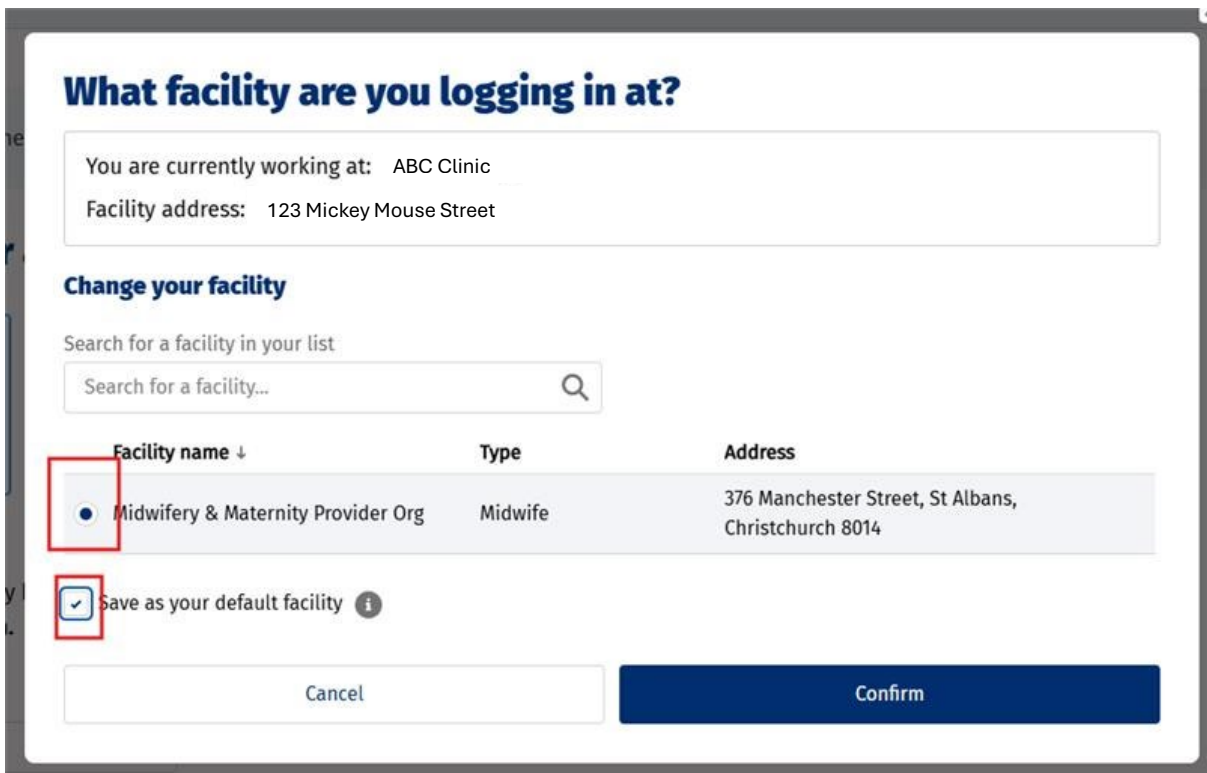# *To Change the Default Facility in the AIR*

To change the default facility in the Aotearoa Immunisation Register (AIR), you'll need to click on this banner across the top of the screen and select **'change today's facility'**.

You can then select the site you want to make your default and click the '**Save as your default facility**' box and '**Confirm**'.