

Manage Branches Efficiently in AMIS Admin Panel

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AMIS: Branches Management

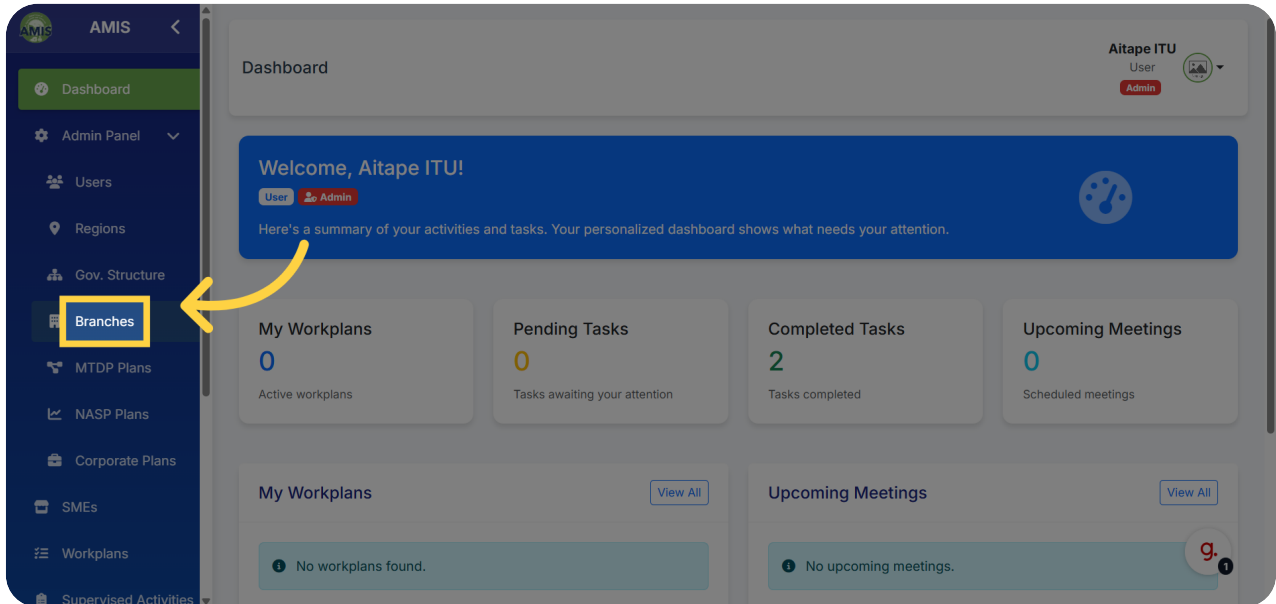


This tutorial will guide you through how to manage branches in Amis. The branches in Amy's actually referring to the branches in the organization. Like, the HR Brands corporate brands. Information brands. Like that.

Go to [localhost](#)

01 Access Branches Section

The prince is one of the features that is accessible by the system administrator only. And to exist their Bridges, you will have to click on admin panel. And click on brands.



02 Initiate Adding New Branch

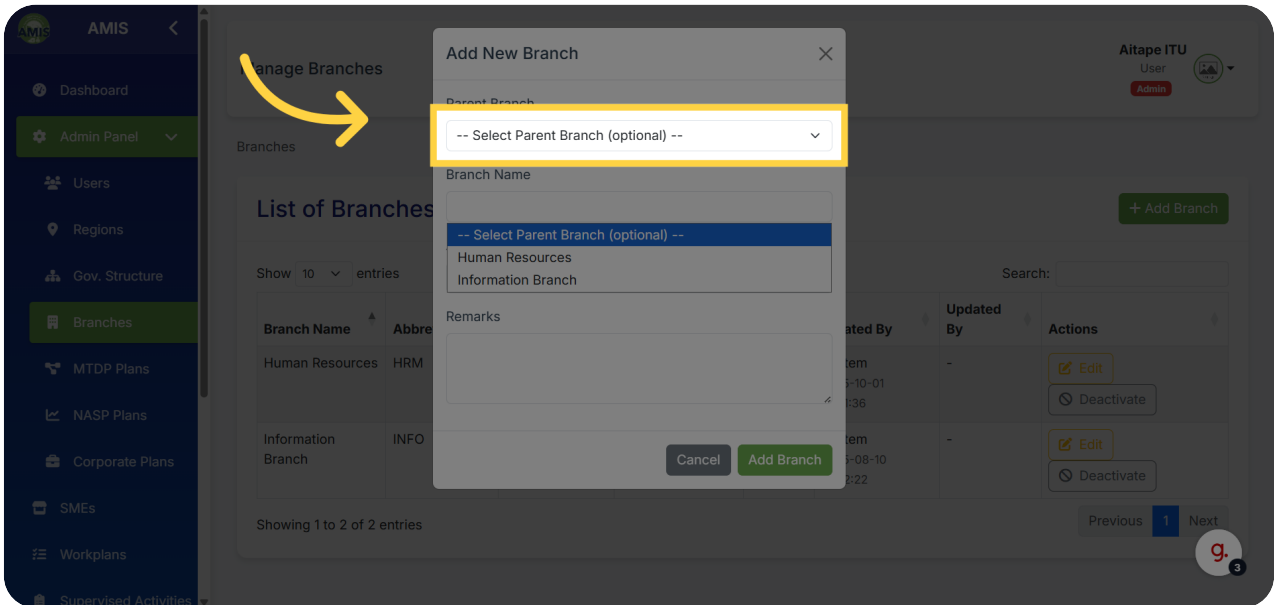
To add a new Branch, you will click on ADD brands. And tell the details of the brands and click on create brands.

The screenshot shows the 'Manage Branches' interface in the AMIS system. The left sidebar contains navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches (highlighted), MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Manage Branches' and shows a 'List of Branches' table. A yellow arrow points to a '+ Add Branch' button in the top right corner of the table area. The table has columns for Branch Name, Abbreviation, Parent Branch, Remarks, Status, Created By, Updated By, and Actions. Two entries are listed: 'Human Resources' (HRM) and 'Information Branch' (INFO). Both are 'Active' and created by 'System'. The 'Actions' column for each entry contains 'Edit' and 'Deactivate' buttons. The table footer shows 'Showing 1 to 2 of 2 entries' and pagination controls for 'Previous', '1', and 'Next'.

Branch Name	Abbreviation	Parent Branch	Remarks	Status	Created By	Updated By	Actions
Human Resources	HRM	Top Level	HRM	Active	System 2025-10-01 01:01:36	-	Edit Deactivate
Information Branch	INFO	Top Level	Information Branch	Active	System 2025-08-10 18:32:22	-	Edit Deactivate

03 Open Parent Branch Dropdown

So this is Prince, parents drop down menu that menu is purposely for you to create smaller branches. Inside a big brands have been set, for example, in a corporate Brands, you've got HR again. That's another Section below the corporate. So, the corporate is the parent brands.



You have successfully managed branches by adding a new branch, assigning parent branches, and updating branch details. Verify that the new branch appears correctly in the list with the appropriate hierarchy. For further management, consider exploring user permissions or branch reporting features.

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