

How to update a Sales Area

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Overview

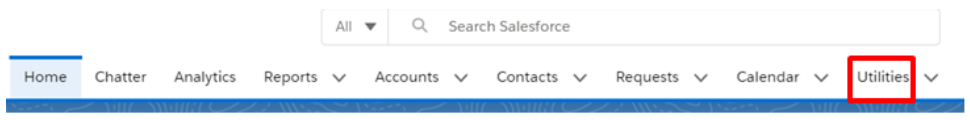
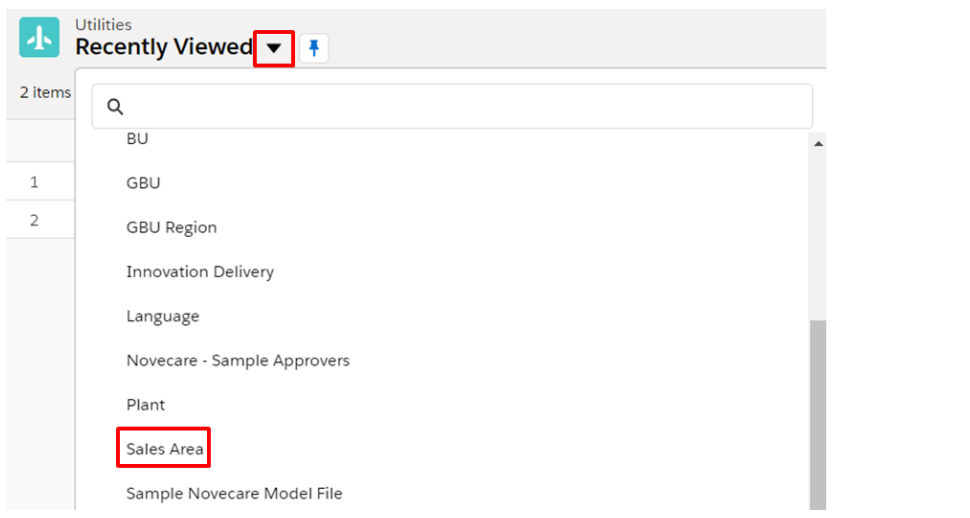
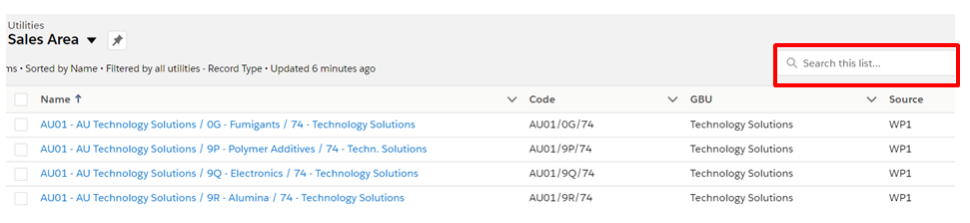
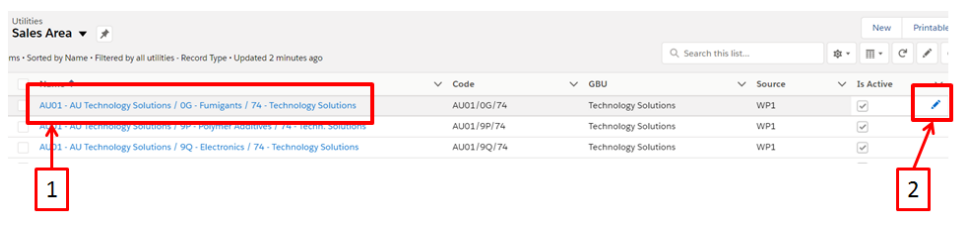
In this section, you'll see how to update a Sales Area.

Concerned profiles:

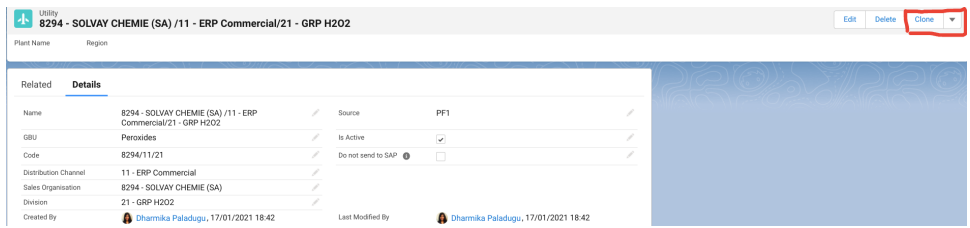
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Step-By-Step

