

How to Delete a Zip Code

1. On the user's menu panel go to **Common Info** folder then click **Zip Codes**
2. From Search **Zip Codes** screen, select a record from the list and click **Open** button.

Zip Code - 00601

New Save Search Delete Undo Close

Zip Code Audit Log (0)

Zip/Postal Code: 00601

State/Province: PR

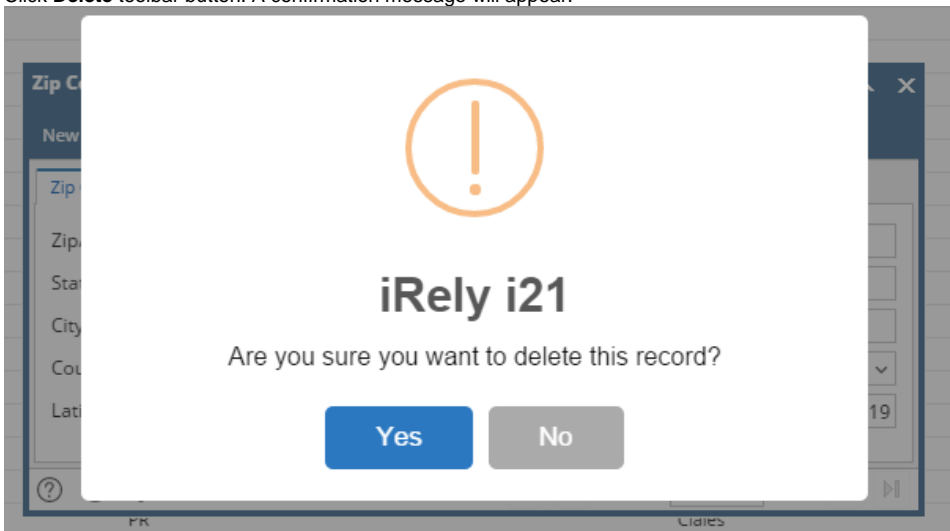
City: Adjuntas

Country: United States

Latitude: 18.165467 Longitude: -66.724521

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3. Click **Delete** toolbar button. A confirmation message will appear.



4. Click **Yes** on the message box. Record will be deleted.

1. On the user's menu panel go to **Common Info** folder then click **Zip Codes**
2. From Search **Zip Codes** screen, select a record from the list and click **Open** button.

Zip Code - 00602

New Save Search Delete Undo Close

Zip Code Audit Log (0)

