



## Configuring E-Orders to X-Ray & Imaging

1. Access the eOrdering setup screen (Select View > Contacts > Set Up > e-Ordering) on your practice server.
2. Ensure **Imaging** is selected in the top right-hand corner. A list of imaging providers will be available.
3. Search for **X-Ray & Imaging** and click **Add**. Configuration settings for **X-Ray & Imaging** will appear.

If you have Add/Edit/Delete permissions set for **User preferences**, you can add default preferences for the whole practice by configuring imaging provider details and clicking **Apply to all users**. You can also add preferences for other users by selecting them from the **User name** menu.

Once the practice defaults are set, if you have Add/Edit/Delete permissions set for **Own preferences**, you can change your own settings as required.

1. From the **User name** menu, select your username.
2. Indicate whether **X-Ray & Imaging** is a preferred provider by checking the tick box.
3. Select the layout as **Default**. The pre-printed stationary co-ordinate information will be pre-populated.
4. Click **Apply to all users** to apply the current imaging provider details to all users.
5. Select **Save**.

The screenshot shows a 'Setup E-Ordering' window. Under 'Laboratory Details', the 'User name' dropdown is set to 'Dr Frederick Findacure'. The 'Preferred laboratory' checkbox is unchecked. The 'Request layout' section has a table with two rows: 'Plain paper' (checked) and 'Default' (unchecked). To the right of the table are 'Add', 'Edit', and 'Delete' buttons. Below the table is an 'Apply to all users' button. The 'E-Order Details' section has a text box for the path to exported orders, currently showing 'C:\Program Files (x86)\Best Practice Software', with a 'Save' and 'Cancel' button at the bottom right.

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