

 RAND McNALLY

MileMaker[®] IMS

MILEMAKER[®]

User Manual

MileMaker[®] IMS

MILEMAKER[®]

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User Manual

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SIGN-ON/SIGN-OFF PROCEDURES



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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 **IMS** (or your protocol) and press ENTER. The MileMaker program responds with the message:
USER LOGGED ON TO IMS - 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 **YMI001T** , press the SPACE BAR once, 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 the **IMS** command, /RCL and press ENTER. The MileMaker program responds with the message:
TERMINAL IS LOGGED INTO VTAM

The sign-off from MileMaker is now completed.

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Introduction

MileMaker mileage 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

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```

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

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 5-9.) 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 is 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.

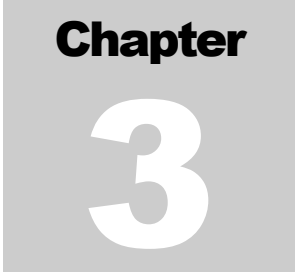
The screen below illustrates the proper format for entering the ID and password:

```
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

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```


DATA ENTRY



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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.

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 option (as part of Geographic File Maintenance, Chap 6) to verify the location name and correct spelling. The following example illustrates the Browse procedure:

1. If you are on a mileage inquiry screen, proceed to the **HOME** field (upper left corner) by pressing the HOME key or the BACKTAB key.
2. Type the number "6" in the **HOME** field and press ENTER to return to the Master Menu.

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

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```

3. Type the number "3" in the **HOME** field and press ENTER to select the Geographic File Inquiry/Update option.

The Geographic File Maintenance screen will appear:

```

GE010-208          GEOGRAPHIC FILE MTCE.          1 - INQUIRE
                                                    2 - ADD
                                                    3 - CHANGE
CITY/STATE:        INTERNAL KEY                   4 - DELETE
SPLC:              ZIP CODE/TYPE                  5 - CLEAR
                                                    6 - RETURN
                                                    7 - BROWSE
                  MAP SYMBOL CD
                  LONGITUDE
                  LATITUDE

                  CURRENT      PREVIOUS
                  GUIDE        GUIDE

KEYPT CD/SHORTEST

KEYPT CD/PRACTICAL

VICINITY CODE

CORP LIMIT

10/18/07 GE010-001I ENTER FUNCTION CODE          09:35:43 AM
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```

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 (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. If the location is invalid, MileMaker displays the message: **RECORD NOT FOUND**.
4. Proceed to the **HOME** field (upper left corner) by pressing the HOME key or the BACKTAB key.

5. Type the option number 7 from the list of options located in the upper right of the Geographic File screen. The Browse screen will appear displaying a list of 15 locations closest in spelling to the location you entered.

To scroll forward through the list of cities, type the number "8" in the **HOME** field and press ENTER. To return to the Geographic Maintenance screen, type the number "9" in the **HOME** field and press ENTER.

| MILEMAKER | | | | | |
|--|----|------------|---------------------|-------------|-------|
| 8 GE010-018 GEOGRAPHIC FILE BROWSE | | | | | |
| | | | 1 - INQUIRE | 6 - RETURN | |
| | | | 8 - CONTINUE BROWSE | 9 - MAINT I | |
| C | ST | CITY | SPLC | LONG | LAT |
| | GA | TELOGA | 453714 000 | 08541 | 03456 |
| | GA | TEMPERANCE | 462988 000 | 08315 | 03189 |
| | GA | TEMPLE | 456920 000 | 08903 | 03374 |
| | GA | TENNGA | 453110 000 | 08474 | 03499 |
| | GA | TENNILE | 458650 000 | 08281 | 03294 |
| | GA | TERRELL | 468255 000 | 08375 | 03162 |
| | GA | TETLOW | 465312 000 | 08207 | 03169 |
| | GA | TEXAS | 459560 000 | 08520 | 03324 |
| | GA | THALMANN | 465552 000 | 08169 | 03129 |
| | GA | THE HL | 457210 000 | 00000 | 00000 |
| | GA | THE ROCK | 459720 000 | 08424 | 03296 |
| | GA | THELMA | 466781 000 | 08282 | 03082 |
| | GA | THIOKO | 465846 000 | 00000 | 00000 |
| | GA | THOMASBORO | 457873 000 | 08179 | 03272 |
| | GA | THOMASTON | 459780 000 | 08433 | 03289 |
| 10/18/07 GE050-100I BROWSE PROCESSED | | | | 10:34: AM | |
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6. Type an "X" in front of the correct location spelling and press ENTER. MileMaker returns to the Geographic File Maintenance screen with the selected location. The corresponding geographic data for this location is also displayed.

