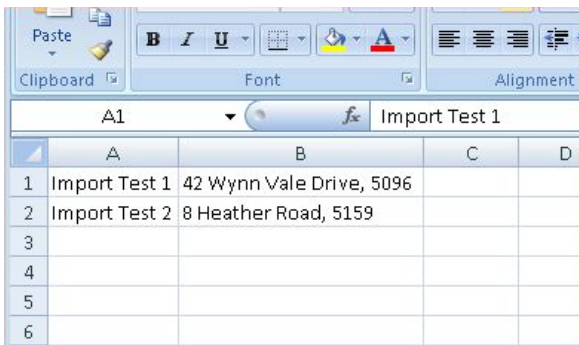


Importing Zones into Checkmate

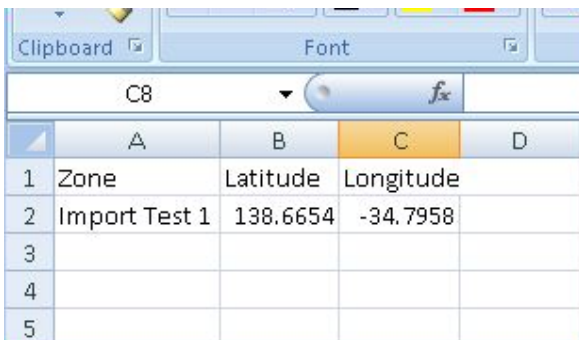
IMPORTANT before importing Zones you should ensure that you have created Zone Types first, please see document named "Creating Zone Types".

Zones can be imported from two (2) different sources: street address or GPS coordinates. This method is only for importing a basic square shaped zone, multi-sided polygon shapes cannot be created using the "Importing Method".

1. Open Excel with a new workbook
2. In Column "A" type the Zone Name
3. In Column "B" type the Street Address. If Using GPS Coordinates column "B" requires Latitude and column "C" requires longitude, as shown in the following screen shots.

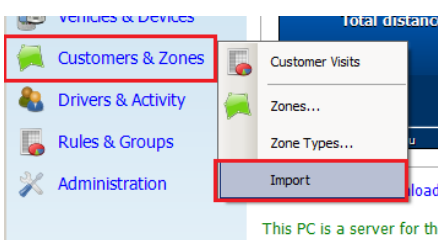


	A	B	C	D
1	Import Test 1	42 Wynn Vale Drive, 5096		
2	Import Test 2	8 Heather Road, 5159		
3				
4				
5				
6				

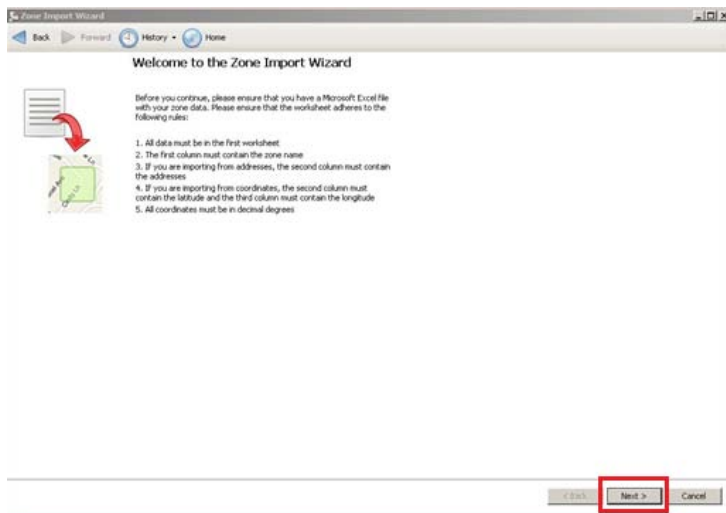


	A	B	C	D
1	Zone	Latitude	Longitude	
2	Import Test 1	138.6654	-34.7958	
3				
4				
5				

