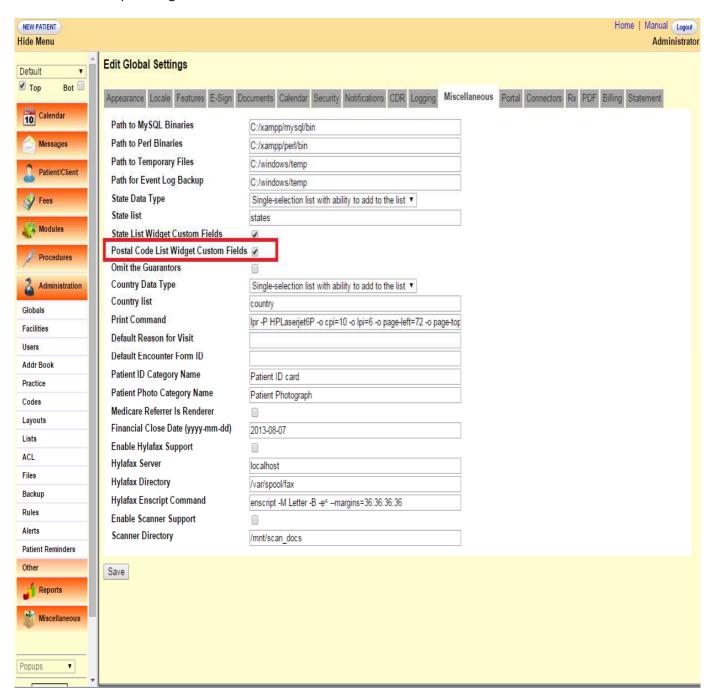
There is another option in globals. On the 'Miscellaneous' tab as shown below.

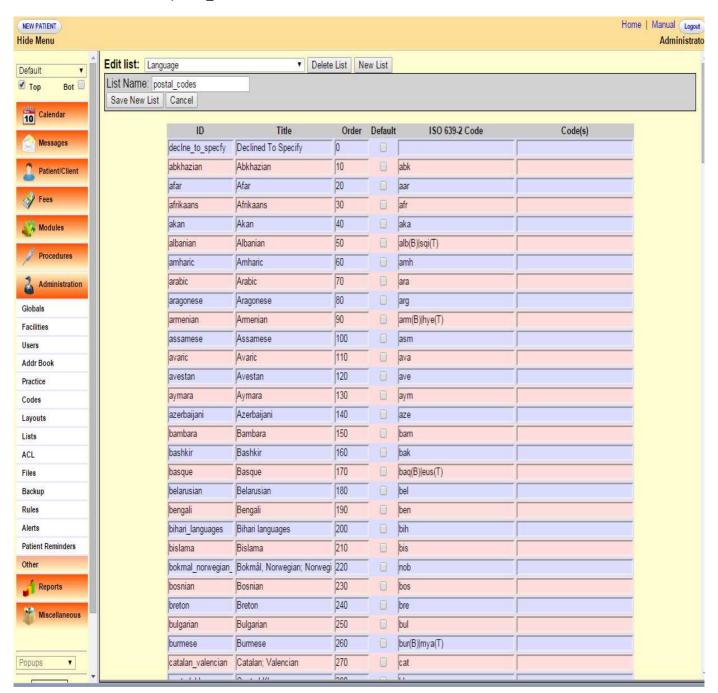


If This is UN-CHECKED the city and state will NOT be updated. The software will just function as a list box with add , just like state or country.

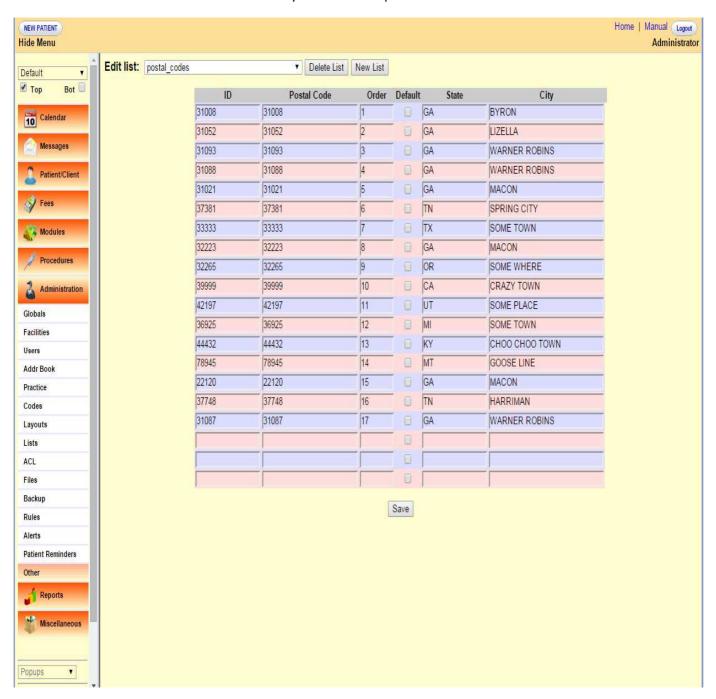
Next the postal_codes list will need to be created.



