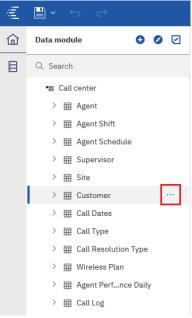
How do I account for leading zeros in Zip Codes in uploaded files?

Some zip codes in the United States contain leading zeros (e.g. 06533). Text file formats such as Excel or CSV remove leading zeros from numbers. If your data contains invalid zip codes (e.g. 6533), how can we add the leading zero back in?

Method 1: Add the zeros in the data module

- 1. The easiest way to solve this problem is to address it in a data module
- 2. First, create a new data module that is based on your uploaded file
- 3. In the data module, select the table that holds the zip codes and click the *More* icon:



- 4. Select Calculation
- 5. In the Name box, type Zip Code2
- 6. In the Expression box, type:
 - i. case cast(length(Zip_Code),varchar(1))
 - ii. when '3' then '00' + cast((Zip_Code),varchar(10))
 - iii. when '4' then '0' + cast((Zip_Code),varchar(10))
 - iv. when '5' then cast((Zip_Code), varchar(10))
 - v. end

7. The dialog should look like this:

mpon	ents	Expression	3 ◎ @ 三 ↔ ①	14
√ f(x)	Q. Search Im: Customer > ar: Zip Code2 - ar: Customer > # Row Id + # Customer ID > ar: First Name > ar: Last Name > ar: First Mame > ar: Erist Name > ar: Erist Name > ar: Erist Name	<pre>1 Fase cast(length(Incode),varchar(1)) 2 dime''s' then 0°+' cast(Incode),varchar 3 dime''s' then 0°+' cast(Incode),varchar 4 dime''s' then cast((Incode),varchar(10)) 5 end </pre>	(10)) (10))	
	 Street Address City State Zip Code Latitude Longitude 	Information		

- 8. Click OK
- 9. In the table in the data module, a new field will be created that is based on the existing *Zip Code* field, but now leading zeros will have been inserted as required

Method 2: Add the zeros in the Excel file

- 1. Storing zip codes as strings instead of numbers in Excel or CSV files will solve this problem. This would be a more manual process than Method 1.
- 2. In Excel, select the entire column that contains the zip codes
- 3. Right-click the column and select Format Cells...

4. On the Number tab, select Text, and click OK:

Format Cel	ls						?	×
Number	Alignment	Font	Border	Fill	Protection			
Category: General Number Currency Accountin Date Time Percentag Fraction Scientific Text Special Custom	je		de			hen a number	is in the o	cell.
						OK	Car	ncel

5. Use the *Find and Replace* function to add in the leading zeros as required, like this:

Find and Replac	?	\times	
Fin <u>d</u> Rep	lace		
Find what:	6533		\sim
Replace with:	'06533		\sim
		Op <u>t</u> ions :	>>
Replace <u>A</u> ll	<u>R</u> eplace Find All <u>Find Next</u>	Clos	se

Warning

You must complete these steps **before** uploading the file to IBM Cognos Analytics. If you have already uploaded the file, the data type for the zip codes will be *Integer*. The steps above will change the data type to *Text*. Uploading this new version of the file will not be successful. In this case, you will need to use Method 1 above to add in the leading zeros.