

Find your assigned boundary and territory

Read your assigned divisions and blocks, use the property and business map filters, and understand the difference between geographic scope, attendance and a visit's distance check.

WHO THIS IS FOR

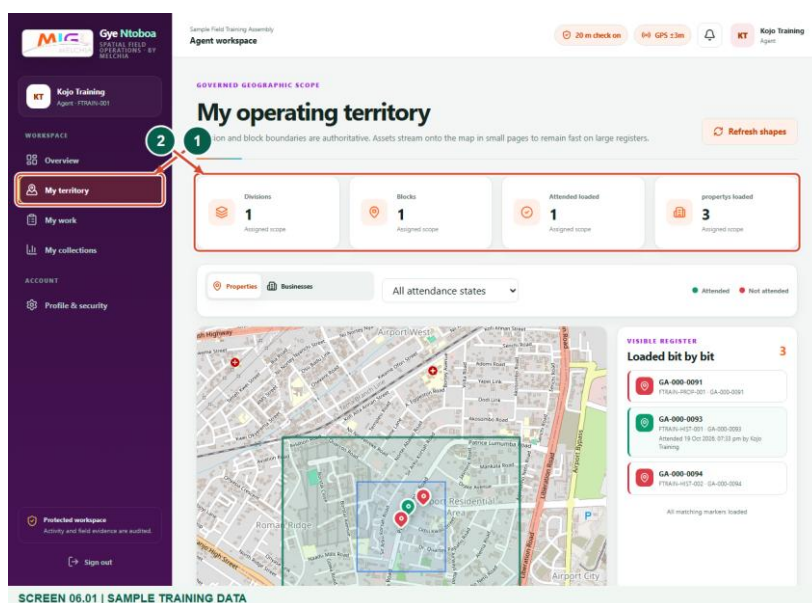
Field agent

ALLOW ABOUT

10-15 minutes

DOCUMENT VERSION

1.0 | 19 October 2026



Illustrated steps with numbered arrows and clear expected results.

About the examples

Screens show the actual application in a training environment with sample data. Use your own verified account, assigned records and contact details when following the guide.

