














Using Lookups

Step	Action
1.	This topic demonstrates how to use lookups.
2.	Click the Look up Ethnic Group button to access the Lookup page for Ethnic Group. 
3.	<p>The Search Results display in a grid as a table. In this example all possible results display.</p> <p>The grid has two columns-- Ethnic Group and Description. The header labels for each of these columns is a toggle. Clicking on one of the headers toggles the order in which the results are displayed between ascending and descending order.</p> <p>You will explore each of these toggles, starting with Ethnic Group.</p>
4.	<p>Currently Ethnic Groups are displayed in Ascending order.</p> <p>Click the Ethnic Group link.</p> 
5.	Notice the Ethnic Group column now displays in descending order.
6.	<p>In this example, the Description column also displays in descending order.</p> <p>Note it is not always the case that the order of columns in a grid mirror one another.</p> <p>Click the Description link to toggle the display so that the values in the description field display in ascending order.</p> 
7.	Notice the values in the Description column now display in ascending order.
8.	<p>Click the List option to display the values in the search results as a list.</p> 
9.	<p>Click the Grid Sort button to begin changing the sort order of the list.</p> 
10.	<p>A Grid Sort menu displays. The items in the menu are toggles which toggle display based on Ethnic Group or Description between ascending and descending order.</p> <p>You will experiment by using the menu items to change the display of the list.</p>



Step	Action
11.	<p>The list is now displayed in ascending order by description.</p> <p>Click the Description link.</p> 
12.	<p>Click the Ethnic Group link to change the display by Ethnic Group.</p> 
13.	<p>Click the Close button.</p> 
14.	<p>Click the Grid option.</p> 
15.	Next you will explore how to use search filters to narrow search results.
16.	<p>Click the Search Criteria link to expand the Search Criteria section.</p> 
17.	<p>Begin by using the Ethnic Group field to limit search results to those ethnic groups that begin with "p"</p> <p>Click in the Ethnic Group field.</p> <p>Ethnic Group (begins with) </p>
18.	<p>Enter the desired information into the Ethnic Group field. Enter a valid value e.g. "p".</p> <p>Ethnic Group (begins with) </p>
19.	<p>Click the Search button.</p> 
20.	<p>Notice, only one Ethnic Group now appears in the Search Results, PACIF. This group begins with a "p".</p> <p>Click the Search Criteria link to expand the Search Criteria section.</p> 
21.	<p>Click the Clear button to clear the search criteria.</p> 



Step	Action
22.	<p>Next you will use the Description field to limit Search Results to all ethnic groups whose description begins with a "p".</p> <p>Click in the Description field.</p> <p>Description (begins with) <input type="text"/></p>
23.	<p>Enter the desired information into the Description field. Enter a valid value e.g. "p".</p> <p>Description (begins with) <input type="text"/></p>
24.	<p>Click the Search button.</p> <p>Search</p>
25.	<p>Notice the Search Results now contain only one item. Its description begins with a "p".</p> <p>Click the Search Criteria link.</p> <p>Search Criteria</p>
26.	<p>Click the Clear button to clear search criteria.</p> <p>Clear</p>
27.	<p>Leave all criteria fields empty.</p> <p>Click the Search button to return all results.</p> <p>Search</p>
28.	<p>Click the Search Criteria link to expand the Search Criteria section.</p> <p>Search Criteria</p>
29.	<p>Click the Show Operators link to display operators that you can use with criteria fields.</p> <p>Show Operators</p>
30.	<p>Click the begins with list.</p> <p>begins with <input type="button" value="v"/></p>
31.	<p>You can use these operators in combination with criteria field to further refine search results.</p> <p>Note: "begins with" is the default operator.</p>



Step	Action
32.	<p>For this example you will use the contains operator and search for all ethnic groups whose ethnic group code contains a "i".</p> <p>Click the contains list item.</p> <p>contains</p>
33.	<p>Click in the Ethnic Group field.</p> <p>Ethnic Group contains <input type="text"/></p>
34.	<p>Enter the desired information into the Ethnic Group field. Enter a valid value e.g. "i".</p> <p>Ethnic Group contains <input type="text"/></p>
35.	<p>Click the Search button.</p> <p>Search</p>
36.	<p>Notice the Search Results now display 3 items. Each contains an "i".</p>
37.	<p>Click the Search Criteria link.</p> <p>Search Criteria</p>
38.	<p>Click the Clear button.</p> <p>Clear</p>
39.	<p>Click the begins with list.</p> <p>begins with</p>
40.	<p>Click the between list item.</p> <p>between</p>
41.	<p>The between operator allows you to limit all results to items that fall between the values you enter in the two search criteria text boxes.</p> <p>For this example, you will not use the between operator.</p>
42.	<p>Click the between list.</p> <p>between</p>
43.	<p>The in operator allows you to limit search results to items that are included in a list that you specify. Enter the list in the text field and separate each item with a comma (.). You can leave spaces between the items.</p> <p>Click the in list item.</p> <p>in</p>



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44.	<p>For this example, you will search for all ethnic groups in the following list: AMIND and BLACK.</p> <p>Click in the Ethnic Group field.</p> <p>Ethnic Group <input type="text" value="in"/> <input type="text"/></p>
45.	<p>Enter the desired information into the Ethnic Group field. Enter a valid value e.g. "AMIND,BLACK".</p> <p>Ethnic Group <input type="text" value="in"/> <input type="text"/></p>
46.	<p>Click the Search button.</p> <p><input type="button" value="Search"/></p>
47.	<p>Notice the Search Results now display two items: AMIND and BLACK.</p> <p>Click the Search Criteria link.</p> <p><input type="button" value="Search Criteria"/></p>
48.	<p>Click the Clear button.</p> <p><input type="button" value="Clear"/></p>
49.	<p>Click the Cancel button.</p> <p><input type="button" value="Cancel"/></p>
50.	<p>End of Procedure.</p>