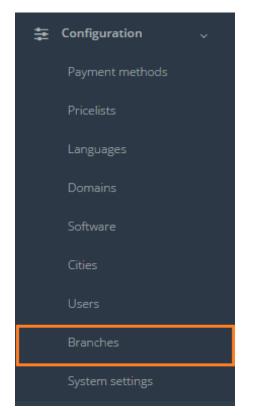
## 3.12. Branches

To manage a company branches list browse "Management -> Branches".



The company offices are revealed in the following system sections:

- Customer's data (linking Customer to one of the company's branches)
- Adding new project (if a user chooses to create a new project from the Customer, which is not saved in the Customer database, the system will require the most important data about the Customer to be submitted, including the Branch).

To add a branch click "Add new branch".

Branch	es
Main > Branches	
Delete	Add branch

In the table below you can see the description of fields related to branch.

Field	Description
Branch name*	Mandatory field – specify a branch name
	(the one you will see further in the system)
Owner	Owner of the branch
Director	Director of the branch
Address	Address of the branch
Office hours	Working hours of the branch
Phone	Phone number
Mobile	Mobile number
Fax	Fax number
E-mail	E-mail address
Skype	Skype account name
ICQ	ICQ account name
Website address	Website address
Comments	Additional comments

All the fields below Branch name are for translation agency management reference, stored only in Branches section.

After the fields are filled, click "Save".

Skype	tagency_main
ICQ	N/A
Website address	www.tagency.com
Comment	Secondary branch
	li l
	Save Delete

In general view of Branches you can see all offices that have been added to the list.

## Branches

> Bran	ches					
Dele	te Add branch					
					<b>iii</b> •	Search
	Branch name	Owner	Director	Address		Office hours
	Riga	Karlis Lucs	Olegs Jegorovs	Riga, Brivibas Street 45, office 3		9.00-17.30
	Moscow	Alexander Alexandrovitsch	Alexander Alexandrovitsch	323401, Moscow, Moskovskiy avenue 12		10.00-19.00
	Tokyo	Daike Ito	Daike Ito	Tokyo Station Ichibangai		8.00-20.00
	Sydney	Andy Hoover	Andy Hoover	600 George St, Sydney NSW 2000		7.00-19.00

User can filter data in the Branches database by using 3 methods:

1. Type letters or numbers in "Search" field and click "Enter"

Branches				
Main > Branches				
Delete Add branch				₩ - Riga
Branch name	Owner	Director	Address	Office hours
Riga	Karlis Lucs	Olegs Jegorovs	Riga, Brivibas Street 45, office 3	9.00-17.30

Below you will see a list of parameters (column names) the system searches data for:

- Branch name
- Owner
- Director
- Address
- Office hours.

! Please note that data filter can be removed by deleting the text in the "Search" field and clicking "Enter".

2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.

Bran in⇒Brar	ches					
Del	Add branch				₩	Search
_						
	Branch name	Owner 🔺	Director	Address		Office hours
	Branch name Moscow	Owner Alexandrovitsch	Director Alexander Alexandrovitsch	Address 323401, Moscow, Moskovskiy avenue 12		Office hours 10.00-19.00
	Moscow	Alexander Alexandrovitsch	Alexander Alexandrovitsch	323401, Moscow, Moskovskiy avenue 12		10.00-19.00

3. Review the columns that you want to see in the Branches table. To add or remove a particular column from the table, simply click and select the columns that you want (or do not want) to view in the Branches database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.

Brar	nches				
Main > Br	anches				
De	lete Add branch				<b>Ⅲ</b> ▼ Search
	Branch name	Owner 🔺	Director	Address	Branch name Owner
	Branch name Moscow	Owner ▲ Alexander Alexandrovitsch	Director Alexander Alexandrovitsch	Address 323401, Moscow, Moskovskiy avenue 12	Owner
					<ul> <li>☑ Owner</li> <li>☑ Director</li> <li>☑ Address</li> </ul>
	Moscow	Alexander Alexandrovitsch	Alexander Alexandrovitsch	323401, Moscow, Moskovskiy avenue 12	<ul> <li>✓ Owner</li> <li>✓ Director</li> </ul>

## Click on the text to browse Branch data.

Bran ™⇒Brar	ches					
Dele	ete Add branch				<b>Ⅲ</b> ▼ 2	iearch
	Branch name	Owner	Director	Address		Office hours
	Riga	Karlis Lucs	Olegs Jegorovs	Riga, Brivibas Street 45, office 3		9.00-17.30
	Moscow	Alexander Alexandrovitsch	Alexander Alexandrovitsch	323401, Moscow, Moskovskiy avenue 12		10.00-19.00
	Tokyo	Daike Ito	Daike Ito	Tokyo Station Ichibangai		8.00-20.00
	Sydney	Andy Hoover	Andy Hoover	600 George St, Sydney NSW 2000		7.00-19.00

In order to remove a particular Branch, check the box next to the branch that you want to delete and click "Delete".

Bran	iches					
⁄lain → Bra	nches					
Del	ete Add branch					
					<b>iii</b> •	Search
	Branch name	Owner	Director	Address		Office hours
	Branch name	Owner Karlis Lucs	Director Olegs Jegorovs	Address Riga, Brivibas Street 45, office 3		Office hours 9.00-17.30
	Riga	Karlis Lucs	Olegs Jegorovs	Riga, Brivibas Street 45, office 3		9.00-17.30