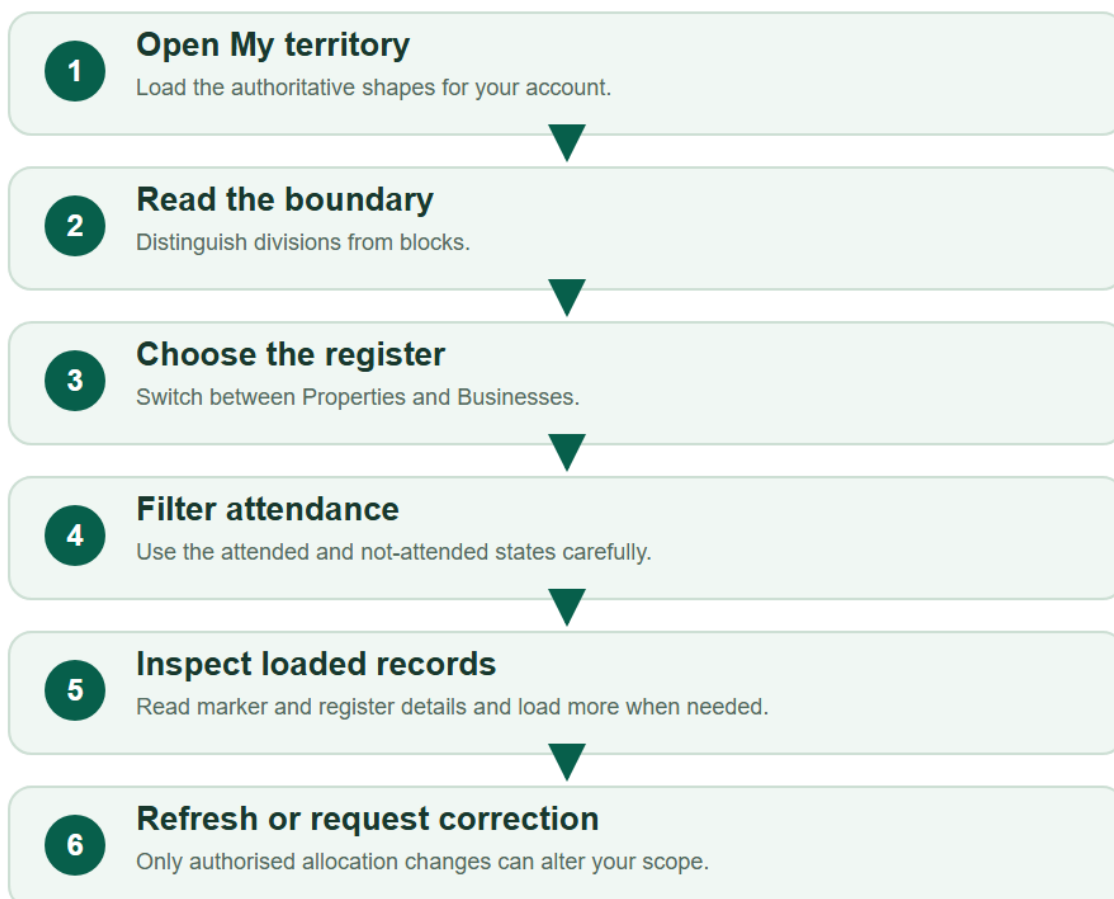
Website: operations.gyentoboa.com

Process flow

Follow the arrows from start to finish. Optional routes are explained in the numbered steps.

Before you start

- Sign in to your own agent workspace with an internet connection.
- Ask your supervisor to ensure your operating divisions or blocks have been assigned.
- The figures use synthetic training boundaries, markers and records. Your live assigned boundaries and records come from the assembly register.



Numbered markers on screenshots identify the controls described beneath each image.

STEP 01

Open My territory and read the scope counts

1. Choose My territory from the agent navigation.
2. Read My operating territory and the assigned division and block counts. These describe your allocated geographic scope.

GOVERNED GEOGRAPHIC SCOPE

My operating territory

Division and block boundaries are authoritative. Assets stream onto the map in small pages to remain fast on large registers.

Divisions 1 Assigned scope

Blocks 1 Assigned scope

Attended loaded 1 Assigned scope

properties loaded 3 Assigned scope

VISIBLE REGISTER

Loaded bit by bit

GA-000-0091
FTRAIN-PROP-001 - GA-000-0091

GA-000-0093
FTRAIN-HIST-001 - GA-000-0093
Attended 19 Oct 2026, 07:33 pm by Kojo Training

GA-000-0094
FTRAIN-HIST-002 - GA-000-0094

All matching markers loaded

Protected workspace
Activity and field evidence are audited.

Sign out

SCREEN 06.01 | SAMPLE TRAINING DATA

Synthetic training data in the actual agent portal. Open My territory and read the scope counts.

