

 RAND McNALLY

MileMaker[®] OS & DOS

MILEMAKER[®]

User Manual

MileMaker[®] OS & DOS

MILEMAKER[®]

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User Manual

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Table of Contents

Chapter 1 - Sign-On/Sign-Off Procedures	3
Introduction.....	4
Sign-On Procedure	4
Sign-Off Procedure	4
Chapter 2 - Master Menu.....	5
Introduction.....	6
Accessing Options	6
Chapter 3 - Data Entry.....	9
Introduction.....	10
Mileage/Routing Requests	10
The Editing Feature	11
The Browse Feature.....	12
Browse Feature for ZIP Codes with Multiple Locations.....	13
Chapter 4 - HHG Mileage Retrieval.....	15
Introduction.....	16
HHG Mileage Inquiry	16
HHG Single Origin Multiple Destination Inquiry.....	18
HHG 3-Digit ZIP Inquiry.....	20
Mileage Calculations	22
Chapter 5 - Route Retrieval	23
Introduction.....	24
Practical Route Only	26
Practical State Mileage Breakdown.....	27
Practical Route With State Mileage Breakdown	29
Practical Mileage Only.....	31
Shortest Route Only.....	32
Shortest Distance State Mileage Breakdown Only Option	34
Shortest Route with State Mileage Breakdown	36
Chapter 6 - Geographic File Inquiry/Update.....	39
Introduction.....	40
Inquiring on an Existing Geographic Record	42
Browsing on an Existing Geographic Record	43
Changing an Existing Geographic Record	44
Adding a New Geographic Record	44
Deleting an Existing Geographic Record	45
Chapter 7 - Parameter File Inquiry/Update	47
Field Definitions	48
State Definitions	49
Password Definitions	50
To Add a Password	51

Changing Security Levels	51
To Delete a Password	52
MileMaker Definitions	52
Default Client Attributes.....	54
To Add a User ID	54
To Change a User ID	54
To Delete a User ID.....	55
MileMaker User Profile	56
To Add a User ID	57
To Change a User ID Default	57
To Delete a User ID.....	57
Chapter 8 - Secondary Point Inquiry/Update.....	59
Field Definitions	60
Chapter 9 - User Conversion.....	63
Field Definitions	64
User Conversion Operations.....	65
To Add a User Conversion	65
To Change a User Conversion Referred Location	65
To Delete a User Conversion.....	66
The Browse User Conversions	66
To Change a User Conversion Referred Location from the Browse Screen ..	67
To Delete a User Conversion from the Browse Screen.....	68
Appendix A - System Messages.....	69
System Messages	70
Appendix B - Abbreviations	81
General Abbreviations	82
State and Province Abbreviations.....	91
United States	91
Puerto Rico.....	93
Canadian Provinces	93
Mexican States	94
Military Abbreviations.....	96

SIGN-ON/SIGN-OFF PROCEDURES



Chapter Contents

INTRODUCTION..... 4
SIGN-ON PROCEDURE..... 4
SIGN-OFF PROCEDURE 4

Introduction

Use the following procedures to access and exit the MileMaker program:

Sign-On Procedure

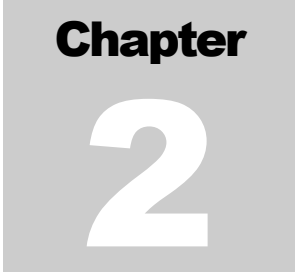
1. Clear the screen by pressing the CLEAR key.
2. Type the command **CESN** and press ENTER. The MileMaker program responds with the message:
CICS/VS SIGNON - ENTER PERSONAL DETAILS
NAME:
PASSWORD:
3. Type your assigned sign-on name and press the TAB key to advance the cursor to the **PASSWORD** field.
4. Type in your assigned password and press ENTER. The MileMaker program responds with the message:
DFH35041 <TIME> SIGN-ON IS COMPLETE
5. Type the command **M001** and press ENTER. The Master Menu will appear.

Sign-Off Procedure

1. Exit from option inquiry screens and proceed to the Master Menu.
2. Type in the option number 6 and press ENTER to exit the Master Menu.
3. At the blank screen, type **CESF LOGOFF** and press ENTER. The MileMaker program responds with the message:
TERMINAL IS LOGGED INTO VTAM

The sign-off from MileMaker is now completed.

MASTER MENU



Chapter Contents

INTRODUCTION.....	6
ACCESSING OPTIONS	6

Introduction

MileMaker mileage, routing, and file maintenance options are presented to you on a Master Menu screen which appears when you complete the sign-on procedure.

The Master Menu appears below:

```
MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:

      1-MILEAGE INQUIRY
      2-ORIGIN INQUIRY
      3-GEOGRAPHIC FILE INQUIRY/UPDATE
      4-PARAMETER FILE INQUIRY/UPDATE
      5-SECONDARY KEY POINT INQUIRY/UPDATE
      6-RETURN
      7-USER CONVERSION
      8-ROUTE INQUIRY

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01/16/07  MI001 - 100A ENTER PROGRAM CODE 09:35:43
```

Options 1, 2, and 8 provide mileage and route information. (These options are detailed in chaps. 5 and 6.) Options 3, 4, 5, and 7 allow file maintenance operations to be performed. (These options are detailed in chaps. 7, 8, 9, and 10.)

Accessing Options



To access Master Menu options, follow this procedure:

1. Upon completion of the sign-on procedure, your cursor will be positioned in the **HOME** field located at the upper left corner of the screen. Type in your desired option number. (MileMaker options are detailed in chapters 5-10.) The cursor will advance to the **PASSWORD** field.
2. Type in your password and press TAB to advance the cursor to the **ID** field.
3. Type in your ID and press ENTER.

4. If the ID and password were correctly entered, you will proceed to the top of the initial inquiry screen of your desired option.
 - If either the ID or password are incorrect, the cursor will advance to the field where the error occurred. The message **INVALID ID (PASSWORD)** will be displayed at the bottom of the screen. Re-enter the ID or password and press ENTER.
 - When you exit an option inquiry screen and return to the Master Menu, you must re-enter your password before you can access another option.

The screen below illustrates the proper format for entering the ID and password:

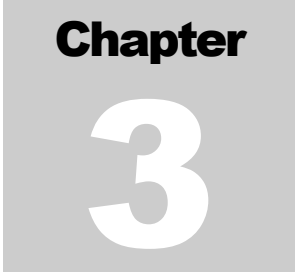
```
1 MI001-014                                MILEMAKER
PASSWORD: YOURPASSWORD<TAB>                MASTER MENU
USER ID:  YOURID<ENTER>

      1-MILEAGE INQUIRY
      2-ORIGIN INQUIRY
      3-GEOGRAPHIC FILE INQUIRY/UPDATE
      4-PARAMETER FILE INQUIRY/UPDATE
      5-SECONDARY KEY POINT INQUIRY/UPDATE
      6-RETURN
      7-USER CONVERSION
      8-ROUTE INQUIRY

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01/16/07  MI001 - 100A ENTER PROGRAM CODE                                09:35:43
```


DATA ENTRY



Chapter Contents

INTRODUCTION.....	10
MILEAGE/ROUTING REQUESTS	10
THE EDITING FEATURE	11
THE BROWSE FEATURE	12
BROWSE FEATURE FOR ZIP CODES WITH MULTIPLE LOCATIONS.....	13

Introduction

Before you can successfully retrieve mileage and routing information from the MileMaker program, you must enter data in its proper format. This chapter provides examples of proper location entries and instructs you how to overcome data input errors through use of MileMaker's browse feature and editing capabilities.

Mileage/Routing Requests

You have seven options for entering locations:

- Enter the city name and state code e.g. **CHICAGO<TAB>IL**. The city name and the state or province abbreviation are separated by pressing the TAB key . Spaces are used to separate city names of more than one word.
- Enter the city name and state code qualified by a county code e.g. **BENSENVILLE,DU<TAB>IL**. This entry is necessary when a city is located in two separate counties or when two cities with the same name are located in the same state. The county code is always the first two letters of the county name. The example **DU** is the county code for Du Page county in Illinois. The city name and the county code are separated by a comma (,) without spaces. The state code and county code are separated by pressing the TAB key.
- Enter a truckstop name and state code e.g. **BROOKE SUNOCO PLZ<TAB>IA**. The truckstop name and the state abbreviation are separated by pressing the TAB key. Spaces are used to separate truckstop names which contain more than one word.
- Enter a 5-digit ZIP Code, e.g. **60620**. Valid for HHG Inquiries only. Note: Large metropolitan areas may have multiple ZIP Codes. For example, 60601 and 60630 will both access the same point in Chicago for mileage calculation. Also, a single ZIP Code may include multiple locations.
- Enter a junction e.g. **I55/I94<TAB>IL**. Valid for Practical Inquiries only. The highway names are separated by a slash (/); these are separated from the state or province abbreviation by pressing the TAB key. Roadways are designated with an **I** (Interstate highway), **U** (U.S. highway), **S** (State highway), **P** (provincial or Trans Canada highway), **C** (County highway), or **O** (Other roadway i.e. local road). Note that there is a hierarchical order of highway classifications: **I, U, S, P, C, O**. When highways are entered they must follow this hierarchical order. When two highways of the same class are entered to make a junction, the highway with the lowest numeric designation must be entered first.

- Enter locations by six or nine digit SPLC (Standard Point Location Code) e.g. **889000 290** . This is necessary to process the military locations in the manner acceptable to the Department of Defense.
- Enter a three-digit ZIP Code. e.g. **531**. The first three digits of a five digit ZIP Code are entered as locations. This data input is used specifically with the Three Digit ZIP Mileage Inquiry option. (Refer to chapter 5 for more information about this option.)

In all the scenarios described above, the locations are entered by pressing the TAB key. After the last location has been entered in your inquiry, press the ENTER key to begin processing.

Below is an example of a mileage inquiry screen:

```

1 MI100-005          MILEMAKER - MILEAGE INQUIRY
USER:TDM   GUIDE:B   (CURR - G19.0)
          CITY/STATE   SPLC      ZIP5   MILEAGE   STATUS
KENOSHA           WI
ATHELSTANE        WI
1 - INQUIRE
2 - OPT GEO BRW
3 - CLR USER ID
6 - RETURN
7 - CLEAR

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01/16/07  MI100-102A ENTER CITY/ST OR SPLC FOR POINTS IN RTE          09:35:43 AM

```

The Editing Feature

MileMaker offers several methods for editing the location field:

- Use the backspace key to remove characters to the left of the cursor.
- Use the insert key to insert a character where the cursor is positioned or type over the existing text. In the insert mode, a carat (^) will appear in the top upper left corner of the screen. In typeover mode, the carat is absent.
- Use the delete key to delete a character where the cursor is positioned.
- Use the EOL end of line key to delete an entire field right of the cursor.
- Select option 2 from the list of options located at the upper right of the screen; this will initiate the Browse. (Refer to page 12 of this chapter for detailed information about the Browse feature.)
- Select option 6 from the list of options located at the upper right of the screen; the mileage inquiry is aborted and the program returns to the Master menu.

- Select option 7 from the list of options located at the upper right of the screen; all input data is erased from the mileage inquiry screen.

The Browse Feature

When a location is entered incorrectly, MileMaker responds with the message: **INVALID POINT ENTRY**. At this juncture, you have the choice of re-entering the location or initiating the Browse feature. The following example illustrates the Browse procedure:



Upon entering Painsdale,MI, we received the message: **INVALID POINT ENTRY**.

1. Proceed to the **HOME** field (upper left corner) by pressing the HOME key or the BACKTAB key.
2. Type the number "2" in the **HOME** field and press ENTER to select Browse. Note that you can generate a browse by pressing the F8 key.
3. A list of 40 cities in alphabetical order closest to our spelling of Painsdale,MI will be displayed.

To scroll forward through the list of cities, type the number "7" in the **HOME** field and press ENTER. To scroll backward through the list of cities, type the number "8" in the **HOME** field and press ENTER.

6 GE050-072		GEOGRAPHIC FILE BROWSE		6-RETURN 8-BACK	
SELECT:		CITY/ST: PAINDALE	MI	7-FORWARD	
N	CITY	SPLC	N	CITY	SPLC
01	OSSEO	MI 318956 000	21	PAINES	MI 316253 000
02	OSSINEKE	MI 311344 000	22	PAINESDALE	MI 307668 000
03	OSTERHOUT LK	MI 317962 000	23	PALATKA	MI 307890 001
04	OTISVILLE	MI 315675 000	24	PALISADES NPPS	MI 319456 000
05	OTSEGO	MI 317947 000	25	PALISADES PK	MI 319455 000
06	OTSEGO LK	MI 311692 000	26	PALMER	MI 305150 000
07	OTTAWA BCH	MI 317691 000	27	PALMS	MI 315219 000
08	OTTAWA LK	MI 318798 000	28	PALMYRA	MI 318847 000
09	OTTER LK	MI 315535 000	29	PALO	MI 317312 000
10	OTTERBURN	MI 315658 000	30	PANOLA	MI 307853 000
11	OVERISEL	MI 317985 000	31	PAPIN	MI 307449 000
12	OVID	MI 316554 000	32	PARADISE	MI 301154 000
13	OWASIPPE	MI 317214 000	33	PARCHMENT	MI 319236 000
14	OWENDALE	MI 315171 000	34	PARIS	MI 314746 000
15	OWOSSO	MI 316450 000	35	PARISVILLE	MI 315153 000
16	OXBOW ,NE	MI 314871 000	36	PARKDALE	MI 314381 000
17	OXBOW ,OA	MI 316047 000	37	PARKERS CNRS	MI 316637 000
18	OXFORD	MI 315905 000	38	PARKS SIDING	MI 307871 000
19	OZARK	MI 301962 000	39	PARKVIEW TRRC	MI 317291 000
20	PAAVOLA	MI 307629 000	40	PARKVILLE	MI 319722 000
04/15/07		GE050-100I BROWSE PROCESSED		10:34: AM	

4. Press TAB to advance the cursor to the **SELECT** field.

5. Type the number which corresponds with the correct city spelling. We can correct our example "Paindale,MI" by selecting entry #22. and pressing the ENTER key. MileMaker replaces our original entry with the corrected entry and positions the cursor in the next location field. We can now continue entering locations in our inquiry.

