## How to define a column from a LookUp as a Keyword

## **Summary:**

How to define a column from a LookUp as a Keyword

No records are displayed for Keyword search in lookup.

## Cause:

If this is not due to an applied filter limitation on search results, then it is likely the column being searched is not setup to be a keyword.

By default not all columns are not enabled for keyword search in Counterpoint.

## **Solution:**

- 1. Right-click on the title bar of the lookup window, select **Table information** and note the name of the table. In this example the table is AR CUST
- 2. Set City column as keyword in the Data Dictionary
- Open Setup/System/Configuration/Data Dictionary
- In the System Dictionary window locate AR\_CUST table, and the City column and select Customize column
- On the Data Dictionary window, highlight the **City** column and on the right side of the window choose **Yes** for **Keyword** \*see screen shot below
- Save and refresh, close Data Dictionary

Check the keyword search by opening the lookup again and typing in the first letter of a city. In our example it was Cordova.

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