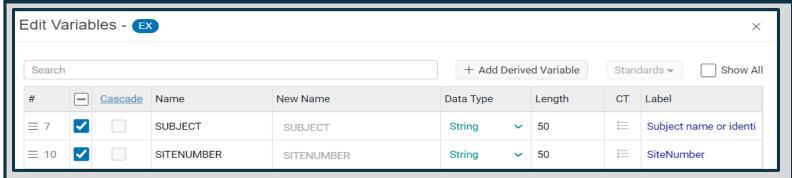
Mapper Quick Reference Card: Controlled Terminology

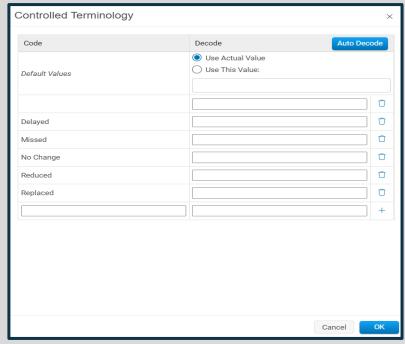




Controlled Terminology

Some fields may use a data dictionary for storing coded values. For these fields, you can use the Controlled Terminology (CT) field to decode these coded fields. When you create a CT dictionary, the decoded values will display in the preview and mapped domain results.

If the field is part of a standard for which a dictionary already exists, the CT icon will be highlighted, and you can use the CT functionality to automatically decode stored values.



Working with Controlled Terminology

The CT functionality is available from the Edit Variables windows.

- 1. For a variable that has values you want to decode, click on the **Controlled Terminology** icon in the CT column for that variable. The *Controlled Terminology* window opens.
- 2. If the variable is recognized as being part of the standard, the field identifier will appear in the window title.
- 3. The **Default Values** section allows you to specify what to do when the field contains a value for which you have not made a specific entry.
 - Select Use Actual Value to use the original value for the field.
 - Select Use This Value and enter a value in the box to specify a default value to use for items that do not have coded / decoded values.
- 4. The **Code** column shows values that currently exist in the records. Use the **+** symbol to add additional items in preparation for future data.
- 5. In the **Decode** column, click to edit the value that will display for a given code. The value in the decode field displays in the output of the mapped domain.
 - If the field is recognized as part of a standard, there will be a drop-down where you can select from the standard Controlled Terminology list for the variable.
- Click **OK** when done.