Remember that as an alternative, you can reenter the location as many times as are necessary to correct your location spelling. If you cannot find your location by reentering or using the Browse option, call Rand McNally & Company Customer Service at (800) 234-4069 and inquire about it.

Browse Feature for ZIP Codes with Multiple Locations

Whenever you enter a ZIP Code that is used by multiple cities, the program will respond with the following prompts:

1. **ZIP HAS MULTIPLE CITIES: USE OPTION 2** will appear at the bottom of the screen.
2. Select **2-OPT GEO BRW** (Optional Geo Browse) from the list of options in the upper right hand corner of the screen.
3. A list of 40 ZIP Codes in numeric order will be displayed.

To scroll forward through the list of ZIP Codes, type the number "7" in the **HOME** field and press ENTER. To scroll backward through the list of ZIP Codes, type the number "8" in the **HOME** field and press ENTER.

6 GE050-072		GEOGRAPHIC ZIP5 BROWSE		6-RETURN 8-BACK		
SELECT:		ZIP5:	60521	7-FORWARD		
N	CITY		ZIP	N	CITY	ZIP
01	BATAVIA	IL	60510	21	HINSDALE	IL 60521
02	BIG ROCK	IL	60511	22	BURR RDG	IL 60521
03	BRISTOL	,KE IL	60512	23	GOLFVIEW HLS	IL 60521
04	BROOFFIELD	IL	60513	24	OAK BRK	IL 60521
05	CLARENDON HLS	IL	60514	25	SNTA FE PK	IL 60521
06	HIGHVIEW ESTS	IL	60514	26	TIMBERLAKE ESTS	IL 60521
07	PICADILLY TRRC	IL	60514	27	WILLOWBROOK	IL 60521
08	DOWNERS GRV	IL	60515	28	HINSDALE	IL 60522
09	REGENCY GRV	IL	60515	29	LA GRANGE	CO IL 60525
10	SUBURBAN ESTS	IL	60515	30	COUNTRYSIDE	IL 60525
11	VLG SQ	IL	60515	31	HODGKINS	IL 60525
12	DOWNERS GRV	IL	60516	32	IND HEAD PK	IL 60525
13	DOWNERS GRV	IL	60517	33	LA GRANGE PK	IL 60525
14	WOODRIDGE	,DU IL	60517	34	MCCOOK	IL 60525
15	EARLVILLE	IL	60518	35	LA GRANGE	IL 60526
16	HARDING	IL	60518	36	LEE	IL 60530
17	ROLLO	IL	60518	37	LELAND	IL 60531
18	SHABBONA GRV	IL	60518	38	BAKER	IL 60531
19	EOLA	IL	60519	39	LISLE	IL 60532
20	HINCKLEY	IL	60520	40	FOUR LKS	IL 60532

04/15/07 GE050-100I BROWSE PROCESSED 10:34: AM

4. Press TAB to advance the cursor to the **SELECT** field.

5. Type the number which corresponds with the correct ZIP Code and press the ENTER key. MileMaker replaces the original entry with the corrected entry and positions the cursor in the next location field.

HHG MILEAGE RETRIEVAL



Chapter Contents

INTRODUCTION.....	16
HHG MILEAGE INQUIRY.....	16
HHG SINGLE ORIGIN MULTIPLE DESTINATION INQUIRY.....	18
HHG 3-DIGIT ZIP INQUIRY	20
MILEAGE CALCULATIONS	22

Introduction

MileMaker offers three options when requesting HHG shortest mileages.

- Finding HHG mileages between locations.
- Finding mileages from the same origin to multiple destinations.
- Finding HHG mileages between 3-Digit ZIP Codes.

Note: Routes derived from this feature generally incorporate highways from the Surface Transportation Assistance Act (“STAA”) and the National Highway System (“NHS”) networks. However, not all locations can be accessed on the STAA network. Therefore, in some cases your route results may contain non-STAA highways.

These options appear on the Master Menu screen shown below:

```
MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:

      1-MILEAGE INQUIRY
      2-ORIGIN INQUIRY
      3-GEOGRAPHIC FILE INQUIRY/UPDATE
      4-PARAMETER FILE INQUIRY/UPDATE
      5-SECONDARY KEY POINT INQUIRY/UPDATE
      6-RETURN
      7-USER CONVERSION
      8-ROUTE INQUIRY

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01/16/07      MI001 - 100A ENTER PROGRAM CODE      09:35:43 AM
```

HHG Mileage Inquiry

- The returned mileage is the shortest mileage using HHG rules and approved truck-usable roadways for each pair of cities as well as the total mileage between the origin and destination.
- The SPLC (Standard Point Location Code) for each city is displayed. The SPLC is a nine digit number issued by the National Motor Freight Traffic Association for regional identification of all points in the U.S. and Canada.
- The calculation routine for mileages is designated with an S, a C, or an E. "S" indicates that the mileage calculation was executed using the MileMaker

primary highway network. "C" indicates that the mileage calculation was executed using a small highway segment which was not part of the MileMaker primary highway network. "E" indicates that the mileage calculation could not be executed due to an internal route processing error. (Please call Rand McNally & Company Customer Service at (800) 234-4069 if you receive an error of this type.)



To retrieve HHG mileages, follow this procedure:

1. Type number "1" in the **HOME** field of the Master Menu and press ENTER. The HHG Mileage Inquiry screen will be displayed.
2. Type number "1" (Inquire) in the **HOME** field of the HHG Mileage Inquiry screen. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

3. Press TAB. The cursor will advance to the **CITY** field.

```

1 MI100-005          MILEMAKER - MILEAGE INQUIRY
USER:TDM  GUIDE:B   (CURR - G19)
          CITY/STATE  SPLC      ZIP5   MILEAGE  STATUS
1 - INQUIRE
2 - OPT GEO BRW
3 - CLR USER ID
6 - RETURN
7 - CLEAR

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01/16/07  MI100-102A ENTER CITY/STATE OR SPLC FOR POINTS IN RTE          09:35:43 AM
  
```

4. Type in your locations in their proper format. (Refer to chapter 4.) Press TAB to advance the cursor to the next **CITY** field.
5. After the last location has been typed in, press ENTER.

Below is the answer screen for an HHG mileage request in which the origin is Portland,OR, the first stop-off is Boise, ID, the second stop-off is Ogden, UT, and the destination is Salida,CO.

```

1 MI100-199          MILEMAKER - MILEAGE INQUIRY
USER:TDM  GUIDE:B   (CURR - G19)
          CITY/STATE  SPLC      ZIP5   MILEAGE  STATUS
1 - INQUIRE
2 - OPT GEO BRW
3 - CLR USER ID
6 - RETURN
7 - CLEAR

PORTLAND      OR  853470 000
BOISE         ID  838830 000          425      S
OGDEN         UT  761560 000          307      S
SALIDA        CO  755470 000          507      S
          Total:          1239      S

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01/16/07  MI001-100A INQUIRY PROCESSED          09:35:43 AM
  
```

HHG Single Origin Multiple Destination Inquiry

- This option allows you to enter a starting location and a maximum of 36 destinations. The returned mileage is the shortest mileage using HHG rules and approved truck-usable roadways between the starting location and each of the destinations listed.
- The SPLC (Standard Point Location Code) for each city is displayed. The SPLC is a nine digit number issued by the National Motor Freight Traffic Association for regional identification of all points in the U.S. and Canada.
- The calculation routine for mileages is designated with an S, a C, or an E. "S" indicates that the mileage calculation was executed using the MileMaker primary highway network. "C" indicates that the mileage calculation was executed using a small highway segment which was not part of the MileMaker primary highway network. "E" indicates that the mileage calculation could not be executed due to an internal route processing error. (Please call Rand McNally & Company Customer Service at (800) 234-4069 if you receive an error of this type.)



To retrieve HHG mileages, follow this procedure:

1. Type number "2" in the **HOME** field of the Master menu and press ENTER. The HHG Single Origin, Multiple Destination Inquiry screen is displayed.
2. Type number "1" in the **HOME** field of the HHG Single Origin, Multiple Destination screen. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

3. Press TAB. The cursor will advance to the **CITY** field.

1 MI103-027	MILEMAKER - ORIGIN INQUIRY	1 - INQ 2 - BRW 7 - CLR
USER:TDM GUIDE:B	(CURR - G19)	3 - CLEAR USER ID
ORIGIN CITY/STATE	SPLC:	6 - RETURN
DEST CITY/STATE	MILEAGE STATUS	DEST CITY/STATE MILEAGE STATUS
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01/16/07 MI103-117A ENTER ORIGIN AND DESTINATION POINTS		09:35:43 AM

4. Type in your locations in their proper format. (Refer to chapter 4.) Press TAB to advance the cursor to the next **CITY** field.
5. After the last point has been typed in, press ENTER.

Below is an answer screen for an HHG Single Origin Multiple Destination inquiry in which the origin is Milwaukee, WI and the destinations are Helena, MT, Macon, GA, and Callao, UT.

```

1 MI103-027          MILEMAKER - ORIGIN INQUIRY          1 - INQ 2 - BRW 7 - CLR
USER:TDM  GUIDE:B          (CURR - G19)                3 - CLEAR USER ID
ORIGIN CITY/STATE:MILWAUKEE          WI SPLC:336000 000  6 - RETURN
DEST CITY/STATE      MILEAGE      STATUS      DEST CITY/STATE      MILEAGE      STATUS
HELENA              MT          1346          S          MACON              GA          845          S
CALLAO              UT          1548          C

```

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```

01/16/07 MI103-002I INQUIRY PROCESSED          09:35:43 AM

```


Below is the answer screen for an HHG 3-Digit ZIP request in which the origin is 473, the first stop-off is 537, the second stop-off is 554, and the destination is 587. (Note that the ZIP Codes are converted to city names on the answer screen.)

1 MI100-199	MILEMAKER - MILEAGE INQUIRY				
USER:ZIP3	GUIDE:B	(CURR - G19)			1 - INQUIRE
CITY/STATE	SPLC	ZIP5	MILEAGE	STATUS	2 - OPT GEO BRW
MODOC	IN	367192 000			3 - CLR USER ID
MADISON	WI	338500 000	359	S	6 - RETURN
MINNEAPOLIS	MN	504600 000	269	S	7 - CLEAR
MINOT	ND	513670 000	500	S	
		TOTAL:	1128	S	
COPYRIGHT 2008 BY RAND MCNALLY & COMPANY					
01/16/07	MI001-100A	INQUIRY PROCESSED	09:35:43 AM		

Mileage Calculations

As we have noted in the previous pages of this chapter, the calculation routine for mileages is designated with an S, C, or E. Where "S" indicates that the mileage calculation was executed using the MileMaker primary highway network; "C" indicates that the mileage calculation was executed using a small highway segment which was not part of the MileMaker primary highway network; "E" indicates that the mileage calculation could not be executed due to an internal route processing error.

Of the three designations for mileage calculation, the "C" mileage will present a mileage display which is slightly different from the "S" mileage. Below is a mileage display screen which illustrates the "C" mileage information.

MILEMAKER - MILEAGE INQUIRY						
USER:TDM	GUIDE:B	(CURR - G19)				
CITY/STATE		SPLC	ZIP5	MILEAGE	STATUS	
1 MI100-199						1 - INQUIRE
						2 - OPT GEO BRW
						3 - CLR USER ID
						6 - RETURN
						7 - CLEAR
CURTIS,MI		301984	000			
GERMFASK		MI - 9				
ARCHER, IA		542664	000	665	MILES C	

			TOTAL MILES:	665		
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01/16/07		MI100-100A	INQUIRY PROCESSED			09:35:43 AM

In the scenario above, the origin point is Curtis, MI and the destination is Archer, IA. Since the origin point is not contained in the MileMaker primary highway network, a mileage calculation is performed from the origin (Curtis) to the closest point contained in the MileMaker primary highway network **AND** en route to the destination point (Archer). This intermediary point is Germfask, MI. MileMaker displays the intermediary point (Germfask) along with the mileage between the origin and intermediary point.

ROUTE RETRIEVAL



Chapter Contents

INTRODUCTION.....	24
PRACTICAL ROUTE ONLY.....	26
PRACTICAL STATE MILEAGE BREAKDOWN	27
PRACTICAL ROUTE WITH STATE MILEAGE BREAKDOWN	29
PRACTICAL MILEAGE ONLY	31
SHORTEST ROUTE ONLY.....	32
SHORTEST DISTANCE STATE MILEAGE BREAKDOWN ONLY OPTION	34
SHORTEST ROUTE WITH STATE MILEAGE BREAKDOWN.....	36

Introduction

MileMaker offers seven options when requesting shortest and Practical routes:

- Finding a Practical Route. The Practical Route reflects a time and fuel efficient route.
- Finding the Practical distance traveled in each state along a route.
- Finding a Practical Route plus the Practical distance traveled in each state along a route.
- Finding a Practical mileage only without route or state mileage breakdown information.
- Finding a shortest route which lists Key Point traversals and provides HHG index mileages (if two or more Key Points are traversed).
- Finding the shortest distance (miles) traveled in each state along a route.
- Finding a shortest route which lists Key Point traversals and provides HHG index mileages (if two or more Key Points are traversed) along with the shortest distance (miles) traveled in each state along a route.

These options are displayed on a submenu which appears when the Route Inquiry option is selected. The Route Inquiry option is highlighted on the Master Menu screen shown below:

```
MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:

      1-MILEAGE INQUIRY
      2-ORIGIN INQUIRY
      3-GEOGRAPHIC FILE INQUIRY/UPDATE
      4-PARAMETER FILE INQUIRY/UPDATE
      5-SECONDARY KEY POINT INQUIRY/UPDATE
      6-RETURN
      7-USER CONVERSION
      8-ROUTE INQUIRY

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01/16/07 MI001-100A ENTER PROGRAM CODE                                09:35:43 AM
```

When the number "8" is entered in the **HOME** field, the Route inquiry screen appears; located on the right side of the screen is a submenu which lists the shortest and Practical routing options. The submenu is highlighted below:

```

A MI310-251          MILEMAKER - ROUTE INQUIRY
USER:TDM GUIDE:B    (CURR - 19) PAGE 1 OF 1

      CITY          ST          SPLC          ZIP
-----

```

PRACTICAL ROUTE OPTIONS:
A - ROUTE ONLY
B - STATE MILEAGE ONLY
C - ROUTE WITH STATE MILEAGE
H - MILEAGE ONLY

SHORTEST ROUTE OPTIONS:
D - ROUTE ONLY
E - STATE MILEAGE ONLY
F - ROUTE WITH STATE MILEAGE

SESSION CONTROL OPTIONS:
2 - OPTIONAL BROWSE
3 - CLEAR USER ID
5 - CLEAR
6 - RETURN

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01/16/07 MI310-101A ENTER INQUIRY 09:35:43 AM

Practical Route Only

- The Practical Route option displays the highway name, road direction, total miles traveled on the road, the location, accumulated time, and miles for the locations entered.



To retrieve a Practical Route, follow this procedure:

1. Type the letter "A" in the **HOME** field of the Route Inquiry submenu to select the Practical Route Only option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the **CITY** field.

```
A MI310-251          MILEMAKER - ROUTE INQUIRY          PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B    (CURR - 19) PAGE 1 OF 1    A - ROUTE ONLY
                                                    B - STATE MILEAGE ONLY
                                                    C - ROUTE WITH STATE MILEAGE
                                                    H - MILEAGE ONLY
CITY          ST          SPLC          ZIP          SHORTEST ROUTE OPTIONS:
-----
D - ROUTE ONLY
E - STATE MILEAGE ONLY
F - ROUTE WITH STATE MILEAGE
SESSION CONTROL OPTIONS:
2 - OPTIONAL BROWSE
3 - CLEAR USER ID
5 - CLEAR
6 - RETURN

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01/16/07  MI310-101A ENTER INQUIRY          09:35:43 AM
```

3. Type in your locations in their proper format. (Refer to chapter 4.)
4. After the last point has been typed in, press ENTER to retrieve the routing information.

Below is an answer screen for a Practical Route request in which the origin is Chicago, IL and the destination is Kansas City, KS.

6 MI320-171		MILEMAKER ROUTE GUIDE				
CHICAGO, IL PRACTICAL ROUTE		TO KANSAS CY, KS				
HIGHWAY NAME	DIR/MILES	* * JUNCTION OR CITY * *	TIME	ACCUMULATED		
				MILES	NOTES	
I290	W 14	NE OF YORKFIELD, IL	00:18	14		
I88	W 141	NE OF BARSTOW, IL	02:48	155	TL	
I80	W 190	W OF W DES MOINES, IA	06:00	345	BR	
I35	SO 184	NO OF KANSAS CY, MO	09:04	529		
US 4	W 1	NW OF KANSAS CY, MO	09:06	530		
I70	W 5	KANSAS CY, KS	09:13	535		

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01/16/07 MI320-0091 ROUTE INQUIRY PROCESSED 09:35:43 AM

Practical State Mileage Breakdown

- State Mileage Breakdown provides the practical distance traveled in each state along a route.
- Mileages are categorized as toll or non-toll.



To retrieve the Practical State Mileage Breakdown, follow this procedure:

1. Type the letter "B" in the **HOME** field of the Route Inquiry submenu to select the Practical State Mileage Breakdown option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the CITY field.

```

B MI310-251          MILEMAKER - ROUTE INQUIRY      PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B    (CURR - 19) PAGE 1 OF 1      A - ROUTE ONLY
                                                    B - STATE MILEAGE ONLY
                                                    C - ROUTE WITH STATE MILEAGE
                                                    H - MILEAGE ONLY
CITY          ST          SPLC          ZIP
-----
                                                    SHORTEST ROUTE OPTIONS:
                                                    D - ROUTE ONLY
                                                    E - STATE MILEAGE ONLY
                                                    F - ROUTE WITH STATE MILEAGE
                                                    SESSION CONTROL OPTIONS:
                                                    2 - OPTIONAL BROWSE
                                                    3 - CLEAR USER ID
                                                    5 - CLEAR
                                                    6 - RETURN

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                                                    BY RAND MCNALLY & COMPANY

01/16/07  MI310-101A ENTER INQUIRY                09:35:43 AM
  
```

3. Type in your locations in their proper format. (Refer to chapter 4.)

4. After the last point has been typed in, press ENTER.

Below is an answer screen for a Practical Route State Mileage Breakdown request in which the origin is Theresa, WI and the destination is Pierre, SD.

```

6 MI320-171          MILEMAKER
                    STATE MILEAGES
STATE MILEAGE ONLY - PRACTICAL
THERESA, WI          TO          PIERRE, SD

* * STATE * *      TOLL  N-TOLL  TOTAL  * * STATE * *      TOLL  N-TOLL  TOTAL
MINNESOTA          274    274    SOUTH DAKOTA          235    235
WISCONSIN          174    174    * * T O T A L * *          683    683

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01/16/07  MI320-0091 ROUTE INQUIRY PROCESSED      09:35:43 AM
  
```

Practical Route With State Mileage Breakdown

- Practical Route with State Mileage Breakdown, option C, provides both the practical route and the state mileage breakdown information.

➡ To retrieve Practical Route with State Mileage Breakdown, follow this procedure:

1. Type the letter "C" in the **HOME** field of the Route Inquiry submenu to select the Practical Route with State Mileage Breakdown option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the **CITY** field.

```
C MI310-251          MILEMAKER - ROUTE INQUIRY      PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B    (CURR - 19) PAGE 1 OF 1  A - ROUTE ONLY
                                                    B - STATE MILEAGE ONLY
                                                    C - ROUTE WITH STATE MILEAGE
                                                    H - MILEAGE ONLY
CITY          ST          SPLC          ZIP          SHORTEST ROUTE OPTIONS:
-----
D - ROUTE ONLY
E - STATE MILEAGE ONLY
F - ROUTE WITH STATE MILEAGE
SESSION CONTROL OPTIONS:
2 - OPTIONAL BROWSE
3 - CLEAR USER ID
5 - CLEAR
6 - RETURN

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01/16/07  MI310-101A ENTER INQUIRY          09:35:43 AM
```

3. Type in your locations in their proper format.(Refer to chapter 4.)
4. After the last point has been typed in, press ENTER.

Below is an answer screen for a Practical Route With State Mileage Breakdown request in which the origin is Bruce Crossing, MI and the destination is Brainerd, MN.

6 MI320-171		MILEMAKER ROUTE GUIDE						
BRUCE XNG, MI		TO		BRAINERD, MN				
PRACTICAL ROUTE WITH STATE MILEAGES								
HIGHWAY NAME	DIR/MILES	* * JUNCTION OR CITY * *		TIME	ACCUMULATED MILES	NOTES		
MI 28	W 41	WAKEFIELD, MI		00:51	41			
US 2	W 120	E OF PROCTER, MN		03:28	161	BR		
I35	SO 17	E OF IVERSON, MN		03:46	178			
MN 210	W 55	NO OF HASSMAN, MN		04:53	233			
US 169	SO 8	AITKIN, MN		05:03	241			
MN 210	W 30	BRAINERD, MN		05:44	271			
* * STATE * *		TOLL	N-TOLL	TOTAL	* * STATE * *	TOLL	N-TOLL	TOTAL
MICHIGAN			53	53	MINNESOTA		111	111
WISCONSIN			107	107	* * T O T A L * *		271	271
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01/16/07 MI320-0091 INQUIRY PROCESSED						09:35:43 AM		

Practical Mileage Only

- Practical Mileage Only, option H, provides practical mileage only without routing and the state mileage breakdown information.

➡ To retrieve Practical Mileage Only, follow this procedure:

1. Type the letter "H" in the **HOME** field of the Route Inquiry submenu to select the Practical Route with State Mileage Breakdown option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the **CITY** field.

```
H MI310-251          MILEMAKER - ROUTE INQUIRY      PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B    (CURR - G1) PAGE 1 OF 1    A - ROUTE ONLY
                                                    B - STATE MILEAGE ONLY
                                                    C - ROUTE WITH STATE MILEAGE
                                                    H - MILEAGE ONLY
CITY          ST          SPLC          ZIP      SHORTEST ROUTE OPTIONS:
-----
                                                    D - ROUTE ONLY
                                                    E - STATE MILEAGE ONLY
                                                    F - ROUTE WITH STATE MILEAGE
SESSION CONTROL OPTIONS:
2 - OPTIONAL BROWSE
3 - CLEAR USER ID
5 - CLEAR
6 - RETURN

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                                                    BY RAND MCNALLY & COMPANY

01/16/07  MI310-101A ENTER INQUIRY                      09:35:43 AM
```

3. Type in your locations in their proper format.(Refer to chapter 4.)
4. After the last point has been typed in, press ENTER.

Below is an answer screen for a Practical Mileage Only request in which the origin is Concord, MA, the first stop-off is Harrisburg, VA, the second stop-off is Dothan, AL, and the destination is Lynchburg, TN.

6 MI320-171		MILEMAKER		6 - Return	
		ROUTE GUIDE			
PRACTICAL MILEAGE					
CONCORD, MA		TO		LYNCHBURG, TN	
CITY/STATE		SPLC		MILEAGE	ACCUMULATED TIME MILES
CONCORD	MA	141420	000		
HARRISBURG	VA	263984	720	661	12:52 661
DOTHAN	AL	477830	000	642	24:51 1303
LYNCHBURG	TN	433750	000	337	31:05 1640
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01/16/07 MI320-0091 ROUTE INQUIRY PROCESSED					09:35:43 AM

Shortest Route Only

- Shortest Route Only provides the shortest HHG route for each location you have entered.
- Only HHG truck-authorized highways and rules are used in developing the shortest route from the origin to the destination.
- Each route displays the highway name, road direction, the number of miles on each segment of road, nearest junction or city name, cumulative miles traveled, and the road characteristics. Note that an exception exists when the Route requested is between Key Points; only the locations and miles are listed with the message "HHG Index".



To retrieve the Shortest Route, follow this procedure:

1. Type the letter "D" in the **HOME** field of the Route Inquiry submenu to select the Shortest Route only option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the CITY field.

```

D MI310-251          MILEMAKER - ROUTE INQUIRY          PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B    (CURR - 19) PAGE 1 OF 1          A - ROUTE ONLY
                                                         B - STATE MILEAGE ONLY
      CITY           ST           SPLC           ZIP      C - ROUTE WITH STATE MILEAGE
-----
                                                         H - MILEAGE ONLY
                                                         SHORTEST ROUTE OPTIONS:
                                                         D - ROUTE ONLY
                                                         E - STATE MILEAGE ONLY
                                                         F - ROUTE WITH STATE MILEAGE
                                                         SESSION CONTROL OPTIONS:
                                                         2 - OPTIONAL BROWSE
                                                         3 - CLEAR USER ID
                                                         5 - CLEAR
                                                         6 - RETURN

                                                         COPYRIGHT 2008
                                                         BY RAND MCNALLY & COMPANY

01/16/07  MI310-101A ENTER INQUIRY                                09:35:43 AM

```

3. Type in your locations in their proper format.(Refer to chapter 4.)

4. After the last point has been typed in, press ENTER.

Below is the answer screen for a Shortest Route request in which the origin is Kenosha, WI and the destination is Standish, MI.

```

6 MI320-171          MILEMAKER          6 - RETURN
                    ROUTE GUIDE

KENOSHA,WI          TO          STANDISH,MI
SHORTEST ROUTE

HIGHWAY NAME        DIR/MILES        * * JUNCTION OR CITY * *        ACCUMULATED
                                                         TIME MILES NOTES
KENOSHA, WI          338          SAGINAW,MI          338 HHG INDEX
I675                 NW 6          N OF ZILWAUKEE,MI  344
I75                 NO 8          NE OF KAWKAWLIN, MI  352
I75-S13 CNCTR       NE 1          SE OF KAWKAWLIN,MI  353
MI13                 NW 22         N OF WORTH,MI       375
US23                 NO 3          STANDISH,MI         378

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1/16/07  MI320-0091 ROUTE INQUIRY PROCESSED                    09:35:43 AM

```

Shortest Distance State Mileage Breakdown Only

Option

- State Mileage Breakdown gives you the shortest distance (miles) traveled in each state along a route. The mileages are categorized as toll and non-toll.

➔ To retrieve the Shortest State Mileage Breakdown, follow this procedure:

1. Type the letter "E" in the **HOME** field of the Route Inquiry submenu to select the Shortest State Mileage Breakdown option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the **CITY** field.

