

tQuest Admin Guidance

Title: tQuest Admin Guidance
Created: October 2021
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Version: 2.0

Date	Amendments	Updated by
01-08-2022	Logo and company name	AB

The aim of this guide is to help you set up new users that need tQuest access.

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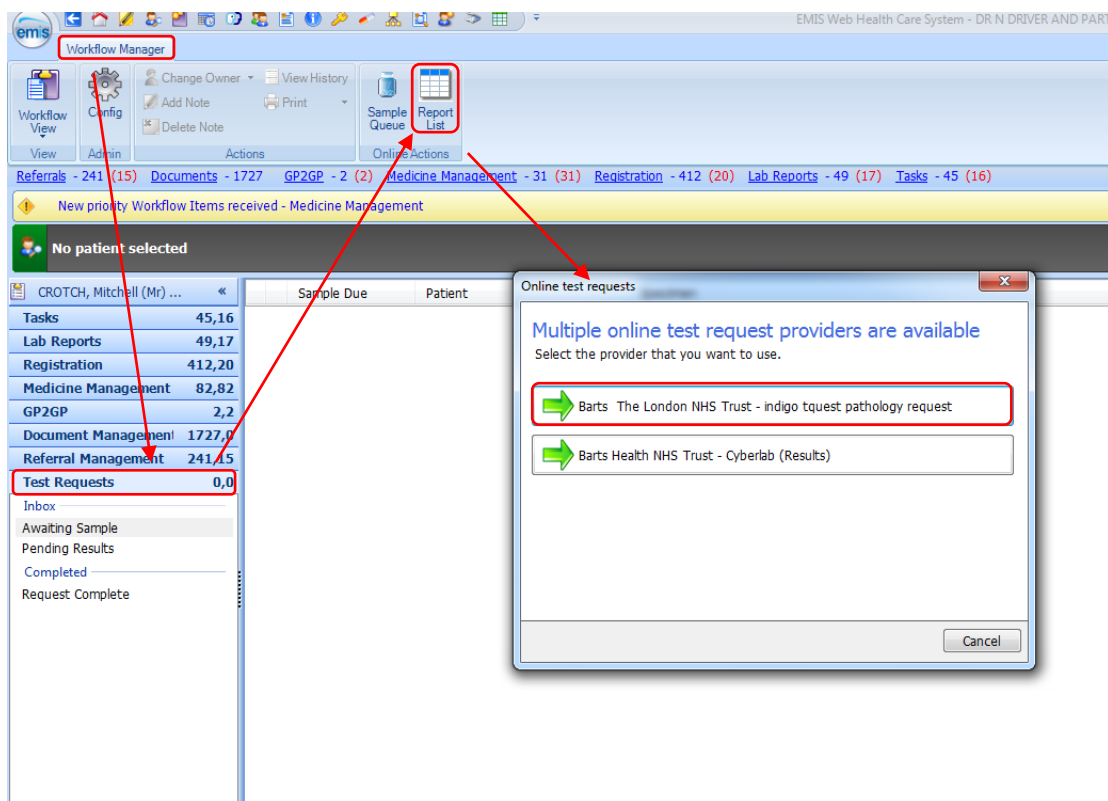
Eventbrite Session Page Link:

<http://nelgpitraining.eventbrite.com>

Activating Users in Workflow Manager

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**:

