How to Add a City and Zip Code in SedonaOffice

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Below are the steps on adding a City and Zip Code to the Geographic Tables in Sedona Office

Sedona Setup – Geographic Tables

To enter a new City in Sedona Office

Go to Sedona Setup – Geographic Tables

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From the Country options select the United States.

Next click on the "+" by City.

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Select the Beginning Letter of the City you are adding.

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Select "New" and Enter the Name of the City. Select "Apply"

Now you will need to link that City with a Zip Code.

Under United States, select the "+" by Zip Code.

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Select the Beginning Number of the Zip Code.

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Select "New" and Enter the Zip Code for that City, Select the State from the Drop-down menu.

Type the Name of the City you just added.

Click "Apply"