

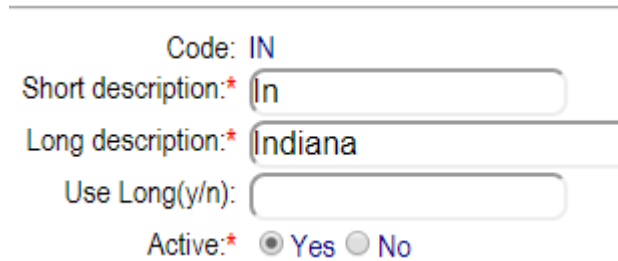
State

What it does:

Allows you to add states and countries. These are used in the addresses and can be set as the default when you add an address.

Adding the table entry

Menu | Tables | Generic Validation Tables | State



The screenshot shows a form for adding a state entry. It includes the following fields and options:

- Code:** IN
- Short description:*** In
- Long description:*** Indiana
- Use Long(y/n):** (empty field)
- Active:*** Yes No

- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.

Click the **Update** button to save your work.

To set a state as the default state go to Menu | Tables | Generic Validation Tables | Defaults | State