

Postal Zip Codes

Last Modified on 09/20/2021 1:25 pm EDT

Version 14.19

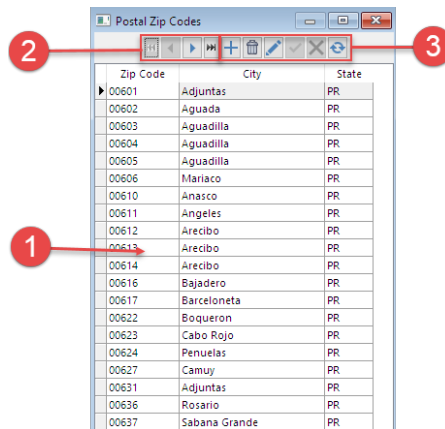


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Postal Zip Codes

Path: Practice Management Tab > More (Reference Data group) > Zip Codes

Within Office Practicum, there is an extensive list of US Postal Zip Codes, including Puerto Rico. A Practice has the ability to edit, add, or delete zip codes to make the list suitable for their needs.



Postal Zip Codes Map

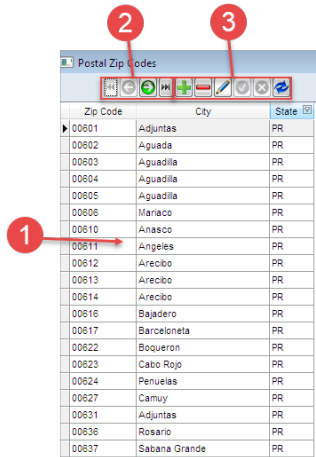
Number	Section	Description
1	Zip Code grid	The Zip Code grid displays the zip codes, cities, and states. The columns can be sorted and filtered.
2	Navigation buttons	The Navigation buttons navigate the zip code records. You can navigate by the next or previous record or go directly to the last or first record.
3	Function buttons	The function buttons add a zip code, delete a zip code, edit a zip code, post an edit, cancel an edit, and refresh the grid data.

Version 14.10

About Postal Zip Codes

Path: Utilities Menu > Manage Codes > Zip Codes (Keyboard Shortcut keys: [Alt][U][C][Z])

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