

# tQuest Admin

## Practice Manager Guide

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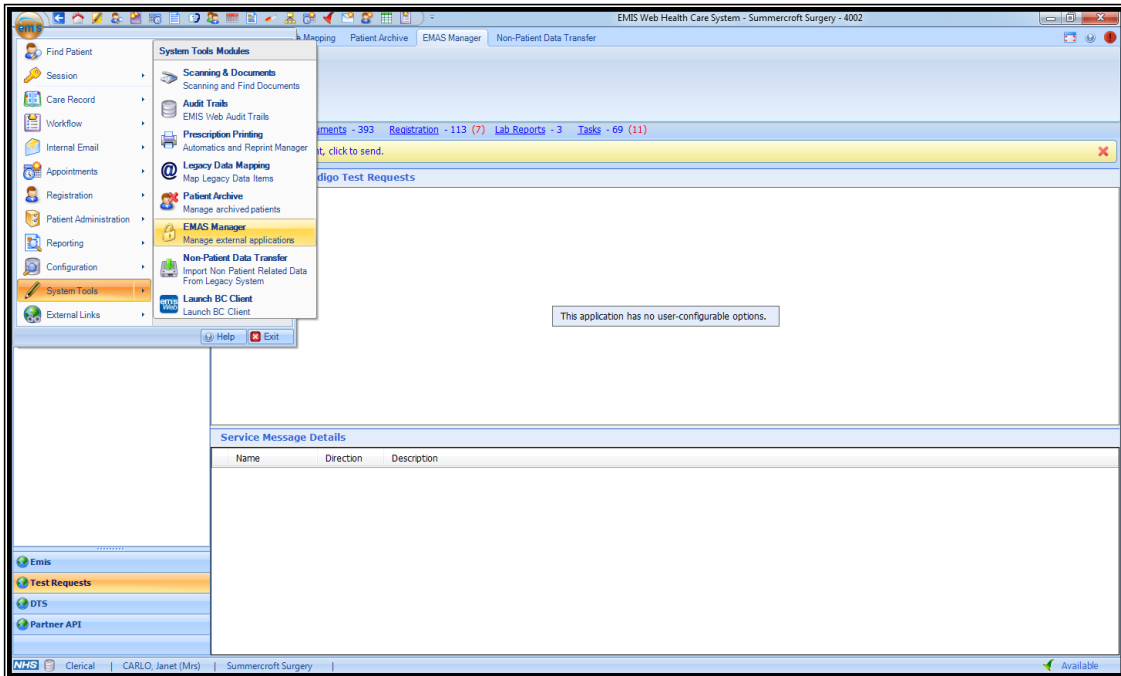
# 1. Registering a new member of Staff with tQuest

## 1.1 EMAS Manager

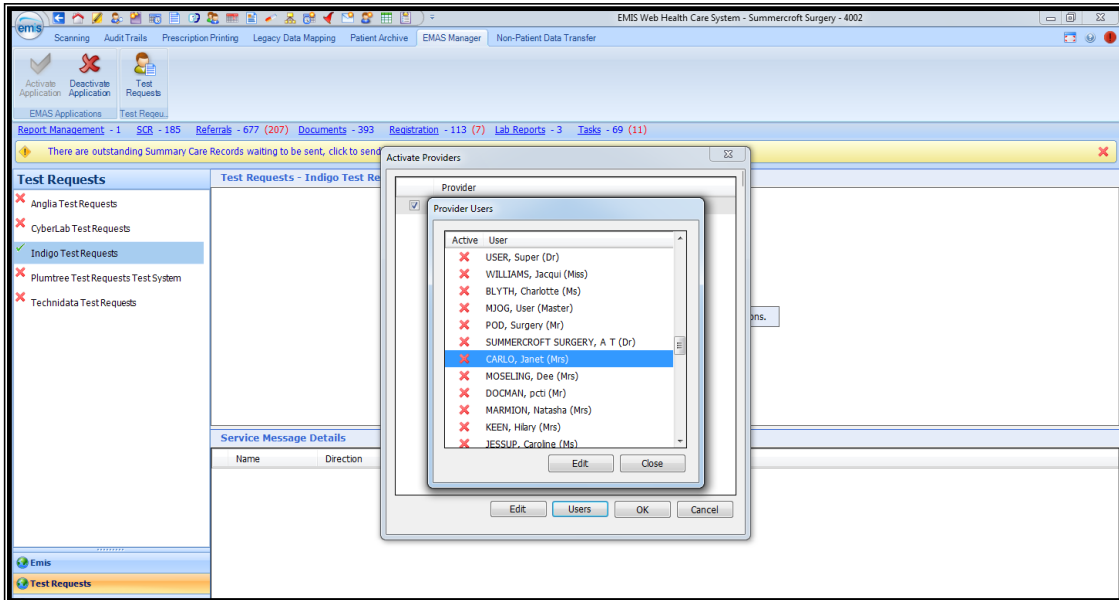
Staff members must be registered within Emas Manager to be able to access tQuest.

