

Reallocation of contacts by region



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

Has your new sales manager decided to reorganize the geographical areas assigned to your sales reps?

This screen is designed to manage this situation, allowing you to reassign contacts based on zip code criteria.

Using the screen

Access : *Tools* → *Administration* → *Mass data processing* → *Contacts* → *Reassign by region*

A screenshot of a web application window titled "Operations on the database". The main heading is "Assignment of contacts by region". Below the heading, there is a form with the following fields:

- "Assign to user :" with a dropdown menu showing "Didier DORÉ (DD)".
- "All contacts with :" section containing:
 - "country code" with a text input field containing "GBR".
 - "Postal code" with a text input field containing "SW;W;NW".

Below the "Postal code" field, there is a small note: "You can use values separated by a semicolon, for assignments of several postal codes". At the bottom right of the form, there are two buttons: "Validate" with a checkmark icon and "Close" with an 'X' icon.

The **Assign to user** combo lets you select the user to whom contacts meeting the criteria will be reassigned.

The criteria are **country code** or **post code**. Multiple zip codes separated by a semicolon are possible.

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