How to Add Zip Code

- On the user's menu panel go to Common Info folder then click Zip Codes
 Click New button on search Zip Codes screen

ip Codes			
New Open Refresh Export - Close			
🐱 Layout 🛛 🔍 Filter Records (F3)	42,050 record(s)		
Zip Code	State	City	Country
00501	NY	Holtsville	United States
00544	NY	Holtsville	United States
00601	PR	Adjuntas	United States
00602	PR	Aguada	United States
00603	PR	Aguadilla	United States
0604	PR	Aguadilla	United States
00605	PR	Aguadilla	United States
0060	Zip Code -	~ ×	United States
00610	New Save Search Delete Undo Close	2	United States
00611	Zip Code Audit Log		United States
00612			United States
00613	Zip/Postal Code:		United States
00614	State/Province:		United States
00616	City:		United States
00617	Country: United States	×	United States
00622	Latitude: 0.000	000 Longitude: 0.000000	United States
00623	⑦ ✿ ♡ ⋈ Ready	4 Page 1 of 1 ▶ ▶	United States
00624	PR	Penuelas	United States
00627	PR	Camuy	United States
00631	PR	Castaner	United States
00636	PR	Rosario	United States
00637	PR	Sabana Grande	United States
00638	PR	Ciales	United States
00641	PR	Utuado	United States
00646	PR	Dorado	United States
00647	PR	Ensenada	United States
00650	PR	Florida	United States
00652	PR	Garrochales	United States
00653	PR	Guanica	United States

3. Input details (Zip/Postal Code, State/Province, City, Country, Latitude and Longitude) on Zip Code screen

Zip Code - 00601	^	×
New Save Search	Delete Undo Close	
Zip Code Audit Lo	og (0)	
Zip/Postal Code:	00601	
State/Province:	PR	
City:	Adjuntas	
Country:	United States v	
Latitude:	18.165467 Longitude: -66.724521]
? ◘ ♀ ⊠	Edited I Page 1 of 1 D	1

Note: Latitude and Longitude fields accept up to 6 decimal places 4. Click ${\bf Save}$ toolbar button

- 1. On the user's menu panel go to Common Info folder then click Zip Codes

2. Click New button on search Zip Codes screen

Zip Codes			
New Open Refresh Export - Close			
B Layout Q Filter Records (F3) 42,049 re	cords		
Zip Code	State	City	Country
00501	NY	Holtsville	United States
00544	NY	Holtsville	United States
00601	PR	Adjuntas	United States
00602	PR	Aguada	United States
00603	PR	Aguadilla	United States
00604	PR	Aguadilla	United States
00605	PR	Aguadilla	United States
00606	PR	Maricao	United States
00000	PR	Anasco	United States
006 Z	ip Code -	~ ×	United States
00612	New Save Search Delete Undo Close		United States
00613			United States
00614	Zip Code Audit Log (0)		United States
00616	71- /Densel Center		United States
00617	Zip/Postal Code:		United States
00622	State/Province:		United States
00623	City:		United States
00624	Country: Philippipes		United States
00627			United States
00631	Latitude: 0.00 Longitude:	0.00	United States
00636			United States
00637 (🗇 🗘 🖂 Ready 🛛 🕅 🔍 Page	1 of1 ▶ №	United States
00638	PR	Clares	United States
00641	PR	Utuado	United States
00646	PR	Dorado	United States
00647	PR	Ensenada	United States
00650	PR	Florida	United States
00652	PR	Garrochales	United States
00653	PR	Guanica	United States
00656	PR	Guayanilla	United States
00659	PR	Hatillo	United States
00660	PR	Hormigueros	United States
00662	PR	Isabela	United States
00664	PR	Jayuya	United States
00667	PR	Lajas	United States

3. Input details (Zip/Postal Code, State/Province, City, Country, Latitude and Longitude) on Zip Code screen

Zip Code - 00602	^ X
New Save Search	Delete Undo Close
Zip Code Audit Lo	g (0)
Zip/Postal Code:	00602
State/Province:	PR
City:	Aguada
Country:	United States 🗸
Latitude:	18.38 Longitude: -67.19
0 🗘 🖓 🖂	Edited II of 1 D

- 4. Click Save toolbar button
- On the user's menu panel go to Common Info folder then click Zip Codes
 Click New button on search Zip Codes screen

Zip Codes			
New View Refresh Export Close			
- Layout - 🍸 Filter Records (F3)	42,146 records		
Zip Code	State	City	Country
43322	OH	Green Camp	United States
43323	OH	Harpster	United States
43324	OH	Huntsville	United States
43325	OH	Iberia	United States
3326	08	Kenton	United States
3330	🛟 Zip Code -	× ×	United States
4 331		1	United States
43332	- i i i i i i i i i i i i i i i i i i i		United States
4333	New Save Search Delete Undo Close		United States
43334	Zin/Postal Code:		United States
43335			United States
43336	State/Province:		United States
43337	City:		United States
43338	Country: United States	~	United States
43340	Latitude: 0.00	Longitude: 0.00	United States
43341		Longitude:	United States
43342	🕝 😒 🖓 🛍 Ready	4 4 Page 1 of 1 ▷ ▷	United States
43343			United States
43344	OH	Richwood	United States
43345	OH	Ridgeway	United States
43346	OH	Roundhead	United States
43347	он	Rushsylvania	United States
43348	OH	Russells Point	United States
43349	OH	Shauck	United States
43350	OH	Sparta	United States
43351	OH	Upper Sandusky	United States
43356	OH	Waldo	United States
43357	OH	West Liberty	United States
43358	OH	West Mansfield	United States
43359	OH	Wharton	United States
43360	OH	Zanesfield	United States
43402	OH	Bowling Green	United States
43403	OH	Bowling Green	United States
43406	OH	Bradner	United States
43407	OH	Burgoon	United States
43408	OH	Clay Center	United States

