

# **Code Defining (New York)**

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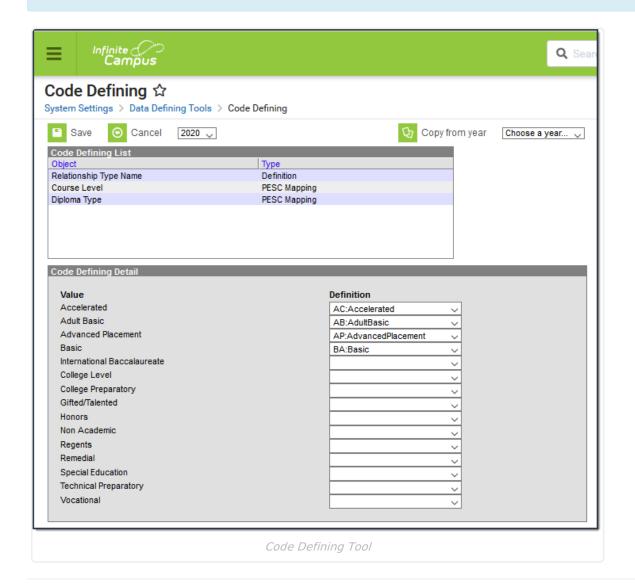
<u>Map Relationship Types to State Codes | Copy Mapped Values from One Year to Another Year | Remove State Codes from Relationship Types</u>

Tool Search: Code Defining

This mapping tool allows you to map local <u>Relationship Types</u> 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.

See the core **Code Defining** article for additional information.





## 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 List 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.