

Rename a branch

Last Modified on 20/10/2023 3:43 pm AEDT

Rename a practice branch in Zedmed.

To rename a branch:

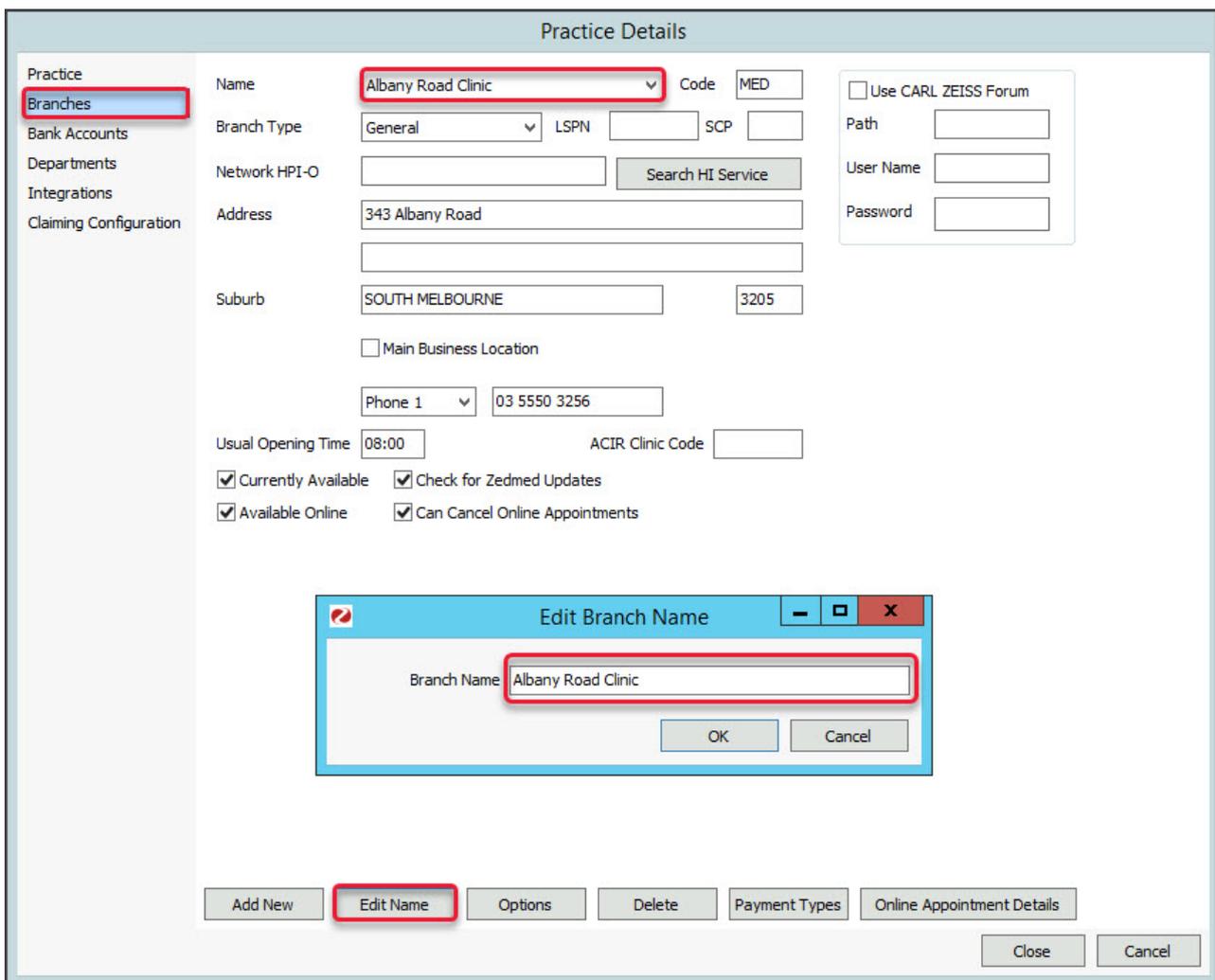
1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup > Branches**.

The **Practice Details** screen will open with the **Branches** tab selected.

3. Next to **Name**, use the drop-down field to select the branch to be renamed.
4. Select the **Edit Name** button and the bottom of the screen.

The **Edit Branch Name** dialog will open.

5. Type the new name in the **Branch Name** field.
6. Select **OK**.
7. Select **Close** on the **Practice Details** screen.



The screenshot displays the 'Practice Details' interface. On the left, a sidebar menu has 'Branches' highlighted. The main area shows a form for 'Albany Road Clinic'. A red box highlights the 'Name' dropdown menu. Below the form, a dialog box titled 'Edit Branch Name' is open, with a red box around the 'Branch Name' input field containing 'Albany Road Clinic'. At the bottom of the 'Practice Details' screen, the 'Edit Name' button is highlighted with a red box.

