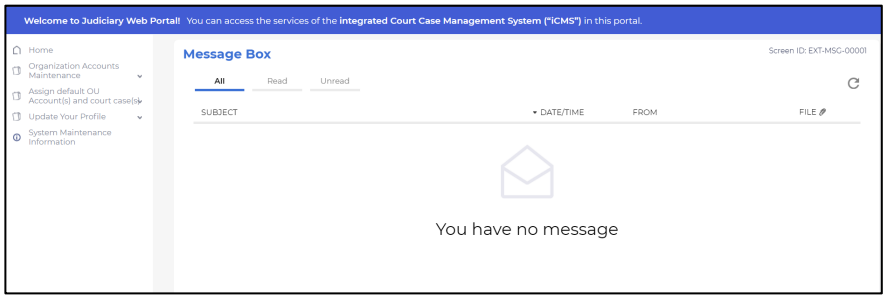
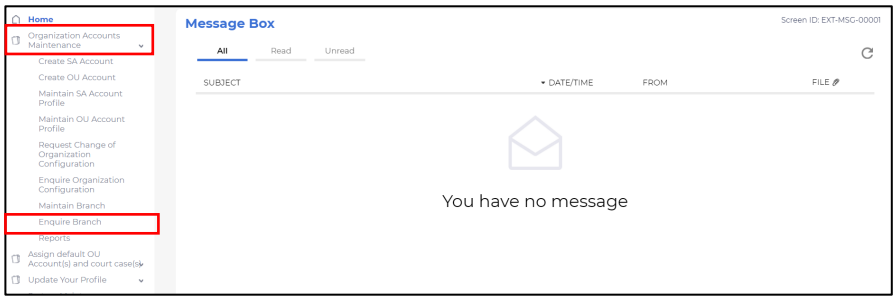
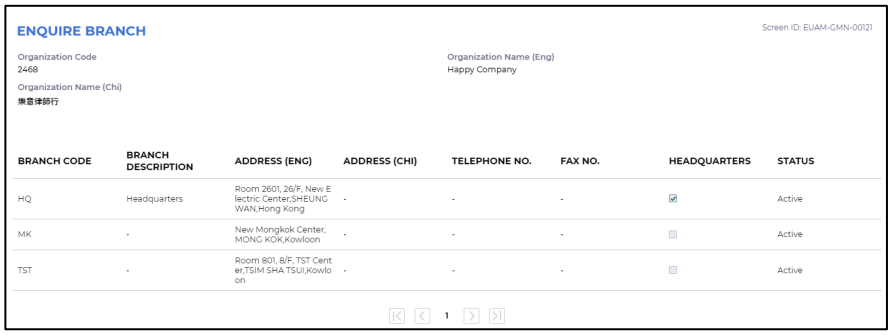
Enquire Branch

This step-by-step guide outlines the general process required to enquire Branch by PA(s) and SA(s). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	**Login user account** *[Note: Please refer to the step-by-step guide **Account Login and Logout** for information if necessary.]*	The landing page after logged-in is displayed 
2.	**Organization Accounts Maintenance** Under Main Menu > Organization Accounts Maintenance > Select “Enquire Branch” >	The landing page of PA Account or SA Account after logged-in is displayed 
3.	**List of Branches** The list of Branches in the organization is shown.	The “Enquire Branch” screen is displayed