

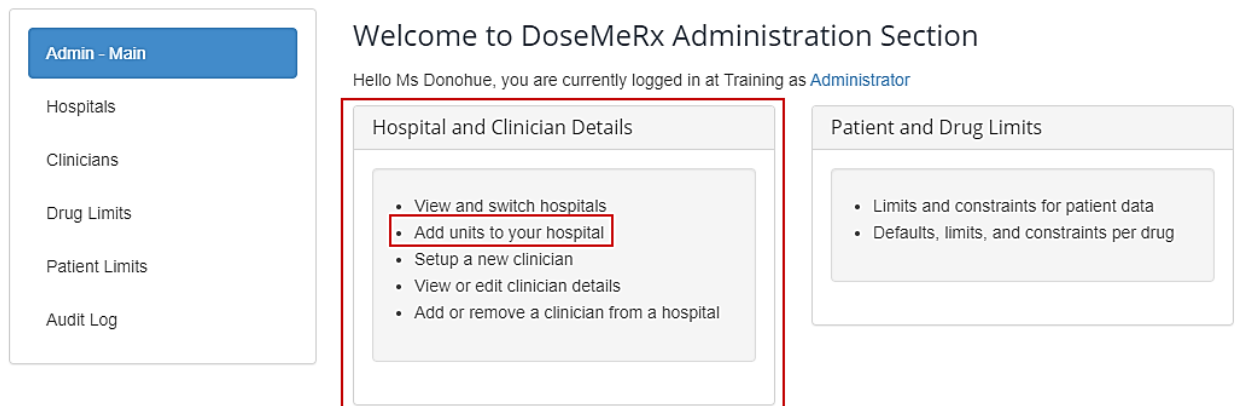
Adding New Units to Hospital

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.

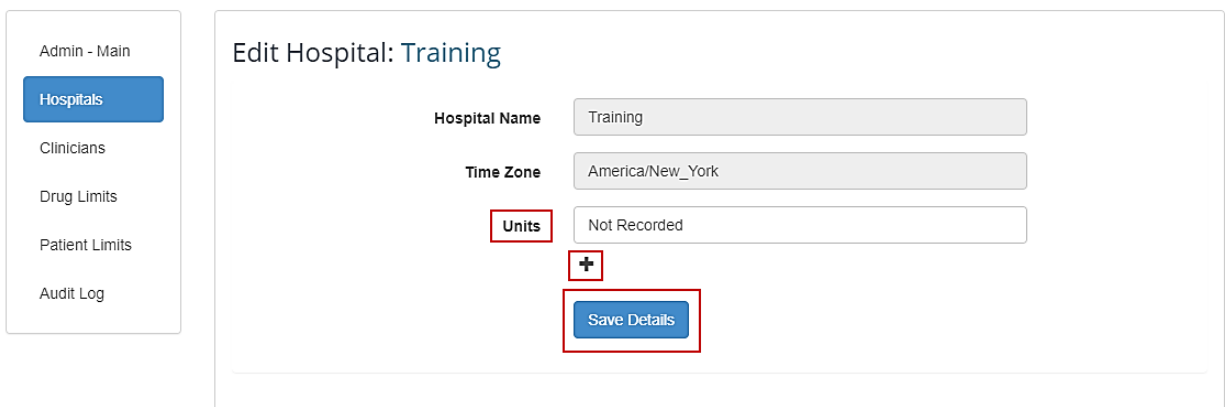
Once you've logged into DoseMeRx, click on the ADMIN tab in the top right corner of the screen. You will automatically be brought to the Admin- Main page.

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.

The screenshot shows the DoseMeRx Admin interface. The top navigation bar includes the DoseMeRx logo, user information (MICHAEL FERRELLI | LOGOUT), and tabs for PATIENTS, DRUG INFORMATION, ADMIN (selected), and HELP. A breadcrumb trail at the top reads "Admin > Hospitals". On the left sidebar, the "Hospitals" tab is highlighted with a red box and a red circle with the number 1. The main content area is titled "Hospitals" and features a "Show 10 entries" dropdown, a search bar, and a table. The table has columns: Actions, Id, Hospital, SeCr Units, Timezone, and Status. The first row shows "TRIALUS/1" for Id, "Training" for Hospital, "mg/dL" for SeCr Units, "America/New_York" for Timezone, and "Active" for Status. The "Actions" column for this row contains "Edit", "Duplicate", and "Current" buttons. The "Edit" button is highlighted with a red box and a red circle with the number 2. Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" pagination links.

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’.

The screenshot shows the "Edit Hospital: Training" page in the DoseMeRx Admin interface. The top navigation bar is the same as the previous screenshot. The breadcrumb trail at the top reads "Admin > Hospitals > Training". On the left sidebar, the "Hospitals" tab is highlighted. The main content area is titled "Edit Hospital: Training" and contains a form. The form has two text input fields: "Hospital Name" with the value "Training" and "Time Zone" with the value "America/New_York". Below the "Time Zone" field is a red box containing a text input field, a red circle with the number 1 pointing to it, and a red circle with the number 2 pointing to an "X" icon. Below the red box is a red circle with the number 3 pointing to a "+" icon. At the bottom of the form is a "Save Details" button.