



TERRITORY MANAGEMENT SYSTEM

for Kings Park Filipino Congregation

[http:// territory101.info](http://territory101.info)

WHAT IS TERRITORY MANAGEMENT SYSTEM (TMS) AND ITS ADVANTAGES?

- This is a web application that monitors the maps released to publishers. Main objective of this system is to manage and monitor our territory maps effectively and efficiently, thus we accurately covered all our territory. Hence, we can guarantee that all maps been covered specially during campaign period.
- This system solves or if not totally solve but minimize the problems encountered in the current manual releasing of maps, such as:
 - Not all maps are done equally in a period of time. For example, within six months, St Albans maps were done 2x or 3x but Tullamarine map wasn't touched.
 - *TMS implements a cycle, each map will only be released once in a cycle.*
 - Some released maps were missing. No way of finding out whom to chase.
 - *TMS stores to whom the map was released.*
 - When a note we insert in our map to tag that a certain address is “Not Filipino” or “Address Not Found”, is lost, that address still remain in our map.
 - *TMS allows the publisher to tag the status for each address in the map – Done, Not at home 1, Not at home 2, Not Filipino, Address Not Found. When an address was tagged as Not Filipino or Address Not Found, and the Territory Overseer approves it, that address won't exists when the map is released in the next cycle.*



CONT... WHAT IS TERRITORY MANAGEMENT SYSTEM (TMS) AND ITS ADVANTAGES?

- Addresses in a suburb are not grouped equally. For example, One map in Caroline Spring has 20 addresses while the other map in Caroline Spring only has 6 addresses.
 - *Kings Park Filipino Congregation territories (1238 addresses) were regrouped per suburb and suburbs with many addresses were grouped per 10 addresses as much as possible.*
- When no map available in a field service group, brothers and sisters do return visits instead, even though it's their schedule to go to field service.
 - *Anyone can approach an elder, MS or brothers who are leading field service group to ask for a map, either by calling them or sending them SMS. Brothers mentioned above have the access to assign map to a publisher. They can do anytime as long as they have internet access.*
 - *Or the brother (that is not an elder) who's leading the group can ask the Territory Overseer a night before for maps they can do the next day.*



HOW TO ACCESS TMS?

- In your internet browser – Internet Explorer, Google Chrome, Firefox, Safari, etc. type <http://territory101.info> in the address bar
- You can access this website in any device with internet – desktop computer, laptop, tablet or smart phone.
- But keep in mind that the smaller the screen your device has, the uglier the resolution of page would look like.
- Recommended internet browser is Google Chrome.



HOW TO START USING TMS?

- Give your email address to Territory Overseer.
- Your email address will then be tagged with your name in the system.
- After step 2 is done, you can now register by clicking “Not registered yet?” link in Login page. Then enter the password you want to use in TMS.
- See next page for User Registration screenshot.
- Use your email address and password to enter the website.
- See next 2 page for Login page screenshot.



USER REGISTRATION



KINGS PARK FILIPINO CONGREGATION
Territory Management System

Register - Create a new account

Email Address

Password

Confirm password

Register

Back



USER LOGIN



KINGS PARK FILIPINO CONGREGATION
Territory Management System

Log in

Email Address

myemail@address.com

Password

☐

Remember me?

Log in

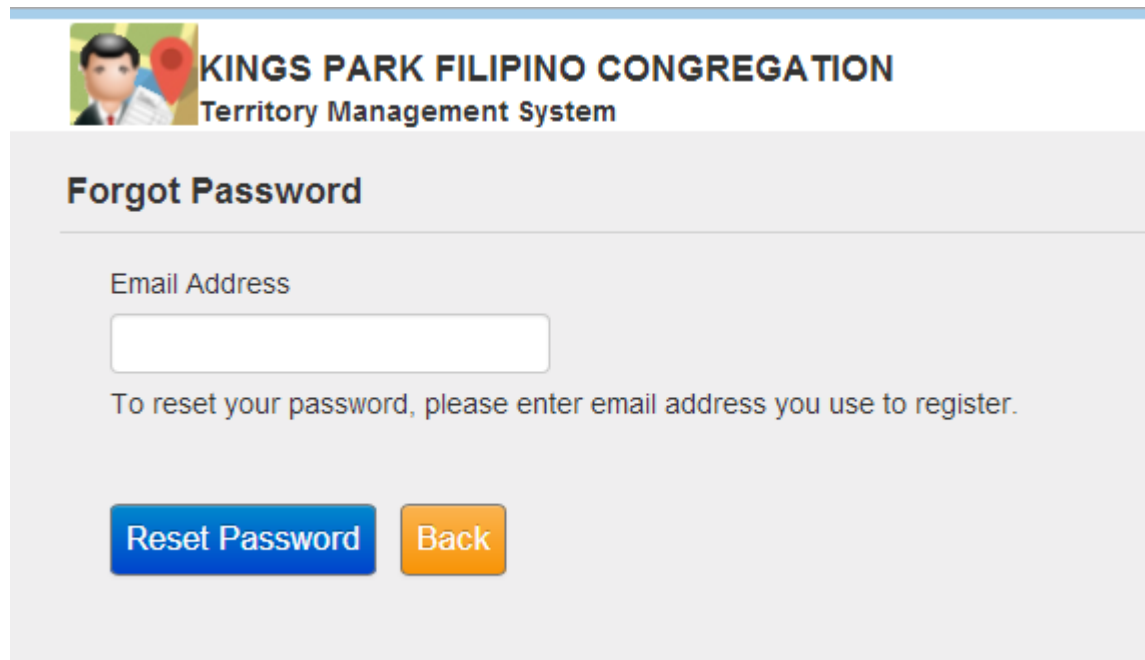
[Not register yet?](#)

[Forgot your password?](#)



WHAT IF I FORGOT MY PASSWORD?

