

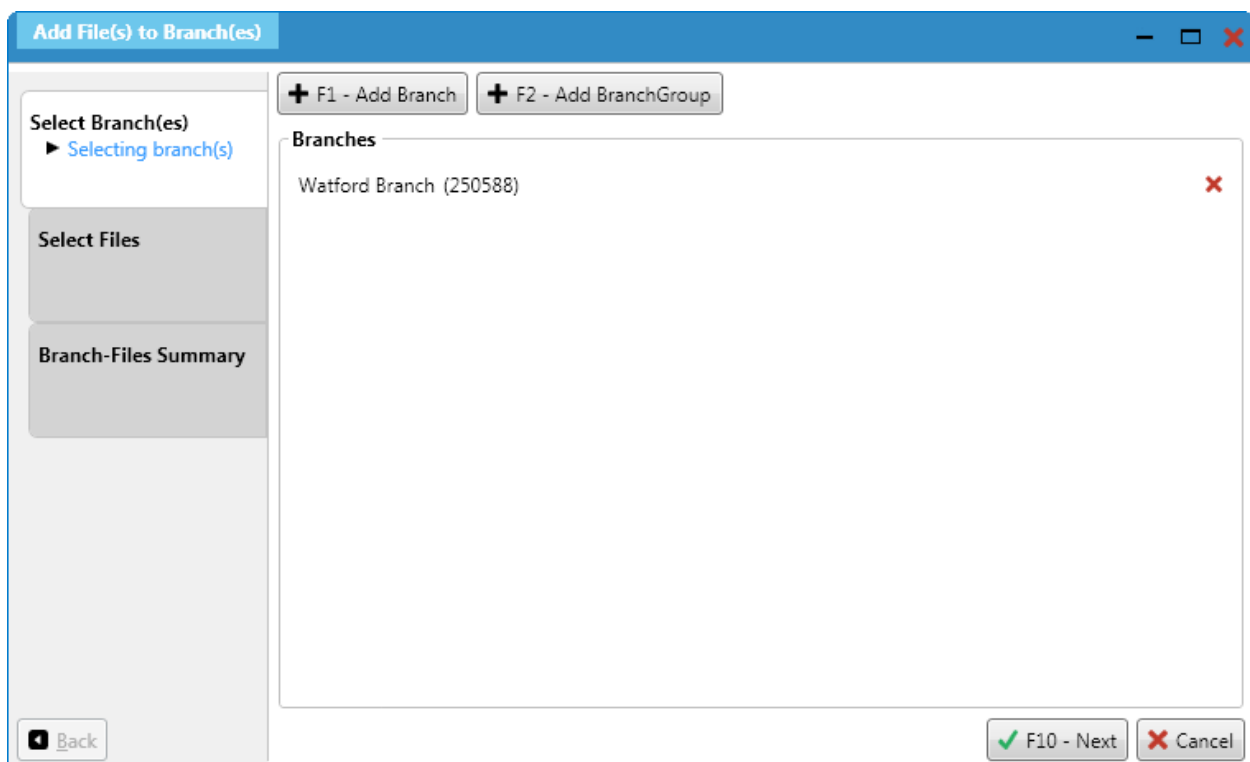
Send File(s) to Branch(es)

The Send File(s) to Branch(es) module is part of the [Head Office](#) series of modules and enables you to send files to specific branches.

You can access the Send File(s) to Branch(es) module from the top left-hand corner of the ProScript Connect Main Screen by selecting the **[ProScript Connect]** main menu button and then selecting the *Send File(s) to Branch(es)* menu item.

Selecting the Branch/Group

1. From the *Select Branch(es)* tab of the Add File(s) to Branch(es) window, you can:
 - Select the **[F1 - Add Branch]** button to add a [branch](#)
 - Select the **[F2 - Add BranchGroup]** button to add a [group](#)

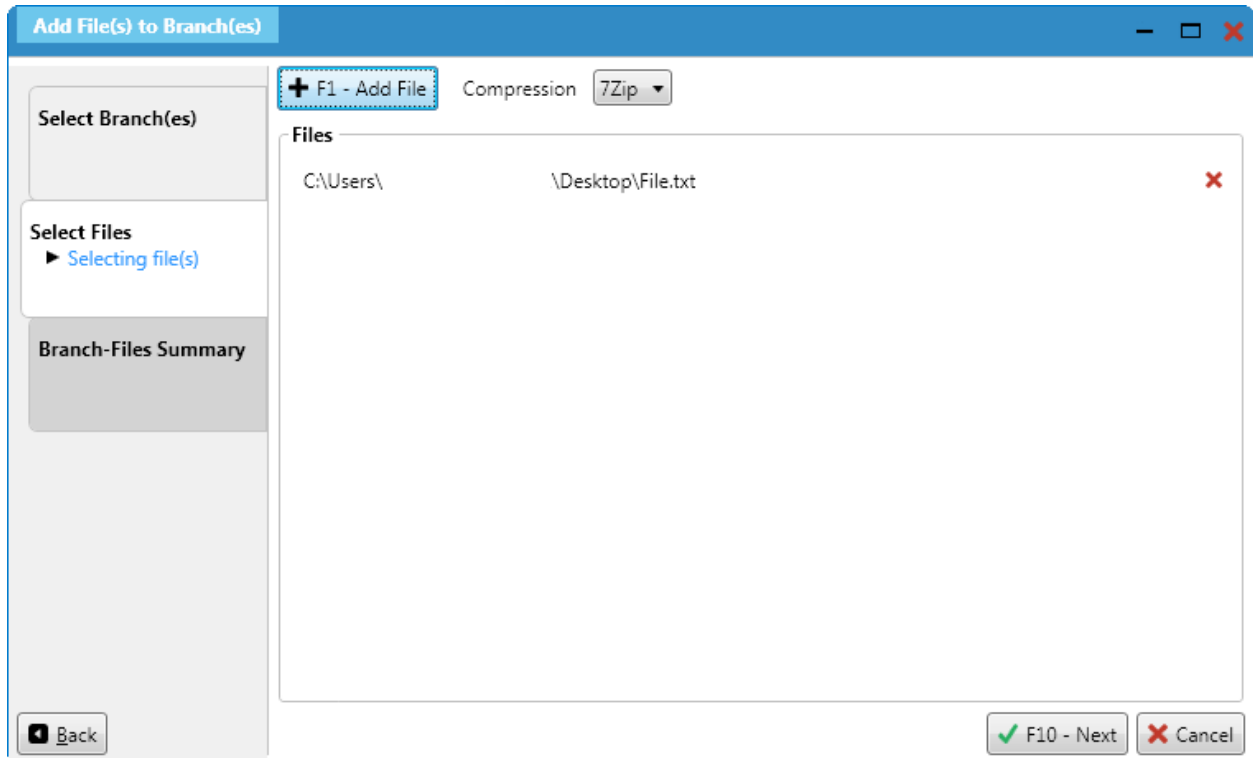


2. When you are done, select the **[F10 - Next]** button.

Selecting the Files

1. The *Select Files* tab contents display. Select the **[F1 - Add File]** button to select a settings template.

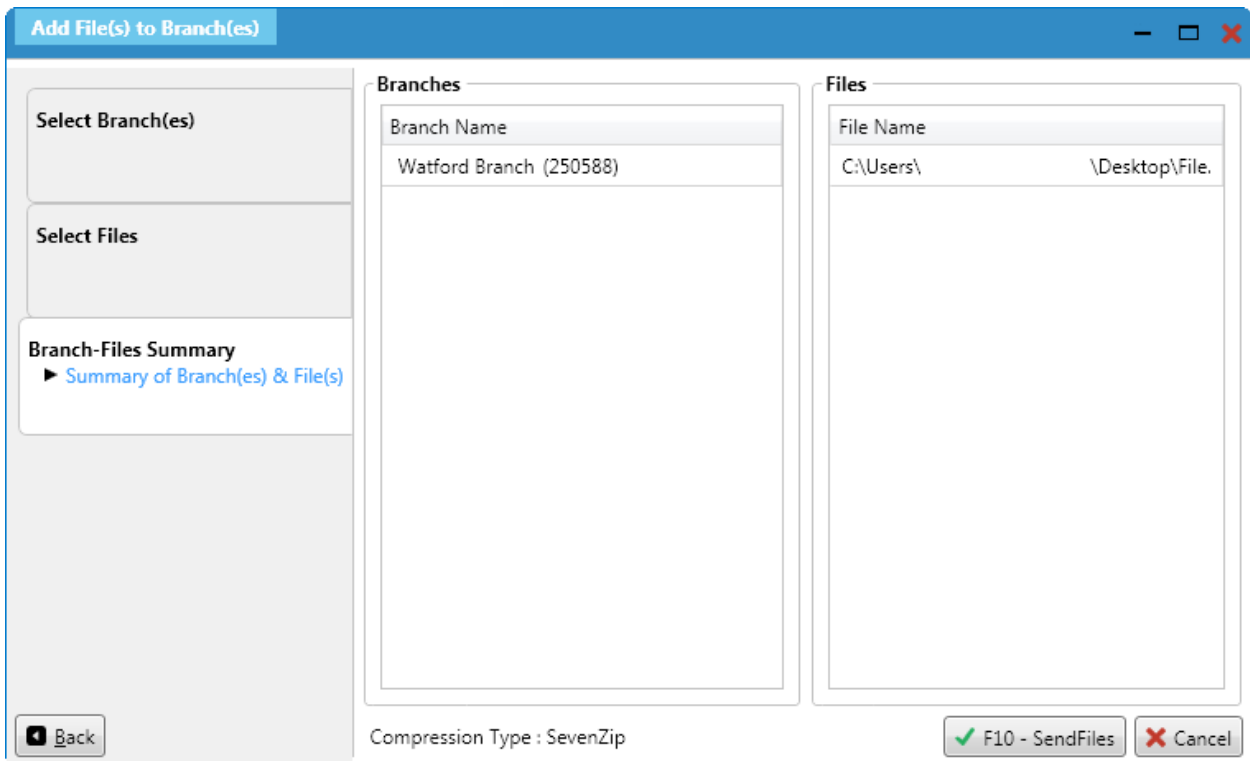
2. Select the compression type. You can either select .7zip, .zip, or no compression whatsoever, depending on the size of the file.



3. When you are done, select the **[F10 - Next]** button.

Reviewing the Branch File Summary

1. The *Branch-File Summary* tab contents display. Ensure the selected details are correct.



2. Select the **[F10 – SendFiles]** button. The file has been successfully sent to the branch’s computer.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	02/08/2023		Joanne Hibbert-Gorst

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2023.

Contact us

For more information contact:
Telephone: 0344 209 2601