

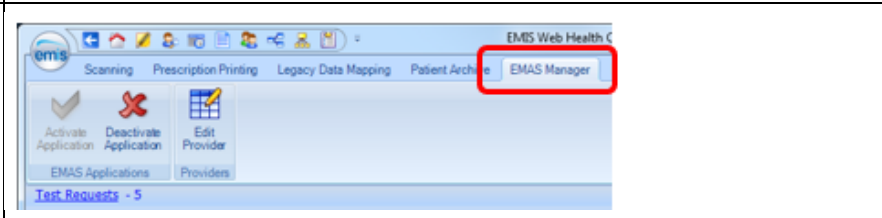
Before you can use online test requests, you need to activate users against your test request provider (Kent & Medway Diagnostics).

Adding a user for online test requests

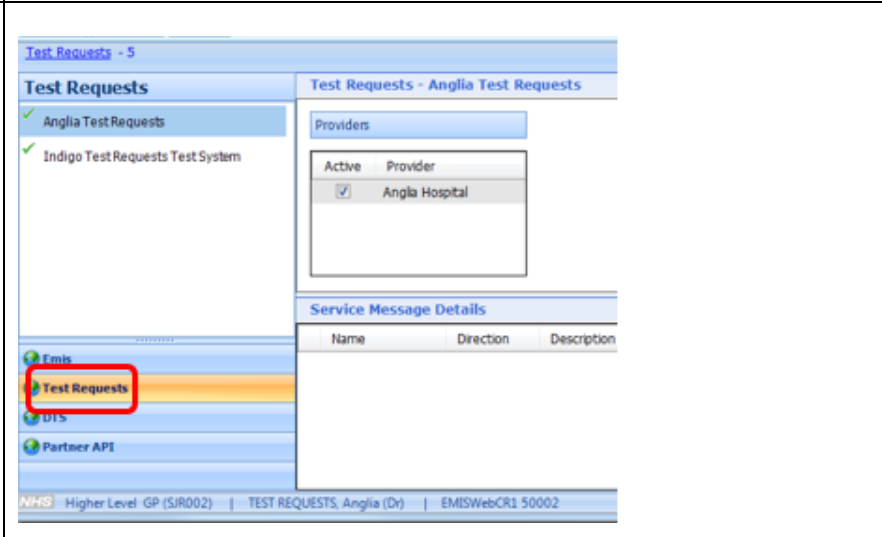
Click **EMIS Web** menu. Point to **System Tools**



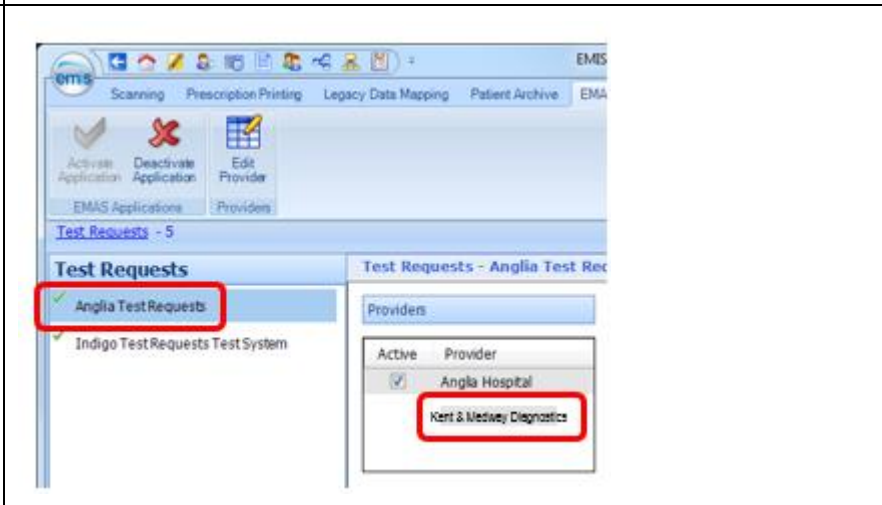
Click **EMAS Manager**

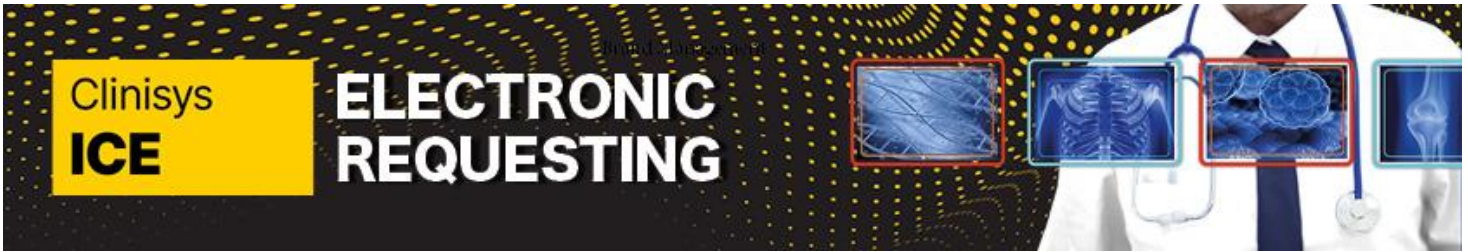


At the bottom of the navigation pane, click the **Test Requests** tab



Select **Anglia Test Requests** on the left, then **Kent & Medway Diagnostics** in the Providers box.
 You can only use active test request providers; a green tick is displayed beside active providers. If you need to activate the provider, select the provider in the navigation pane, and then on the ribbon click **Activate Application**.





In the Users pane, locate and click the name of the required user.

Note: If a user is not included in this list, please check that 'RBAC activity B8020 Perform Test/Investigation Requests' is enabled in their role profile.

Use the **Add username/password** screen to add the user's user name and password

These details are to be found on the Users Details spreadsheet provided by the ICE team, columns O & P (same information in both columns).

To save the details, click **Save**.

When you activate a user, a **Change username/password** link is displayed in the Users pane. If required, you can edit the user's name or password by clicking the link and using the Add username/password screen again to add the new details

Anglia Hospital			
Active	User	Username	
<input checked="" type="checkbox"/>	BRADSHAW, Eileen (Mrs)	Bradshaw, Jenny	Change username/password
<input type="checkbox"/>	BURGESS, Neil (Dr)		
<input type="checkbox"/>	CHADWICK, Karen (Miss)		
<input type="checkbox"/>	GRAHAM, Margaret (Mrs)		

Tip: If the user you've activated is already logged on to EMIS Web and they want to start using test requests straight away, they'll need to log off and log back on to EMIS for the changes to take effect