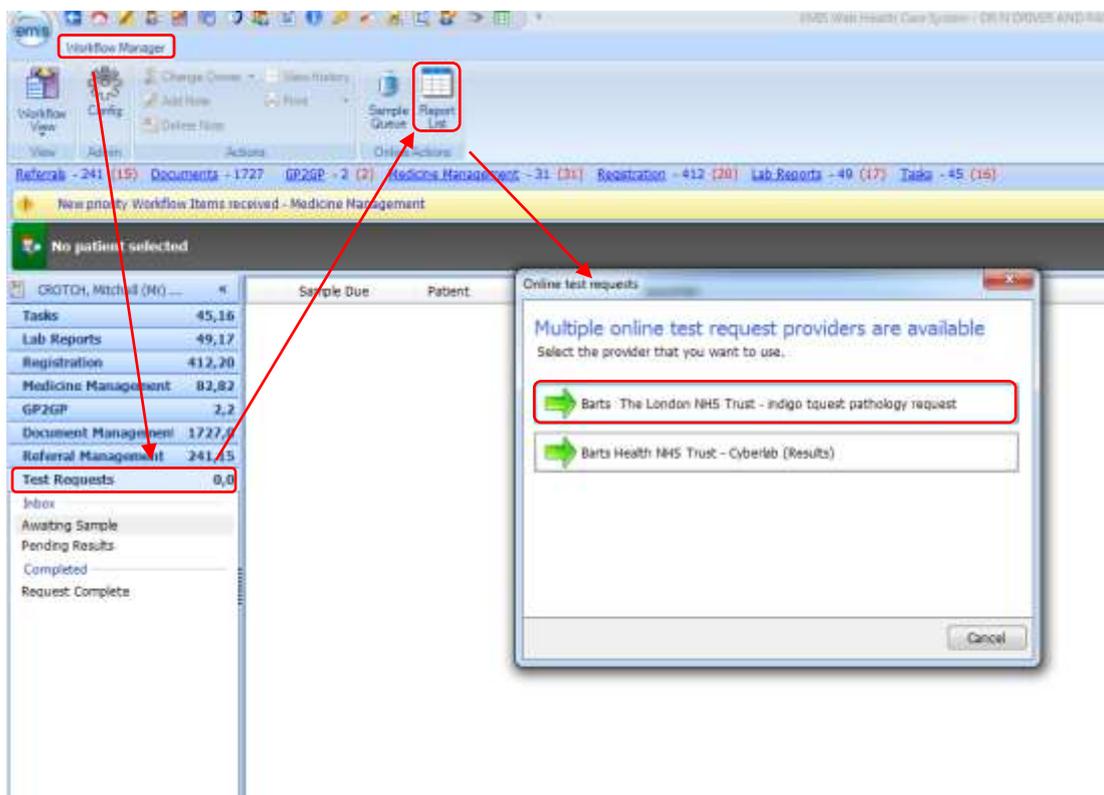


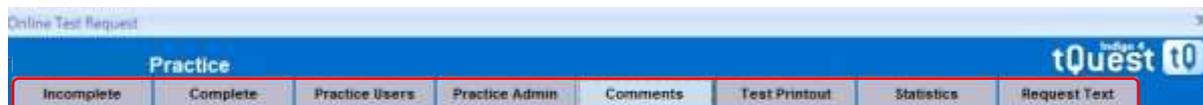
## tQuest Admin Guidance

1. To access the tquest administrative function:

Workflow manager > Test Requests > Report List > Online test requests > Bart's & the London NHS Trust – indigo tquest pathology request.



2. tquest online test request (admin) screen opens, displaying **8 tabs**:

