# 2.12 REGIONS

#### 2.12.1 HOW TO ADD / EDIT A REGION NAME

Regio	ns	
Select	Language Español (ES)	X
	Base Region Name	Region Names in [Español (ES)]
•	Africa	Africa
	Antartic	Antartida
	Asia	Asia
	Caribbean	El Caribe
	Central America	Centro America
	Europe	Europa
	Middle East	Medio Oriente
	North America	Norte America
	Oceania	Oceania
	South America	Sur America
	World Wide	A nivel mundial

#### **Open Options**

#	Action	Notes	
1	Select	From the Main Menu: 'Administration', then 'Maintenance' and then 'Regions' or	

The REGIONS Windows Form will open, then...

#	Action	Notes
1	Select	A Language from the Drop-Down List.

The Region Names in the Language Selected will now appear in the Regions Table. The Region Name on the left is the System Region Name and on the right the Region Name in the Language you have selected.

### \* Notes and Suggestions

Only Add those Region Names that are different, because the system will display the System Region Name if the Region Name in the Language Selected is blank.

## **Final Actions**

#	Action	Button or Icon	Notes
1	Press		Saves the Country changes.
2	Press	×	Exits the Country Windows Form.

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