Remember that as an alternative, you can reenter the location as many times as 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, MileMaker will automatically display a multiple city browse screen and prompt you to select a city from the list of cities which are displayed.

```
MI100
SELECT:      ZIP5:      MILEMAKER ZIP5 MULTIPLE CITY BROWSE
              CITY              ST              SPLC

01           60018      DES PLAINES          IL              381165 000
02           60018      ROSEMONT             ,CO IL          381211 000

                                     COPYRIGHT 2008 BY RAND MCNALLY & COMPANY
10/18/07      MI100 - 223E ZIP5 HAS MULTIPLE CITIES; CHOOSE A CITY      10:34: AM
```

- 1. ZIP5 HAS MULTIPLE CITIES; CHOOSE A CITY** will appear at the bottom of the screen.
- 2.** Press TAB to advance the cursor to the **SELECT** field.
- 3.** Type the number which corresponds with the correct CITY 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



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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

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```

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

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 MI100-005 MILEMAKER - MILEAGE INQUIRY | | | | | | 1 - INQUIRE |
|---|--------------------------------|------------|---------|--------|-----------------|--------------|
| USER:TDM | GUIDE:B | | | | 3 - CLR USER ID | |
| CITY/STATE | SPLC | ZIP5 | MILEAGE | STATUS | 6 - RETURN | |
| PORTLAND | OR | 853470 000 | | | 7 - CLEAR | |
| BOISE | ID | 838830 000 | 425 | S | 8 - NEXT PAGE | |
| OGDEN | UT | 761560 000 | 307 | S | 9 - MORE DESTS. | |
| SALIDA | CO | 755470 000 | 507 | S | | |
| | TOTAL: | | 1239 | S | | |
| | | | | | | COPYRIGHT |
| | | | | | | 2008 |
| | | | | | | BY |
| | | | | | | RAND MCNALLY |
| | | | | | | & COMPANY |
| 10/18/07 | MI100-102A ENTER FUNCTION CODE | | | | 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 MI100-143          MILEMAKER - ORIGIN INQUIRY          1 - INQ  7 - CLR
USER:TDM                GUIDE:B          (CURR)        3 - CLEAR USER ID
ORIGIN CITY/STATE              SPLC:                6 - RETURN
DEST CITY/STATE      MILEAGE  STATUS  DEST CITY/STATE  MILEAGE  STATUS

                                                                    COPYRIGHT
                                                                    2008
                                                                    BY
                                                                    RAND MCNALLY
                                                                    & COMPANY

10/18/07  MI103-002I ENTER FUNCTION CODE                                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 MI100-143          MILEMAKER - ORIGIN INQUIRY          1 - INQ  7 - CLR
USER:TDM                GUIDE:B          (CURR)        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

                                                                    COPYRIGHT
                                                                    2008
                                                                    BY
                                                                    RAND MCNALLY
                                                                    & COMPANY

