

Setting up a locum to access electronic test requesting (e.g. T-Quest) with EMISweb

This is simple and **does not need a call to the IT department.**

All that is needed is to follow the following 2 instructions

1) Nominate a new user

- Go to **Workflow manager**
- Go to **Test Requests** (3/4 of the way down on the list on the left)
- Go to **Report List** (on the top ribbon)
- Select the **Practice users tab**
- Select the **Add** button
- Complete the screen shown
 - Name – add the Clinician's Name
 - Position – use the drop down to select the job role
 - In 'PMS login' field Enter EMIS mnemonic
 - Leave ODS code blank
 - Answer 'can request' as **No**
 - Change 'New request-Starting' to '**Request**' on dropdown menu
 - Select **save**
- Return to **complete tab**
- Select **Close**

2) Allow access to electronic test requests

- Go to **System tools**
- Go to **EMAS manager**
- Go to **Test requests**
- Select you test requesting system – i.e. indigo test request– this should have a **green tick**
- Click **Test requests button** (in the top ribbon)
- 'Somerset Health Informatics Service' (or alternative as appropriate) should display AND be ticked
- Clinic on 'Somerset Health Informatics Service'
- Click **Users**
- A list of EMIS users will be displayed. You can sort this alphabetically by clicking the 'user' label at the top of the table.
- Make sure the clinician you are setting up **has a tick**
 - **If there is no tick, select the clinician and click EDIT**
 - **You can make up ANY password here** (it doesn't need to be the EMISweb password and no one every needs to type it in)
 - Then ensure '**enable user**' is **ticked**.
 - Click **OK**
 - Then click **Close**
 - Then click **OK**

And this should be it!

Thanks