

Entering Zip Codes



Zip Codes

- When the zip code is not in the library the city and state will not auto fill.
- Go to the Libraries Menu, Codes tab then Zipcodes tab.
- First, search to see if the zip code and city are in the library.
- Click the red button to clear the fields for the City and State.
- Enter the new city and state then press the Tab key.
- If you do not see it on the list on the right enter the zip code and click the "Add" green plus icon.

- To save time you can add the City or State by choosing the blue up arrows at the bottom when entering more zip codes in the same city and states.