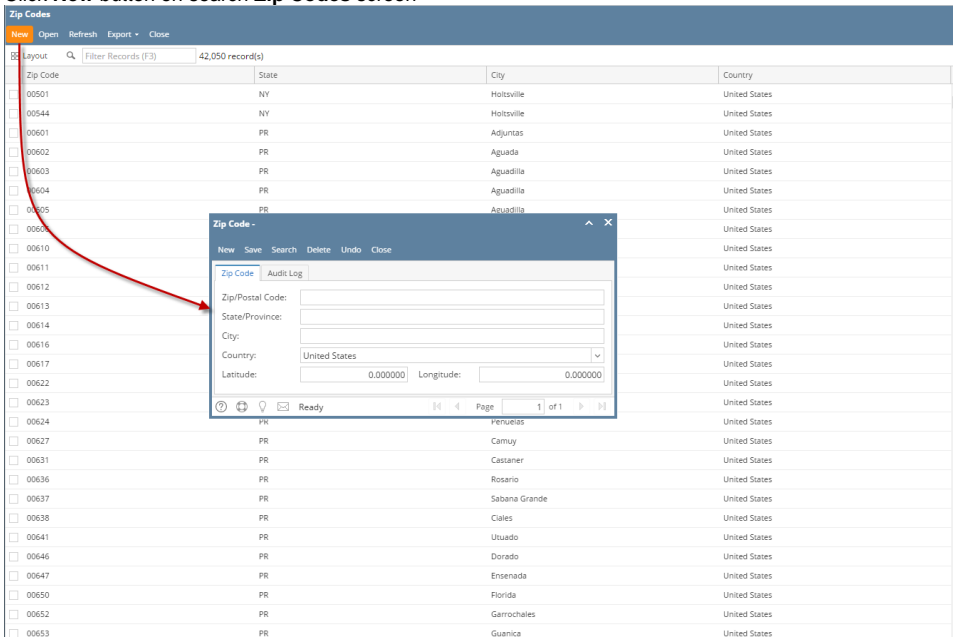


# How to Add Zip Code

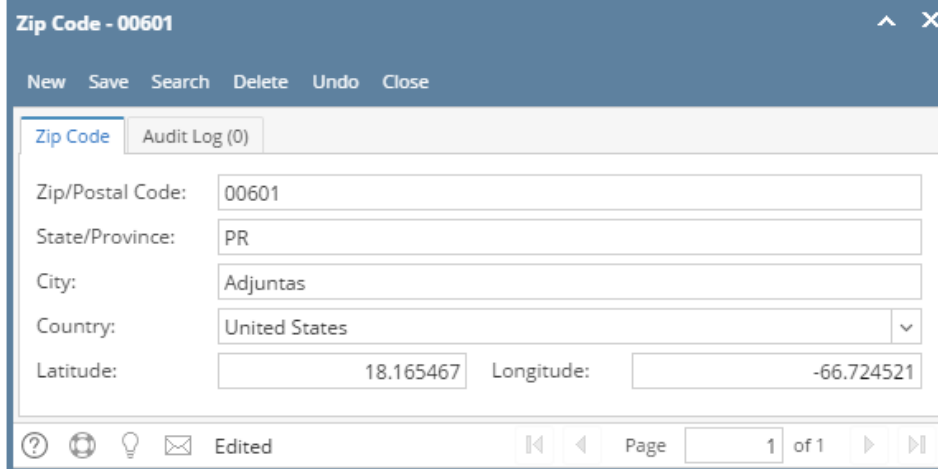
1. On the user's menu panel go to **Common Info** folder then click **Zip Codes**
2. Click **New** button on search **Zip Codes** screen



The screenshot shows the 'Zip Codes' search interface. A modal window titled 'Zip Code -' is open, displaying fields for adding a new zip code. A red arrow points from the 'New' button in the top toolbar of the search screen to the modal.

