

County Setup

Last Modified on 08/09/2022 5:39 pm EDT

The system uses counties with the mapping interface. Mapping uses counties to zoom to the county when plotting a tank. Set up a different code for each county to track. A county is tied to a tank on the *Tank Information* window.

1. On the *County Maintenance* window, select **Create** to enter a new county. To change a county, select the county and make any necessary changes.
2. Enter the county's *Division*.
3. In the *County* field, enter a unique identifier. This can be up to three numeric characters.
4. Enter the *County Name*.
5. In the *Master County* field, double-click to bring up the USPS cross reference and find and select the appropriate county and state.

Note: This is very important for taxing purposes.

6. Select **Save**.
7. Close the *County Maintenance* window, then close the *Maintenance Files Menu* window.
8. Choose **Previous Menu**.