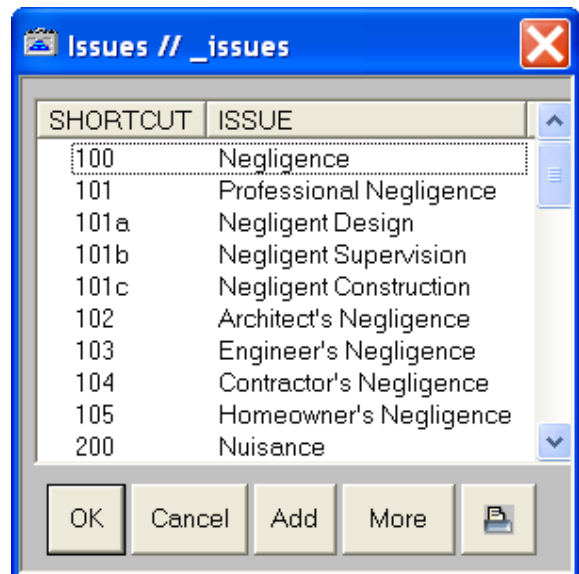


A useful tool when working in the database (or with Notes) is the **Lookup Table**. Lookup Tables are valuable for entering data as well as for searching. Lookup Tables also help ensure that consistent data is entered into the database.

Lookup Tables are associated with fields in the database during the database design phase. The type of Lookup Table being used -- replacement or fill-in -- is also determined during the database design phase. (Most Lookup Tables are replacement lookups.) A Lookup Table is like any other data table in Summation, except the entire Lookup Table is linked to one or more fields of a form. (For users familiar with relational databases, the link used by Summation between fields and Lookup tables is not a "relational" one, but still gives a "relational" feel to data entry.)

The screenshot here shows the Issues Lookup Table, a replacement lookup. The Issues Lookup Table consists of, in this instance, a numeric shortcut (i.e., 200) and the expanded issue (i.e., 200: Nuisance). Shortcuts do not have to be numeric.



Use Lookup Tables to:

1. Reduce keystrokes when entering data
2. Improve data entry quality through validation
3. Simultaneously fill in multiple fields
4. Display cross-referencing information

Lookup Tables are attached to fields during the database design process, but the information contained in a Lookup Table is added outside of the Form Editor. Shortcuts and their related expanded items can be added by any user authorised to modify the Lookup Tables.

The simplest Lookup Table has only two columns, a shortcut column and an expansion column. The shortcut column contains shortcut keystroke entries. The expansion column contains the text that Summation enters into the user's form when a user types the shortcut keystroke. The Lookup Table displayed above is an example of this simple two-column format.

When you type LT (the shortcut) in the Doctype field during a data entry session, the word Letter (the expansion) appears in the Doctype field. (You must hit the tab key to exit the field before the expansion can take place.)

If a Lookup Table is attached to a field when you are in Add or Edit mode the Lookup function button appears in the status bar when you click in the field. Lookup tables are not available in Display Mode. You can add, edit or delete entries in the lookup whenever it is displayed. You can also access Lookup Tables from the **Home Page**, and make modifications without opening the Form or Column View of the Core Database.

*Shortcut to lookup Tables is F6.