Follow the steps below:

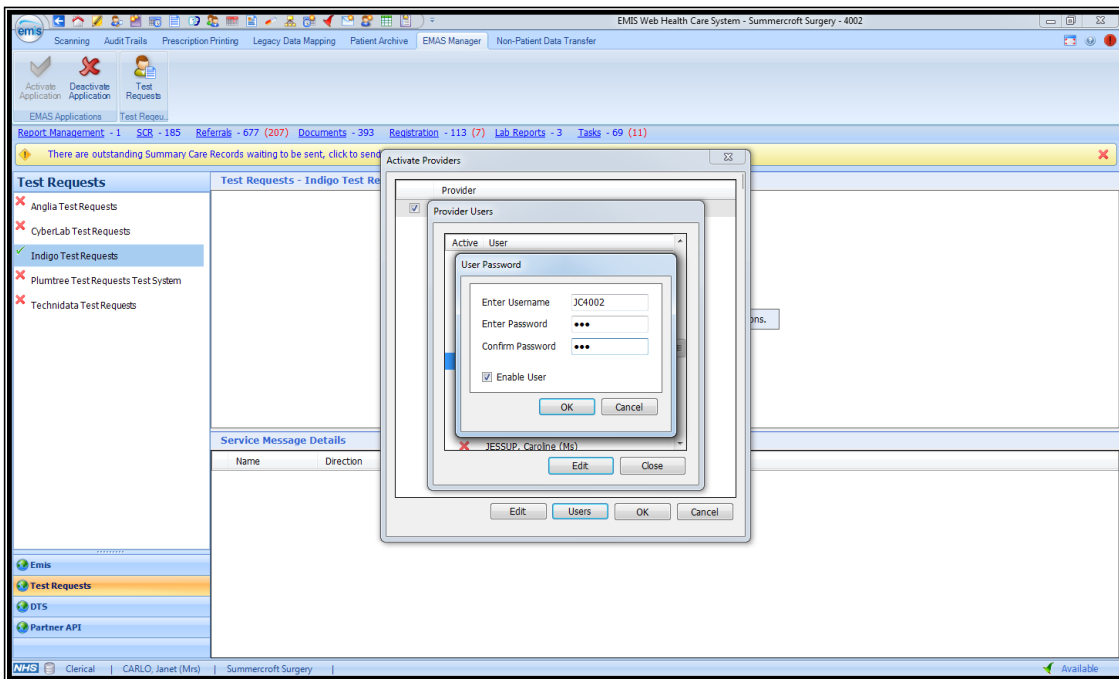
### 1. System Tools – EMAS Manager



2. Select Test Requests (on left hand side)
3. Highlight Indigo Test Requests
4. Select Test Requests icon
5. Highlight the name that has been given to the tQuest Order Comms System
6. Select Users
7. Highlight the User & Select Edit



