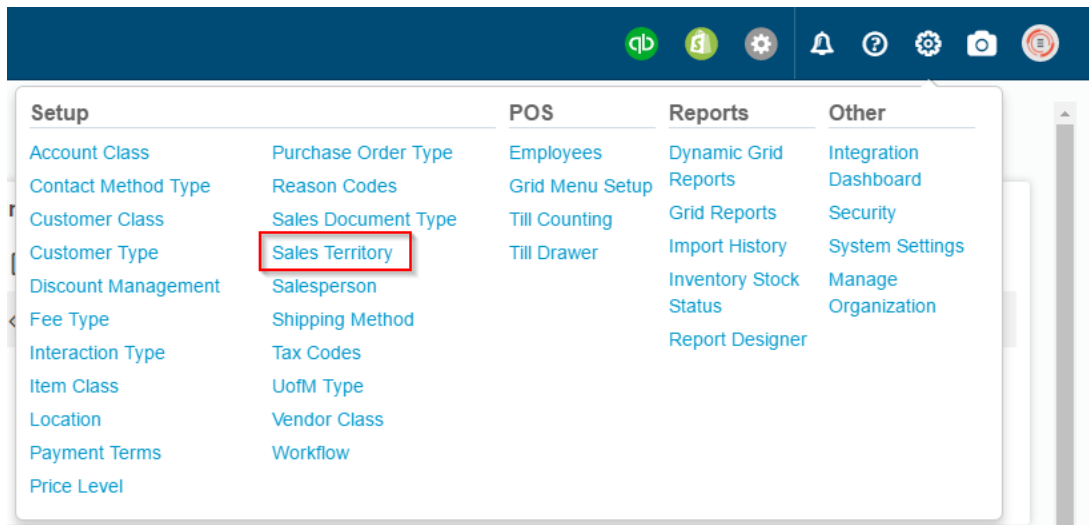# Sales Territory

Megan De Freitas - 2024-12-02 - Settings

Overview

Sales Territories are used to designate geographical areas for your [Salesmen](#) to cover.

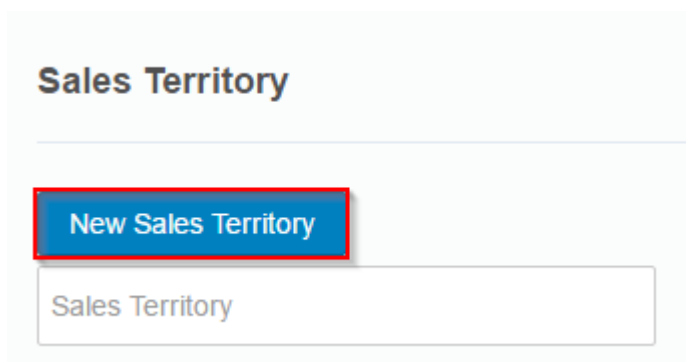To get started, select **Sales Territory** from the Settings menu.

Navigation Menu

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    - [Edit a Sales Territory](#)
- [See it in Action](#)

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.

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

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

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Edit a Sales Territory

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

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.

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

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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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