

# S M A Guide

Requesting a new territory after your NEW appointment that has now been loaded at Avon head office

INBOX

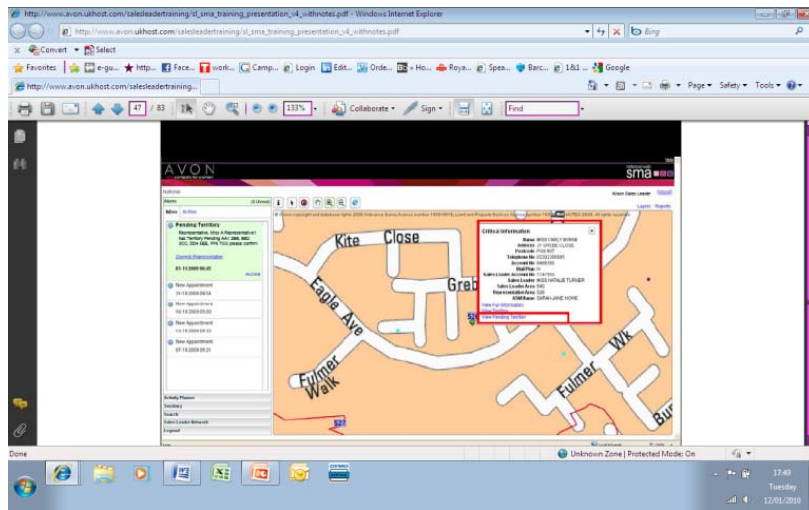
ALERTS

New appointment

Click **New Appointment**

This box will appear

Click **Zoom to representative**



**Note, you should take a note of the post code and the house number at this point! To save time at the next step!**

Click **View Territory**

Click **Request territory**

Type in **name** (as per the contract) Inc title CAPITAL LETTERS

Type in **post code**

Double click **their house number** or **type it in** if it is NOT on the list type in address in the box below.

NOTE: THIS MUST BE IN CAPITAL LETTERS AND IN FULL

**I.E. 12, BROOKE HOUSE SO THAT THIS AGREES WITH THE ADDRESS ON THE REPRESENTATIVE AGREEMENT.**

A list of post codes and road names will appear

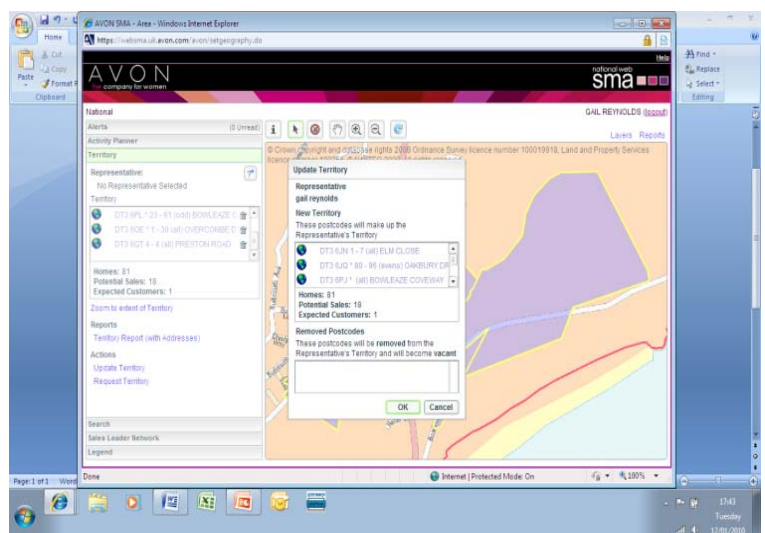
**You must save or print them off at this point!**

Click **Update territory**

Click **OK**

Click **YES**

It will say the territory has been reserved for the Rep.



## Pending Territory Alert

This will appear when an Agreement has been loaded at Corby and you have

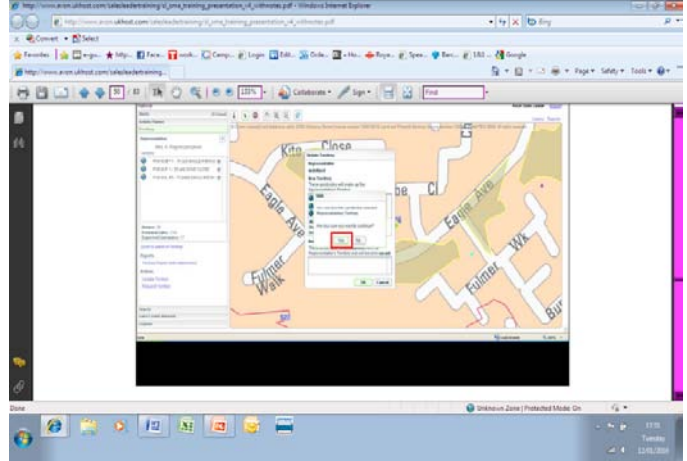
Requested Territory for this New Appointment

Open the alert for pending territory

To confirm the pending Territory –

Click **Update Territory** & the same procedure applies,

Click **Ok** Click **Yes**



When you now open the Critical Information box and **View Territory** the **postcodes** will appear in the Territory Bar with the Representatives name above.

**IMPORTANT NOTE** Request territory straight away, (even if your appointment doesn't want one yet!) As the New Appointment way of requesting territory is not working at the moment

You will have 7 days to send contract

4 days to accept the pending territory in your ALERTS BOX

## CHECK OUT THE DIFFERENT SYMBOLS IN THE LEGEND TAB BELOW, FOR EACH REP

**Purple** = territory

**Blue** = networker

**Yellow** = Sales leader

**Yellow** with **Red** = their S L level

