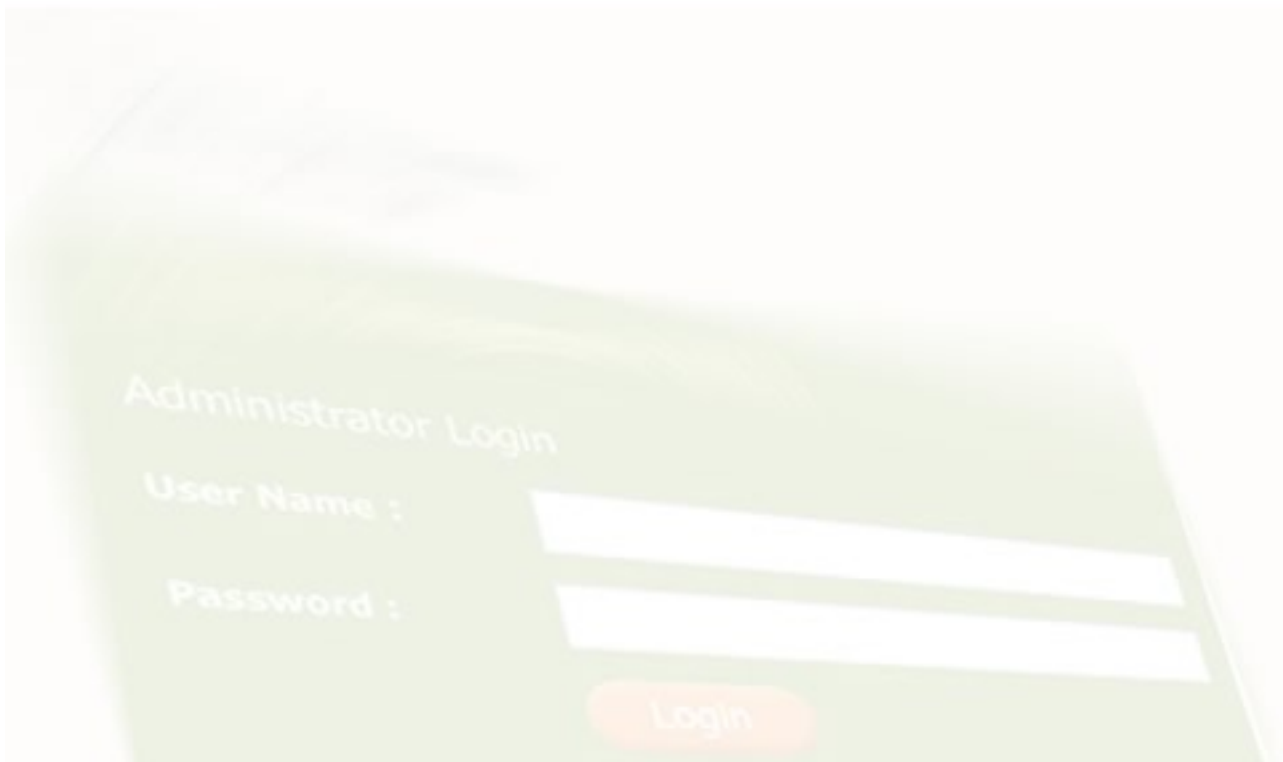


# Managing Geographical Settings

## Hosted Ecommerce Service Module Help Document

This feature is available on all stores by default under all hosting plans of hosted ecommerce service as available at [ecommercehosted.com](http://ecommercehosted.com)



## Managing Geographical Settings

### Defining Country List

A list of countries is provided in installed cart software for the purpose of defining country-specific shipping and taxation schemes and calculations. It is also used in the registration form at the Customer Zone. To access the list of countries, select the 'Countries' section from the 'Settings' menu (Fig 1).

Admin menu :: Countries

**Countries**

Use this section to manage the list of existing countries. This list is used in the shipping and taxation settings and calculations, and in the registration form at the Customer Front-end.

Code	Country	Language	Charset	VAT taxable	Active	Delete
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AF	Afghanistan	Dari, Pushtu	iso-8859-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AL	Albania	Albanian	iso-8859-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ZM	Zambia		iso-8859-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ZW	Zimbabwe		iso-8859-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Add new country**

Code	Country	Language	Charset	VAT taxable	Active
<input type="text"/>	<input type="text"/>	<input type="text"/>	iso-8859-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fig 1: Country list screen

User Name :

Password :

Login

Installed cart includes a predefined list of all existing countries. The list is sorted alphabetically by country names and contains a 2 letter ISO country code, the name of the country, national language and corresponding character set and information on whether VAT taxes are applicable in the country, for each country. A checkmark in the 'Active' field denotes whether a country appears in the country list in the Customer Zone.

