

SWS - Forms in the Maintenance Menu - Country

Last Modified on 08/07/2024 3:17 pm EDT

The Country function allows a user to define country-specific address attributes in Manitou. Such country-specific attributes include:

- Fields for street, city, and Zip Codes
- Formats for telephone numbers, dates, and times
- Formats for postal addresses on printed pages
- Formats for counties and states, and their associated abbreviations

Although the Country Setup may be configured during the Manitou installation process, users may still find it necessary to add or edit listings.

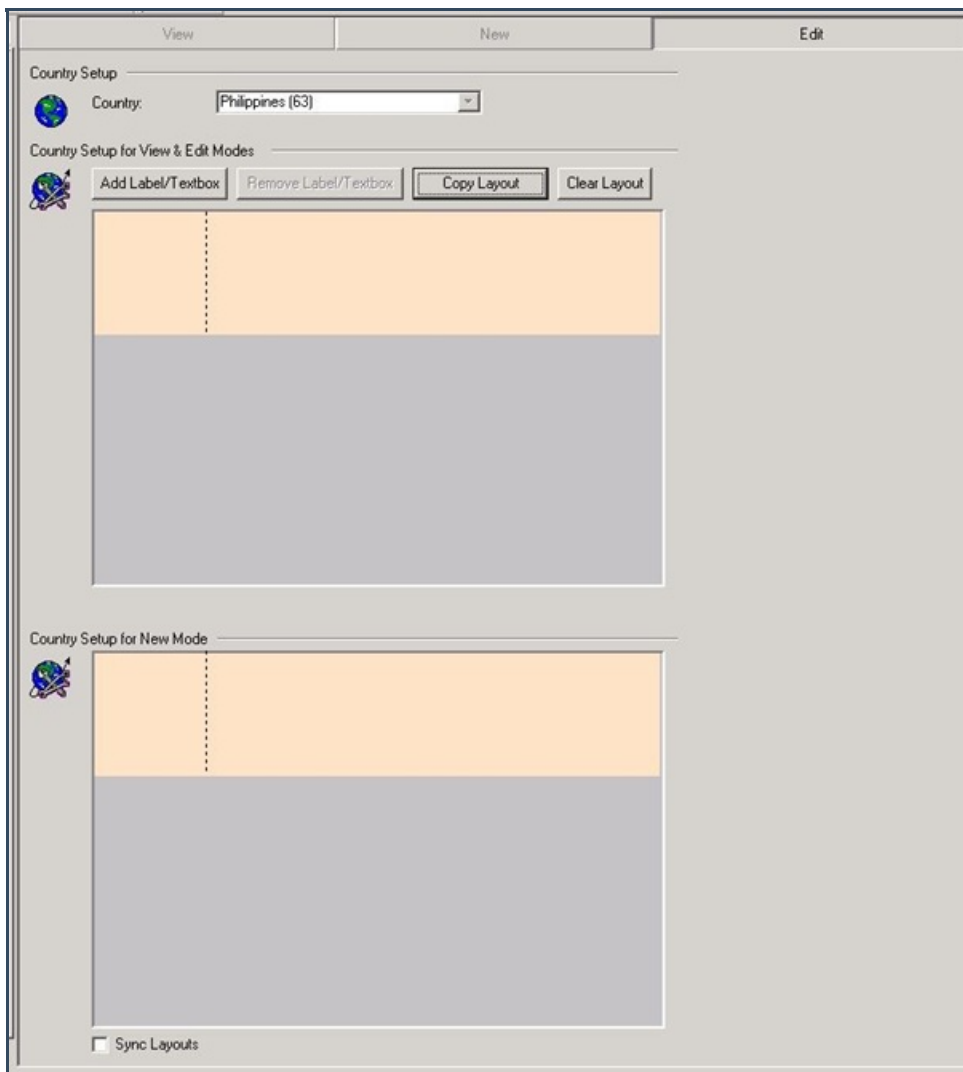
Modifying Format Details for an Existing Country

From the Country Setup screen, users can define how addresses are displayed in the Customer Record. For example, one country's address layout might include only a two-character regional abbreviation (for e.g., a two-digit state abbreviation in the U.S.). Another country's address layout might not allow for abbreviations. Also, while the United States uses a numeric Zip Code, other countries use a Postal Code that can include letters and numbers.

Perform the following steps to edit the country attributes for a country already defined in Manitou:

1. Navigate to the Maintenance menu, click "Setup", and then click "Country".

Result: The "Country Setup" form displays as shown in the following screenshot:



2. Select the existing country you want to edit from the "Country:" dropdown menu.

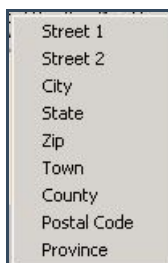
Result: The current format for your country's attributes is displayed in the "Country Setup for View and Edit Modes" window.

3. Click "Edit".

4. If you want the two setup windows to have identical layouts, select the "Sync Layouts" checkbox located below the lower setup window.

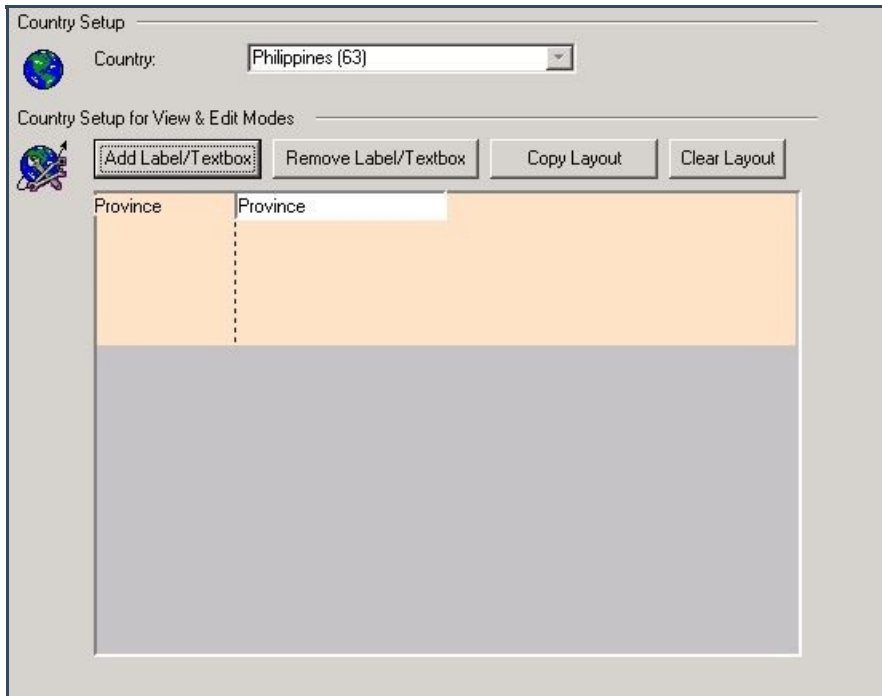
5. Click "Add Label/Textbox".

Result: The following window displays:



6. Select the type of new label and textbox you want to add.

Result: The new label and textbox you selected is displayed in the setup window as shown in the following screenshot:



Note: You can now drag and drop the labels and textboxes you created anywhere within the setup window.

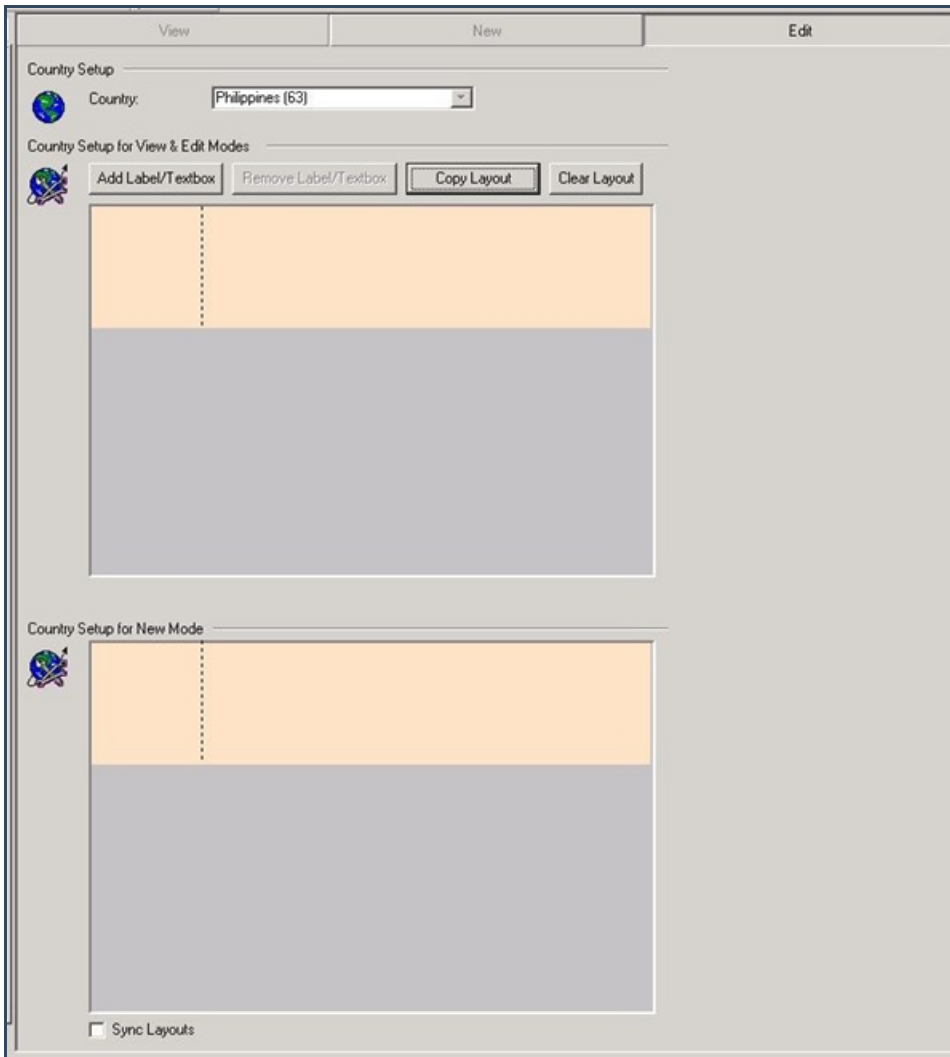
7. If you want to copy the layout of the top window into the bottom window, click "Copy Layout".
8. If you want to remove all the labels and textboxes from both windows, click "Clear Layout".
9. Repeat steps 5 and 6 to add as many labels and textboxes as you need, and then drag and drop them within the setup window.
10. Once you have made all the changes you want, click "Save".

Adding a New Country

Perform the following steps to add a country that does not yet exist in Manitou, and to define its formatting:

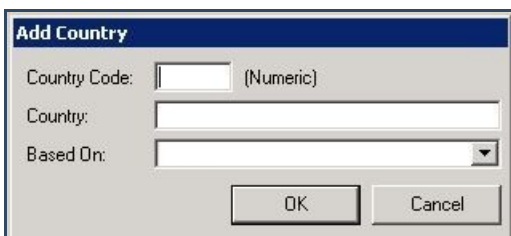
1. Navigate to the Maintenance menu and click "Setup", and then click "Country".

Result: The "Country Setup" form displays as shown in the following screenshot:



2. Click "New".

Result: The "Add Country" window displays as shown in the following screenshot:



3. Enter the numeric telephone country code for your new country in the "Country Code:" field.

Note: The telephone country code must be either two or three numbers. If you do not know the telephone code for your country, look it up on the internet.

4. Enter the country name in the "Country:" field.

5. Select the country with the format most like your new country from the "Based On:" dropdown menu and click "OK".

Result: The new country you are adding now displays as the currently selected country in the "Country" dropdown menu.

Note: If you do not know which country's format is most similar to the new country you are adding, click "Cancel" on the "Add Country" dropdown menu and then click "View". Next, open the "Country:" dropdown menu and review existing layouts for the countries already defined in Manitou.

6. If you want to add a new label and textbox to your new country's formatting, follow steps 3-8 of the instructions for "Modifying the Details for an Existing Country" displayed above.
7. Once you have made all the changes you want, click "Save".

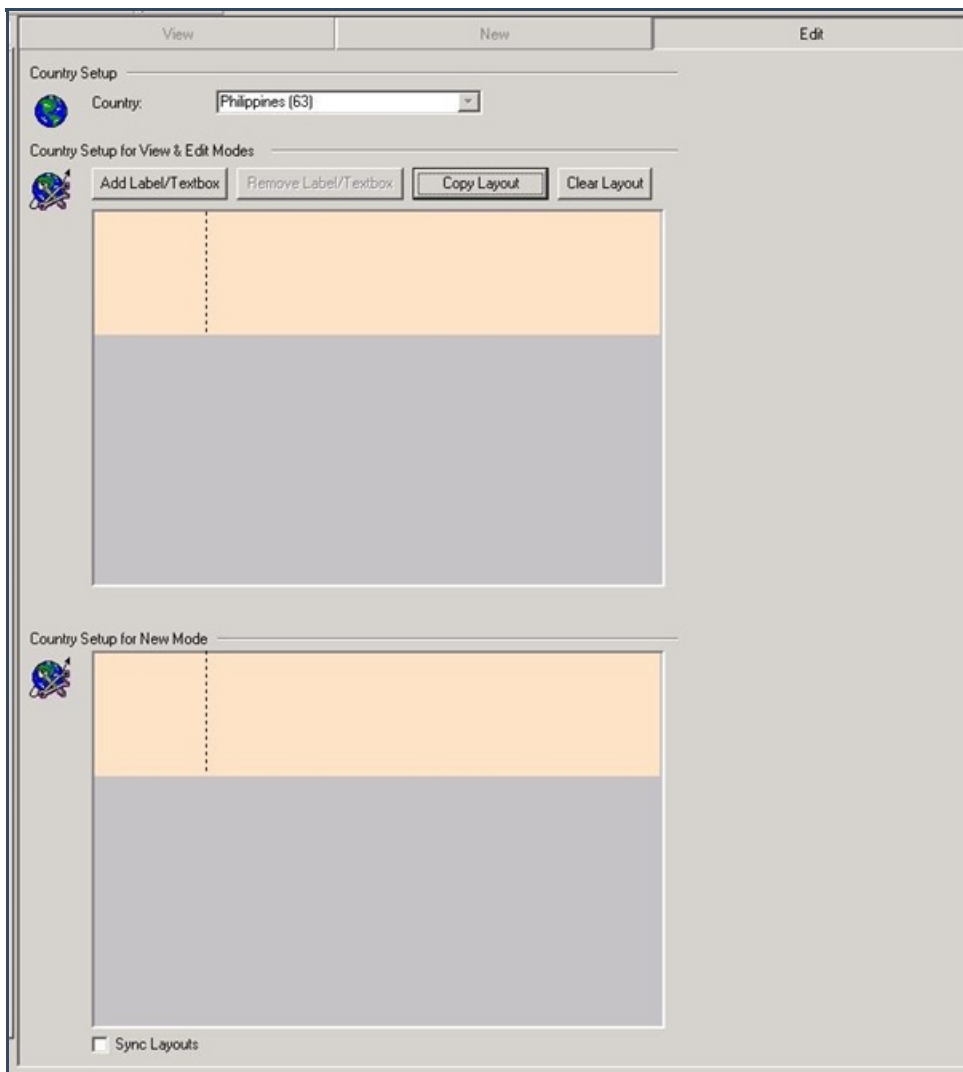
Result: The country you added now displays as a newly created country in the "Country:" dropdown menu.

Editing an Existing Country's Mail Address Layout

Perform the following steps to modify an existing country's Mail Address Layout:

1. Navigate to the Maintenance menu, click "Setup", and then click "Country".

Result: The "Country Setup" form displays as shown in the following screenshot:



2. Select the "Mail Addr Layout" option from the Country Jump To: menu as shown in the following screenshot:



Result: The Mail Address Layout screen displays as shown in the following screenshot:

The screenshot shows a 'Country Setup' window with three tabs: 'View', 'New', and 'Edit'. The 'Country' dropdown is set to 'United States of America (1)'. Below this, there are two main sections: 'Label Location on Page' and 'Label Contents'. The 'Label Location on Page' section has three rows of input fields: 'Top' (2.25 in, 5.72 cm), 'Left' (0.88 in, 2.22 cm), and 'Width' (3.47 in, 8.82 cm). To the right of these fields is a preview window showing a label layout with a small rectangular area. The 'Label Contents' section has eight rows of dropdown menus, each with three columns labeled 'Item 1', 'Item 2', and 'Item 3'. The dropdowns are labeled 'Line 1' through 'Line 8'. Below the dropdowns is a preview window showing the text layout for the label: 'Attention Name', 'Name', 'Address line 1', 'Address line 2', and 'City Name Short Region Name Post Code'. At the bottom of the window is a 'Restore Defaults' button.

3. Select the existing Manitou country whose Mail Address Layout you want to edit from the "Country:" dropdown menu.

Result: The country you want to edit now displays in the "Country:" dropdown menu.

4. If you want to edit the details of how your label displays on the page, modify the values entered in the "Top:", "Left:", or "Width" fields in the "Label Location on Page" section.

Result: The label location changes on the preview display.

5. If you want to edit which label fields display and the text that displays in those label fields, modify entries in the "Label Contents" section.

Result: Your modifications show in the preview display.

6. If you want to return to the label location or contents that were displayed before you made changes, click "Restore Defaults".

Result: The preview displays show the label location and contents as they existed before your modifications.

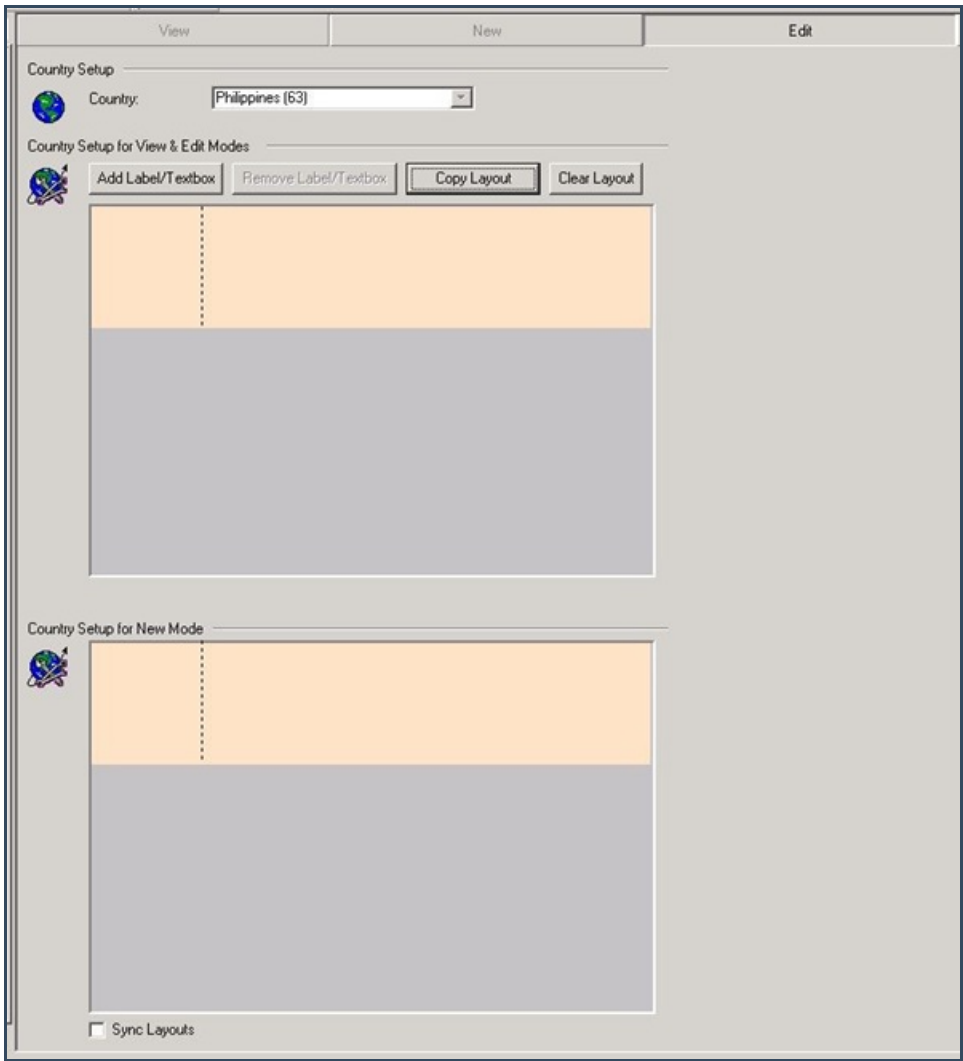
7. When you have made all the changes you want, click "Save".

Adding or Modifying a State or Region

Perform the following steps to add or modify a state or region:

1. Navigate to the Maintenance menu, click "Setup" and then click "Country".

Result: The "Country Setup" form displays as shown in the following screenshot:



2. Select the "Regions/States" option from the Country Jump To: menu as shown in the following screenshot:



Result: The Regions/States screen displays as shown in the following screenshot:

Country Setup

Country:

Regions/States

Name	Abbreviation
Alabama	AL
Alaska	AK
AP	AP
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH

3. Click "Edit".

Result: A new row displays at the bottom of the list.

4. If you want to add a new region or state abbreviation, navigate to the newly created row, and enter the region or state name and the abbreviation you want into their appropriate columns.
5. If you want to modify an existing entry, navigate to it, and make the necessary changes.
6. Click "Save".

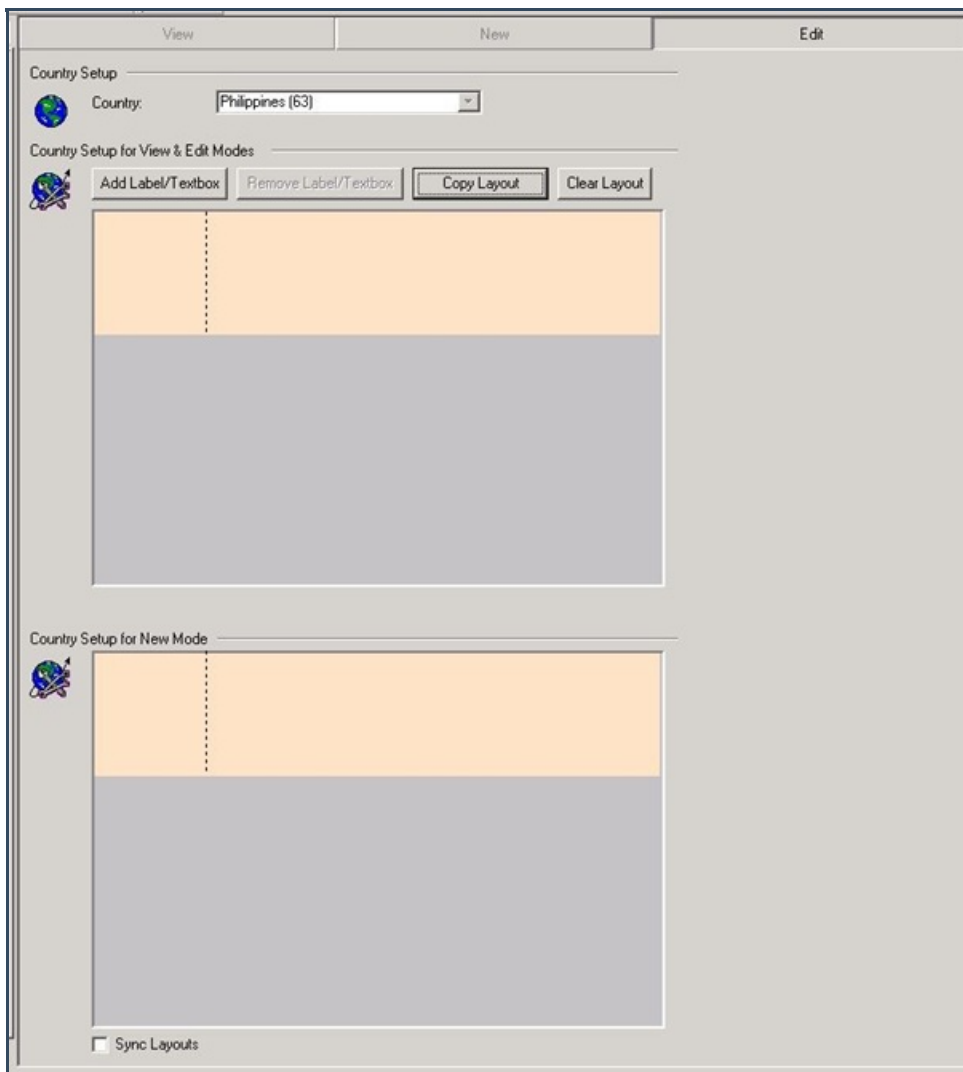
Result: Either your new entry or your modified entry is now displayed in the list.

Adding or Modifying a City

Perform the following steps to add or modify a city:

1. Navigate to the Maintenance menu, click "Setup" and then click "Country".

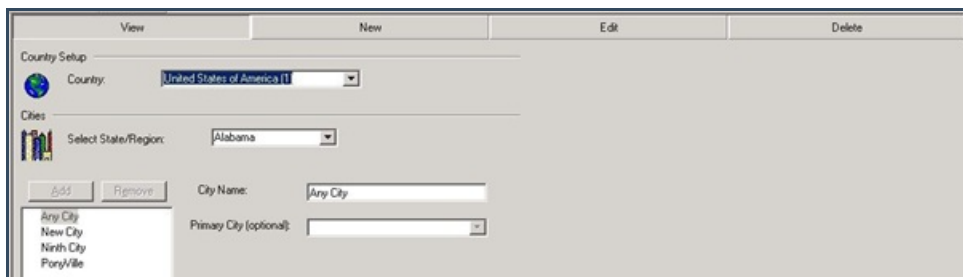
Result: The "Country Setup" form displays as shown in the following screenshot:



2. Select the "Cities" option from the Country Jump To: menu as shown in the following screenshot:



Result: The following window displays:



3. Select the country in which you want to add a city from the "Country:" dropdown menu.

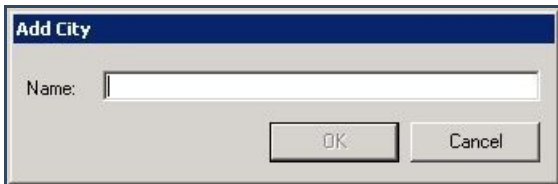
Note: If the country you want does not display in the menu, follow the instructions for "Adding a New Country".

4. Select the state or region in which you want to add a new city from the "State/ Region:" dropdown menu.

Note: If the state or region you want does not display in the menu, follow the instructions for "Adding or Modifying a State or Region".

5. Click "Edit" and then click "Add".

Result: The "Add City" window displays as shown in the following screenshot:

A screenshot of a software dialog box titled "Add City". The dialog box has a light gray background and a dark blue title bar. Inside the dialog, there is a text input field with the label "Name:" to its left. Below the input field, there are two buttons: "OK" and "Cancel".

6. Enter a city into the "Name:" field and click "OK".

Result: The city you added now displays in the list for the state or region in which you created it.

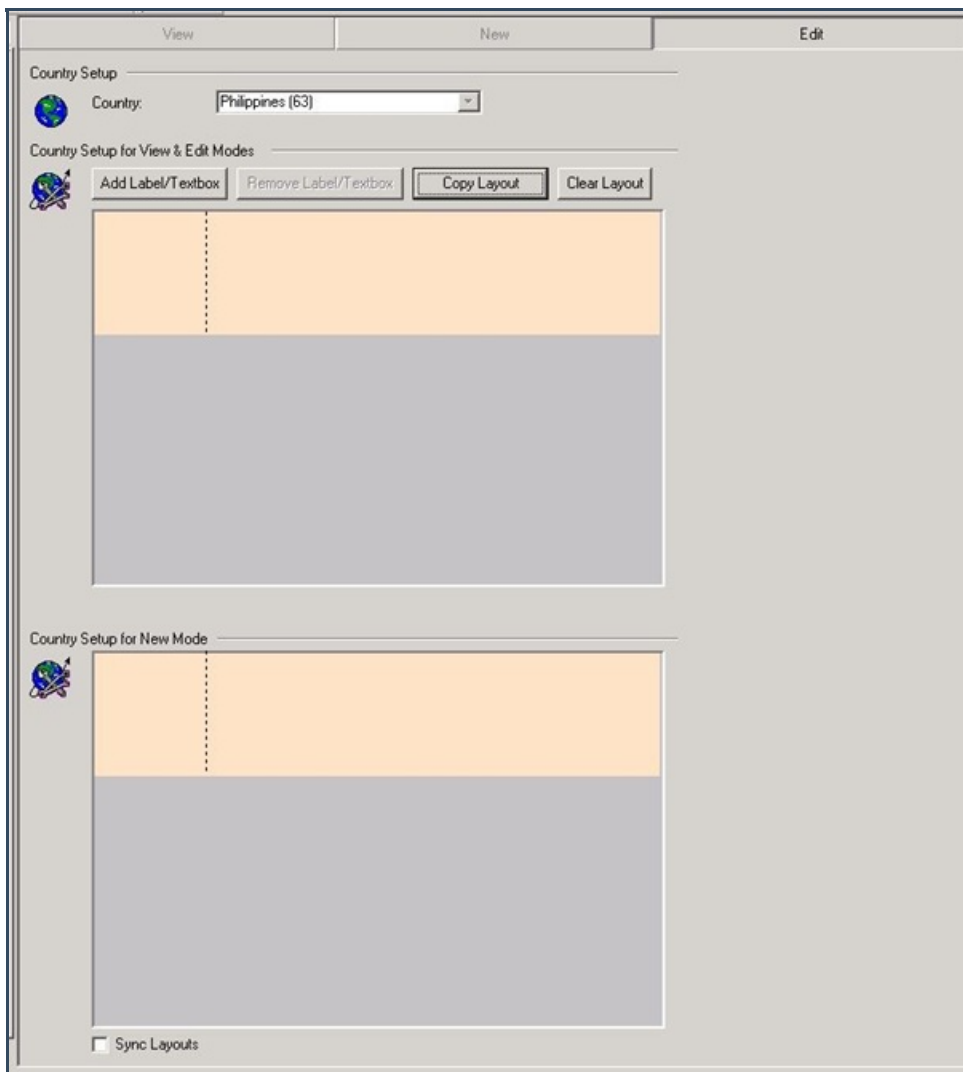
7. Click "Save".

Adding a Post Code

Perform the following steps to add a postcode:

1. Navigate to the Maintenance menu, click "Setup" and then click "Country".

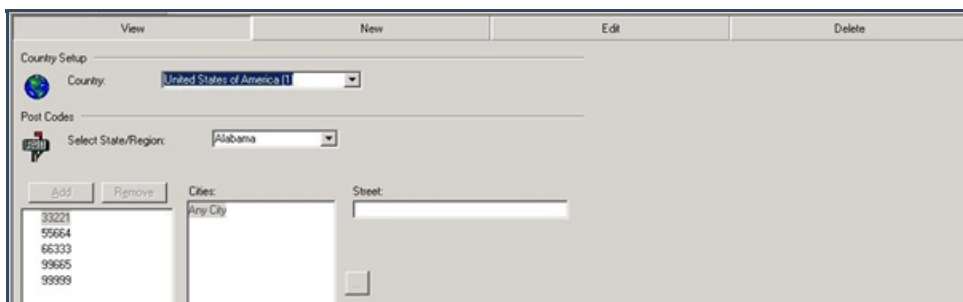
Result: The "Country Setup" form displays as shown in the following screenshot:



2. Select the "Post Codes" option from the Country Jump To: menu as shown in the following screenshot:



Result: The following screen displays:



3. Select the country in which you want to add a Post Code from the "Country:" dropdown menu.

Note: If the country you want does not display in the menu, follow the instructions for "Adding a New Country".

4. Select the state or region in which you want to add a Post Code from the "State/ Region:" dropdown menu.

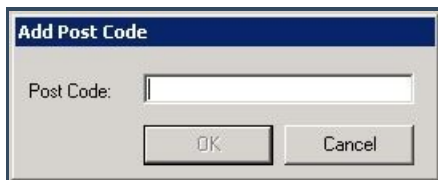
Note: If the state or region you want does not display in the menu, follow the instructions for "Adding or Modifying a State or Region".

5. Select a city from the "Cities:" list.

Note: If the city you want does not display in the menu, follow the instructions for "Adding or Modifying a City".

6. Click "Edit" and then click "Add".

Result: The "Add Post Code" window displays as shown in the following screenshot:



7. Enter the Post Code you want to add and click "OK".

Result: The "Edit City Selections" window displays as shown in the following screenshot:



8. Select the cities you want to associate with your new Post Code and click "OK".

Result: The new Post Code you just added now displays in the list.

9. If you want to associate a specific street with an existing Post Code, select the Post Code from the list, and enter a street into the "Street:" field.

10. Click "Save".

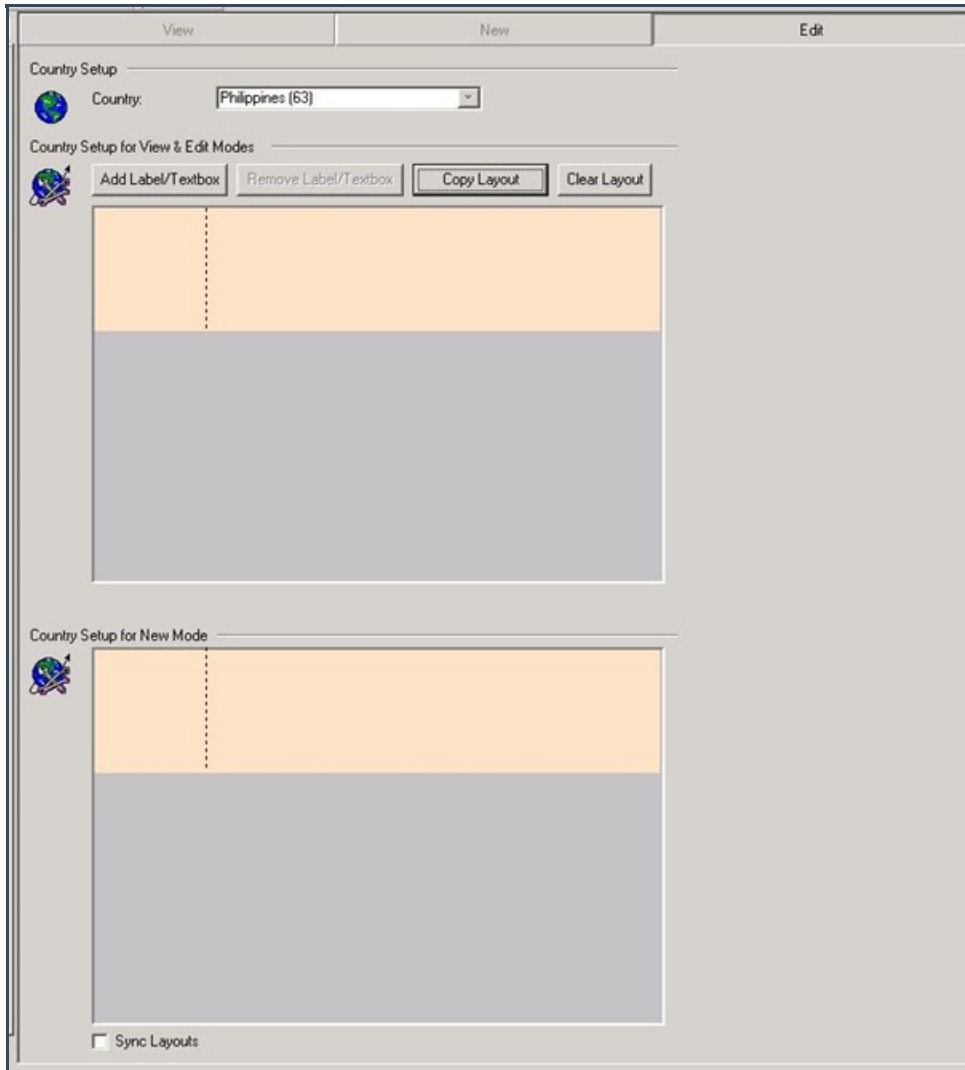
Configure Country Options

The Country Options Tab contains fields that allow for the configuration of phone numbers, date, and time formats and

whether or not there is a UL Policy in this country. At the bottom of this tab, it may be indicated whether or not an abbreviation of the regions or states may be used and whether or not new regions or states may be added during data entry.

1. Navigate to the Maintenance menu and click "Setup", and then click "Country".

Result: The "Country Setup" form displays as shown in the following screenshot:



2. Select "Country Options" from the Country Jump To: menu as shown in the following screen shot:



Result: The following window displays:

Country Setup

Country: United States of America

Country Options

Telephone Prefix: 1

Telephone Picture: (999) 999-9999

Date Picture: MM/DD/YYYY

Date/Time Picture: MM/DD/YYYY HH:mn

Time Picture: HH:mm

12 Hour Time Format

UL Policy Licensed

Tx Programming Confirm Command Settings

Signals for Confirmation: 2

Signals Following Global Confirmation: 1

All Signals are Immediately Available (Regardless of Confirmed State)

Unique Zones Required

Region/State Settings

Show abbreviation field

Abbreviation in first column

Abbreviation in second column

Name	Abbreviation
Colorado	CO

Allow new regions/states on data entry form

Show warning if new post code entered on data entry form

3. Select the country you want to modify from the "Country:" dropdown menu and click "Edit".

4. Edit the following fields to reflect the formats in the country you are modifying:

- Telephone Prefix: if you are calling outside national borders, you must enter a one, two, or three digit code that represents the country you are calling. Enter your country's telephone country code into this field.
- Telephone Picture: this field defines the standard phone number format for your country. Enter your country's standard phone number format into this field.
- Date Picture: this field defines the standard format in which dates are displayed in your country. Enter your country's standard Date format into this field.
- Date/Time Picture: this field defines your country's standard format for Date/Time display. Enter your country's standard Date/Time format into this field.
- Time Picture: this field defines the standard format for your country's Time display. Enter your country's standard Time format into this field.
- 12 Hour Time Format: this option allows you to select whether your country displays time in the 12 hour, a.m./p.m. format or a 24 hour format. Check this option if your country uses the 12 hour a.m./p.m. format.
- UL Policy Licensed: this option allows you to select whether your country is subject to UL requirements. Check this option if your country is a UL member country.
- Show abbreviation field: this option allows you to define whether Manitou displays a Region or State abbreviation code, and whether the abbreviation code displays in the first or second column.
- Allow new regions/states on data entry form: this option allows you to define whether or not Manitou blocks new Regions and States when a user tries to add one.
- Show a warning if a new postcode is entered on the data entry form: this option allows you to enable a pop-up window display in the event someone enters an unknown postcode on the data entry form.

5. When you finish making the changes you want, click "Save".