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