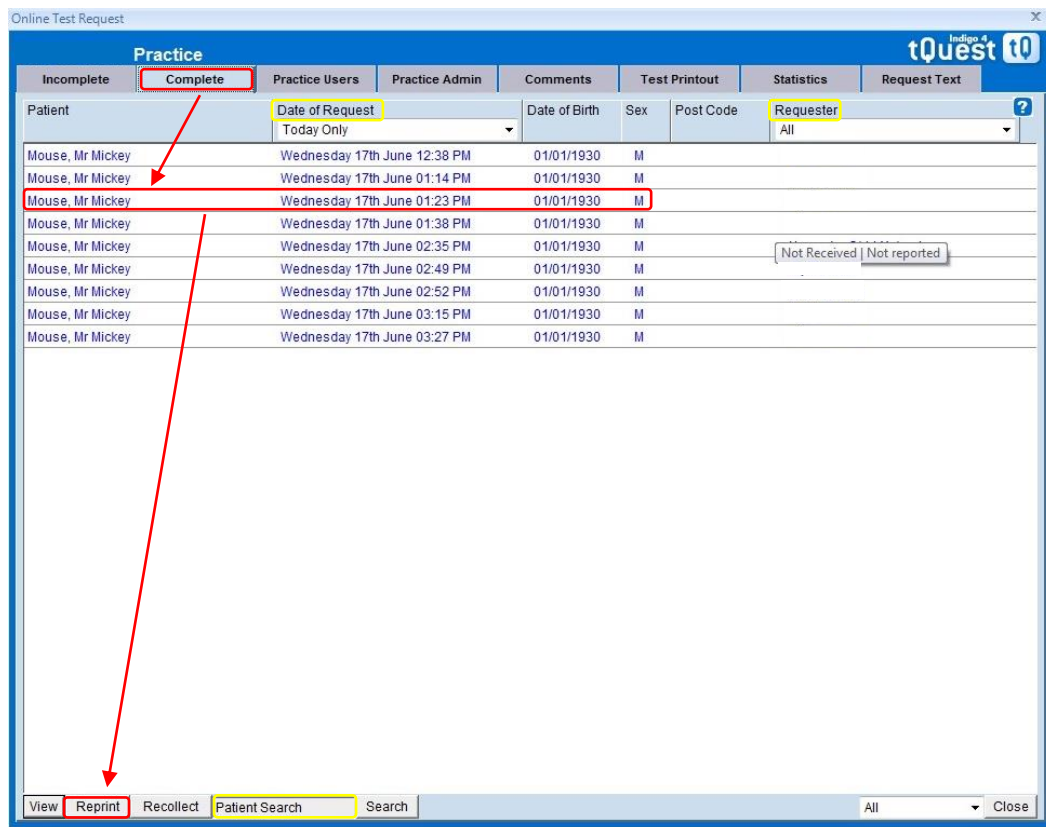


- **Tab 1 = incomplete:** this will show all unfinished (**saved**) requests which require completing before the request is received by Bart's Health.



- **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**).



- **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** (Insert GMC number for doctors, NMC pin for nurses, GPC number for pharmacists, leave blank for all other staff types),
 - **Can Request** - Proposed (For all staff types but ensure ODS code is blank for non-clinical staff)

- **New Request – Starting Tab**, select **Order** once complete click **save**.

Name	Position	PMS Login Name	ODS Code	Can Request
ELENE	Receptionist			No
John	GP	JS		Yes
Shazia	GP	SR		Yes

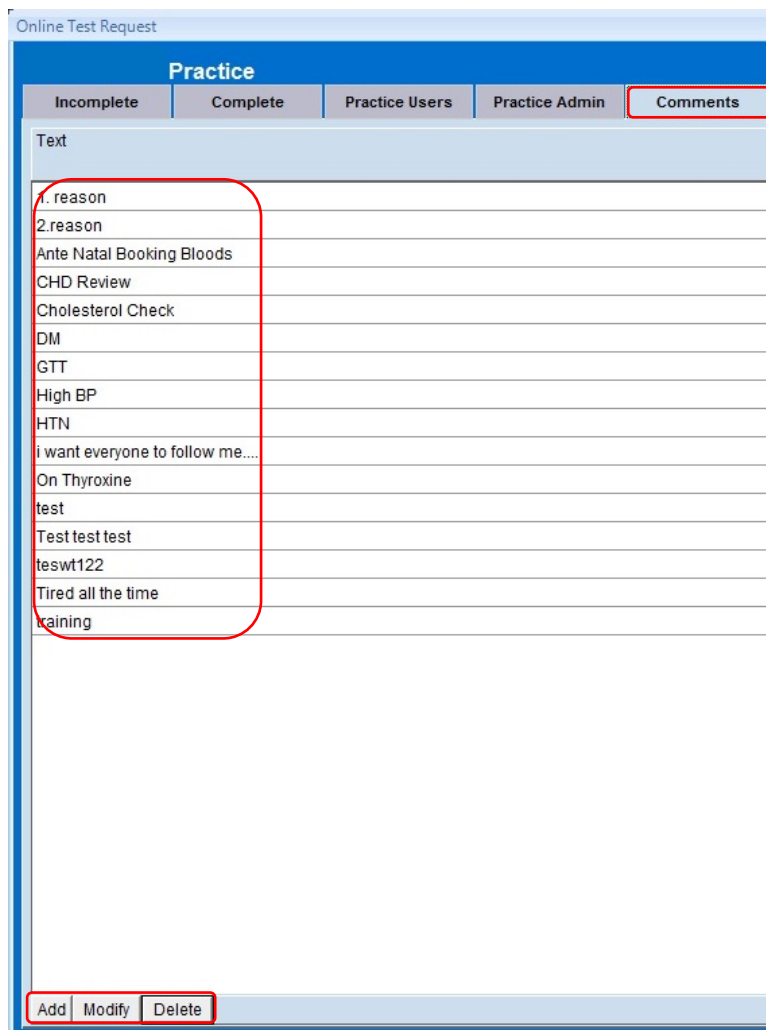
- **Tab 4 = Practice Admin:** ensure the following fields are populated (this is a onetime only requirement):
 - Telephone number (practice),
 - Fax number (practice),
 - Further Contact details (full practice address)
 - Ensure use **ScriptX** at this practice box is **ticked**, click **apply** bottom 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

