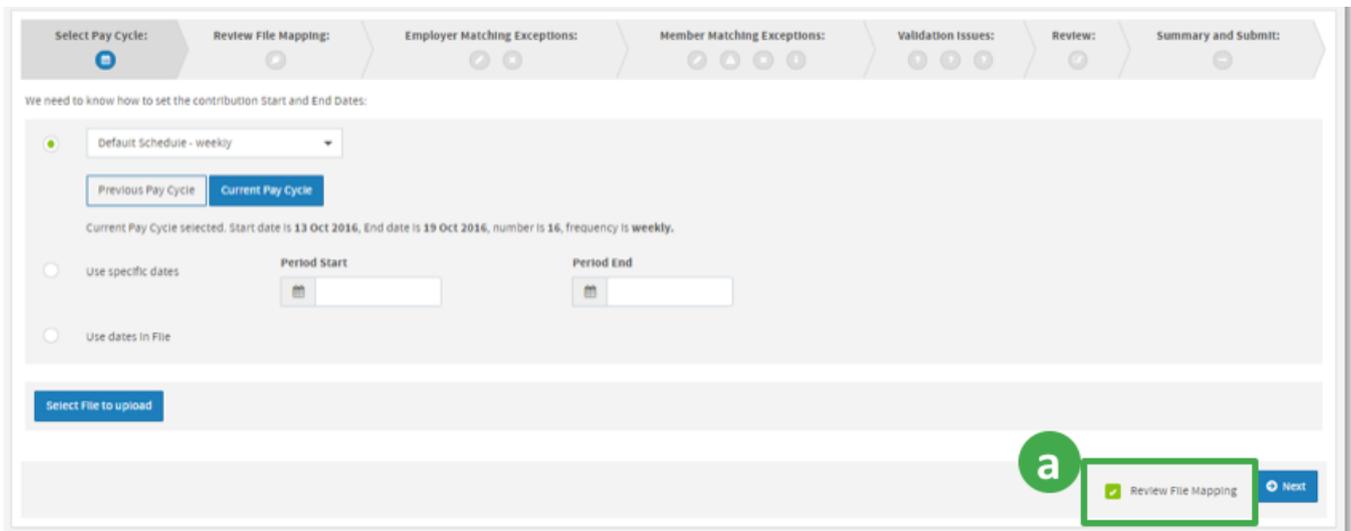# 11. The Mapping Tool

SuperChoice ✓

Mapping refers to matching fields from your system to fields in SuperChoice's system. Mapping ensures the data in your contribution file is interpreted and processed accurately into the correct fields when it is uploaded into the Portal. For instance, if employee gender has the field name of 'sex' in your payroll system, it will be mapped to 'gender'.

During the file upload process, you can review the mapping configuration of your file using the Mapping Tool. You can also make adjustments to the mappings when required, although this is only necessary if the format of your file changes.
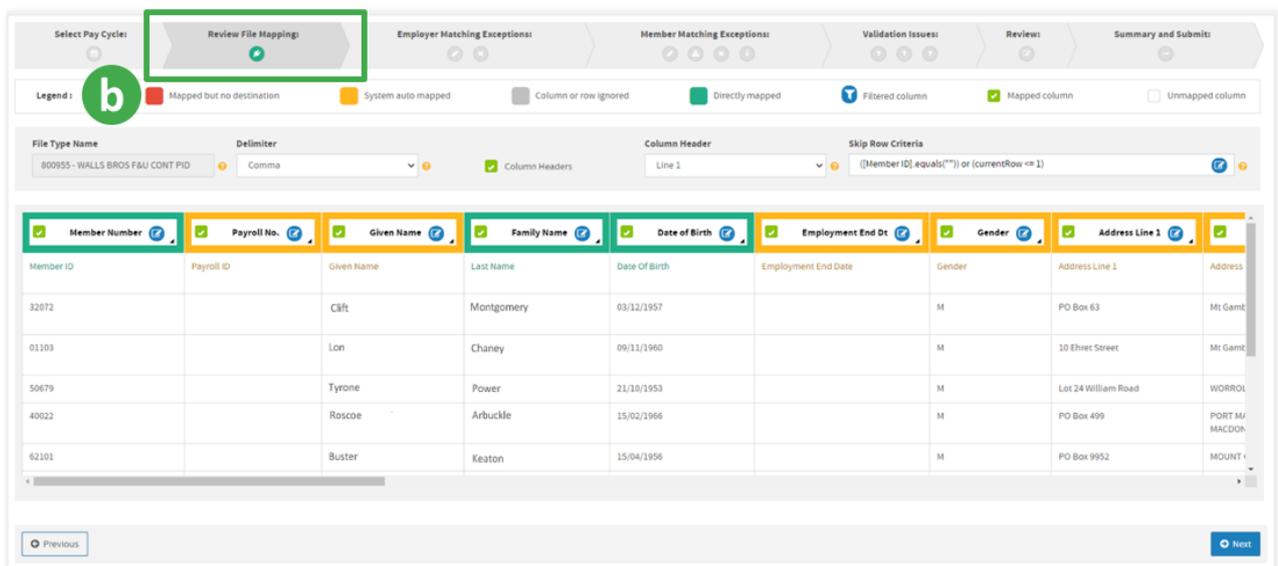
> It is highly recommended you consult with your Administrator before making any mapping changes.