Zip/Postal Code: 00602

State/Province: PR

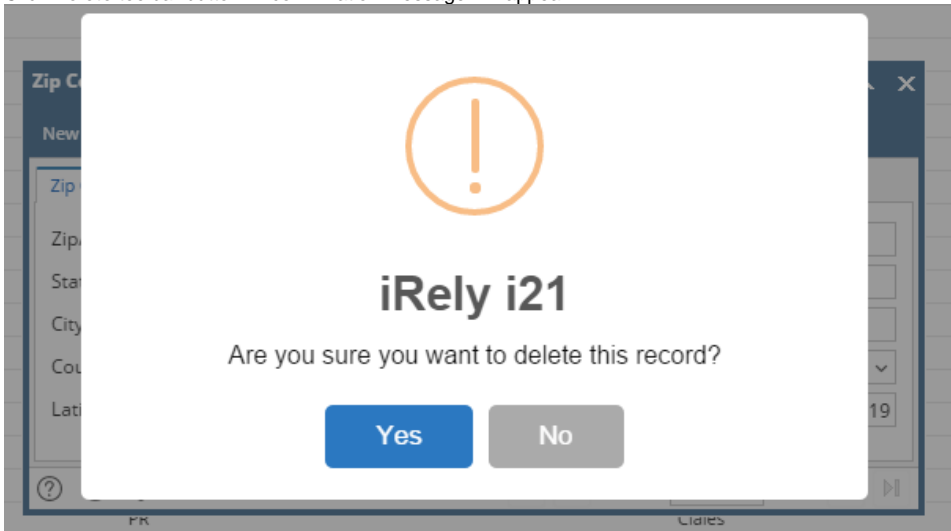
City: Aguada

Country: United States

Latitude: 18.38 Longitude: -67.19

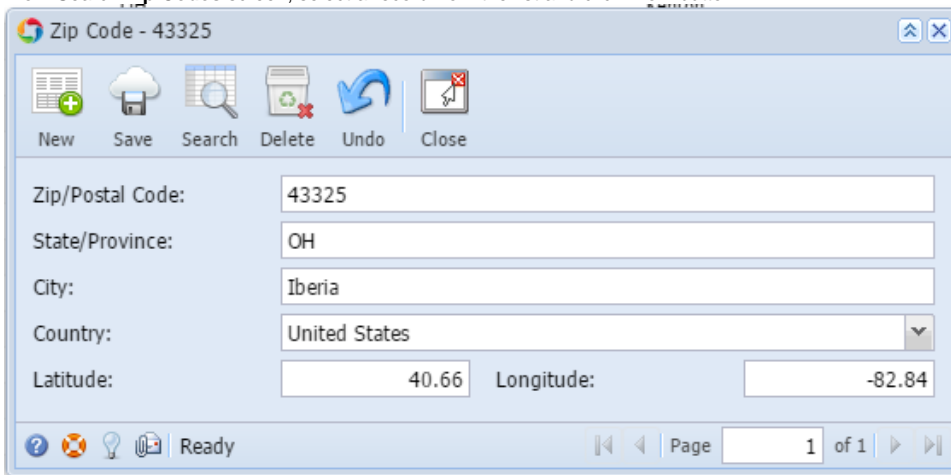
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3. Click **Delete** toolbar button. A confirmation message will appear.

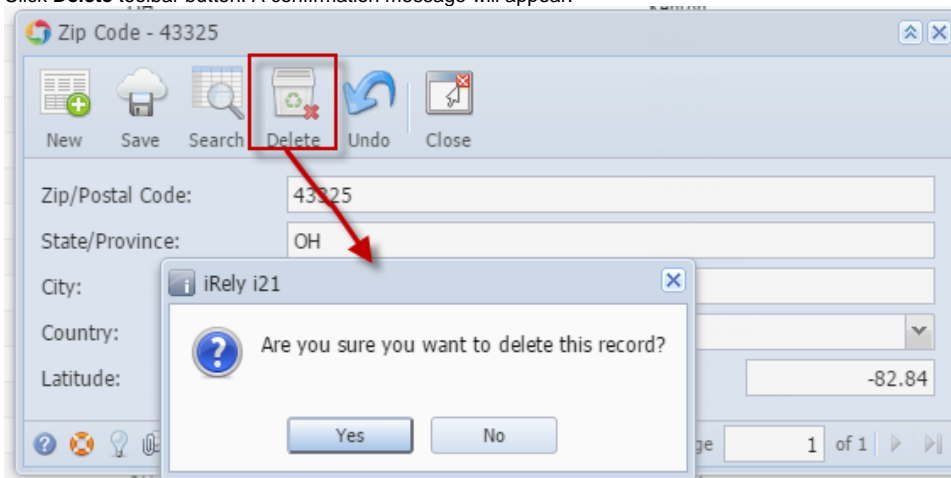


4. Click **Yes** on the message box. Record will be deleted.

1. On the user's menu panel go to **Common Info** folder then click **Zip Codes**
2. From Search **Zip Codes** screen, select a record from the list and click **View** button.



