

# Location Addition

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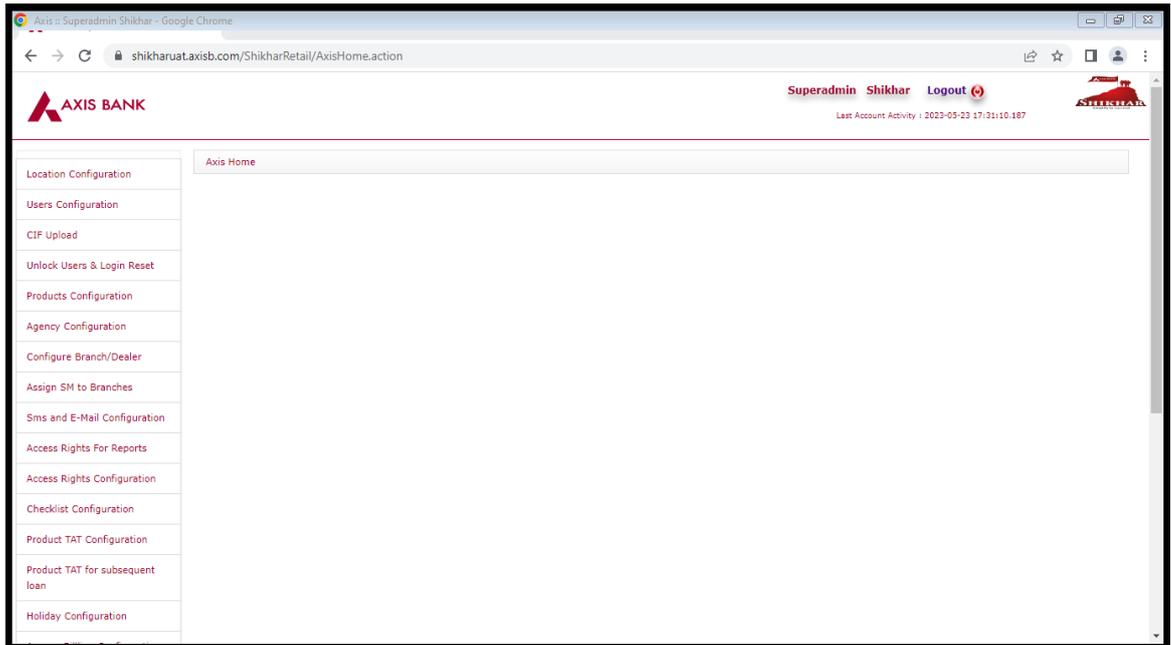
## Location Addition

Please refer the file “**Know your SuperAdmins**” from **Shikhar login page** for Product wise SPOC (**SuperAdmins**) to contact for any query resolution

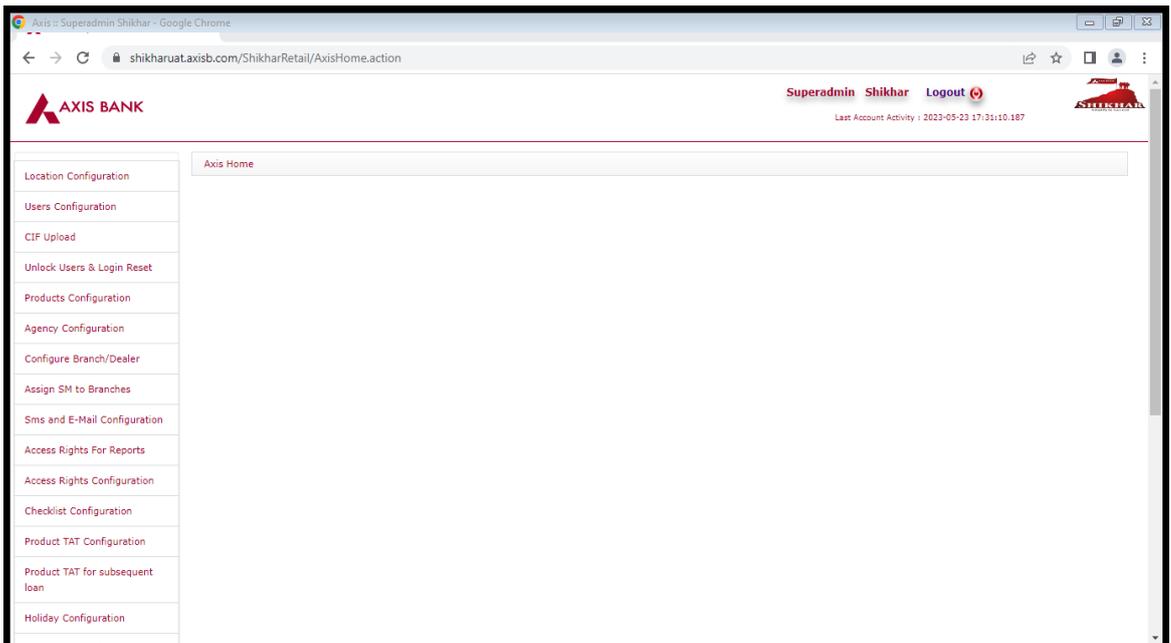
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### Screen journey /SOP for Location Addition in Shikhar

#### 1. Login as superAdmin

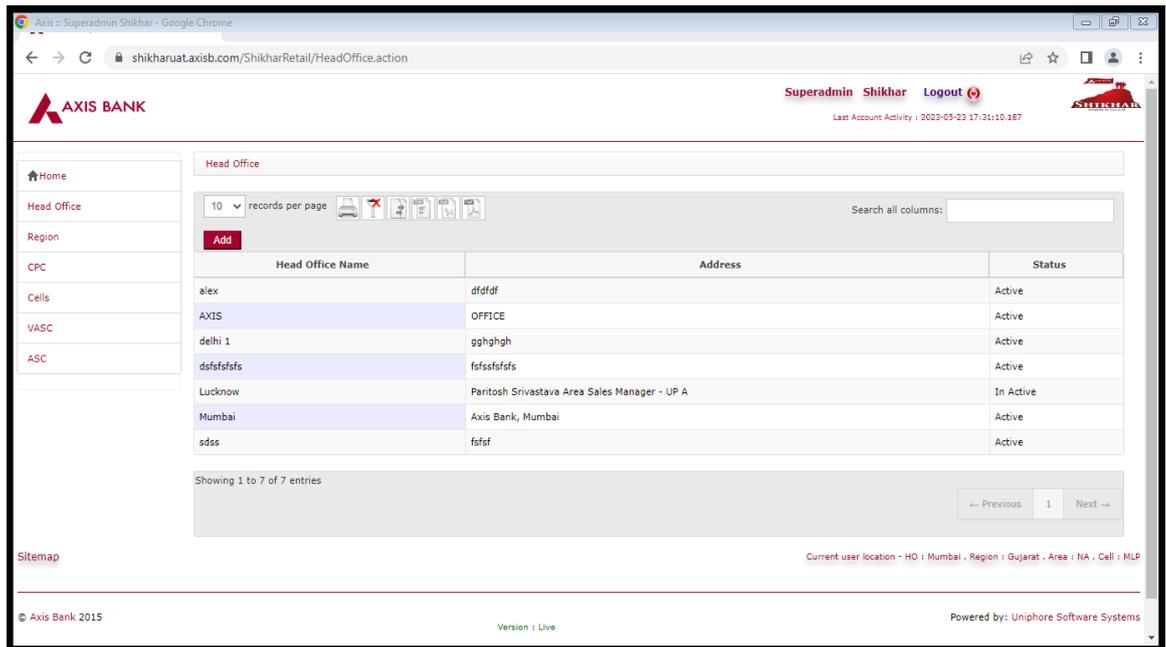


#### 2. Menu : Location Configuration



## Location Addition

Menu : VASC/Head Office/Region/CPC/ASC/Cell

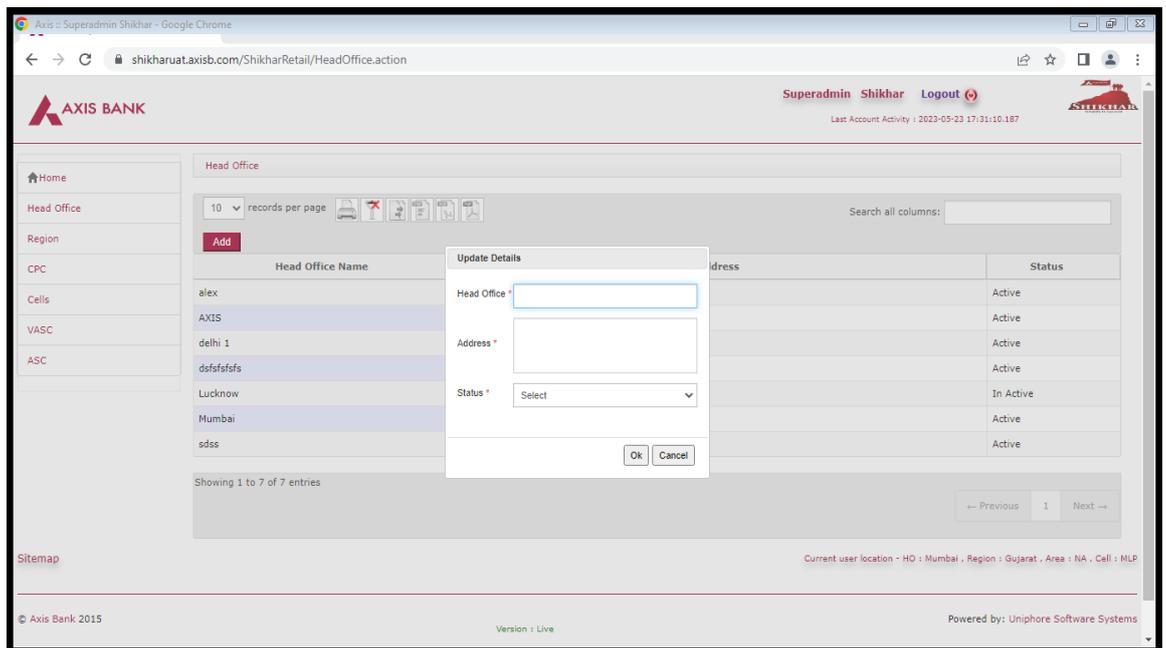


The screenshot shows the Axis Bank Superadmin interface for managing Head Offices. The page title is "Head Office". On the left, there is a navigation menu with options: Home, Head Office, Region, CPC, Cells, VASC, and ASC. The main content area displays a table of head offices with the following data:

Head Office Name	Address	Status
alex	dfdfdf	Active
AXIS	OFFICE	Active
delhi 1	gghghgh	Active
dfsfsfsfs	fsfsfsfsfs	Active
Lucknow	Paritosh Srivastava Area Sales Manager - UP A	In Active
Mumbai	Axis Bank, Mumbai	Active
sdss	fsfsf	Active

Below the table, it says "Showing 1 to 7 of 7 entries". There are navigation buttons for "Previous", "1", and "Next". At the bottom, there is a footer with "© Axis Bank 2015", "Version : Live", and "Powered by: Uniphore Software Systems".

Click add and fill the details and click ok



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alex	dfdfdf	Active
AXIS	OFFICE	Active
delhi 1	gghghgh	Active
dfsfsfsfs	fsfsfsfsfs	Active
Lucknow	Paritosh Srivastava Area Sales Manager - UP A	In Active
Mumbai	Axis Bank, Mumbai	Active
sdss	fsfsf	Active

An "Update Details" modal form is open over the table. The modal form has the following fields:

- Head Office \* (text input)
- Address \* (text input)
- Status \* (dropdown menu)

At the bottom of the modal form, there are "OK" and "Cancel" buttons. Below the table, it says "Showing 1 to 7 of 7 entries". There are navigation buttons for "Previous", "1", and "Next". At the bottom, there is a footer with "© Axis Bank 2015", "Version : Live", and "Powered by: Uniphore Software Systems".

### Note:

For Document Mapping – refer the file Document mapping

For Associate property transaction – refer the file Associate property transaction type