

## 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.

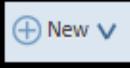
1. Within any IQ application (e.g., Contacts, Messages, Services, Library, Events, LegiStats), select **Code Lists and Utilities**.

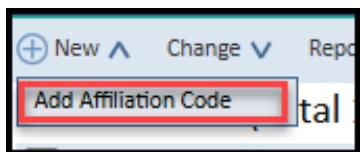


2. Depending on the module selected, the type of codes that are available will be displayed. This example shows how to create affiliation codes for Contacts. The steps to create a code will be the same as with other applications.

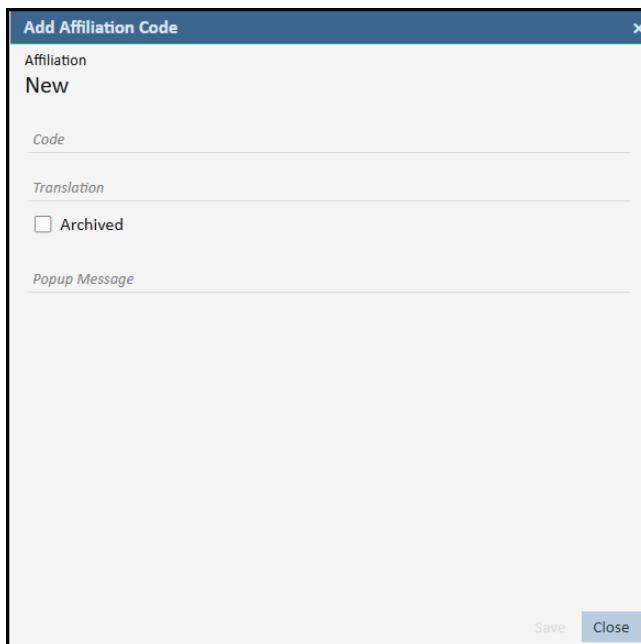
Select **Affiliation Code**.



3. Click  , then Add Affiliation Code.



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



A screenshot of the 'Add Affiliation Code' dialog box. The 'Affiliation' field is set to 'New'. The 'Code' field is empty. The 'Translation' field is empty. The 'Archived' checkbox is unchecked. At the bottom are 'Save' and 'Close' buttons.

Add Affiliation Code	
Affiliation	New
Code	
Translation	
<input type="checkbox"/> Archived	
Popup Message	
<b>Save</b> <b>Close</b>	

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