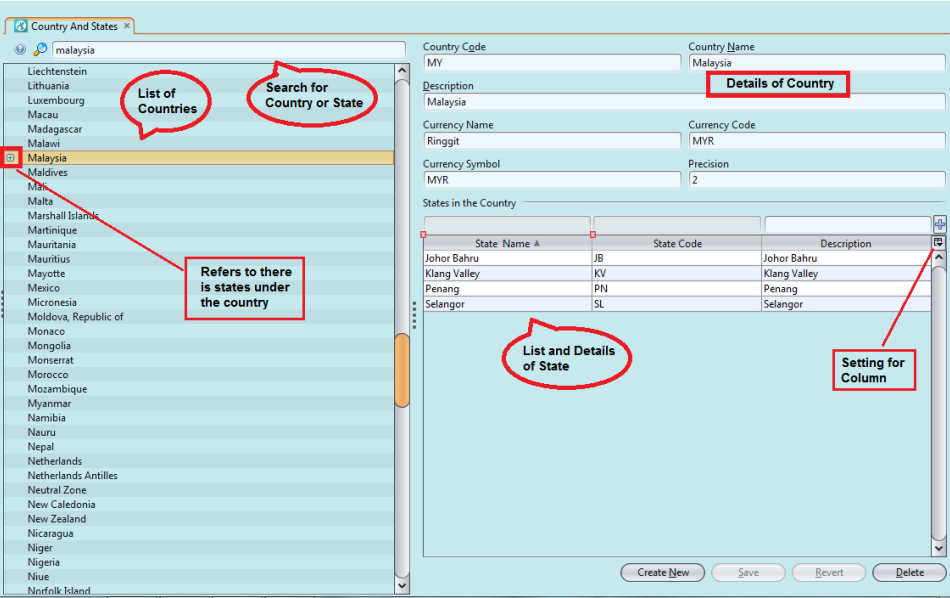


# Country and State

Company may have offices and clients in different country and states. This module allows the user manage the countries and states, and define the currency used. Below actions are available under **“Country and States”**:

