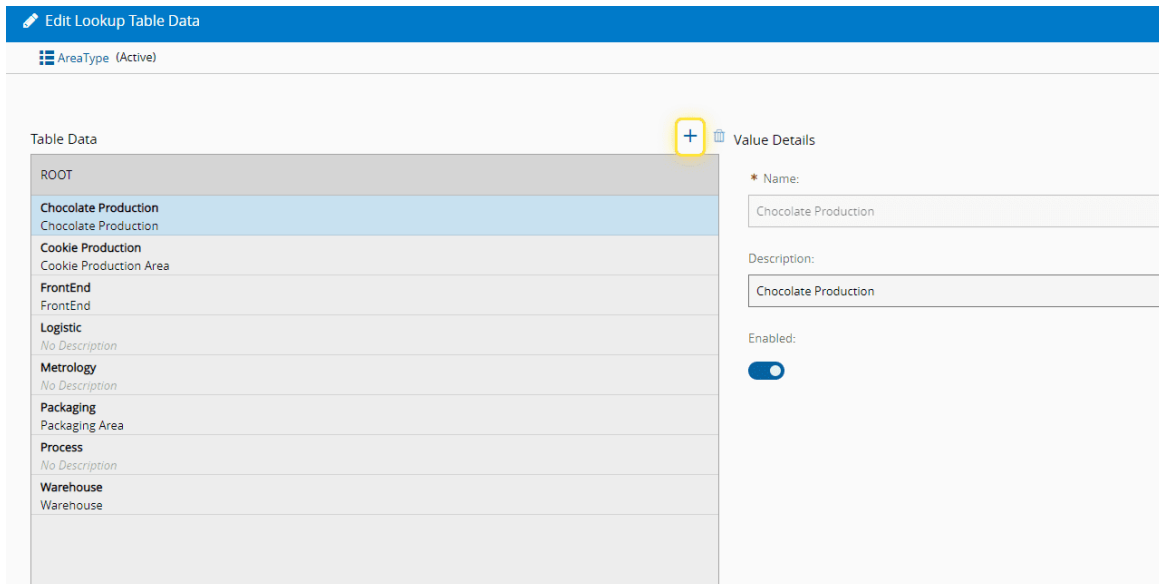


5. Select the Edit button.

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



6. Select + to add a new value.



7. Complete the necessary fields.

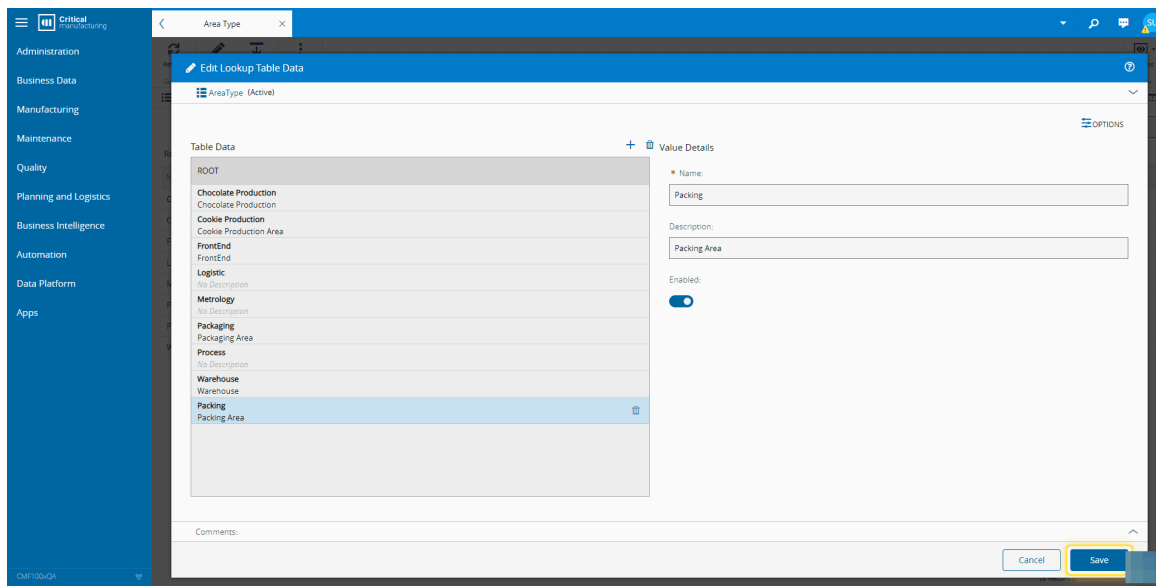
Value Details

\* Name:

Description:

Enabled:

8. Select the Save button.



The screenshot shows the 'Edit Lookup Table Data' window for 'Area Type (Active)'. The left pane displays a table of area types, with 'Packing Area' selected. The right pane shows the 'Value Details' for the selected item, with the following fields:

- Name:
- Description:
- Enabled:

At the bottom right of the window, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a yellow box.



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