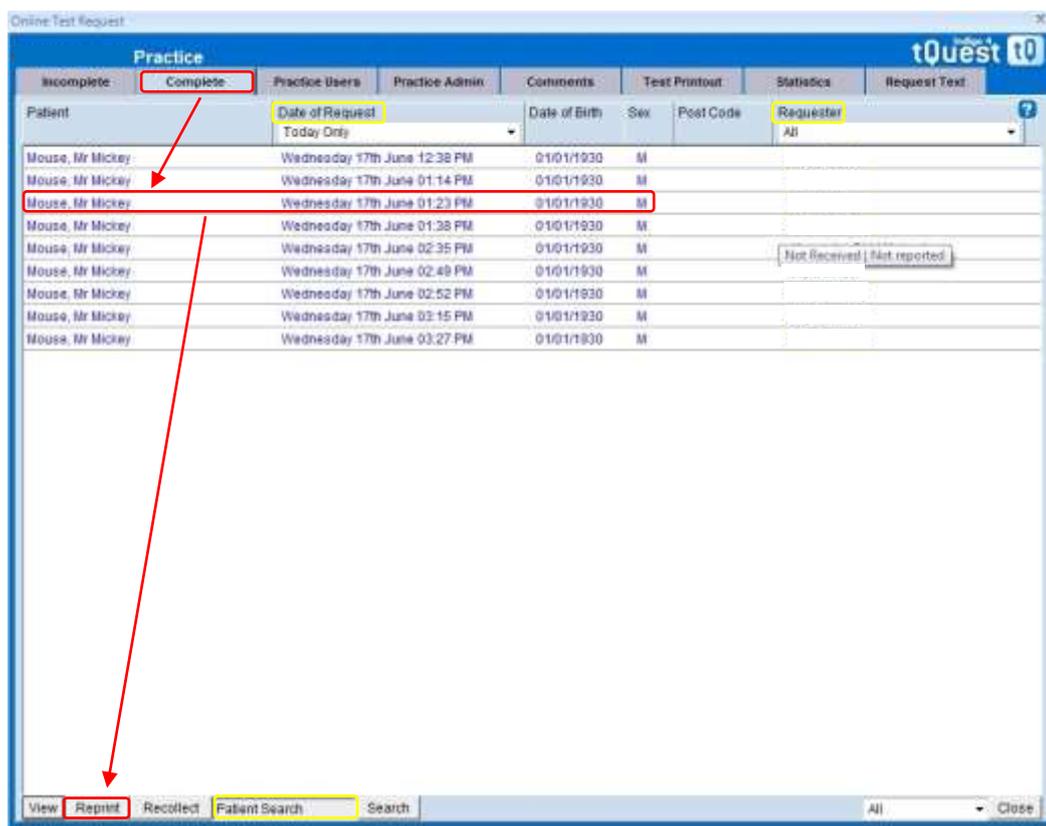


- **Tab 1 = incomplete:** this will show all unfinished (**saved**) requests which require completing before the request is received by Bart's Health.



- **Tab 2 = Complete:** this will show all **finished** requests (Under this tab requests can be **reprinted**).

**To reprint a request** - select the patient / request from the list and click **reprint**. (You can locate the request you wish to reprint using the **patient search** option, or filtering by the **Date of Request** was raised, and or by the **Requester**).