8. Enter a dummy password (xxx) it is not used by tQuest



9. Select OK

10. Select Close

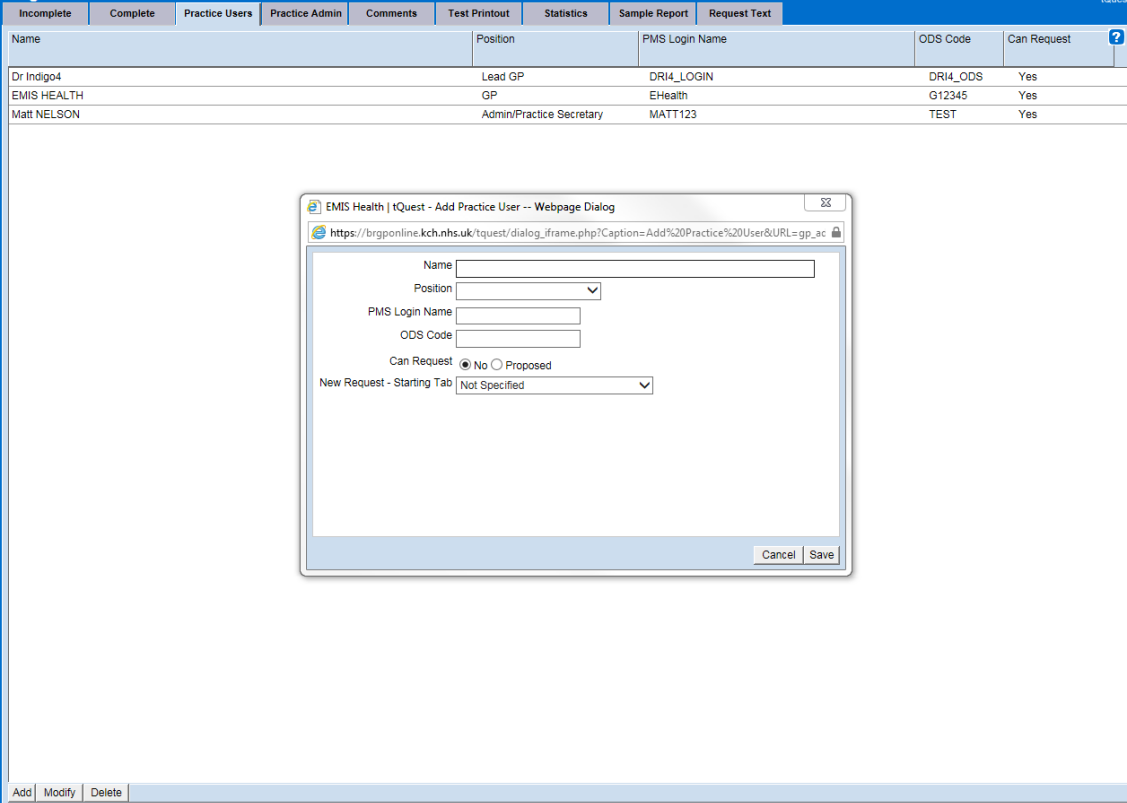
11. Select OK

**Note:** The user will need to log out of EMIS and log back in for the permissions to be applied.

## 1.2 Adding Staff to tQuest

Non requesting staff must be added to tQuest, by follow the steps below to access the tQuest Admin screen; (requesting staff can request access by emailing [tquest@synnovis.co.uk](mailto:tquest@synnovis.co.uk))

1. Workflow Manager – Workflow View
2. Test Requests
3. Report List
4. Practice Users
5. Add



The screenshot displays the tQuest Admin interface. At the top, there is a navigation bar with tabs: Incomplete, Complete, Practice Users, Practice Admin, Comments, Test Printout, Statistics, Sample Report, and Request Text. Below this is a table with the following data:

Name	Position	PMS Login Name	ODS Code	Can Request
Dr Indigo4	Lead GP	DR14_LOGIN	DR14_ODS	Yes
EMIS HEALTH	GP	EHealth	G12345	Yes
Matt NELSON	Admin/Practice Secretary	MATT123	TEST	Yes

Overlaid on the table is a 'Webpage Dialog' window titled 'EMIS Health | tQuest - Add Practice User -- Webpage Dialog'. The dialog contains the following fields and options:

- Name: [Text Input]
- Position: [Dropdown Menu]
- PMS Login Name: [Text Input]
- ODS Code: [Text Input]
- Can Request:  No  Proposed
- New Request - Starting Tab: [Dropdown Menu, currently set to 'Not Specified']

At the bottom of the dialog are 'Cancel' and 'Save' buttons. At the bottom of the main interface, there are 'Add', 'Modify', and 'Delete' buttons.

Enter the user's name, job position and their Emis login ID. If they are a requester enter their GMC/NMC code and set can request to 'Proposed'.

When No is selected the user will still be able to make requests on behalf of another user.

### 1.3 Setting the Default Requestor

It is possible for a requesting user to be set as the Default Requestor and not have to select the clinician from the request tab.

The screenshot shows a web interface with a blue header bar containing the text "EDITE SPATIENT, ONE (27/01/1925) (NHS#: 999 999 9468)". Below the header are three tabs: "Patient", "Request", and "Order". The "Request" tab is active. The main content area displays "Request Id From PMS {3BB8F052-7C2E-7613-B1E3-66876B5F9374}" and a "Requesting Professional" dropdown menu with the text "Please Select..." and a downward arrow.

