



FAQ - How to search for a requestor and add the requestor to drop down list.

- Open up the eOrder form
- Click on the search icon next to the Ordering clinician field

Ordering clinician

Order location

- In the search screen that opens type the **surname**, a space and the **initial** of the first name into the Name field.
- Click on the search button to the right if the Name field

Eclair -- Webpage Dialog

Clinician Search

To search this dictionary, enter any known details in the fields below.

Code Name

- A list of requestors matching the search will display

Eclair -- Webpage Dialog

Clinician Search

To search this dictionary, enter any known details in the fields below.

Code Name

Name	Code	Facility	Address	External ID
ADAMS-DOOLITTLE Ben	20DQDJ	HPI Facility		
Dr DOOLITTLE Barnaby	96ZZZZ	HPI Facility		

- In the list, ensure that the doctor you are choosing has the **same** Facility Code as is showing in your Order Location.

Ordering clinician

Order location

- If your doctor is not listed with your Facility code, please contact the eOrder team and arrange to set up the doctor for your practice.
- Click on the doctor to select and add to the order.
- The doctor will be available in the drop down list for future orders.