Zip Code	State	City	Country
00501	NY	Holtzville	United States
00544	NY	Holtzville	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	Aguadilla	United States
00610	PR	Aguadilla	United States
00611	PR	Aguadilla	United States
00612	PR	Aguadilla	United States
00613	PR	Aguadilla	United States
00614	PR	Aguadilla	United States
00616	PR	Aguadilla	United States
00617	PR	Aguadilla	United States
00622	PR	Aguadilla	United States
00623	PR	Aguadilla	United States
00624	PR	Aguadilla	United States
00627	PR	Aguadilla	United States
00631	PR	Aguadilla	United States
00636	PR	Aguadilla	United States
00637	PR	Aguadilla	United States
00638	PR	Aguadilla	United States
00641	PR	Aguadilla	United States
00646	PR	Aguadilla	United States
00647	PR	Aguadilla	United States
00650	PR	Aguadilla	United States
00652	PR	Aguadilla	United States
00653	PR	Aguadilla	United States

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



The screenshot shows the 'Zip Code - 00601' modal form. The fields are filled with the following values:

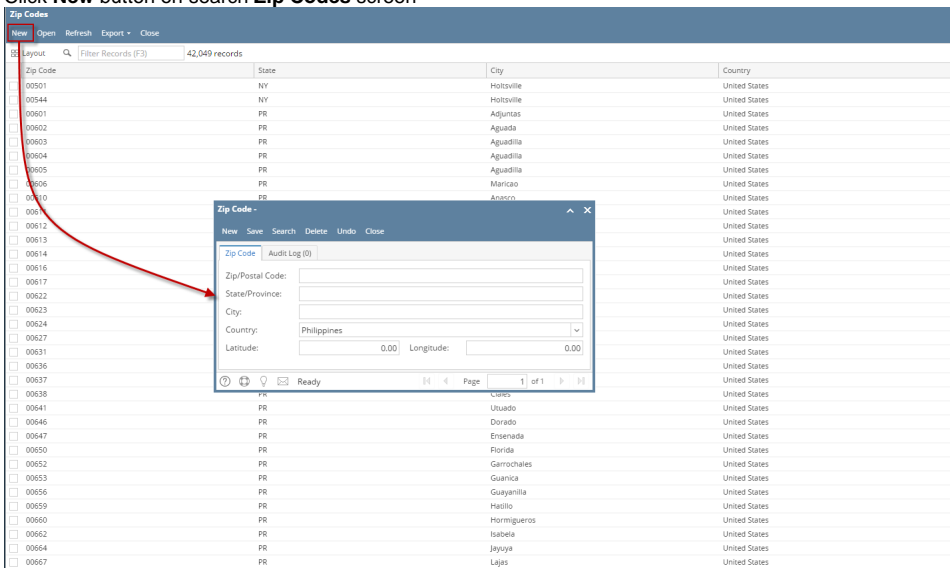
- Zip/Postal Code: 00601
- State/Province: PR
- City: Adjuntas
- Country: United States
- Latitude: 18.165467
- Longitude: -66.724521

