FreshTrak

In Depth: Service Areas – Set Up



Service Area

Service Area	ID 877
There are no Service Areas defined for this agency.	
	• Add Service Area

Service Area is who the agency will serve based on the customer's zip code. This defines if an event will show up for a specific zip code on FreshTrak:Public.

While we know that many agencies will serve "anyone who comes" and others serve areas not defined by zip codes alone (such as school districts), Service Areas are designed to give customers the most correct and relevant information we can.

Service Area

Service Area	ID 877
There are no Service Areas defined for this agency.	
	Add Service Area
Add Service Area	
Select Service Area type Please chose a Service Area	Service Area Definition Chose a Service Area Type for a Definition
Area Served Chose a Service Area Type for options	How do you use this option? Chose a Service Area Type for more insight into this option.
Exception Note	Management Notes
External Use - Enter notes here for this profile you would like to display to better explain the service area to the public.	Internal Use - Enter notes to help manage the service area.

Service Area: Select Service Area Type

- <u>Specific Zip Codes</u>: Select/add just a few zip codes of your choosing.
- <u>All Zip Codes in a County</u>: Every zip code that covers at least 2% of the county.
 - The broadest option.
- <u>Commonly Served Zip Codes</u>: Zip codes that the agency most commonly serves.
 - Agency must have historical data in the system.
- <u>Nearby Zip Codes:</u> Zip Codes within 10 miles of the event address.

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	Add Service Area
Add Service Area	
Select Service Area type Please chose a Service Area Please chose a Service Area Specific Zip Codes All Zip Codes in a County Commonly Served Zip Codes Nearby Zip Codes	Service Area Definition Chose a Service Area Type for a Definition How do you use this option? Chose a Service Area Type for more insight into this option. Management Notes
External Use - Enter notes here for this profile you would like to display to better explain the service area to the public.	Internal Use - Enter notes to help manage the service area.

Service Area:

Exception and Management Note

Exception Note: **This is EXTERNAL**. Use to relay key information to the customer: such as if an agency has an exception to the service area or other information that should be relayed to the customer.

- Example: The agency only serves residents of the School District or Township
- Example: The customer must call 211 for an appointment

<u>Management Note</u>: **This is INTERNAL**. For notes about the service area or agency.



Service Area: An Example

Service Area	10 877				
There are no Service Areas defined for this agency.					
	Add Service Area				
Add Service Area					
Select Service Area type	Service Area Definition				
Specific Zip Codes 🗸	Specific Zip Codes				
	A specific set of Zip codes.				
Area Served	How do you use this option?				
Zip Code(# of Services)	Specific Zip Codes				
✓ 43123 GROVE CITY, OH (FRANKLIN) 73 Served	You will be presented with a list of any zip code you served more than 10 times in the past year. Check the box for the zip codes you want to include in your formal service area. Once you complete this process, you will have the opportunity to add aditional zip codes.				
G 45044 MIDDLETOWN, OH (BUTLER) 13 Served					
Exception Note	Management Notes				
Customers must reside in Southwestern City School Districtu					
External Use - Enter notes here for this profile you would like to display to better explain the service area to the public.	Internal Use - Enter notes to help manage the service area.				

• Faux Pantry serves customers who live in the zip code 43123

• But only if you live in Southwestern City School District

Service Area: An Example

- Faux Pantry serves customers who live in the zip code 43123
- But only if you live in Southwestern City School District

	Service Area	178 DI
	There are no Service Areas defined for this agency.	
		C Add Service Area
	Add Service Area	
	Select Service Area type	Service Area Definition
	Specific Zip Codes	Specific Zip Codes
		A specific set of Zip codes.
ers	Area Served	How do you use this option? Specific Zip Codes
23	☐ Zip Code(# of Services) ✓ 43123 GROVE CITY, OH (FRANKLIN) 73 Served ☐ 45044	You will be presented with a list of any zip code you served more than 10 times in the past year. Check the box for the zip codes you want to include in your formal service area. Once you complete this process, you will have the opportunity to add aditional zip codes.
	MIDDLETOWN, OH (BUTLER) 13 Served	
-	Exception Note Customers must reside in Southwestern City School District External Use - Enter notes here for this profile you would like to display to better explain the service area to the public.	Management Notes
	Add	

Service Area: Trigger Exception Note

Zip Code	s Served - List										ESG ID
Сору	CSV Exc	el						Sea	rch:		
Zip Code	 City 	🔶 State 🌲	County 🖨	Priority 🔶	Distance 🔶	Trigger Exception Note?	♦	Exception Note	*	Status	
43123	GROVE CITY	ОН	FRANKLIN	1 (100.0%)	1.59	• Yes O No		Customers must reside in Southwestern City School District		Include Exclude	
Showing	1 to 1 of 1 ent	tries							Pi	revious 1 Add Zip	Next o Code

Once the Service Area is added you must set "Trigger Exception Note" to "Yes" for the exception note to display on FreshTrak:Public.

Service Area

Service Area	ID 877
Specific Zip Codes - Multi	EGP ID 652
Definition: A specific set of Zip codes.	Edit
Zip Codes Served (With Exceptions): • 43123 - Customers must reside in Southwestern City School District	
Management Notes	Exception Notes
	Customers must reside in Southwestern City School District
Internal Use - Notes to help manage the service area.	External Use - These notes are sometimes displayed to customers to better explain the service area when that nuance is not reflected in the Service Geographies.
	Last updated by Amanda Porter on 10/28/2020 @ 2:36 PM
	Add Service Area

You'll now see an at least one zip code listed in the Service Area.

This means all is correct.

** Be sure your "master" – event level Publishing Status is set to "publish in resource events" **