



**subtypesbutton**



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In the **Search** field, type

Enter the locally assigned substitute type codes and descriptions.

Click **+Add** to add a row.

<b>Type</b>	Type the two-character code.
<b>Description</b>	Type the description for the substitute type code. The field can be a maximum of 22 characters.

Press TAB to create and move to the next row to continue adding new codes.

Click **OK** when all codes and descriptions are entered to save and close the lookup. Or, click **Cancel** to close the lookup.