10/18/07  MI103-002I INQUIRY PROCESSED                                09:35:43 AM

```


7. After the last ZIP Code has been typed, press ENTER.

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.)

| MILEMAKER - MILEAGE INQUIRY | | | | | | |
|-----------------------------|------------------------------|------------|---------|--------|--|--|
| USER: ZIP3 | GUIDE: B | | (CURR) | | 1 - INQUIRE | |
| CITY/STATE | SPLC | ZIP5 | MILEAGE | STATUS | 3 - CLR USER ID | |
| MODOC | IN | 367192 000 | | | 6 - RETURN | |
| MADISON | WI | 338500 000 | 359 | S | 7 - CLEAR | |
| MINNEAPOLIS | MN | 504600 000 | 269 | S | 8 - NEXT PAGE | |
| MINOT | ND | 513670 000 | 500 | S | 9 - MORE DESTS. | |
| | | TOTAL: | 1128 | S | | |
| | | | | | COPYRIGHT 2008 BY RAND MCNALLY & COMPANY | |
| 10/18/07 | MI100-100A 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.

| 1 MI100-199 | | MILEMAKER - MILEAGE INQUIRY | | | |
|-------------|--------------|-----------------------------|---------|-------------|-----------------|
| USER:TDM | | GUIDE:B | (CURR) | 1 - INQUIRE | |
| CITY/STATE | SPLC | ZIP5 | MILEAGE | STATUS | 3 - CLR USER ID |
| CURTIS,MI | 301984 000 | | | | 6 - RETURN |
| GERMFASK | MI - 9 | | | | 7 - CLEAR |
| ARCHER, IA | 542664 000 | | 665 | MILES C | 8 - NEXT PAGE |
| | | ---- | | | 9 - MORE DESTS. |
| | TOTAL MILES: | | 665 | | |
| | | | | | COPYRIGHT |
| | | | | | 2008 |
| | | | | | BY |
| | | | | | RAND MCNALLY |
| | | | | | & COMPANY |
| 10/18/07 | 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.

GEOGRAPHIC FILE INQUIRY/UPDATE



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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

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```

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

The Geographic File screen will appear:

| | | |
|--|--------------------------------|-------------|
| GEO10-208 | GEOGRAPHIC FILE MTCE | 1 - INQUIRE |
| | | 2 - ADD |
| | | 3 - CHANGE |
| CITY/STATE: | | 4 - DELETE |
| SPLC: | INTERNAL KEY: | 5 - CLEAR |
| | ZIP CODE/TYPE | 6 - RETURN |
| | MAP SYMBOL CD | 7 - BROWSE |
| | LONGITUDE: | |
| | LATITUDE: | |
| | CURRENT | PREVIOUS |
| | GUIDE | GUIDE |
| KEYPT CD/SHORTEST: | | |
| KEYPT CD/PRACTICAL: | | |
| VICINITY CODE: | | |
| CORP LIMIT: | | |
| 10/18/07 | GE010-001I ENTER FUNCTION CODE | 09:35:43 AM |
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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 28.) 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 1 from the list of options located in the upper right of the Geographic File screen (Refer to page 27). 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. If the location is invalid, MileMaker displays the message: **RECORD NOT FOUND** .
4. Proceed to the **HOME** field (upper left corner) by pressing the HOME key or the BACKTAB key.
5. Type the option number 7 from the list of options located in the upper right of the Geographic File screen. The Browse screen will appear displaying a list of 15 locations closest in spelling to the location you entered.

To scroll forward through the list of cities, type the number "8" in the **HOME** field and press ENTER. To return to the Geographic Maintenance screen, type the number "9" in the **HOME** field and press ENTER.

| MILEMAKER | | | | | |
|-------------|----|------------------------|-------------|-------|-------|
| 8 GE010-072 | | GEOGRAPHIC FILE BROWSE | | | |
| | | 1 - INQUIRE | 6 - RETURN | | |
| | | 8 - CONTINUE BROWSE | 9 - MAINT I | | |
| C | ST | CITY | SPLC | LONG | LAT |
| | GA | TELOGA | 453714 000 | 08541 | 03456 |
| | GA | TEMPERANCE | 462988 000 | 08315 | 03189 |
| | GA | TEMPLE | 456920 000 | 08903 | 03374 |
| | GA | TENNGA | 453110 000 | 08474 | 03499 |
| | GA | TENNILE | 458650 000 | 08281 | 03294 |
| | GA | TERRELL | 468255 000 | 08375 | 03162 |
| | GA | TETLOW | 465312 000 | 08207 | 03169 |
| | GA | TEXAS | 459560 000 | 08520 | 03324 |
| | GA | THALMANN | 465552 000 | 08169 | 03129 |
| | GA | THE HL | 457210 000 | 00000 | 00000 |
| | GA | THE ROCK | 459720 000 | 08424 | 03296 |
| | GA | THELMA | 466781 000 | 08282 | 03082 |
| | GA | THIOKO | 465846 000 | 00000 | 00000 |
| | GA | THOMASBORO | 457873 000 | 08179 | 03272 |
| | GA | THOMASTON | 459780 000 | 08433 | 03289 |

10/18/07 GE050-100I BROWSE PROCESSED 10:34: AM
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6. Type an "X" in front of the correct location spelling and press ENTER. MileMaker returns to the Geographic File Maintenance screen with the selected location. The corresponding geographic data for this location is also displayed.

Remember that as an alternative, you can reenter the location as many times as 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.

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 & Company Key Points, and Nodes cannot be deleted from the Geographic File.

Chapter Contents

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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

10/18/07      MI001 - 100A ENTER PROGRAM CODE      09:35:43 AM
              COPYRIGHT 2008 BY RAND MCNALLY & COMPANY
```

