FAQ – How to search for and add Requestors?

1.1.1 If you are ordering on behalf of a doctor and his/her name is not showing in the drop down list, you can search for the doctor.

1.1.2 After you have ordered for this doctor once, s/he will be added to the drop down list so that you can select from the list in future.

1.1.3 Start by clicking on the Search icon on the right.

1.1.4 eOrder will display a search screen.

1.1.5 Type the **surname**, a space and the **initial** into the **Name field**.

1.1.6 Then Click on the Search button on the right of the Name field.

1.1.7 eOrder will display a list of requestors.

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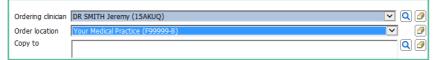

1.1.9 This is particularly important if your doctor works in a number of different locations.

1.1.10 If you choose a doctor with a different Facility code, eOrder will report an error.

1.1.11 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.

1.1.12 Click on the doctor to select and add to the order.

1.1.13 The doctor will be available in the drop down list hereafter.

1.1.14 The look up process is the same for Copy To doctors you may need to add.