- In Login page, click “Forgot Password?” link.
- This will take you to this page to enter your email address.
- Click “Reset Password” to get an email on how to reset your password.

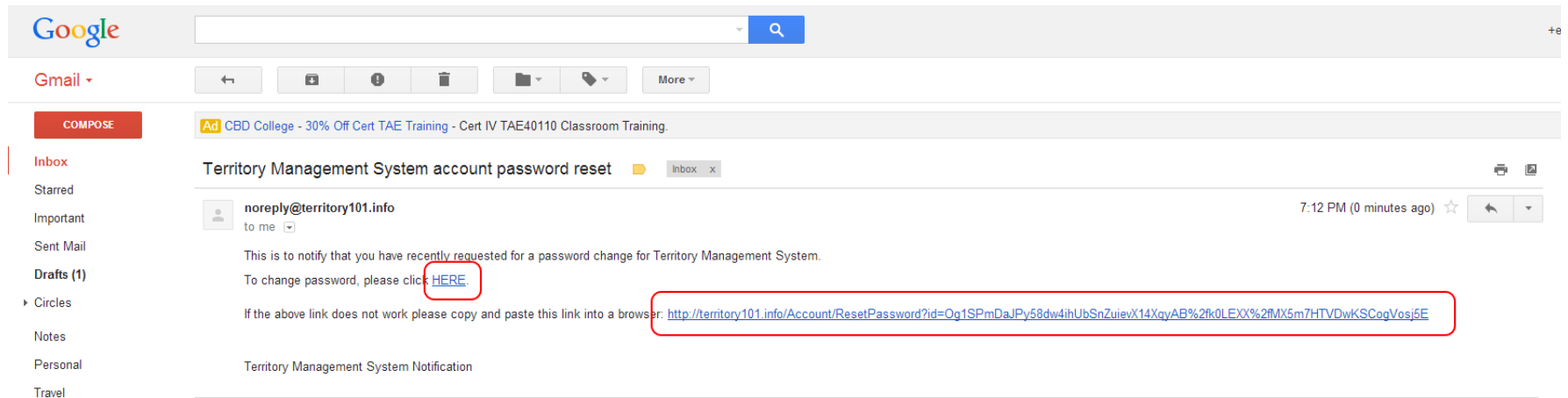


The screenshot shows a web interface for the 'KINGS PARK FILIPINO CONGREGATION Territory Management System'. At the top, there is a logo featuring a cartoon man and a red location pin, followed by the text 'KINGS PARK FILIPINO CONGREGATION' and 'Territory Management System'. Below this, the page title 'Forgot Password' is displayed. Under the title, there is a label 'Email Address' above a text input field. Below the input field, a message states: 'To reset your password, please enter email address you use to register.' At the bottom of the form, there are two buttons: a blue 'Reset Password' button and an orange 'Back' button.




RESET PASSWORD EMAIL

- Reset password email looks like this.
- By clicking “**HERE**” or copy/paste the **link** in the address bar of your internet browser, will take you to page where you can enter your new password.



RESET PASSWORD

- Enter your new password here.

**KINGS PARK FILIPINO CONGREGATION**
Territory Management System

Reset Password

New Password

Confirm New Password



WHAT WILL I DO TO MAPS I RECEIVED?

- When a map is released to you, you will see it in your main screen when you logged in.
- Below is the screenshot how it looks like.
- #1 Name of the publisher currently logged in – *clicking this will log you out.*
- #2 Map Name – *clicking this will display all the addresses in this map. See next page.*
- #3 Pencil Icon (Edit) – *clicking this will take you to Details page where you can enter the status of each address in the map.*

KINGS PARK FILIPINO CONGREGATION
Territory Management System

1 Hello Ethel Delos Santos
Menu ▾

Call Activity (Cycle 1)

Search * Please click Map Name to see addresses.


