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

Name	Ref. Number		Parent Branch	Description	
Head Office				Samooha Head Office	
3PL Branch					
ords.		<u>N</u> ame	Head Office		
	✓ F	Ref. Number			
Logo Upload Branch Footer	Fil	le (Max 5MB	Only)		
Phone?		Address	AZ @ Pava Lebar, 140 Pava Lebar Ro	ad	
			#08-07, Singapore 409015		
	Name Head Office 3PL Branch ords.	Name Ref. Number Head Office 3PL Branch 3PL Branch	Name Ref. Number Head Office 3PL Branch 3PL Branch Image: State of the stat	Name Ref. Number Parent Branch Head Office 3PL Branch 3PL Branch Image: State of the sta	Name Ref. Number Parent Branch Description JPL Branch Smooha Head Office Smooha Head Office Smooha Head Office

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

Create New Branch:

1. Click on "Create New" at the bottom of the screen

Selected row 1 from the Total 2 records.				
1		•••		
Branch Code	HQ	<u>N</u> ame	Head Office	
Parent Branch	▼	Ref. Number		
(Upload Branch Logo Upload Branch Footer			
Contact Inform	ation			
Phone1:	Phone2:	Address		
Fax				
E-Mail				
-Website-				
Description			2	
			×	
Create New Save Revert Delete				

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

(Go Open	
Selected row 1 from the Total 2 records. Branch Cgde HQ Parent Branch Upload Branch Logo Upload Branch Footer Contact Information Phone - Phon	Documents Documents Documents Optication CyberLink My Received Files OneNote Notebooks Outlook Files Samooha Temp	
Fax E-Mail E-Mai	Image Files (".jpg, *.png, *.gif)	< >
	Create New Save Revert	Delete

*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

Parent Branch		✓ Ref. Number	
	Upload Branch Logo Upload Branch Footer	Deleting record?	
Contact Inform	nation		
Phone1:	+65 6702 3400 Phone2:	Do you really wish to delete this record?	ebar, 140 Paya Lebar Road apore 409015
Fax	+65 6702 3400	<u>Yes</u> <u>N</u> o	
E-Mail			*
-Website-	0		
Description	Samooha Head Office		() ×
10			Create New Save Revert Delete