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.

Online URL: https://counterpoint.knowledgebase.co/article.php?id=501