

Magento 2 City and Region Manager Extension

User Manual



Magento 2 City and Region Manager Extension by MageComp helps admin set up and add custom shipping regions and cities in store front-end for display to customers, where they can serve the order shipping.

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1. Installation Guide

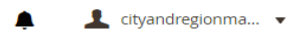
- Go to My downloadable products. The file that you download normally is a zip file.
- Use FTP client (such as Filezilla, WinSCP, cuteFtp) to upload or copy all folders in the zip package to your Magento site root folder. This will not overwrite any existing files, just add new files to the folder structure.
- Open Command line in folder root of Magento and run following command respectively:
 - php bin/magento setup:upgrade
 - php bin/magento setup:static-content:deploy
 - php bin/magento indexer:reindex
 - php bin/magento cache:flush
- Navigate to Stores/Configuration, if you can see the extension tab, it is installed properly.
- If you need professional help regarding Magento Extension Installation, Feel free to contact us any time.

- **Note:** The actual function of the extension is allowed only to show custom added city and region in front-end, Default states and cities won't show and the extension will only show added cities and regions in the frontend, In additional admin can upload/import regions and cities in the backend. This helps merchant to accept the orders where they serve only.

2. Configuration:

Once the extension is installed successfully, go to **Stores** **Configuration** setting to configure the extension.

Configuration



Store View: City and Region Manager

MageComp

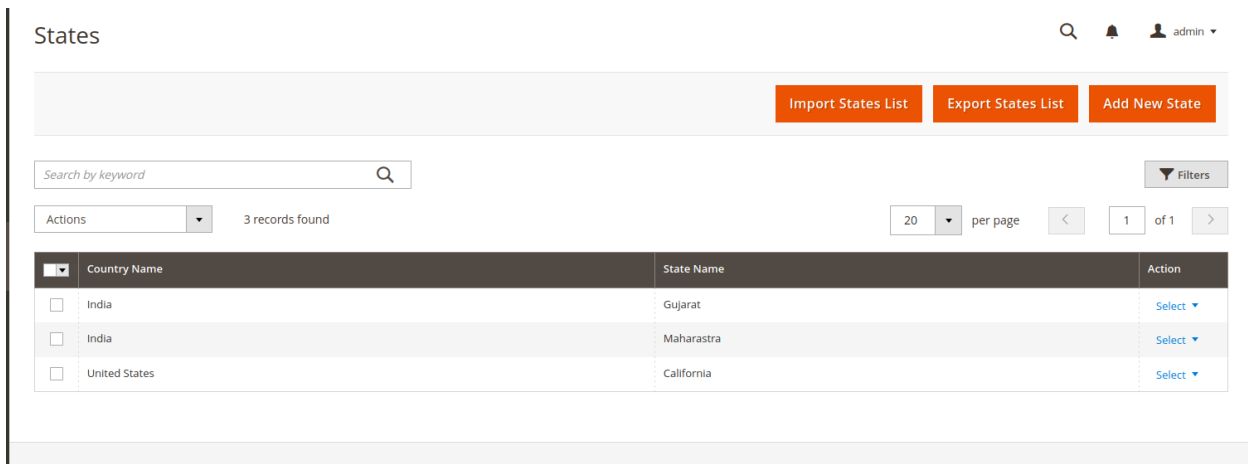
Configuration

City and Region Manager

City and Region Manager: Enable or disable extension from here. Set the extension to enable to use the features of the extension.

3. Add states from the back-end:

After the extension is configured, then proceed to add states where you want to serve the shipping of the orders. Additionally, you can also export the state list from the backend grid.



States 🔍 🔔 👤 admin ▾

[Import States List](#) [Export States List](#) [Add New State](#)

Search by keyword 🔍

⌵ Filters

Actions ▾ 3 records found 20 ▾ per page < 1 of 1 >

<input type="checkbox"/>	Country Name	State Name	Action
<input type="checkbox"/>	India	Gujarat	Select ▾
<input type="checkbox"/>	India	Maharastra	Select ▾
<input type="checkbox"/>	United States	California	Select ▾



You also have the option to import the list of all the states as .CSV file where you want to ship orders.

4. Add cities from back-end:

After adding or importing the list of states, then proceed to add cities where you want to serve the shipping of the orders.

Cities

You can also Add New City Manual or Import Cities List with .CSV File

  cityandregionma... ▾

Import Cities List

Add New City

Search by keyword



Filters

Export ▾

Actions ▾

5 records found

20 ▾

per page



1

of 1



<input type="checkbox"/>	State name	City name	Action
<input type="checkbox"/>	New York	New York	Select ▾
<input type="checkbox"/>	Florida	Jacksonville	Select ▾
<input type="checkbox"/>	New Jersey	Newark	Select ▾
<input type="checkbox"/>	Texas	Houston	Select ▾



You also have the option to import the list of all the cities as .CSV file where you want to ship orders.

5. Add zip codes from back-end:

After adding or importing the list of cities, then proceed to add zip codes where you want to serve the shipping of the orders.

Zip Codes

You can also Add New Zip Code Manual or Import Zip Codes List with .CSV File

  cityandregionma... ▾

Import Zip Code List

Add New Zip Code

Search by keyword



Filters

Export ▾

Actions ▾

4 records found

20 ▾

per page



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<input type="checkbox"/>	State name	City name	Zip code	Action
<input type="checkbox"/>	Texas	Houston	77002	Select ▾
<input type="checkbox"/>	Washington	Seattle	98101	Select ▾
<input type="checkbox"/>	New York	New York	10001	Select ▾
<input type="checkbox"/>	New Jersey	Newark	07101	Select ▾

You also have the option to import the list of all the zip codes as .CSV file where you want to ship orders.

6. Add .CSV file from back-end:

If you want to save yourself from the of adding the states, cities, and zip codes manual, extension provides an option where you can just upload the .CSV file containing all the details of states, cities, and zip codes where you want to serve order shipping.

Import States List

  cityandregionma... ▾

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Import

Select CSV File

Upload

Upload .CSV file to Import States list here
(same for cities and zip codes)

7. City and Region tab in front-end:

The extension will show all the regions and locations you have added in above steps as dropdown menu in front-end.

Street Address *

City and Region Manager show options at Checkout page

State/Province *

New York



Added State will show here

City *

New York



Added City will show here

Zip/Postal Code *

10001



Added Zip Code will show here

Country *

Phone Number *



- If something goes wrong, please contact us at support@magecomp.com