3. Click **Delete** toolbar button. A confirmation message will appear.



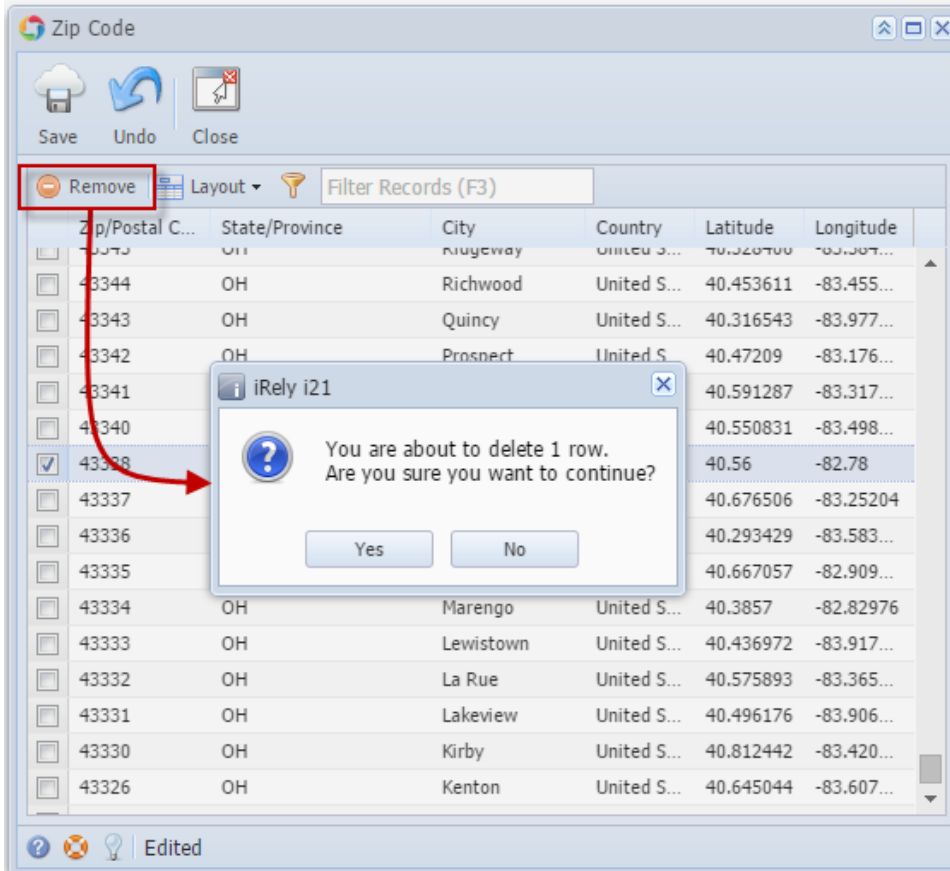
4. Click **Yes** on the message box. Record will be deleted.

1. On the user's menu panel go to **Common Info** folder then double click **Zip Code**

2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	43340	OH	United Sta...	40.550831	-83.498415
<input checked="" type="checkbox"/>	43338	OH	United Sta...	40.561136	-82.782444
<input type="checkbox"/>	43337	OH	United Sta...	40.676506	-83.25204

