

How to Change the Town Listing to Show Other States

CLIENT: bob smith (#159500)

Edit Household

Address Line 1: 1234 first street
Address Line 2:
Town: Montville
Phone Number: 2032211234

Family Type: Two Adults/No Child
Housing Type: Rent

save cancel

This help sheet shows the 'Edit Household' screen. The process, however, can be used on any screen in KeyWare where a town can be edited.

Click the word 'Town' to open the State List

CLIENT: bob smith (#159500) TEST

Edit Household

Address Line 1: 1234 first street
Address Line 2:
Town: Montville
State: (close)
Phone Number: 2032211234

Family Type: Two Adults/No Child
Housing Type: Rent

save cancel

Choose a State from the list by clicking on it.

Once you click a state the list will close automatically.

OR click the 'close' button to close the State list without making any changes

CLIENT: bob smith (#159500) TEST

Edit Household

Address Line 1: 1234 first street
Address Line 2:
Town: Camel, NY
Phone Number: 2032211234

Family Type: Two Adults/No Child
Housing Type: Rent

save cancel

The town list is now populated with the chosen state's cities. Choose from the town list as usual.

NOTE:

Not all cities are listed for every State at this time. Please contact TIS if you have a specific need.