

Adding a New Branch

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

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

Add New Branch				- = ×
Branch Details	F4 - Edit	Address		
Branch Name *	Hemel Hempstead	House No./Name	71	
RxId *	12345	Street Name *	Yule Street	
Branch Identifier	54545	Town/City	Hemel Hemps	itead
Branch Guid *	43496cd3-3f8f-4512-a530-32d8bcb3f377	County	Hertfordshire	
		Postcode *	HP1 1AA	
Groups		Settings		➡ F7 - Branch Settings
London		Category	Name	Value
		Default	FullScreen	[Default]
Users — The	★ F6 - Add Users to Branch re are no user associated with this branch			
Branch Deleted				✓ F10 - Save 🗙 Cancel

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



ProScript Connect 02 January 2019 12:30	Search (CTRL+S) - Q 🙀 Responsible Pharmacist Victoria Smith User The Supervisor -	– x
My shortcuts		
Redeem Owings	Search Workflow Manager Branches Manager ×	
Reprints	F1 - Add New Branch F2 - Edit Selected Branch	
Ordering F	Search Branches • Q	ow Deleted
Overdue Scripts F	Branch Name Branc	h Identifier
MDS Prep	Hemel Hempstead 5454	5
MDS Scripts Due	Watford	
SDM Ctrl I	м	
Stock Manager Ctri	0	
MDS Manager F1	11	
ETP	F	
Script Q		
RMS Ctrl	R	
Support Centre Ctrl	т	
	Total Branches: 2	

Revision History

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

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Contact us

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