```
E MI310-251          MILEMAKER - ROUTE INQUIRY      PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B    (CURR - 19) PAGE 1 OF 1      A - ROUTE ONLY
                                                    B - STATE MILEAGE ONLY
                                                    C - ROUTE WITH STATE MILEAGE
                                                    H - MILEAGE ONLY
CITY          ST          SPLC          ZIP          SHORTEST ROUTE OPTIONS:
-----
                                                    D - ROUTE ONLY
                                                    E - STATE MILEAGE ONLY
                                                    F - ROUTE WITH STATE MILEAGE
                                                    SESSION CONTROL OPTIONS:
                                                    2 - OPTIONAL BROWSE
                                                    3 - CLEAR USER ID
                                                    5 - CLEAR
                                                    6 - RETURN

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01/16/07  MI310-101A ENTER INQUIRY                                09:35:43 AM
```

3. Type in your locations in their proper format. (Refer to chapter 4.)
4. After the last point has been typed in, press ENTER.

Below is the answer screen for a State Mileage Breakdown request in which the origin is Chicago, IL and the destination is Gladstone, MI.

```

6 MI320-171                                MILEMAKER                                6 - RETURN
                                           STATE MILEAGES

STATE MILEAGE ONLY - SHORTEST

CHICAGO, IL                                TO                                GLADSTONE, MI

* * STATE * *    TOLL    N-TOLL    TOTAL    * * STATE * *    TOLL    N-TOLL    TOTAL
ILLINOIS                9        38        47    MICHIGAN                63        63
WISCONSIN                206       206    * * T O T A L * *    9        307       316

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01/16/07    MI320-0091 ROUTE INQUIRY PROCESSED                                09:35:43 AM

```

Shortest Route with State Mileage Breakdown

- Shortest Route provides the shortest HHG route for each city pair and stop off you have entered.
- Only HHG truck-authorized highways and rules are used in developing the shortest route from the origin to the destination.
- Each route displays the highway name, road direction, the number of miles on each segment of road, nearest junction or city name, cumulative miles traveled, and the road characteristics. Note that an exception exists when the Shortest Route requested is between Key Points; only the locations and miles are listed with the message HHG Index.
- State Mileage Breakdown gives you the shortest distance (miles) traveled in each state along a route. The mileages are categorized as toll and non-toll.



To retrieve the Shortest Route with State Mileage Breakdown, follow this procedure:

1. Type the letter "F" in the **HOME** field of the Route Inquiry submenu to select the Shortest Route with State Mileage Breakdown option. The cursor will advance to the **GUIDE** field.

The **GUIDE** field indicates whether mileage and route data is retrieved from the current Household Goods Mileage Guide (HHG) release (signified by the letter **B**) or from the previous release (signified by the letter **A**).

2. Press TAB. The cursor will advance to the **CITY** field.

```

F MI310-251          MILEMAKER - ROUTE INQUIRY          PRACTICAL ROUTE OPTIONS:
USER:TDM  GUIDE:B   (CURR - 19) PAGE 1 OF 1          A - ROUTE ONLY
                                                    B - STATE MILEAGE ONLY
                                                    C - ROUTE WITH STATE MILEAGE
                                                    H - MILEAGE ONLY
CITY          ST          SPLC          ZIP          SHORTEST ROUTE OPTIONS:
-----
D - ROUTE ONLY
E - STATE MILEAGE ONLY
F - ROUTE WITH STATE MILEAGE
SESSION CONTROL OPTIONS:
2 - OPTIONAL BROWSE
3 - CLEAR USER ID
5 - CLEAR
6 - RETURN

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01/16/07  MI310-101A ENTER INQUIRY          09:35:43 AM
  
```

3. Type in your locations in their proper format. (Refer to chapter 4.)
4. After the last point has been typed in, press ENTER.

Below is the answer screen for a Shortest Route with state mileage breakdown request in which the origin is Peotone, IL and the destination is Charleston, WV.

6 MI320-171		MILEMAKER ROUTE GUIDE				6 - RETURN		
PEOTONE, IL		TO		CHARLESTON, WV				
SHORTEST ROUTE WITH STATE MILEAGES								
HIGHWAY NAME	DIR/MILES	* * JUNCTION OR CITY * *			ACCUMULATED		NOTES	
					TIME	MILES		
IL50	SW 15	KANKAKEE, IL				41		
KANKAKEE, IL	447	CHARLESTON, WV				161	HHG INDEX	
* * STATE * *	TOLL	N-TOLL	TOTAL	* * STATE * *	TOLL	N-TOLL	TOTAL	
ILLINOIS		56	56	INDIANA		193	193	
KENTUCKY		131	131	OHIO		25	25	
WEST VIRGINIA		57	57	* * T O T A L * *		462	462	
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01/16/07		MI320-0091 ROUTE INQUIRY PROCESSED					09:35:43 AM	

GEOGRAPHIC FILE INQUIRY/UPDATE



Chapter Contents

INTRODUCTION.....	40
INQUIRING ON AN EXISTING GEOGRAPHIC RECORD.....	42
BROWSING ON AN EXISTING GEOGRAPHIC RECORD	43
CHANGING AN EXISTING GEOGRAPHIC RECORD.....	44
ADDING A NEW GEOGRAPHIC RECORD	44
DELETING AN EXISTING GEOGRAPHIC RECORD	45

Introduction

The Geographic File option contains geographic data for all the locations in the MileMaker data base. This option may be used to reference specific geographic information about a location, such as a longitude or latitude, or it may be used to add, delete, or change geographic information.

Note that the appropriate level of security must first be granted to users before they can update the geographic file. Rand McNally & Company strongly recommends that changes to this file be made judiciously. Since geographic data is linked with other files within the MileMaker program, an erroneous change may negatively affect the integrity of the entire system. Contact Rand McNally & Company Customer Service at (800) 234-4069 if you have questions about the geographic file.

The Geographic File option appears highlighted on the Master Menu screen shown below:

```
3 MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:

1-MILEAGE INQUIRY
2-ORIGIN INQUIRY
3-GEOGRAPHIC FILE INQUIRY/UPDATE
4-PARAMETER FILE INQUIRY/UPDATE
5-SECONDARY KEY POINT INQUIRY/UPDATE
6-RETURN
7-USER CONVERSION
8-ROUTE INQUIRY

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01/16/07      MI001-100A ENTER PROGRAM CODE      09:35:43 AM
```

Type the Geographic File option 3 in the **HOME** field and press ENTER.

The Geographic File screen will appear:

GE010-208	GEOGRAPHIC FILE MAINTENANCE	1 - INQUIRE
		2 - ADD
CITY/STATE:		3 - CHANGE
		4 - DELETE
SPLC:	INTERNAL KEY:	5 - CLEAR
		6 - RETURN
LONGITUDE:	ZIP TYPE/CODE	7 - BROWSE
LATITUDE:	MAP SYMBOL CODE	
	CURRENT	PREVIOUS
	GUIDE	GUIDE
KEY POINT/SHORTEST:		
KEY POINT/PRACTICAL:		
VICINITY CODE:		
CORPORATE LIMIT:		
01/16/07 GE010-001I ENTER FUNCTION CODE		09:35:43 AM

The Geographic File options, located at the upper right of the screen, define the operations which can be performed on the Geographic File. (These options are detailed beginning on page 42.) In addition, the following data fields are displayed:

- The **CITY/STATE** field displays the location name and the state code abbreviation
- The **SPLC** field displays the Standard Point Location Code for the location.
- The **INTERNAL KEY** field displays a code which is used specifically by Rand McNally & Company.
- The **LONGITUDE** and **LATITUDE** fields display the numeric coordinates of a location.
- The **ZIP TYPE/CODE** field displays the ZIP for a location; it also signifies with an **M** that the ZIP area contains multiple SPLCs or **R** that there are multiple ZIPs with the same SPLC. A blank field signifies that there is one ZIP with one SPLC.
- The **MAP SYMBOL CODE** field displays a number which represents the population of a location.

1 = 0 - 250
2 = 251 - 1000
3 = 1001 - 5000
4 = 5001 - 10000
5 = 10001 - 25000
6 = 25001 - 50000
7 = 50001 - 100000
8 = 100001 and over

- The **KEY POINT/SHORTEST** and **KEY POINT/PRACTICAL** fields display a geographic designation for a location as it relates to the Shortest and Practical Routing programs. The following designations are applied:

K = Household Goods Key Point
T = Rand McNally Key Point
N = Node Point
2 = Secondary Point
Blank Field = Calculating Point!

- The **VICINITY CODE** field displays the Vicinity Number from the Household Goods Guide. The field is blank if the location is not shown on a Household Goods map.
- The **CORPORATE LIMIT** field displays a code which is cross-referenced along with the Key Point location number to signal the MileMaker program to apply HHG traversal rules when mileage and routing calculations are being performed.

Inquiring on an Existing Geographic Record

1. Type the option number 1 from the list of options located in the upper right of the Geographic File screen. The cursor will advance to the **CITY** field.
2. Type in the location name and press TAB. The cursor will advance to the **STATE** field. Note that an SPLC can be used in lieu of a location name and state code.
3. Type in the two-letter state code and press ENTER. The program responds with the message **INQUIRY PROCESSED**.
4. You may select option 5 to clear the fields and make another inquiry; option 6 to return to the previous menu; or option 7 to browse the geographic file.

Browsing on an Existing Geographic Record

1. Type the option number 7 from the list of options located in the upper right of the Geographic File screen. The cursor will advance to the **CITY** field.
2. Type in the location name (or the initial letters of a location name) and press TAB. The cursor will advance to the **STATE** field.
3. Type in the two-letter state code and press ENTER.
4. A list of 40 cities in alphabetical order closest to the location name spelling will be displayed.

To scroll forward through the list of cities, type the number "7" in the **HOME** field and press ENTER. To scroll backward through the list of cities, type the number "8" in the **HOME** field and press ENTER.

6 GE050-072		GEOGRAPHIC FILE BROWSE				6-RETURN 8-BACK	
SELECT:		CITY/ST: PAINDALE		MI		7-FORWARD	
N	CITY		SPLC	N	CITY		SPLC
01	OSSEO	MI	318956 000	21	PAINES	MI	316253 000
02	OSSINEKE	MI	311344 000	22	PAINESDALE	MI	307668 000
03	OSTERHOUT LK	MI	317962 000	23	PALATKA	MI	307890 001
04	OTISVILLE	MI	315675 000	24	PALISADES NPPS	MI	319456 000
05	OTSEGO	MI	317947 000	25	PALISADES PK	MI	319455 000
06	OTSEGO LK	MI	311692 000	26	PALMER	MI	305150 000
07	OTTAWA BCH	MI	317691 000	27	PALMS	MI	315219 000
08	OTTAWA LK	MI	318798 000	28	PALMYRA	MI	318847 000
09	OTTER LK	MI	315535 000	29	PALO	MI	317312 000
10	OTTERBURN	MI	315658 000	30	PANOLA	MI	307853 000
11	OVERISEL	MI	317985 000	31	PAPIN	MI	307449 000
12	OVID	MI	316554 000	32	PARADISE	MI	301154 000
13	OWASIPPE	MI	317214 000	33	PARCHMENT	MI	319236 000
14	OWENDALE	MI	315171 000	34	PARIS	MI	314746 000
15	OWOSSO	MI	316450 000	35	PARISVILLE	MI	315153 000
16	OXBOW	,NE MI	314871 000	36	PARKDALE	MI	314381 000
17	OXBOW	,OA MI	316047 000	37	PARKERS CNRS	MI	316637 000
18	OXFORD	MI	315905 000	38	PARKS SIDING	MI	307871 000
19	OZARK	MI	301962 000	39	PARKVIEW TRRC	MI	317291 000
20	PAAVOLA	MI	307629 000	40	PARKVILLE	MI	319722 000
04/15/07		GE050-100I BROWSE PROCESSED				10:34: AM	

5. Press TAB to advance the cursor to the **SELECT** field.
6. Type the number which corresponds with the correct location spelling and press ENTER. MileMaker returns to the Geographic File Maintenance screen with our selected location. The corresponding geographic data for this location is also displayed.

Changing an Existing Geographic Record

1. Type the option number 3 from the list of options located in the upper right of the Geographic File screen. The cursor will advance to the **CITY** field.
2. Type in the location name and press TAB. The cursor will advance to the **STATE** field. Note that an SPLC can be used in lieu of a location name and state code.
3. Type in the two-letter state code and press ENTER. The program responds with the message **ENTER CHANGES**.
4. Use the TAB key to advance the cursor to the data field you would like to change. Note that the **INTERNAL KEY** and the **KEY POINT/SHORTEST** and **PRACTICAL** fields cannot be changed.
5. When you are finished, press ENTER; the program responds with the message **CHANGE PROCESSED**.
6. You may select option 5 to clear the fields and make another inquiry or select option 6 to return to the previous menu;

Adding a New Geographic Record

Use the following procedure to add a record to the Geographic file:

1. Type the option number 2 from the list of options located in the upper right of the Geographic File screen. The cursor will advance to the **CITY/STATE** field.
2. Type in the location name using a maximum of 40 characters and press TAB to advance the cursor to the **STATE** field.
3. Type in the state abbreviation; the cursor will automatically advance to the **SPLC** field.
4. Type in the SPLC and press TAB. (The SPLC is supplied to you by Rand McNally & Company.) The cursor will advance to the **LONGITUDE** field.
5. Type in the longitude and press TAB. (The longitude is supplied to you by Rand McNally & Company.) The cursor will advance to the **ZIP CODE/TYPE** field.
6. Type in the ZIP Code and press TAB. (The ZIP Code is supplied to you by Rand McNally & Company.) The cursor will advance to the **LATITUDE** field.
7. Type in the latitude and press TAB. (The latitude is supplied to you by Rand McNally & Company.) The cursor will advance to the **MAP SYMBOL** field.
8. Type in the Map Symbol code and press TAB. (The Map Symbol code is supplied to you by Rand McNally & Company.) The cursor will advance to the **CORPORATE LIMIT** field.

9. Type in the Corporate Limit code and press TAB. (The Corporate Limit code is supplied to you by Rand McNally & Company.)
10. Press ENTER. The program responds with the message **ADD PROCESSED**.

Deleting an Existing Geographic Record

Use the following procedure to delete a record from the Geographic file:

1. Type the option number 4 from the list of options located in the upper right of the Geographic File screen. The cursor will advance to the **CITY/STATE** field.
2. Type in the location name using a maximum of 40 characters and press TAB to advance the cursor to the **STATE** field.
3. Type in the state abbreviation and press ENTER. The SPLC may be used in lieu of the location name and state code.
4. To confirm that this record is to be deleted, MileMaker displays the message **RECORD FOUND - OK TO DELETE?** Press the letter "Y" to affirm the deletion.
5. You may select option 5 to clear the fields and make another inquiry or select option 6 to return to the previous menu;

Note: HHG Key Points, Rand McNally Key Points, and Nodes cannot be deleted from the Geographic File.

PARAMETER FILE INQUIRY/UPDATE



Chapter Contents

FIELD DEFINITIONS	48
STATE DEFINITIONS	49
PASSWORD DEFINITIONS	50
To Add a Password	51
Changing Security Levels	51
To Delete a Password	52
MILEMAKER DEFINITIONS.....	52
DEFAULT CLIENT ATTRIBUTES	54
To Add a User ID	54
To Change a User ID	54
To Delete a User ID.....	55
MILEMAKER USER PROFILE	56
To Add a User ID	57
To Change a User ID Default	57
To Delete a User ID.....	57

Field Definitions

The Parameter File option allows passwords, user IDs, and security levels to be established and maintained. In addition, menu functions which are not being accessed can be disengaged.

Note: The appropriate level of security must first be granted to users before they can update the Parameter file.

The Parameter File option appears highlighted on the Master Menu screen shown below:

```
4 MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:
                                          
      1-MILEAGE INQUIRY
      2-ORIGIN INQUIRY
      3-GEOGRAPHIC FILE INQUIRY/UPDATE
      4-PARAMETER FILE INQUIRY/UPDATE
      5-SECONDARY KEY POINT INQUIRY/UPDATE
      6-RETURN
      7-USER CONVERSION
      8-ROUTE INQUIRY
                                          
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01/16/07 MI001-100A ENTER PROGRAM CODE                                09:35:43
```

1. To access the Parameter File option, Type the Parameter File option 4 in the **HOME** field and press ENTER.

The Parameter File screen will appear:

```
PM010-021                                PARAMETER SUBMENU
                                          
      A)  GE010 - STATE DEFINITIONS
      B)  FR001 - PASSWORD DEFINITIONS
      C)  MI115 - MILEMAKER DEFINITIONS
      D)  FR001 - DEFAULT CLIENT ATTRIBUTES
      E)  FR012 - MILEMAKER USER PROFILE
      G)  FREEFORM RECORD DEFINITIONS
      6)  RETURN
                                          
*****
*PROGRAMS, DATABASE AND ALL SUPPORTING MATERIALS *
*COPYRIGHT 2008 BY RAND MCNALLY*
                                          

01/16/07 PM010-003A  ENTER FUNCTION CODE                                09:35:43 AM
```

- The **STATE DEFINITIONS** option allows access to the geographic parameters of all the states and provinces contained in the MileMaker data base.
- The **PASSWORD DEFINITIONS** option establishes and maintains passwords and security levels.
- The **MILEMAKER DEFINITIONS** option allows a company to deactivate options which were not purchased or will not be used.
- The **DEFAULT CLIENT ATTRIBUTES** option allows the assignment of user IDs to specific terminals.
- The **MILEMAKER USER PROFILE** option defines the rights of the each user ID and allows each ID to have its own default for Route Inquiry.
- The **FREEFORM RECORD DEFINITIONS** option is used exclusively to create record definitions specific to Rand McNally & Company.
- The **RETURN** option exits the Parameter Submenu and returns to the Master Menu.

State Definitions



Use the following procedure to inquire on a record in the State Definitions file:

1. Select the option letter “A” from the list of options located in the middle of the Parameter File screen and press ENTER. The State Definitions screen will appear:

```

PM010-021                STATE DEFINITIONS                1 - INQUIRE
                                                                2 - ADD
ALPHA STATE CODE:        3 - CHANGE
                                                                4 - DELETE
FIPS CODE                5 - CLEAR
REGION 1                 6 - RETURN
REGION 2
REGION 3
REGION 4
LATITUDE NORTH          SOUTH
LONGITUDE EAST          WEST
STATE/PROVINCE
TERRITORY NAME

01/16/07 PM010-003A    ENTER FUNCTION CODE                09:35:43 AM

```

The following data fields are displayed:

- The **ALPHA STATE CODE** field contains the two-letter state or province abbreviation.
 - The **FIPS CODE** is an internal code used exclusively by Rand McNally & Company.
 - **REGIONS 1** through **4** contain the SPLC code for a specified state or province.
 - The **LATITUDE NORTH/SOUTH** field displays extreme northern and southern latitudinal coordinates for a state or province.
 - The **LATITUDE EAST/WEST** field displays extreme eastern and western longitudinal coordinates for a state or province.
 - The **STATE/PROVINCE/TERRITORY NAME** field displays the full name.
2. Type the function code 1 in the **HOME** field. The cursor advances to the **ALPHA STATE CODE** field.
 3. Type the two-letter state or province abbreviation and press ENTER.

Password Definitions



Use the following procedure to access the Password Definitions file:

1. Select option letter “B” from the Parameter submenu and press ENTER. The Password Definitions screen appears:

```
PM010-021                PASSWORD DEFINITIONS                1 - INQUIRE
                                                                2 - ADD
                                                                3 - CHANGE
PASSWORD:                4 - DELETE
SECURITY LEVEL:         5 - CLEAR
                                                                6 - RETURN

*** MILEMAKER SECURITY LEVELS***
    1 - INQUIRY ONLY
    2 - INQUIRY AND UPDATE
      (PARAMETER FILE EXCLUDED)
    3 - INQUIRY AND UPDATE
      (ALL FILES)

01/16/07 PM010-003A     ENTER FUNCTION CODE                09:35:43 AM
```

The Password options, located at the upper right of the screen, define the operations which can be performed on the Password File. In addition, the following data fields are displayed:

- The **PASSWORD** field is eight characters in length.
- The **SECURITY LEVEL** field indicates the security level of the password.

Level 1	The user is restricted to inquiries only.
Level 2	The user can inquire on and update all files except the Parameter File.
Level 3	The user can inquire on and update all files.

To Add a Password

1. Type the function code 2 in the **HOME** field to add a password. The cursor will advance to the **PASSWORD** field.
2. Type in the password to be added using a maximum of eight characters and press TAB to advance the cursor to the **SECURITY LEVEL** field.
3. Type the number of the appropriate security level and press ENTER; the program responds with the message **ADD PROCESSED**. The password is now valid.

Changing Security Levels

1. Type the function code 3 in the **HOME** field to change a password. The cursor will advance to the **PASSWORD** field.
2. Type in the password to be changed and press ENTER; the program responds with the message **MAKE DESIRED CHANGES**.
3. Type the number of the desired security level and press ENTER; the program responds with the message **CHANGE PROCESSED**. The change is now complete.

Note: An existing password name cannot be changed - only its security level. To change a password, delete the password and then add a new password.

To Delete a Password

1. Type the function code 4 in the **HOME** field to change a password. The cursor will advance to the **PASSWORD** field.
2. Type in the password to be deleted and press ENTER; the program responds with the message **RECORD FOUND - OK TO DELETE?**.
3. To confirm the deletion, press ENTER. The password is no longer valid in the program.

MileMaker Definitions



Use the following procedure to access the MileMaker Definitions file:

1. Select the option letter "C" from the list of options located in the middle of the Parameter File screen and press ENTER. The MileMaker Definitions screen will appear:

1	PM010-029	MILEMAKER DEFINITIONS			1-INQUIRE	3-CHANGE
				5-CLEAR	6-RETURN	
	SHORTEST ROUTE Y	PRACTICAL ROUTE Y	COMPONENT FILE N	HHG MILE Y		
	BILLING FILE N	PREVIOUS GUIDE Y	SIGN ON FLAG N	ZIP DUP N		
NEWFOUNDLAND PROVINCE ASSIGNMENT (1-NL 2-NF): 2						
		CURRENT GDE	PREVIOUS GDE	CURRENT GDE		
		SHORTEST	SHORTEST	PRACTICAL		
	MAXIMUM KEYPOINTS:	06132	06132	06132		
	SLOTS PER BLOCK:	02044	02044	01022		
	BLOCKS PER LOG REC:	00006	00006	00006		
	MAXIMUM NEAR KEYPOINTS:	010	CALC SEARCH RADIUS: 0	10		
	MINIMUM NEAR KEYPOINTS:	001	CALC SEARCH RADIUS INCR:	200		
09/22/07 PM010-006I INQUIRY PROCESSED 01:26:51 PM						

The options, located at the upper right of the screen, define the operations which can be performed on the MileMaker Definitions File. In addition, the following data fields are displayed:

- The **SHORTEST** and **PRACTICAL ROUTE** fields represent MileMaker's routing options.
- The **COMPONENT FILE** saves processing time; this field should be activated with a "Y" if the MI390D file is used.

- The **HHG MILE** flag represents MileMaker's HHG mileage options.
- The **SIGN ON FLAG** allows users to bypass the MileMaker system sign-on procedure.
- The **BILLING FILE** monitors transaction usage for departmental allocations; this field should be activated with a "Y" if the MI520D file is used.
- The **PREVIOUS GUIDE** field represents mileage data retrieved from the Household Goods Mileage Guide (HHG) released previous to the current Household Goods Mileage Guide (HHG).
- The **ZIP DUP** flag activates a ZIP browse if an entered ZIP has than one associated location. If the value of **ZIP DUP** is Y then a ZIP browse is displayed. If the value of the **ZIP DUP** is N then the default location will be taken when a ZIP is associated with multiple locations.
- The **NEWFOUNDLAND PROVINCE ASSIGNMENT** determines the province code that can be entered for Newfoundland. If the value is 1 for NL, then the province code for Newfoundland will be NL. If the value is 2 for NF, then the province code for Newfoundland will be NF.
- All remaining data fields are used exclusively by Rand McNally & Company.



To deactivate options which are not being accessed, use the following procedure:

1. Type the function code 2 in the **HOME** field and press ENTER. The program responds with the message **MAKE DESIRED CHANGES**.
2. Type an "N" in those fields which are to be deactivated.
3. Press ENTER. The program responds with the message **CHANGE PROCESSED**. Those MileMaker options which have not been purchased or are not being used have been deactivated.

Default Client Attributes

Use the following procedure to access the Default Client Attributes file:

1. Select option "D" from the list of options located in the middle of the Parameter File screen and press ENTER. The Default Client Attributes screen will appear:

PM010-021	DEFAULT CLIENT ATTRIBUTES	1 - INQUIRE
		2 - ADD
		3 - CHANGE
		4 - DELETE
		6 - RETURN
	TERMINAL ID:	
	USER ID:	
01/16/07 PM021-003A	ENTER FUNCTION CODE	09:35:43 AM

The Default Client Attribute options, located at the upper right of the screen, define the operations which can be performed on the Default Client Attribute File. (These options are detailed on page 54.) In addition, the following data fields are displayed:

- The **TERMINAL ID** designates a specific terminal used to access MileMaker.
- The **USER ID** designates a specific user.

To Add a User ID

1. Verify that the User ID is already defined in the MileMaker User Profile. (Refer to page 56 of this chapter.)
2. Verify that function code 2 is in the **HOME** field to add a User ID.
3. Press the TAB key to advance the cursor to the **USER ID** field. Note that the Terminal ID is displayed in the **TERMINAL ID** field.
4. Type the User ID and press ENTER; the program responds with the message **ADD PROCESSED**. The User ID is linked with the terminal; it no longer is required when accessing MileMaker.

To Change a User ID

1. Type the function code 3 in the **HOME** field to change a password and press ENTER. The program responds with the message **MAKE DESIRED CHANGES**.

2. Use the TAB key to advance the cursor to the **User ID** field; type in the new User ID.
3. Press ENTER; the program responds with the message **CHANGE PROCESSED**. The change is now complete.

To Delete a User ID

1. Type the function code 4 in the **HOME** field to delete a password and press ENTER; the program responds with the message **RECORD FOUND - OK TO DELETE?**
2. To confirm the deletion, press ENTER. The User ID is no longer valid in the program. Note that deletion of a User ID does not affect the Terminal ID.

MileMaker User Profile

➔ Use the following procedure to access the MileMaker User Profile file:

1. Select the option letter "F" from the list of options located in the middle of the Parameter File screen and press ENTER. The MileMaker User Profile screen will appear:

PM010-021	MILEMAKER USER PROFILE	1 - INQUIRE	
		2 - ADD	
	USER ID: NAME	3 - CHANGE	
		4 - DELETE	
DEFAULT DATE		5 - CLEAR	
		6 - RETURN	
-----> ROUTE OPTIONS <-----			
FUNCTION	COMPRESS		
-----> TRIP OPTIONS <-----			
TRIP ACCOUNTING	ACCOUNTING PERIOD	TRIP PURGE	FLEET
VEHICLE EDIT	FUEL TYPE		
SPECIAL REPORT			
	FUEL CONSUMPTION CHECK	STANDARD MPG	TOLERANCE (%)
	MILEAGE DISCREPENCY CHECK	TOLERANCE (%)	
VEHICLE REPORT	FUEL STOPS		
STATE REPORT			
01/16/07	PM010-003A	ENTER FUNCTION CODE	09:35:43 AM

The MileMaker User Profile options, located at the upper right of the screen, define the operations which can be performed on the MileMaker User Profile File. (These options are detailed on page 57.) In addition, the following data fields are displayed:

- The **USER ID** field designates a specific user. The User ID is supplied by your Data Processing Coordinator.
- The **NAME** field displays the user's name associated with a specific User ID.
- The **DEFAULT DATE** field is used exclusively by Rand McNally & Company.
- The **FUNCTION** field displays the default option for the User ID when a route inquiry is performed.
- The **COMPRESS** field is activated to allow MileMaker to display one line for each highway segment without breaking at intermediate cities (unless they are included in a route request).
- All remaining data fields are used exclusively by Rand McNally & Company.

To Add a User ID

1. Type function code 2 in the **HOME** field to add a User ID. The cursor will advance to the **USER ID** field. Note that the Terminal ID is displayed in the **TERMINAL ID** field.
2. Type the User ID using a maximum of four characters
3. Press the TAB key to advance the cursor to the **NAME** field and type the name of the individual to which the User ID has been assigned.
4. Press the TAB key twice to advance the cursor to the **FUNCTION** field. Type the letter of the routing option to be accessed by the User ID. e.g. A=Practical Route, B=Practical State Mileage Breakdown.
5. Press ENTER; the program responds with the message **ADD PROCESSED**. The new User ID is now on file.

To Change a User ID Default

1. Type the function code 3 in the **HOME** field to change a password. The cursor advances to the **DEFAULT DATE** field.
2. Press TAB three times to advance the cursor to the **FUNCTION** field; type in the desired default option letter A - G.
3. Press ENTER; the program responds with the message **CHANGE PROCESSED**. The User ID now has a new default option.

Note: The User ID cannot be changed using function code 3. To change a User ID, you must first delete the old User ID (function code 4) and then add a new one (function code 2).

To Delete a User ID

1. Type the function code 4 in the **HOME** field to delete a User ID. The cursor advances to the **USER ID** field.
2. Type in the User ID to be deleted and ENTER; the program responds with the message **RECORD FOUND - OK TO DELETE?**.
3. To confirm the deletion, press ENTER. The User ID has now been deleted.

SECONDARY POINT INQUIRY/UPDATE



Chapter Contents

FIELD DEFINITIONS 60

Field Definitions

Rand McNally & Company understands that some locations specific to the transportation routine of a company, i.e. warehouse sites or plants, may not reside in the MileMaker data base. To remedy these situations, the Secondary Point Inquiry/Update option was created to allow a company to add locations to the MileMaker data base and retrieve actual map mileages.

The geographic analysis required to add points to the data base is, however, somewhat complex. If you want a location to be added to the data base, we recommend that you initially call Rand McNally & Company Customer Service at (800) 234-4069 and inform them of the location and provide them with as much detail as possible. After our cartographic staff has completed its geographic analysis of your location, a Customer Service Representative will call your company and provide the geographic data necessary to add the location to the data base.

The Secondary Point Inquiry/Update option appears highlighted on the Master Menu screen shown below:

