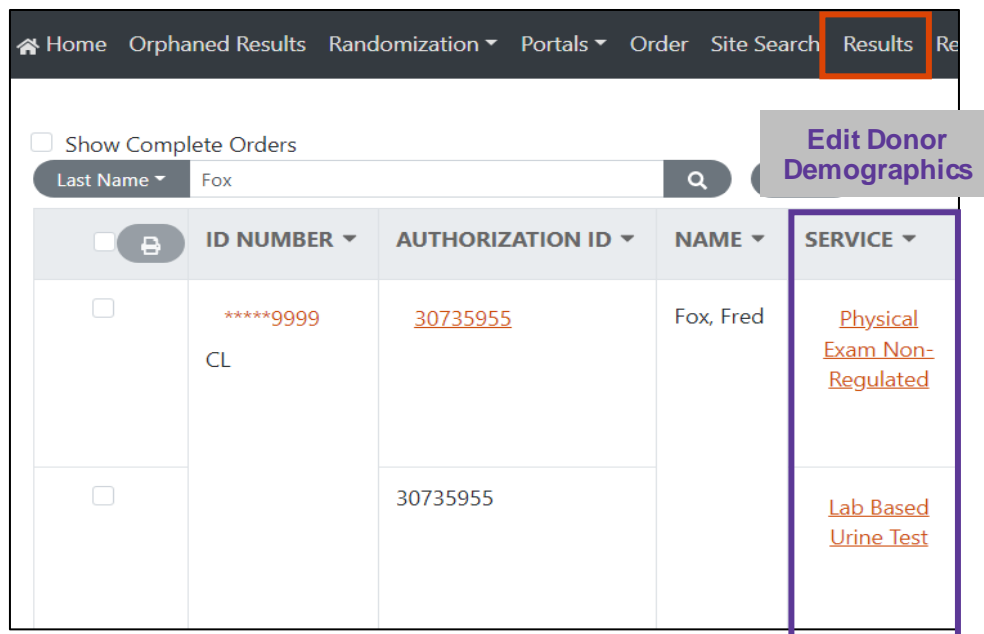# WORKFORCE: ORDERING EDITING

ORDERING

- For orders submitted from the **Order tab** and for which the service has not started, the following fields can now be edited from the **Results tab**:

*Donor Demographics

1. Click the service link in the service column for the order.

2. Click on the pencil icon to open the editable fields in this window.

* Expiration Date, Collection Site Information, and CANCELING Orders

1. Click on the Authorization link found in the Authorization column.

2. Click on Edit Order.

3. Change the selected clinic, add/change the expiration date, and cancel the order in this window.

* MAKE SURE TO TEXT/EMAIL THE UPDATED AUTHORIZATION FORM TO THE DONOR.

1. On the Results tab, click on the authorization link found in the Authorization ID column. (Same path as editing the order)

2. Print the PDF or enter the donor's email/mobile phone number. Make sure to click the **Send Email**/**Send Text** button(s) before you close the window. This will ensure that the donor has the most up-to-date authorization form when they visit the clinic.

OTHER UPDATES

- The username of the user who edits/cancels an order will be displayed for reference.

- Orders submitted from the Randomization tab cannot be edited or canceled to ensure the validity of the Random data.