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Coverage Areas

A coverage area is the geographic area covered by an office. Coverage areas are defined by County and State in the United States, and by City and Province or Territory in Canada.

Worksites in the United States

Select the States and Counties the office services. Selected coverage areas display on the website.

1. In the *Management* section, click **Coverage Area**.
2. Select a State from the drop-down list and click **Go**.
3. Select the serviced counties and click **Update**.


The screenshot shows the ACI365 web application interface. At the top right, there is a phone number 800-234-8727 and a logo. Below this, a navigation bar contains icons for HOME, ORDERS, REPORTS, MARKETING, MANAGE, HELP, and QUICK START. The main content area is titled "Update Coverage Area". It contains a text box with the instruction: "To begin editing, please select the state which you wish to update coverage area counties and click Go". Below this is a dropdown menu for "State" with "Rhode Island" selected, and a "Go" button. Below the "Go" button is another navigation bar with the same icons. The second part of the screenshot shows the "Update Coverage Area" page after selecting Rhode Island. It displays "Counties In: RI" and a list of counties with checkboxes: Bristol, Kent, Washington, Newport, and Providence. There are "All" and "None" buttons above the list, and an "Update" button below it.

4. Click **New State** to add additional coverage areas, or click **Home** on the toolbar to return to the main page.

Worksites in Canada

Select the Cities and Provinces or Territories the office services. Selected coverage areas display on the website.

1. In the *Management* section, click **Coverage Area**.
2. Select a Province or Territory.
3. Select a City from the city selection menu.
4. Enter a radius and click **Go**.
5. Select *Group by Forward Sortation Area (FSA)* to group postal codes. The first postal code in each FSA displays. (optional)
6. Select the areas to include from the displayed list and click **Save**.

800-234-8727 

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HOME ORDERS REPORTS MARKETING MANAGE HELP QUICK START

Update Coverage Area

To begin,

- 1.) Select a Province/Territory.
- 2.) When city selection appears, select a city.
- 3.) When radius selection appears, type a radius and click "Go".
- 4.) A list of cities within the radius will appear. Select the cities that will be included in your coverage area and click "Save".

Select a Province/Territory.

Province/Territory

City

Radius

Group by Forward Sortation Area (FSA)

V0J 1E0 - BURNS LAKE (0.00 kilometers)

V0J 1E2 - BURNS LAKE (0.45 kilometers)

TIP: To select part of an area, uncheck *Group by Forward Sortation Area (FSA)* and deselect areas not covered.

NOTE: When grouping by FSA, checkboxes framed in red indicate areas with partial coverage.