```
5 MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:

1-MILEAGE INQUIRY
2-ORIGIN INQUIRY
3-GEOGRAPHIC FILE INQUIRY/UPDATE
4-PARAMETER FILE INQUIRY/UPDATE
5-SECONDARY KEY POINT INQUIRY/UPDATE
6-RETURN
7-USER CONVERSION
8-ROUTE INQUIRY

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01/16/07      MI001 - 100A ENTER PROGRAM CODE      09:35:43 AM
```

Type the Secondary Point Inquiry/Update option number 5 in the **HOME** field and press ENTER. The Secondary Point Inquiry/Update screen will appear:

```

MI605-241          MILEMAKER          1 - INQ    2 - ADD    7 - BROWSE
GUIDE    SECONDARY KEY POINT MAINTENANCE  3 - CHANGE 4 - DEL    8 - HWY INQ
                                                5 - CLEAR  6 - RETURN B - OPT BRW
SECONDARY KEY POINT
CITY              ST      SPLC          A - ADD    D - DELETE
                                                C - CHANGE S - HWY BRW

<----- SURROUNDING POINTS ----->
S  CITY              ST      SPLC    MILES    CORP1      CORP2      BORD
                                KYPT1      KYPT2      XING

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01/16/07 MI605-101A    ENTER FUNCTION CODE                                09:35:43AM

```

The Secondary Point Inquiry/Update options, located at the upper right of the screen, define the operations which can be performed on the Secondary Point File. In addition, the following data fields are displayed:

- The **CITY/STATE** field displays the location name and the state code abbreviation of the Secondary Point.
- The **SPLC** field displays the Standard Point Location Code for the Secondary Point.
- The **SURROUNDING POINTS** field displays all the locations on usable roads which are used as traversals en route to the Secondary Point.
- The **MILES** field displays the mileage from the Secondary Point to the surrounding points.
- The **CORP1 KYPT** field indicates whether the highway segment between the Secondary Point and the surrounding point traverses a Key Point's corporate limit. This ensures compliance with HHG rules.
- The **CORP2 KYPT** field indicates whether the highway segment between the Secondary Point and the surrounding point traverses a Key Point's corporate limit. This ensures compliance with HHG rules.
- The **BORD XING** field indicates whether the highway segment between the Secondary Point and the surrounding point traverses a U.S. border. This ensures compliance with HHG rules.

USER CONVERSION

Chapter

9

Chapter Contents

FIELD DEFINITIONS	64
USER CONVERSION OPERATIONS	65
To Add a User Conversion	65
To Change a User Conversion Referred Location	65
To Delete a User Conversion	66
THE BROWSE USER CONVERSIONS.....	66
To Change a User Conversion Referred Location from the Browse Screen	67
To Delete a User Conversion from the Browse Screen.....	68

Field Definitions

The User Conversion option allows you to rename locations or SPLCs with a description of your own design. This description can be used to recall a location when you are inputting data at a mileage inquiry screen. To create a User Conversion, follow this procedure:

The User Conversion option appears highlighted on the Master Menu screen shown below:

```
7 MI001-014                                MILEMAKER
PASSWORD:                                MASTER MENU
USER ID:
                                           1-MILEAGE INQUIRY
                                           2-ORIGIN INQUIRY
                                           3-GEOGRAPHIC FILE INQUIRY/UPDATE
                                           4-PARAMETER FILE INQUIRY/UPDATE
                                           5-SECONDARY KEY POINT INQUIRY/UPDATE
                                           6-RETURN
                                           7-USER CONVERSION
                                           8-ROUTE INQUIRY

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01/16/07    MI001 - 100A ENTER PROGRAM CODE    09:35:43 AM
```

Type the User Conversion option number 7 in the **HOME** field and press ENTER. The User Conversion screen will appear:

```
UM010-020                                MILEMAKER                                1 - INQUIRE
                                           USER CONVERSION                          2 - ADD
                                                                                     3 - CHANGE
USER ID:                                           4 - DELETE
CONVERSION CODE:                                5 - CLEAR
                                           6 - RETURN
                                           7 - BROWSE

LOCATION CITY:                                ST:
SPLC:

