Levels

This admin page controls geographic navigation levels. Levels will automatically be created on this page as needed to support Regions that are added (that is: in order to make Level 3 appear on this page, attach an actual sub-region to an existing Level 2 Region.

Region Type

Each level has a Type, which is one of: **Country, State/Province, City, Other**.

In most cases, Country and State/Province should be the top two levels, as they directly correspond to billing and mapping address data.

If a level has the **City** type, it will override the separate, freeform City field (see the Fields to Use page). This means you can allow users to type in a City manually (using the freeform field; i.e. **not** using a City Level) **or** allow them to pick from a pre-defined list of City regions.

The **Other** level type is typically used for Levels that do not fit into the other three categories, and has no special functionality of its own.

Always Show

With this option turned off, Region selectors throughout the software will hide a given Level until it becomes available for use (typically, when a selection is made for the level above it). By turning this option on, the relevant selector will always appear, even when it is not yet available.

Labeled

Checking this option causes the appropriate label (specified by text boxes to the left) to appear next to Region selectors throughout the software.