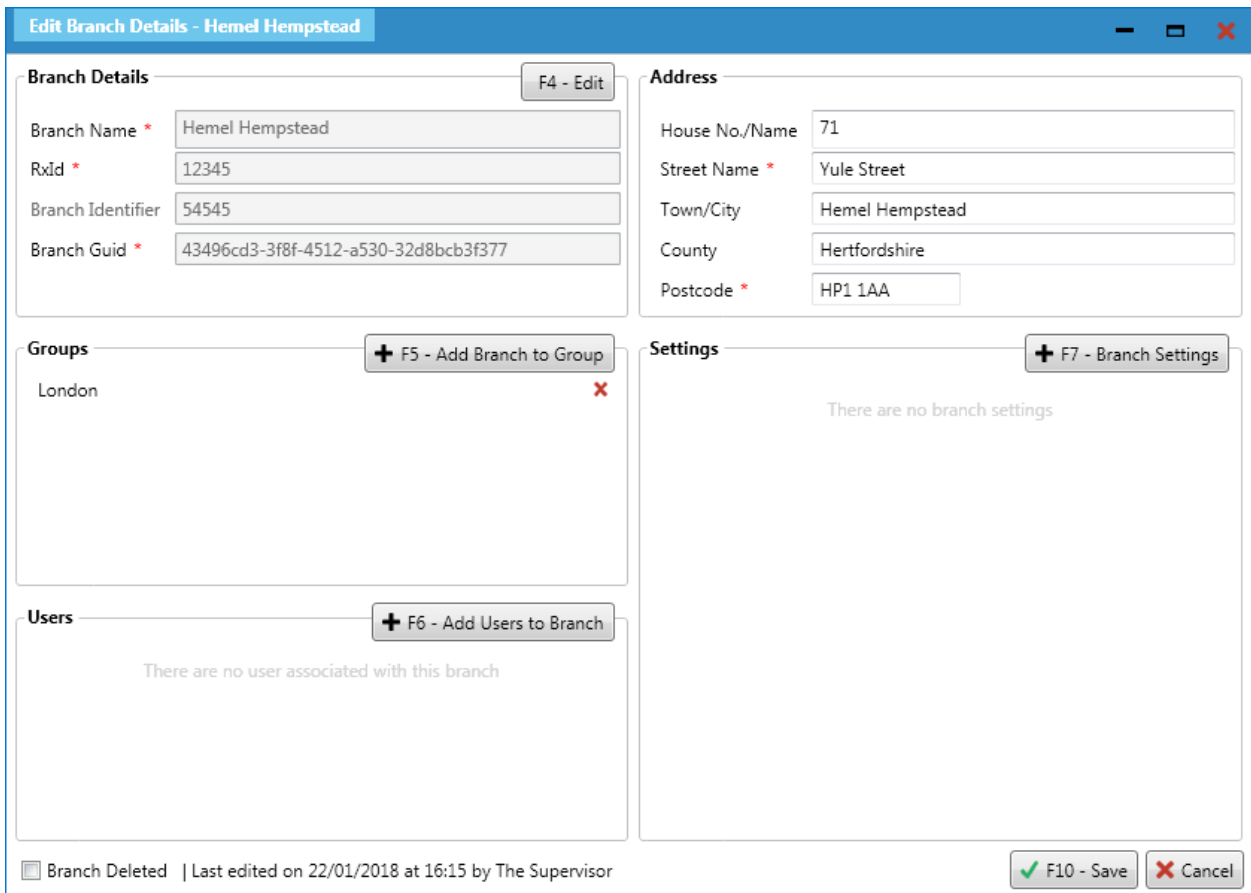


# Deleting/Restoring a Branch

## Deleting a Branch

1. From the Branches Manager, highlight a branch in the grid and press **[F2 - Edit Selected Branch]**.
2. The Edit Branch Details form displays.



