

• Click Territory Analysis



• Click All Records

TerritoryAnalysis X Kosh			
Territory Analysis Option	s		1
Total 4	Available 1	Being Worked	
Completed this Servic	e Year Completed last	Service Year All Records	

• Locate the row of the territory where the CheckOut/CheckIn date are to be changed

	3-13 VIEW						
_	Territory A	Name 🔺	Campaign 🔺	CheckOut A	Checkin 🔺	Action	
	TAR-02	S Boyd	S Search	2023-02-02		2	
	WHP-01	S Boyd	S Search	2022-12-28		2	
	TAR-01	S Boyd	M Magazine	2022-12-28		2	
	SWEST-01	S Boyd	RC Regional Conv.	2022-12-28		_	

• Click the Action icon on the end of the row where the data is to be changed



Territory ≑	Name ≑	Campaign 🌲	CheckOut ≑	CheckIn	Action	
TAR-02	S Boyd	S Search	2023-02-02		2	

• Modify the CheckOut/CheckIn data to be changed

TerritoryAnalysis ×			Publisher				?	
Ferritory An	alysis Op	tions		S Boyd				
Total 4			Avai O	Campaig S Searc	n h		~	
Complete	ed this Se	rvice Year	Con	Check 0	ut Date 2-02	Ë	Today	
0			0	Check In Select	Date date	Ë	Today	
S-13 View	v			🛃 Finish	Update [)elete		
Territory \diamondsuit	Name ≑	Campaign 🔶	Check	GIICCA	H T ACU			_
TAR-02	S Boyd	S Search	2023-02-0	2	2			
WHP-01	S Boyd	S Search	2022-12-2	8				
TAR-01	S Boyd	M Magazine	2022-12-2	8	2			
SWEST-01	S Boyd	RC Regional Conv.	2022-12-2	8	2			

- Click **Finish Update** to save the changes
 - Click Delete to delete the record from the CheckOut (Being Worked) report

	Publisher S Boyd	?
ai	Campaign S Search	~
m	Check Out Date 2023-02-02	Today
	Check In Date	Today
	E Finish Update Delete	e
ck⊖u	LA CHECKIII A MUUNI	