

MyOrders Coverage Area User Guide

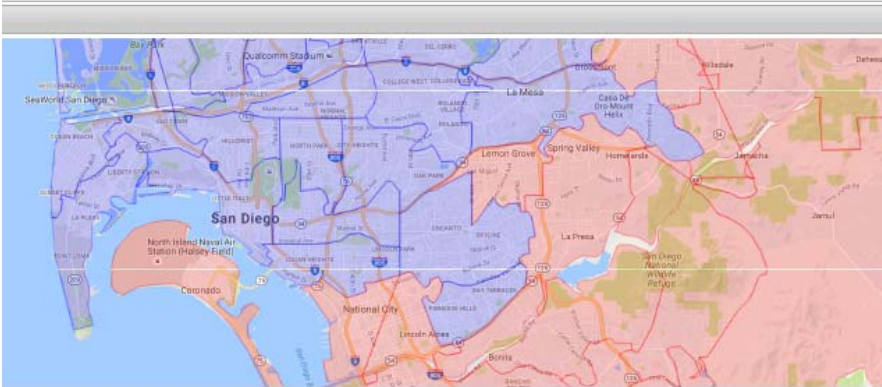
Coverage Area

Coverage

View and edit the areas of coverage that ExamOne will use to determine where you wish to work.

Use the "Coverage" tile to view and edit the listing of coverage currently on file for where you are willing to work. Coverage can be viewed from the "Coverage map" tab OR by using the "Zip Codes" tab. The cities that show in blue are the area we have you listed as covering. Anything in red is not included in the coverage listing.

To add coverage using the Coverage map:



Viewing Zip: 91977 Status: Not Covered

***Please Note: Coverage can only be added for
Add/Remove Coverage

1. Select a zip code from the map. The selected zip will display underneath the left corner of the map and the status will be either **Covered** or **Not Covered**.
2. If **Not Covered**, add coverage by selecting "Mark Covered!"
3. To exit without adding coverage, select "Cancel".

To add coverage using city selection:

Local Cities

If you would like to add or remove coverage from an entire city, please highlight the city below, and then click on either the "Add Coverage" or the "Remove Coverage" button.

Bonita

Chula Vista

Coronado

Lemon Grove

Lincoln Acres

National City

San Diego

1. Locate list of local cities underneath Coverage map.
2. Click on city to select it and click "Add Coverage" to add all zips in the city to your coverage area.
3. A confirmation window will pop up. Select "OK" to continue to add coverage.

To add coverage using the Zip Codes tab:

The screenshot shows the 'Zip Codes' tab selected in the top navigation bar. A red arrow points to the 'Zip Codes' tab. Below the navigation bar, there are 'RELOAD' and 'NEW RECORD' buttons. The 'Edit Territory' modal is open, containing the following fields:

- Zip Code:
- Distance:
- Inactive:
- Save button

1. Select "New Record" from the top right corner of the Zip Codes screen.
2. The Edit Territory window will pop up.
3. Enter the zip you wish to add in the Zip Code field.
4. Select "Save".

To view a list of zip codes added to your coverage area, select Zip Codes tab and view records:

The screenshot shows the 'Zip Codes' tab selected. A yellow banner at the top of the table area says 'Request Successful'. The table has the following columns: ZIP, CITY, STATE, MILES, and AMOUNT. Each row includes an 'Edit' link. Below the table is a search bar with 'QUICK', 'SEARCH', and 'CLEAR' buttons. At the bottom, there is a pagination control showing 'Page 1 of 5' and 'Show 1 to 20 of 93 records'.

| ZIP | CITY | STATE | MILES | AMOUNT | |
|-------|-------------|------------|-------|--------|----------------------|
| 90008 | Los Angeles | California | | N/A | Edit |
| 92656 | Aliso Viejo | California | | N/A | Edit |
| 92602 | Irvine | California | | N/A | Edit |
| 90004 | Los Angeles | California | | N/A | Edit |
| 92618 | Irvine | California | | N/A | Edit |
| 90002 | Los Angeles | California | | N/A | Edit |
| 92397 | Wrightwood | California | | N/A | Edit |
| 92618 | Irvine | California | | N/A | Edit |
| 92101 | San Diego | California | 0.00 | N/A | Edit |
| 92187 | San Diego | California | 0.16 | N/A | Edit |
| 92132 | San Diego | California | 0.22 | N/A | Edit |
| 92112 | San Diego | California | 0.23 | N/A | Edit |
| 92184 | San Diego | California | 0.30 | N/A | Edit |
| 92134 | San Diego | California | 1.11 | N/A | Edit |
| 92163 | San Diego | California | 1.73 | N/A | Edit |
| 92103 | San Diego | California | 1.88 | N/A | Edit |
| 92135 | San Diego | California | 1.98 | N/A | Edit |
| 92140 | San Diego | California | 2.23 | N/A | Edit |
| 92162 | San Diego | California | 2.33 | N/A | Edit |
| 92104 | San Diego | California | 2.35 | N/A | Edit |