

## Working with Countries and Regions

### Countries & Regions – Postal Address Formats

#### POSTAL ADDRESS FORMATS

Artsystems software provides pre-set postal formats that may be associated with **Countries** entries for proper display of postal address formats particular to a country or region. In the Contacts Module **Regions** associate Countries with the appropriate **Address Types**. Regions are user-defined and can be filtered using the Contacts Advanced view set tab in Set View to find mailing labels within a particular region representing many countries or partial country regional areas, for example “North America” or “Western Europe”. Address Types are pre-set and control the actual placement and configuration of the address components (City, State, Postal code, etc.) into a complete Mailing Label that meets the postal format requirements for the Region.

**Note:** Version **2.8.1** separates United Kingdom and Asia address types to accommodate the **Allow UK 8 line address** feature. The UK 8-line feature formats the postal address to allow county display on its own line when a county is entered in the State/Province field on the Contact form. In versions earlier than 2.8.1, United Kingdom and Asia are combined as the postal address format are the same, except when the optional county (state) is needed.

The built in formats in Artsystems software for each Country or area are displayed as follows:

<b><u>United States</u></b> Mr. John Abercrombie Abercrombie, Ltd. 1700 NE 26th Street Redmond, WA 98052 UNITED STATES	<b><u>United Kingdom and Asia</u></b> Mr. Walter C. Brown Waddington Galleries 11 Cork Street London EC1Y 8SY UNITED KINGDOM	<b><u>United Kingdom with UK 8 Allowed</u></b> Mr. Michael Schmelk President Kingsbury Ltd 2215 Oxford Road Aylesbury Buckinghamshire HP19 3EQ UNITED KINGDOM
<b><u>Japan</u></b> Mr. Taro Yamata 1-16-24 Minami-Gyotoku Ichikawa-shi, Chiba 272-0138 JAPAN	<b><u>Europe</u></b> Henry La Fluer French Impressions 13 Rue Daiz 75002 Paris FRANCE	<b><u>Canada</u></b> Charles Smith Galerie Klimantiris 742 Boulevard Décarie Saint-Laurent QC H4L 3L5 CANADA

Please check these Web links for correct postal address formats for individual countries:

## HTML

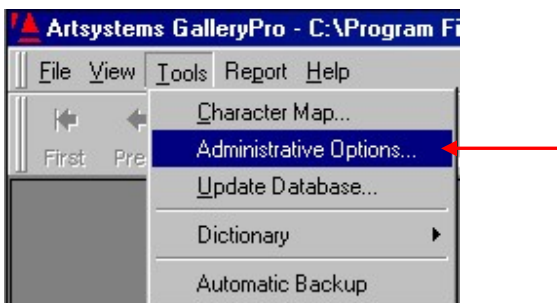
<http://www.columbia.edu/kermit/postal.html#index>

## ACROBAT

[http://www.upu.int/post\\_code/en/postal\\_addressing\\_systems\\_member\\_countries.shtml](http://www.upu.int/post_code/en/postal_addressing_systems_member_countries.shtml)

