

## 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