

# Understanding the Registry

## Edit/Cancel an Order

Orders can be edited if they are not expired or cancelled. You can change the duration of an order, so long as the time is not less than the current date. You cannot reduce an order's amount to less than what the patient has already obtained. A recommendation for smoking as a route of administration cannot be added to an existing order.

**Step 1:** Find the patient whose order you want to edit or cancel.

**Step 2:** Scroll to the bottom of the page where the certifications and orders are listed.

**Step 3:** Click "View Orders."



**Step 4:** Locate the order/route you want to edit.

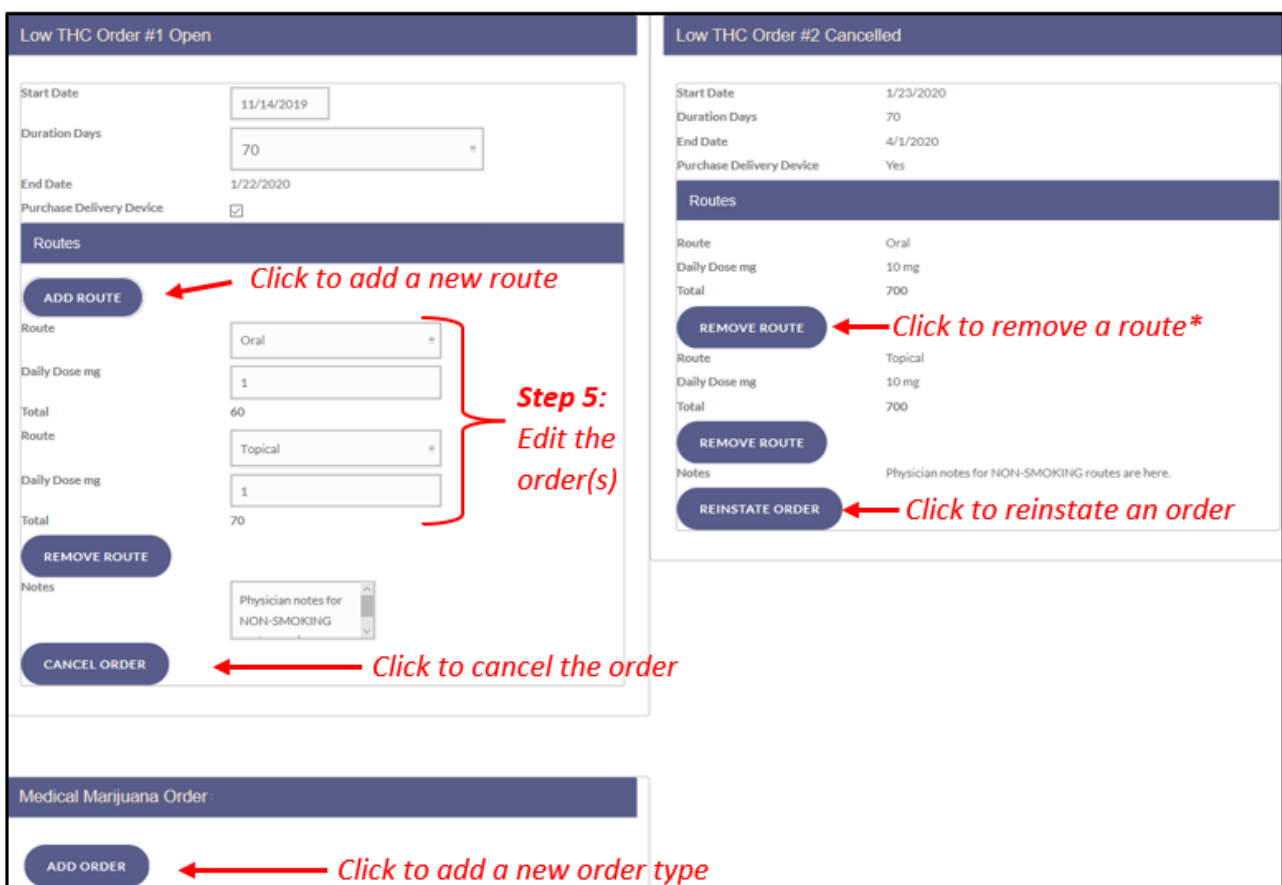
*\*You can change the start date and the duration of an order, so long as the duration is not less than the time that has already passed.*

**Step 5:** Make your changes to the route(s)/order(s).

*\*Quantities cannot be less than the patient has already obtained.*

*\*Type and route can **only** be edited **before** product has been dispensed.*

To cancel a route within an order, click "Remove Route." To cancel an entire order, click "Cancel Order." If you wish to cancel all orders in a certification, you must click "Cancel Order" within each order.



\*\*A recommendation for **smoking as a route of administration cannot be added to an existing order**. You must cancel the orders, close the certification, and then create a new certification to add this route of administration. For instructions on closing a certification, [click here](#).

**Step 6:** Click "Save Orders."



**Step 7:** Click "Go Back" to return to the patient's profile.

