

Manage ZIP Codes

A list of frequently used ZIP Codes are stored in HeadMaster to help minimize repetitive data entry. ZIP Codes are automatically added to this list each time a ZIP Code is entered for an individual. You can also add to this list manually. Additionally, you can set a default ZIP Code to be used in the absence of the user entering one. The default ZIP Code should be the most frequently used one.

When you enter a default ZIP Code, HeadMaster automatically uses the ZIP Code in the absence of a user entering one. If necessary, the user can type over the default ZIP Code when entering data.

1. On the Home screen, click **Options**.
2. Click **Default ZIP Code**.
3. Enter the **ZIP Code** information, and click **Close**.

You can add a new ZIP Code to a list of frequently used ZIP Codes. ZIP Codes are also added to this list automatically if a ZIP Code is entered on an individual record.

1. On the Home screen, click **ZIP Codes**.
2. Click **Add**.
3. Enter the information associated with the **ZIP Code**.
4. Click **OK**.

Because ZIP Codes are automatically added to the list of frequently used ZIP Codes, you should occasionally review the list and do some housekeeping. You can edit or delete ZIP Codes from this list.

1. On the Home screen, click **ZIP Codes**.
2. Double-click **ZIP Code**.
3. Change the ZIP Code information, and click **OK**.

1. On the Home screen, click **ZIP Codes**.
2. Select a ZIP Code, and click **Delete**.
3. When the confirmation message displays, click **OK**.