

## Regions

Use this page to configure the regions for use throughout the software.

### Listings

Shows the number of listings that currently have each region attached.

### Enabled?

Shows a check mark if the region is enabled, or an X if it is disabled. Click the icon to toggle between states. Disabled regions will not appear in region selectors throughout the software.

### Abbr.

Shows the Billing Abbreviation associated with a region. This is the abbreviation sent to payment gateways on checkout. Only one Billing Abbreviation is used per-region, even if you have multiple translations of the region's full name. Make sure this is set to the "official" country/state abbreviation, as it may cause payments to fail for some payment gateways otherwise.

### Unique Name

This value must be unique for every region in the system. It is used as the subdomain for each region, if you have subdomains enabled within the Geographic Navigation addon.

### Tax

Shows the tax amount(s) that apply to each region. Each region may have a percentage-based and/or flat-rate tax. When placing an order on the site, users will be charged tax according to the region they registered in, as well as any of its "parent" regions. All percentage-based taxes are calculated from the pre-tax subtotal.

### Display Order

In front-side selectors, regions appear in order of their Display Order. Regions with lower Display Orders appear first (highest) in those lists.

### Enter

Use this button to explore a region's sub-regions, such as the states attached to a country.

## Edit

This button will call up a window where you may edit most of the above information for a region

## Optional Region Data

### Cities in the United States

Most clients do not want to manage the city data so by default we do not include this into the regional data. Not doing so makes installations and updates much easier for the majority of clients who do not need it. But we downloaded the US incorporated cities data compiled from the 2010 US Census. We have condensed the data into a format that would make it very easy to insert into the software through the "bulk add regions" tool within the GEOGRAPHIC SETUP > REGIONS admin tool. Within the csv type file which can be opened in excel or open office calc are two columns. The left column is the state name and the second column is the city within that state. The file is organized by state alphabetically and then by city within the state. It should require only 51 cut and pastes (if you include Puerto Rico) into the bulk add regions admin tool popup to get all the cities into your site. In all there are over 29,500 incorporated cities within the file.

You can find this csv file within the public downloads section of your client area. Click on the "Optional Data" link.

We'll add other regional data as we come across it or clients supply it.

From: <https://geodesicsolutions.org/wiki/> - **Geodesic Solutions Community Wiki**

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Last update: **2015/07/29 21:44**