Review a file's mapping

a At the first process step of uploading a contribution file, you have the option of selecting the **Review File Mapping** check box at the bottom of the screen.

b After you click **Next**, the **Review File Mapping** screen displays.
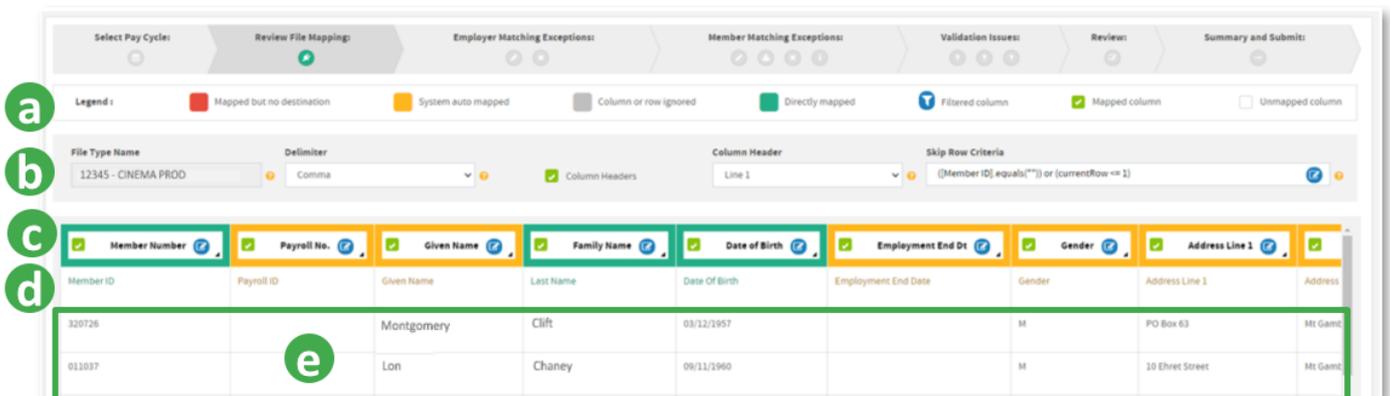
SuperChoice ✅

Review File Mapping screen

This screen shows the details of any mappings that apply to your upload file. The information includes:

a   A legend that indicates colour codes for field controls

b   Mapping overview and general controls

c   Mapping fields and their colour coded status

d   Data preview column headers (where defined)

e   Data preview row values

The legend colour codes and symbols indicate the status of the mapped fields.

Legend Label	Colour	Description
Mapped but no destination	🟥	Field is referenced in the mapping definition but a target field has not been defined in the Portal.
System auto mapped	🟧	Field matches a known value and has been mapped automatically without the need for direct (manual) mapping.
Column or row ignored	⬜	Data in this column or row will not be loaded into the Portal according to the current mapping.
Directly mapped	🟩	The field source and the target field in the Portal have been manually mapped.
Filtered column	🔽	The column has been filtered to prevent values displaying in the Portal.
Mapped column	✅	A field has been mapped (either automatically or directly), and values will display in the Portal when the file is loaded.
Unmapped column	⬜	A field has not been mapped, therefore the column's values will not display in the Portal when the file is loaded.
		Fields in the Unmapped column/s should be reviewed and possibly edited or mapped.

