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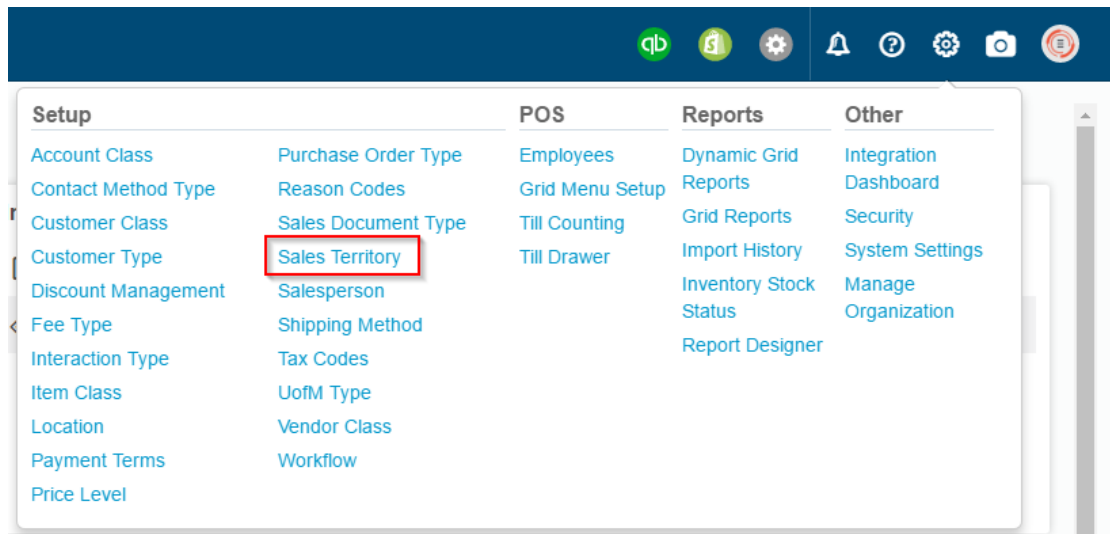
## Sales Territory

Cavallo Support - 2025-08-06 - [Settings](#)

### Overview

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

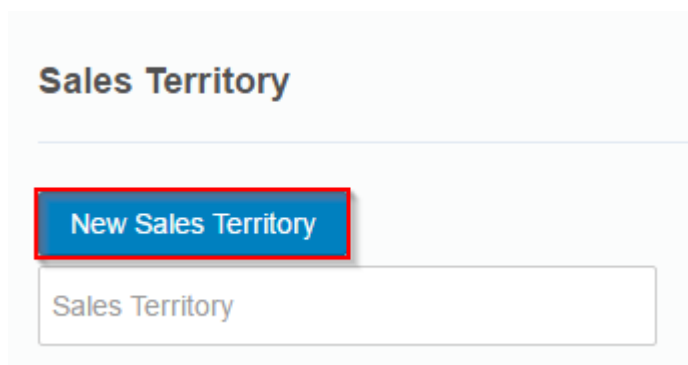
To get started, select **Sales Territory** from the Settings menu.



### 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.

## Sales Territory



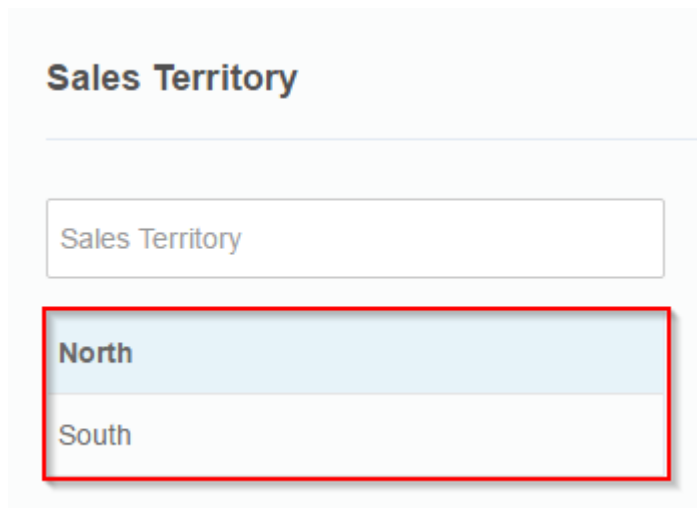
Sales Territory

Description

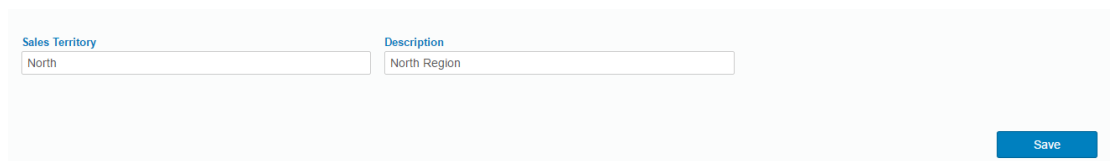
When you're finished entering your information, click **Save**.

### 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.

A screenshot of the "Sales Territory" window. It features a title "Sales Territory" at the top. Below the title is a text input field containing "Sales Territory". Underneath is a list of two options: "North" and "South". The "North" option is highlighted with a light blue background and is enclosed in a red rectangular box, indicating it is the selected item.

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.

A screenshot of the edit form for a Sales Territory. It shows two input fields: "Sales Territory" with the value "North" and "Description" with the value "North Region". A blue "Save" button is located at the bottom right of the form.

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