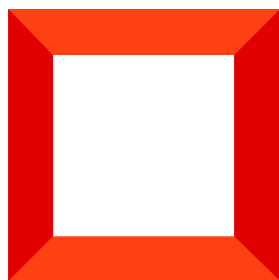
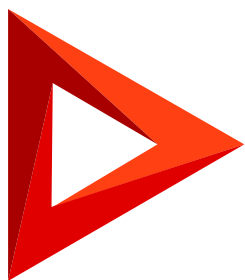


Lookup values

Manage lookup values

Version 8.0



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The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

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Most drop-down lists in Creatio draw their values from “lookups.” There is also a special “lookup” type of fields, where the user can select a record from a Creatio object. The objects dedicated to storing values for a specific field are called “lookups.”

You can manage the values available in the drop-down lists and lookup fields by managing the records of the corresponding lookup objects. For example, after creating a new lookup field in your custom section via the Section Wizard, you will need to populate the lookup values in the [*Lookups*] section.

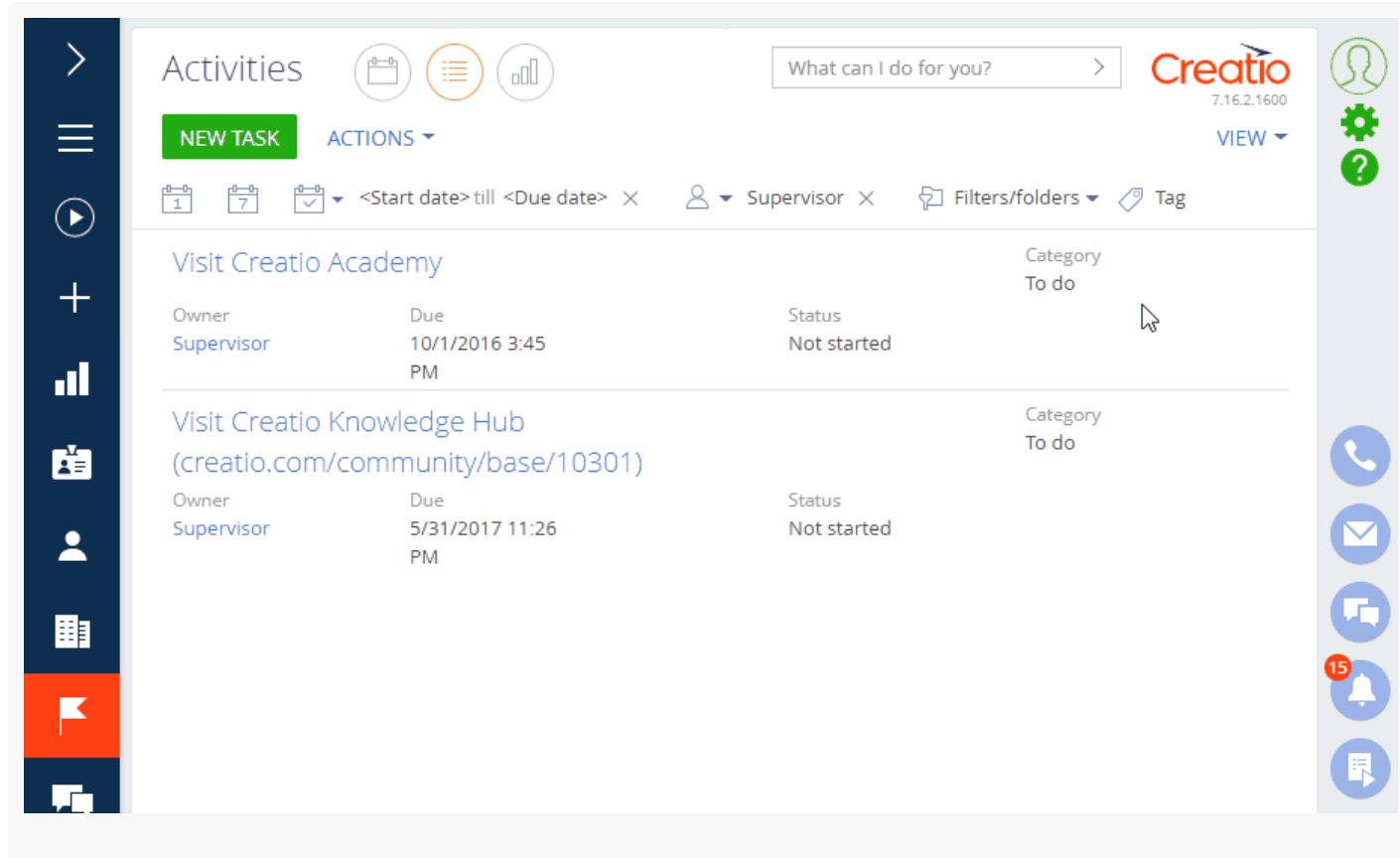
Attention. Managing lookups requires access to the following system operation: [*Access to “Lookups” section*] (CanManageLookups). Additionally, if the lookup object is managed by operations, records, or columns - the user needs corresponding permissions to be able to manage records in that object.

To **access the list of lookups**, open the [*Lookups*] section either from the [*Studio*] workplace or the System Designer.

