Modified: 01/15/2024
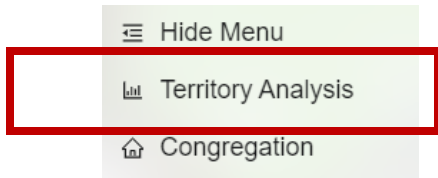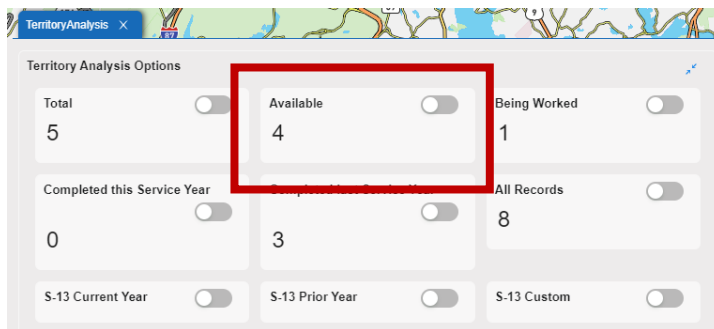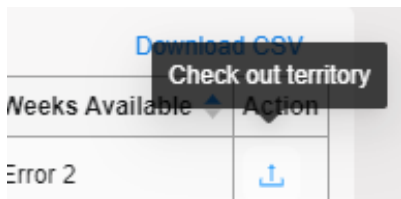
TO CHECK-OUT A TERRITORY

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.
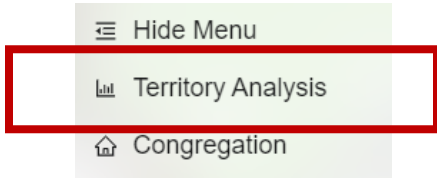

STEP 3: Click the **Check out territory** icon on the row of the territory to be checked out


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.
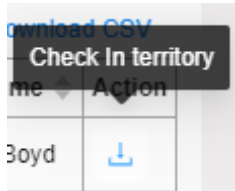
<u>TO CHECK-IN A TERRITORY</u>

STEP 1: Click on **Territory Analysis** on the left menu of Territory Assistant.
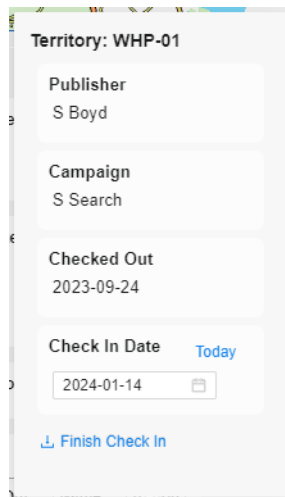
STEP 2: Click the **Being Worked** toggle switch to see available territories. This switch should be BLUE to indicate that it is on.
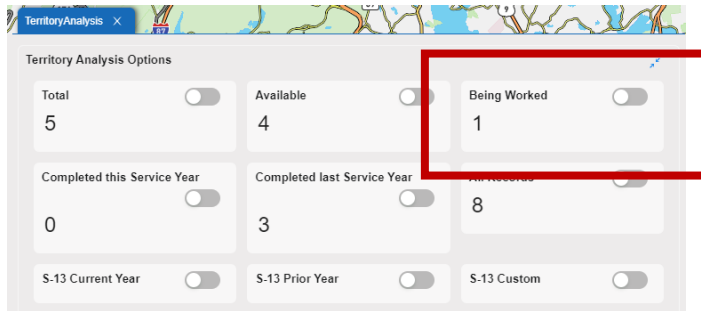
STEP 3: Click the **Check out territory** icon on the row of the territory to be checked out.

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

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