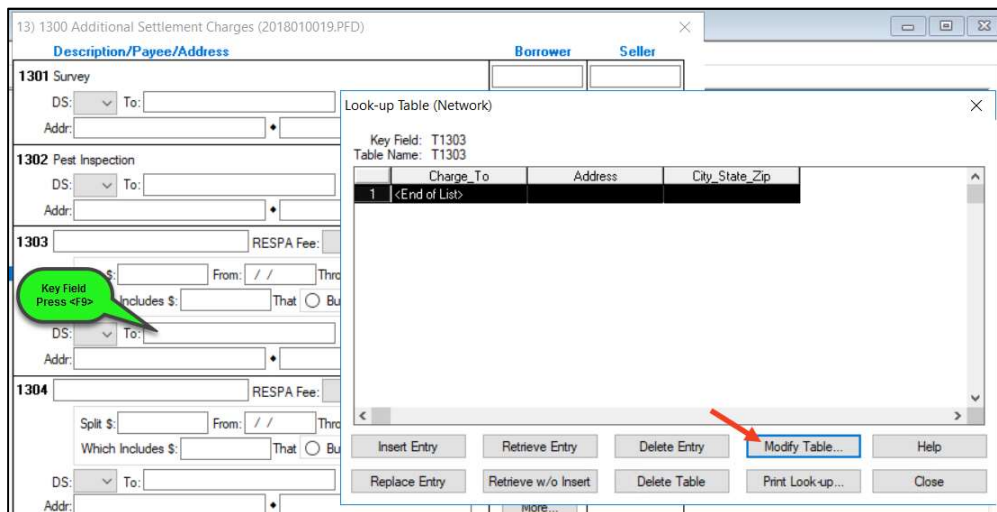


HOW TO LINK LOOK-UP TABLES

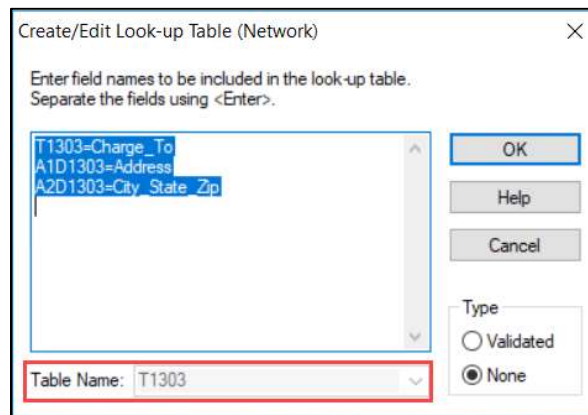
What if a **Look-up Table** you've created for one field can be used in other fields? Instead of manually recreating the table in all of the other fields, you can link tables together. You can create alias **Look-up Tables** in the other fields and link the alias tables to the original table so that all of the fields share the same Lookup Table entries.

In this example, a **Look-up Table** was created in the **Key Field T1303** that is found on Line 1303 of the HUD-1 (1300 Additional Settlement Charges). This table contains entries we would like to be able to use on Line 1304.

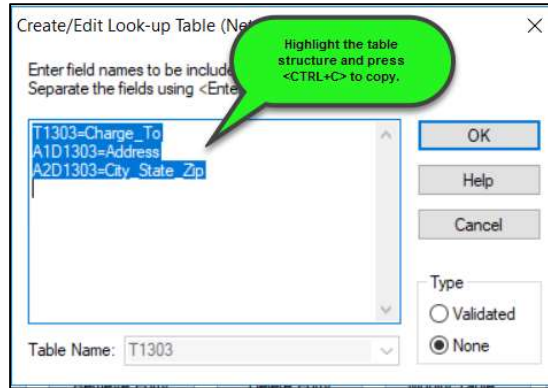
With your cursor in the **Key Field**, press **<F9>** to open the existing table. Click **Modify Table**.



Write down the **Table Name**. We will need this later in the process.