Emis Web will provide the user's GMP code to tQuest, if no GMP code is available the GMC/NMC or other code is provided. When requesting a new user ensure the appropriate code is provided.

If a user no longer is defaulted please contact [tquest@synnovis.co.uk](mailto:tquest@synnovis.co.uk) with the relevant codes so these can be updated in tQuest.

## 2. Reprinting Request Forms

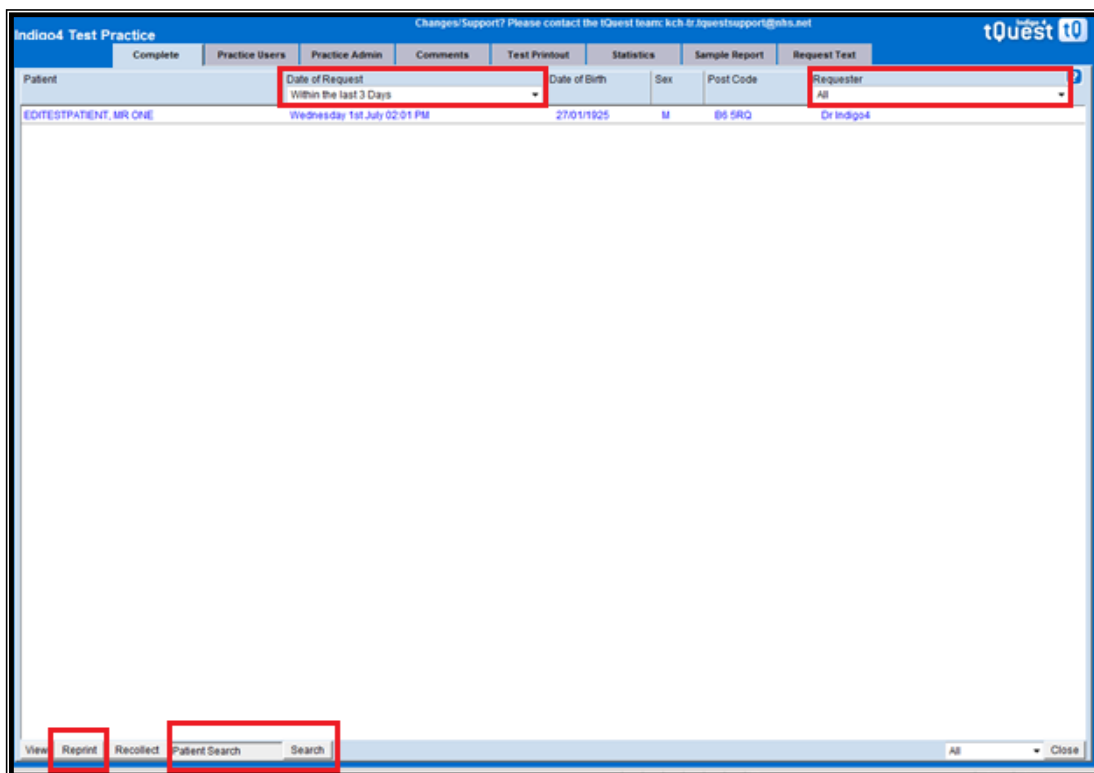
Follow the steps below to access the tQuest Admin screen;

1. Workflow Manager – Workflow View
2. Test Requests
3. Report List
4. Select Complete tab

If the request was longer than 3 days ago you may need to change the Date of Request drop down.

You can search using;

- Requestor (drop down)
- Patient Search (bottom of the screen)

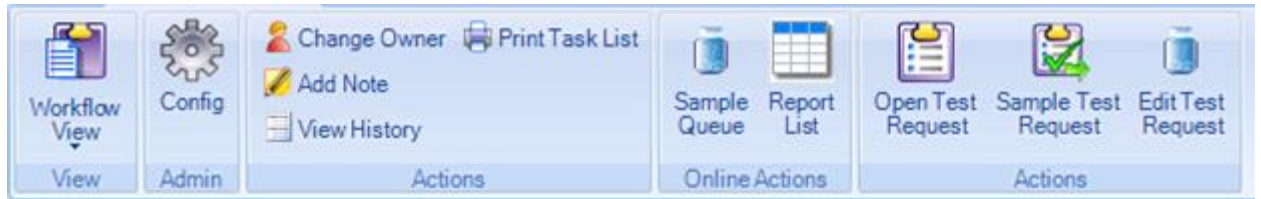


Highlight the patient request and click Reprint.