**Edit Branch Details - Hemel Hempstead**

**Branch Details** F4 - Edit

Branch Name \* Hemel Hempstead

Rxd \* 12345

Branch Identifier 54545

Branch Guid \* 43496cd3-3f8f-4512-a530-32d8bcb3f377

**Address**

House No./Name 71

Street Name \* Yule Street

Town/City Hemel Hempstead

County Hertfordshire

Postcode \* HP1 1AA

**Groups** + F5 - Add Branch to Group

London ×

**Users** + F6 - Add Users to Branch

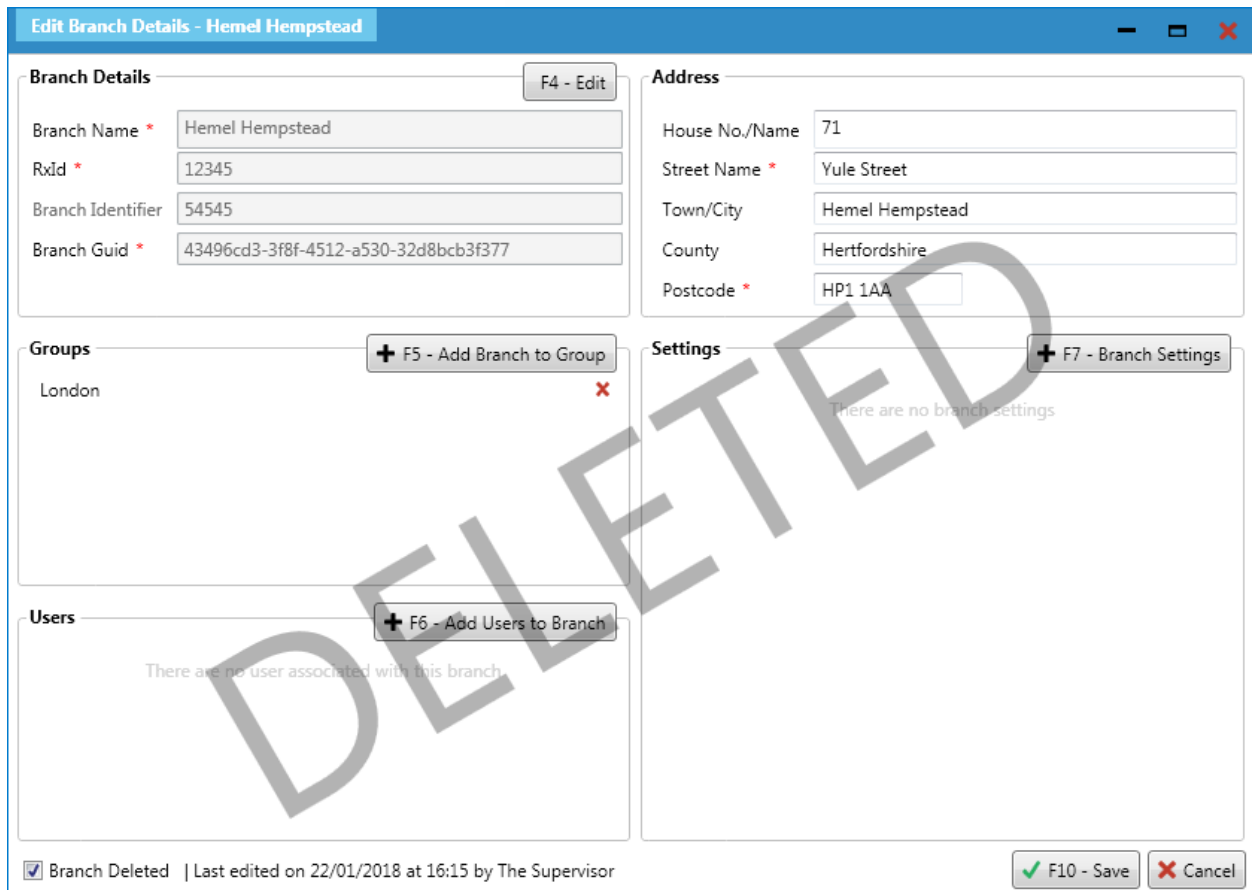
There are no user associated with this branch

**Settings** + F7 - Branch Settings

There are no branch settings

Branch Deleted | Last edited on 22/01/2018 at 16:15 by The Supervisor F10 - Save × Cancel

3. Select the *Branch Deleted* tick box in the bottom left-hand corner of the window.
4. A Deleted watermark displays across the window.



**Edit Branch Details - Hemel Hempstead**

**Branch Details** F4 - Edit

Branch Name \* Hemel Hempstead

Rxid \* 12345

Branch Identifier 54545

Branch Guid \* 43496cd3-3f8f-4512-a530-32d8bcb3f377

**Address**

House No./Name 71

Street Name \* Yule Street

Town/City Hemel Hempstead

County Hertfordshire

Postcode \* HP1 1AA

**Groups** + F5 - Add Branch to Group

London x

**Users** + F6 - Add Users to Branch

There are no user associated with this branch.

**Settings** + F7 - Branch Settings

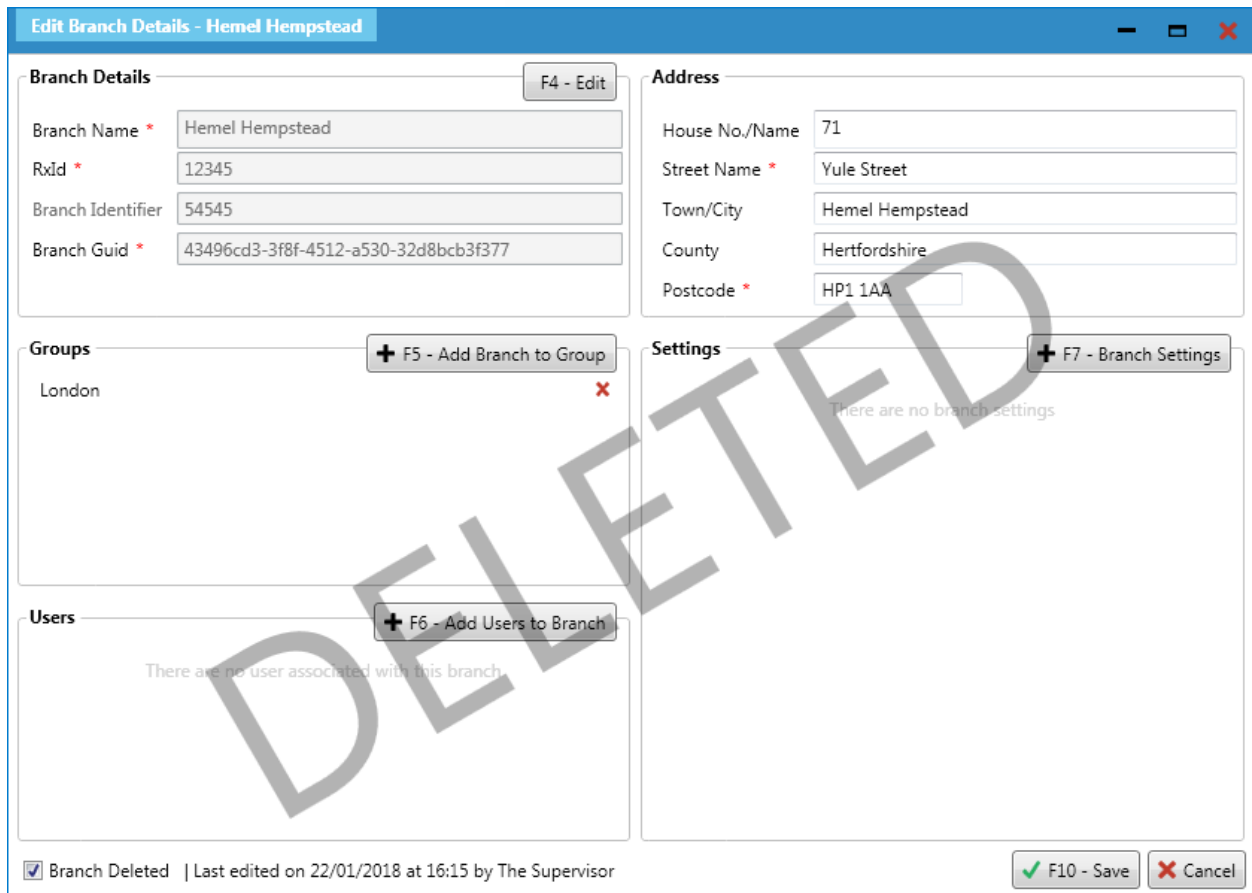
There are no branch settings

Branch Deleted | Last edited on 22/01/2018 at 16:15 by The Supervisor F10 - Save Cancel

5. Press **[F10 - Save]**.

## Restoring a Deleted Branch

1. From the Branches Manager, select the  Show Deleted tick box.
2. Any deleted branches now display with a **DELETED** tag.
3. Highlight the branch you want to delete and press **[F2 - Edit Selected Branch]**.
4. The Edit Branch Details window displays.



**Edit Branch Details - Hemel Hempstead**

**Branch Details** F4 - Edit

Branch Name \* Hemel Hempstead

Rxid \* 12345

Branch Identifier 54545

Branch Guid \* 43496cd3-3f8f-4512-a530-32d88bcb3f377

**Address**

House No./Name 71

Street Name \* Yule Street

Town/City Hemel Hempstead

County Hertfordshire

Postcode \* HP1 1AA

**Groups** + F5 - Add Branch to Group

London x

**Settings** + F7 - Branch Settings

There are no branch settings

**Users** + F6 - Add Users to Branch

There are no user associated with this branch

Branch Deleted | Last edited on 22/01/2018 at 16:15 by The Supervisor F10 - Save x Cancel

5. Deselect the *Branch Deleted* tick box in the bottom left-hand corner of the window.
6. The DELETED watermark is removed.
7. Press **[F10 – Save]**.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	15/08/2023		Joanne Hibbert-Gorst

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### Contact us

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