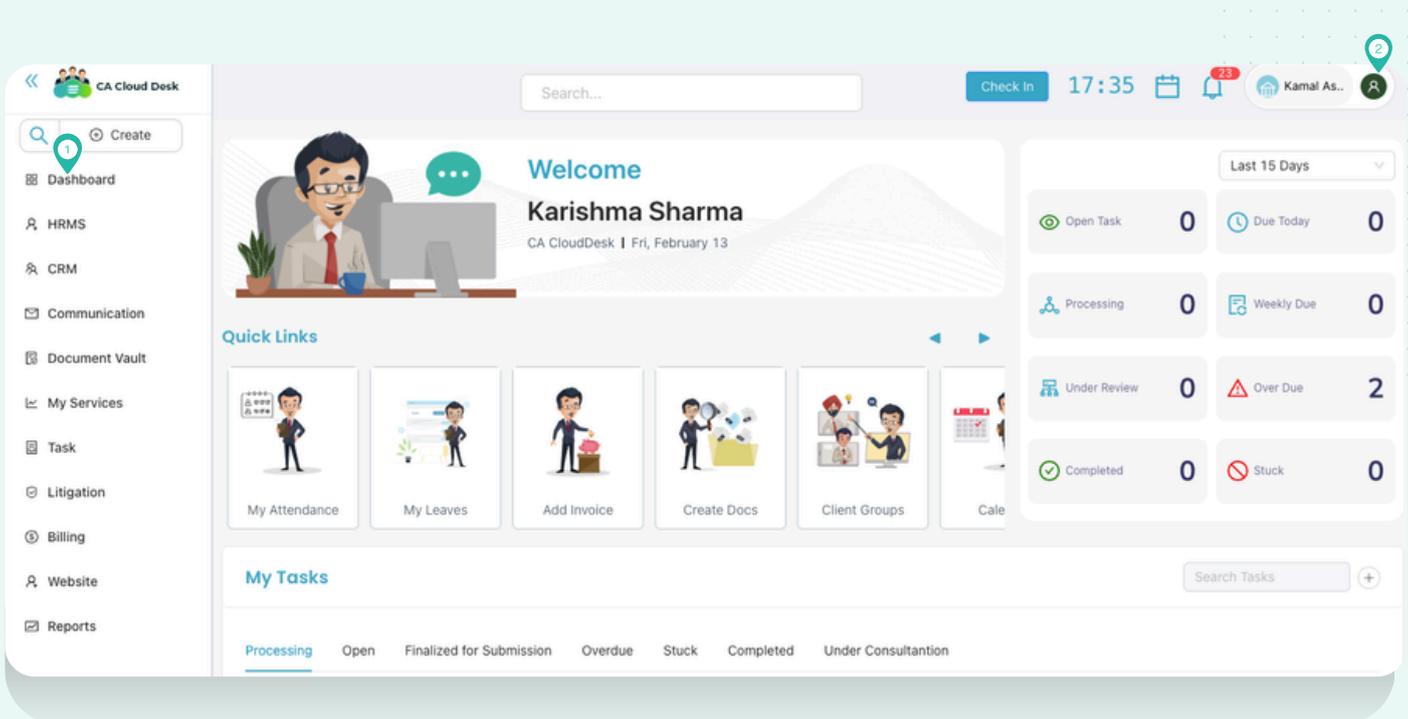# Add Branch

CA CloudDesk

Step 1: Open CA CloudDesk Dashboard

From the main Dashboard, click your profile icon in the top-right corner to open your profile area.
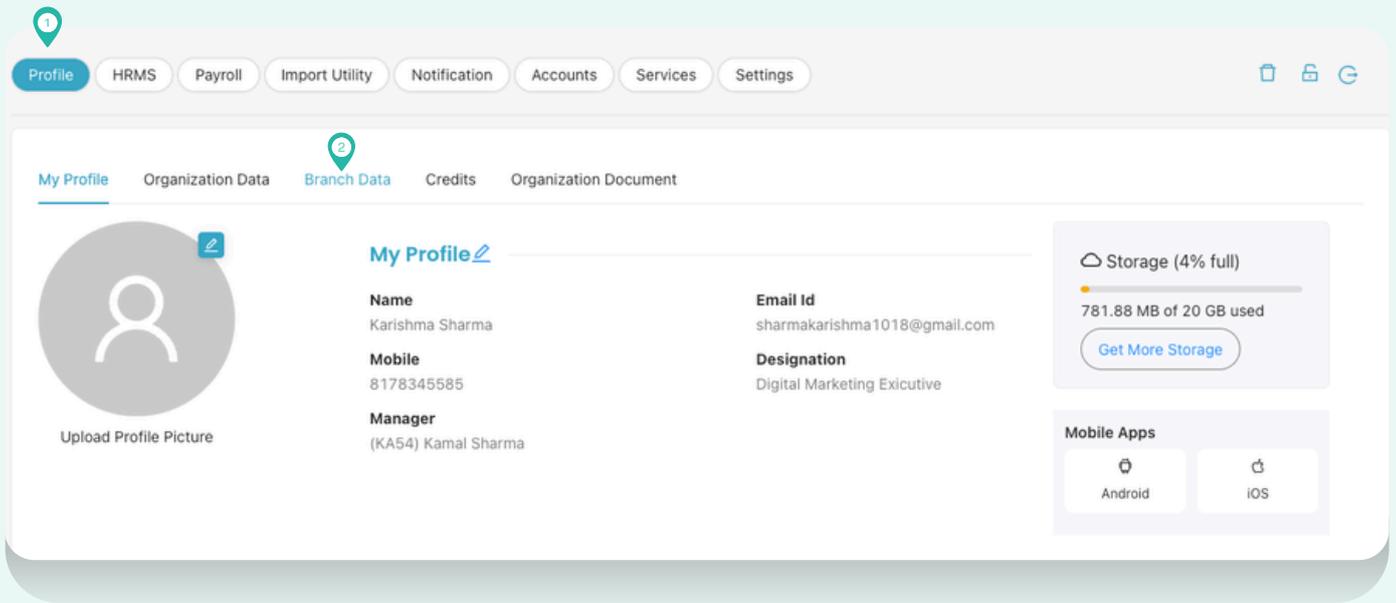

STEP 2: From My Profile, select Branch Data

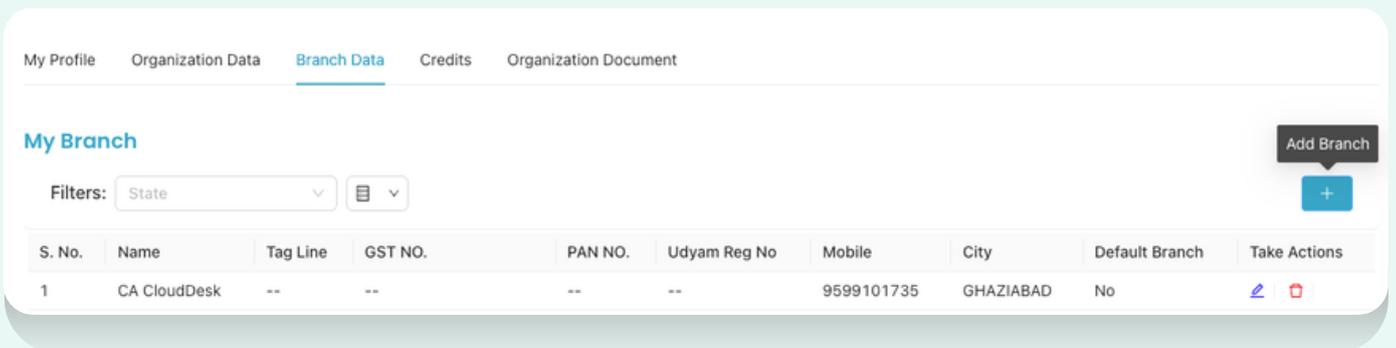On the Profile page, use the secondary navigation tabs & select Branch Data.

1. Profile
2. Branch Data

CA CloudDesk

| ① Profile | HRMS | Payroll | Import Utility | Notification | Accounts | Services | Settings |

My Profile   Organization Data   ② Branch Data   Credits   Organization Document

My Profile ✎

Name
Karishma Sharma

Mobile
8178345585

Manager
(KA54) Kamal Sharma

Email Id
sharmakarishma1018@gmail.com

Designation
Digital Marketing Exicutive

Upload Profile Picture

☁ Storage (4% full)

781.88 MB of 20 GB used

Get More Storage

Mobile Apps

Android   iOS

STEP 3: Click the plus icon to add a branch

Click (+) button to start adding a new branch.

My Profile   Organization Data   Branch Data   Credits   Organization Document

My Branch

Filters: State ▾   ▤ ▾

Add Branch
+

S. No.	Name	Tag Line	GST NO.	PAN NO.	Udyam Reg No	Mobile	City	Default Branch	Take Actions
1	CA CloudDesk	--	--	--	--	9599101735	GHAZIABAD	No	✎ 🗑

STEP 4: Complete the step-wise Add Branch flow

Basic Details → Billing → Payment → Social Media → Support.

The first step is Basic Details.
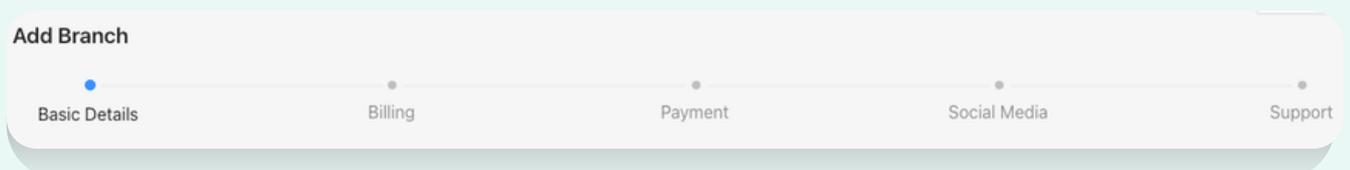
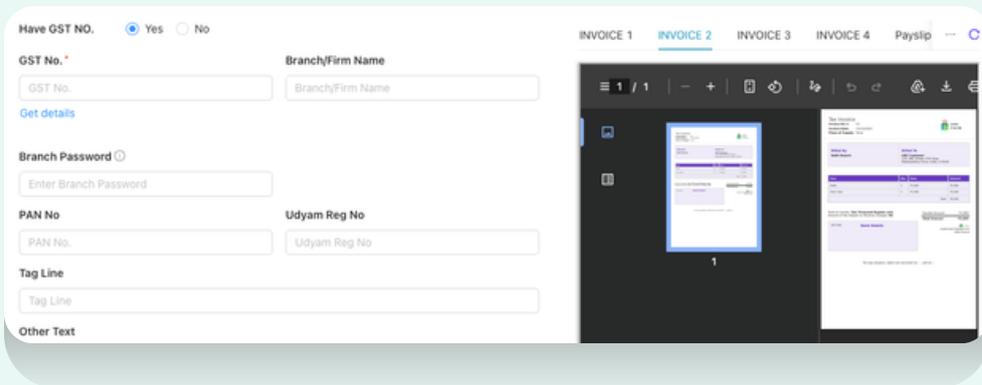### Add Branch

| ● Basic Details | Billing | Payment | Social Media | Support |

STEP 5: Fill Basic Details

In the Basic Details step, fill in the following. Where applicable, choose Yes or No (e.g. for GST, Allow Outside Radius, Allow Face Recognition, Auto Timesheet Approval). Optionally check Make this branch as default branch, then click Save and Next to proceed to Billing.

Locations :

Office Name *	Latitude *	Longitude *	Radius *	
Enter Office Name	0	0	0	⊖

+ Add field

Employee Expectation :

Timesheet Lock Period :

In Days

Auto Timesheet Approval

○ Yes   ○ No

☐ Make this branch as default branch

Save & Next

STEP 6: Save and Next

After filling the Basic Details (and optionally setting default branch), click Save and Next to move to Billing. Then complete Payment, Social Media, and Support as required to finish adding the branch.