

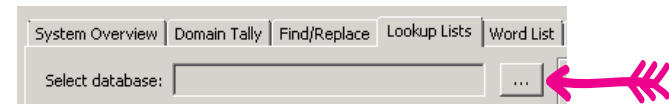
# PICNIC ~ Required Objects

## 4a. Create a Lookup List

This PICNIC explains how to create a Lookup List.

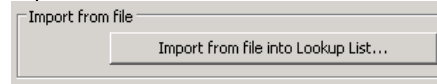
### Steps

1. In **XERA Manager**, click the **Lookup Lists** tab.
2. Select the database by clicking the ellipsis button.
3. Click **New**, name the list and then click **OK**.
4. Choose how to add terms to the list. Note that there is no limit to the number of entries you can add. Once terms are added, they are listed in alphabetic order, regardless of how you entered the terms.

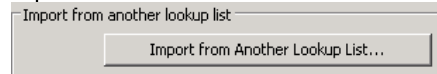


### Import Terms

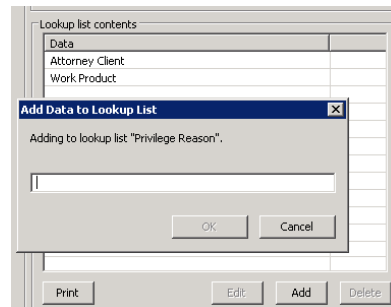
#### Option 1:



#### Option 2:



### Manually Add Terms



### Notes

In the file, each entry must be on its own line, followed by a hard return.

- When importing from a file or another Lookup List you can choose to overwrite an existing list or append it to a list.
- Items are appended in alphabetical order.
- You can manually enter other terms after importing a list.
- Click **Add** to add a term.
- Press the **Enter** key on your keyboard to add other terms.
- Click **Cancel** to finish.