

Adding or removing components from Territories

Once you have Territories added as a layer to your project you can use the **Territories Panel** to control the appearance of the layer, as well as the data associated with it. The following instructions will give you a step by step guide on how to add or remove components from your Territories.

Before you begin

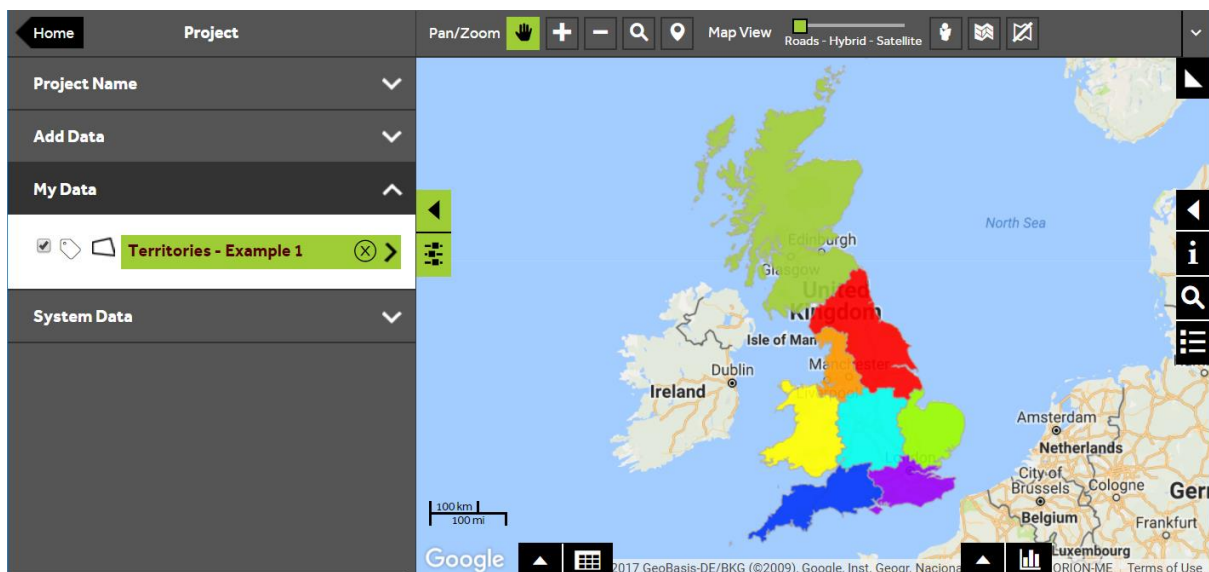
Before you start editing your Territories, make sure that you have your data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

- Territories Steps - Create Project
- Territories Steps - Import Data



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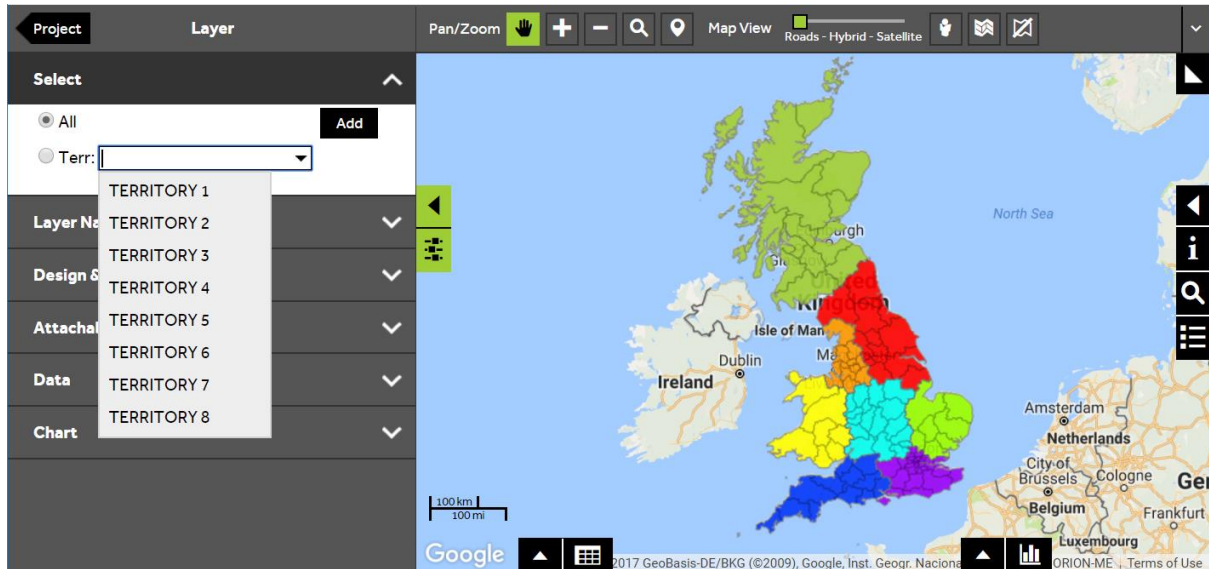
- To edit your own data, **Open an existing project** and then select **My Data**, click on the Territory layer you wish to style.



