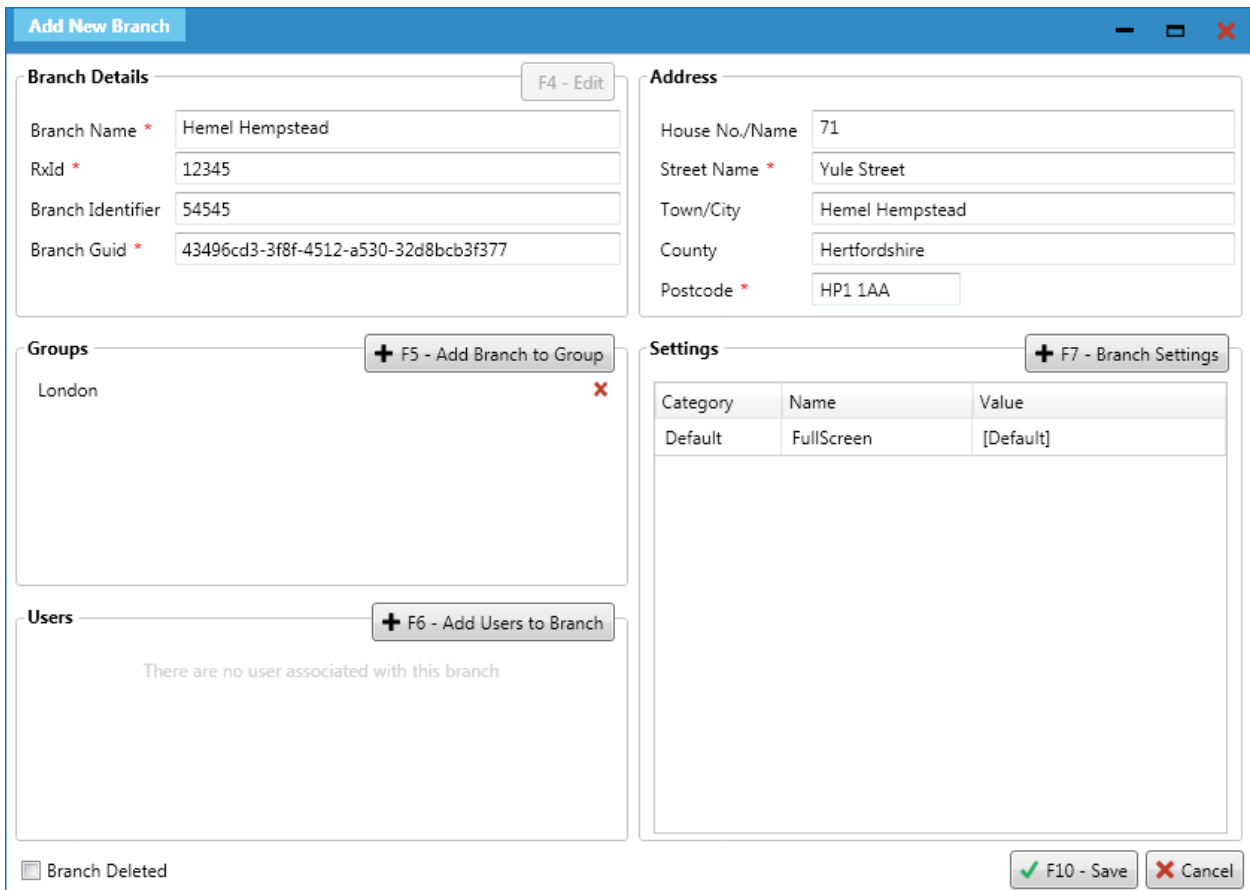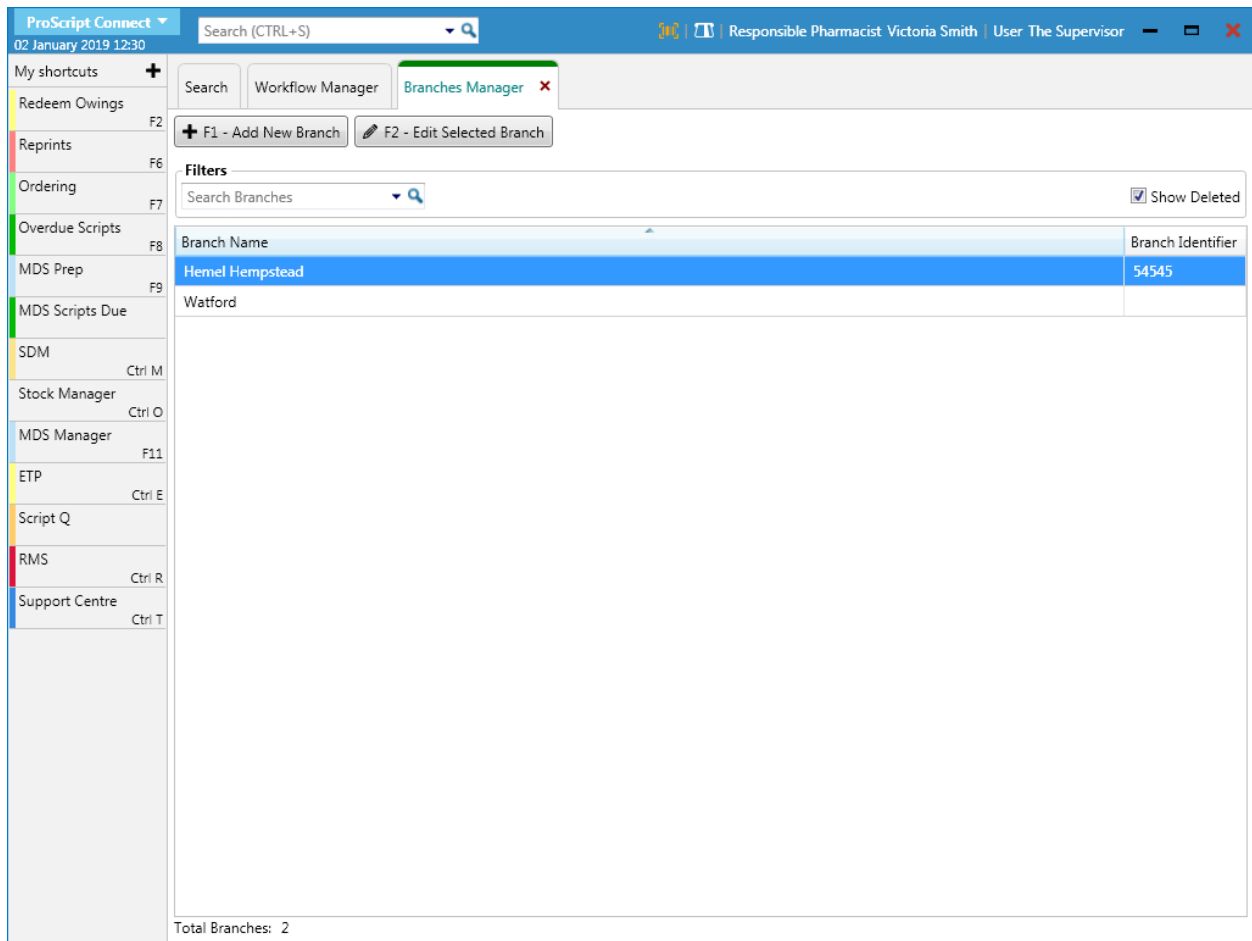# Adding a New Branch

From the Branches Manager, press **[F1 – Add New Branch]**. A blank Add New Branch form displays.

1. Complete all fields, including the *Branch Name*, *RxId* and *Branch Guid*, which are all mandatory. You can find this information in the Edit Pharmacy Details window on the branch PC.
2. You can then:
    o   Press **[F5 – Add Branch to Group]** to add the branch to a group
    o   Press **[F6 – Add Users to Branch]** to add branch users to the branch
    o   Press **[F7 – Branch Settings]** to add application settings to the branch

5. When you are done, press **[F10 – Save]**.
6. The Branches Manager displays, with your newly added branch in the grid.

Revision History

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

Contact us

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