3. Input details (Zip/Postal Code, State/Province, City, Country, Latitude and Longitude) on Zip Code screen

🌀 Zip Code -		××
New Save Search De	Iete Undo Close	
Zip/Postal Code: State/Province:		
City:		
Country:	United States	*
Latitude:	0.00 Longitude: 0	.00
🕜 😒 🏆 🕼 Ready	[4 4 Page 1 of 1 ♪	

- 4. Click Save toolbar button
- On the user's menu panel go to Common Info folder then double click Zip Code
 Input details(Zip/Postal Code, State/Province, City, Country, Latitude and Longitude) on the blank row in Zip code screen

🕽 Zi	ip Code					2	
(201	ب					
Sav	e Undo Cl	ose					
0	Remove 🛛 🚝 La	iyout - 💡 Filter Re	ecords (F3)				
_	Zip/Postal C	State/Province	City	Country	Latitude	Longitude	Т
	43340	ОН	Mount Victory	United S	40.550831	-83,498	1
	43340	ОН	Mount Gilead	United S	40.56	-82.78	
	43337	ОН	Morral	United S	40.676506	-83.25204	
	43336	ОН	Middleburg	United S	40.293429	-83.583	
	43335	ОН	Martel	United S	40.667057	-82.909	
	43334	ОН	Marengo	United S	40.3857	-82.82976	
	43333	ОН	Lewistown	United S	40.436972	-83.917	
	43332	ОН	La Rue	United S	40.575893	-83.365	
	43331	ОН	Lakeview	United S	40.496176	-83.906	
	43330	ОН	Kirby	United S	40.812442	-83.420	
	43326	он	Kenton	United S	40.645044	-83.607	
	43325	ОН	Iberia	United S	40.664517	-82.842	
	43324	он	Huntsville	United S	40.446525	-83.810	
	43323	ОН	Harpster	United S	40.741491	-83,236	
	43322	ОН	Green Camp	United S	40.534604	-83.215	
					0	0	١
0	🧿 🏆 Ready						

3. Click Save toolbar button

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

2. Input details(Zip/Postal Code, State/province,City, Country,latitude and Longtitude) on the blank row in Zip code screen

Jip Code	
Save Undo Close	
🕞 Remove 🍸 Filter Records (F3)	
Zip/Postal Code State/Province	Country Latitude Longitude
E 43340 OH	United Sta 40.550831 -83.498415
E 43338 OH	United Sta 40.561136 -82.782444
E 43337 OH	United Sta 40.676506 -83.25204
A3336 OH	United Sta 40.293429 -83.583017
A3335 OH	United Sta 40.667057 -82.909293
E 43334 OH	United Sta 40.3857 -82.82976
43333 OH	United Sta 40.436972 -83.917249
A3332 OH	United Sta 40.575893 -83.365309
43331 OH	United Sta 40.496176 -83.906675
E 43330 OH	United Sta 40.812442 -83.420376
43326 OH	United Sta 40.645044 -83.607502
A3325 OH	United Sta 40.664517 -82.842584
A3324 OH	United Sta 40.446525 -83.810149
A3323 OH	United Sta 40.741491 -83.236209
43322 OH	United Sta 40.534604 -83.215773
	0 0

- 3. Click Save toolbar button

```
 On the user's menu panel go to Common Info folder then double click Zip Code
 Input details(Zip/Postal Code, State/province,City, Country,latitude and Longtitude) on the blank row in Zip code screen
```

🔄 Zi	p Code					× •	<u> IX</u>
Sav	e Undo Clos	Se .					
	Delete Filter:		٩				
	Zip/Postal Code	State/Province	City	Country	Latitude	Longitude	
	43337	OH	Morral	United St	40.676506	-83.25204	*
	43336	ОН	Middleburg	United St	40.293429	-83.583017	
	43335	OH	Martel	United St	40.667057	-82.909293	
	43334	OH	Marengo	United St	40.3857	-82.82976	
	43333	OH	Lewistown	United St	40.436972	-83.917249	
	43332	OH	La Rue	United St	40.575893	-83.365309	
	43331	OH	Lakeview	United St	40.496176	-83.906675	
	43330	OH	Kirby	United St	40.812442	-83.420376	
	43326	OH	Kenton	United St	40.645044	-83.607502	
	43325	OH	Iberia	United St	40.664517	-82.842584	
	43324	OH	Huntsville	United St	40.446525	-83.810149	
	43323	OH	Harpster	United St	40.741491	-83.236209	
	43322	OH	Green Camp	United St	40.534604	-83.215773	
					0	0	*
0	🧕 🤶 Ready						

3. Click Save toolbar button