Knowledgebase > Settings > Sales Territory

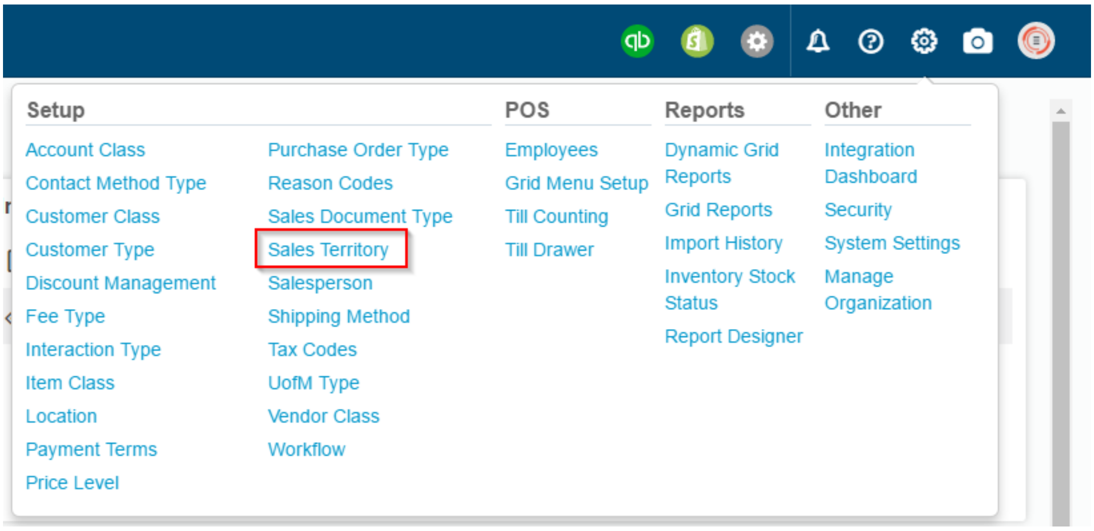
Sales Territory

Megan De Freitas - 2025-06-10 - Settings

Overview

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

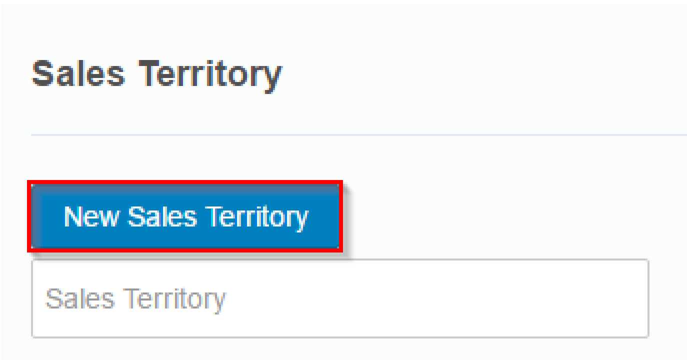
To get started, select **Sales Territory** from the Settings menu.



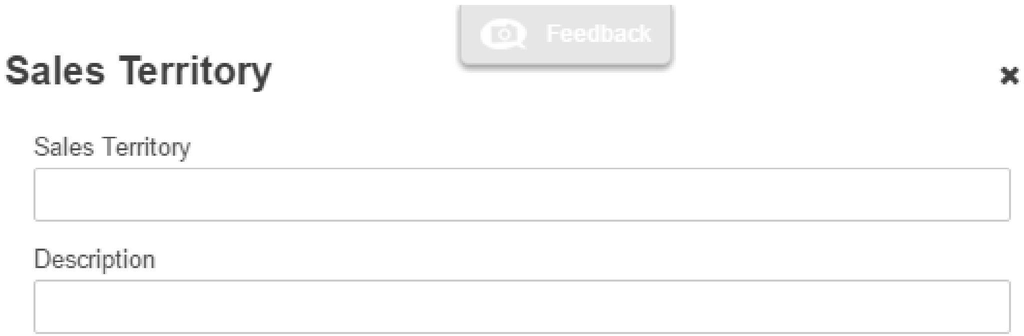
Sales Territory

Create a Sales Territory

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



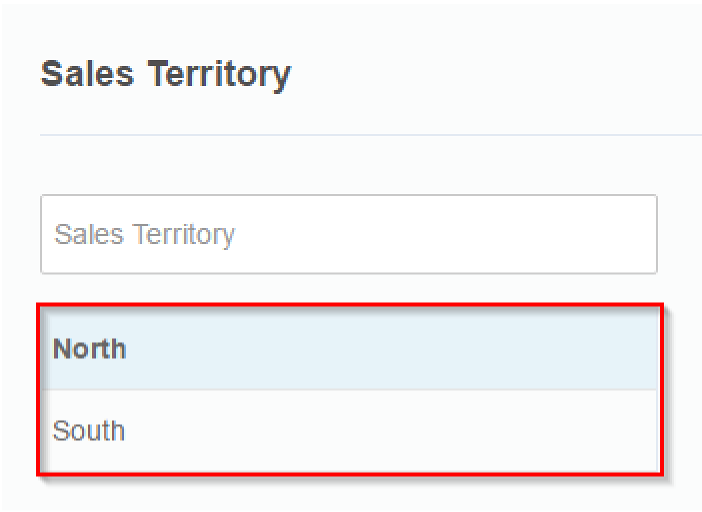
The Sales Territory drawer will appear. Give your Sales Territory a name and description.



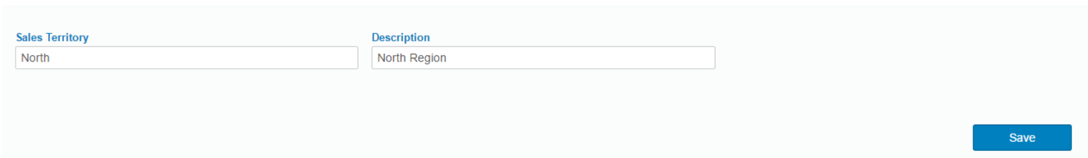
When you're finished entering your information, click **Save**.

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.

Feedback

Salesperson

×

Sales Person

Email

Initials

Sales Territory

No Sales Territory

Inactive