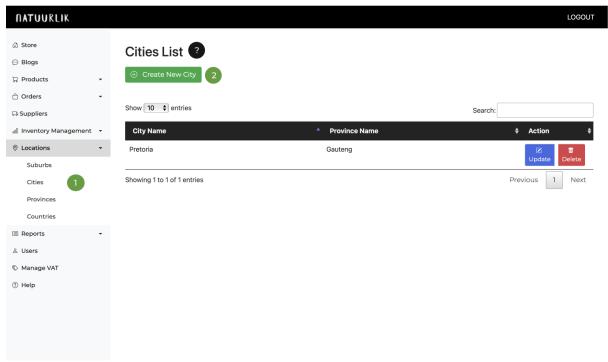


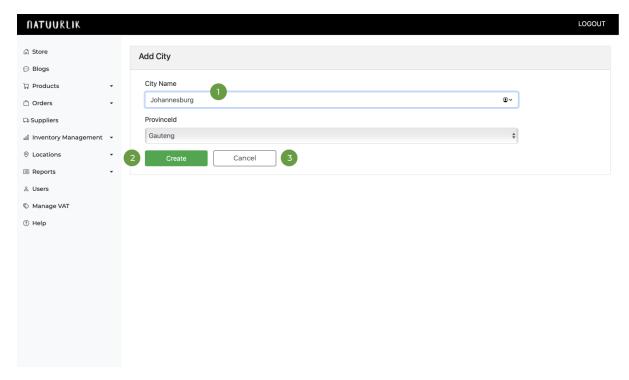
# **Admin Help Document**

City

### Add a City



Step 1 - Click on the "Countries" nav item (1) then, click on the "Create New Country" (2) button



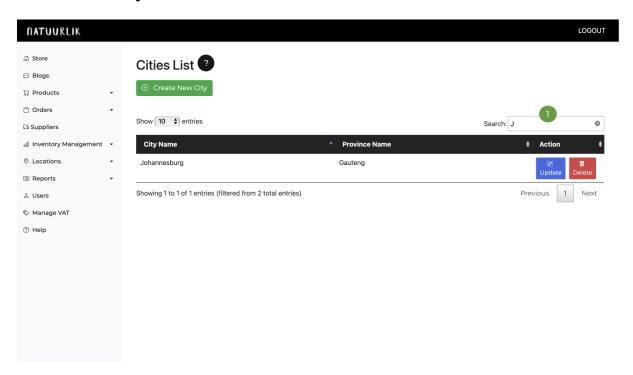
Step 2 – Add the name of the City into the textbox (1)

Step 3 – Click on the "Create" button to add the City (2) or the Cancel button (3) to return to the Cities List screen



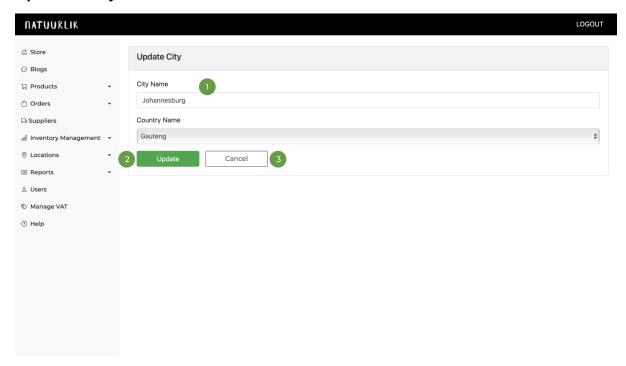
Optional step - Click on the "Here" (1) link to add a new City

## Search for a City



Step 1 – Type the name of the desired product in the search box

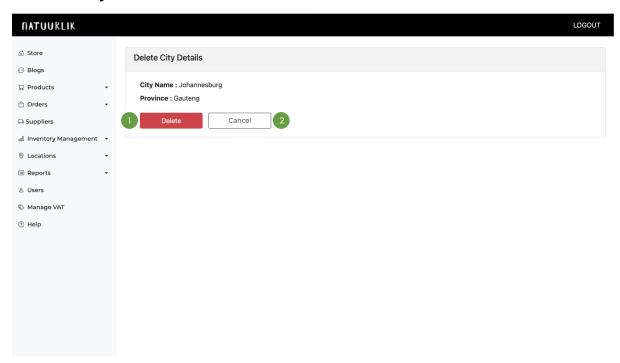
### **Update a City**



Step 1 - Fill in the City details in the provided form

Step 2 – Click on the "Update" button (1) to update the City details or "Cancel" button (2) to return to the Cities List screen

#### **Delete a City**



Step 1 – Click on the "Delete" button to delete the City (1) or the Cancel button (2) to return to the Cites List screen



Step 2 – Click on the "Delete" button to delete the City (1) or the Cancel button (2) to return to the Cities List screen