- 1 My territory
- 2 Assigned scope counts

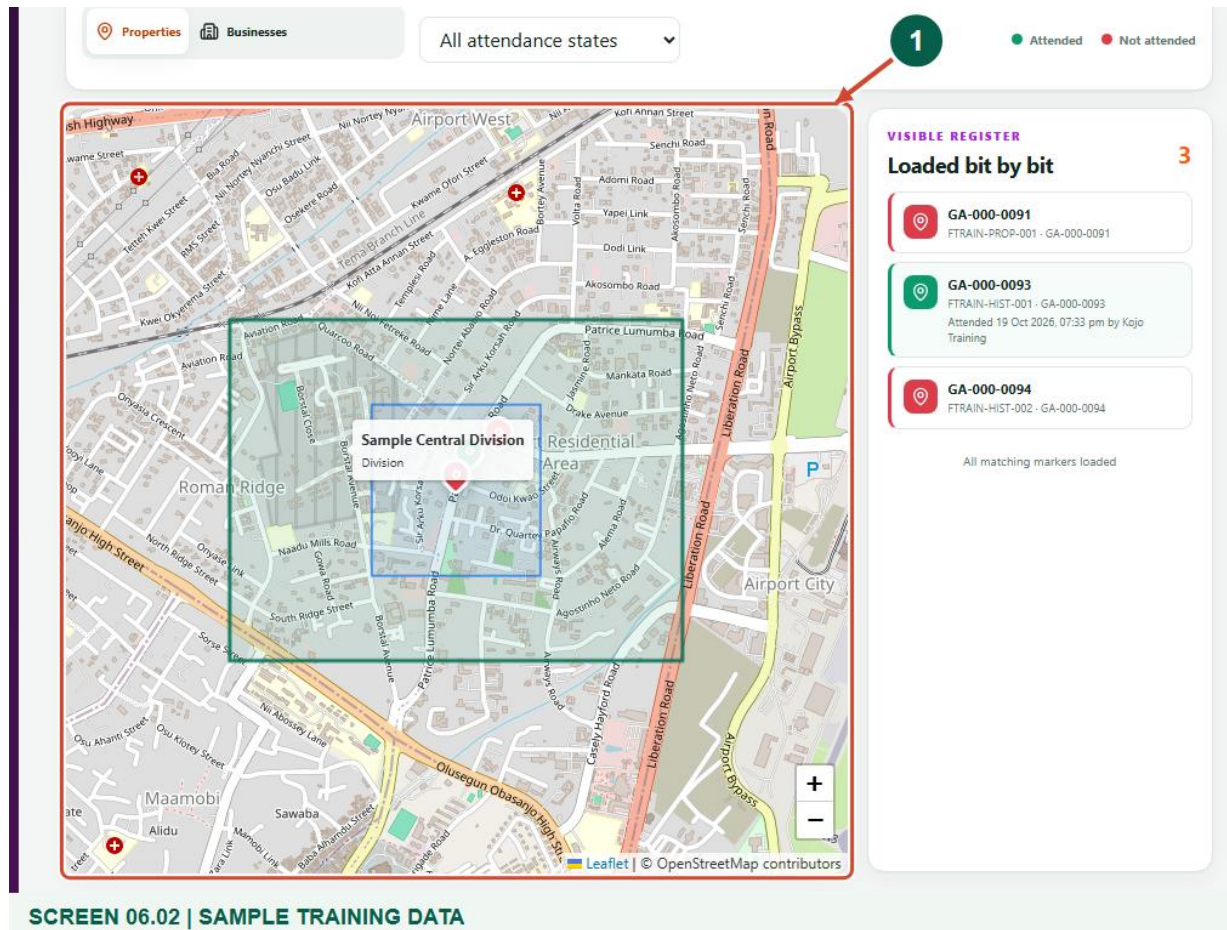
What should happen

Your assigned shapes and register controls are shown.

STEP 02

Identify division and block boundaries

1. Use the map to inspect the green division outlines and blue block outlines. Hover a boundary to read its name and type.
2. Zoom and pan for orientation. The map is a viewer; it does not let an agent redraw boundaries or expand their allocation.



Synthetic training data in the actual agent portal. Identify division and block boundaries.

