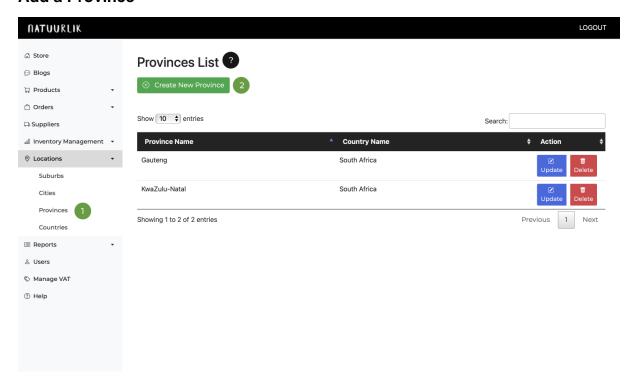


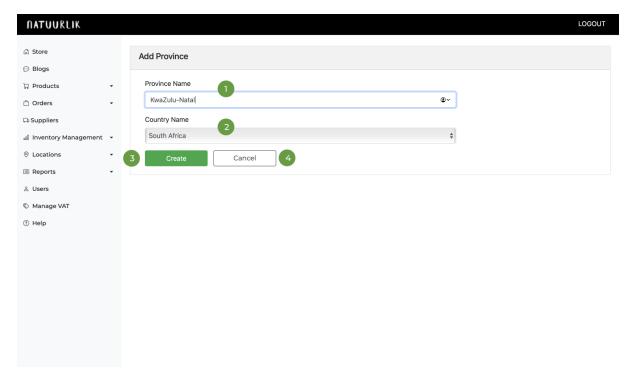
Admin Help Document

Location Subsystem

Add a Province



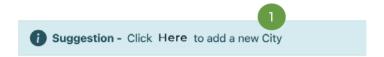
Step 1 – Click on the "Provinces" nav item (1) then, click on the "Create New Province" (2) button



Step 2 – Fill in the required details:

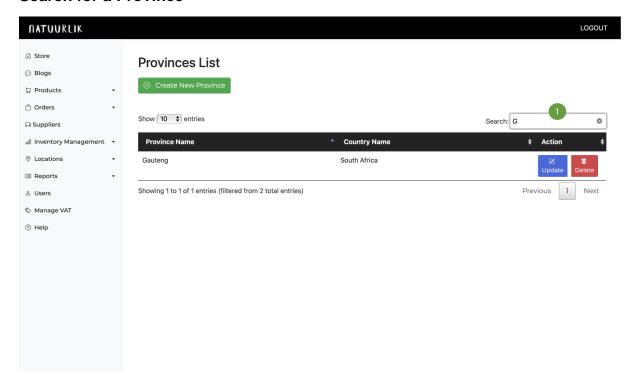
- o Add the name of the Province into the textbox (1)
- o Select the Province's country from the options in the drop down (2)

Step 3 – Click on the "Create" button to add the Province (3) or the "Cancel" button (4) to return to the Provinces List screen



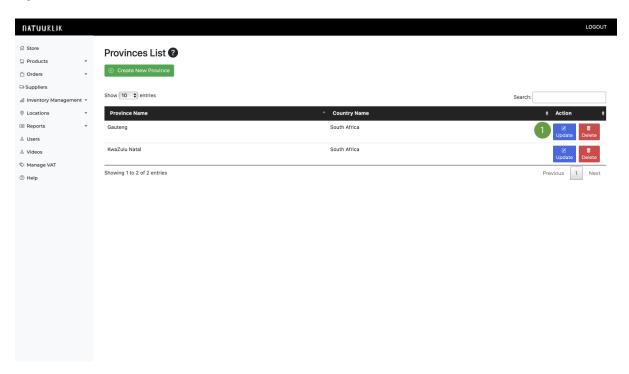
Optional step - Click on the "Here" (1) link to add a new City

Search for a Province

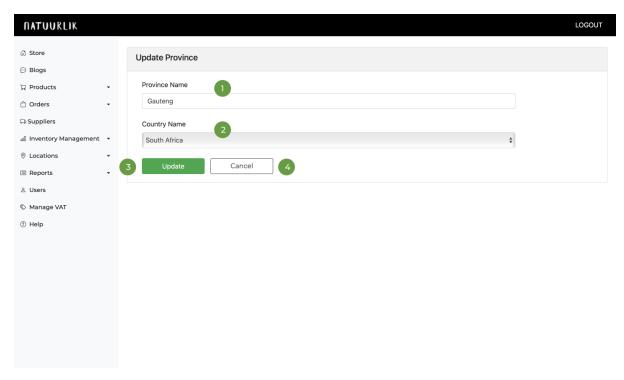


Step 1 – Type the name of the desired Province in the search box

Update a Province



Step 1 – Click the "Update" button (1)



Step 2 – Fill in the required details

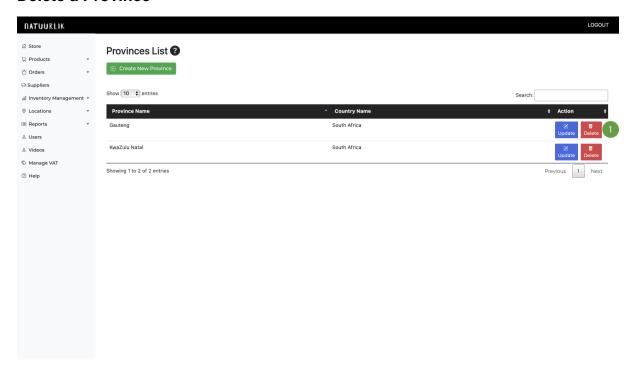
- Update the name of the Province in the textbox (1)
- Update the Province's Province (2)

Step 3 – Click on the "Update" button (3) to update the Province details or "Cancel" button (4) to return to the Provinces List screen

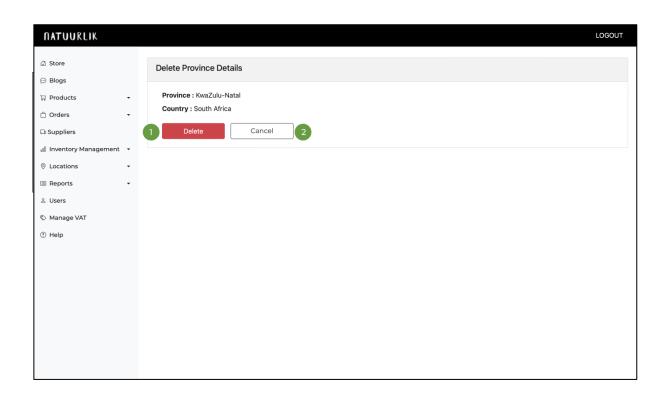


Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Provinces List screen

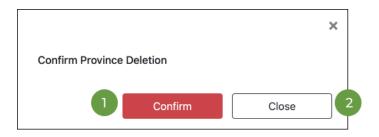
Delete a Province



Step 1 – Click on the "Delete" button



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



Step 2 – Click on the "Confirm" button (1) to confirm the deletion Province or the "Close" button (2) to return to the Provinces List screen