polaris System Admin

# How to Add Workstations in Polaris Client

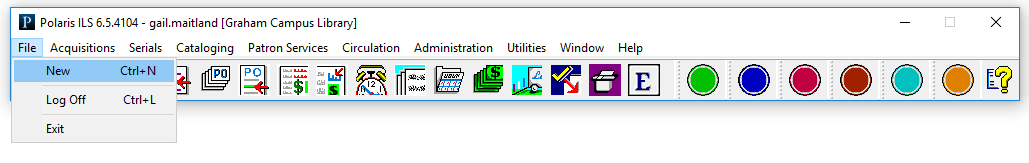
## Introduction:

This article explains how to add a new workstation in the Polaris Client

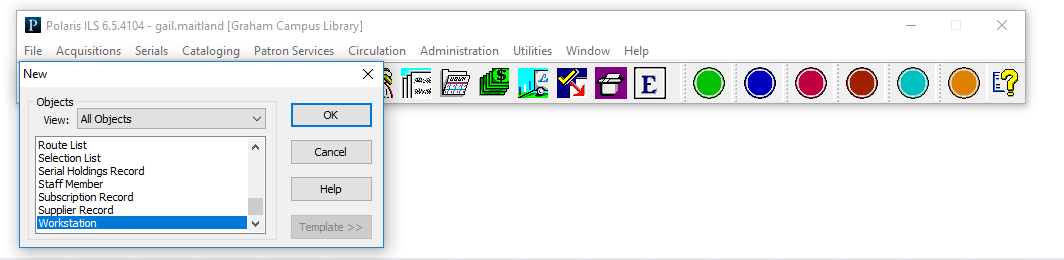
## Adding a New Workstation:

From the Polaris Toolbar select:

File>New



Click on Workstation, then OK:



Complete all bolded information in the workstation form:

A screenshot of the workstation screen in polaris


Click Save

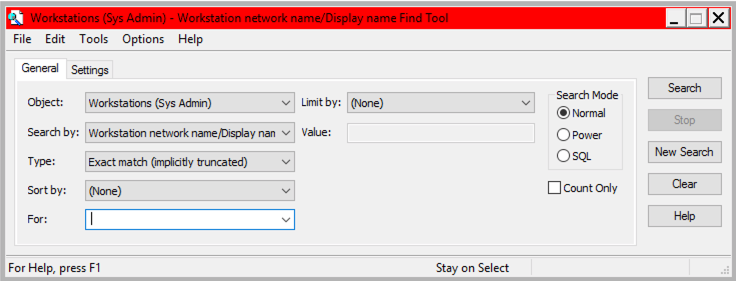
## Searching for a Workstation:

From the Polaris toolbar select:

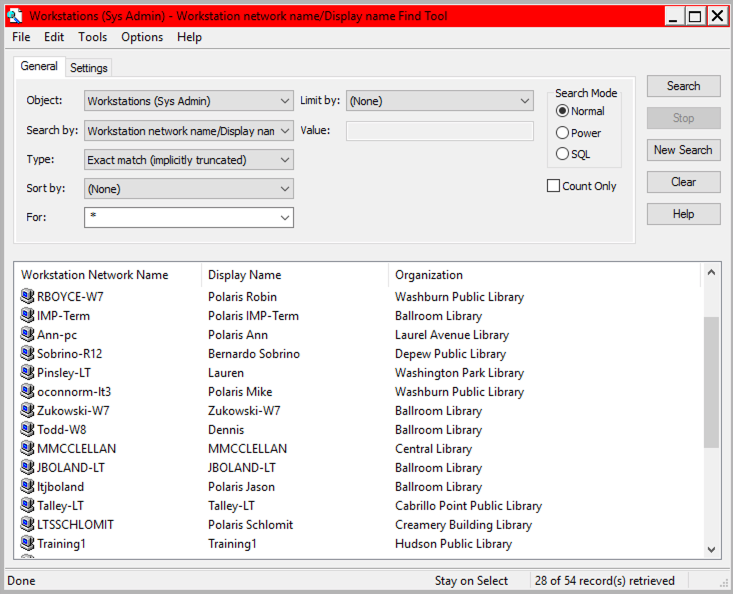
Administration>Workstation

A screenshot of Polaris toolbar with admin drop down


The Find tool will open and you can search for the workstation



**Note:** An asterisk (\*) will bring up all workstations.



Double click to open and edit the workstation.

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