## *Quick Overview*
# Company Lookup List

The **Company Lookup List** is a customised list of **Service Companies** for your **Campaigns** or **Well Operations**. **Company Lookup List** appears system-wide based on the **Service** type field. **Service** type acts as a label filter to **Service Companies** records.

**For example:**

| Workflow | Description |
|---|---|
| Company Data setup | **Company Name:**-<br>• Company XYZ<br>• Company ABC<br>**Service type:**-<br>• Bits Manufacturers |
| Data Entry Screen:<br>DrillNet > BHA Run > Bit Run section | **'Bits Manufacturers' drop down list will display:**-<br>• Company XYZ<br>• Company ABC |

1. To setup **Company Lookup List**, mouse-over the **Setup** tab and click the **Company Lookup** from the menu.
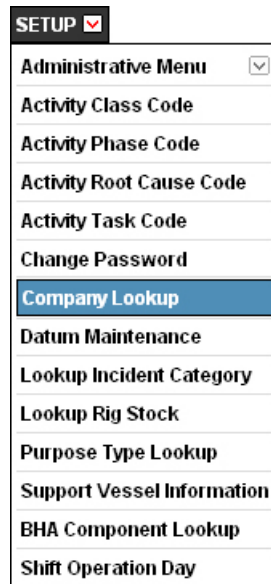


*Figure 1.1 Accessing the 'Company Lookup' menu*

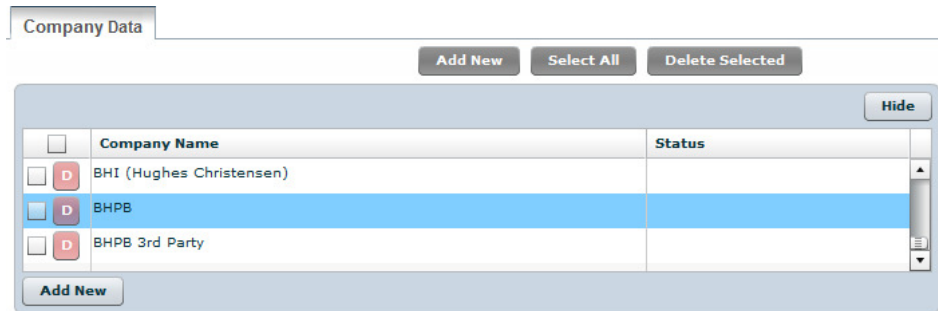2.  Once the **Company Data** page has loaded click the **Add New** button.



*Figure 1.2 The Company Data page*

3.  Enter the **Company Name** and tick all the related **Services** type provided by the company.



*Figure 13 Adding new Company record web form*

4.  To save the record, click the **Confirm** button otherwise click the **Cancel** button to exit.