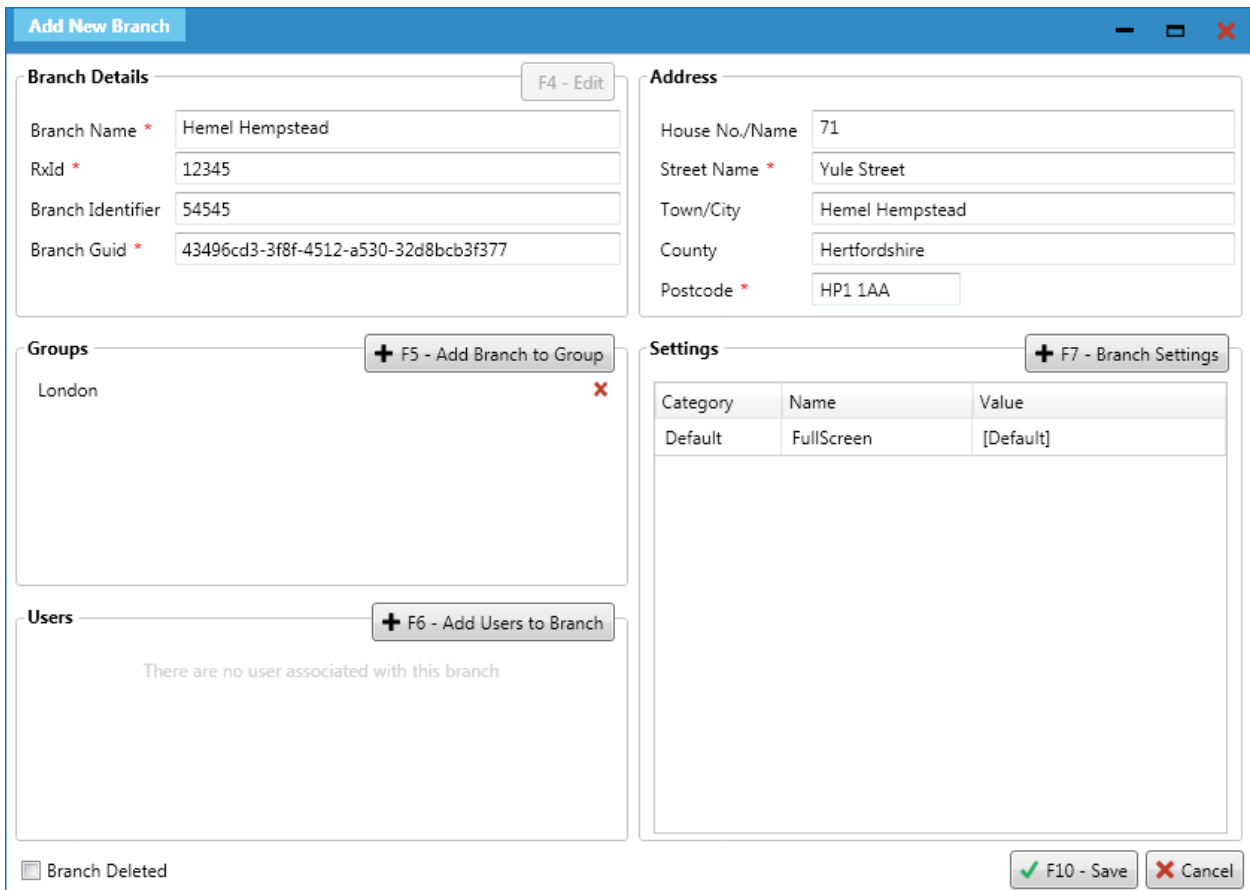


## Adding a New Branch

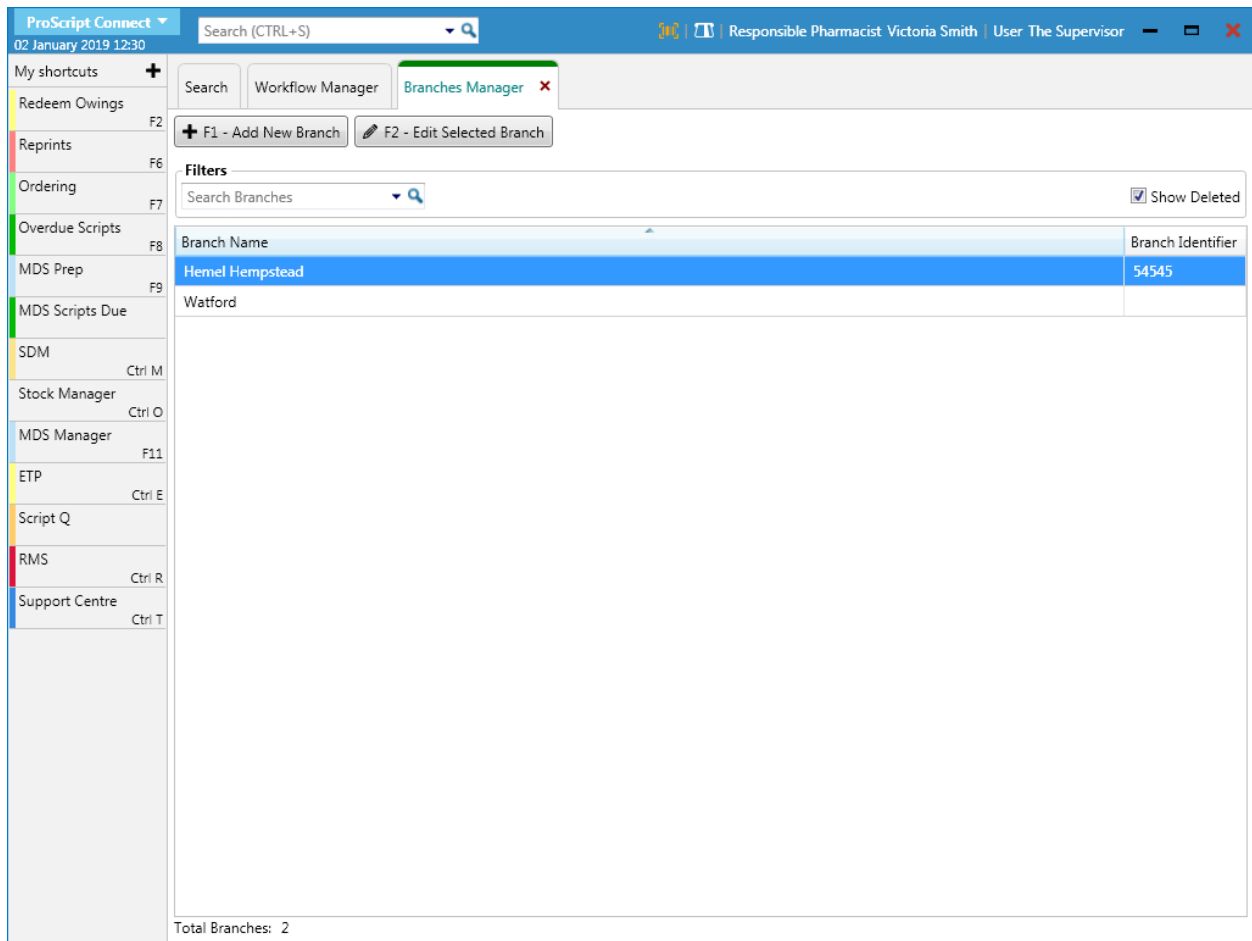
From the Branches Manager, press **[F1 – Add New Branch]**. A blank Add New Branch form displays.

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:
  - Press **[F5 – Add Branch to Group]** to add the branch to a [group](#)
  - Press **[F6 – Add Users to Branch]** to add [branch users](#) to the branch
  - Press **[F7 – Branch Settings]** to add [application settings](#) to the branch



Category	Name	Value
Default	FullScreen	[Default]

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) Responsible Pharmacist Victoria Smith User The Supervisor

My shortcuts + Redeem Owings F2 Reprints F6 Ordering F7 Overdue Scripts F8 MDS Prep F9 MDS Scripts Due SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T

Workflow Manager Branches Manager x

+ F1 - Add New Branch F2 - Edit Selected Branch

Filters Search Branches Show Deleted

Branch Name	Branch Identifier
Hemel Hempstead	54545
Watford	

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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