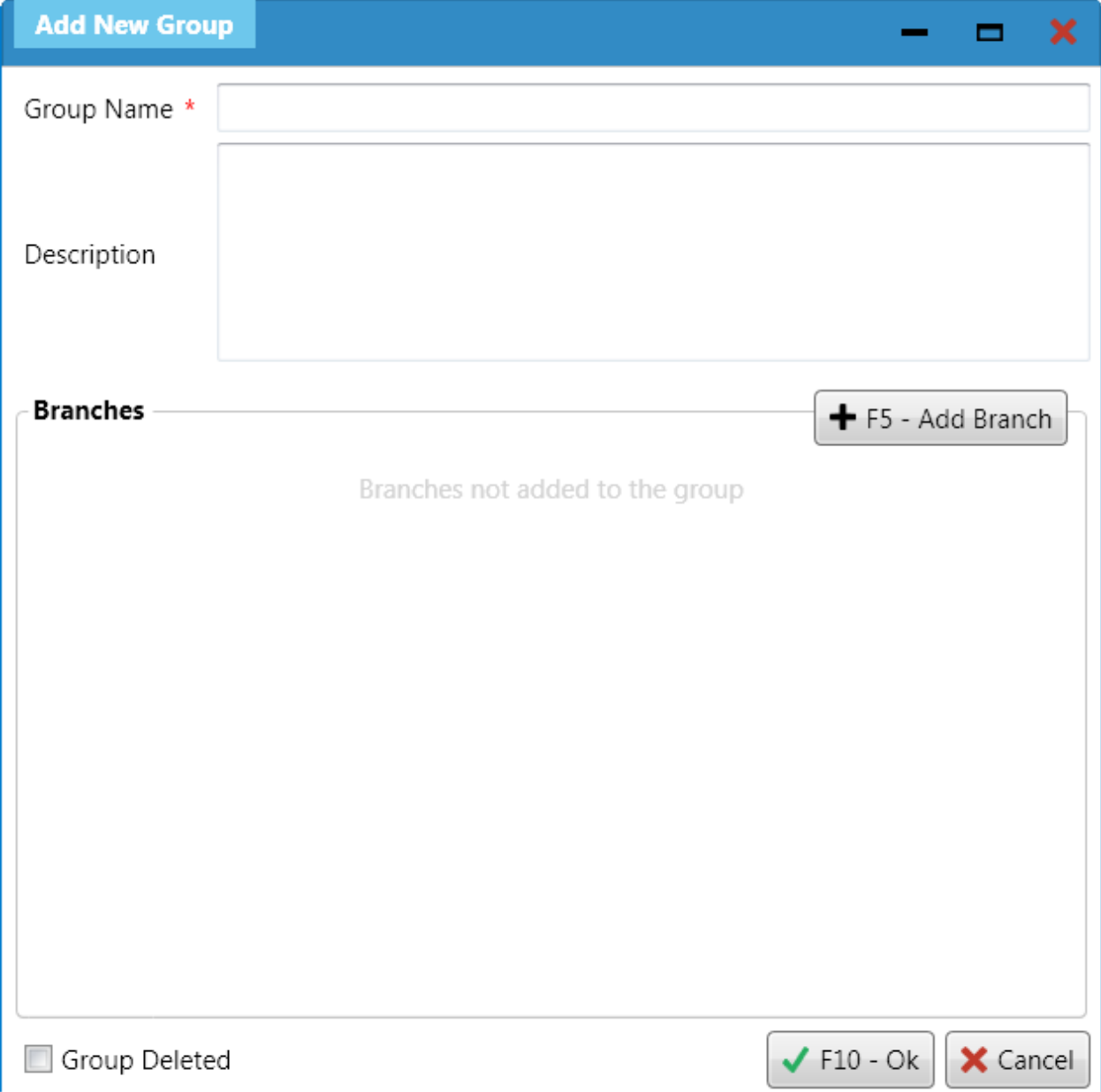


## Adding a New Group

From the Groups Manager, press **[F1 - Add New Group]**.

1. A blank Add New Group form displays.



**Add New Group**

Group Name \*

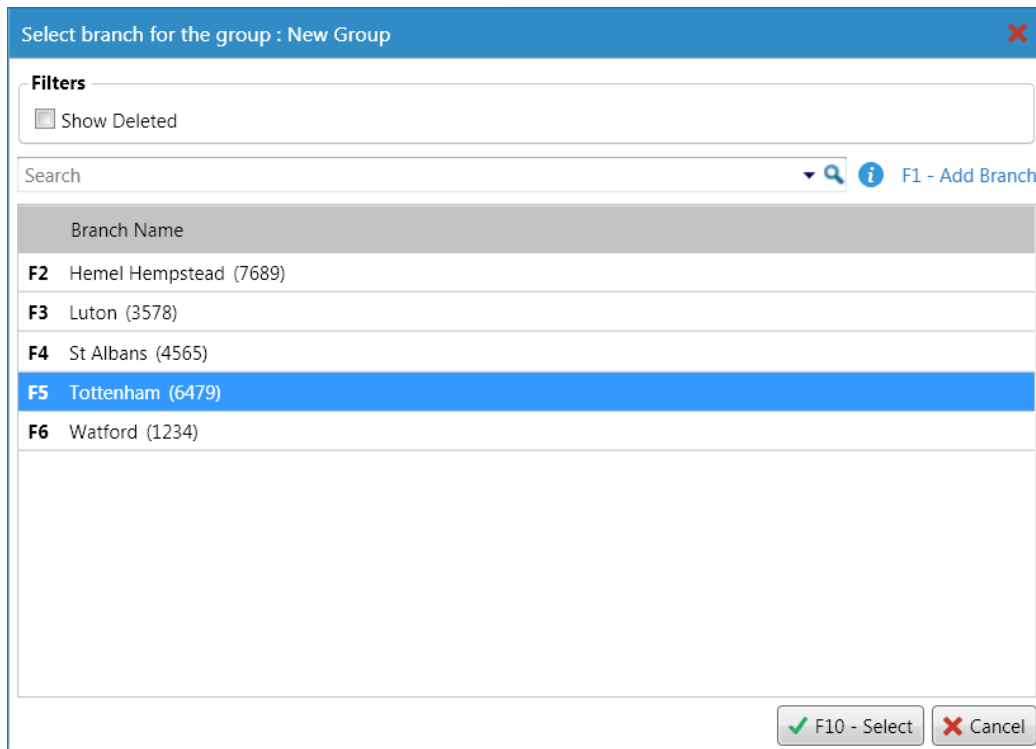
Description

**Branches** + F5 - Add Branch

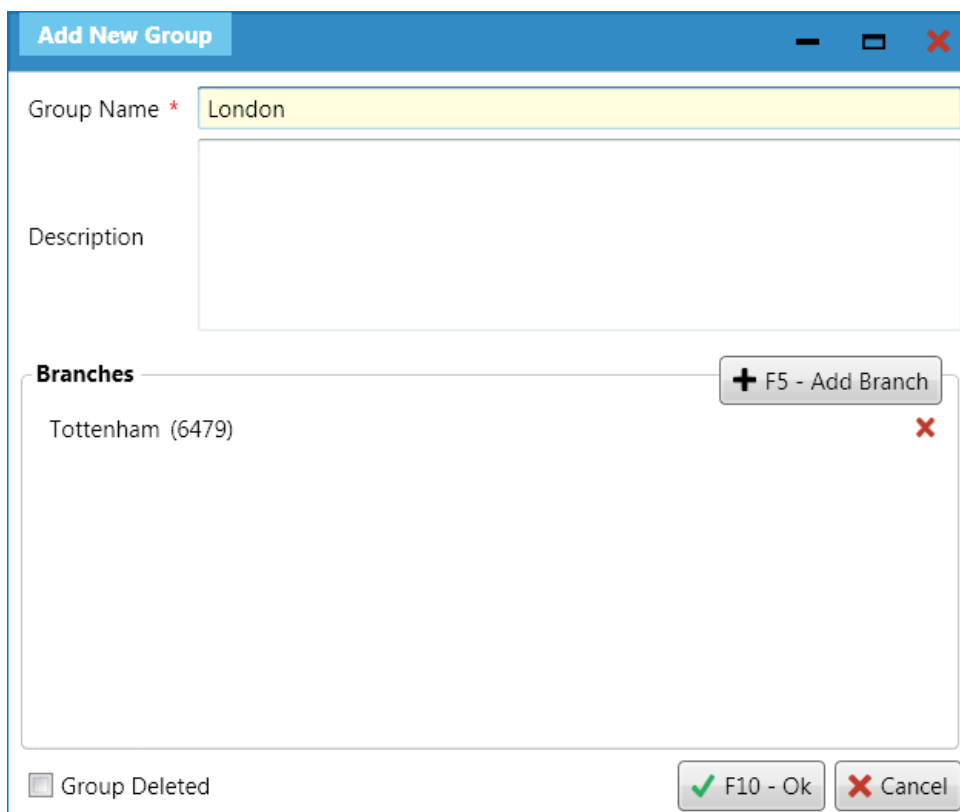
Branches not added to the group

Group Deleted ✓ F10 - Ok ✗ Cancel

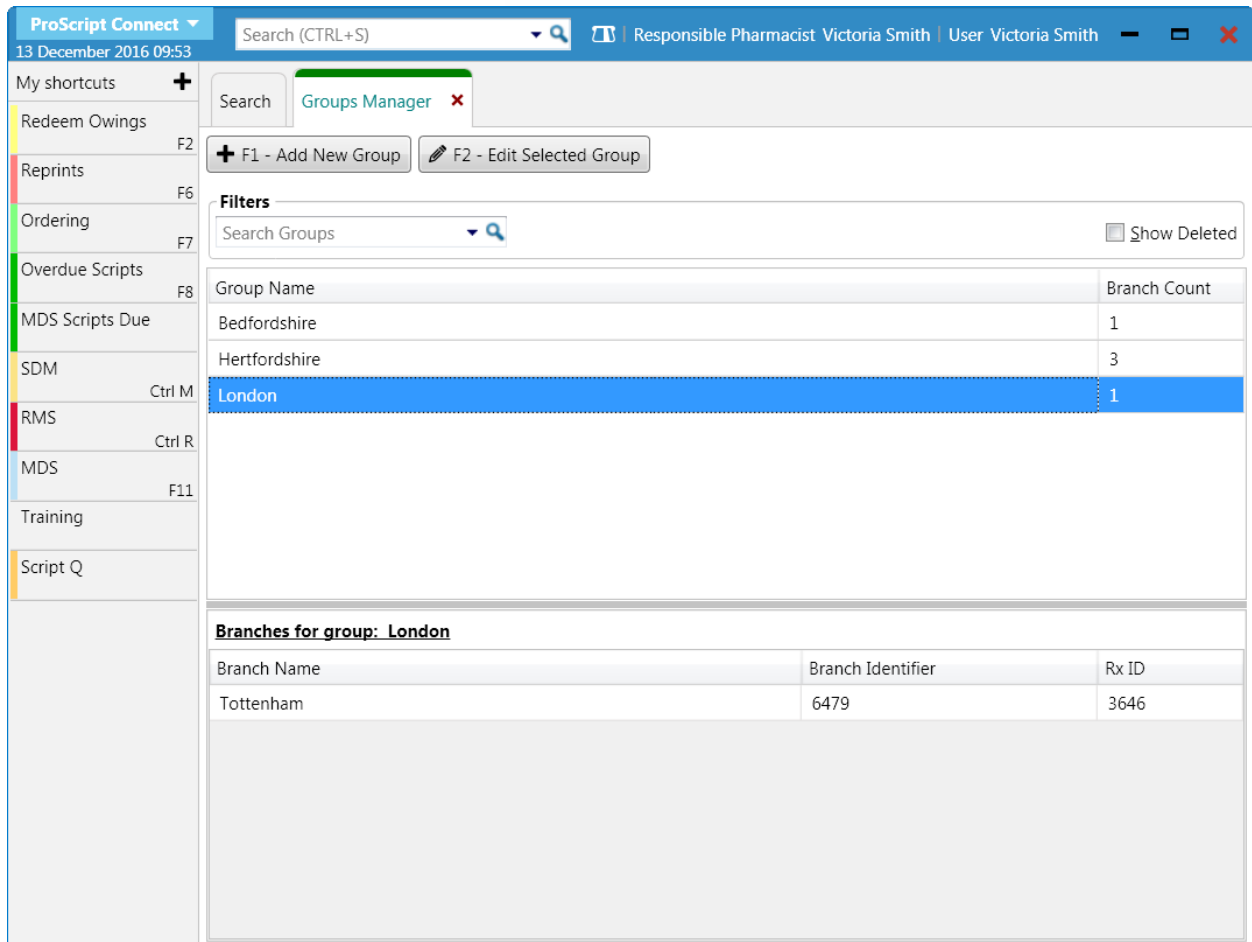
3. Enter the Group Name and the Description.
4. To add branches to your group, press **[F5 - Add Branch]**.
5. The Select branch for the group window displays, with a list of recently selected branches in the grid.



6. Search for, locate and select the branch you want to add to the group by pressing **[F10 - Select]**.
7. The Add New Group window displays, with the selected branch in the *Branches* section.



8. Repeat the process to add as many branches as required.
9. When you are done, press [F10 - OK].
10. The Groups Manager displays, with the newly added group in the grid.



The screenshot shows the ProScript Connect Groups Manager interface. The top navigation bar includes the application name, a search bar, and user information: Responsible Pharmacist Victoria Smith | User Victoria Smith. A sidebar on the left lists various shortcuts like 'Redeem Owings', 'Reprints', 'Ordering', etc. The main area is titled 'Groups Manager' and contains a search bar, a 'Show Deleted' checkbox, and a table of groups. The 'London' group is selected and highlighted in blue. Below the main table, there is a section titled 'Branches for group: London' which contains a table with one row: Tottenham (Branch Identifier: 6479, Rx ID: 3646).

Group Name	Branch Count
Bedfordshire	1
Hertfordshire	3
<b>London</b>	<b>1</b>

Branches for group: London		
Branch Name	Branch Identifier	Rx ID
Tottenham	6479	3646

## 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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