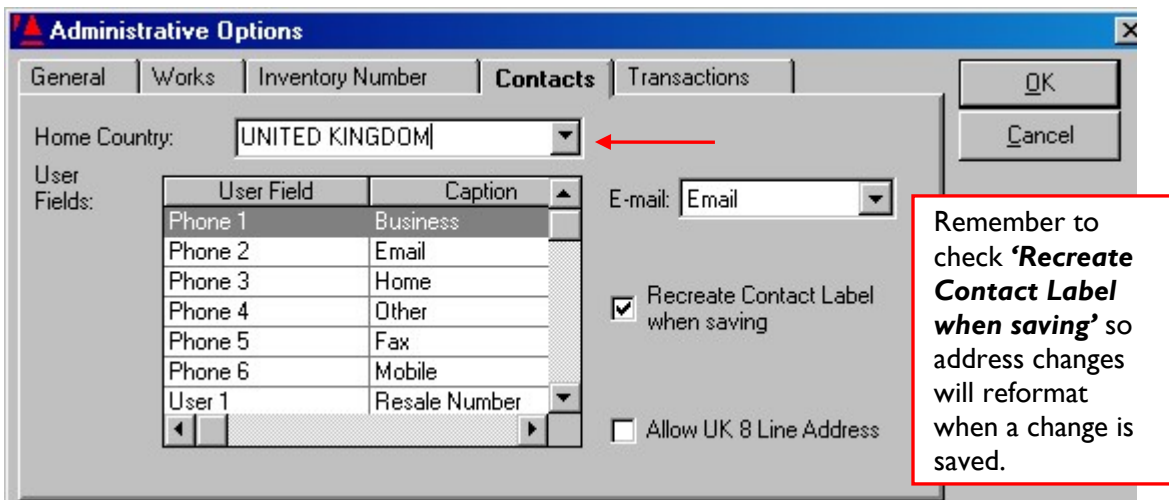
## HOME COUNTRY

Initially, it is best to set the **Home Country** in **Administrative Tools** when setting up the database. The Home Country selected as default will not show in address format. Launch Artsystems. Go to *Tools > Administrative Options*.



An **Administrative Options** window will appear. Select the **Contacts** tab. Enter the **Home Country** name and press tab. An **Add Country** window will open. Follow the steps below for entering a country for the first time.

**Note:** USA address format is the default if no Home Country is entered.



Enter the **Home Country** name and press tab. An **Add Country** window will open. Follow the steps below for entering a country for the first time.

## COUNTRIES AND REGIONS

When entering a new home country, simply enter the country name into the **Home Country** field (see above) and press tab.

- The **Add Country** window will open.
- Add the **Region** by using drop-down list or by typing in the name. Use the **Address Type** drop-down to select the appropriate Address Type format for that Region and Country. Click Yes.

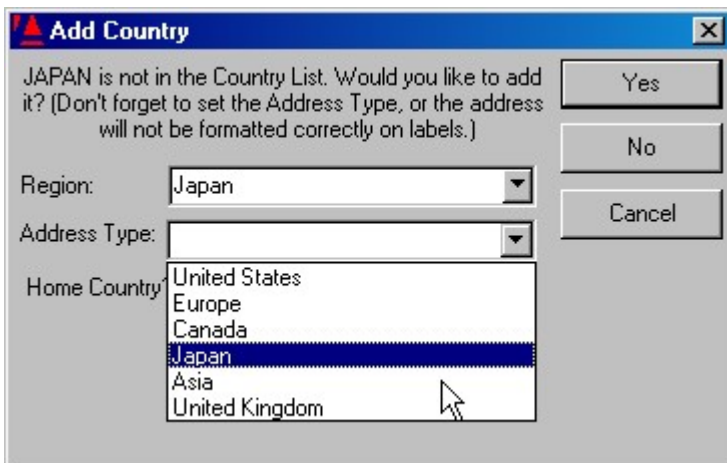


## ADDING NEW COUNTRIES ON THE FLY IN CONTACTS

When entering a new contact for a new country not previously selected, simply enter the country name into the Country field on the Contact Record and press tab.



- The **Add Country** window will open.
- Add the **Region** by using drop-down list or by typing in the name. Use the **Address Type** drop-down to select the appropriate Address Type format for that Region and Country. Click Yes. Click *Finish* on the Add New Contact record.

