

Creating Codes

Market: House, Senate

Description: This guide provides instruction on how to add customized codes (e.g., affiliation codes, service codes, issue code, etc.) in IQ. Contact your IQ Consultant when creating these codes.


1. Within any IQ application (e.g., Contacts, Messages, Services, Library, Events, LegiStats), select **Code Lists and Utilities**.

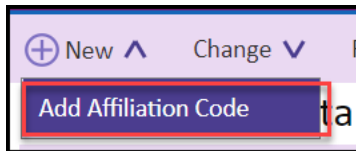


2. Depending on the module selected, the type of codes that are available will be displayed. This example shows how to create affiliation codes for Contacts. The steps to create a code will be the same as with other applications.

Select **Affiliation Code**.



3. Click , then Add Affiliation Code.



4. Enter the information required for the new code, then select **Save**.

A screenshot of a form titled 'Add Affiliation Code'. The form has a purple header with a close button (X). The form fields are: Affiliation (with the text 'New' entered), Code (empty), Translation (empty), Archived (checkbox), and Popup Message (empty). At the bottom right, there are 'Save' and 'Close' buttons.

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