



HOW TO Edit a States List

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HOW TO

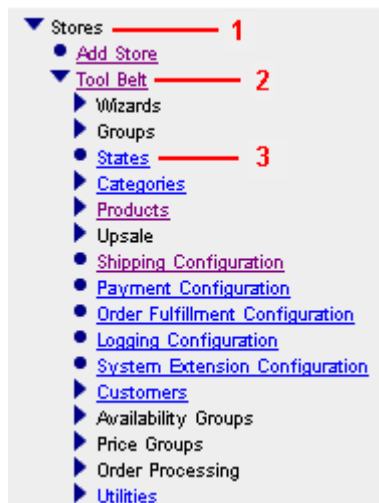
Edit the State List

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 States link.





The Edit State List form is displayed.

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.


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

Edit State List 


States

Search: 


Code	State	
CA	California	
NC	North Carolina	
SC	South Carolina	





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

Edit State List 

States

Search: 

Code	State	
<input style="width: 60px;" type="text" value="CA"/>	<input style="width: 150px;" type="text" value="California"/>	
NC	North Carolina	
SC	South Carolina	

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- To remove a state, select the remove check box next to the state and click Update.

The screenshot shows the 'Edit State List' window. The 'States' section contains a search box and a 'Remove Code State' button. The list of states is as follows:

Remove Code State	State Code	State Name
<input type="checkbox"/>		Outside US
<input checked="" type="checkbox"/>	AK	Alaska
<input type="checkbox"/>	AL	Alabama
<input type="checkbox"/>	AR	Arkansas
<input type="checkbox"/>	AZ	Arizona

At the bottom of the window, there is a blue bar with '1-5' on the left, a text box containing '5', and a refresh button.

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.