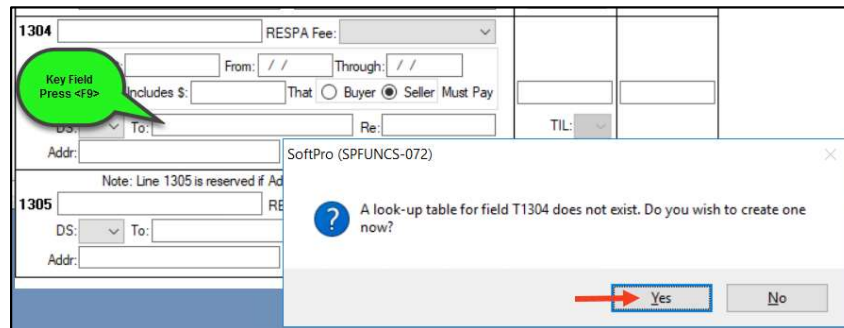
Copy the table structure by highlighting all field names and column descriptions as shown and pressing **<CTRL+C>**.



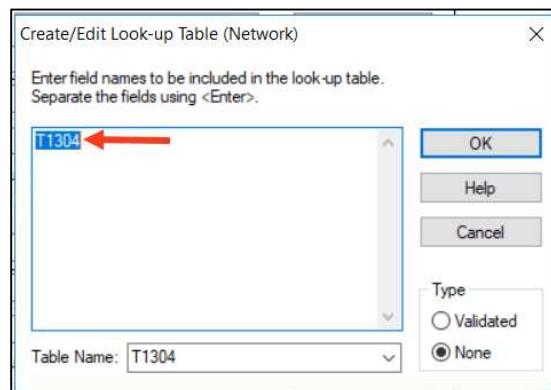
Exit the Create/Edit window by clicking **Cancel**. Close the Look-up Table window by clicking **Close**.

Now we will go to **Line 1304** and create a new **Look-up Table**:

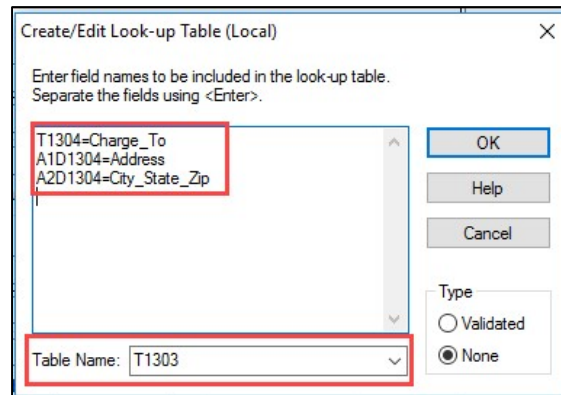
1. Place your cursor in the **Key Field** for the alias table. In this example, we are using the **To:** field on **Line 1304** as our key field. Press **<F9>**. Select **Yes** to create a new table.



2. A new **Create/Edit Look-up Table** window will be displayed and the key field name will be highlighted. Press the **<Delete>** key on the keyboard to remove this field name.



3. Press **<Ctrl+V>** on the keyboard to paste the fields we copied from the original table.
4. Now we will change the field names to reflect the names of the current fields. In this example, we need to change all references to Line 1303 to 1304 (i.e. T1303 to T1304; A1D1303 to A1D1304; A2D1303 to A1D1304).
5. From the **Table Name** drop down list, select the name of the original table (T1303).



Create/Edit Look-up Table (Local)

Enter field names to be included in the look-up table.
Separate the fields using <Enter>.

T1304=Charge_To
A1D1304=Address
A2D1304=City_State_Zip

Table Name: T1303

OK
Help
Cancel

Type
 Validated
 None

6. Click **OK** to save your changes and close the Create/Edit window. The newly created table will be displayed. The **Key Field** should show the name of the current field and the **Table Name** should show the name of the original table.

Key Field: T1304
Table Name: T1303