

Adding/Changing Country and State/Provinces

Maestro has a pre-configured database containing valid Zip/Postal Codes, Country Codes and State/Province Code combinations.

Additional combinations can be entered as required in Global Maintenance.

Adding a new Country

Log in to Global Maintenance>Setup>Country Maintenance. Press the F6 (Create) Key to create a new entry.

| S Country Maintenance [nwind] - Northwind Hotel | | | | | | | | | |
|--|--------------------------|--------|----------------------|------|-------|---------|----------|--|--|
| File Record Window Help | | | | | | | | | |
| | | | | | | | | | |
| Ctry | Description | Region | Nationality | #Fmt | PCFmt | ISO | ISO | | |
| | | | | | | Country | Currency | | |
| BY | Belarus | | BELARUS | | | | | | |
| BZ | Belize | | BELIZE | | | | | | |
| þa 🛛 | Canada | | CANADA | | | | | | |
| CC | Cocos (Keeling) Islands | | COCOS (KEELING) ISLA | | | | | | |
| CF | Central African Republic | | CENTRAL AFRICAN REPU | | | | | | |
| CG | Congo (Rep.) | | CONGO (REP.) | | | | | | |
| СН | Switzerland | | SWITZERLAND | | | | | | |
| CI | Cote D'Ivoire (Rep.) | | COTE D'IVOIRE (REP.) | | | | | | |
| СК | Cook Islands | | COOK ISLANDS | | | | | | |
| CL | Chile | | CHILE | | | | | | |

Ctry - Key in a two letter code for the Country

Description – Key in the Full Country Name

Region - Key in the Region assigned to this country if using this feature

Nationality - Key in the appropriate Nationality based on the Country

#Fmt - Future development

PCFormat - Future development

ISO Country - Enter the appropriate International Organization of Standards (ISO 3166) two-letter country code (Not Mandatory). For use in version 4.19 and greater.

ISO Currency - Enter the appropriate International Organization of Standards (ISO 4217) three-letter alphabetic code and an equivalent three-digit numeric code for the representation of currencies and funds (Not Mandatory). For use in version 4.19 and greater.





Adding a State/Province

A new State / Province may need to be added once a new Country has been added or when a valid State / Province has not been assigned to an existing Country Code.

To add a new State / Province to a Country Code begin in the Country Maintenance Screen.

With your cursor on the appropriate two-letter Country Code, go to Window>State/Province Maintenance. Press the F6 (Create) Key to create the new ST/PROV code (10 characters Max) and enter the complete Description (30 characters Max).

| 🚯 State/Province Maintenance [nwind] - Northwind Hotel | | | | | | |
|---|-----------------------|--|--|--|--|--|
| Elle Record Help | | | | | | |
| | | | | | | |
| Country Code | CA | | | | | |
| St/Prov | Description | | | | | |
| AB | Alberta | | | | | |
| BC | British Columbia | | | | | |
| МВ | Manitoba | | | | | |
| NB | New Brunswick | | | | | |
| NF | Newfoundland | | | | | |
| NS | Nova Scotia | | | | | |
| NT | Northwest Territories | | | | | |
| NU | Nunavut | | | | | |
| ON | Ontario | | | | | |
| PE | Prince Edward Island | | | | | |

Adding/Changing Zip/Postal Code, Country combinations

The last step a user may wish to complete is to add appropriate Zip or Postal Codes based on State or Province assigned. This step may also be completed to add or change a Zip or Postal Code that has been associated with a particular State / Province.

It is recommended to create or modify all State / Provinces before completing this step.

To update or assign a new Zip or Postal code, start by logging in to Global Maintenance.

Select Setup>Zip/Postal Code Maintenance and fill in each field as follows:

Zip/Pstl – Enter the Zip or Postal Code to be assigned. Users can add more than one Zip or Postal Code to a City by creating multiple lines.

City - Type in the Full City Name to be displayed

Ctry – use the F8 (Look up) Key to select the appropriate country or key in the valid two letter country code.

St/Prov - use the F8 (Look up) Key to select the appropriate State or Province based on the assigned Country.





| 😵 Zip/Postal Code Maintenance [nwind] - Northwind Hotel | | | | | | | | | |
|--|----------------|------|---------|--|--|--|--|--|--|
| Eile Record Window Help | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Zip/Pstl | City | Ctry | St/Prov | | | | | | |
| 99781 | VENETIE | US | AK | | | | | | |
| 99782 | WAINWRIGHT | US | AK | | | | | | |
| 99783 | WALES | US | AK | | | | | | |
| 99784 | WHITE MOUNTAIN | US | AK | | | | | | |
| 99785 | BREVIG MISSION | US | AK | | | | | | |
| 99786 | AMBLER | US | AK | | | | | | |
| 99788 | CHALKYITSIK | US | AK | | | | | | |
| 99789 | NUIQSUT | US | AK | | | | | | |
| 99790 | FAIRBANKS | US | AK | | | | | | |
| 99791 | ATQASUK | US | AK | | | | | | |

Please note: The Country and State/Province need to exist on the Country Maintenance screen before you can add create a new Zip /Postal Code.