Mapping overview

The mapping overview section defines the file's overall settings, which are described in the table below.
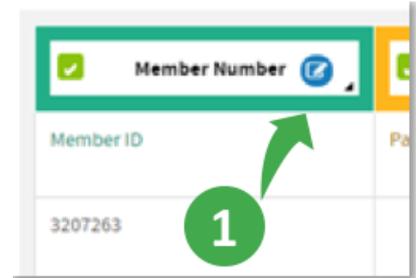

Field	Description
File Type Name	This is the unique name of the current file mapping. It is used when the mapping is shared with other employers.
Delimiter	Indicates the delimiter that is used to separate data in the loaded file. For fixed format files, select **None**. Delimiters supported in the Portal are: • Comma • Pipe • Tilde • Tab • Fixed width (none)
Column Headers	This check box should be checked if the mapped file contains column heading labels.
Column Header	Determines what line the column header is on. The first line is 1.
Skip Row Criteria	Specifies what rows (if any) to ignore. An example of this would be totalled or calculated rows.

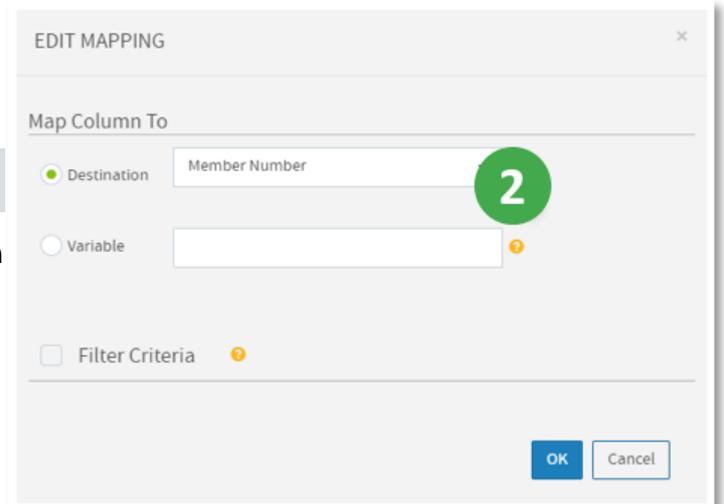**SuperChoice** ✅

Make mapping changes

When mapping your data, you can either map to a **Destination** field or to a **Variable**.

If you have any issues with your mappings, want support when making changes, or need any further information, please contact your Administrator and ask for assistance.

1 Click the **blue edit icon** to the right of the field you want to change.

The **Edit Mapping** popup displays.

2 ### Map to a Destination field

If you want to map to a variable, skip to step **4**.

Ensure under **Map Column To**, the **Destination** option is selected. Click the **Destination** drop down to select a target field for this mapping.
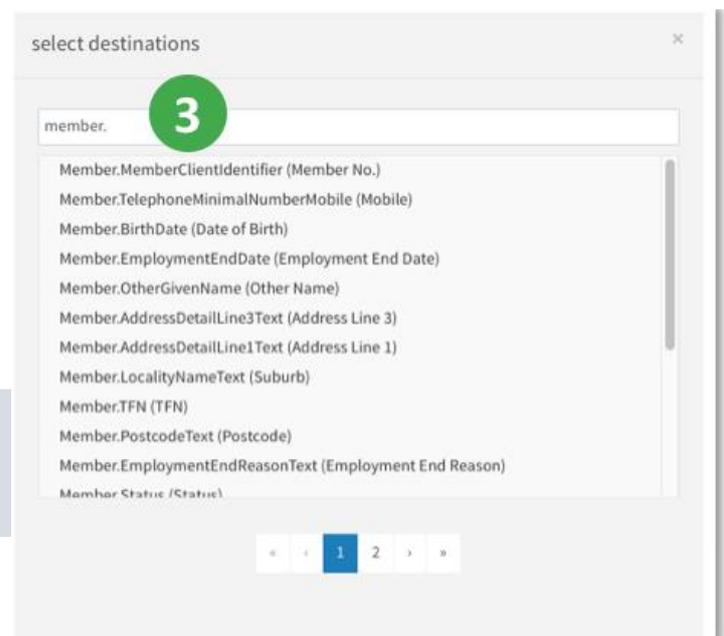
All of the Portal's available target fields are listed in the drop down.