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Select a Territory to edit

- Once you have identified a Territory that you wish to edit, you need to select the Territory. Open the **Select** section of the panel, click on the button next to **Terr** and start to type the name of the Territory in the text box. Click on the required Territory when you can see it in the dropdown list.



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Add or remove components from a Territory

- After selecting a Territory, you can click on the Territory component blocks on the map to add or remove them from your Territory. To access alternative selection methods, open the **Design & Build** section and select **Size**. There are three different methods for selecting component blocks:

Single select - allows you to add / remove one 'building-block' at a time.

Polygon select - allows you to draw a shape on the map and add whichever 'building-blocks' fall within the shape. To use this method, click on the map around the area that you want to add to your Territory.

Radius select - allows you to draw a circle on the map and add whichever 'building-blocks' fall within the circle. To use this method, click on the map at the centre of the area that you want to select and then drag the mouse to form a circle around the required area.

- Changes to the Territories can also be viewed within the data view. Click on the **data grid** button at the bottom left of the map to see how Territory values change as components are added or removed.

The screenshot displays the Geoplan software interface. On the left, a sidebar contains a 'Design & Build' section with a 'Size' tab selected. Below this, there are three selection methods: 'Select' (highlighted in green), 'Polygon', and 'Radius'. The main map area shows a geographical map with territories colored in orange, red, and cyan. A data grid is visible at the bottom of the map, showing the following data:

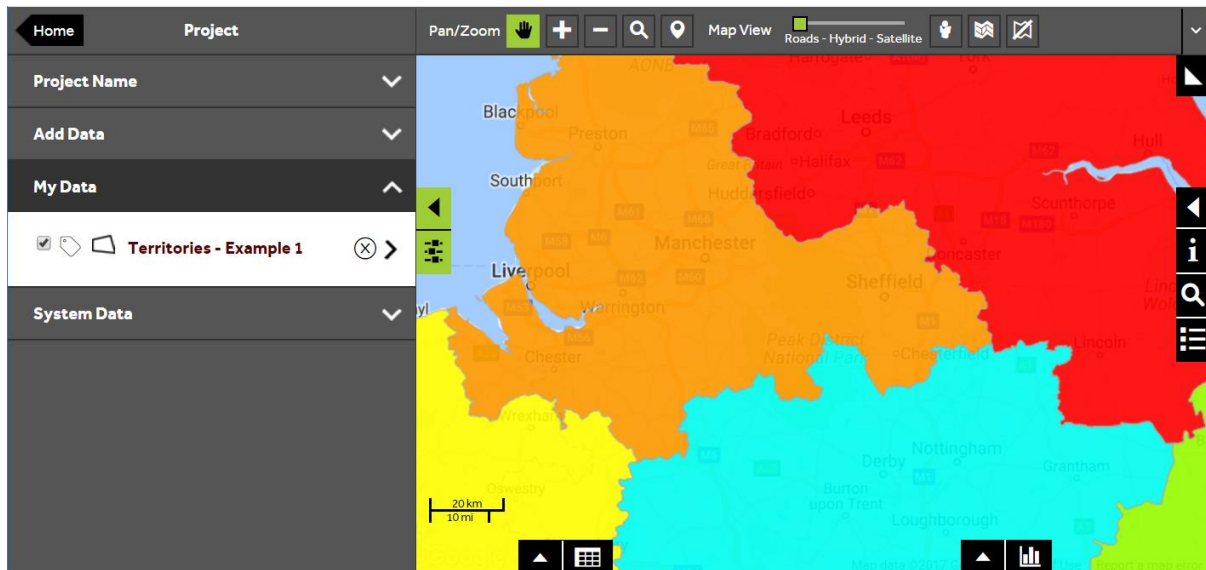
#	ID	COUNT	Total Sales	Product A	Product B	Product C	Product D	Product E
Edit	TERRITORY 3	14	7739	2371	2645	1054	192	1477
Edit	TERRITORY 2	16	6661	2159	2394	858	148	1102
Edit	TERRITORY 8	31	13075	3574	4684	2241	488	2088
Edit	TERRITORY 7	12	4663	951	1814	862	185	851
Edit	TERRITORY 6	17	9079	2340	3390	1652	349	1348

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Save your changes

- When you have finished editing your Territories save the project by clicking on the **Save** icon at the top right of the screen. This will save any changes to your Territory layer and to the rest of the project.



What do you want to do next?

You may wish to try to balance your Territories based on a data variable in your layer or you may wish to change the colour of the Territories or add a new Territory. Please refer to the following sections for further assistance:

- Refer to: **Territories Steps – Balance Territories**
- Refer to: **Territories Steps – Style Layer - Colour**
- Refer to: **Territories Steps – Create New Territory**
- Contact: **Geoplan Support**