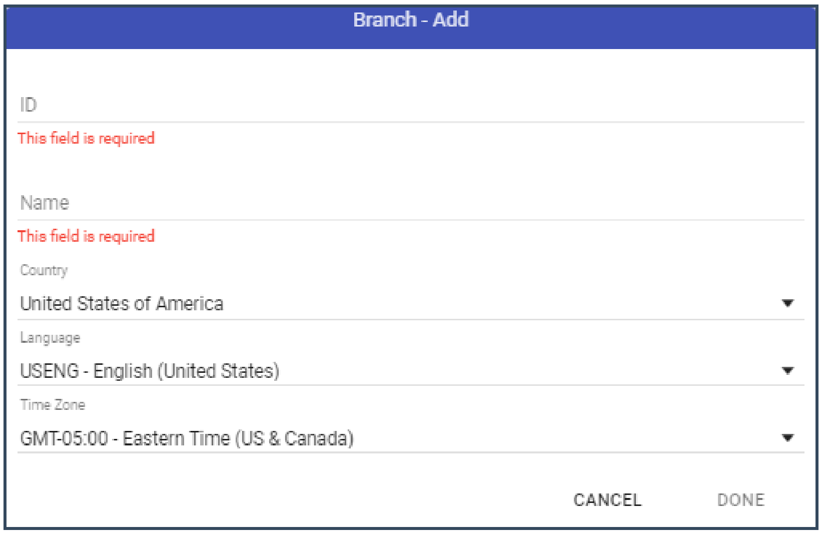
Add a Branch

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



- **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.