- 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:

```
PA010-006                                PARAMETER SUBMENU

      B) FR001 - PASSWORD DEFINITIONS
      C) FR012 - USER PROFILE
      E) MI115 - MILEMAKER DEFINITIONS
      L) FR001 - DEFAULT CLIENT ATTR
      6) RETURN

10/18/07 PA010-003A ENTER FUNCTION CODE    09:35:43
      COPYRIGHT 2008 BY RAND MCNALLY & COMPANY
```

- The **PASSWORD DEFINITIONS** option establishes and maintains passwords and security levels.
- 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 **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 **RETURN** option exits the Parameter Submenu and returns to the Master Menu.

Password Definitions

Use the following procedure to access the Password Definitions file:

- 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 FILE UPDATE CAPABILITIES***
          SPACE - ALLOWS FILE INQUIRY ONLY
          Y - ALLOWS FILE INQUIRY AND UPDATING
          N - NO FILE INQUIRY OR UPDATING

GEOGRAPHIC:      _____ MILEAGE: _____
USER CONVERSION: _____

10/18/07 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. |

- The **GEOGRAPHIC** field contains a space, Y, or N to indicate current update capabilities.
- The **USER CONVERSION** field contains a space, Y, or N to indicate current update capabilities.
- The **MILEAGE** field contains a space, Y, or N to indicate current update capabilities.

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 User Profile

➔ Use the following procedure to access the MileMaker User Profile 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 User Profile screen will appear:

| | | |
|---------------------|--------------------------|-------------|
| PA010-021 | USER PROFILE DEFINITIONS | 1 - INQUIRE |
| | | 2 - ADD |
| USERID: | NAME | 3 - CHANGE |
| | | 4 - DELETE |
| | | 5 - CLEAR |
| | | 6 - RETURN |
| 10/18/07 PA010-003A | 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. 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.

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 ENTER; the program responds with the message **ADD PROCESSED**. The new User ID is now on file.

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 press 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.

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).

MileMaker Definitions

➡ Use the following procedure to access the MileMaker Definitions file:

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

```
PM010-021                                MILEMAKER DEFINITIONS                                1 - INQUIRE
                                                                                               3 - CHANGE
                                                                                               5 - CLEAR
                                                                                               6 - RETURN

CURR MAX KYPT - SHORTEST:
CURR SLTS/BLK - SHORTEST:
CURR BLKS/REC - SHORTEST:
PREV MAX KYPT - SHORTEST:
PREV SLTS/BLK - SHORTEST:
PREV BLKS/REC - SHORTEST:
CURR MAX KYPT - PRACTICAL:
CURR SLTS/BLK - PRACTICAL:
CURR BLKS/REC - PRACTICAL:
SEARCH RADIUS:
SEARCH RADIUS INCR:
MINIMUM NEAR KEY POINTS:                RETURN SCREEN MODNAME:
MAXIMUM NEAR KEY POINTS:                RETURN SCREEN LENGTH:
PREVIOUS GUIDE:                         FILE B EFF DATE:
ROUTE COMPONENT USED:                   BILLING FILE USED:
SHORTEST ROUTING USED:                   PRACTICAL ROUTING USED:
NEWFOUNDLAND PROVINCE ASSIGNMENT        (1-NL 2-NF) :

10/18/07 PM010-003A                      ENTER FUNCTION CODE                      09:35:43 AM
```

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 **ROUTE COMPONENT FILE** saves processing time; this field should be activated with a "Y" if the MI390D file is used.

