
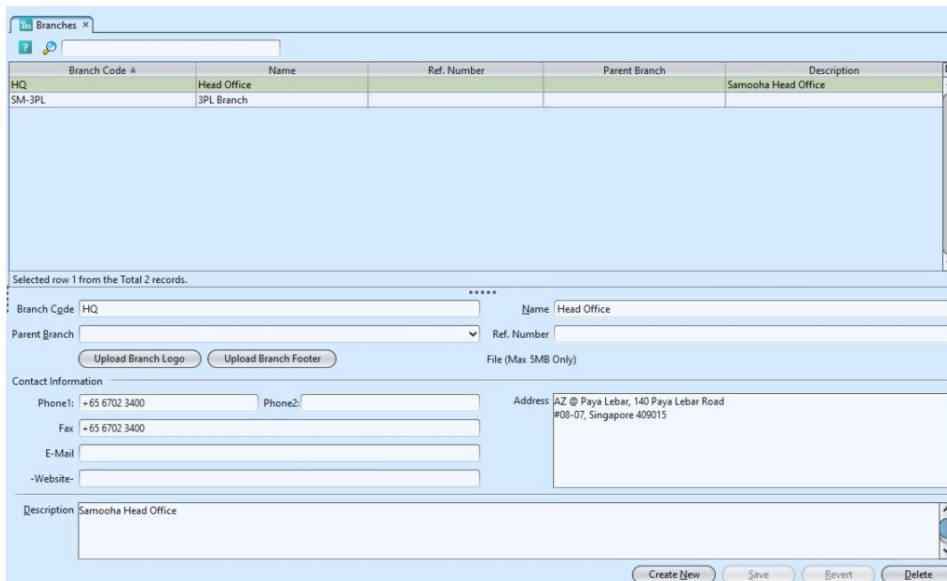


# Branches

It allows the user to manage company's branches if there is any branches under the company. Below actions are available under **"Branches"**:

 Create the branches, modify, search and delete

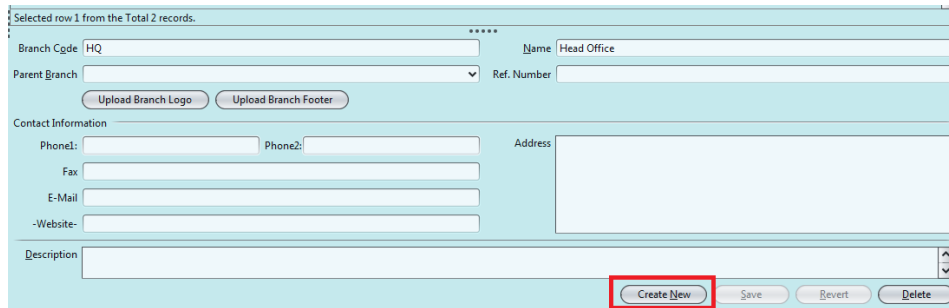
 Upload branch logo and footer



Field Name	Description	Mandatory Information
Branch Code	Custom code of the branch	Y
Name	Name of the branch	Y
Ref. Number	Reference number	N
Phone 1 / 2	Contact number	N
Fax	Company fax number	N
E-mail	Email address	N
Website	Company website	N
Address	Company address	N
Description	Description	N

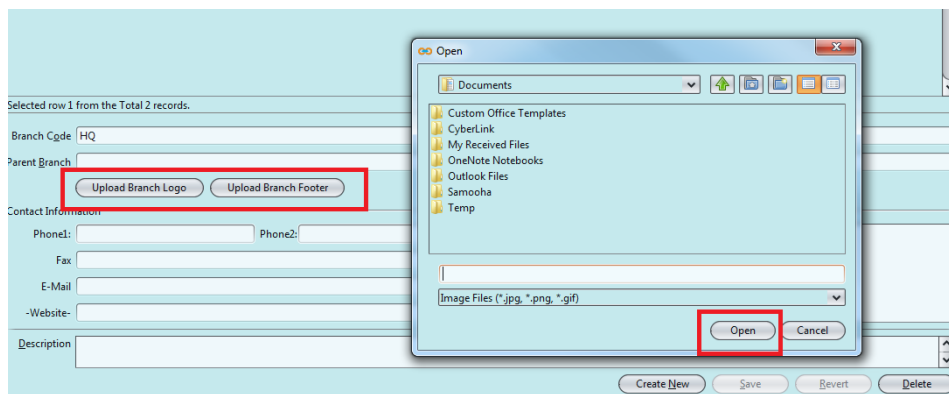
Create New Branch:

1. Click on **“Create New”** at the bottom of the screen



2. Fill up the information at bottom half of screen

3. Optional: Click on **“Upload Branch Logo”** or **“Upload Branch Footer”**. Choose the file upload and click on **“Open”** button



**\*Note:** The logo and footer will appear in some reports. The file size maximum limit is 100kb and the file formats only available for “jpg”, “png” or “gif”.

4. Click on the **“Revert”** button to undo changes.

5. Click on the **“Save”** button to save

## Modify Branch:

1. Select the branch to modify in the list of branches on top half of screen

2. Update the information required

3. Click on the **“Save”** button to save the changes

4. Click on the **“Revert”** button to undo changes.

## Delete Branch:

1. Select the branch to delete from the list of branches on top half of screen

2. Click on **“Delete”** button at the bottom of screen

3. Click on **“Yes”** button on the pop-up window to confirm record deletion



The screenshot displays a web application interface for managing branches. At the top, there are fields for 'Parent Branch' and 'Ref. Number'. Below these are two buttons: 'Upload Branch Logo' and 'Upload Branch Footer'. The main section is titled 'Contact Information' and contains several input fields: 'Phone1' (with the value '+65 6702 3400'), 'Phone2', 'Fax' (with the value '+65 6702 3400'), 'E-Mail', and '-Website-'. To the right of these fields, there is a text area containing the address: 'ebur, 140 Paya Lebar Road' and 'ppore 409015'. Below the contact information is a 'Description' field with the text 'Samooha Head Office'. At the bottom of the interface, there are four buttons: 'Create New', 'Save', 'Revert', and 'Delete'. The 'Delete' button is highlighted with a red rectangular box. A modal dialog box is open in the center of the screen, titled 'Deleting record?' with a close button (X) in the top right corner. The dialog contains the question 'Do you really wish to delete this record?' and two buttons: 'Yes' and 'No'.