1 Assigned division and block shapes

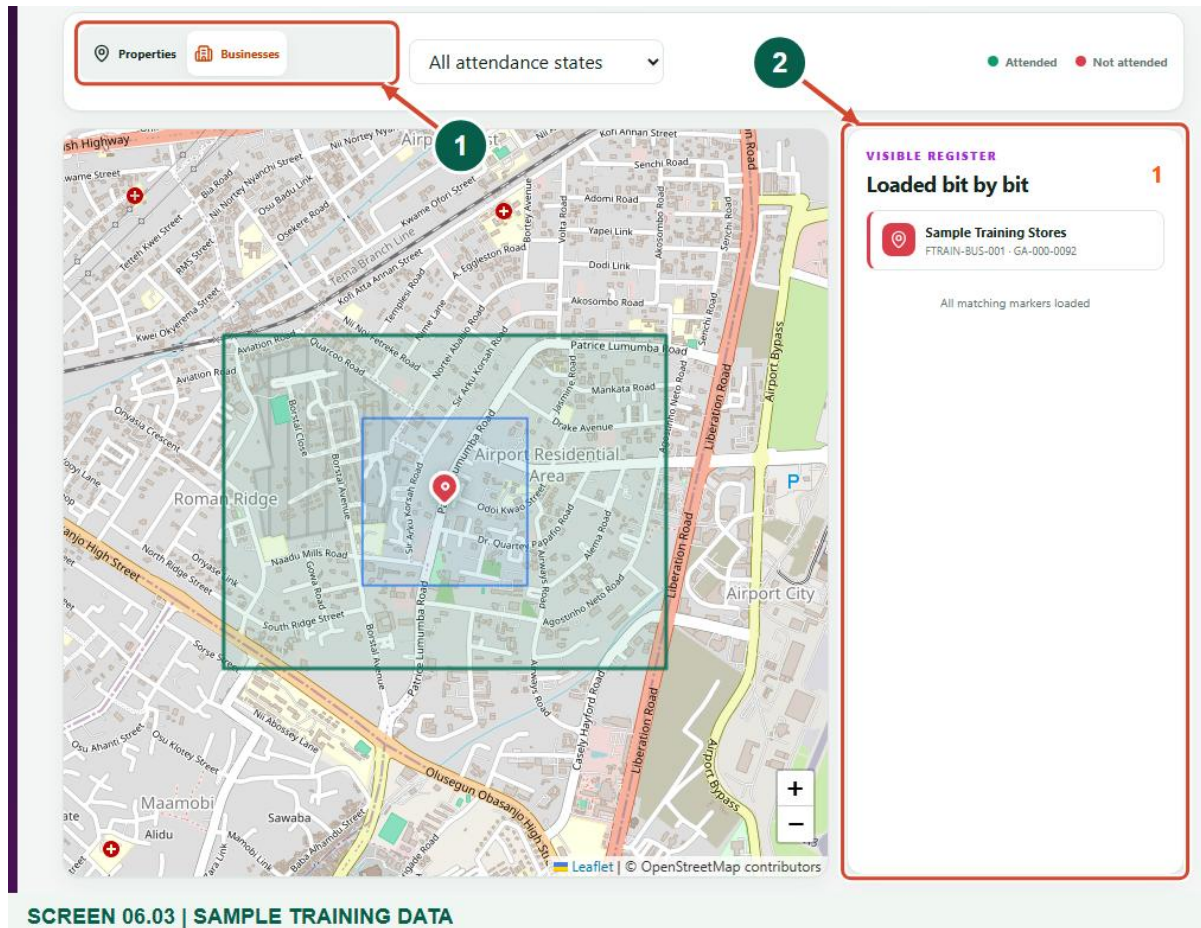
What should happen

You can identify the named assigned division or block.

STEP 03

Choose Properties or Businesses

1. Select Properties to view the assigned property register, or Businesses for the business register.
2. Only records visible within your authorised area are returned. Changing the register tab does not grant access to another area.



SCREEN 06.03 | SAMPLE TRAINING DATA

Synthetic training data in the actual agent portal. Choose Properties or Businesses.

