

# Changing Auto Allocation Location

## Overview

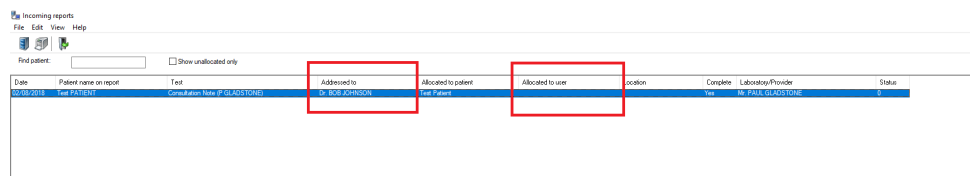
This guide instructs how to allow results to import directly into a doctors inbox, rather than the holding file, in Best Practice.

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

## Changing Auto Allocation

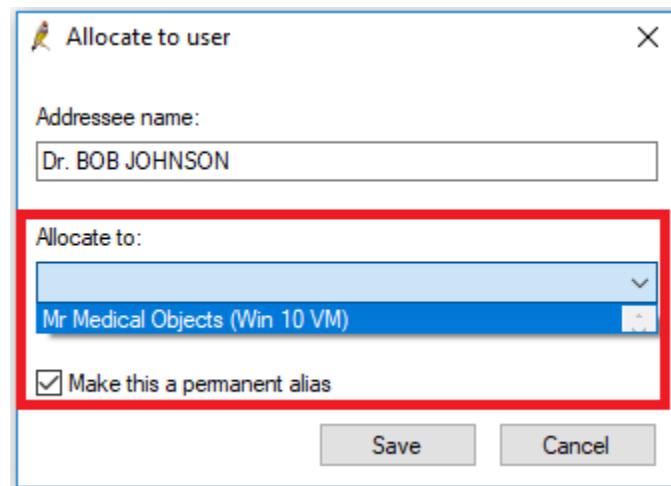
This example will be completed using a BP User "Mr Medical Objects".

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"



Date	Patient name on report	Test	Addressed to	Allocated to patient	Allocated to user	Location	Complete	Laboratory/Provider	Status
09/09/2019	See patient	Gene Screen Note (P GLADSTONE)	Dr BOB JOHNSON	See patient			Yes	PAINES GLADSTONE	2

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



**Allocate to user** [X]

Addressee name:  
Dr. BOB JOHNSON

Allocate to:  
Mr Medical Objects (Win 10 VM)

☒ Make this a permanent alias

Save Cancel

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