



Circulation Reporting Wizard

9991 Chronicle Publishing, Inc. 002 The Chronicle (Sample)- Wednesday Sep 2006 9/27/2006

Working With Zones

Zones Worksheet

This feature is optional.

< Back

1) To add or edit zone names on this worksheet, click the Add or Edit buttons located above the Zone list box.

Sort

2) To add ZIP/Postal Codes on this worksheet, click the Add button located above the ZIP/Postal Code list box, or click the Load ZIP's button on the left side of this page. The Load ZIPs button will import ZIP/Postal Codes to this worksheet from the last ZIP/Postal Code Analysis you viewed..

ZipCode

Click here to load ZIP/Postal Codes to this worksheet from the last ZIP/Postal Code Analysis you viewed.

Load ZIPs

3) Assign ZIP/Postal Code(s) to zones on this worksheet by selecting the ZIP/Postal Codes(s) and the matching zone, and clicking the Assign Zone button.

Update ZIPs

4) Apply these ZIP/Postal Code and Zone assignments to the last ZIP/Postal Code Analysis you last viewed by clicking the Update ZIPs Button.

Please Note: Click here to apply the ZIP/Postal Code and zone assignments from this worksheet to the last ZIP/Postal Code Analysis you viewed.

Zone assignments can also be made directly in the Circulation Analysis by ZIP/Postal Code screen by selecting the desired zone in the Zone column.

Zone assignments are not automatically applied to Circulation Analysis by ZIP/Postal Code reports. Clicking the Update ZIPs Button on the Zones Worksheet will apply zone assignments to the last ZIP/Postal Code report you viewed.

To add a zone, enter it here and click Add.

Add Edit

To add a ZIP/Postal Code to this worksheet, enter it here and click Add.

Add

Zone
East 003
North 001
South 002
West 004

To edit a zone name, select it and click Edit. The Add button will change to Save. Click Save when you are done editing.

Assign Zone >
Delete ZIP >
< Delete Zone

ZIP/Postal Code	Community	Zone
98108	Seattle North	001
98118	Seattle North	001
98122	Seattle North	001
98134	Seattle North	001
98144	Seattle North	001
98145	SEATTLE North	001
98178	Seattle North	001

ZIP/Postal Code and their zone assignment

Click here to remove a ZIP/Postal Code from the list