Branch Details

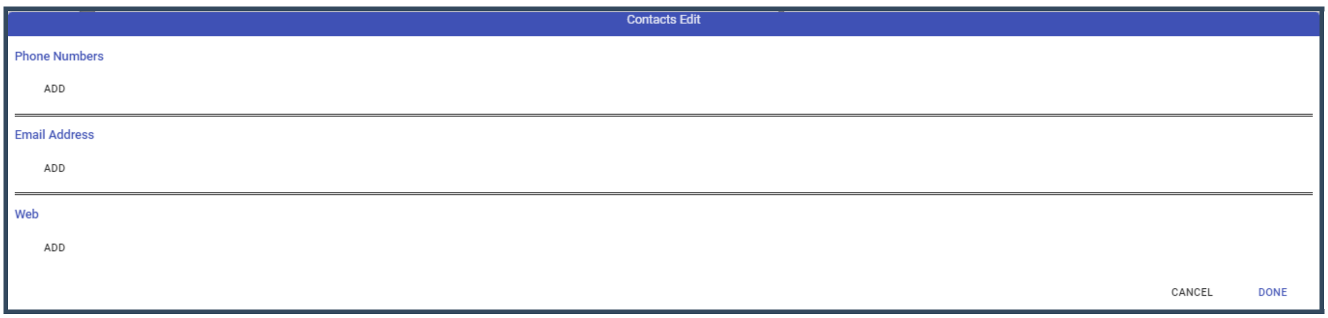
After creating the Branch, the Details form contains two cards: Details and Contacts.

Details

The details populate from the new Branch creation and may be edited if necessary. Please note that the Branch ID once saved is the permanent value.

Contacts (Contact Points)

The Contacts card contains the Branch-related Contact numbers, email(s), and Website(s). To add Contact Points to the Branch:



1. **Click the pencil icon (✏)** to the right of Contacts.
2. Click **Add** below the type and enter the information accordingly.
3. When all are entered as necessary, click **Done**.