Location Addition

## **Location Addition**

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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

Axis :: Superadmin Shikhar - Goo	ogle Chrome			<b>9</b> X	٥
$\leftrightarrow$ $\rightarrow$ C $$ shikharua	at.axisb.com/ShikharRetail/AxisHome.action	☆		<b>.</b> :	l
	Superadmin Shikhar Logout 🔗		SHIIK		
Location Configuration	Axis Home				
Users Configuration					
CIF Upload					
Unlock Users & Login Reset					
Products Configuration					
Agency Configuration					
Configure Branch/Dealer					
Assign SM to Branches					
Sms and E-Mail Configuration					1
Access Rights For Reports					
Access Rights Configuration					
Checklist Configuration					
Product TAT Configuration					
Product TAT for subsequent loan					
Holiday Configuration					
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2. Menu : Location Configuration

Axis :: Superadmin Shikhar - Goo	ogle Chrome			-	đ	83
$\leftrightarrow$ $\rightarrow$ C $\cong$ shikharua	at.axisb.com/ShikharRetail/AxisHome.action	Ċ	☆			:
	Superadmin Shikhar Logout 😡	0.187		20 20	KHA	<b>a</b>
Location Configuration	Axis Home					I
Users Configuration						
CIF Upload						
Unlock Users & Login Reset						
Products Configuration						
Agency Configuration						
Configure Branch/Dealer						
Assign SM to Branches						
Sms and E-Mail Configuration						
Access Rights For Reports						
Access Rights Configuration						
Checklist Configuration						
Product TAT Configuration						
Product TAT for subsequent loan						
Holiday Configuration						
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Menu : VASC/Head Office/Region/CPC/ASC/Cell

Axis :: Superadmin Shikhar - Google	e Chrome			
← → C	axisb.com/ShikharRetail/HeadOffice.action			@☆ 🛛 😩 :
			Superadmin Shikhar Logout 🥹	1:10.187
♠Home	Head Office			
Head Office	10 v records per page		Search all columns:	
Region	Add			
CPC	Head Office Name	Address		Status
Cells	alex	dfdfdf		Active
VASC	AXIS	OFFICE		Active
	delhi 1	gghghgh		Active
ASC	dsfsfsfsfs	fsfssfsfsfs		Active
	Lucknow	Paritosh Srivastava Area Sales Manager - UP A		In Active
	Mumbai	Axis Bank, Mumbai		Active
	sdss	fsfsf		Active
	Showing 1 to 7 of 7 entries		← F	trevious 1 Next $\rightarrow$
Sitemap			Current user location - HO : Mumbai , Reg	ion : Gujarat , Area : NA , Cell : MLP
© Axis Bank 2015		Version : Live	Powered	d by: Uniphore Software Systems

Click add and fill the details and click ok

O Axis :: Superadmin Shikhar - Google	e Chrome				
$\leftrightarrow$ $\rightarrow$ $C$ $\triangleq$ shikharuat.	axisb.com/ShikharRetail/HeadOffice.action				@ ☆ 🛛 🏝 :
				Superadmin Shikhar Logout Last Account Activity : 2023-05-2	3 17/31:10.187
♠Home	Head Office				
Head Office	10 v records per page	171		Search all columns:	
Region	Add				
CPC	Head Office Name	Update Deta	ils	dress	Status
Cells	alex	Head Office *	r		Active
VASC	AXIS				Active
100	delhi 1	Address *			Active
ADU	dsfsfsfsfs				Active
	Lucknow	Status *	Select 🗸		In Active
	Mumbai				Active
	sdss		Ok Cancel		Active
	Showing 1 to 7 of 7 entries				$\leftarrow$ Previous 1 Next $\rightarrow$
Sitemap				Current user location - HO : Mumbal	, Region : Gujarat , Area : NA , Cell : MLP
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## Note:

For Document Mapping – refer the file Document mapping

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