Online Test Request

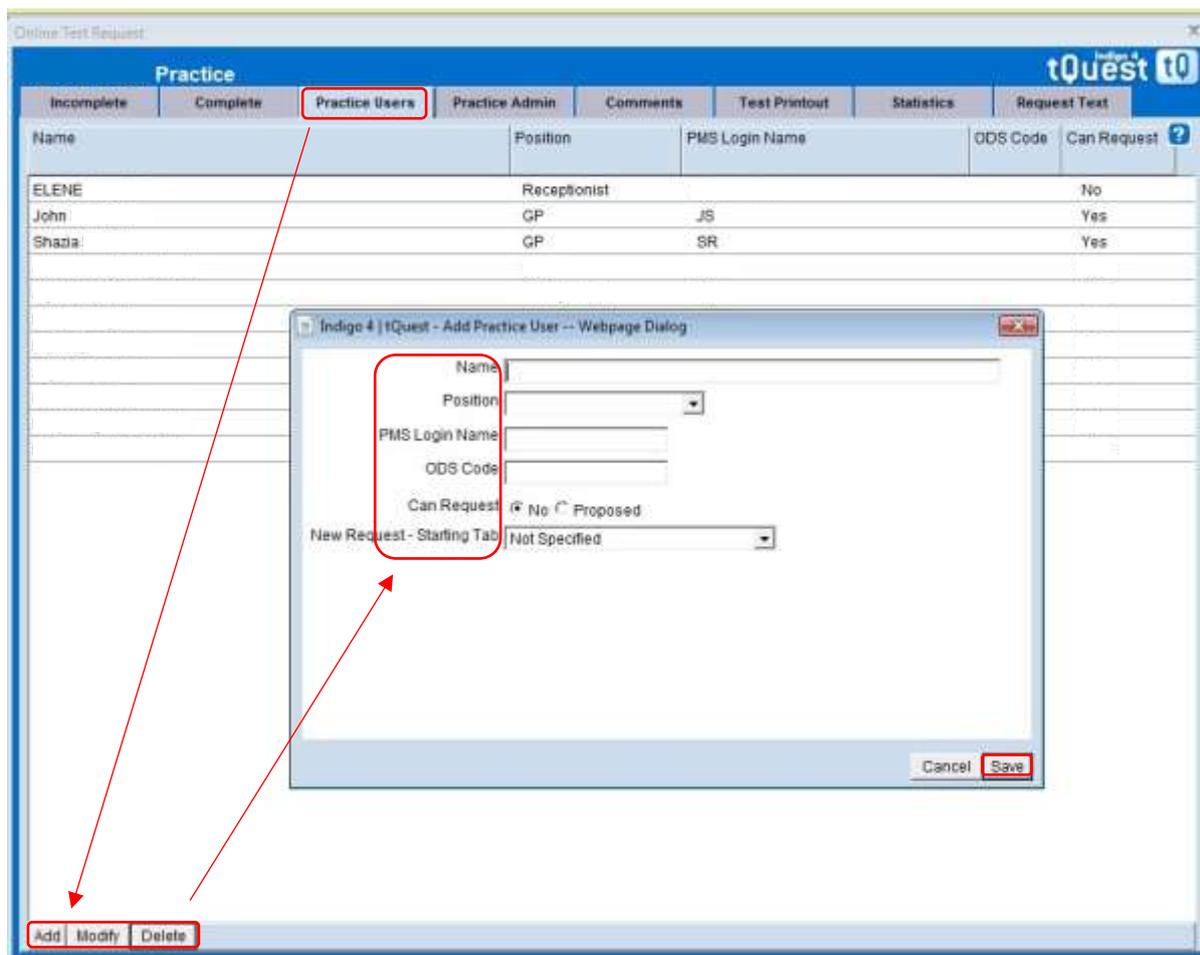
**Practice**

Incomplete Complete Practice Users Practice Admin Comments Test Printout Statistics Request Text

Patient	Date of Request	Date of Birth	Sex	Post Code	Requester
Mouse, Mr Mickey	Wednesday 17th June 12:38 PM	01/01/1930	M		All
Mouse, Mr Mickey	Wednesday 17th June 01:14 PM	01/01/1930	M		
Mouse, Mr Mickey	Wednesday 17th June 01:23 PM	01/01/1930	M		
Mouse, Mr Mickey	Wednesday 17th June 01:38 PM	01/01/1930	M		
Mouse, Mr Mickey	Wednesday 17th June 02:35 PM	01/01/1930	M		Not Received   Not reported
Mouse, Mr Mickey	Wednesday 17th June 02:49 PM	01/01/1930	M		
Mouse, Mr Mickey	Wednesday 17th June 02:52 PM	01/01/1930	M		
Mouse, Mr Mickey	Wednesday 17th June 03:15 PM	01/01/1930	M		
Mouse, Mr Mickey	Wednesday 17th June 03:27 PM	01/01/1930	M		

