

How to Add and Format a Country

By default, all existing countries will have the following format:
Countries that start with a Country Code of 1

- Country = Space
- Area/City = Parenthesis + Space
- Local Number = 3 + Dash

The rest of the Countries:

- Country = Dash
- Area/City = Dash
- Local Number = 3 + Dash

Here are the steps on how to add and format a country:

1. On the user's menu panel go to **Common Info** menu then click **Countries**
2. From Countries search screen, click the New button
3. Input details(**Country**, **Country Code**, **Country Format**, **Area/City Format**, **Area/City Length**, **Local Number Format**, and **ISO Code**) on the blank fields in the **Country screen**

Fields	Description
Country	A text field that will store the name of the Country
Country Code	Country Code
Country Format	Determines how the Country Code will be formatted. The selected option will occur after the Country Code. (ex: Dash = Country Code and then a dash, 1-) a. Dash b. Period c. Space d. None
Area/City Format	Determines how the Area/City Code will be formatted. The selected option will occur after the Area/City Code except for Parentheses which will surround the Area/City Code. (ex: Parentheses = Area/City Code surrounded by Parentheses, (281)) a. Parentheses b. Parentheses + Space c. Dash d. Period e. Space f. None
Area/City Length	Determines how many numbers in the Area/City
Local Number Format	Determines how the Local Number will be formatted. The selected option will occur after the Local Number. (ex: 3 + Dash = The first 3 digits of the Local Number followed by a dash and then the rest of the digits, 586-9669) a. 3 + Dash b. 4 + Dash c. 3 + Space d. 4 + Space e. 3 + Period f. 4 + Period g. None
ISO Code	Accepts up to 3 characters

4. Click **Save** toolbar button

Here are the steps on how to add and format a country:

1. On the user's menu panel go to **Common Info** folder then click **Countries**
2. Click the **Insert** button to add a new line at the last row

- Input details(**Country name, Country Code, City/Area Digits, City/Area Mask, Local Digits** and **Display Country Code**) on the blank row in **C**ountry screen

The screenshot shows a software window titled "Country" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a "Details" tab. The main area contains a table with columns: "Country", "Country Code", "Country Format", "Area/City Format", and "Local Number Format". The table lists countries from Afghanistan to Armenia. Each row has a checkbox in the "Country" column. The status bar at the bottom shows icons for help, search, and a "Ready" status.

Country	Country Code	Country Format	Area/City Format	Local Number Format
<input type="checkbox"/> Afghanistan	93	Dash	Dash	3 + Dash
<input type="checkbox"/> Albania	335	Dash	Dash	3 + Dash
<input type="checkbox"/> Algeria	213	Dash	Dash	3 + Dash
<input type="checkbox"/> American Samoa	684	Dash	Dash	3 + Dash
<input type="checkbox"/> Andorra	376	Dash	Dash	3 + Dash
<input type="checkbox"/> Angola	244	Dash	Dash	3 + Dash
<input type="checkbox"/> Anguilla	1	Space	Parentheses + Space	3 + Dash
<input type="checkbox"/> Antigua and Barbuda	1	Space	Parentheses + Space	3 + Dash
<input type="checkbox"/> Argentina	54	Dash	Dash	3 + Dash
<input type="checkbox"/> Armenia	374	Dash	Dash	3 + Dash

Column Fields	Description
Country	A text field that will store the name of the Country
Country Code	Country Code
Country Format	<p>Determines how the Country Code will be formatted. The selected option will occur after the Country Code. (ex: Dash = Country Code and then a dash, 1-)</p> <ul style="list-style-type: none"> a. Dash b. Period c. Space d. None
Area/City Format	<p>Determines how the Area/City Code will be formatted. The selected option will occur after the Area/City Code except for Parentheses which will surround the Area/City Code. (ex: Parentheses = Area/City Code surrounded by Parentheses, (281))</p> <ul style="list-style-type: none"> a. Parentheses b. Parentheses + Space c. Dash d. Period e. Space f. None
Local Number Format	<p>Determines how the Local Number will be formatted. The selected option will occur after the Local Number. (ex: 3 + Dash = The first 3 digits of the Local Number followed by a dash and then the rest of the digits, 586-9669)</p> <ul style="list-style-type: none"> a. 3 + Dash b. 4 + Dash c. 3 + Space d. 4 + Space e. 3 + Period f. 4 + Period g. None

- Click **Save** toolbar button
- On the user's menu panel go to **Common Info** folder then click **Countries**

2. Input details(**Country name, Country Code, City/Area Digits, City/Area Mask, Local Digits and Display Country Code**) on the blank row in **C**ountry screen

The screenshot shows a software window titled "Country" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a "Details" tab. Under the "Details" tab, there is a toolbar with "X Remove", a "Layout" icon, and a search box labeled "Filter Records (F3)". Below the toolbar is a table with the following columns: Country, Country Code, City/Area Digits, City/Area Mask, Local Digits, Local Mask, and Display Country Code. The table contains a list of countries with checkboxes in the first column. The countries listed are Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antigua and Barbuda, Argentina, Armenia, and Aruba. The "Display Country Code" column has checkboxes that are checked for Afghanistan, Algeria, and Aruba.

