# synnovis

# 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

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Mapping Patient Archive EMAS Manag	ger Non-Patient Data Transfer	🗖 😣 🌒
System Tools Modules		
Session     Scanning & Documents     Scanning and Find Documents		
Care Record    Audit Trails		
Workflow	(7) Lab Reports - 3 Tasks - 69 (11)	
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Appointments		
Registration Patient Archive Manage archived patients		
Patient Administration		
Manage external applications		
Configuration		
System Tools System Tools Client		
External Links    Launch BC Client	This application has no user-configurable options.	
😡 Help 🛛 Exit		
Service Message Details		
Name Direction Description		
G Emis		
😯 Test Requests		
() DTS		
😯 Partner API		
Clerical   CARLO, Janet (Mrs)   Summercroft Surgery		🖌 Available

- 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

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Activate Descrivate Application Application EMAS Applications Test Request Report Management; - 1 SCR - 185 Re	<del>iferrals</del> - 677 (207) <u>Documents</u> - 393	Reastration - 113 (7) Lab Reports - 3 Tasks - 69 (11)	
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Test Requests	Test Requests - Indigo Test Re	Provider	
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Test Requests			
Test Requests			

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

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- 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)

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

Incomplete	Complete	Practice Users	Practice Admin	Comments	Test Printout	Statistics	Sample Report	Request Text			tQuest
Name					Position		PMS Login	Name	ODS Code	Can Request	2
Dr Indigo4					Lead GP		DRI4_LOG	BIN	DRI4_ODS	Yes	
EMIS HEALTH					GP		EHealth		G12345	Yes	
Matt NELSON					Admin/Pr	actice Secretary	MATT123		TEST	Yes	
Add Modify	Delete		<i> http</i>	s://brgponline.kch Na Posi PMS Login Na ODS Ci Can Requ	ame tion	log_iframe.php?C		Stice%20User&URL=gp_ac			
r ao moonly	20.010										

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.

<b>EDITESTPATIEN</b>	T, ONE (27/01/192	5) (NHS#: 999 99	9 9468)
Patient	Request	Order	
	-	7613-B1E3-66876B5F9	374}
Requesting Professi	onal Please Select	~	

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 <u>tquest@synnovis.co.uk</u> with the relevant codes so these can be updated in tQuest.

### 2. Reprinting Request Forms

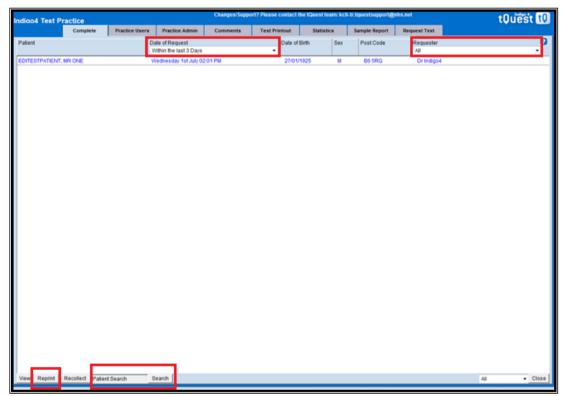
Follow the steps below to access the tQuest Admin screen;

- 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

Workflaw View	Config	Change Owner 🖨 Print Task List Add Note	Sample Report Queue List	Open Test Request Request Edit Test Request Request
View	Admin	Actions	Online Actions	Actions

- 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.

1 Quest Noter Config	unation Tool Webpey	ge Dialog				2
Configu	re Paper F	Printer				
Click on the configure	ution link index to com	figure or well the paper	r printer Lettings. Cli	thing this link allow	is you to ensure the pr	Orderand Inc.
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8. Click Save