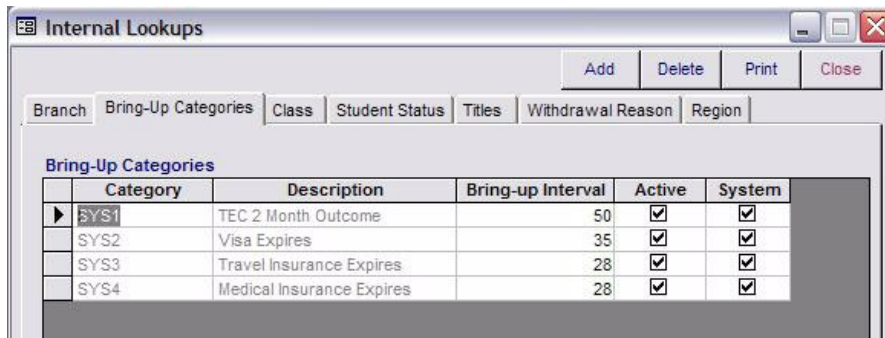


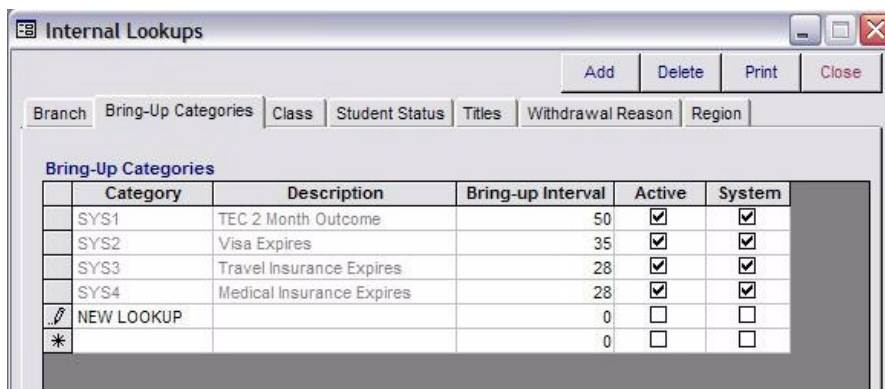
Tip Sheet No.16

Internal Lookups

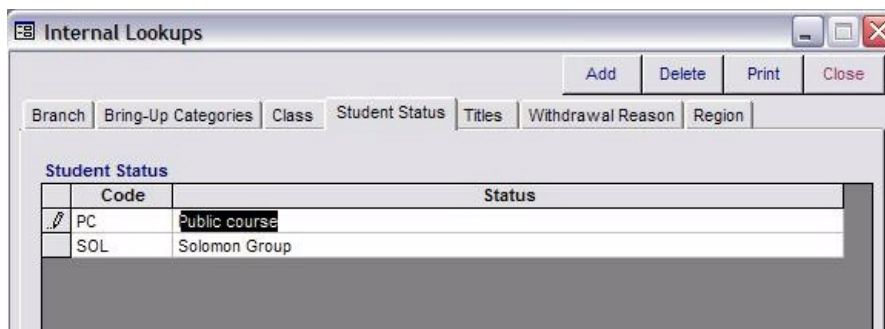
1. Click on the **Administration** button.
2. Click on the **Lookup Tables** button.
3. Click on the **Internal Lookups** button.
4. Click on the required tab.



5. To add a new lookup click on the **Add** button and type in the new record information.



6. To edit a current lookup click in the record and type in the correct information.



7. Click on the **Close** button when you have finished.