

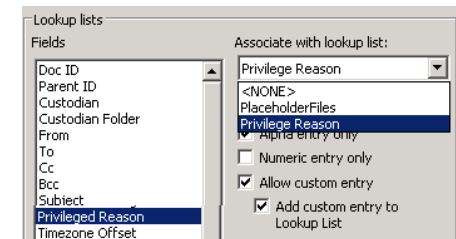
# PICNIC ~ Required Objects

## 4b. Add a Lookup List to a Field

This PICNIC explains how to add a Lookup List to a field and select the correct data entry options.

### Steps

1. Ensure that a Lookup List is created. See the Lookup List 4a – Create a Lookup List Picnic.
2. In the **Fields** list (the left side of the Lookup List tab), select the field that will be linked to the Lookup List.
3. Select the Lookup List from **Associate with lookup list**.
4. To enforce the type of data that can be added, check the applicable the **Data entry options** check boxes.



### Alpha Entry

### Numeric Entry

### Custom Entry

#### Data entry options:

- ☐ Alpha entry only
- ☐ Numeric entry only
- ☐ Allow custom entry
- ☐ Add custom entry to Lookup List

### Notes

- **Alpha entry only:** the user can only add letters to the associated edit control.
- **Numeric entry only:** users can only add numbers to the associated edit control.
- Custom Entry allows a user to type what they would like into the associated edit control. **Allow custom entry** must be checked for any of the other options to work.
- To allow other entries or user changes to the Lookup List, the **Add custom entry to Lookup List** must be checked.

Checking **both** of these options will prevent the use of the edit control.