

Knowledgebase > Settings > Sales Territory

## Sales Territory

Megan De Freitas - 2025-06-10 - Settings

#### Overview

Sales Territories are used to designate geographical areas for your Salesmen to cover.

To get started, select **Sales Territory** from the Settings menu.

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Setup		POS	Reports	Other	-
Account Class Contact Method Type Customer Class Customer Type Discount Management Fee Type Interaction Type Item Class Location Payment Terms Price Level	Purchase Order Type Reason Codes Sales Document Type Sales Territory Salesperson Shipping Method Tax Codes UofM Type Vendor Class Workflow	Employees Grid Menu Setup Till Counting Till Drawer	Dynamic Grid Reports Grid Reports Import History Inventory Stock Status Report Designe	Organization	

#### Sales Territory

#### **Create a Sales Territory**

To create a Sales Territory, click the **New Sales Territory** button in the upper left-hand corner of the screen.

Sales Territory	
New Sales Territory	
Sales Territory	

The Sales Territory drawer will appear. Give your Sales Territory a name and description.

Sales Territory	×
Sales Territory	
Description	

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When you're finished entering your information, click **Save**.

#### Edit a Sales Territory

To edit an existing Sales Territory, first select the Sales Territory from the list on the lefthand side of the Sales Territory window.

Sales Territory		
Sales Territory		
North		
South		

Once you've selected the Sales Territory you want to edit, make your changes in the information fields on the right-hand side of the screen.

Sales Territory	Description
North	North Region

When you're finished making your changes, click **Save**.

### See it in Action

Sales Territory dropdowns appear in various places in SalesPad Cloud, including the Salesperson drawer.

# Salesperson

Sales Person

Email

Initials

Sales Territory

No Sales Territory

Inactive

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