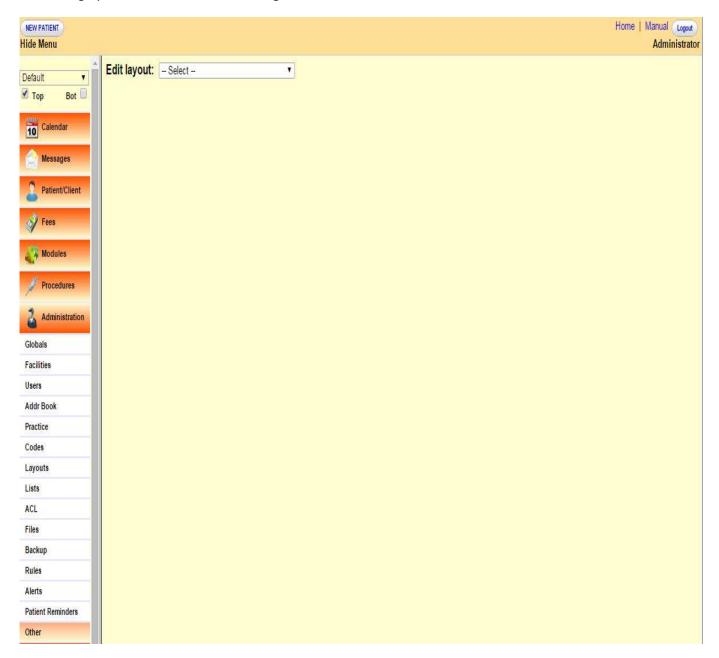
Select 'New List' and enter postal_codes as the list name. Then select 'Save New List'



The list will be blank. You can at this time enter your most used postal codes as shown below.

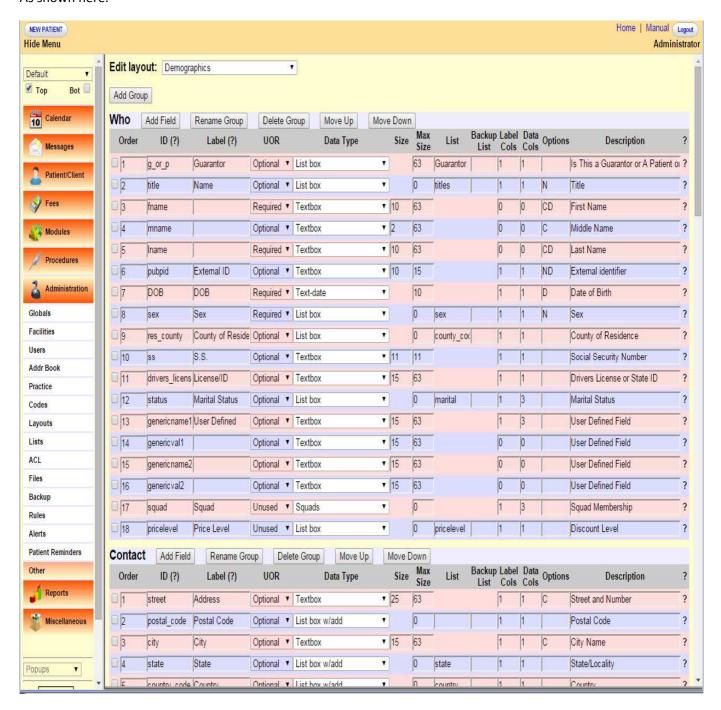


The demographic form will need to be changed.



This can be accessed via the Administration => Layouts

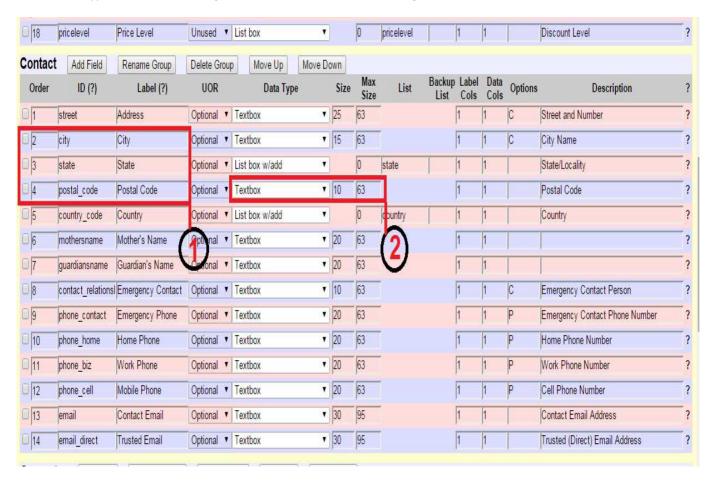
As shown here.