Note: Latitude and Longitude fields accept up to 6 decimal places

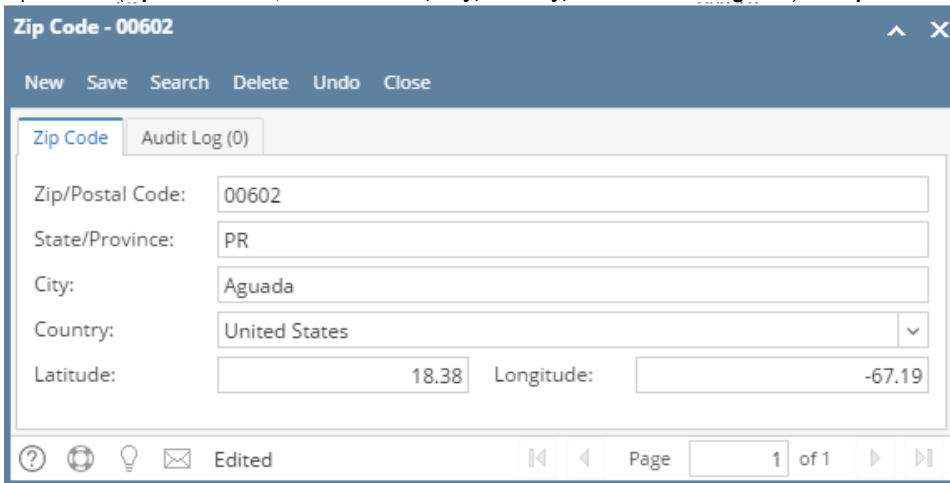
4. Click **Save** toolbar button

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

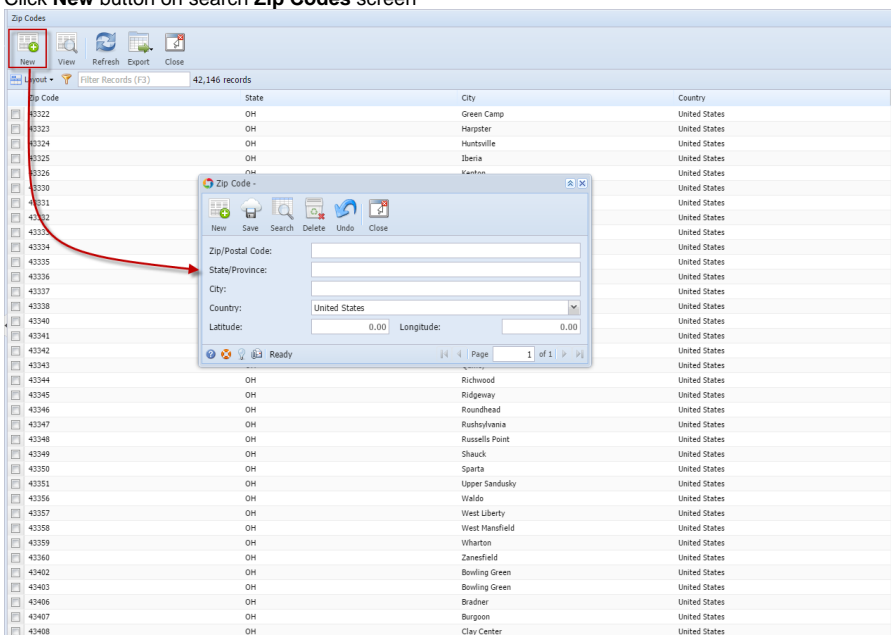


3. Input details (**Zip/Postal Code**, **State/Province**, **City**, **Country**, **Latitude** and **Longitude**) on **Zip Code** screen



4. Click **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



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

Zip Code -

New Save Search Delete Undo Close

Zip/Postal Code:

State/Province:

City:

Country:

Latitude:  Longitude:

Ready Page 1 of 1

- 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

Zip Code

Save Undo Close

Remove Layout Filter Records (F3)

Zip/Postal C...	State/Province	City	Country	Latitude	Longitude
43340	OH	Mount Victory	United S...	40.550831	-83.498...
43340	OH	Mount Gilead	United S...	40.56	-82.78
43337	OH	Morral	United S...	40.676506	-83.25204
43336	OH	Middleburg	United S...	40.293429	-83.583...
43335	OH	Martel	United S...	40.667057	-82.909...
43334	OH	Marengo	United S...	40.3857	-82.82976
43333	OH	Lewistown	United S...	40.436972	-83.917...
43332	OH	La Rue	United S...	40.575893	-83.365...
43331	OH	Lakeview	United S...	40.496176	-83.906...
43330	OH	Kirby	United S...	40.812442	-83.420...
43326	OH	Kenton	United S...	40.645044	-83.607...
43325	OH	Iberia	United S...	40.664517	-82.842...
43324	OH	Huntsville	United S...	40.446525	-83.810...
43323	OH	Harpster	United S...	40.741491	-83.236...
43322	OH	Green Camp	United S...	40.534604	-83.215...
				0	0

Ready

- Click **Save** toolbar button

- 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 **Longitude**) on the blank row in **Zip code screen**

Zip Code

Save Undo Close

Remove Filter Records (F3)

Zip/Postal Code	State/Province	Country	Latitude	Longitude
43340	OH	United Sta...	40.550831	-83.498415
43338	OH	United Sta...	40.561136	-82.782444
43337	OH	United Sta...	40.676506	-83.25204
43336	OH	United Sta...	40.293429	-83.583017
43335	OH	United Sta...	40.667057	-82.909293
43334	OH	United Sta...	40.3857	-82.82976
43333	OH	United Sta...	40.436972	-83.917249
43332	OH	United Sta...	40.575893	-83.365309
43331	OH	United Sta...	40.496176	-83.906675
43330	OH	United Sta...	40.812442	-83.420376
43326	OH	United Sta...	40.645044	-83.607502
43325	OH	United Sta...	40.664517	-82.842584
43324	OH	United Sta...	40.446525	-83.810149
43323	OH	United Sta...	40.741491	-83.236209
43322	OH	United Sta...	40.534604	-83.215773
			0	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 **Longitude**) on the blank row in **Zip code screen**

Zip Code

Save Undo Close

Delete Filter:

Zip/Postal Code	State/Province	City	Country	Latitude	Longitude
43337	OH	Morral	United St...	40.676506	-83.25204
43336	OH	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

Ready

3. Click **Save** toolbar button

