## How to update Look Up (lu) tables

Synergetic uses look up tables to populate the dropdown lists that are used when entering new data about community members.

Certain roles at the College will have access to edit these lists that relate to their area of responsibility.

It is very important that everyone maintain the best data quality standards when updating lu tables. It is easiest to do this by copying patterns that already exists in the list you are editing. If you are ever unsure about if the data you are entering please check with IT.

## Step-by-step guide

1. In Synergetic, use the 'System' menu to select 'Lookup Tables Maintenance'

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File Module Window Search Help								
Students Assess Future Creditors Debters Creditors GL	System Community Peep EXIT							
	Group/User Security Maintenance							
	Lookup Tables Maintenance							
	Lookup Tables Maintenance - Finance							

2. Search for the table you need using the table search on the left

2	Students	Assess	Future	Cevelop	Debtors	U Creditors	GL	AND HR	System	Community	<b>?</b> Help	EXIT
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	luNonNationalQualification luQualification luQualificationLevel				<mark>_C</mark> ₀	de Descript	ion					

3. Select the correct table to show it's values

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Lookup Table Maintenance							8
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NonhiationalQualification	Code	Description	ExternalSystemType	ExternalSystemCode	DefaultQualificationLevelCode A	ctveFlag ExternalCode	
Qualification QualificationLevel	•	Not Selected				R	_
Quancatorium	ADA	Advanced Diploma of Arts			6	P	
	ADNN	Advanced Diploma of Nutrition and Naturopathy			6	R	
	ASMUS	Associate in Music				P	
	BA	Bachelor of Arts				P	
	BA (HLM)	Bachelor of Arts (Humanities)				P	
	BAPPSC	Bachelor of Applied Science			7	P	
	90%	Bachelor of Behavioural Sciences			7	P .	
	98.5	Bachelor of Business				P	

4. Select the 'Add' button to add a new row to the bottom. Or select the row that you want to modify.

C3IT	Certificate III Information Technology
C3PATH	Certificate III Pathology
C3PLUM	Certificate III Plumbing
C3RET	Certificate III Retail
C3THEO	Certificate III Theology
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$\mathbf{H} \mathbf{+} \mathbf{F}$	Add Save Undo Delete Load Close

5. Once you have added or modified the record. Click the 'Save' button

C3THEO	Certificate III Theolog	gy			
<					
	Add Save	Undo Delete	Load	Close	
-		Save record			

6. This value will now be available or correctly modified for when you enter a new record into Synergetic.

## **Related articles**

- How to update Look Up (lu) tables
  Manage Community Verifications
  Synergetic Interface Management