- 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 **FILE B EFF DATE** field represents the effective date of the current Guide.
- The **NEWFOUNDLAND PROVINCE ASSIGNMENT** field 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 3 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 "L" from the list of options located in the middle of the Parameter File screen and press ENTER. The Default Client Attributes screen will appear:

| | | |
|---------------------|---------------------------|-------------|
| PA010-021 | DEFAULT CLIENT ATTRIBUTES | 1 - INQUIRE |
| | | 2 - ADD |
| | | 3 - CHANGE |
| | | 4 - DELETE |
| | | 6 - RETURN |
| TERMINAL ID: | | |
| USER ID: | | |
| 10/18/07 PA021-003A | 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 41.) 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 38 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.

SECONDARY POINT INQUIRY/UPDATE



Chapter Contents

FIELD DEFINITIONS 44

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

10/18/07      MI001 - 100A ENTER PROGRAM CODE      09:35:43 AM
              COPYRIGHT 2008 BY RAND MCNALLY & COMPANY
```

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
                                           SECONDARY KEY POINT MAINTENANCE
                                           GUIDE
CITY          ST    SPLC

----- SURROUNDING POINTS -----
S  CITY          ST    SPLC    MILES    KYPT1    KYPT2    B - XING

10/18/07 MI605-101A    ENTER FUNCTION CODE    09:35:43 AM
                        COPYRIGHT 2008 BY RAND MCNALLY & COMPANY

```

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 Contents

- FIELD DEFINITIONS 48**
- USER CONVERSION OPERATIONS 49**
 - To Add a User Conversion 49**
 - To Change a User Conversion Referred Location 49**
 - To Delete a User Conversion 50**
- THE BROWSE USER CONVERSIONS..... 50**

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

10/18/07      MI001 - 100A ENTER PROGRAM CODE      09:35:43 AM
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```

