Code Defining (New York)

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Map Relationship Types to State Codes | Copy Mapped Values from One Year to Another Year | Remove State Codes from Relationship Types

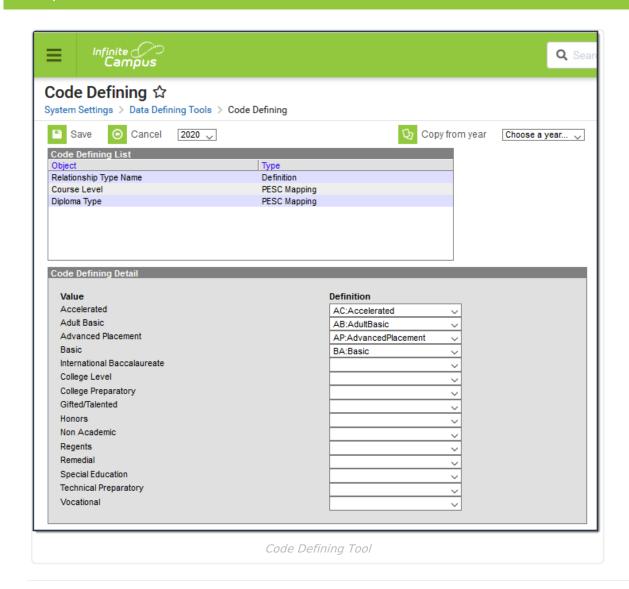Information on this page is specific to **New York** users.

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This mapping tool allows you to map local Relationship Types to codes in the state-defined code list. The codes in the state-defined code list are automatically provided by Campus. The mapping that you create can be copied from one year to another year.

The SIRS: Student Contact Fact extract uses the mapped codes when determining what to report in the *Contact Relationship Code* column.

Code Defining Tool

Map Relationship Types to State Codes

1. Select the year for which you want to map Relationship Types. This is a dropdown list found in the upper left-hand corner.
2. Click the **Add Missing Objects** button.
   Result
   A confirmation window displays.
3. Click **OK**.
   Result
   The **Relationship Type Name** object displays in the **Code Defining Lis**t editor.
4. Click **Relationship Type Name** in the **Code Defining List**.
   Result
   The **Value** and **Definition** columns display.
5. Select a state-defined code from the **Definition** dropdown list for each Relationship Type in the **Value** column.
6. Click **Save**.

Copy Mapped Values from One Year to Another Year

1. Select the year for which you want to map Relationship Types. This is a dropdown list found in the upper left-hand corner.
2. Click **Relationship Type Name** in the **Code Defining List**.
   Result
   The **Value** and **Definition** columns display.
3. Select the year from which you to copy. This is a dropdown list found in the upper right-hand corner.
4. Click the **Copy from year** button.
   Result
   A message window displays confirming you want to continue.
5. Click **OK**.
   Result
   Campus copies and saves the mapped values.

Remove State Codes from Relationship Types

Relationship Types cannot be deleted until the Relationship Type is no longer mapped.

1. Select the year for which you want to remove Relationship Type mappings. This is a dropdown list found in the upper left-hand corner.
2. Click **Relationship Type Name** in the **Code Defining List**.
   Result
   The **Value** and **Definition** columns display.
3. Select the blank line in the **Definition** column.
4. Click **Save**.