View Reprint Recollect Patient Search Search All Close

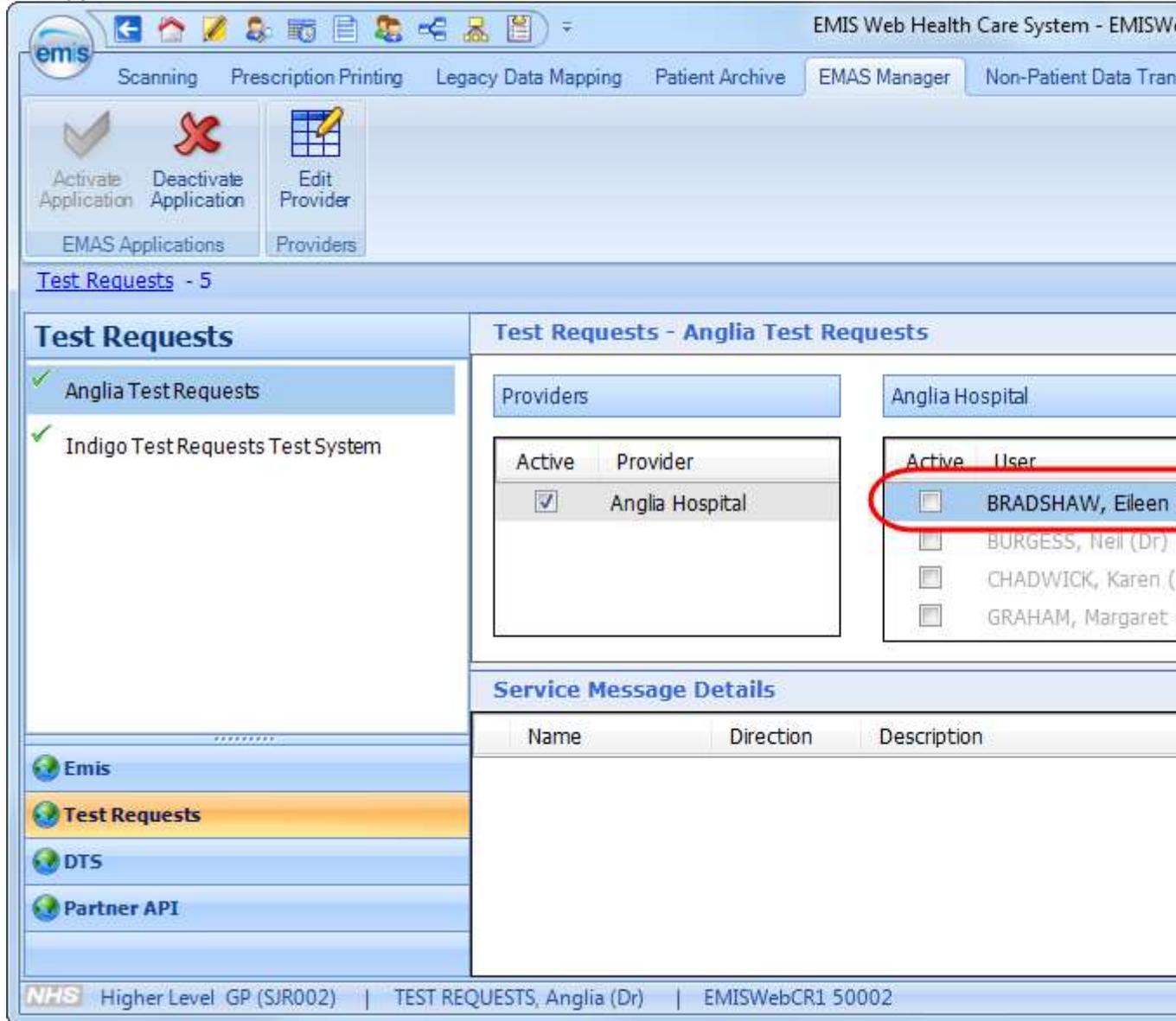
- **Tab 3 = Practice Users:** to add a **new user** for tQuest access: click **add**, populate the “Add Practice User” screen by filling in all the fields
  - **Name** – (users full name),
  - **Position** (select role from drop down list),
  - **PMS Login Name** (Emis web user name),
  - **ODS code** (only for GPs, use their GMC number),
  - **Can Request** - select either, No (reception/admin) or Proposed (Clinicians)
  - **New Request – Starting Tab**, select **Order** once complete click **save**.



### Activating Users in EMAS Manager

- Access **EMAS** Manager.
- Click , point to **System Tools**, and then click **EMAS Manager**. The EMAS Manager screen is displayed.
- At the bottom of the navigation pane, click the **Test Requests tab**, and then select **Barts and the London** from the list displayed at the top of the navigation pane.

1.



*Test Requests screen with a user circled in the Users pane*

- Locate the user from the list on the right hand side.
- **Click** in the box and use the Add username/password screen to add the user's user name and password. (Ensure that the username is the same as the PMS login set-up in tquest module)

*Add username/password screen*

- The password can be **1234**
- 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.

