



HOW TO Edit States & Countries List

Revision 1.2



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HOW TO

Edit States and Countries Lists

Introduction

The Edit State List is a very important part of the Ship To, Bill To, and Tax portions of your store. From this list, you may add or remove a state from the store's list.

Use the following procedure to edit the States listing.

1. In the Administration menu, click on the triangle ► next to Stores. This expands ▼ the Stores menu.
2. Click the triangle ► next to the store's name to expand the menu.
3. Click the Countries link to change this list.
4. Select the States link to change this list.



Countries

The Edit Country List form is displayed.

Assigned	Code	Country
<input checked="" type="checkbox"/>	AF	Afghanistan
<input checked="" type="checkbox"/>	AL	Albania
<input checked="" type="checkbox"/>	DZ	Algeria
<input checked="" type="checkbox"/>	AS	American Samoa
<input checked="" type="checkbox"/>	AD	Andorra
<input checked="" type="checkbox"/>	AO	Angola
<input checked="" type="checkbox"/>	AI	Anguilla
<input checked="" type="checkbox"/>	AQ	Antarctica
<input checked="" type="checkbox"/>	AG	Antigua
<input checked="" type="checkbox"/>	AR	Argentina

By default, all countries are checked.

- If you do not want to do business in a certain country, uncheck the box next to that country, then click Update.
 - Click **+** to check all displayed items, and **-** to uncheck all displayed items in the list.
- To find a country, enter the name, or part of the name, then click the Search button.
- Select one of the tabs to display the countries.


All	Displays all countries
Unassigned	Displays only those countries that have not been assigned to this store.
Assigned	Displays only those countries that are assigned to this store.
- To view more of the list, change the number in the box at the bottom and click Update or Refresh. Or click the yellow triangle in the bottom, right corner.

State List

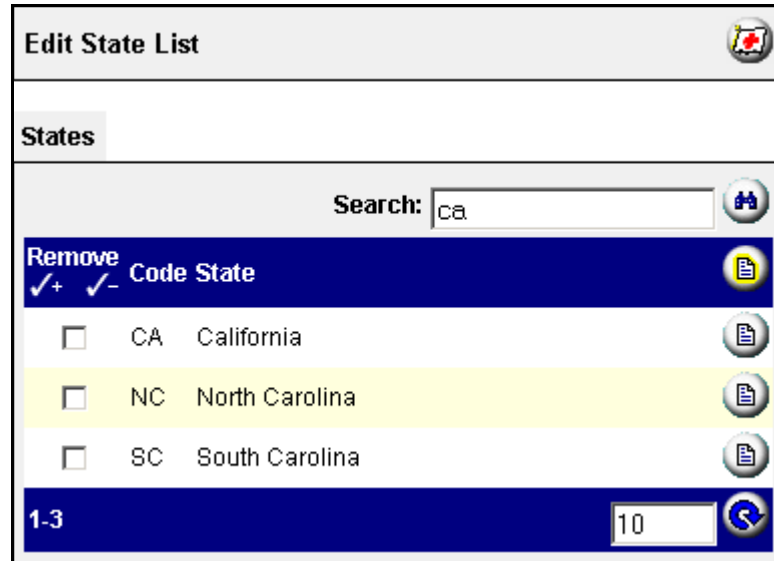
The Edit State List form is displayed.


Remove	Code	State	
<input type="checkbox"/>		Outside US	
<input type="checkbox"/>	AK	Alaska	
<input type="checkbox"/>	AL	Alabama	
<input type="checkbox"/>	AR	Arkansas	
<input type="checkbox"/>	AZ	Arizona	
<input type="checkbox"/>	CA	California	
<input type="checkbox"/>	CO	Colorado	
<input type="checkbox"/>	CT	Connecticut	
<input type="checkbox"/>	DC	District of Columbia	
<input type="checkbox"/>	DE	Delaware	

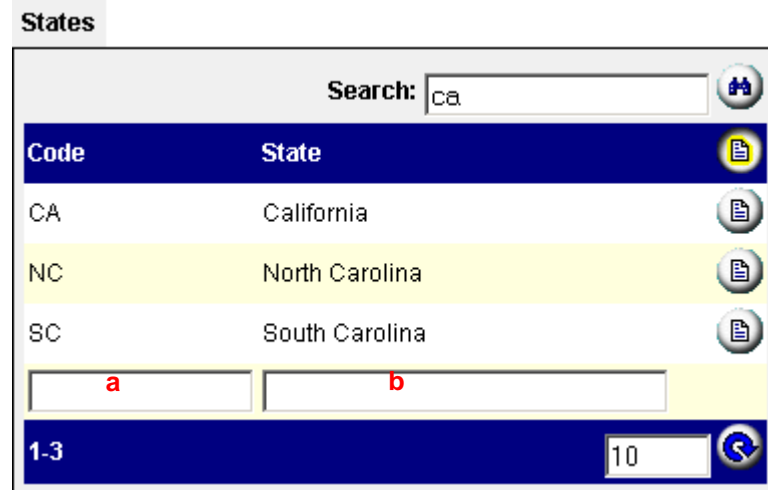
Editing the State List

1. Search for a state.
 - a. Enter the name, or a partial name into the text box, then click the Search  button.
 - b. Those states that meet the search criteria are displayed.