Country	Country Code	City/Area Digits	City/Area Mask	Local Digits	Local Mask	Display Country Code
<input type="checkbox"/> Afghanistan	93	3	(###)	5	#####	<input checked="" type="checkbox"/>
<input type="checkbox"/> Albania	335	3	(###)	4	####	<input type="checkbox"/>
<input type="checkbox"/> Algeria	213	2	(##)	3	###	<input checked="" type="checkbox"/>
<input type="checkbox"/> American Samoa	684	3	(###)			<input type="checkbox"/>
<input type="checkbox"/> Andorra	376					<input type="checkbox"/>
<input type="checkbox"/> Angola	244					<input type="checkbox"/>
<input type="checkbox"/> Anguilla	1					<input type="checkbox"/>
<input type="checkbox"/> Antigua and Barbuda	1					<input type="checkbox"/>
<input type="checkbox"/> Argentina	54					<input type="checkbox"/>
<input type="checkbox"/> Armenia	374					<input type="checkbox"/>
<input type="checkbox"/> Aruba	279					<input type="checkbox"/>

Column Fields	Description
Country	A text field that will store the name of the Country
Country Code	Country Code
City/Area Digits	Defines the number of characters in the City/Area Mask
City/Area Mask	Defines the format of the City/Area for the selected Country
Local Digits	Defines the number of characters in the Local Mask
Local Mask	Defines the format of the Local Digits for the selected Country
Display Country Code	If true, will display the country code

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Countries**

2. Input details(**Country name**, **Phone Number** and **Zip/Postal Mask**) on the blank row in **Country screen**

The screenshot shows a software window titled "Country" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a "Details" tab. Under the "Details" tab, there is a toolbar with "Remove", "Layout", and a search icon labeled "Filter Records (F3)". Below the toolbar is a table with three columns: "Country", "Phone Number Mask", and "Zip/Postal Mask". The table contains 15 rows of data, each with a checkbox in the first column. The last row is highlighted in blue and has a checkbox that is checked. The status bar at the bottom shows a question mark, a globe icon, a lightbulb icon, an envelope icon, and the text "Ready".

<input type="checkbox"/>	Country	Phone Number Mask	Zip/Postal Mask
<input type="checkbox"/>	Uganda		256
<input type="checkbox"/>	Ukraine		380
<input type="checkbox"/>	United Arab Emirates		971
<input type="checkbox"/>	United Kingdom		44
<input type="checkbox"/>	United States		1
<input type="checkbox"/>	Uzbekistan		998
<input type="checkbox"/>	Vanuatu		678
<input type="checkbox"/>	Vatican City		39
<input type="checkbox"/>	Venezuela		58
<input type="checkbox"/>	Vietnam		84
<input type="checkbox"/>	Yemen		967
<input type="checkbox"/>	Zambia		260
<input type="checkbox"/>	Zimbabwe		263
<input checked="" type="checkbox"/>			

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Countries**
2. Input details(**Country name**, **Phone Number** and **Zip/Postal Mask**) on the blank row in **Country screen**

The screenshot shows the same "Country" application window as the previous one. The table is the same, but the last row is highlighted with a red box. The status bar at the bottom shows a question mark, a globe icon, a lightbulb icon, an envelope icon, and the text "Ready".

<input type="checkbox"/>	Country	Phone Number Mask	Zip/Postal Mask
<input type="checkbox"/>	Uganda		256
<input type="checkbox"/>	Ukraine		380
<input type="checkbox"/>	United Arab Emirates		971
<input type="checkbox"/>	United Kingdom		44
<input type="checkbox"/>	United States		
<input type="checkbox"/>	Uzbekistan		998
<input type="checkbox"/>	Vanuatu		678
<input type="checkbox"/>	Vatican City		39
<input type="checkbox"/>	Venezuela		58
<input type="checkbox"/>	Vietnam		84
<input type="checkbox"/>	Yemen		967
<input type="checkbox"/>	Zambia		260
<input type="checkbox"/>	Zimbabwe		263
<input checked="" type="checkbox"/>			

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Countries**

2. Input details(**Country name**, **Phone Number** and **Zip/Postal Mask**) on the blank row in **Country screen**

The screenshot shows a software window titled "Country". At the top, there are icons for Save, Undo, and Close. Below these is a "Remove" button and a "Filter:" search bar. The main area contains a table with three columns: "Country", "Phone Number Mask", and "Zip/Postal Mask". The table lists several countries, including Ascension Island, Aruba, Armenia, Argentina, Antigua and Barbuda, Anguilla, Angola, Andorra, American Samoa, Algeria, Albania, Afghanistan, and United States. A red rectangular box highlights the blank row at the bottom of the table.

Country	Phone Number Mask	Zip/Postal Mask
Ascension Island		247
Aruba		279
Armenia		374
Argentina		54
Antigua and Barbuda		1
Anguilla		1
Angola		244
Andorra		376
American Samoa		684
Algeria		213
Albania		335
Afghanistan		93
United States		

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then double click **Country**
2. Input details(**Country name**, **Phone Number** and **Zip/Postal Mask**) on the blank row in **Country screen**

This screenshot is identical to the one above, showing the "Country" screen with a list of countries and a red box highlighting the blank row at the bottom of the table.

Country	Phone Number Mask	Zip/Postal Mask
Ascension Island		247
Aruba		279
Armenia		374
Argentina		54
Antigua and Barbuda		1
Anguilla		1
Angola		244
Andorra		376
American Samoa		684
Algeria		213
Albania		335
Afghanistan		93
United States		

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then double click **Country**

2. Input details(**Country name**, **Phone Number** and **Zip/Postal Mask**) on the blank row in **Country screen**

The screenshot shows a software window titled "Country". At the top, there is a toolbar with "Save", "Undo", and "Close" buttons. Below the toolbar is a table with three columns: "Country", "Phone Number Mask", and "Zip/Postal Mask". The table contains a list of countries, with the last row highlighted in red, indicating it is the target for input. The status bar at the bottom shows "Ready".

Country	Phone Number Mask	Zip/Postal Mask
Ascension Island		247
Aruba		279
Armenia		374
Argentina		54
Antigua and Barbuda		1
Anguilla		1
Angola		244
Andorra		376
American Samoa		684
Algeria		213
Albania		335
Afghanistan		93
United States		

3. Click **Save** toolbar button