All country details except for the country code can be edited. You can make changes to country details and activate/deactivate countries. When you finish modifying country details, click on the 'Update' button underneath the list of countries to save them.

To add a new country: locate the 'Add new country' form at the bottom of the 'Countries' screen, provide new country details and click on the 'Add new' button (Fig 2).

Admin menu :: Countries

### Countries

Use this section to manage the list of existing countries. This list is used in the shipping and taxation settings and calculations, and in the registration form at the Customer Front-end.

Code	Country	Language	Charset	VAT taxable	Active	Delete
AF	Afghanistan	Dari, Pushtu	iso-8859-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AL	Albania	Albanian	iso-8859-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZM	Zambia		iso-8859-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZW	Zimbabwe		iso-8859-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Add new country

Code	Country	Language	Charset	VAT taxable	Active
RU	Russian Federation	Russian	koi8-r	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Fig 2: Adding new country definition

In order to completely remove a country or several countries from the country list: place checkmarks in the 'Delete' field (right column) checkboxes corresponding to the specified countries and click on the 'Delete selected' button.

Clicking on a country code in the list of countries opens the 'States' screen for that country where you can manage the list of its states, regions, counties or provinces.

## Defining Regional Geographical Areas

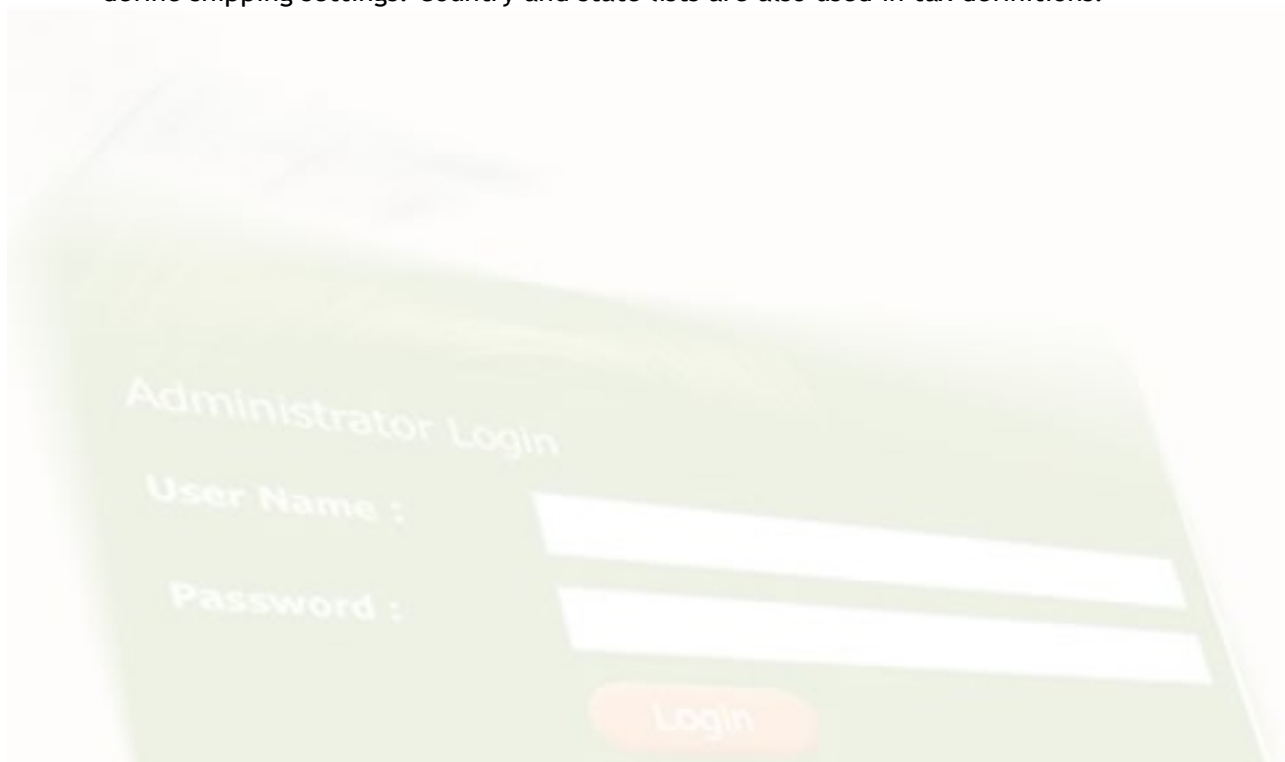
Just like the country list, lists of smaller geographical units (states, counties, provinces or regions) are used for the purpose of defining shipping and taxation schemes and calculations. They are also used in the registration form at the Customer Zone. To access the list of states or regions of a particular country, select the 'States' section from the 'Settings' menu and select the country from a drop-down list (Figure 3). Using this screen you can edit state definitions, add new states and delete unnecessary ones. Regional data for USA, UK and Canada are preloaded. For other Countries you can manually add the region/state data.