#	Action	Activity Type	Map Name	Publisher	Date Released
1		Campaign	Cairnlea 3 - 0031	Ethel Delos Santos	2014-08-09

MAP ADDRESSES




KINGS PARK FILIPINO CONGREGATION
Territory Management System

Hello **Ethel Delos Santos**

 Menu ▾

Call Activity (Cycle 1)


** Please click Map Name to see addresses.*

#	Action	Activity Type	Map Name	Publisher	Date Released
1		Campaign	Cairnlea 3 - 0031	Ethel Delos Santos	2014-08-09

Address	Suggested Route Order	Status
28 Minvi Terrace, Cairnlea	1	
7 Chesterfield Road, Cairnlea	2	
11 Clarian Street, Cairnlea	3	
1 Pawleena Circuit, Cairnlea	4	
2 Cochrane Street, Cairnlea	5	
17 Sunnybrae Circuit, Cairnlea	6	
19 Sunnybrae Circuit, Cairnlea	7	
23 Sunnybrae Circuit, Cairnlea	8	
29 Sunnybrae Circuit, Cairnlea	9	
16 Cochrane Street, Cairnlea	10	
21 Highfield Road, Cairnlea	11	
21 Landsdowne Rd, Cairnlea	12	
7 Cavanagh Cl, Cairnlea	13	



MAP DETAILS

**KINGS PARK FILIPINO CONGREGATION**
Territory Management System

Hello **Ethel Delos Santos** Menu

Call Activity Assignment (Cycle 1)

Save & Exit Cancel

Released During CYCLE 1

Call Type
Campaign

Publisher
Ethel Delos Santos

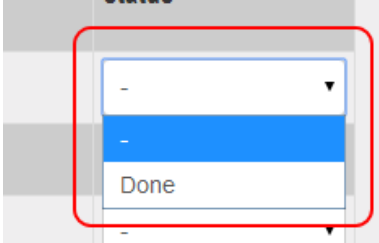
Date Released

Map
Cairnlea 3 - 0031 [13]

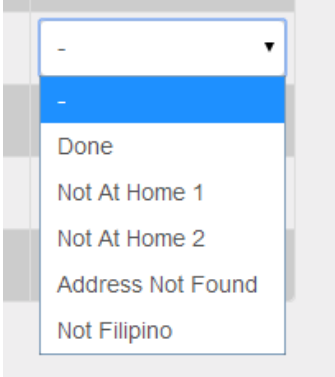
Address	Suggested Route Order	Status
28 Minvi Terrace, Cairnlea	1	-
7 Chesterfield Road, Cairnlea	2	-
11 Clarian Street, Cairnlea	3	-
1 Pawleena Circuit, Cairnlea	4	-
2 Cochrane Street, Cairnlea	5	-
17 Sunnybrae Circuit, Cairnlea	6	-
19 Sunnybrae Circuit, Cairnlea	7	-
23 Sunnybrae Circuit, Cairnlea	8	-
29 Sunnybrae Circuit, Cairnlea	9	-
16 Cochrane Street, Cairnlea	10	-
21 Highfield Road, Cairnlea	11	-
21 Landsdowne Rd, Cairnlea	12	-
7 Cavanagh Cl, Cairnlea	13	-

- Enter the status for each address in the map by selecting status from the dropdown list.

Campaign







Regular/Personal Territory





- You can update all at once and click “Save & Exit” or just update one or few addresses and click “Save & Exit”. It will then take you to Home page.
- Cancel link will disregard all your updates in the page and take you to Home page.

EMAILED MAP

- You can request the map assigned to you to be emailed .
- Email looks like this:

Inbox
Starred
Important
Sent Mail
Drafts (1)
► Circles
Notes
Personal
Travel
More labels ▼
  ▼  
Search people...
CRUZ, Rosauro ...
...

Map Point Cook - 0110 [10] Released on 2014-08-09  **Inbox** x

 **noreply@territory101.info**
to me ▼

Publisher : Ethel Delos Santos
Date Released : 2014-08-09
Point Cook - 0110 [10]

Address	Suggested Route Order	Status
2 Shell Lane, Point Cook	1	
163 Dunnings Road, Point Cook	2	
2 Lemongrass Circuit, Point Cook	3	
7 Durrack Court, Point Cook	4	
25 Florey Ave, Point Cook	5	
14 Siracusa Avenue, Point Cook	6	
15 Paola Circuit, Point Cook	7	
48 Times Square, Point Cook	8	
23 Panorama Way, Point Cook	9	
24 Calypso Cres, Point Cook	10	

Territory Management System - Kings Park Congregation

FREQUENTLY ASKED QUESTIONS:

- I don't have internet in my mobile phone or tablet, what will I do? Can I still get map?
 - *Yes, you can get a map. All publishers can get a map even though they don't have mobile access or email address.*
 - *Because you can't access the website to see the addresses you're suppose to go, the Brother leading the group will either give you a printed copy of the map or take a screenshot from his device and send it to you as MMS or copy paste the addresses and send it to you as SMS.*
 - *You can update at home the status of the map assigned to you.*
- I don't have email address or I don't want to give my email address, can I still get map?
 - *Yes of course. Please refer to question #1.*
 - *But because you didn't give any email address to be entered in TMS, you can't register as a user of the website and you can't access it.*
- I can't find an address in the map, but the only option for me to update the status is Done, what will I do? Where are the other status?
 - *When Call Type is "Campaign", only "Done" status is available for you. You need to inform the Territory Overseer that a certain address in a map is not valid anymore. (or the system will be changed to also show Not Filipino and Address Not Found)*

