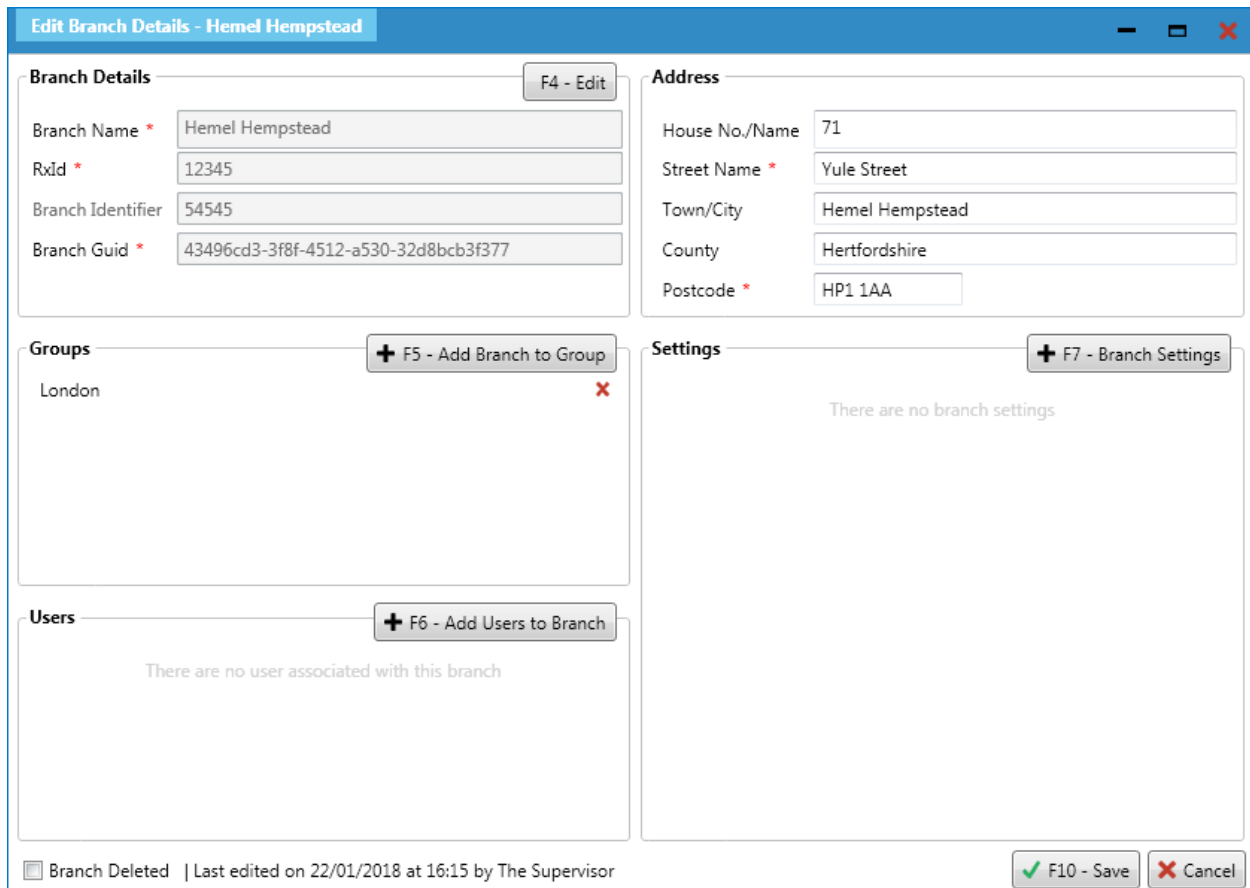


Editing a Branch

From the Branches Manager, highlight a branch in the grid and press **[F2 – Edit Selected Branch]**.

1. The Edit Branch Details form displays.



Edit Branch Details - Hemel Hempstead

Branch Details F4 - Edit

Branch Name * Hemel Hempstead

Rxd * 12345

Branch Identifier 54545

Branch Guid * 43496cd3-3f8f-4512-a530-32d8bcb3f377

Address

House No./Name 71

Street Name * Yule Street

Town/City Hemel Hempstead

County Hertfordshire

Postcode * HP1 1AA

Groups + F5 - Add Branch to Group

London X

Users + F6 - Add Users to Branch

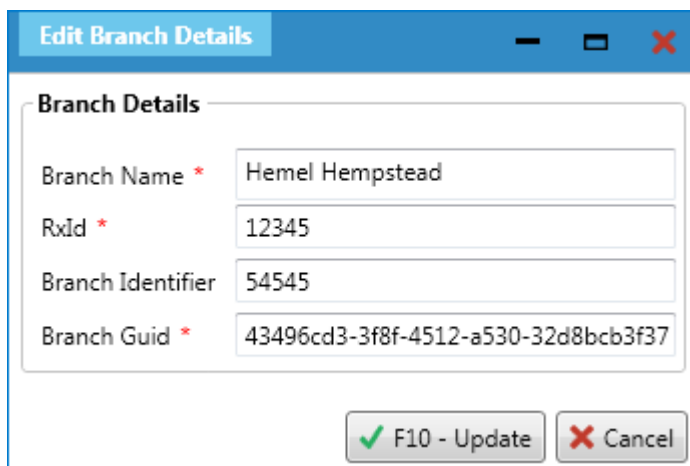
There are no user associated with this branch

Settings + F7 - Branch Settings

There are no branch settings

Branch Deleted | Last edited on 22/01/2018 at 16:15 by The Supervisor F10 - Save X Cancel

3. Select the **[F4 – Edit]** button. This opens an editable Edit Branch Details window. Edit all fields as required.



Edit Branch Details

Branch Details

Branch Name * Hemel Hempstead

Rxd * 12345

Branch Identifier 54545

Branch Guid * 43496cd3-3f8f-4512-a530-32d8bcb3f37

F10 - Update X Cancel

- Once all changes have been made, select the **[F10 - Update]** button. The editable Edit Branch Details window closes.
- Select the **[F10 - Save]** button.

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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