

## HOW TO CREATE A LOOK-UP TABLE

If a field has a **Look-up Table** associated with it, the **LKUP** indicator will appear in the ProForm **Status Bar**. Many fields in ProForm come with **Look-up Tables** created for them. You just have to add your entries. You can also create new **Look-up Tables** for any other text field.

7) Property, Legal Description (CDF18-0102 JLA, PFD)

Property Address: 108 Serenity Drive  
City: Amelia Island State: FL Zip Code: 32034

Property Situated within Town/City: ☒ Title: City of Name: Amelia Island  
Property Situated within County/Parish: ☒ Title: County Name: NASSAU

☒ Lot ☐ Unit Number(s):  
Block/Building: Section: Phase: Acreage:  
Census Tract: Map Ref: County Code: NASSAU  
Property Type: ☒ Single Family ☐ 1-4 Family ☐ PUD ☐ Condo ☐ Cooperative  
☐ Other  
Subdivision/Condo/PUD/Addition:  
Declaration:  
Co-op Owner's Organization Name:  
Ownership Interest: % Appraisal Information Manufactured Housing

Section: Township: Range:  
Parcel NW NE  
NW: NE: NW: NE:  
SW: SE: SW: SE:  
NW: NE: NW: NE:  
SW: SE: SW: SE:  
SW SE

Tax/Map ID:  
Parcel ID:

Use of Property: ☒ Residential ☐ Commercial ☐ Unknown ☐ Other  
Property Occupied by: ☒ Owner ☐ Tenant ☐ Unimproved ☐ Unknown  
Primary/Principal Residence: ☒ Years Continuously Owned:  
The Land is Zoned as: Residential

Brief Legal Description:  
Full Legal Description:

Household Appliances, Fixtures, etc.: Amount:  
☐ Include on CDF

ProIdx Data...

File Balance... LKUP COUNTY

You may want to create a **Look-up Table** in a field where one does not yet exist. For example, you may want to create a **Look-up Table** for your vendors/payees that are entered on page 2 of the CDF.

To create a look-up table on Page 2 of the CDF, select any hyperlink to open your **Line Detail** screen.

B. Services Borrower Did Not Shop For					\$ 0.00				
	Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Paid Before Closing	Seller - Paid At Closing	Seller - Paid Before Closing	Paid By Others
01									
02									
03									
04									
05									
06									
07									
08									
09									

Place your cursor in the **Key Field** you wish to create the **Look-up Table**. In this example, place your cursor in the **To:** field. Press **<F9>**.

Line Detail (CDF18-0102.JLA, PFD)

**B. Services Borrower Did Not Shop For**  
Charges for Line 02

Description	Re	D.S.	Borrower (at Closing)	Borrower (before Closing)	Seller (at Closing)	Seller (before Closing)	Paid By Others
01							

Desc:  Re:  DS:  To:

Address:

Calculation Type:  Details... Cost Paid:  At Closing  Sir%:


Borrower-Paid  
At Closing:  Before Closing:

Seller-Paid  
At Closing:  Before Closing:

Paid By Others  
 ☐ Disburse  
Process As:   
Paid By:

Tolerance:  0% Loan Estimate:  Fee Type:

SoftPro (SPFUNCS-072)

 A look-up table for field ChargeToName does not exist. Do you wish to create one now?

Select **Yes**.

The **Create/Edit Look-up Table** box will open. Here you will create your table structure. Use the **ProForm Field Codes** to create your **Look-up Table** structure. You can find a **ProForm Field Code** by placing your cursor in the field and looking to your **Status Bar**.

Here is an example of what your structure may look like depending on what fields/columns you would like to capture in your table. The structure of the table is built by entering the ProForm Field Code = the heading of your Look-up Table Column.

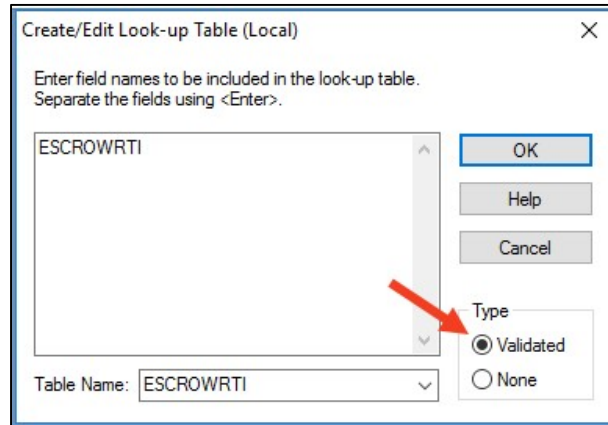
**Tip:** Use the Underscore \_ to create a space between your column headings. Spaces are not allowed when creating a Look- up Table structure.

**The columns in your table will look like this per the example shown above:**

Charge_To	StreetAddress	City_State_Zip
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**A table created on Page 2 or 3 of the CDF is linked automatically to all fields on Pages 2 and 3. You can save entries to this table on either of these pages.**

A **validated Look-up Table** will check the database of existing entries each time a new entry is made to the key field. If the entry does not exist in the table, you will be automatically prompted to add the entry to the table. You can disable the entry-checking feature at any time by selecting **None**.



When an entry is made in the program that is not recognized as a saved Look-up Table entry, you will get the following prompt:

