

<u>Knowledgebase</u> > <u>Settings</u> > <u>Sales Territory</u>

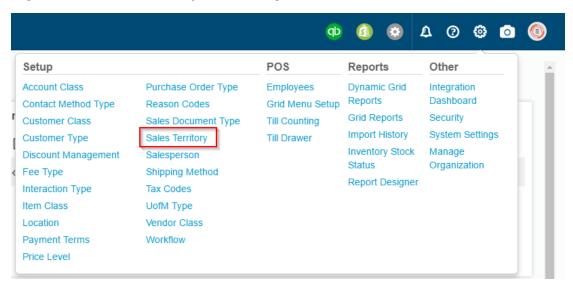
Sales Territory

Cavallo Support - 2025-08-06 - Settings

Overview

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

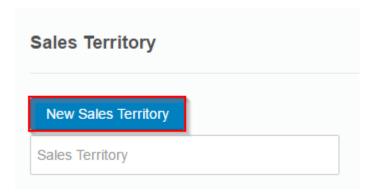
To get started, select ${\bf Sales} \ {\bf Territory} \ {\bf from} \ {\bf the} \ {\bf Settings} \ {\bf menu}.$



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.



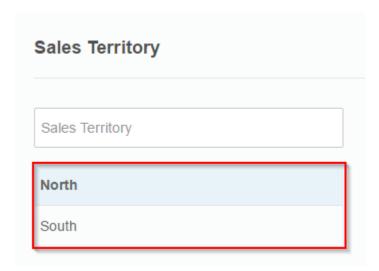
The Sales Territory drawer will appear. Give your Sales Territory a name and description.



When you're finished entering your information, click ${\bf Save}.$

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.



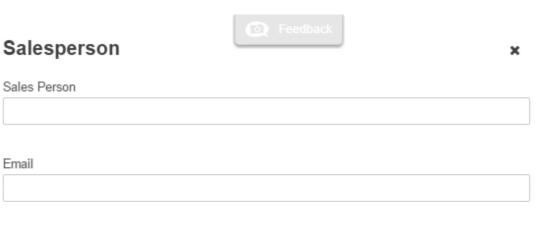
Once you've selected the Sales Territory you want to edit, make your changes in the information fields on the right-hand side of the screen.



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

See it in Action

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



Sales Territory No Sales Territory

Inactive

Email

Initials