3 Select the required target field by either scrolling through the list **or** - by typing the field name.

If you want to apply filter criteria, skip to step **6**.

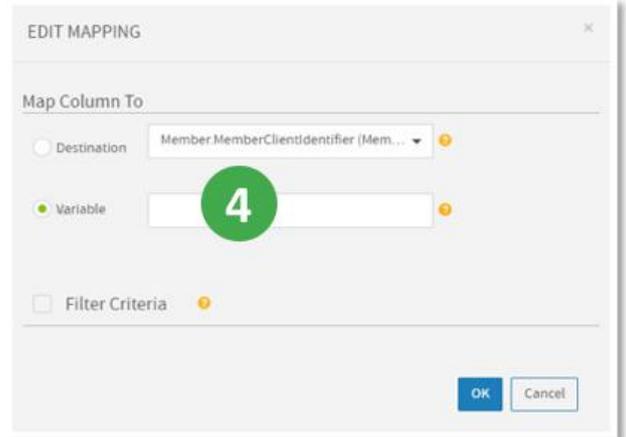Otherwise, if you are finished, click **OK**.

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Map to a variable

A variable is used if the data is not directly mapped to a field in the Portal, but will be used as a variable in later calculations. Values mapped to a variable will not display on screen unless the variable is later mapped to an existing non-variable data element.

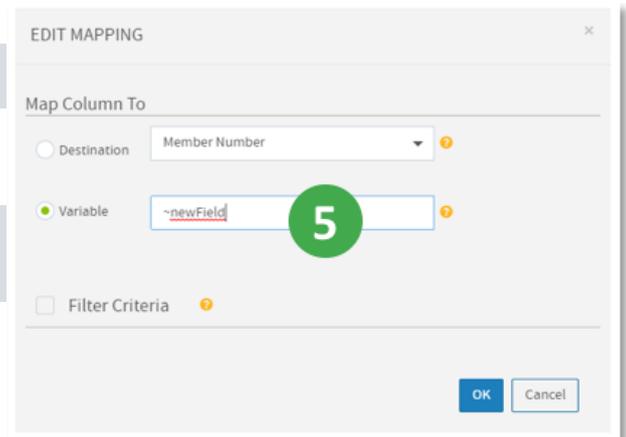**4**   Under **Map Column To**, select the **Variable** option.

5   In **Variable**, type a tilde ~, and then the variable name, eg **~newField**.

The name must be preceded by a tilde **~**.

If you want to apply filter criteria, proceed to step **6**.

Otherwise, if you are finished, click **OK**.

Apply Filter Criteria

Filter Criteria enable you to include or omit data that does not conform to the defined destination or variable rules. For example, you might want to make sure the member number is only mapped if it is different from the payroll number (as shown in the example below).

There are two ways in which you can use filter criteria:

- **Visual** – enables a simple mode of filtering.

- **Advanced** – enables you to control values using JUEL expressions (Java Unified Expression Language). The Advanced option is not covered in this quick reference guide as it requires strong technical knowledge.

6 To enable **Filter Criteria**, click to select the check box.

Additional fields and the **Add Condition** button display.

7 Ensure the **Visual** option is selected.

8 In the **Column Name** drop down, select the source field that has data you want to include or omit.

9 In the **Condition** drop down, select the condition that you want to apply to the source field.

Available conditions are:

- Equals
- Does not equal
- \>
- \>=
- <
- <=
- Contains
- Does not contain
- Starts with
- Does not start with
- Ends with
- Does not end with
- Matches
- Does not match

10 In **Value**, type the value that the source field is being compared to.

11 If you want to filter by an additional filter, click the **Add Condition** button. Repeat steps **8** to **10** and use the expressions of **And** or **Or** in support of the first condition.

12 If you are finished, click the **OK** button.

The mapping change(s) will be applied to the selected field. This may take a few moments to update depending on the amount of data that has to be remapped.