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

*Change username/password link*

**Tab 4 = Practice Admin:** ensure the following fields are populated (this is a onetime only requirement):

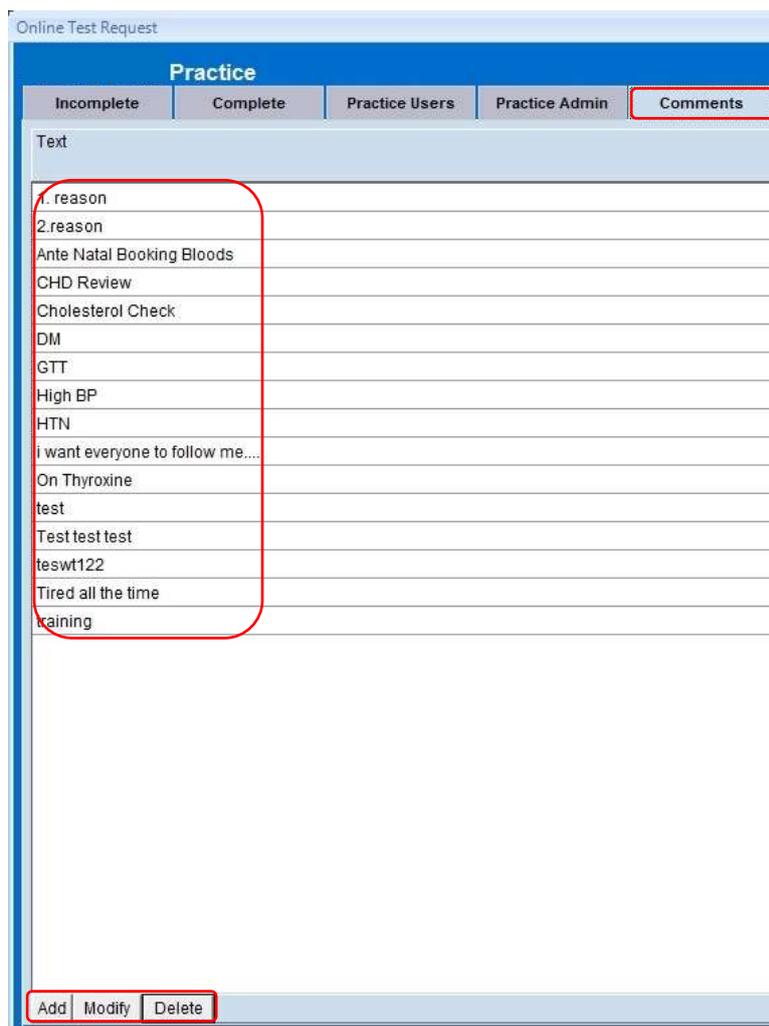
- Telephone number (practice),
- Fax number (practice),
- Further Contact details (full practice address)
- Ensure use **ScriptX** at this practice box is **ticked**, click **apply** bottom right of window

**Tab 5 = Comments:** This is where you manage the **clinical details text** that has been saved when ordering / creating a request.

*It would be wise to agree as a practice what clinical details should be saved here and create a pick list of top 10 -30 reasons! and delegate this task to someone to update.*

(If everyone saved their own comments, then the comments pick list could become unmanageable).

To **Add**, **Modify** or **Delete text**, click the buttons at the bottom of the screen



Online Test Request

**Practice**

Incomplete Complete Practice Users Practice Admin **Comments**

Text

1. reason  
 2.reason  
 Ante Natal Booking Bloods  
 CHD Review  
 Cholesterol Check  
 DM  
 GTT  
 High BP  
 HTN  
 i want everyone to follow me....  
 On Thyroxine  
 test  
 Test test test  
 teswt122  
 Tired all the time  
 raining

