

Creating Codes

Market: House, Senate, FSL

Description: This guide provides instruction on how to add customized codes (e.g., Affiliation codes, Service codes, Issue code, Batch codes, etc.) in IQ5. Note that you need proper security permissions to be able to create/edit these codes. If you cannot, reach out to your IQ Consultant to gain permission.

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**.

Contacts

Code Lists

Affiliation

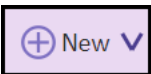
Communication Type

Prefix

Suffix

State

Country

3. Click , then Add Affiliation Code.

+

New

^

Change

▼

Add Affiliation Code

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

Add Affiliation Code

Affiliation

New

Code

Translation

☐ Archived

Popup Message

Save

Close

[Top of Page](#)