Important Content Update Message
We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**.

# Postal Zip Codes (Searching, Adding, Editing, Deleting)

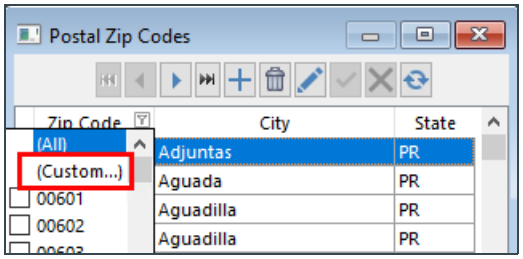
Last Modified on 07/08/2020 3:53 pm EDT

Version 14.19

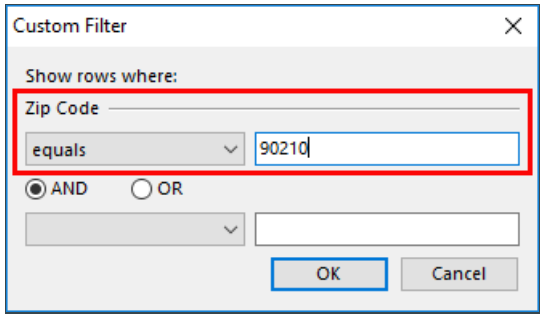
**Path: Practice Management tab > More button (Reference Data group) > Zip Codes**

## Search for Zip Codes

1. Navigate to the Postal Zip Codes window by following the path above.
2. Hover over the Zip Code column header to display the filter button .
3. Click the **filter** button.
4. Select **(Custom...)** from the drop-down menu.




5. In the Custom Filter window, use the Zip Code drop-down and select **equals**.
6. Enter the **zip code**.
7. Click the **OK** button.




## Add Zip Codes

1. Navigate to the Postal Zip Codes window by following the path above.
2. Click the **Add** button . An empty field is displayed.
3. In the empty field, enter the **Zip Code**, **City**, and **State**.
4. Click the **Save** button .

## Edit an Existing Zip Code

1. Navigate to the Postal Zip Codes window by following the path above.
2. Click to select the zip code to be edited.

3. Click the **Edit** button .
4. Make the necessary changes.
5. Click the **Save** button .

## Delete a Zip Code

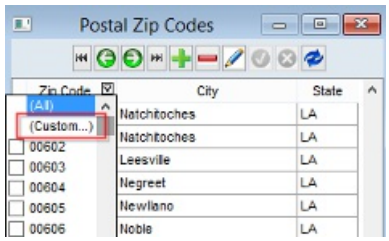
1. Navigate to the Postal Zip Codes window by following the path above.
2. Click to select the zip code to be deleted.
3. Click the **Delete** button . The line item is removed.

**Note**: The most up to date postal service zip code information can be found at **www.usps.com**.

Version 14.10

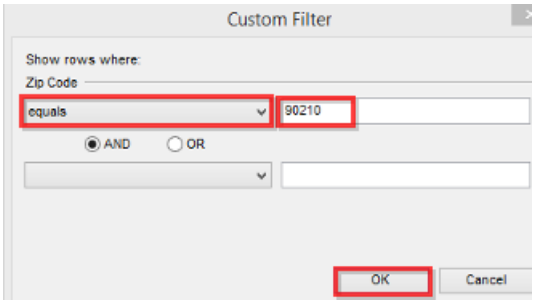
# Searching for Zip Codes

1. Click the **Utilities** button Utilities on the Navigation bar.
2. Select *Manage Codes.*
3. Select *Zip Codes.*
4. Hover over the Zip Code column heading to view the filter button.
5. Click the **filter** button and select *Custom.*

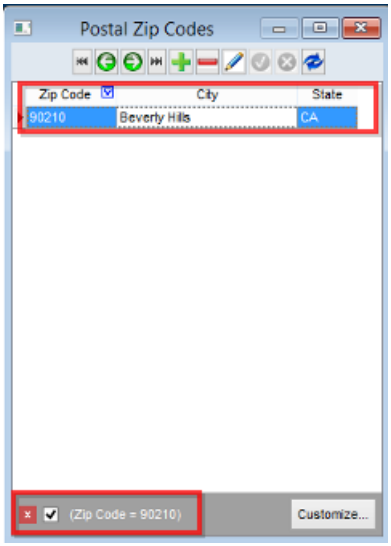



**Zip Code Table: Column Filter**

6. Click the drop-down arrow in Zip Code field and select*equals.*
7. **Enter** the zip code.
8. Click the **OK** button to view results.



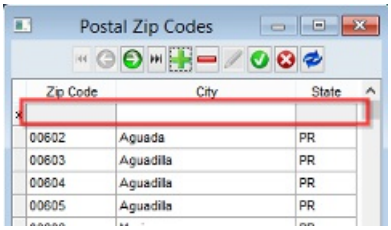

**Zip Code Table: Zip Code Entry**




**Zip Code Table: Zip Code Results**

## Adding Zip Codes

1. Click the **Insert Record** button .




**Zip Code Table: New Zip Code**

2. Enter the **Zip Code**, **City** and **State**.
3. Click the **Post Edit** button .

## Editing an Existing Zip Code

1. Open the *Zip Codes* table.
2. Select the zip code to be edited.
3. Click the **Edit Record** button and make necessary changes .
4. Click the **Post Edit** button .
5. Click the **Exit** button .

## Deleting a Zip Code

1. Open the *Zip Codes* table.
2. Click to highlight the zip code to delete.
3. Click the **Delete Record** button .
4. The line item will be removed.
5. Click the **Exit** button in the upper right corner to close.

For the latest zip codes and post office information, please consult the **www.usps.com** United States Postal Service.