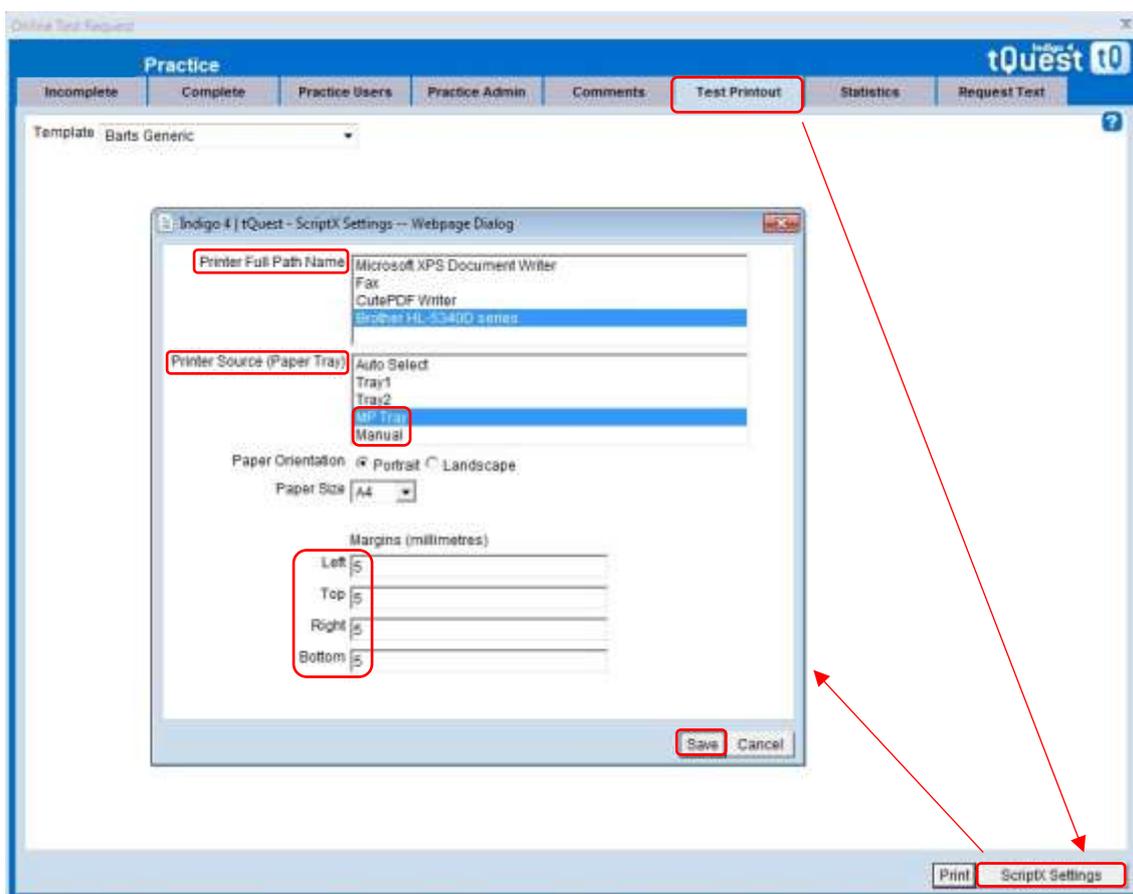
Add Modify Delete

**Tab 6 = Test Printout:** If you are having issues printing from tQuest, such as the barcode not aligning or printing incorrectly.

Click the **ScriptX Settings** button at the bottom of the page, Indigo 4 | tQuest - ScriptX settings -- Webpage dialog screen opens, from here you can check:

- Printer Full Path Name - check that your printer is selected
- Printer Source (paper tray) - ensure that MP or Manual feed tray is selected
- Click save.

(If the tQuest labels need adjusting so that the barcode fits the label, adjust margins to suit)



