

Quick Reference Guide: Setting up ICE Users in EMAS manager

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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	ems			
Click EMAS Manager	Image: Second Prescription Printing Legacy Data Mapping Patient Arch e EMIS Web Health C Scanning Prescription Printing Legacy Data Mapping Patient Arch e EMAS Manager Activate Deactivate Edit Provider Provider EMAS Applications Providers Providers Providers Test Requests - 5 Figure Scanning Figure Scanning			
At the bottom of the navigation pane, click the Test Requests tab	Test Requests - 5 Test Requests ✓ Anglia Test Requests Providers ✓ Indigo Test Requests Test System Active Provider ✓ Angla Hospital Service Message Details Ø Ferticer API Name Direction Ø Fartner API MHS Higher Level GP (SIR002) TEST REQUESTS, Anglia (Dr)			
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 .	Image: Scarning Prescription Printing Legacy Data Mapping Patient Archive EMA Scarning Prescription Printing Legacy Data Mapping Patient Archive EMA Active Provides EMSS Applications Provides Test Requests - 5 Test Requests Indigo Test Requests Test System Indigo Test Requests Test System			

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ICE

In the Users pane, locate and click the name of the required user. To be included in this list, you must have RBAC activity B8020 Perform Test/Investigation Requests in your 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.	Add u	sername/password Inglia Hospital - BRADSHAN Username Password Confirm Password	W, Eileen (Mrs)	
When you activate a user, a Change				
username/password link is displayed in the	Anglia Hospital			
Users pane. If required, you can edit the user's	Active	User	Username	
name or password by clicking the link and	V	BRADSHAW, Elleen (Mrs)	Bradshaw, Jenny Change username/password	
using the Add username/password screen		BURGESS, Neil (Dr)		
again to aud the new details		CHADWICK, Karen (Miss)		
		GRAMAM, 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

ELECTRONIC REQUESTING