- 1 Properties or Businesses
- 2 Visible business register

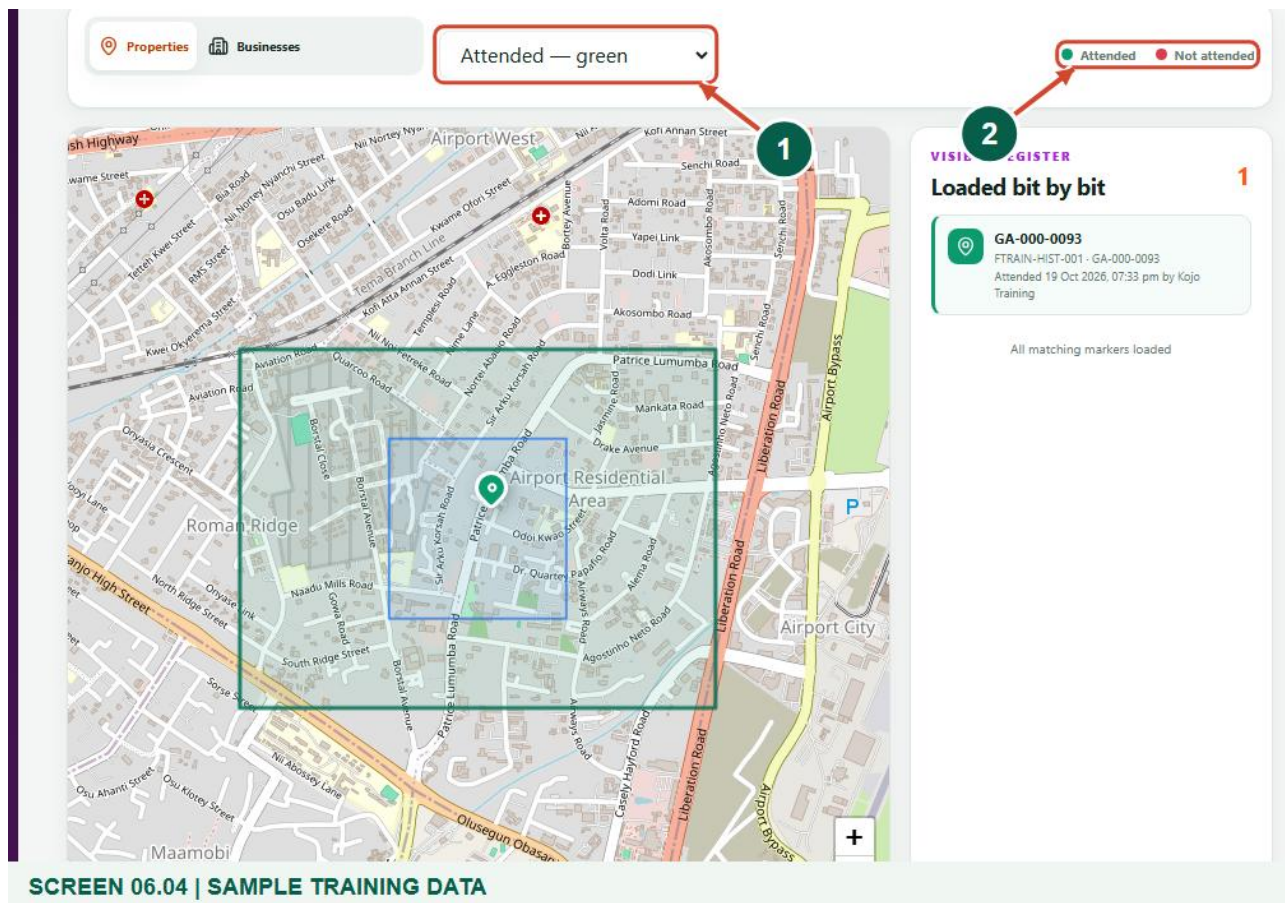
What should happen

The markers and Visible register list update for the selected record type.

STEP 04

Filter attended and not-attended records

1. Use All attendance states, Attended - green or Not attended - red to narrow the loaded markers.
2. Green and red refer to attendance evidence. They do not mean that a bill has been paid or remains unpaid.



SCREEN 06.04 | SAMPLE TRAINING DATA

Synthetic training data in the actual agent portal. Filter attended and not-attended records.

