

## Switch branch or user

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Quickly change the user that is logged in or the branch you are working at without exiting Zedmed.

## Changing branch login

It is possible to change which branch you are working at by pressing the F3 key.

To change branches:

- 1. Press F3 to open the Select Branch screen.
- 2. Select the branch required from the drop-down list.
- 3. Select Login.

Don't forget to change back to the normal branch or else your financial transactions will be attributed to the wrong branch.



## Changing operator login

It is possible to change which operator is logged in on a workstation using the F2 key.

To change users:

- 1. Press F2 to open the Quick Login
- 2. Enter your username and password.
- 3. Select OK.

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Management Reports Tools Practice Setup WP Setup Utilities Help				
Reception	Management	Reports	Utilities	
Patients (F4)				
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Daily Reports	Password:			
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