



# 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

Branches

| Branch Code | Name        | Ref. Number | Parent Branch | Description          |
|-------------|-------------|-------------|---------------|----------------------|
| HQ          | Head Office |             |               | Samoocha Head Office |
| SM-3PL      | 3PL Branch  |             |               |                      |

Selected row 1 from the Total 2 records.

Branch Code

HQ

Name

Head Office

Parent Branch

Ref. Number

Upload Branch Logo

Upload Branch Footer

File (Max 5MB Only)

Contact Information

Phone1

+65 6702 3400

Phone2

Fax

+65 6702 3400

E-Mail

Website

Address

AZ @ Paya Lebar, 140 Paya Lebar Road  
#08-07, Singapore 409015

Description

Samoocha Head Office

Create New

Save

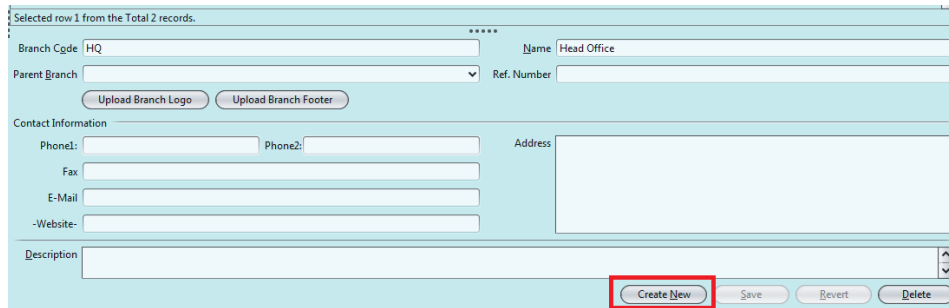
Revert

Delete

| 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                     |

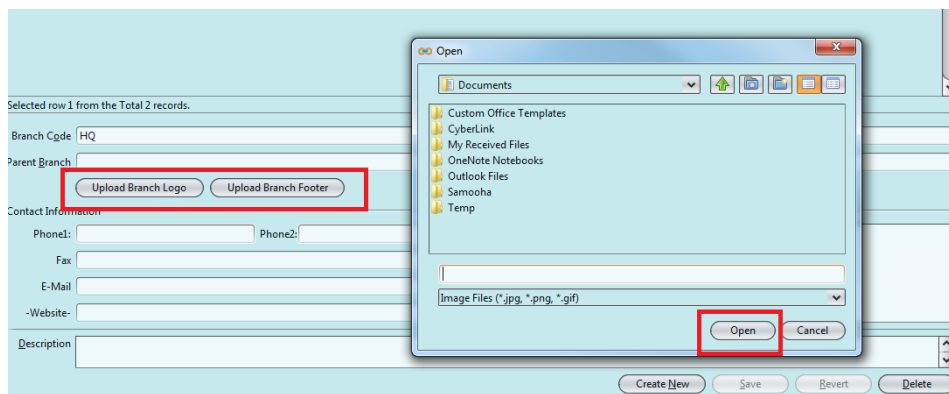
## Create New Branch:

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 shows a web application interface for managing branches. A modal dialog box is open, asking "Do you really wish to delete this record?" with "Yes" and "No" buttons. The background form has the following fields:

- Parent Branch: [Dropdown menu]
- Ref. Number: [Text field]
- Contact Information:
  - Phone1: +65 6702 3400
  - Phone2: [Text field]
  - Fax: +65 6702 3400
  - E-Mail: [Text field]
  - Website: [Text field]
- Description: Samoocha Head Office

At the bottom right, there are four buttons: "Create New", "Save", "Revert", and "Delete". The "Delete" button is highlighted with a red box.