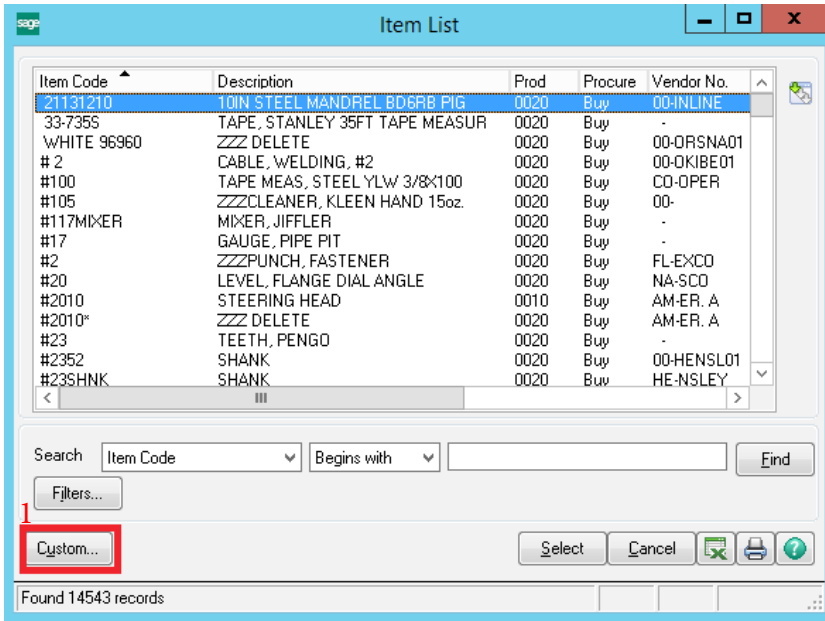


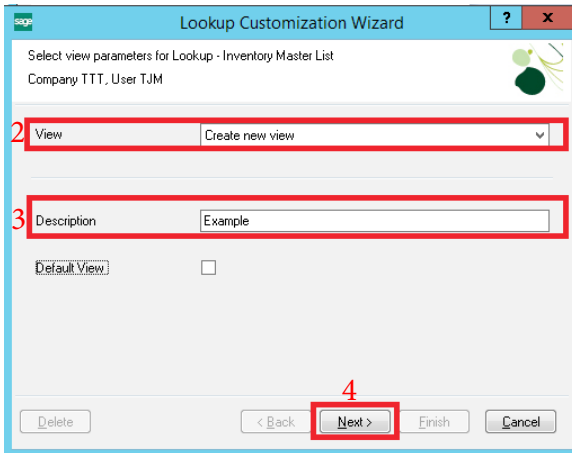


Custom Lookup





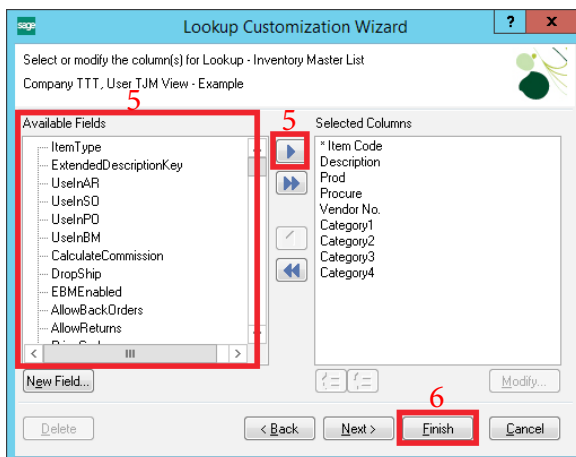
1 From any look up screen, click the “Custom” lookup bottom.



2 Make sure that “Create new view” is selected from the “View” portion of the screen.

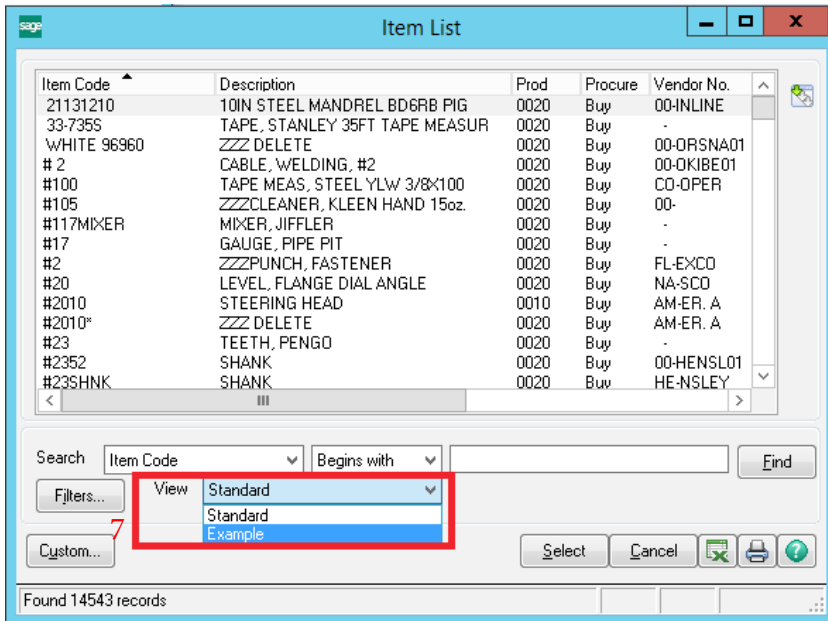
3 Give your look up a name in the “Description” portion of the screen.

4 Click “Next >”



5 From the “Available Fields” portion of the screen, select any fields that you are trying to search through. To move the field from available fields to “Selected Columns” click the single arrow pointing to the right.

6 Click “Finish”.



7 To use your new field, you'll have to choose it from the drop down menu in the "View" portion of the screen.

*NOTE: You can do this from any look up screen and make changes to it at any time.