## 4. Completing Saved Pathology Requests

Pathology requests which have been saved can be completed at a later point in time.

1. Workflow Manager – Workflow View



2. Select Awaiting Sample in the Tests Requests section on the left of the screen. The list of unsampled requests are displayed on the right
3. Highlight the request
4. Click Edit Test Request at the top of the screen. tQuest is launched into the order screen.
5. Check the details and click Finish.

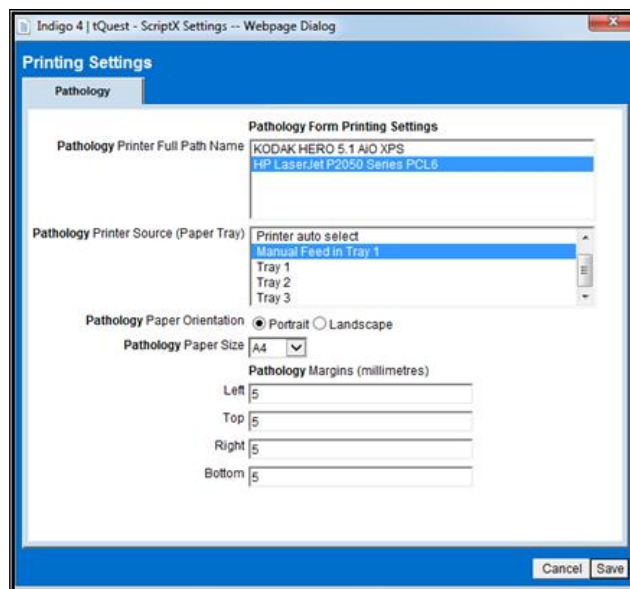
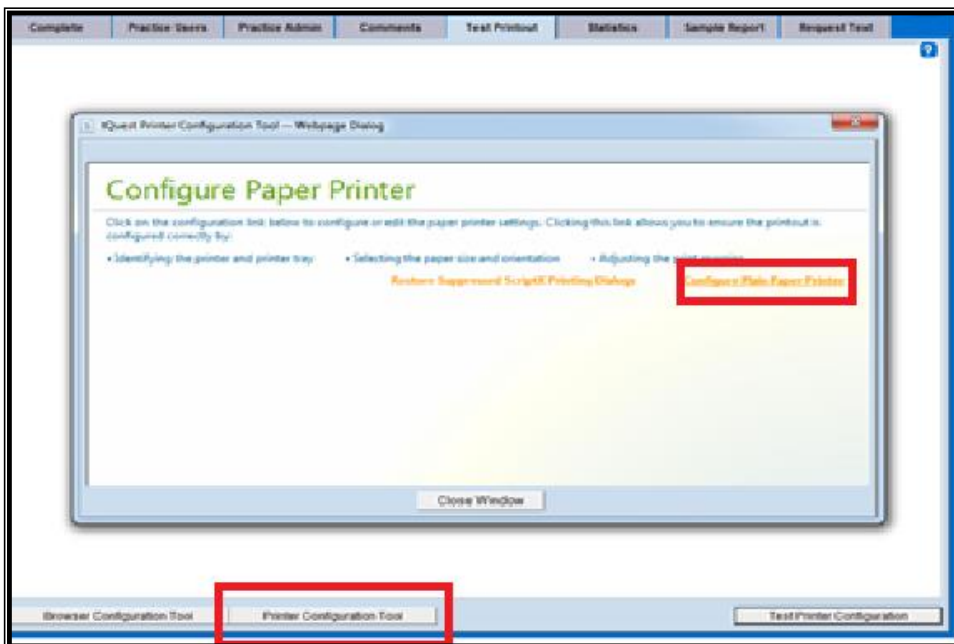
**Note:** If you are completing a request created by another clinician, please ensure you have the global view selected or you will only see requests created by yourself.

## 5. Printing Configuration

Should you ever lose the default printing configuration on a PC or need to adjust the margins, then complete the steps below to ensure that the configuration is correct.

Follow the steps below to access the tQuest Admin screen;

1. Workflow Manager – Workflow View
2. Test Requests
3. Report List
4. Select Test Printout tab
5. Printer Configuration Tool
6. Configure Plain Paper Printer
7. Select the printer, tray and required margins.



8. Click Save