You can **edit state codes and names** by typing new values in the corresponding fields and clicking on the 'Update' button to save your changes.

To **add a new state** for the country, fill in the 'Add new state' form and click on the 'Add new' button.

To **delete a state**, place a checkmark in the checkbox to the right from the state definition and click on the 'Delete selected' button. You can delete several states at once.

After the lists of country states, provinces, regions and counties have been populated, you can create **shipping zones** (groups of countries or smaller geographical units) which you will use to define shipping settings. Country and state lists are also used in tax definitions.



### States

Use this section to manage the lists of counties, provinces, regions and states of different countries. The lists are used in shipping and tax settings and calculations, and in the registration form at the Customer Front-end.

---

#### Select country

Canada

#### List of states

Code	State	<input type="checkbox"/>
AB	Alberta	<input type="checkbox"/>
BC	British Columbia	<input type="checkbox"/>
MB	Manitoba	<input type="checkbox"/>
NB	New Brunswick	<input type="checkbox"/>
NF	Newfoundland/Labrador	<input type="checkbox"/>
NS	Nova Scotia	<input type="checkbox"/>
NT	NWT/Nunavut	<input type="checkbox"/>
ON	Ontario	<input type="checkbox"/>
PE	Prince Edward Island	<input type="checkbox"/>
QC	Quebec	<input type="checkbox"/>
SK	Saskatchewan	<input type="checkbox"/>
YT	Yukon	<input type="checkbox"/>

