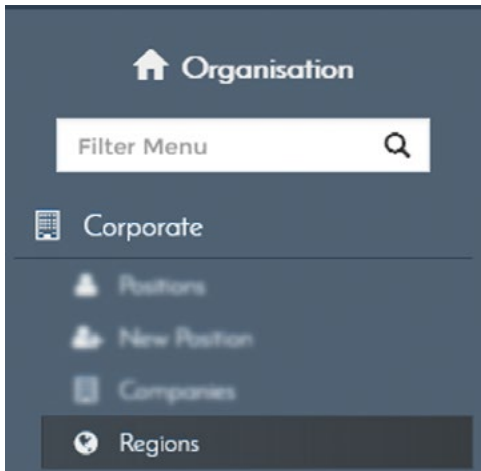




HOW TO: CREATE REGIONS



REGIONS





The screenshot shows a table titled 'Region' with the following columns: Region ID, Region Name, Parent Region, and Record. The table contains four rows of data and one row for adding a new region. The 'Record' column has green dots for each existing region. The table is displayed in a light blue header and footer.

	Region ID	Region Name	Parent Region	Record
→	UK	United Kingdom		●
→	USA	North America		●
→	AU	Australia		●
→	PH	Philippines		●
+				

Rows 1 to 4 of 4

Click the Region link to open the Region report, which allows you to modify or create new Regions.

- Click the  icon to edit an existing Region
- Click the  icon to create a new Region

Note: To prevent errors, make sure the Region ID is unique.