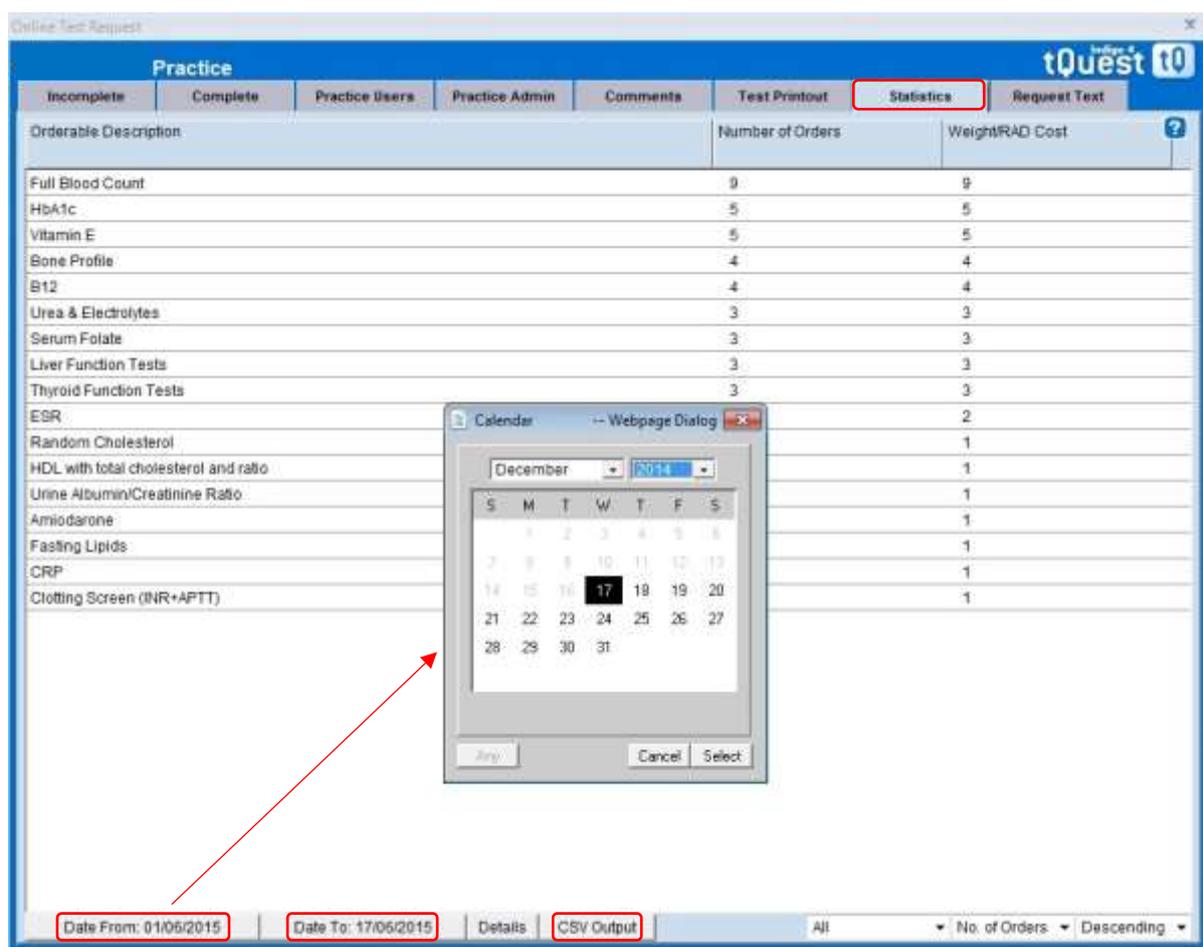
**Tab 7 = Statistics:**

To view a graphical report of all electronic requests raised over a given date period (1 day up to - 6mths previous).

- Click **Date From**: calendar opens, choose the start date (can view dates up to 6mths in the past) and click **select**.
- Click **Date To**: and click **select**. (all requests for your chosen dates are displayed)

This report can be downloaded as a .CSV file and opened within Excel where you can display the data using different charts/colours etc...

- Click **CSV.Output** and save the file to your desktop or network share.



Orderable Description	Number of Orders	Weight/RAD Cost
Full Blood Count	9	9
HbA1c	5	5
Vitamin E	5	5
Bone Profile	4	4
B12	4	4
Urea & Electrolytes	3	3
Serum Folate	3	3
Liver Function Tests	3	3
Thyroid Function Tests	3	3
EGR	2	2
Random Cholesterol	1	1
HDL with total cholesterol and ratio	1	1
Urine Albumin/Creatinine Ratio	1	1
Amiodarone	1	1
Fasting Lipids	1	1
CRP	1	1
Clotting Screen (INR+APTT)	1	1

Date From: 01/05/2015    Date To: 17/05/2015    Details    **CSV Output**    All    No. of Orders    Descending

**Tab 8 = Request text:** N/A at this time.