<u>**Enter UPS Zone Charges**</u>

PROGRAM NAME: SAZONE
MENU OPTION TITLE: Enter UPS Zone Charges
MAIN MODULE: SHIPPING/UPS MANIFEST MENU #1
HELP KEY ACTIVE: NO

<u>**PROGRAM**</u> <u>**OVERVIEW**</u>

This program is used to define the beginning and ending of the zip codes and define the zone the represents that zip code. This information is automatically fed into the manifest when entering orders onto the manifest. The rate charges are fed into the manifest based on the how you have defined your zones. This screen will display 15 lines of information at one time. As you scroll down the list with the **(S)ee more** function, the zip code information will change, but the numbering system on the left will always show 1-15.

<u>**PROGRAM**</u> <u>**OPERATION**</u>

(A)dd, (E)dit, (S)ee more, (D)elete, or (Q)uit? Q: This display is asking the user for the operation to perform next. The **Q** is assuming you want to quit the program. Tap the letter inside the bracket and press <ENTER> to perform a different.

(A)dd, To add a new line of information, tap the <**A**> key and press <ENTER>. This will take you to a blank line under the **BEGIN** column. Don't worry about the line number or the numeric position that you are on when entering a new zip code, as the system is intelligent enough to insert it in its logical position upon exiting the program.

BEGIN: The cursor will be in this column and you need to type in the beginning three digits of the zip code and press <ENTER>.

END: Type in the three digits of the **END** of the zip code prefix and press <ENTER> and the cursor will jump to the **ZONE #** field.

ZONE #: Type in the zone number that was created in the program **SARATE**. If the code is incorrect, you will hear a beep (if your computer has a working speaker) and a message at the bottom of the screen will display **RECORD NOT FOUND** indicating the zone was typed incorrectly. Simply retype this field with the correct information. Remember that when you created the rates, if you used **CAPITAL LETTERS**, you must use capital letters in the zone column also.

(E)dit, Use this function when you need to change any information on any line. Follow the steps outlined above, for the proper procedure.

(S)ee more, This function allows you to view all the information in this program page by page. Tap the **E** key and press <ENTER> to view the next page in numeric order.

(D)elete, This option allows you to delete any line of information showing. Tap the **D** key and press <ENTER> and you will see **Enter the line # you wish to delete**. Type the line number (1-15) and press <ENTER>. Asterisks will fill in the spaces in the

BEGIN and **END** columns and you will see displayed at the bottom of the screen **Do you really want to delete this line (Y/N)? N** with the cursor under the **N** and the line number displayed next to the **N**. If you press <ENTER> the function will be ignored. To continue, tap the **Y** key and press <ENTER>. That line will be deleted and the rest of the display will be moved up to fill in the blank line.

(Q)uit? The cursor should be flashing under the **Q** and all you need to do is press <ENTER> to leave the program.