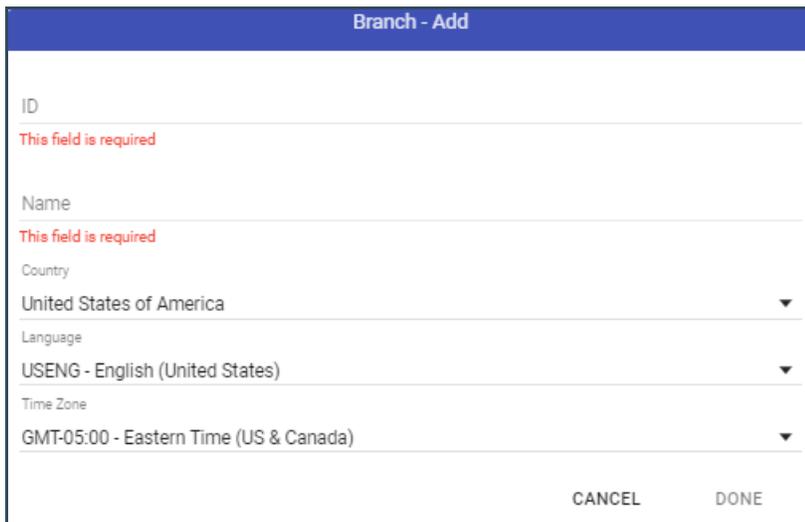


Add a Branch

When adding a Branch be sure you have the information needed to enter the record.

- Branch Name and Contact Point Details
- Contacts
- If necessary, Call List details.

Add a Branch



The screenshot shows a mobile application form titled "Branch - Add". The form has a blue header bar with the title. Below the header, there are four input fields, each with a red error message "This field is required" below it. The fields are: "ID", "Name", "Country" (with a dropdown menu showing "United States of America"), and "Language" (with a dropdown menu showing "USENG - English (United States)"). Below these fields is a "Time Zone" field with a dropdown menu showing "GMT-05:00 - Eastern Time (US & Canada)". At the bottom right of the form, there are two buttons: "CANCEL" and "DONE".

- **Click the Hamburger icon (☰), Select File, New, then Branch.**
- **Enter a Branch ID** - See your organization's requirements for this ID. The ID has a maximum of 32 characters in length. Common formats are B0001, BranchCode (UOFUSA), and the like.
- **Enter the Branch Name**
- Verify the **Country, Language, and Time Zone.**
- Click **Done**

This commits the Branch to the database and loads it to the screen.