Scroll down until you have the complete 'Contact' information in your screen.

Box 1 These Items will need to have their order changed.

Box 2 Data Type needs to be changed to a List box w/add, size changed to 1 (one) and Max Size set to 0 (Zero)

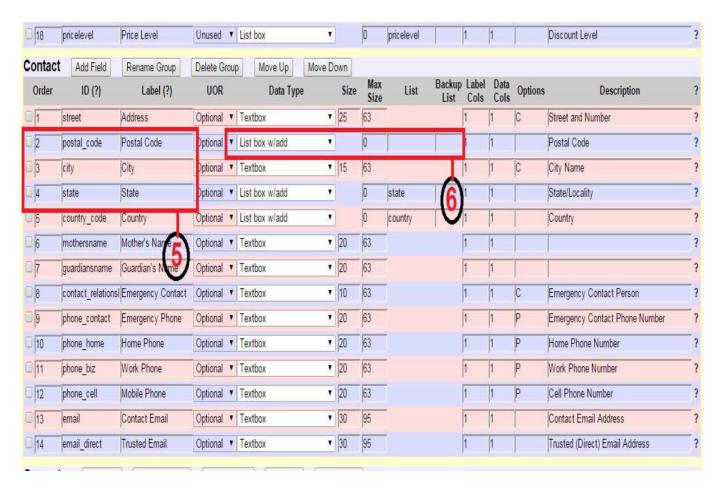


The changes are shown below.



Scroll to the bottom of the page and 'Save Changes'

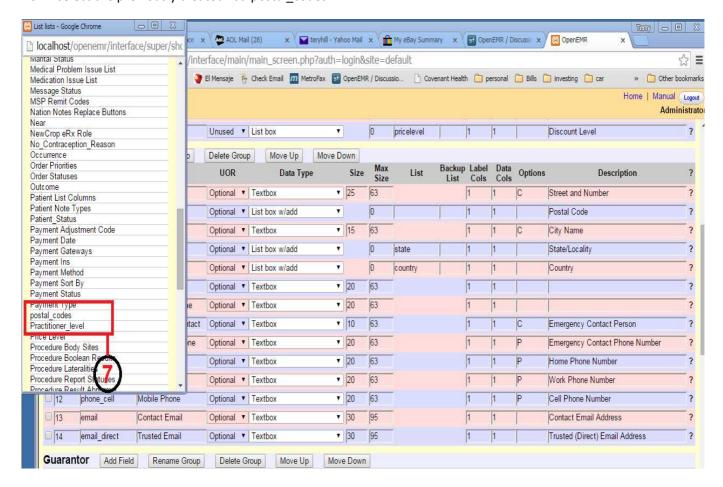




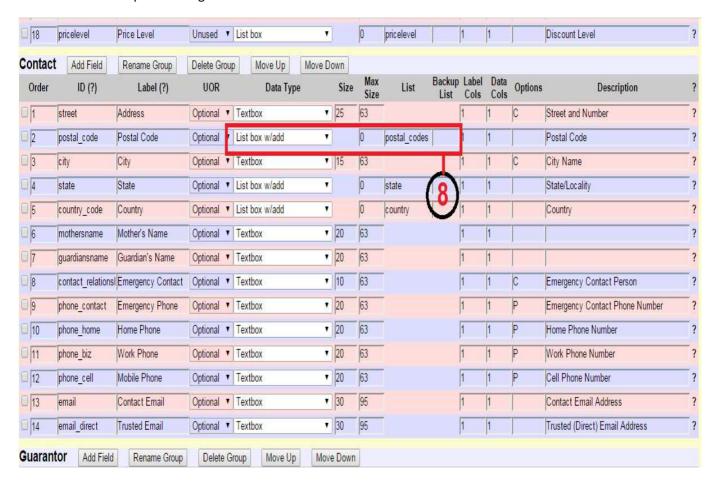
Check to make sure that Box 5's order has changed.

Box 6 You will need to add the postal list.

Box 7 select the previously created list 'postal codes'



Box 8 Shows the required changes.



Scroll to the bottom of the page and 'Save Changes'



This completes the changes to the demographic form for the postal code lookup with add.