Fig. 1 Accessing the [*Lookups*] section from the [*Studio*] workplace

Owner	Due	Status	Category
Supervisor	10/1/2016 3:45 PM	Not started	To do
Supervisor	5/31/2017 11:26 PM	Not started	To do

Fig. 2 Accessing the [*Lookups*] section from the System designer



The [*Lookups*] section holds the list of registered lookups. Registering a lookup in the [*Lookups*] section enables the users to manage lookup content (records) and properties. Lookup remains functional if it is not registered in the [*Lookups*] section, however, unless the lookup object is used as a section or a detail – there is no way of editing the lookup content and properties.

To manage the records of a specific lookup, you need to locate it in the list of the lookups first. Usually, the lookup object names reflect the names of the lookup fields whose values they store. For example, the lookup that stores the values for the [*Category*] field in the [*Activities*] section is called the “Activity category.”

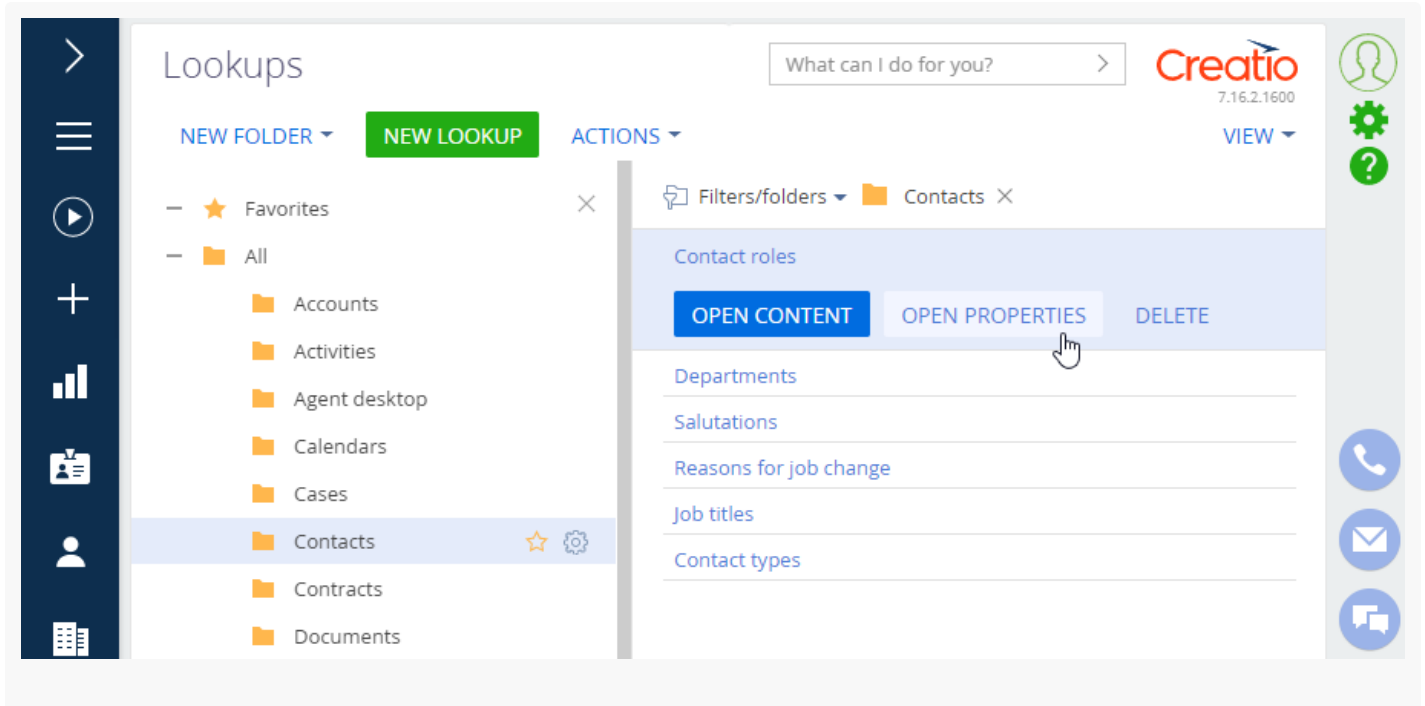
Note. You can check the name of the lookup object by modifying the corresponding lookup field in the Section Wizard. For more on working with fields, see the “[Set up page fields](#)” article.

Use standard [filters](#) and [folders](#) to **locate the needed lookup**. If you cannot find the needed lookup in the [*Lookups*] section, the lookup object may not have been registered in the section yet. Read more about registering lookups in the “Create new lookups” article.

To **manage the lookup records**, select the needed lookup in the list and click [*Open content*]. Most standard lookups use the standard editable list to add, edit or delete the lookup records. Note that you may need to add columns to the list before managing their contents. Some lookups may have dedicated edit pages for their records.

To **change the lookup name, object, or page** for editing its records, click [*Open properties*].

Fig. 3 Changing lookup name, object or page



To **delete a lookup** from the [*Lookups*] section, click [*Delete*]. Deleting a lookup from the [*Lookups*] section does not delete the corresponding lookup object or affect the operation of the corresponding lookup fields in any way. You can always add the lookup to the [*Lookups*] section again.