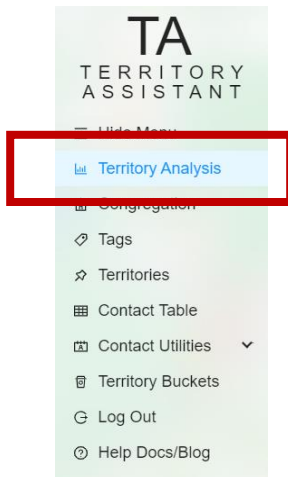
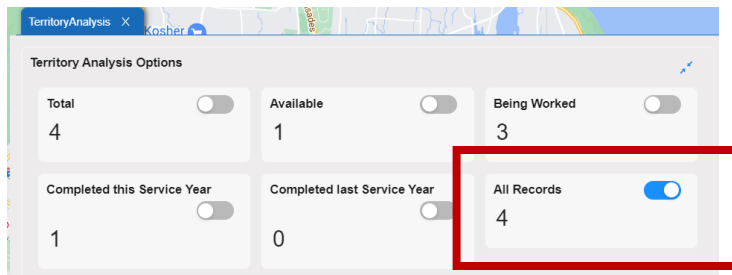


- Click **Territory Analysis**



- Click **All Records**



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

Territory	Name	Campaign	CheckOut	CheckIn	Action
TAR-02	S Boyd	S Search	2023-02-02		
WHP-01	S Boyd	S Search	2022-12-28		
TAR-01	S Boyd	M Magazine	2022-12-28		
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		

- **Modify** the CheckOut/CheckIn data to be changed

Territory Analysis Options

Publisher: S Boyd

Campaign: S Search

Check Out Date: 2023-02-02 Today

Check In Date: Select date Today

Buttons: Finish Update Delete

Territory	Name	Campaign	CheckOut	CheckIn	Action
TAR-02	S Boyd	S Search	2023-02-02		
WHP-01	S Boyd	S Search	2022-12-28		
TAR-01	S Boyd	M Magazine	2022-12-28		
SWEST-01	S Boyd	RC Regional Conv.	2022-12-28		

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

Buttons: **Finish Update** **Delete**