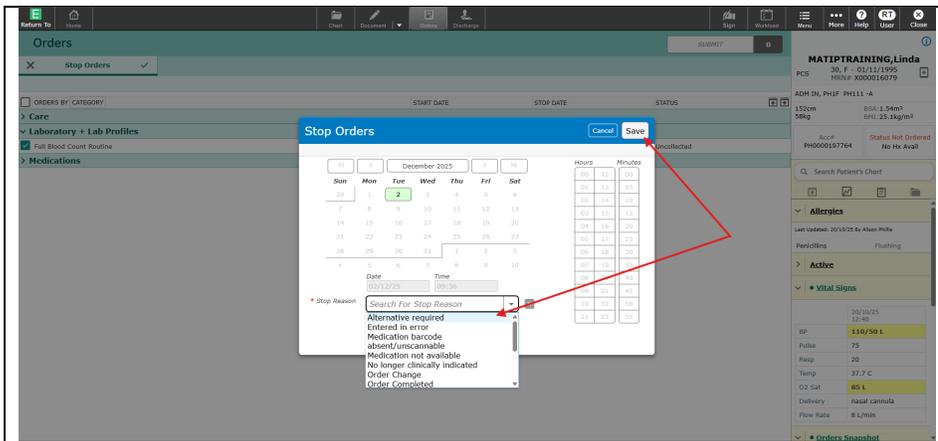


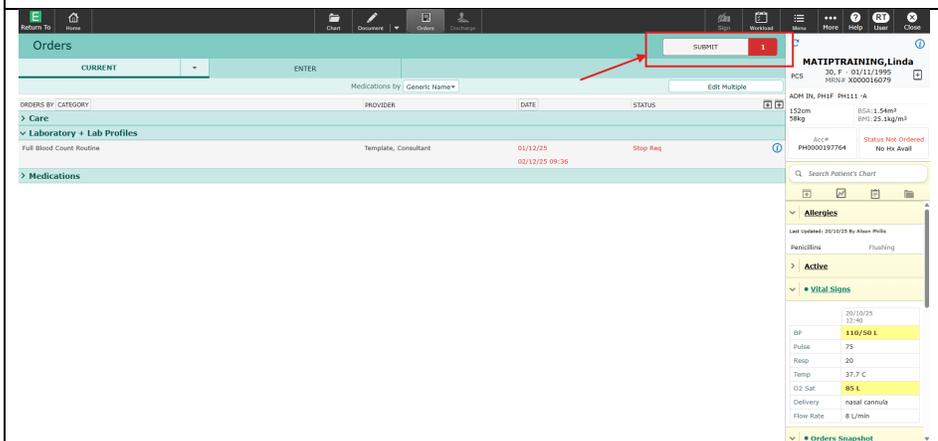
Expanse Tip Sheet

Cancelling an Order

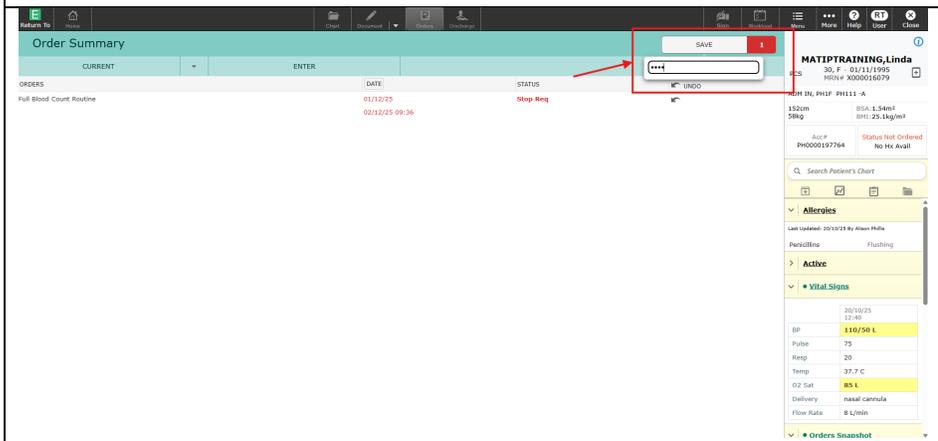
<p>The screenshot shows the 'Orders' page with a table of orders. A red box highlights the 'Edit Multiple' dropdown menu, and another red box highlights the 'Stop' option within that menu. The order being targeted is 'Full Blood Count Routine' with status 'Uncollected'.</p>	<p>Open the Orders page and click on Edit Multiple. To cancel an order, click on Stop.</p>
<p>The screenshot shows the 'Orders' page with the 'Stop Orders' checkbox checked. A red box highlights the checkbox, and a red arrow points to it from the 'Stop' option in the previous screenshot.</p>	<p>Select the order that you would like to cancel by checking the tick box and then click on the tick symbol within the Stop Orders bar.</p>
<p>The screenshot shows the 'Default Provider and Source' dialog box. A red box highlights the 'Independent clinician order' option under the 'Source' section, and a red arrow points to it from the 'Save' button in the previous screenshot.</p>	<p>Choose the most appropriate order source.</p>



Select your reason for stopping the order from the drop-down list



Click on **submit**



You will be brought to a summary page. Confirm that you are happy with the orders you are going to cancel. **Click on Save and put your PIN in. Press Enter on your keyboard.**

The order will then be cancelled.

