Tips & Tricks
for Accredo users
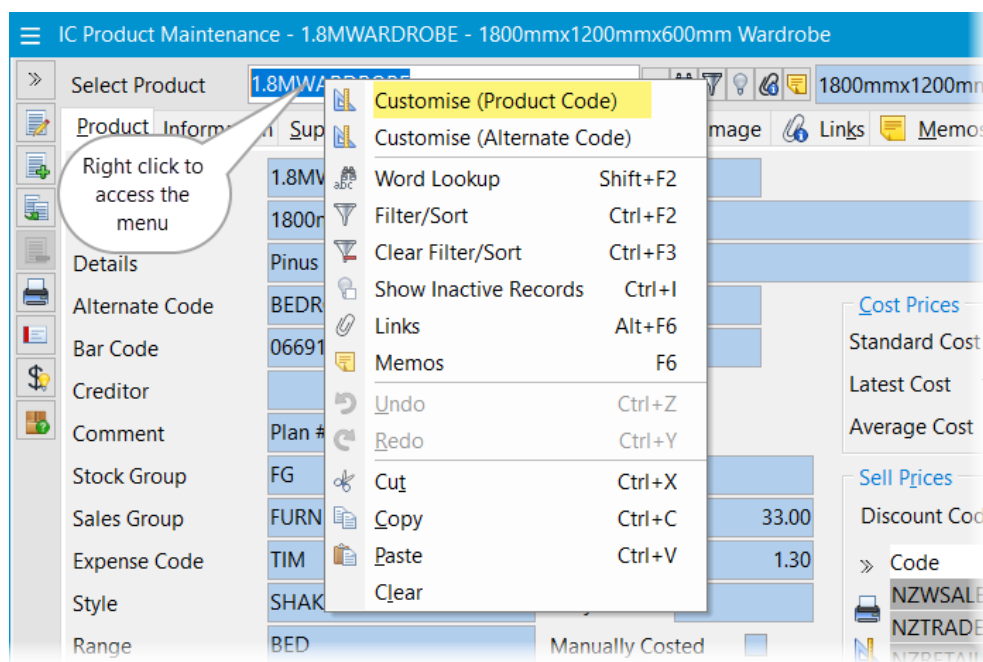
Customising Look-up dropdown and Word Look-up Grids

Did you know that you can customise the columns displayed when you dropdown a look-up, and that Accredo uses the same columns and column widths applied to the look-up as the columns shown in the Word Look-up form?
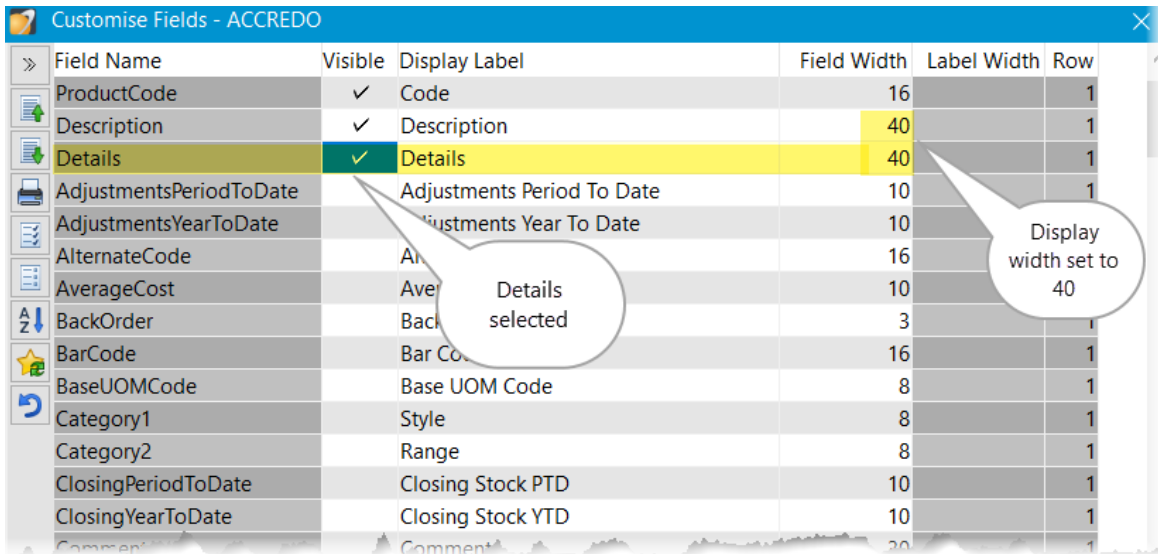
1   To customise a lookup (assuming you have customisation permission) right click in the lookup as shown below for the Product Lookup, and select **Customise**.

You will see for Products there are two possible look-ups, one on **Product Code** and one on **Alternate Code**. These can be customised independently.
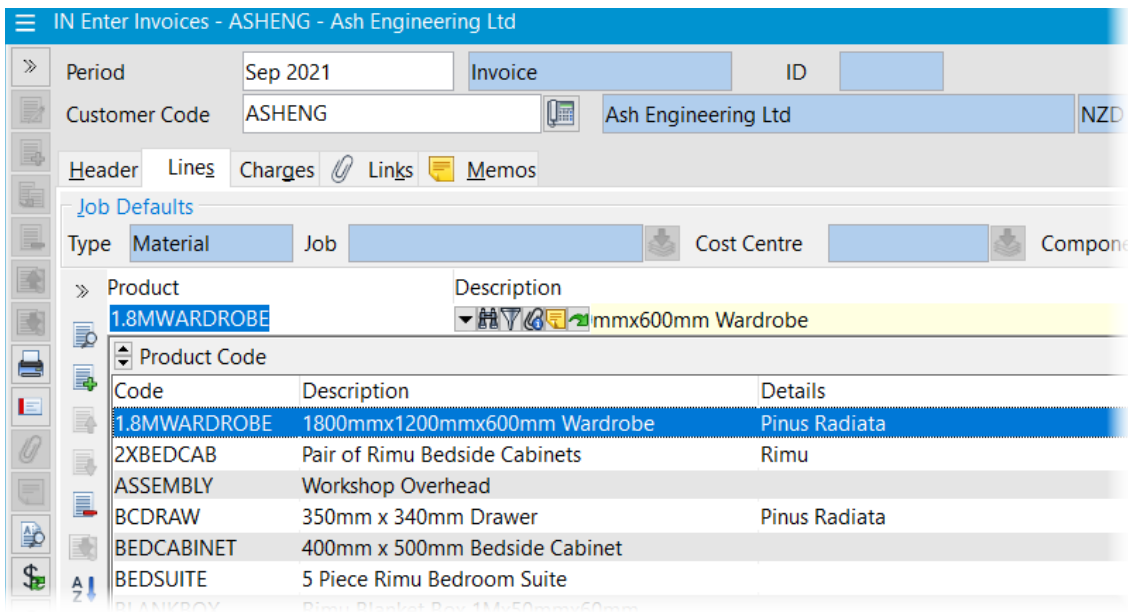

2   Select the columns you want to be visible each time the look-up is dropped, order the columns and set the desired display width and display label and save as for other grid customisations. (Press F1 for help if required).

Accredo
taking care of business

3   We recommend you always keep the **Code** and **Name** or **Description** as the first two columns. In the example, I have adjusted the display width for the Description and added Details also with an adjusted display width.

4   Once **Saved** and **Applied** anywhere you look-up a **Product** you get this:

5   And for a **Word** Look-up you get this: