

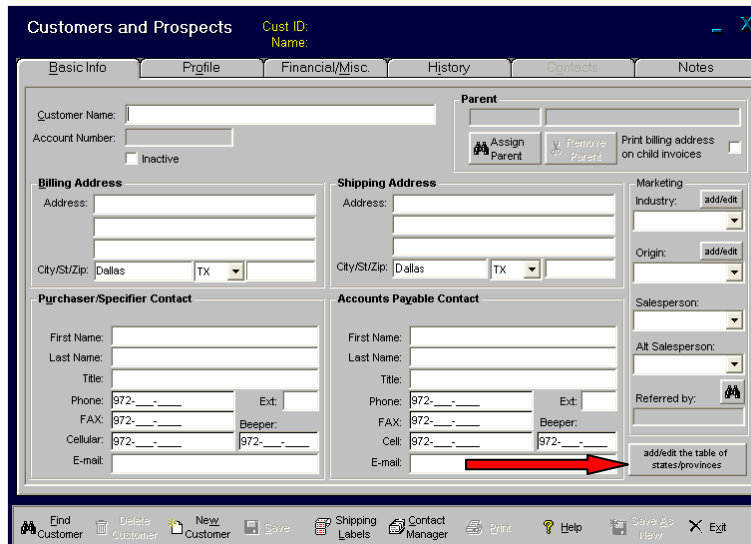
Editing State Abbreviations

The table of state and province names can be easily edited in **ADVANTAGE**. This allows you to add abbreviations for territories that you service that do not appear on the default list.

- Click on **Order Processing** then **Customer Maintenance**:

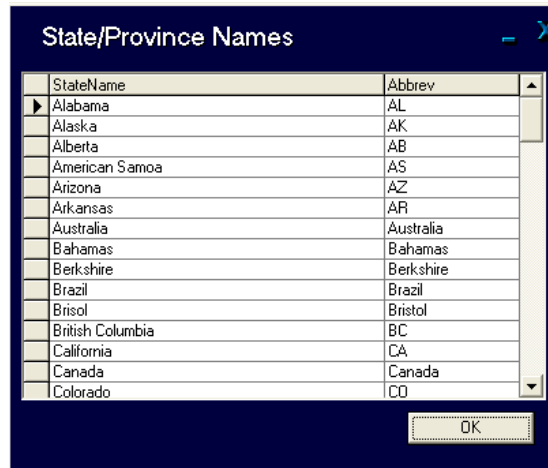


- ADVANTAGE** will display the customer maintenance screen:

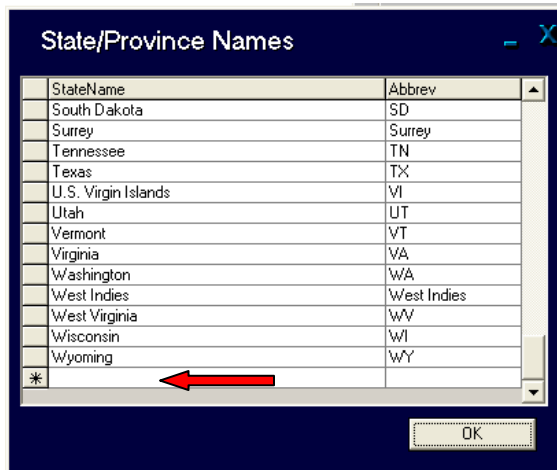


- Click on the **Add/Edit the table of states/provinces button**

✚ The following screen will appear:



✚ Scroll down to the bottom and type the name and abbreviation of the state or province you wish to add:



✚ Click **OK**

✚ You can now use the abbreviation you just added.