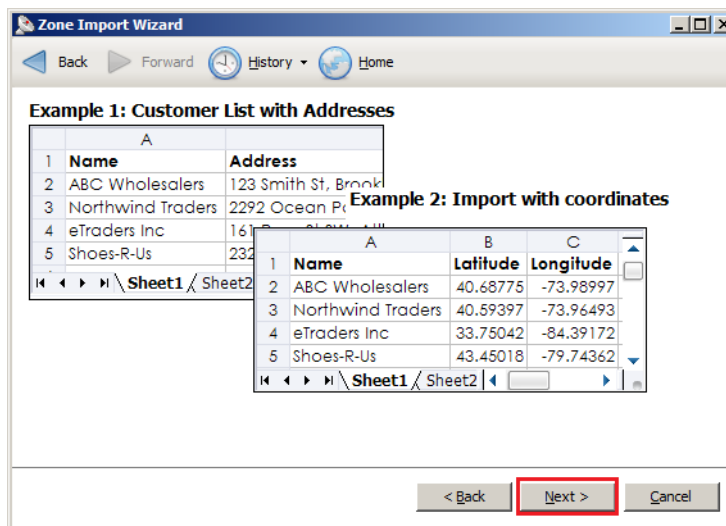
4. Populate rows as required
5. Save Excel Spreadsheet as filename.xls (needs to be Excel 97-2003 version)
6. Open Checkmate software application.
7. Click on **Customers & Zones** and then select **Import**.



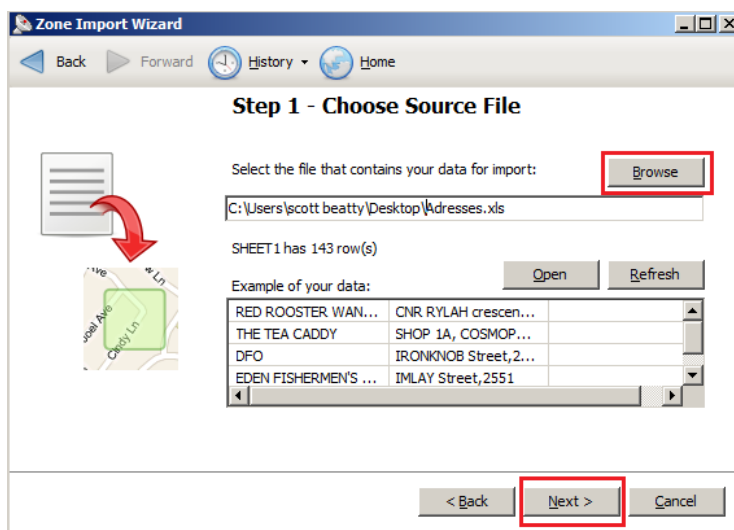
8. Follow the Zone Import Wizard instructions then select **Next**



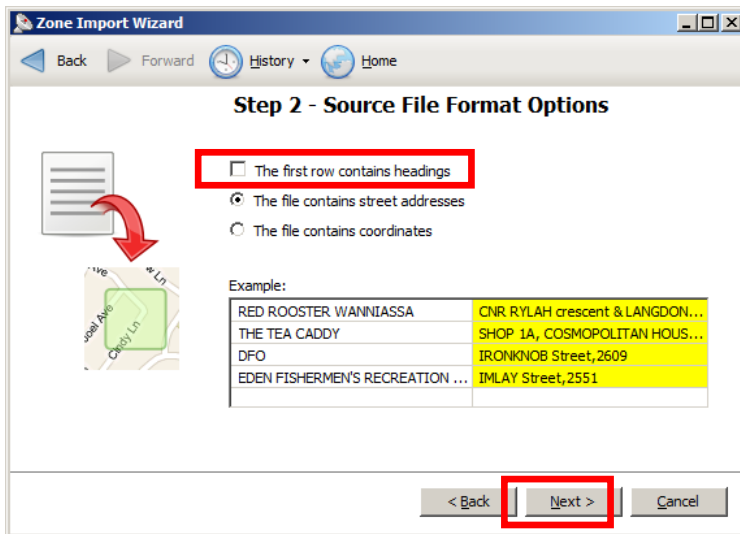
9. Ensure that the spreadsheet is in the same format as shown in the below examples. Then click **Next**.



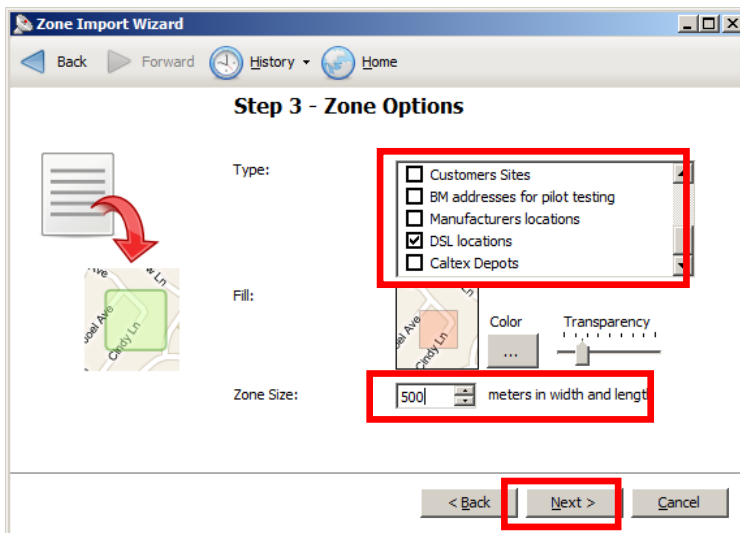
10. Browse for the file that you created in Steps 1 – 5. Then click **Next**.



