

# Geographical assignment of contacts



A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

Each contact registered in Gestan can be linked to a user, usually the salesperson in charge of the customer.

However, sales reps can sometimes change, or be assigned to new regions.

This screen allows you to make mass changes to the user responsible for the contacts concerned, based on a zip code criterion.

## Using the screen

**Access:** *Tools*→*Administration*→*Data processing*→*Assign contacts*

The screenshot shows a software window titled "Opérations sur la base de données" with a subtitle "Réaffectation des contacts". Below the title bar, there are two dropdown menus: "de" (from) set to "Ariane AMPERE (AA)" and "vers" (to) set to "Baptiste BONCHAMPS (BB)". Below these are four tabs: "Contacts" (selected), "Actions / Interventions", "Pièces", and "Projets". Under the "Contacts" tab, there is a list with one item: "Responsable commercial du suivi" with a checked checkbox. At the bottom right, there are two buttons: "Valider" (with a checkmark) and "Fermer" (with an X).

Choose the user concerned, enter the code of the department or departments concerned (separated by a semicolon), and click on **Validate**.

Here, we would assign to user BB all contacts whose personal or professional postal code begins with 75 or 77.

🌸 If you want to process all records, enter \* in the Postal Code box.



## Other “Contacts” articles

[Children](#)  
[Contact addresses](#)  
[Contacts](#)  
[Contacts: quick creation](#)  
[Default email recipients](#)  
[Documents](#)  
[Geographical assignment of contacts](#)  
[Group mailings](#)  
[Mail merges](#)  
[Send an email, post, or SMS](#)

From:

<https://manuel.gestan.fr/> - **Le manuel de Gestan**

Permanent link:

[https://manuel.gestan.fr/en/wiki/contacts/affectation\\_geo](https://manuel.gestan.fr/en/wiki/contacts/affectation_geo)

Last update: **2025/06/24 21:16**