

User guide for SystemOnline

- Access Park Parade Surgery website on www.parkparadesurgery.nhs.uk
- Click on the **'Services'** option at the top of the home page screen
- Select **'online services'**
- Select the highlighted **'Click here'** option half way down the screen
- Under the Login heading you will see where you can enter your username (which is your name & date of birth, all lower case & no spaces) & your password – then click **'login'**
- Under Your Medication heading (on the right of the screen) click **'Request Medication'**
- The screen will show you a list of your repeat medications. Please click in the small square box on the left of each medication, for each item you want to order (please note, you can tick all of your items on this page or just one, whatever is needed)
- If you would like to request a NON - REPEAT item which you have had in the past, please select **'Make Custom Request'** – this will allow you to free-type your requested item in the box below. Please ONLY use this option for medication requests.
- Click **'Request Medication'**
- You have now completed your order, please allow 48 working hours for your request to be processed.

To log out, please click **'Logout'** at the top right of the screen