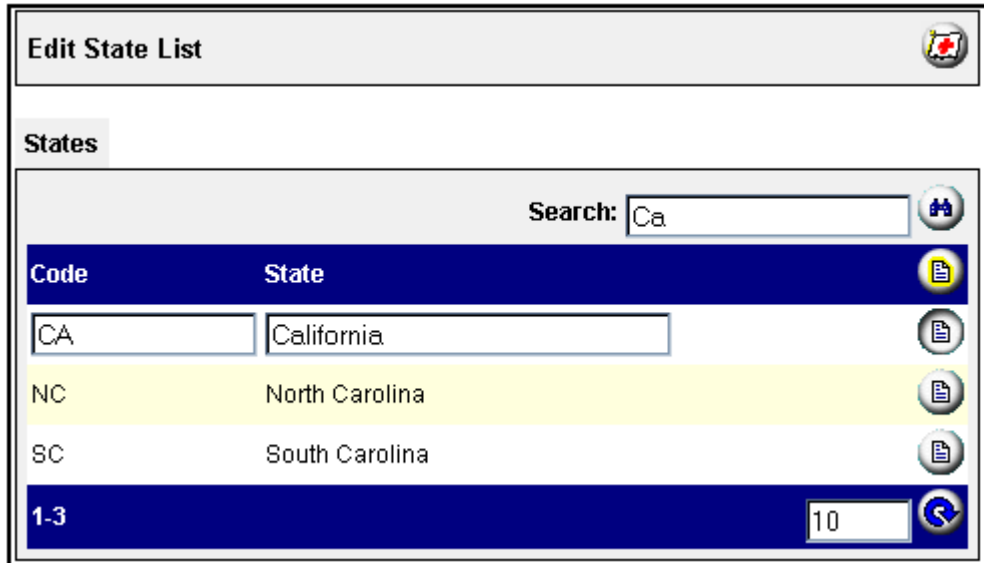
In the example below, the search criteria is “Ca.” Only those states with “Ca” in the name are displayed.



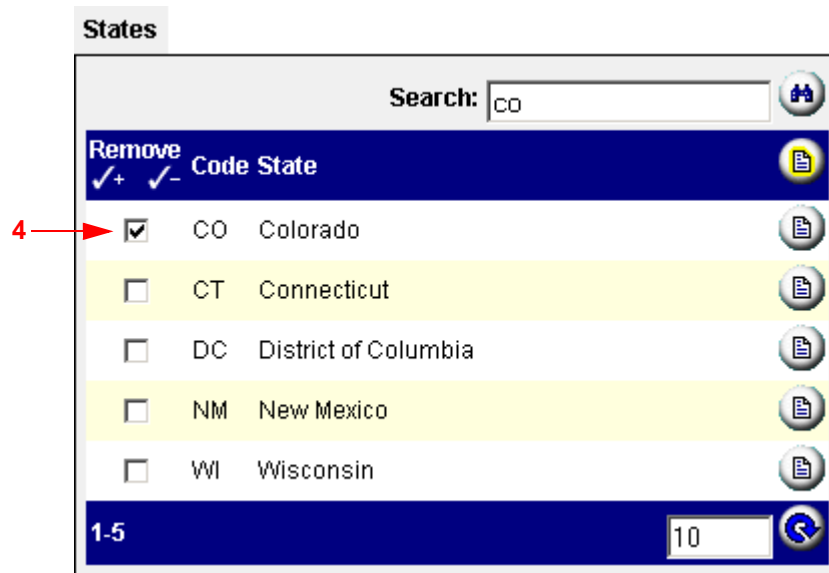
2. Click the New State  button to add another state.
 - a. Enter the state code.
 - b. Enter the name of the state.



3. Click the Edit button to edit the state code or name.



4. To remove a state, uncheck the box next to the state and click Update.



Outside the US

It should be noted that the "Outside US" listing contains a null code. This is the default value used in the Bill To area of the customer's order form. If Outside US is removed from the list, then a state code will be entered to the Bill To area.

Note: If you do not wish to do business outside of the US, you can rename the Outside US listing to Choose One. The customer will then choose one of the states that you have listed for your store.