**CHANGE TO SYSTMONLINE – REQUESTING MEDICATION updated February 2016**

* **Go to The surgery web-site** [**www.quarterjacksurgery.co.uk**](http://www.quarterjacksurgery.co.uk)
* **At the top of the screen, click the link to log on to SystmOnline**
* **If the surgery web-site is unavailable, go direct to**

[**https://systmonline.tpp-uk.com**](https://systmonline.tpp-uk.com) **(enter in the address bar, not Google)**

* **On the SystmOnline log-in screen enter your username and password (this is given individually on personal presentation of ID at reception)**
* **Click on ‘Medication’**
* **Click again on ‘Medication’**
* **‘Request Existing Medication’ radio button is already ticked, providing there is something available to order.**
* **Items available to order will have a check box to the left.**
* **Tick items required – DO NOT ATTEMPT TO ADD A MESSAGE IN ‘MAKE CUSTOM REQUEST’ as this will delete your selections in existing medication.**
* **Tick ‘request medication’ – at this point you can add a message if necessary.**
* **Tick ‘request medication’**

**If the items you require are not listed in existing medication:**

* **Tick the ‘make custom request’ radio button**
* **Fill in your message**
* **Tick ‘request medication’**

**YOU CANNOT ORDER EXISTING MEDICATION AND CUSTOM ITEMS ON THE SAME REQUEST – AFTER THE 1ST REQUEST PLEASE TICK ‘RETURN TO MEDICATION’ FOR THE 2ND REQUEST.**