- 4800 Falls of Neuse Road, Suite 400
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

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.

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.

SoftPro
CLOSING AND TITLE SOFTWARE

- 4800 Falls of Neuse Road, Suite 400
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

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

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>.**

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** stucture. You can find a **ProForm Field Code** by placing your cursor in the field and looking to your **Status Bar**.

SOFTPRO
CLOSING AND TITLE SOFTWARE

- 4800 Falls of Neuse Road, Suite 400
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

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

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.

- 4800 Falls of Neuse Road, Suite 400
- Raleigh, NC 27609
- Sales & Service: 800-848-0143
- Email: sales@softprocorp.com
- Web: www.softprocorp.com

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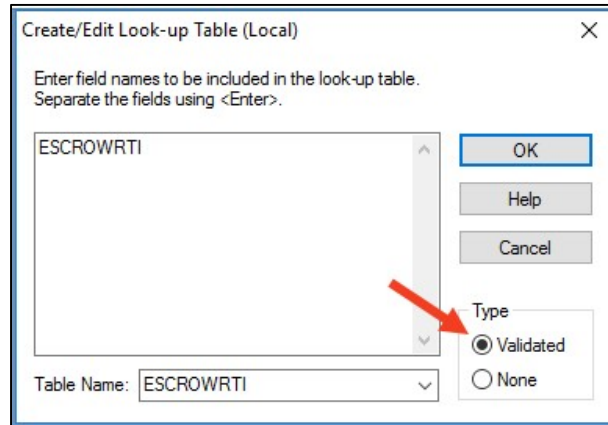
When an entry is made in the program that is not recognized as a saved Look-up Table entry, you will get the following prompt: