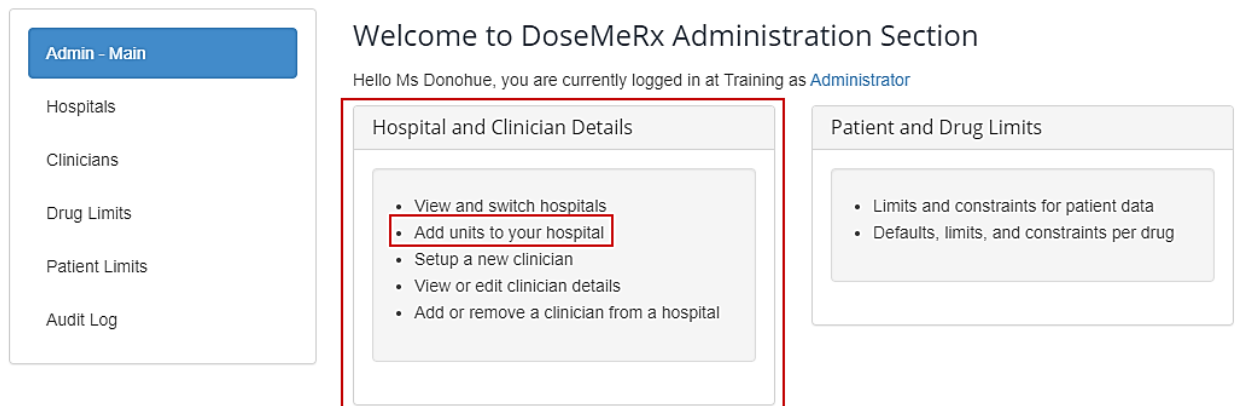# Adding New Units to Hospital

How do I add a new unit to my Hospital?

If you are an Administrative User within DoseMeRx, you are able to add new units or update existing units.
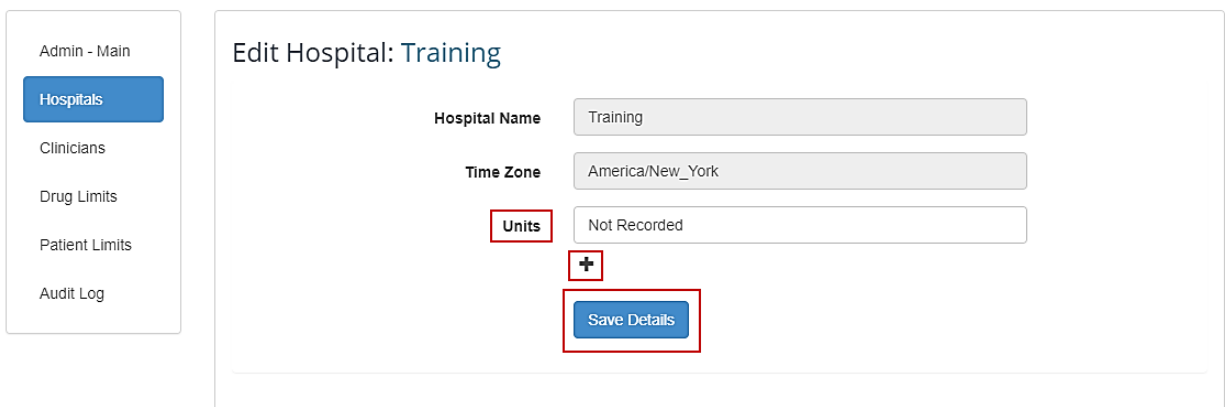
Once you've logged into DoseMeRx, click on the ADMIN tab in the top right corner of the screen. You will automatically be brought to the Admin- Main page.

In the Hospital and Clinician Details box, click on Add Units to your hospital.

In the Edit Hospital screen, locate the Units section.

Click on the bolded **+** plus button and enter new unit names

Click Save Details.

You can access the units for your particular hospital in the Hospitals tab of the Admin section of DoseMeRx. Upon selecting the admin tab of DoseMeRx, you will then be able to select the "Hospitals" tab on the left-hand side. After, you will then select the "Edit" function to bring you into the edit page for your hospital.

When you are on the Hospital's edit page, you can note the ability to edit a unit by editing the text field (1). You can delete hospital units by selecting the 'X' function (2). Finally, you can continue to add units to your hospital by selecting the '+' (3). To save, select 'Save Details'.