<p>Go to the tab "Utilities".</p>	
<p>By default, you get the list view: "Recently Viewed".</p> <p>Click on the arrow on the right of the name "Recently Viewed" and in the list click on Sales Area.</p>	
<p>You'll get the list of all the Sales Area.</p> <p>Use the Search to find the Sales Area you would like to update (input the name or a part of it and press "Enter") or scroll down to get it.</p>	
<p>When you've found the Sales Area you want, 2 options:</p>	

Clone option to Create a new sales Area from an exiting one

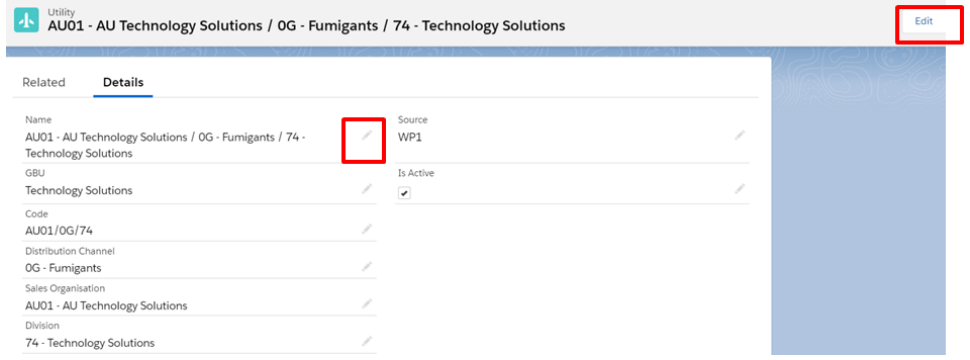


Option 1: Click on the name of the Sales Area

You are entering the details of the selected Sales Area.

Click on the pencil of the field you want to update or on the "Edit" button.

When the changes are done, don't forget to click on the "Save" button.



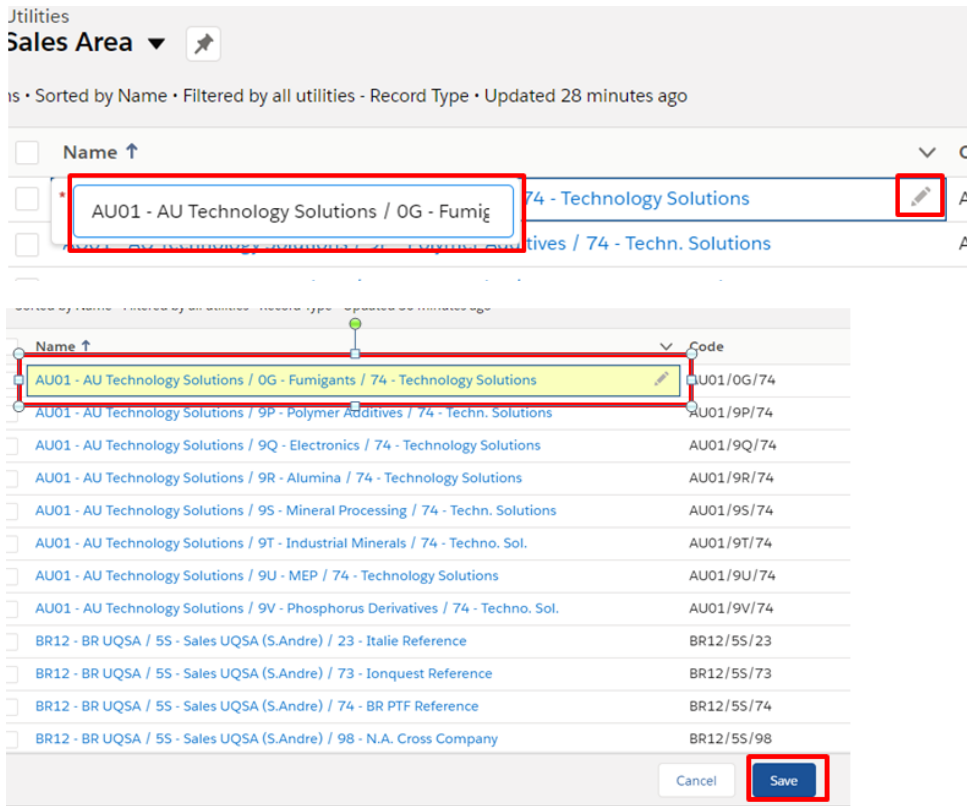
Option 2: click on the pencil on the right of the field you want to update.

This will open a "box" and give you the possibility to do your update.

When done, click anywhere else on the screen.

This will give you the possibility to "Save". This button is not available before.

Before saving, you can do as many updates as you want.



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