01/16/07 UM010-003A ENTER FUNCTION CODE    09:35:43 AM
```

The User Conversion options, located at the upper right of the screen, define the operations which can be performed on the User Conversion File. (These options are detailed beginning on page 3.) In addition, the following data fields are displayed:

- The **USER ID** field displays the User ID of the individual who is creating the User Conversion. Note that the User ID must first be defined in the MileMaker User Profile option.
- The **CONVERSION CODE** field displays the user's description of a location name or SPLC. The description can use a maximum of 16 characters.

- The **LOCATION CITY** field displays the proper city name and state abbreviation or SPLC that is to be used in conjunction with the Conversion Code.

User Conversion Operations

To Add a User Conversion

1. Type function code 2 in the **HOME** field to add a User Conversion; the cursor will advance to the **USER ID** field.
2. Type the User ID and press TAB; the cursor will advance to the **CONVERSION CODE** field. Note that the state abbreviation need not be included in the Conversion Code.
3. Type the Conversion Code using a maximum of 16 characters and press TAB to advance the cursor to the **LOCATION CITY** field.
4. Type the proper location name and press TAB to advance the cursor to the state abbreviation and press ENTER. (Note that an SPLC may be used in lieu of a location name.) The program responds with the message **ADD PROCESSED**. The new User Conversion is now on file.

To Change a User Conversion Referred Location

1. Type the function code 3 in the **HOME** field to change a User Conversion. The cursor advances to the **USER ID** field.
2. Type the User ID; the cursor will advance to the **CONVERSION CODE** field.
3. Type in the Conversion Code and press ENTER; the cursor advances to the **LOCATION CITY** field and the program responds with the message **MAKE DESIRED CHANGES**.
4. Type in the revision to the location name or SPLC and press ENTER; the program responds with the message **CHANGE PROCESSED**.

Note: The Conversion Code cannot be changed using function code 3. To change a Conversion Code, you must first delete the old Conversion Code (function code 4) and then add a new one (function code 2).

To Delete a User Conversion

1. Type the function code 4 in the **HOME** field to delete a User ID. The cursor advances to the **USER ID** field.
2. Type the User ID and press TAB to advance the cursor to the **CONVERSION CODE** field.
3. Type in the Conversion Code to be deleted and press ENTER; the program responds with the message **RECORD FOUND - OK TO DELETE?**.
4. To confirm the deletion, press ENTER. The program responds with the message **DELETE PROCESSED**.

The Browse User Conversions

The Browse option provides an alphabetical inventory of the available Conversion Codes created by the individual whose User ID is currently being used to access the User Conversion option.

The User Conversion option appears highlighted on the User Conversion screen shown below:

UM010-020	MILEMAKER	1 - INQUIRE
	USER CONVERSION	2 - ADD
		3 - CHANGE
USER ID:		4 - DELETE
CONVERSION CODE:		5 - CLEAR
		6 - RETURN
		7 - BROWSE
LOCATION CITY:	ST:	
SPLC:		
01/16/07 UM010-003A ENTER FUNCTION CODE		09:35:43 AM

Type the User Conversion Browse option number 7 in the **HOME** field and press ENTER. The User Conversion Browse screen will appear:

7	UM010-020	MILEMAKER				1 - INQUIRE
		USER CONVERSION LOCATION BROWSE				2 - ADD
S	CONVERSION CODE:	CITY	ST	SPLC		3 - CHANGE
						4 - DELETE
						5 - CLEAR
						6 - RETURN
						7 - CONTINUE
01/16/07 UM010-011E HIT ENTER TO CONTINUE BROWSE						09:35:43 AM

The User Conversion Browse options, located at the upper right of the screen, define the operations which can be performed on the User Conversion File. (These options are detailed beginning on page 8-5.) In addition, the following data fields are displayed:

- The **S** field allows the user to select a User Conversion Code for revision or deletion.
- The **CONVERSION CODE** field lists, in alphabetical order, all the Conversion Codes and their corresponding location names, state abbreviations, and SPLCs.

In addition to viewing the list of Conversion Codes, the Change option 3 and the Delete option 4 can be initiated from the Browse screen.

To Change a User Conversion Referred Location from the Browse Screen

1. Type the function code 3 in the **HOME** field to change a User Conversion. The cursor advances to the **S** (SELECT) field.
2. Select the desired Conversion Code by typing an X in the **S** (SELECT) field. Use the UP and DOWN arrow keys to scroll through the list of User Conversions.
3. Press ENTER; the User Conversion record is exported to the User Conversion screen; the program responds with the message **MAKE DESIRED CHANGES**.
4. Type in the revision to the location name or SPLC and press ENTER; the program responds with the message **CHANGE PROCESSED**.

Note that the Conversion Code cannot be changed using function code 3. To change a Conversion Code, you must first delete the old Conversion Code (function code 4) and then add a new one (function code 2).

To Delete a User Conversion from the Browse Screen

1. Type the function code 4 in the **HOME** field to delete a User Conversion. The cursor advances to the **S** (SELECT) field.
2. Select the desired Conversion Code by typing an X in the **S** (SELECT) field. Use the UP and DOWN arrow keys to scroll through the list of User Conversions.
3. Press ENTER; the User Conversion record is exported to the User Conversion screen; the program responds with the message **RECORD FOUND - OK TO DELETE?**
4. To confirm the deletion, press ENTER. The program responds with the message **DELETE PROCESSED**.

SYSTEM MESSAGES



Appendix Contents

SYSTEM MESSAGES..... 70

System Messages

ABBREVIATED NAME LONGER THAN 18 BYTES

When adding a record to the Geographic file, the **CITY** field accepts a maximum of 40 characters. After entering, the program attempts to abbreviate the city name to 18 characters or less. If it is unsuccessful, the above message appears. It is then necessary to abbreviate the name yourself so that it fits within the 18 character parameter.

ADD PROCESSED

The addition of a record was successful.

BROWSE PROCESSED

The program came to the end of the listings in a Geographic or User Conversion Browse. Another function code must be chosen.

CHANGE PROCESSED

Changes to an existing file have been recorded.

CITY/STATE ALREADY EXISTS

An record identical to the one being added already exists; the same record cannot be added.

CITY/STATE NOT FOUND

The city/state either does not exist in the MileMaker data base or it was entered incorrectly. Re-enter the location.

CONTINUE ADDITION

Road segment information must be entered. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

CONTINUE BROWSE

Another page of information follows; press ENTER to display the next page.

CONTINUE CHANGES

Another page of Secondary mileages to be changed follows; press ENTER to display the next page.

CONTINUE INQUIRY

Another page of Secondary mileages to be displayed follows; press ENTER to display the next page.

DELETE PROCESSED

The record is no longer in the program.

DUPLICATE HIGHWAY SEGMENTS

A surrounding point cannot have two identical road segments; If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

DUPLICATE RECORD

The data entered already exists on file; inquire on an existing record and make the necessary changes.

DUPLICATE RECORD ON FILE

The record being added to the Geographic file has an SPLC or an internal key which is already on the file; inquire on an existing record and make the necessary changes.

DUPLICATE RECORD: NOT ADDED

The record being added already exists on file. Check the existing record and make the necessary changes.

DUPLICATE SURROUNDING POINT

A Secondary cannot have two identical surrounding points; If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

EDIT ERRORS - FILES NOT UPDATED

If you return to the Secondary Key Point Maintenance screen without correcting all the errors, the Secondary mileage and routing files will not be updated; If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

END OF FILE

No more Secondary mileage records can be displayed. Another function code must be entered.

END OF FILE ENCOUNTERED

When scrolling through the Geographic, User Conversion, or Secondary files, this message is displayed upon reaching the final entry.

ENTER AT LEAST TWO POINTS

Fewer than two points have been entered for a mileage or routing inquiry.

ENTER CHANGES

The function code for changing data has been entered; press TAB to the desired field, type in the new data, and press ENTER.

ENTER CITY/STATE OR SPLC FOR POINTS IN RTE

When making a mileage or routing inquiry, the program will prompt you for the location and state abbreviation or SPLC. Type these in their appropriate fields and press ENTER.

ENTER CITY NAME

The city name was not entered on an update request. Clear the **CITY** field, re-enter the city name and press ENTER.

ENTER COUNTY QUALIFIER

If two or more cities in one state have the same name, or if one city is divided by two or more counties, then a county qualifier (the first two letters of the county name) is needed to distinguish the cities from each other. This is done by inserting a county qualifier between the city name and state abbreviation.

ENTER FUNCTION CODE

Select one of the numbers or letters from the list of available options; type the function code in the **HOME** field and press ENTER.

ENTER MILEAGE

If a Secondary has more than one surrounding point, then each surrounding point must have a mile of 1 or greater. If a Secondary has only one surrounding point, then that point's mileage may be zero. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

ENTER NUMERIC VALUE

Only numbers can be entered in this field.

ENTER ORIGIN POINT

The origin point was not entered.

ENTER PROGRAM CODE

Select one of the numbers listed for the available options; only programs and their corresponding option numbers are valid. Type the option number in the **HOME** field and press ENTER.

ENTER STATE NAME

The state was not entered on an update request; clear the field and enter the correct state.

ENTER VALID GUIDE (A - PREV B - CURR)

Only B (Current Guide) or A (Previous Guide) can be entered in the **GUIDE** field. Re-enter using either A or B.

ENTER VALID USER ID

A valid user ID was not entered; verify ID and re-enter.

ENTER Y OR N

Only Y (yes) or N (no) are allowed in this field.

FILE NOT OPEN

Contact your company's Data Processing Coordinator; this is not a user error.

FIRST TWO DIGITS OF SPLC INVALID FOR STATE

The first two digits of the SPLC code correspond to a particular state; the digits entered do not match those contained in the list of state codes. Check the SPLC and re-enter.

GEOGRAPHIC FILE IN ERROR

Contact your company's Data Processing Coordinator; this is not a user error.

GEOGRAPHIC FILE NOT OPEN

Contact your company's Data Processing Coordinator; this is not a user error.

GET AREA FOR ADD FAILURE

Contact your company's Data Processing Coordinator; this is not a user error.

HIT ENTER TO CONTINUE BROWSE

This message appears during a Browse of User Conversion Codes; press ENTER to continue scrolling through the list of codes.

INQUIRY PROCESSED

The requested data is displayed.

INVALID ALPHA STATE CODE

The two-character state code is incorrect or has an invalid character (spaces are not valid); check the state code and re-enter.

INVALID BORDER XING (Y OR SPACES)

The national border crossing field must contain either a "Y" or spaces. Contact Rand McNally & Company Customer Service if you need assistance.

INVALID CITY/STATE

The city and/or state code were entered in error or the state code was omitted. Verify that the City/State information is correct and re-enter.

INVALID CITY/SPLC

The city and/or SPLC were entered in error or the state code was omitted. Verify that the City/SPLC information is correct and re-enter.

INVALID CORPORATE LIMIT

The data entered in this field must be numeric and between 1 and 6144; verify that the input data is correct and re-enter.

INVALID DATA

The file error is highlighted on the Route screen; contact Rand McNally & Company Customer Service if you need assistance.

INVALID FUNCTION: REENTER

The Function Code is either invalid or no code was entered; choose one of the Function Code numbers or letters and re-enter.

INVALID KEY: HIT ENTER

The ENTER key is the only valid key in this circumstance.

INVALID LATITUDE

Call Rand McNally & Company Customer Service at (800) 234-4069.

INVALID LONGITUDE

Call Rand McNally & Company Customer Service at (800) 234-4069.

INVALID MAINT CODE (A, C, D)

The S-Function Maintenance Code must be one of the following: A - Add, C - Change, or D - Delete.

INVALID MAP SYMBOL CODE

The data entered in this field must be numeric and between 1 and 8; check the data and re-enter.

INVALID MAXIMUM (OR MINIMUM) NEAR KEY POINTS

Call Rand McNally & Company Customer Service at (800) 234-4069.

INVALID (OR MISSING) DATA

The data entered in this field was either missing or invalid; verify that the input data is correct and re-enter.

INVALID PASSWORD FOR UPDATING

Either the password entered does not have security clearance or the password was entered incorrectly; verify that the password is correct and re-enter. If you receive the same message, consult your Data Processing Coordinator for verification of the password and the security level.

INVALID PASSWORD: REENTER

Either the password entered does not have security clearance for the option selected or the password was entered incorrectly; verify that the password is correct and re-enter. If you receive the same message, consult your Data Processing Coordinator for verification of the password and the security level.

INVALID POINT ENTRY

The City/State data was invalid or missing; verify that the input data is correct and re-enter. In some cases, it is possible that the location is not contained in the MileMaker data base. If your location is not listed in the Geographic Browse, call Rand McNally & Company Customer Service at (800) 234-4069.

INVALID PROGRAM: REENTER

The program Function Code is missing, invalid or the option is unavailable; type one of the program codes in the **HOME** field. If the message repeats, contact your company's Data Processing Coordinator.

INVALID REQUEST ON GEOGRAPHIC FILE

Contact your company's Data Processing Coordinator. This is not a user error.

INVALID SECURITY LEVEL

Data supplied in the **Security Level** field must be either a 1, 2, or 3.

INVALID SELECTION CRITERIA

While executing the Browse option, a function code other than "7" was selected and no record was specified. Specify a record by typing an "X" in the **S** (selection) field and press ENTER.

INVALID SPLC/SUFFIX

A character other than numeric was entered in the **SPLC** field. Verify that the input data is correct and re-enter.

INVALID STATE: REENTER

The state abbreviation code is invalid. Verify that the state code is correct (Refer to Appendix B) and re-enter.

INVALID TRAVERSAL KEY POINT NUMBER

A Corporate Limit traversal Key Point must be a valid HHG Key Point number which can be obtained from the Geographic File. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

INVALID USER ID

The user ID has been entered incorrectly or it has not been defined in the MileMaker User Profile.

INVALID VICINITY CODE

The data in this field must be numeric and between 1 and 47.

INVALID ZIP CODE

