

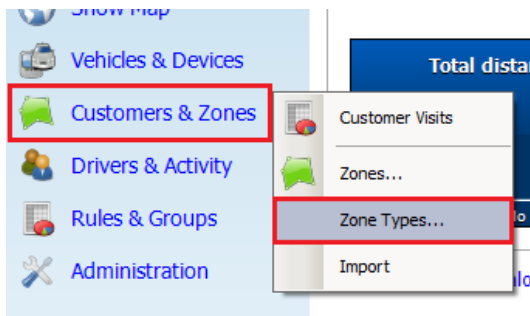
Creating Zone Types

Before creating Zones you should create Zone Types, these will allow you to report on specific groups (categories) of Zones.

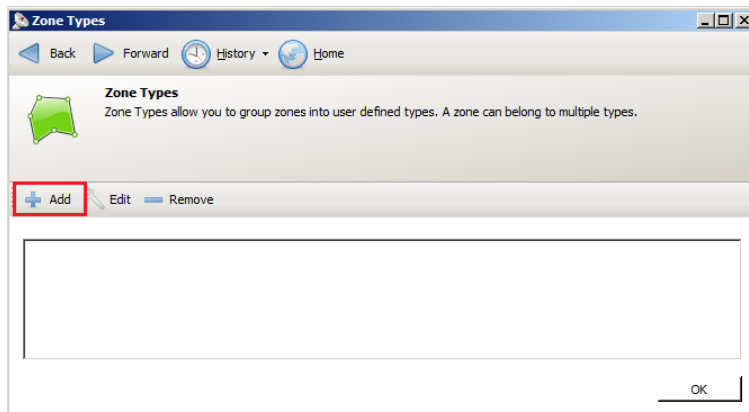
For example:

- You may want to create a Zone Type for your National Home Depots.
- You may want to create a Zone Type for Client Sites in each State.

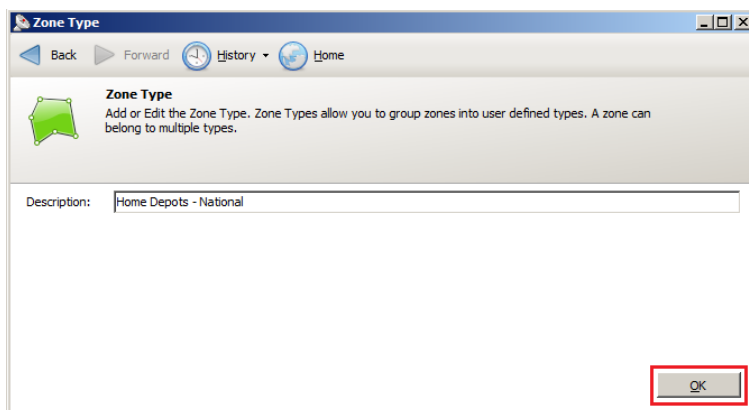
1) Click on **Customers and Zones** and then **Zone Types**.



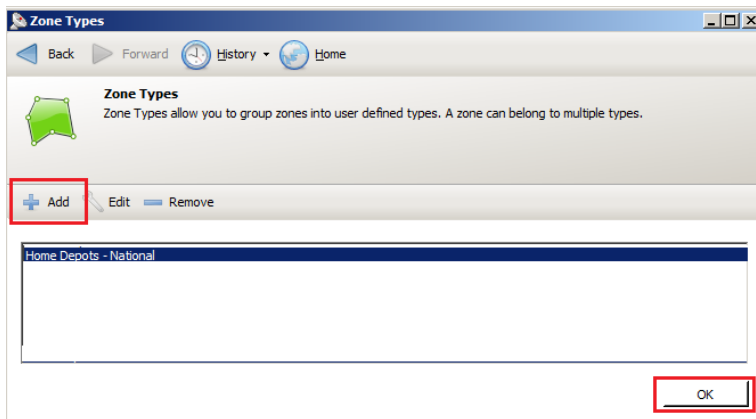
2) From the following screen, select **Add**.



3) From the next screen, create your required Zone Type, then select **OK**.



4) From the following screen, you can add additional Zone Types by selecting the **Add** button. Once completed, select **OK** and you will be taken back to the Home screen of Checkmate.



Please see the documentation on Importing Zones to see how to assign Zones to a Zone Type.