

Modified: 01/15/2024

TO CHECK-OUT A TERRITORY

STEP 1: Click on **Territory Analysis** on the left menu of Territory Assistant.



STEP 2: Click the **Available** toggle switch to see available territories. This switch should be **BLUE** to indicate that it is on.

7	erritoryAnalysis ×	1		XVI-		JA-
Т	erritory Analysis Options	- F				*
	Total		Available		Being Worked	
	5		4		1	
	Completed this Service	Year	Semplement in the		All Records	
	0		3	_	0	
	S-13 Current Year		S-13 Prior Year		S-13 Custom	

STEP 3: Click the **Check out territory** icon on the row of the territory to be checked out

Download CSV Check out territor		
Neeks Availa <mark>ble 🔷</mark>	Action	
Error 2	1.	

STEP 4: Enter the required data (Publisher ID – not full name, Campaign, Check Out Date) for the territory to Check-out and click the **"Finish Check Out"** button.

Territory: SWEST-01	
Publisher	?
J Smith	
Campaign	~
Check Out Date 2024-01-14	Today
1. Finish Check Out	



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TO CHECK-IN A TERRITORY

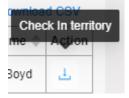
STEP 1: Click on **Territory Analysis** on the left menu of Territory Assistant.



STEP 2: Click the **Being Worked** toggle switch to see available territories. This switch should be BLUE to indicate that it is on.

TerritoryAnalysis ×)	IV- THE	~~~h
Territory Analysis Options			1
Total	Available	Being Worked	
5	4	1	
Completed this Service Year	Completed last Ser	vice Year 8	
0	3		
S-13 Current Year	S-13 Prior Year	S-13 Custom	

STEP 3: Click the **Check out territory** icon on the row of the territory to be checked out.



STEP 4: Enter the Check In Date for the territory to Check-in and then click the **Finish Check In** button.

-	Territory: WHP-01
Э	Publisher S Boyd
	Campaign S Search
E	Checked Out 2023-09-24
	Check In Date Today
)	2024-01-14
)	

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