

Unite Education Program v9.0

Job Aid: 5668

Add a Lookup Value to a Field

In Unite, you can add lookup values to the following types of fields:

- Single-select dropdown
- Multi-select dropdown
- Radio button
- Check box list

The lookup values that you add become options that users can select for the field. Once you add a lookup value to a field, you cannot delete the lookup value. However, you can deactivate it so that users can no longer select the option.

To add a lookup value to a field

1. Click and expand your username to display the system configuration menu.
2. Click **Global Settings**.
3. Click the *Fields* tab.
4. Verify you are on the *Fields* grid.
5. In the **Field Name** column, click the field for which you want to add the lookup value.

Note

You may need to sort, filter, or increase the items per page to see all the records in the grid.

6. On the *Edit Field* window, click  .

7. In the SYSTEM FIELD VALUE DETAIL area, enter a unique name for the lookup value in the **Field Value** text box.
8. Verify the **Active** check box is selected.
9. Specify other details for the lookup value as needed.

Note

For each lookup value, you can specify an LS code and report code. There may be other details to specify depending on the field type.

10. Click **Add**.
11. In the **Default Value** field, select the lookup value you want selected as the default.

Note

On the *Fields* grid, the **Defaultable** column may be helpful to find fields for which you can select a default value. Not all fields have this option.

12. Click **Save**.
13. Click **X** to close the *LSAC Unite Setup* window.

Related resources

- 5751 – Add an Email Address to the Email Address Sender Field
- 5604 – Add a User-defined Field to Unite