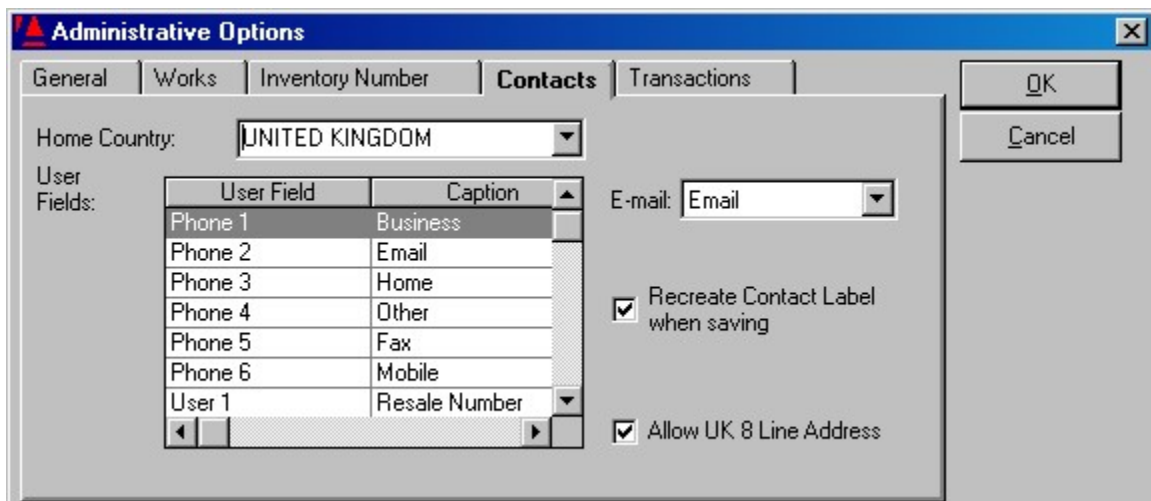


### ALLOW UK 8 LINE ADDRESS

In some instances United Kingdom postal addresses need County (State) designated for addresses located outside major cities in the UK. For United Kingdom addresses, if County is entered into the State field, the County will appear (on separate line) in the UK address when **Allow UK 8 Line Address** is selected. However, if “Allow UK 8 line address” is NOT chosen for United Kingdom addresses, when County is entered into the State/Province field, the County will NOT appear.

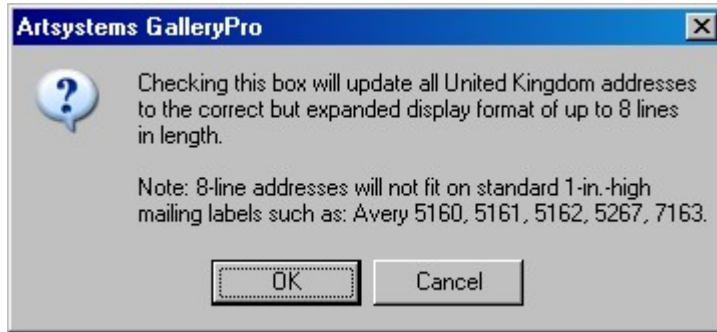
- To set this feature go to *Tools>Administrative Options* and on the **Contacts** tab select **Allow UK 8 Line Address** checkbox and click *OK*.

**Note:** The United Kingdom does not have to be the Home Country to use this option.



A prompt will appear noting that: “Checking this box will update all United Kingdom addresses to the correct but expanded display of up to 8 lines in length. “ Click *OK*, to accept and continue.

**Note:** 8-line addresses with all fields populated (Contact Name, Position, Institution, Address, City, County, PostalCode and Country) will not fit on standard 1-in. high mailing labels such as: Avery 5160,5161,5162,5267, 7163.



A Contact record with UK 8 Address Format:

**Contacts**

Schmellk, Michael Type: Collector Salesperson: CJ

**Business** Notes Statistics

Schmellk, Michael Modified: 03/25/2009 Added: 03/25/2009

Title: Mr. First: Michael Last: Schmellk

Pos./Dept.: Institution: Kingsbury Ltd

Address: 2215 Oxford Road

City: Aylesbury State/Prov: Buckinghamshire

Postal Code: HP19 3EQ Country: UNITED KINGDOM Tax Rate:

Business Resale Categories:

Email Web site

Home Sig. Other Notes:

Other User 4

Fax User 5

Mobile User 6

Primary  Sort by Name  Formal  City in Display  Artist  Marked

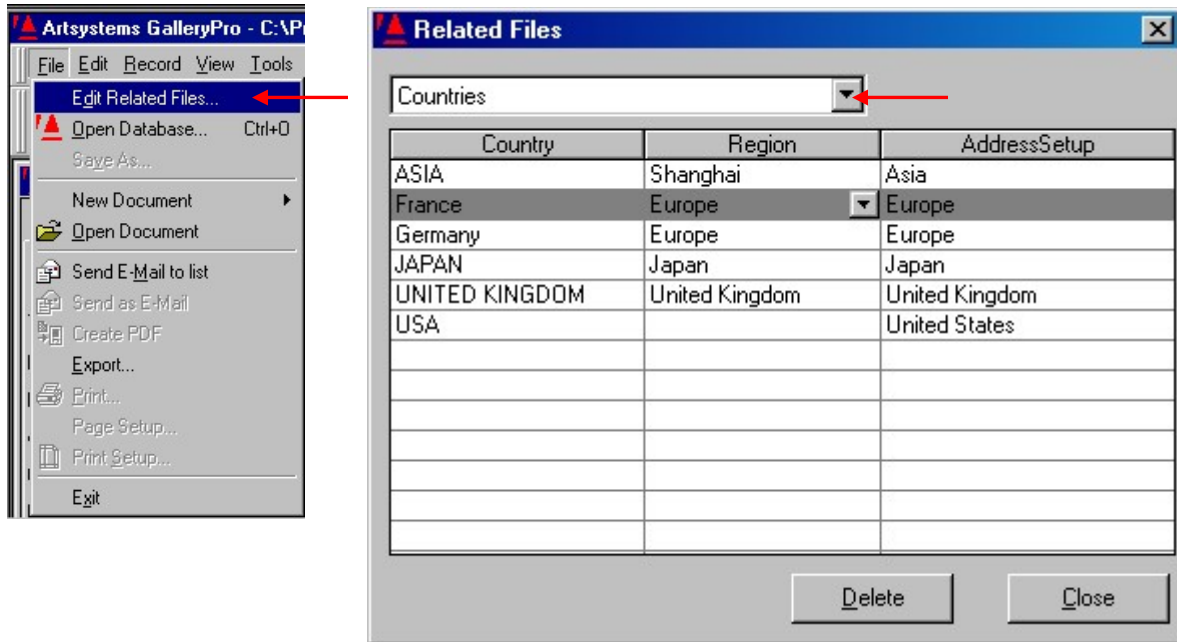
## EDITING COUNTRIES AND REGIONS

Countries and regions are considered related list files and, as such, are editable.

### EDIT COUNTRIES

In the **Contacts** module select *File > Edit Related Files*.

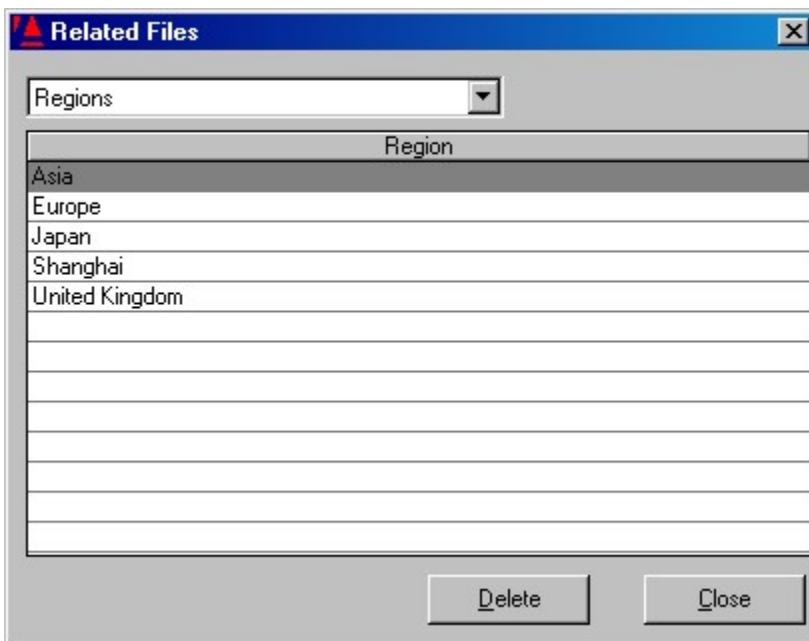
Choose **Countries** from the dropdown list.



In the **AddressSetup** field, select appropriate Address Format for that Country. Select or add a Region. Select **Close**. A prompt will appear asking 'Do you want to Update Records with the changes from Countries?'. Select Yes to update all records.

### EDIT REGIONS

Similarly, **Regions** can also be edited by choosing *File > Edit Related Files*, then selecting **Regions**.



**Note:** Selecting the **Delete** button will change the entry to red - meaning marked for deletion – after closing the Related Files window the entry will be deleted.

**If further assistance is needed, please contact Artsystems Support.**  
**Artsystems Support 212-620-5500 x 2**  
<mailto:Support@artsystems.com>