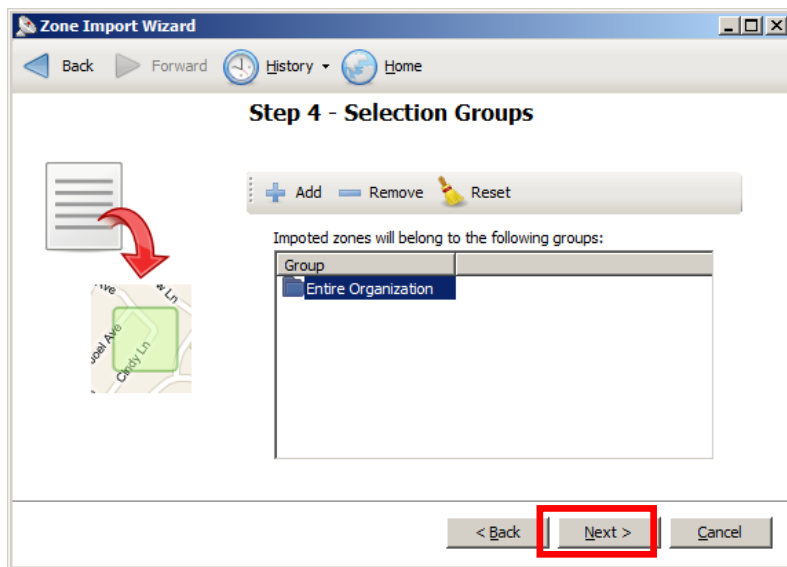
11. If you have labelled the columns leave Source File Format Options as default. If there are no column labels, uncheck “The first row contains headings” checkbox. Then click **Next**.



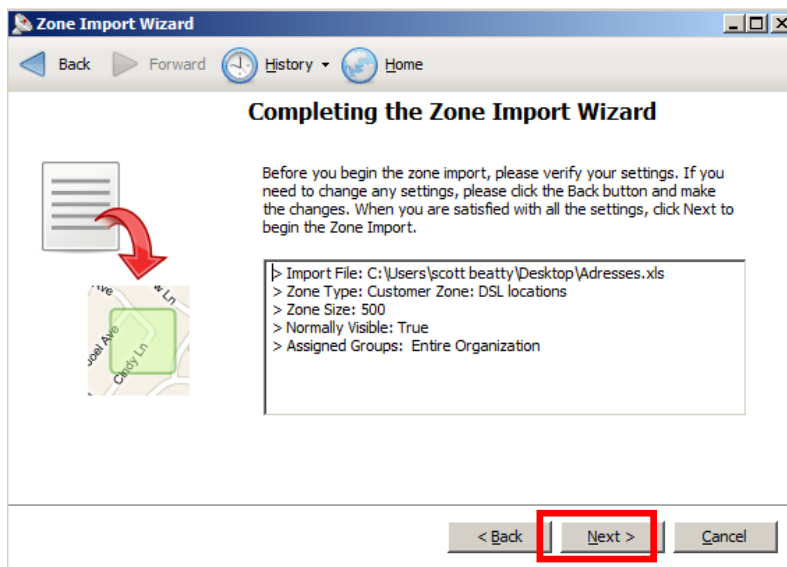
12. Choose the Zone Options, for example: if the addresses being added are all **DSL Locations** Zone Types, you would need to select DSL Locations. You can also set the following:
- Colour and Transparency of how the Zone will be shown on the map.
 - Zone Size measurement is square metres; we recommend a minimum 200 square metres to ensure that the depots/locations are covered in their entirety.



13. Choose which Group(s) the zones should appear under. Then click **Next**.



14. Review the Settings then click **Next**.



15. A status screen will appear, showing the progress of the importation of data.



16. Import is complete when the following screen is shown.



17. Click on **Finish**.



18. To review your newly created zones, open **Customer & Zones**, and then click on **Zones** to review.