3. Click **Remove** button. A confirmation message will appear.

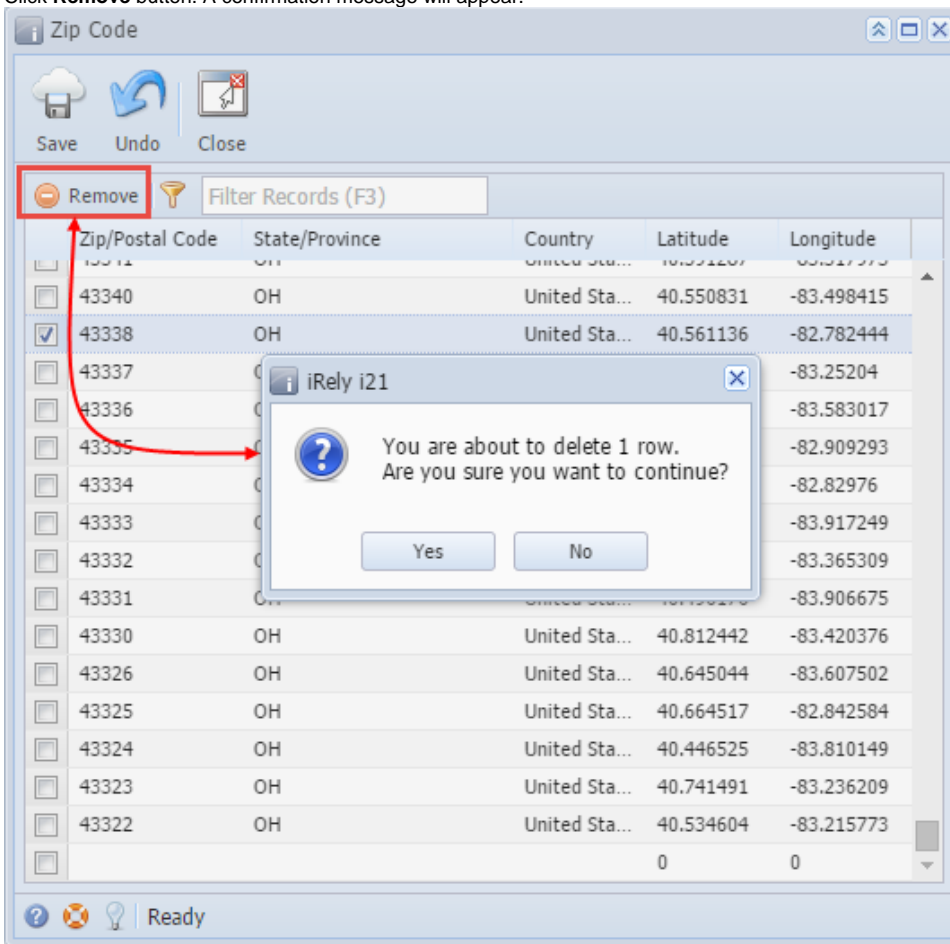


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Zip Code**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	43340	OH	United Sta...	40.550831	-83.498415
<input checked="" type="checkbox"/>	43338	OH	United Sta...	40.561136	-82.782444
<input type="checkbox"/>	43337	OH	United Sta...	40.676506	-83.25204

3. Click **Remove** button. A confirmation message will appear.

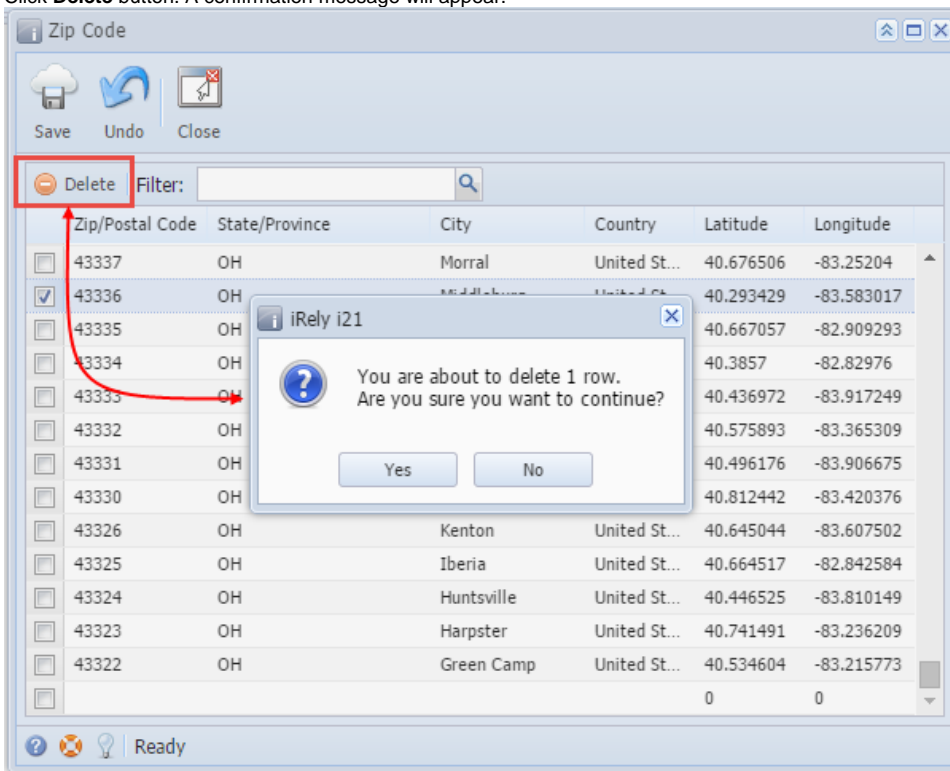


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Zip Code**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	43340	OH	United Sta...	40.550831	-83.498415
<input checked="" type="checkbox"/>	43338	OH	United Sta...	40.561136	-82.782444
<input type="checkbox"/>	43337	OH	United Sta...	40.676506	-83.25204

3. Click **Delete** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.