**Add lookup functionality to Format Control**

**User role**: System Administrator

The topics below comprise an example of how to use Database record auditing. The steps in these topics must be followed in order. If you skip a step, Database record auditing may not work.

1. [Open the audit specifications table](http://localhost:8083/help/topic/database/tasks/open_the_audit_specifications_table.htm).
2. [Add an audit specifications record](http://localhost:8083/help/topic/database/tasks/add_an_audit_specifications_record.htm).
3. [Define an audit specifications entry](http://localhost:8083/help/topic/database/tasks/define_an_audit_specifications_entry.htm).
4. [Invoke auditing](http://localhost:8083/help/topic/database/tasks/invoke_auditing.htm).
5. [Set up event triggers](http://localhost:8083/help/topic/database/tasks/set_up_event_triggers.htm).
6. [Add lookup functionality to Format Control](http://localhost:8083/help/topic/tailor/format_control/tasks/add_lookup_functionality_to_format_control.htm).
7. [Test Audit Lookup functionality](http://localhost:8083/help/topic/database/tasks/test_audit_lookup_functionality.htm).

**Note**: Before using Audit Lookup, be sure that the Audit Specifications include all fields that need auditing.

To add Lookup Functionality, perform the following steps:

1. Access the Format Control record associated with the form or file.
2. Select the **Save Copy**.
3. Click **Additional Options**.
4. Select **Additional Options**.  
   The Additional Options panel opens.
5. Activate Lookup Functionality by adding the following specifications:

|  |  |
| --- | --- |
| **Field** | **Contents** |
| **Option** | 1 |
| **Desc** | Audit Lookup |
| **Condition** | true |
| **Application** | audit.lookup |
| **Comment** | Audit Lookup |
| **Message** | Could not call Audit Lookup application. |
| **Names** | file |
| **Values** | $file |

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