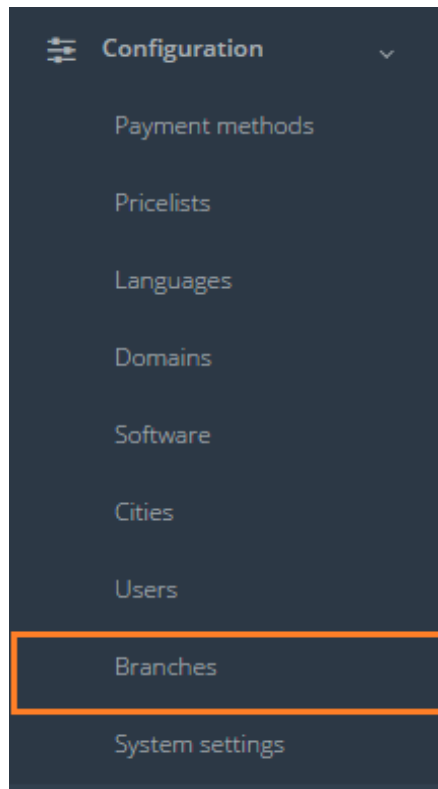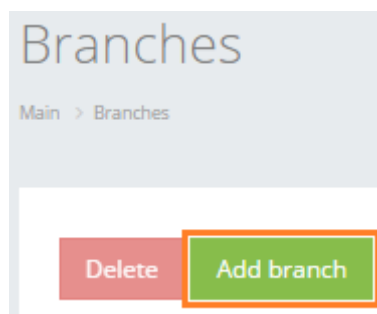## 3.12. Branches

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".

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

Save   Delete

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

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

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

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.

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.

Click on the text to browse Branch data.

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