- 1 Attendance filter
- 2 Attendance legend

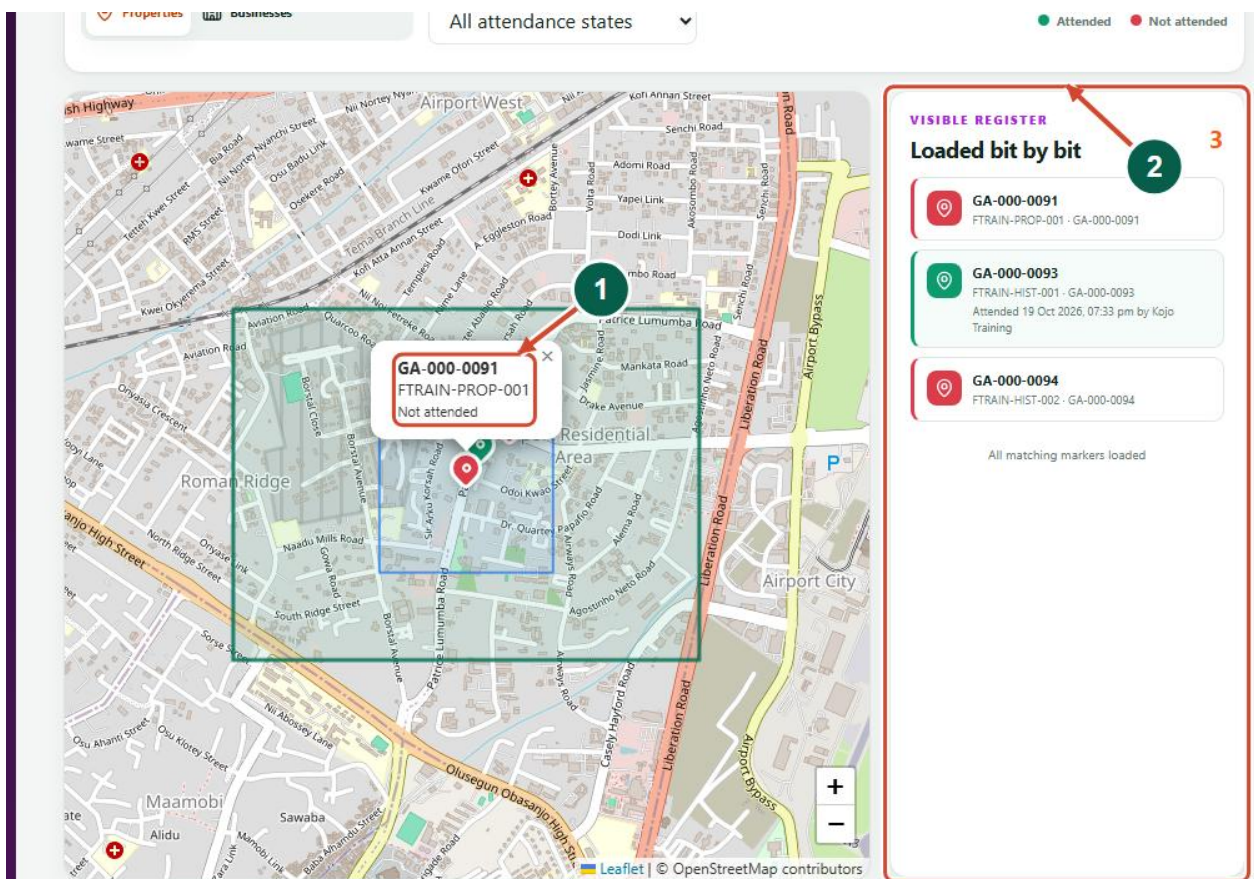
What should happen

The visible markers match the selected attendance state.

STEP 05

Inspect a marker and the visible register

1. Select a marker to read the sample account reference and attendance state; compare it with the Visible register list.
2. Records load in pages. Use Load next 100 when shown, or continue down the list. Loaded counts are not totals for every record in the assembly.



SCREEN 06.05 | SAMPLE TRAINING DATA

Synthetic training data in the actual agent portal. Inspect a marker and the visible register.

- 1 Record popup
- 2 Visible register

What should happen

You can identify a record without mistaking a loaded subset for the complete register.

STEP 06

Refresh shapes or request an allocation correction

1. Choose Refresh shapes after your supervisor confirms an allocation change.
2. If No operating area assigned appears, ask the supervisor or assembly administrator to review the division and block setup. A distance-check override does not enlarge your territory or service scope.

GOVERNED GEOGRAPHIC SCOPE

My operating territory

Division and block boundaries are authoritative. Assets stream onto the map in small pages to remain fast on large registers.

Refresh shapes

Divisions

1

Assigned scope

Blocks

1

Assigned scope

Attended loaded

1

Assigned scope

properties loaded

3

Assigned scope

Properties Businesses

All attendance states ▼

● Attended ● Not attended

VISIBLE REGISTER

Loaded bit by bit 3

- GA-000-0091**
 FTRAIN-PROP-001 - GA-000-0091
- GA-000-0093**
 FTRAIN-HIST-001 - GA-000-0093
 Attended 19 Oct 2026, 07:33 pm by Kojo Training
- GA-000-0094**
 FTRAIN-HIST-002 - GA-000-0094

All matching markers loaded

SCREEN 06.06 | SAMPLE TRAINING DATA

Synthetic training data in the actual agent portal. Refresh shapes or request an allocation correction.

1 Refresh shapes

What should happen

You know how to refresh authoritative shapes and request a proper correction.

Check your result

- You can name your assigned divisions and blocks.
- You can switch record types and attendance filters.
- You distinguish territory, loaded records, attendance and the separate visit-distance rule.

If you need help

No operating area assigned

The assembly administrator assigns supervisor divisions and the supervisor allocates agent divisions or blocks. Ask them to review your setup.

No markers match

Check the Properties or Businesses tab and attendance filter. Only assigned, mapped records are visible; ask the supervisor about missing coordinates or allocations.

Map background is slow or unavailable

Check connectivity and retry. Read the visible register and assigned shapes; do not infer a new boundary from a missing map tile.

Useful things to know

- Territory comes from authoritative supervisor and agent allocations. It is not a radius centred on your current GPS position.
- Attendance markers are operational evidence, not a payment-status display. Loaded counts describe the fetched subset.
- Turning off the visit distance check does not remove ownership or geographic access controls.

Continue learning

- Guide 01: Access your agent account
- Guide 02: Distribute bills
- Guide 05: Find your supervisor

[Download all 6 guides in this collection](#)

For account or bill-record corrections, contact the relevant assembly using its verified contact details. Keep your account or bill reference available when requesting assistance.