

## 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**.

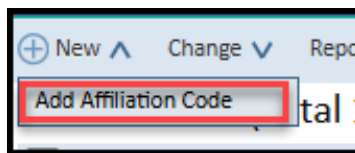


2. Depending on the module selected, the type of codes that are available will be displayed. This example shows how to create affiliation codes for Contacts. The steps to create a code will be the same as with other applications.

Select **Affiliation Code**.



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 header bar with the title and a close button. Below the header, there are several sections: 'Affiliation' with the text 'New', 'Code' with a text input field, 'Translation' with a text input field, and a checkbox labeled 'Archived'. At the bottom of the form, there is a 'Save' button and a 'Close' button. The 'Save' button is highlighted with a red rectangular box.

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