 Create, modify, search and delete



Country And States

malaysia

List of Countries

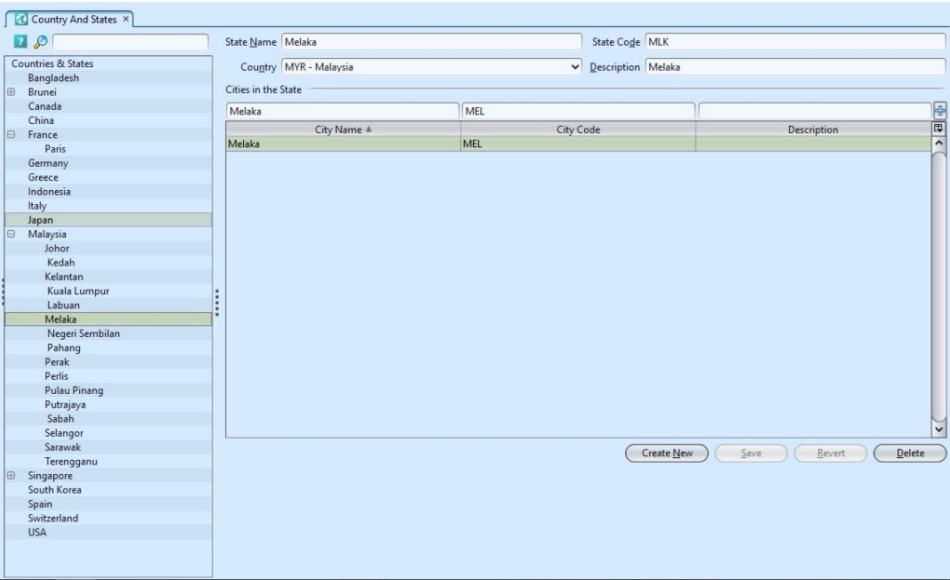
Search for Country or State

Refers to there is states under the country

Details of Country

List and Details of State

Setting for Column



Country And States

malaysia

List of Countries

Search for Country or State

Refers to there is states under the country

Details of Country

List and Details of State

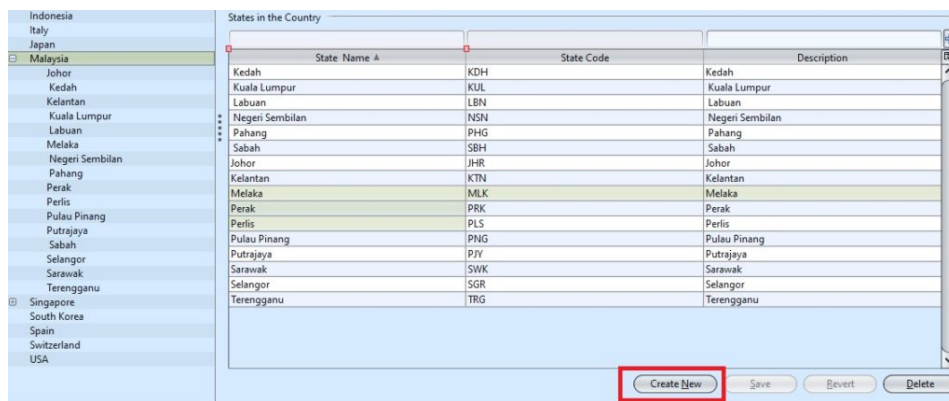
Setting for Column

Field Name	Description	Mandatory Information
Country Code	Code of the country	Y
Country Name	Name of the country	Y
Description	Description of the country	N
Currency Name	Name of the currency	N

Currency Code	Code of the currency	N
Currency Symbol	Symbol of the currency	N
Precision	Digit for the decimal places	N
State Code	Code of the state	Y
State Name	Name of the state	Y
City Name	Name of the city	Y
City Code	Code of the city	N
Description	Description of the state	N

## Create New Country:

1. Click on ***"Create New"*** button at the bottom of the screen.



2. Fill up the information on right side of screen

**\*Note:** The currency's details such as name, code and symbol need to be fill up in order to avoid transaction not able to process.

3. Click on the ***"Revert"*** button to undo changes.

4. Click on the ***"Save"*** button to save

## Modify the Country:

1. Select the country to modify in the list of countries at left side of screen

2. Update the information required.

3. Click on ***"Revert"*** button to undo changes

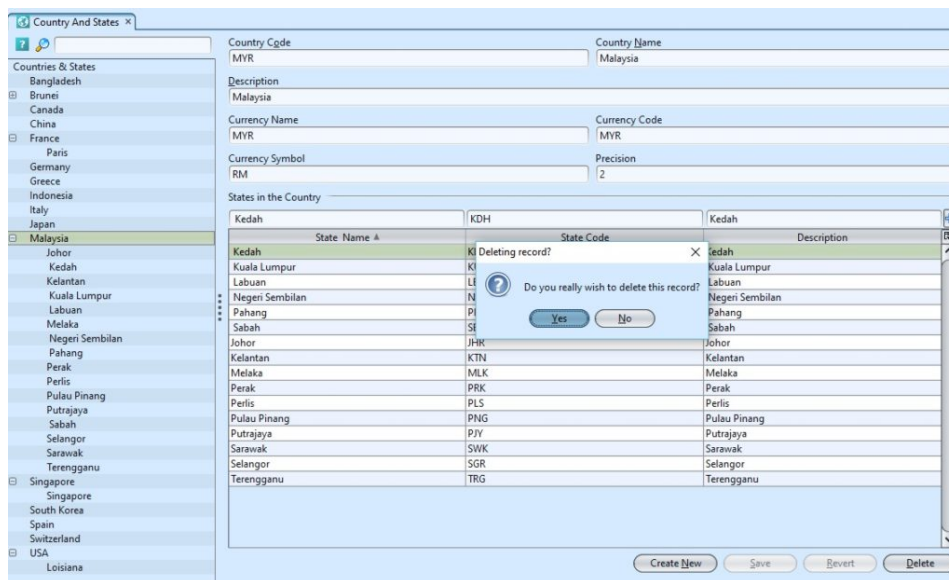
4. Click on the **“Save”** button to save the changes

## Delete the Country:

1. Select the country to delete from the list of countries at left side of screen


2. Click on **“Delete”** button at the bottom of screen

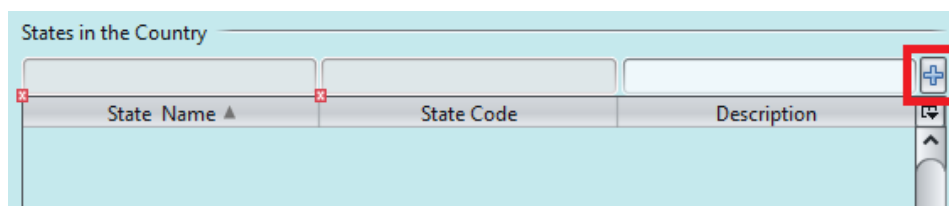
3. Click on **“Yes”** button on the pop-up window to confirm record deletion




**\*Note:** Deletion of a country is possible only if other transactions are not using the country

## Create New State:

1. Select the country to add the state under the country. Click on “” to create new state.



2. Fill up the state's information

3. Click “  ” or “**Enter**” to save it.

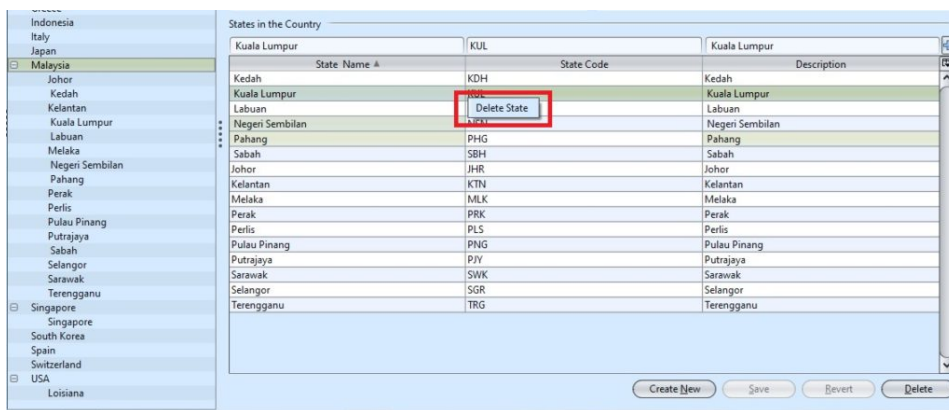
## Modify the State / City:

1. Select the state to modify in the list of state.
2. Update the information required

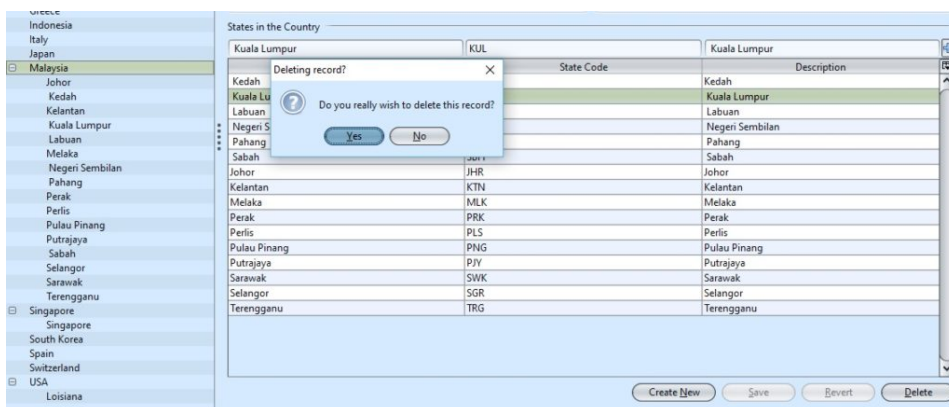
3. Click “  ” or “**Enter**” to save it.

## Delete the State / City:

1. Select the state to delete in the list of state.
2. Right click on the mouse and click “**Delete State**”



3. Click on “**Yes**” button on the pop-up window to confirm record deletion



**\*Note:** Deletion of a state is possible only if other transactions are not using the state

# Create New City:

1. User need to created state before create the city of the state.

The screenshot shows the 'Country And States' application. On the left, a list of countries and states is displayed. The 'USA' is selected, and 'Loisiana' is highlighted. On the right, the 'State Name' is 'Loisiana' and the 'State Code' is 'LOUI'. The 'Country' is 'US - USA'. Below this, a table titled 'Cities in the State' is shown, which is currently empty. At the bottom right, there are buttons for 'Create New', 'Save', 'Revert', and 'Delete'.

City Name	City Code	Description
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2. Fill up the city's information

3. Click "  " or **"Enter"** to save it.

The screenshot shows the 'Country And States' application with the same state selection as the previous image. However, the 'Cities in the State' table now contains one entry: 'Abbeville' with the city code 'ABBE'. The 'City Name' and 'City Code' columns are highlighted with a red box. The 'Description' column is empty.

City Name	City Code	Description
Abbeville	ABBE	