#### Add new state


Code	State
<input type="text"/>	<input type="text"/>

Fig 3: Reviewing the list of Canadian provinces

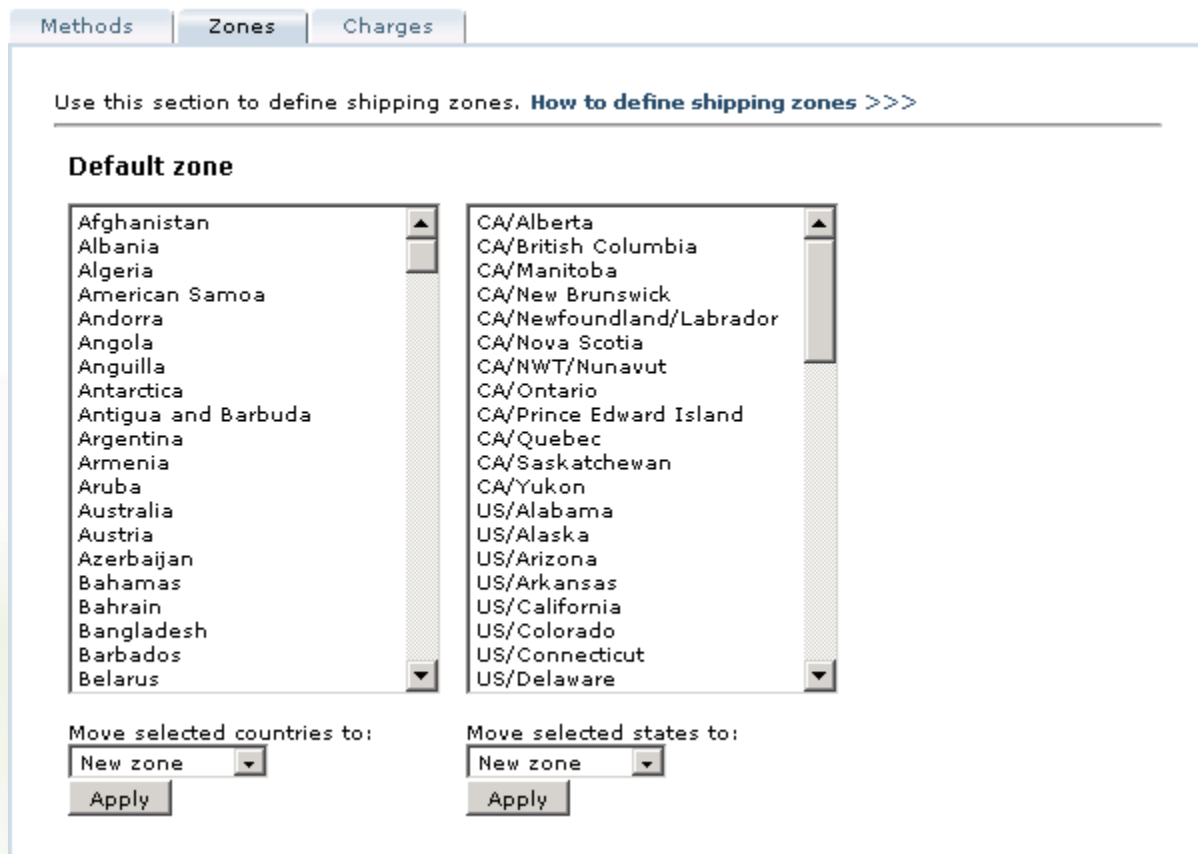
## Defining Shipping Zones

The use of **shipping zones** makes it possible to define varied shipping charges for multiple destinations. First you need to group countries and regional areas into shipping zones by putting together those countries and regional areas which are subject to the same shipping rules and charges.

To access the list of shipping zones, choose the '**Shipping settings**' section in the '**Settings**' menu of the **Administrator Zone** and click on the '**Zones**' tab (Figure 4). Two lists at the top indicate the default country (left column) and regional area (right column) zones. Until you define your own zones, all countries and regions belong to default zones.

 **Please Note:** Each country and regional area (state, county, region or province) can only be assigned to one particular zone.

Admin menu :: Shipping settings :: Shipping zones



Methods   Zones   Charges

Use this section to define shipping zones. [How to define shipping zones >>>](#)

### Default zone

Afghanistan	CA/Alberta
Albania	CA/British Columbia
Algeria	CA/Manitoba
American Samoa	CA/New Brunswick
Andorra	CA/Newfoundland/Labrador
Angola	CA/Nova Scotia
Anguilla	CA/NWT/Nunavut
Antarctica	CA/Ontario
Antigua and Barbuda	CA/Prince Edward Island
Argentina	CA/Quebec
Armenia	CA/Saskatchewan
Aruba	CA/Yukon
Australia	US/Alabama
Austria	US/Alaska
Azerbaijan	US/Arizona
Bahamas	US/Arkansas
Bahrain	US/California
Bangladesh	US/Colorado
Barbados	US/Connecticut
Belarus	US/Delaware

Move selected countries to:

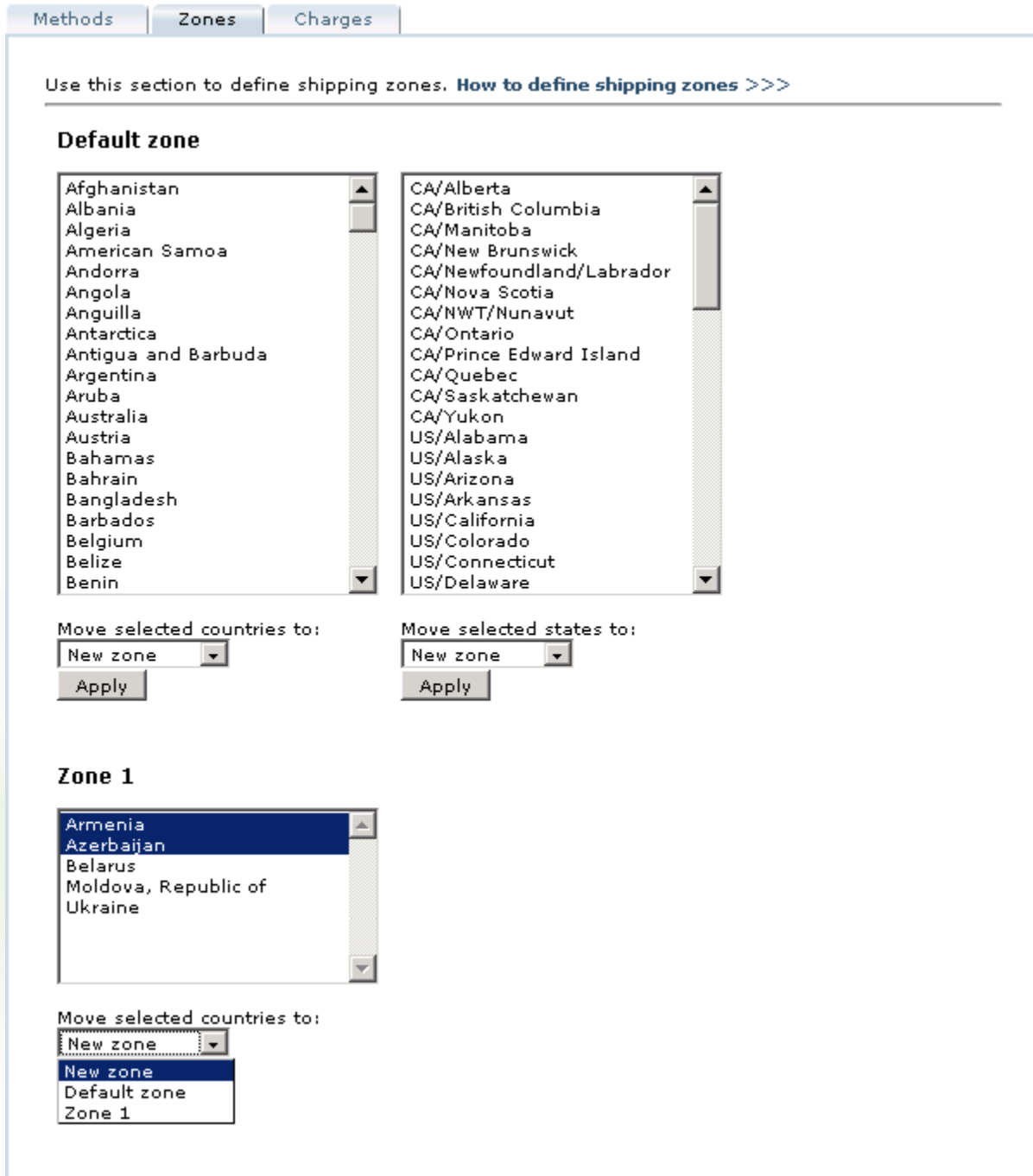
Move selected states to:

Fig 4: 'Shipping Zones' page

**To create a new country zone:**

- select a country or a list of countries (hold down the CTRL key on your keyboard to select several countries at once),
- make sure that the **'Move selected countries to'** option is set to 'New zone', and
- click on the **'Apply'** button on the left.

Admin menu :: Shipping settings :: Shipping zones



The screenshot shows a web interface for configuring shipping zones. At the top, there are three tabs: 'Methods', 'Zones', and 'Charges'. Below the tabs, a message reads: 'Use this section to define shipping zones. [How to define shipping zones >>>](#)'

**Default zone**

Two scrollable lists are shown side-by-side. The left list contains a long list of countries including Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Aruba, Australia, Austria, Bahamas, Bahrain, Bangladesh, Barbados, Belgium, Belize, and Benin. The right list contains a long list of US states including CA/Alberta, CA/British Columbia, CA/Manitoba, CA/New Brunswick, CA/Newfoundland/Labrador, CA/Nova Scotia, CA/NWT/Nunavut, CA/Ontario, CA/Prince Edward Island, CA/Quebec, CA/Saskatchewan, CA/Yukon, US/Alabama, US/Alaska, US/Arizona, US/Arkansas, US/California, US/Colorado, US/Connecticut, and US/Delaware.

Below each list is a dropdown menu labeled 'Move selected countries to:' and 'Move selected states to:' respectively. Both dropdowns are currently set to 'New zone'. Below each dropdown is an 'Apply' button.

**Zone 1**

A scrollable list is shown containing Armenia, Azerbaijan, Belarus, Moldova, Republic of, and Ukraine. Below the list is a dropdown menu labeled 'Move selected countries to:' which is currently open, showing options: 'New zone' (selected), 'Default zone', and 'Zone 1'.

Fig 5: Newly defined Zone 1 containing several countries

This creates a new country zone 'Zone 1' (Figure 5). Next time you perform such operation on the default zone list of countries, the '**Move selected countries to**' drop-down list will contain 'New zone', 'Default zone' and the newly defined 'Zone 1'. Selecting the 'New zone' will create a new zone 'Zone N', where N is the next integer value to the biggest integer used in zone names and move the selected countries there. Selecting the 'Default zone' option moves the country back to the default zone.

**To move a country from one zone to another:**

- locate the zone in which the country is listed,
- select the country,
- in the '**Move selected countries to**' field underneath the zone definition specify the zone where you would like the country to be moved to, and
- click on the '**Apply**' button underneath the zone definition.

**To remove a zone**, you must empty the country list of this zone by moving all countries to another zone. When the zone becomes empty, it is deleted automatically.

The same rules apply to regional area (state) zones. Please note that you cannot combine regions and countries in one zone. Each zone contains either a list of countries or a list of regional areas.



**Please Note:** In the list of zones, regional area (state) zones are listed first, followed by country zones.

**After you have created the desired shipping zones you can configure shipping charges for the shipping zones defined.**