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

```
UM10-020                                MILEMAKER                                1 - INQUIRE
USER CONVERSION                            2 - ADD
USER ID:                                    3 - CHANGE
TYPE:                                        4 - DELETE
CONV CODE:                                  5 - CLEAR
CITY:                                        6 - RETURN
SPLC:                                       ST:                                8 - BROWSE

10/18/07 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 49.) 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. (see Chapter 7.)
- The **TYPE** field will always display an "L".

- 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 **CITY** field displays the proper city name to be used in conjunction with the Conversion Code.
- The **ST** field displays the proper state abbreviation to be used in conjunction with the Conversion Code.
- The **SPLC** field displays the proper 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 Browse option appears highlighted on the User Conversion screen shown below:

| | | |
|---|-----------------|-------------------|
| UM10-020 | MILEMAKER | 1 - INQUIRE |
| | USER CONVERSION | 2 - ADD |
| | | 3 - CHANGE |
| USER ID: | | 4 - DELETE |
| TYPE: | | 5 - CLEAR |
| CONV CODE: | | 6 - RETURN |
| CITY: | ST: | 8 - BROWSE |
| SPLC: | | |
| 10/18/07 UM010-003A ENTER FUNCTION CODE | | 09:35:43 AM |

Type the User Conversion Browse option number 8 in the **HOME** field and press ENTER. The User Conversion Browse screen will appear:

| | | | |
|------------------|---------------------------------|------------|--------------|
| 7 | UM10-020 | MILEMAKER | 1 - INQUIRE |
| | USER CONVERSION LOCATION BROWSE | 6 - RETURN | 7 - CONTINUE |
| S | CONVERSION CODE: | CITY ST | SPLC |
| BROWSE PROCESSED | | | |
| 10/18/07 | UM010-001E | | 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. Note that if there are multiple pages of user conversions, select option number 7 to scroll forward through the list. 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.
- The **CITY** field displays the proper city name to be used in conjunction with the Conversion Code.
- The **ST** field displays the proper state abbreviation to be used in conjunction with the Conversion Code.
- The **SPLC** field displays the proper SPLC that is to be used in conjunction with the Conversion Code.

SYSTEM MESSAGES



Appendix Contents

SYSTEM MESSAGES..... 54

System Messages

ADD PROCESSED

The addition of a record was successful.

BORDER CROSSING MUST BE Y OR BLANK

The only two characters valid for this field are a "Y" (road segment crosses a U.S. - Canadian border) or "space" (road segment does not cross a U.S. - Canadian border).

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 OR SPLC INVALID

Verify that data is valid and entered correctly.

CONTINUE BROWSE

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

CORP KYPT TRAVERSAL INVALID/NOT FOUND

For assistance, call Rand McNally & Company Customer Service at (800) 234-4069.

CORP LIMIT MUST BE ZERO FOR SECONDARY CITY

When adding a record, the **CORPORATE LIMIT** field must be filled with zeros. For assistance, call Rand McNally & Company Customer Service at (800) 234-4069.

DELETE PROCESSED

The record is no longer in the program.

DUPLICATE RECORD ON GEO KEY, CHANGE CITY OR STATE

The data entered already exists on the file. Inquire on the existing record and make changes if necessary.

DUPLICATE RECORD ON INTERNAL KEY, CHANGE SPLC

The SPLC entered already exists on the file. Inquire on the existing record and make changes if necessary.

DUPLICATE RECORD ON SPLC KEY, CHANGE SPLC

The SPLC entered already exists on the file. Inquire on the existing record and make changes if necessary.

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.

END OF CHANGES FOR THIS RECORD

Confirms that all changes to this record have been added successfully.

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 ADDITIONAL POINTS: THEN 1 IF DONE

In the Mileage Inquiry option, a maximum of 39 locations can be entered to retrieve mileages. This message indicates that additional points may be added. Selecting option number 1 at any time, displays the mileages for the locations entered.

ENTER AT LEAST TWO POINTS

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

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 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 NUMERIC VALUE

Only numbers can be entered in this field.

ENTER ORIGIN POINT

The origin point was not entered.

ENTER ORIGIN POINT AND DESTINATION POINTS

Intermediate message indicating that two locations must be entered to retrieve mileage.

ENTER SCREEN FROM MASTER MENU

It is not possible to access the MileMaker submenus unless you have selected them via the Master Menu.

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 8 FOR NEXT PAGE: 7 NEXT INQUIRY

Select option number 8 to display mileages for the locations entered. Select option number 7 to clear the existing location entries and enter new locations.

ENTRY EXCEEDS ALLOWED SURR PTS BY

Thirty-six locations are required to build a secondary blocker. For assistance, call Rand McNally & Company Customer Service at (800) 234-4069.

FILE INDICATOR MUST BE Y OR N

This field requires "Y" or "N" as input.

FILE NOT OPEN

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

GEOGRAPHIC FILE ERROR CANNOT UPDATE

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

GEOGRAPHIC RECORD NOT FOUND

Verify that data is valid and entered correctly.

GEOGRAPHIC INQUIRY ACCESS DENIED

Your password does not have security clearance for accessing the Geographic file.

GUIDE A ONLY VALID FOR ZIP3

Only the current Household Goods National 3-digit ZIP Code Mileage Guide is supported. The **GUIDE** field must contain an "A".

GUIDE INDIC=A; BUT PREV. GUIDE NOT SUPPORTED

Contact your Data Processing Coordinator to determine whether your company supports the previous Guide and has activated the appropriate MileMaker Definitions field.

GUIDE INDIC=B OR BLANK=CURRENT; A=PREV.

If the **GUIDE** field is left blank, the system defaults to the current Guide (Guide B). If you wish to retrieve previous Guide mileages, type an "A" in the **GUIDE** field.