The U.S. ZIP Code must be 5 numbers and the Canadian Postal code must be 6 alpha numeric characters. Verify that the ZIP Code is valid for the location being entered.

INVALID ZIP CODE TYPE

The ZIP type must be either an "M" or an "R".

INVALID ZIP ENTRY

The three-digit ZIP Code is invalid. Verify that the ZIP Code is correct and re-enter. If you receive the same message, contact Rand McNally & Company Customer Service at (800) 234-4069.

I/O ERROR ON FILE

Contact your company's Data Processing Coordinator. This is not a user error.

KEY POINT CODE IN RECORD - CANNOT DELETE

The Key Point is entered by Rand McNally & Company and cannot be deleted.

KEY POINT NUMBER IN RECORD - CANNOT DELETE

The Key Point is entered by Rand McNally & Company and cannot be deleted.

LAST HWY SEG SPLC MUST EX SURR PT SPLC

The ending SPLC of the last road segment entered must equal the SPLC of the surrounding point. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

MAKE DESIRED CHANGES

The requested record for revision has been accessed; make the desired changes and press ENTER to save them. If you wish to cancel the CHANGE command, type function code "1" and press ENTER.

MAX NO OF HIGHWAYS IS 6

The route from a Secondary to its surrounding point can have a maximum of six road segments. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

MILEAGES OUT OF BALANCE FOR ADDS

The sum of the road segment mileages on the route screen must equal the mileage of the surrounding points. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

MORE PAGES

Press ENTER to view the next page of data.

MUST BE A MULTIPLE OF 1024

Call Rand McNally & Company Customer Service at (800) 234-4069.

NO HIGHWAYS ENTERED

On the Secondary Highway Maintenance screen, at least one highway must be entered. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

NO MI115 PARAMETER RECORD ON PA010D

The PA010D file was installed without the Parameter Control Record whose identifier is MI115. This record is missing from the tape or the Parameter file installation was incomplete. Call Rand McNally & Company Customer Service at (800) 234-4069.

NO MORE ADDS

All adds from the Secondary Highway Maintenance screen have been processed; enter function code "6" to process the adds. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

NO MORE ADDS OR CHANGES POSSIBLE

A maximum of ten surrounding points can be added or changed at a time. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

NO SPACE ON GEOGRAPHIC FILE

A record could not be added to the Geographic file. Contact your company's Data Processing Coordinator.

NO SURROUNDING POINTS ENTERED

A Secondary must have at least one surrounding point. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

NO TEMPORARY STORAGE AVAILABLE - TRY AGAIN

Retry the request; If the message reappears, contact your company's Data Processing Coordinator.

ONLY CURRENT GUIDE IS SUPPORTED

An "A" (Previous Guide) was entered in the **Current Guide** field. To retrieve Previous Guide mileages, it is necessary to have the supporting files.

PARAMETER FILE IN ERROR

Contact your company's Data Processing Coordinator. This is not a user error.

PARAMETER FILE NOT OPEN

Contact your company's Data Processing Coordinator. This is not a user error.

PASSWORD INVALID FOR UPDATING

The password entered does not have security clearance (level 2 or 3) for updating files. Verify that the password is correct and re-enter. If you receive the same message, consult your Data Processing Coordinator for verification of the password and the security level.

PREVIOUS GUIDE NOT SUPPORTED

The Previous Guide (A) was requested, but is not included in the MileMaker program at the time of the installation.

PROCESSING ERROR

Contact your company's Data Processing Coordinator. This is not a user error.

RECORD ALREADY EXISTS

The record being added already exists on file.

RECORD FOUND - OK TO DELETE?

This is a message requesting confirmation on the deletion of a record. Press ENTER to proceed with the deletion. To cancel the DELETE command, select function code "1" and press ENTER.

RECORD NOT FOUND

The requested record does not exist on the Parameter file.

RECORD NOT FOUND ON GEOGRAPHIC FILE

The location entered does not exist (as it is spelled) in the Geographic file. Verify that the input data is correct and re-enter. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

RECORD NOT FOUND ON PARAMETER FILE

The password entered does not exist in the Parameter file. Clear the entire password field and re-enter. If you receive the message again, contact your company's Data Processing Coordinator.

RECORD NOT FOUND ON USER CONVERSION

The record requested does not exist in the User Conversion file. Verify that the input data is correct and re-enter.

ROUTE INQUIRY NOT AVAILABLE

A route option was requested, but Routing options were not purchased.

SECURITY VIOLATION - CANNOT UPDATE

The accessing password's security level currently does not allow updating files; contact your company's Data Processing Coordinator.

SEGMENTS NOT CONSECUTIVE

A blank line separated location entries; locations must be entered consecutively without skipping lines.

SPLC ALREADY EXISTS

The SPLC being added already exists on file.

SPLC NOT FOUND

The SPLC requested does not exist in the Geographic file. Verify that the SPLC is correct and re-enter.

STORED MLGE EXISTS, CANNOT BE A SECONDARY

The addition of a Secondary was attempted, but the location already existed as a node or Key Point in the Geographic file.

SURROUNDING POINT MUST HAVE A STORED MILEAGE

All surrounding points must either be nodes or Key Points. (These points are designated with an asterisk * in the optional Geographic Browse.)

TEMPORARY STORAGE ERROR

Call Rand McNally & Company Customer Service at (800) 234-4069.

TEMP STORAGE LOST - RESTART TRANSACTION

Enter the request again; if you receive the message again, contact your company's Data Processing Coordinator.

UNABLE TO COMPLETE ROUTE

Call Rand McNally & Company Customer Service at (800) 234-4069. Please inform the Customer Service Representative of the error message number and the names of locations you have entered.

USER CONVERSION FILE FULL

Contact your company's Data Processing Coordinator. This is not a user error.

ABBREVIATIONS



Appendix Contents

GENERAL ABBREVIATIONS 82
STATE AND PROVINCE ABBREVIATIONS 91
 United States 91
 Puerto Rico 93
 Canadian Provinces 93
 Mexican States 94
MILITARY ABBREVIATIONS..... 96

General Abbreviations

General Abbreviations

Name	Abbreviation
Academy	ACAD
Accounting	ACCT
Activity	ACTY
Administration	ADM
Agency	AGCY
Airport	APT
Ammunition	AMMO
Annex	ANX
Armament	ARMT
Army	AR
ARPT	APT
Arsenal	ASNL
Artillery	ARTY
Automotive	AUTO
Auxiliary	AUX
Aviation	AV
Ballistics	BAL
Barracks	BKS
Base	BS
Battalion	BATL
Bayou	BYU
Beach	BCH
Bend	BND
Bluff	BLF
Bluffs	BLFS
Borough	BORO
Bottom	BTM
Bottoms	BTMS

General Abbreviations

Name	Abbreviation
Branch	BRCH
Bridge	BRDG
Brook	BRK
Building	BLDG
Camp	CMP
Center	CTR
Central	CTRL
Centre	CTRE
Chapel	CHPL
Chemical	CHEM
Christian	CHR
Church	CH
Circle	CRC
City	CY
Ciudad	CD
Cliff	CLF
Cliffs	CLFS
College	CLG
Combined	COMB
Command	CMD
Communications	COM
Community	CMTY
Company	CPY
Construction	CSTR
Contract	CONT
Corner	CNR
Corners	CNRS
County	CTY
Court	CRT
Creek	CRK
Crossing	XNG
Crossroad	XRD

General Abbreviations

Name	Abbreviation
Crossroads	XRDS
Dam	DM
Dame	DM
Defense	DEF
Department	DEPT
Depot	DPT
Detachment	DTCH
Development	DEV
Directorate	DIR
District	DIST
Division	DIV
Dunes	DNS
E.	E
East	E
Eastern	EN
Education	EDUC
Electronics	ELEC
Element	EL
Engineer	EGR
Engineering	ENG
Engineers	EGRS
Equipment	EQPT
Estacion	ESTN
Estate	EST
Estates	ESTS
Experimental	EXP
Facility	FACL
Falls	FLS
Farm	FM
Farms	FMS
Ferry	FRY
Field	FLD

General Abbreviations

Name	Abbreviation
Finance	FIN
Flat	FLT
Flats	FLTS
Flight	FLGT
Ford	FRD
Fork	FK
Forks	FKS
Fort	FT
Freight	FRT
Furnace	FRN
Garden	GDN
Gardens	GDNS
Gate	GT
General	GEN
Glen	GLN
Glenn	GLNN
Government	GOVT
Grand	GR
Great	GRT
Ground	GRD
Grounds	GRDS
Group	GRP
Groves	GRVS
Harbor	HBR
Harbour	HBR
Headquarters	HQ
Heights	HTS
Hill	HL
Hills	HLS
Home	HM
Homes	HMS
Hospital	HOSP

General Abbreviations

Name	Abbreviation
House	HSE
Indian	IND
Institute	INST
International	INTL
Island	IS
Junction	JCT
Laboratory	LAB
Lake	LK
Lakes	LKS
Landing	LDG
Left	LF
Lick	LCK
Little	LTL
Location	LOC
Logistics	LOG
Lower	LWR
Maintenance	MANT
Manor	MNR
Marine	MAR
Materials	MTLS
Meadow	MDW
Meadows	MDWS
Medical	MED
Metro	MTRO
Metropolitan	MTRO
Middle	MDL
Mile	MI
Military	MIL
Mill	ML
Mills	MLS
Mines	MNS
Missile	MIS

General Abbreviations

Name	Abbreviation
Mound	MND
Mounds	MNDS
Mount	MT
Mountain	MTN
MT.	MT
MTN.	MTN
Municipal	MUN
N.	N
N.P.	NP
Narrows	NRWS
National	NATL
Naval	NAV
Neck	NK
North	N
Northeast	NE
Northwest	NW
Notre	NR
Nuclear	NUC
Ocean	OC
Office	OFC
Ordinance	ORD
Organizational	ORG
Outlying	OUT
Outport	OPT
Park	PK
Pass	PS
Pathology	PATH
Personnel	PER
Pictorial	PICT
Pines	PNS
Place	PL
Plains	PLNS

General Abbreviations

Name	Abbreviation
Plant	PLT
Plantation	PLTN
Plaza	PLZ
Point	PT
Pointe	PTE
Port	PRT
Portage	PRTG
Preserve	PSRV
Presidio	PRED
Procurement	PROC
Propulsion	PROP
Proving	PRV
PT.	PT
Publication	PUBL
Quarry	QRY
Range	RGE
Rapids	RPDS
Recruiting	RCTG
Recruitment	RCMT
Region	REG
Regional	REGL
Research	RES
Reservation	RSVN
Reserve	RSV
Ridge	RDG
River	RVR
Rivers	RVRS
Riviere	RVRE
Saint	ST
Sainte	STE
Santa	SNTA
School	SCHL

General Abbreviations

Name	Abbreviation
Science	SCI
Seminary	SEM
Services	SERV
Settlement	STL
Shipyards	SHYD
Shopping	SHPG
South	S
Southern	SN
Southwest	SW
Special	SPL
Spring	SPR
Springs	SPRS
Squadron	SQDN
Square	SQ
ST.	ST
Stand	STND
Station	STA
STE.	STE
Stream	STRM
Submarine	SUB
Supply	SUPL
Support	SUP
System	SYST
Tactical	TAC
Technological	TECL
Technology	TECH
Terminal	TRM
Terrace	TRRC
Territory	TERR
Theological	THEL
Theology	THEO
Topography	TOPO

General Abbreviations

Name	Abbreviation
Township	TWP
Trace	TRC
Truck	TRK
Training	TRNG
Transportation	TRNS
U.S.	US
United States of America	US
University	UNIV
Upper	UPR
USA	US
Valle	VAL
Valley	VLY
View	VW
Villa	VLA
Village	VLG
Ville	VIL
Warehouse	WHSE
Warfare	WARF
Water	WTR
Waters	WTRS
Weapons	WPNS
Well	WL
Wells	WLS
West	W
Western	WN
White	WHT
Works	WKS
Yard	YD

State and Province Abbreviations

United States

United States State Abbreviations

Name	Abbreviation
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO

United States State Abbreviations

Name	Abbreviation
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Puerto Rico

Puerto Rico Abbreviations

Name	Abbreviation
Puerto Rico	PR

Canadian Provinces

Canadian Province Abbreviations

Name	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NF/NL
Nova Scotia	NS
Northwest Territories	NT
Nunavut Territory	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

Mexican States

Mexican States Abbreviations

Name	Abbreviation
Aguascalientes	AG
Baja California	BJ
Baja California Sur	BS
Campeche	CP
Chiapas	CH
Chihuahua	CI
Coahuila de Zargosa	CU
Colima	CL
Distrito Federal	DF
Durango	DG
Estado Mexico	EM
Guanajuato	GJ
Guerrero	GR
Hidalgo	HG
Jalisco	JA
Michoacan	MH
Morelos	MR
Nayarit	NA
Nuevo Leon	NL
Oaxaca	OA
Puebla	PU
Quaretaro	QA
Quintana Roo	QR
San Luis Potosi	SL
Sinaloa	SI
Sonora	SO
Tabasco	TA
Tamaulipas	TM
Tlaxcala	TL

Mexican States Abbreviations

Name	Abbreviation
Veracruz Llave	VL
Yucatan	YC
Zacatecas	ZT

Military Abbreviations

Military Abbreviations

Name	Abbreviation
Air Defense Squadron	ADS
Air Force	AF
Air Force Base	AFB
Air Force Facility	AFF
Air Force Station	AFS
Air National Guard	ANG
Air National Guard Base	ANGB
Air Reserve Base	ARB
Air Reserve Station	ARS
Air Station	AS
Area Maintenance Support Activity	AMSA
Armed Forces	ARMF
Army Air Field	AAF
Army Ammunition Activity	AAA
Army Ammunition Plant	AAP
Army Aviation Support Facility	AASF
Army Depot	AD
Army Engine Plant	AEP
Army Medical Center	AMC
Army Missile Plant	AMP
Army National Guard	ARNG
Army National Guard Training Center	ANGTC
Army National Guard Training Site	ANGTS
Clothing and Textile	C&T
Coast Guard	CG
Coast Guard Air Station	CGAS
Coast Guard Aircraft and Supply Center	CGASC
Coast Guard Base	CGB

Military Abbreviations

Name	Abbreviation
Coast Guard District	CGD
Coast Guard Group	CGG
Coast Guard Integrated Support Command	CGISC
Coast Guard Recruit Training Center	CGRTC
Coast Guard Station	CGS
Coast Guard Support Center	CGSC
Coast Guard Training Center	CGTC
Combat Communications Squadron	CCS
Combined Personal Property Shipping Office	CPPSO
Combined Support Maintenance Shop	CSMS
Consolidated/Containerization	C/C
Construction Battalion Center	CBC
Defense Distribution Depot	DDD
Defense Distribution Region West	DDRW
Defense Energy Office	DEO
Defense Fuel Support Point	DFSP
Defense Mapping Agency	DMA
Defense Subsistence Office	DSO
Defense Subsistence Region	DSR
Directorate of Logistics	DOL
Engineering Division	ED
Fighter Wing	FW
Fleet and Industrial Supply Center	FISC
Fuel Depot	FD
Intra-Fleet Supply Support Operations Team	ISSOT
Joint Personal Property Shipping Office	JPPSO
Major Port Command (or, Medium Port Command)	MPC
Marine Aircraft Group	MAG
Marine Corps	MC
Marine Corps Air Facility	MCAF
Marine Corps Air Station	MCAS
Marine Corps Base	MCB

Military Abbreviations

Name	Abbreviation
Marine Corps District	MCD
Marine Corps Logistics Base	MCLB
Marine Corps Recruiting Depot	MCRD
Marine Corps Recruiting Station	MCRS
Marine Corps Reserve Center	MCRC
Marine Corps Reserve Training Center	MCRTC
Marine Ocean Terminal	MOT
Military Traffic Management Command	MTMC
Mission Support Squadron	MSS
Mobilization and Equipment Training Site	MATES
National Aeronautics Space Administration	NASA
National Naval Medical Center	NNMC
Naval Air Engineering Center	NAEC
Naval Air Engineering Station	NAES
Naval Air Facility	NAF
Naval Air Reserve	NAR
Naval Air Station	NAS
Naval Air Warfare Center	NAWC
Naval Amphibious Base	NAB
Naval Ammunition Depot	NAD
Naval Marine Corps Reserve Center	NMCRC
Naval Marine Corps Reserve Training Center	NMCRPC
Naval Auxiliary Air Station	NAAS
Naval Command Control and Ocean Surveillance Center	NCCOSC
Naval Construction Battalion Center	NCBC
Naval Education Training Center	NETC
Naval Inventory Control Point	NICP
Naval Ordnance Center	NOC
Naval Ordnance Station	NOS
Naval Radio Station	NRS
Naval Recruiting District	NRD

Military Abbreviations

Name	Abbreviation
Naval Regional Medical Center	NRMC
Naval Reserve Center	NRC
Naval Station	NS
Naval Submarine Base	NSB
Naval Supply Center	NSC
Naval Supply Corps School	NSCS
Naval Supply Depot	NSD
Naval Surface Weapons Center	NSWC
Naval Training Center	NTC
Naval Training Station	NTS
Naval Undersea Warfare Center	NUWC
Naval Undersea Warfare Engineering Station	NUWES
Naval Underwater Systems Center	NUSC
Naval Weapons Station	NWS
Naval Weapons Support Center	NWSC
Nuclear Rocket Development Station	NRD
Radar Station	RS
Regional Support Command	RESCOM
Research & Development	R&D
Ship Building Conversion and Repair	SBCR
Ship Conversion and Repair	SCR
Ships Parts Control Center	SPCC
Space and Missile	S&M
Space Flight Center	SFC
Supervisor of Shipbuilding, Conversion and Repair	SSCR
Supply Center	SC
Supply Depot	SD
Tactical Airlift Group	TAG
Tactical Aircraft Wing	TAW
Tactical Wing	TW
Tactical Fighter Group	TFG
Tank Automotive Command	TACOM

Military Abbreviations

Name	Abbreviation
Training Center	TC
Training Site	TS
Troop Support Activity	TSA
Unit Training and Equipment Site	UTES
United States Air Force	USAF
United States Army	USA
United States Army Corps of Engineers	USACE
United States Army Engineering District	USAED
United States Army Reserve Center	USARC
United States Army Reserve Training Facility	USARTF
United States Marine Corps	USMC
United States Navy	USN
United States Property Fiscal Office	USPFO