



***HOW TO
Edit the States &
Countries List***

Revision 1.1



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HOW TO

Edit the States & 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. On the Margin Menu, click on the triangle ▶ next to Stores. This expands ▼ the Stores menu.
2. Click on the triangle ▶ next to the store's name to expand the menu.
3. Click on the Countries link to change this list.
4. Click on 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.

There are three methods for displaying your products.


| | |
|------------|--|
| All | Displays all products |
| Unassigned | Displays only those products that have not been assigned to this category. |
| Assigned | Displays only those products that are assigned to this category. |

State List

The Edit State List form is displayed.

The screenshot shows the 'Edit State List' interface. At the top is a title bar 'Edit State List' with a globe icon. Below it is a 'States' section. On the right side of this section is a search bar labeled 'Search:' with a magnifying glass icon (1). Below the search bar is a list of states. The first row is a blue header 'Remove Code State' with a document icon (2). Below it is a row with a checkbox (4) and the text 'Outside US', followed by a document icon (3). The next rows are 'AK Alaska', 'AL Alabama', 'AR Arkansas', and 'AZ Arizona', each with a checkbox and a document icon (3). At the bottom of the list is a blue bar with '1-5' on the left, a text box containing '5', and navigation arrows.

Editing the State List


1. Search for a state.
 - a. Enter the name, or a partial name into the text box.
 - b. Enter the search criteria into the text box or click the Search  button.
 - c. 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.

The screenshot shows a web interface titled "States". At the top right, there is a search bar with the text "Search: Ca" and a magnifying glass icon. Below the search bar is a blue header bar that says "Remove Code State" with a document icon. The main content area contains a list of states with checkboxes:

- CA California
- NC North Carolina (highlighted in yellow)
- SC South Carolina

 At the bottom left, it shows "1-3" and at the bottom right, a page size selector set to "10" with a refresh icon.

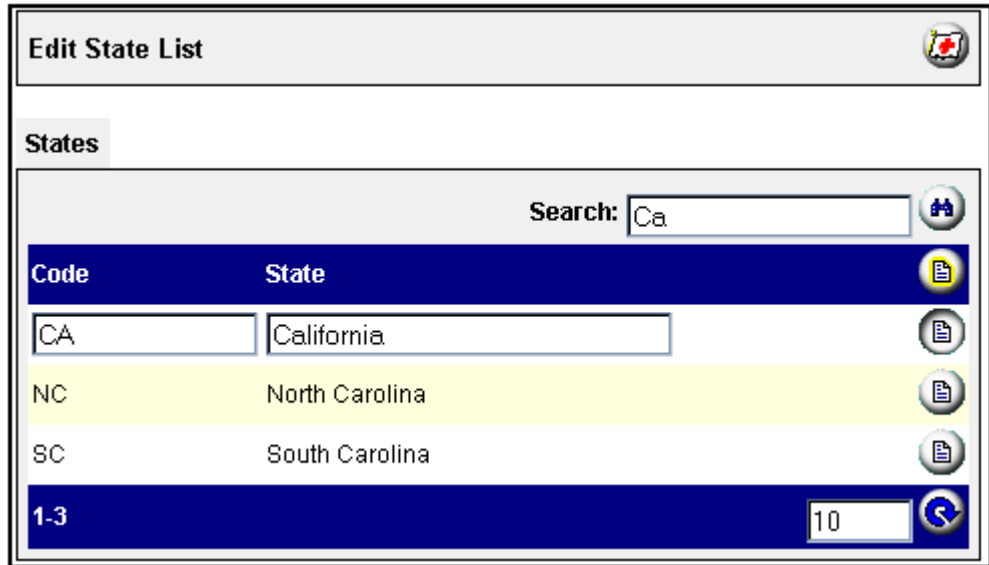
2. A new state may be added by clicking on the New State  button.
 - a. Enter the state code.
 - b. Enter the name of the state

The screenshot shows a web interface titled "Edit State List". At the top right, there is a search bar with the text "Search: Ca" and a magnifying glass icon. Below the search bar is a blue header bar that says "Code State" with a document icon. The main content area contains a table of states:

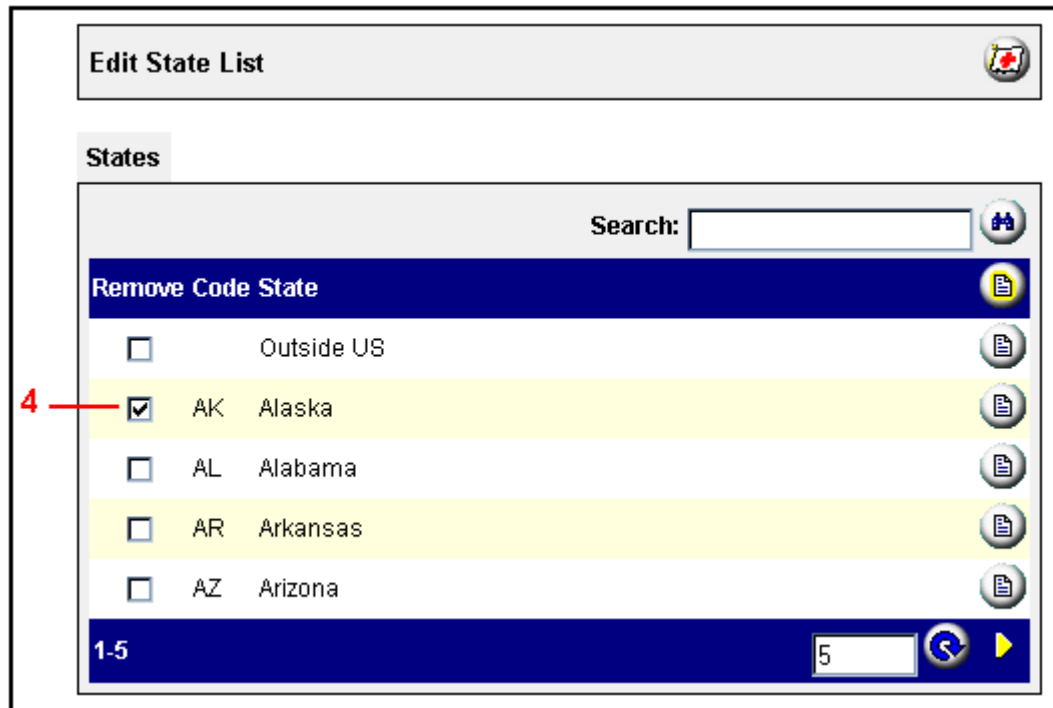
| Code | State |
|------|----------------|
| CA | California |
| NC | North Carolina |
| SC | South Carolina |

 Below the table, there are two input fields labeled "a" and "b" for editing the code and name respectively. At the bottom left, it shows "1-3" and at the bottom right, a page size selector set to "10" with a refresh icon.

3. You may also edit the state code or name by clicking on the Edit button.



- To remove a state, select the remove check 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 on of the states that you have listed for your store.
