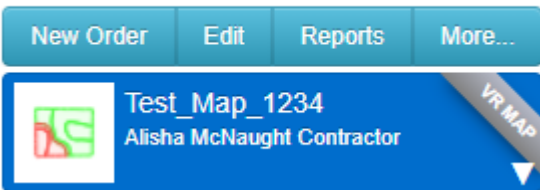


# HOW TO CREATE A VARIABLE RATE ORDER WITHOUT A STANDARD MAP

⊖ Selected Maps



1. Navigate to the “MAPS” tab and then select the Variable Rate map that you want to include in your order. Once you have selected the map some light blue buttons will appear above it. From these select “New Order”. Click on this and it will take you through to the new order screen.



2. You’ll notice at a first glance that the map is all grey and that you can’t use the blue “Select Coverage” button. This is because Variable Rate maps are different, instead of carrying coverage, they carry rates. To insert a coverage area we need to use the “Draw Coverage” tool instead. Once you’ve drawn your coverage the map should look similar to this one.



⊖ Products

⊕ Add Product

3. From here, you just need to enter your product like normal and submit your order. Although you will notice when you select the product that it won’t ask you for a rate - that’s because the rate is carried on the variable rate map. To add a product scroll down to “Products” on the left hand side and press the plus button. Then another green plus button should appear, click the green plus button to add a product.