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.

INCONSISTENT WITH SECURITY LEVEL

Security level 1 does not allow updating capability.

INDIC=A; BUT PREV. GUIDE NOT SUPPORTED

The previous guide was requested but data bases are not being used or the appropriate field in the Parameter file was not activated. Contact your Data Processing Coordinator to determine whether your company supports the previous Guide and has activated the appropriate MileMaker Definitions field.

INQUIRY PROCESSED

The requested data is displayed.

INVALID CITY

The city was entered in error. Verify that the City 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 CLIENT CODE

The client code is also referred to as the user ID. Verify that the user ID has been added to the system using the User Profile option.

INVALID CLIENT - NOT ON PARAMETER FILE

Verify that the user ID has been added to the system using the User Profile option.

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 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 GUIDE: MUST BE A, B OR BLANK

The **GUIDE** field accepts only those input choices listed above. "A" indicates that previous Guide mileage data is requested. "B" indicates that current Guide mileage data is requested. A blank field is recognized by the system as current Guide.

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 MAP SYMBOL

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 MUST EQUAL Y OR N OR SPACE

The requested field accepts only those input choices listed above.

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 SEARCH RADIUS

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

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/MAIN

Verify that the input data is correct and re-enter.

INVALID SPLC/SUB

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 TYPE

An "L" is the only valid entry for the User Conversion **TYPE** field.

INVALID USER CODE

This message indicates that the data entry was entered without a state code and does not match the user conversion codes for the current User ID.

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 Code type must be either an "M" or an "R".

INVALID ZIP ENTRY OR ZIP NOT FOUND

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.

KEY POINT CANNOT BE DELETED

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

KYPTS/SLTS MUST EQUAL BLKS

For assistance, call Rand McNally & Company Customer Service at (800) 234-4069. KYPTS, SLTS, OR BLKS NOT NUMERIC OR ZERO For assistance, 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.

MI115 CONTROL RECORD NOT FOUND

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

MILEAGES MUST BE GREATER THAN ZERO

When adding a secondary point, the mileages for the blockers must be greater than zero. For assistance, call Rand McNally & Company Customer Service at (800) 234-4069.

MUST BE A NON KEY POINT TO ADD AS SECONDARY

Only locations with a non key point status can be entered as a secondary point.

NO DATA WAS ENTERED ON THIS PAGE

This message indicates that ENTER was pressed without inputting data.

NO DEFAULT USER ID: ENTER USER ID

A user ID was not entered and one has not been assigned to your terminal.

NO RECORD HAS BEEN SELECTED

Information for a location must be input before a specific record can be selected.

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.

ONLY 1 PAGE ALLOWED FOR ZIP ENTRIES

The ZIP Mileage inquiry allows a maximum of nine ZIP Codes to be entered.

ORIGINAL RECORD NOT FOUND ON GEOGRAPHIC FILE

Re-enter the location. If this message is repeated, contact your company's Data Processing Coordinator. This message may be a indicative of GE010 file activity problems.

ORIGIN/MILEAGE INQUIRY ACCESS DENIED

Your password does not have security clearance to access the Origin or Mileage Inquiry options.

PARAMETER FILE ACCESS DENIED

Only passwords with security level of 4 can access the Parameter file.

PARAMETER FILE I/O ERROR

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 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 HAS MORE SUR PTS: CONTINUE INQUIRY

The inquiry point has more surrounding points listed on the next page. Press ENTER to display additional points.

RECORD HAS NO SUR PTS: RECORD DELETED

This message indicates that all the surrounding points of a secondary point were deleted by the user.

RECORD NOT FOUND

The requested record does not exist on the Parameter file.

RECORD NOT FOUND: REENTER KEY

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.

SCREEN CLEARED ENTER FUNCTION

This message indicates that the screen has been cleared and will accept data input for the next mileage retrieval.

SEGMENTS NOT CONSECUTIVE

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

SPLC NOT FOUND

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

SPLC NOT NUMERIC

The SPLC must be numeric.

SUR PTS DELETED: SCREEN REFRESHED

This message is displayed after the user has deleted surrounding points in the Secondary file. The screen is cleared and allows another inquiry or further maintenance to be performed.

SURROUNDING POINT MUST BE NODE OR KEY PT

All surrounding points must either be nodes or Key Points. (These points are designated with a "K" or "N" status in the Geographic file.) For assistance, call Rand McNally & Company Customer Service at (800) 234-4069.

USER CODE NOT FOUND IN PROFILE

The four-digit user code was not previously added to the User Profile. It must first be added before it can be utilized elsewhere in the system.

USER CONVERSION ACCESS DENIED

Your password does not have security clearance for accessing the User Conversion option.

USER ID NOT FOUND REENTER

Re-enter the user ID (it must match exactly). If the message is repeated, the user ID may not be on file. Contact your company's Data Processing Coordinator for verification of the user ID.

ZIP ENTRY NOT FOUND OR INVALID

Verify that your ZIP Code entry is correct. If you are having difficulty, call Rand McNally & Company Customer Service at (800) 234-4069.

ABBREVIATIONS



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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 |