

# Changing Auto Allocation Location

## Overview

This guide instructs how to allow results to import directly into a doctors inbox, rather than the holding file, in Best Practice.

If you have any questions or require any further assistance, Please contact the Medical-Objects Helpdesk on (07) 5456 6000.

## Changing Auto Allocation

This example will be completed using a BP User "Mr Medical Objects".

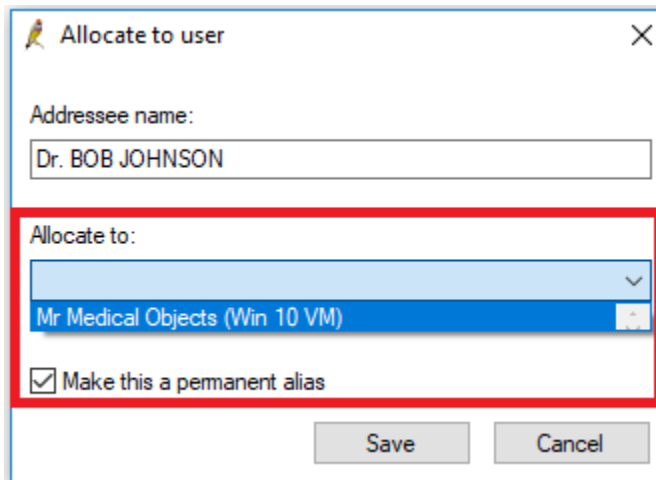
1. In the holding file there is a report addressed to Bob Johnson but the "Allocated to user" section is blank. Right click this section and select "Allocate to user"



The screenshot shows a window titled 'Incoming reports' with a menu bar (File, Edit, View, Help) and a toolbar. Below the toolbar is a search bar and a checkbox for 'Show unallocated only'. The main area is a table with the following columns: Date, Patient name or report, Test, Addressed to, Allocated to patient, Allocated to user, Location, Complete, Laboratory/Provider, and Status. The first row of data is highlighted in blue and contains the following information: Date: 09/09/2019, Patient name or report: [link], Test: [link], Addressed to: Dr. BOB JOHNSON, Allocated to patient: [link], Allocated to user: [link], Location: [link], Complete: Yes, Laboratory/Provider: LE PAIN'S GLADSTONE, Status: [link]. The 'Allocated to user' column is highlighted with a red box.

Date	Patient name or report	Test	Addressed to	Allocated to patient	Allocated to user	Location	Complete	Laboratory/Provider	Status
09/09/2019	[link]	[link]	Dr. BOB JOHNSON	[link]	[link]	[link]	Yes	LE PAIN'S GLADSTONE	[link]

2. From here, choose the user the results are meant for and tick "Make this a permanent alias"



The screenshot shows a dialog box titled 'Allocate to user' with a close button (X) in the top right corner. It contains a text field for 'Addressee name' with the value 'Dr. BOB JOHNSON'. Below this is a section labeled 'Allocate to:' which contains a dropdown menu. The dropdown menu is open, showing a list of users, with 'Mr Medical Objects (Win 10 VM)' selected. Below the dropdown menu is a checkbox labeled 'Make this a permanent alias' which is checked. At the bottom of the dialog box are two buttons: 'Save' and 'Cancel'.

3. This result and any future results sent to Bob Johnson will now show up in Mr Medical Objects Inbox.