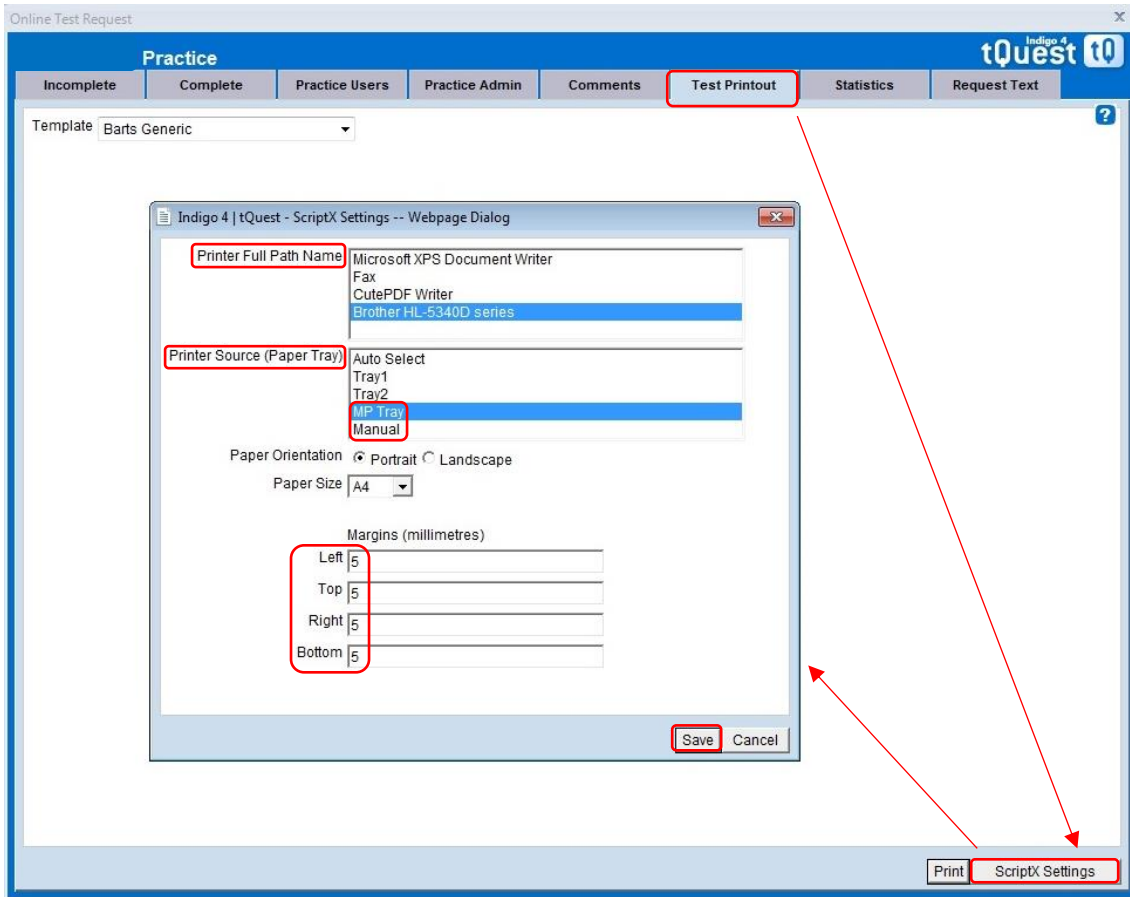


- **Tab 6 = Test Printout:** If you are having issues printing from tQuest, such as the barcode not aligning or printing incorrectly.

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.

Online Test Request

Practice Indigo 4 tQuest t0

[Incomplete](#)
[Complete](#)
[Practice Users](#)
[Practice Admin](#)
[Comments](#)
[Test Printout](#)
[Statistics](#)
[Request Text](#)

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
ESR		2
Random Cholesterol		1
HDL with total cholesterol and ratio		1
Urine Albumin/Creatinine Ratio		1
Amiodarone		1
Fasting Lipids		1
CRP		1
Clotting Screen (INR+APTT)		1

Calendar -- Webpage Dialog

December 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


Any Cancel Select

[Details](#)

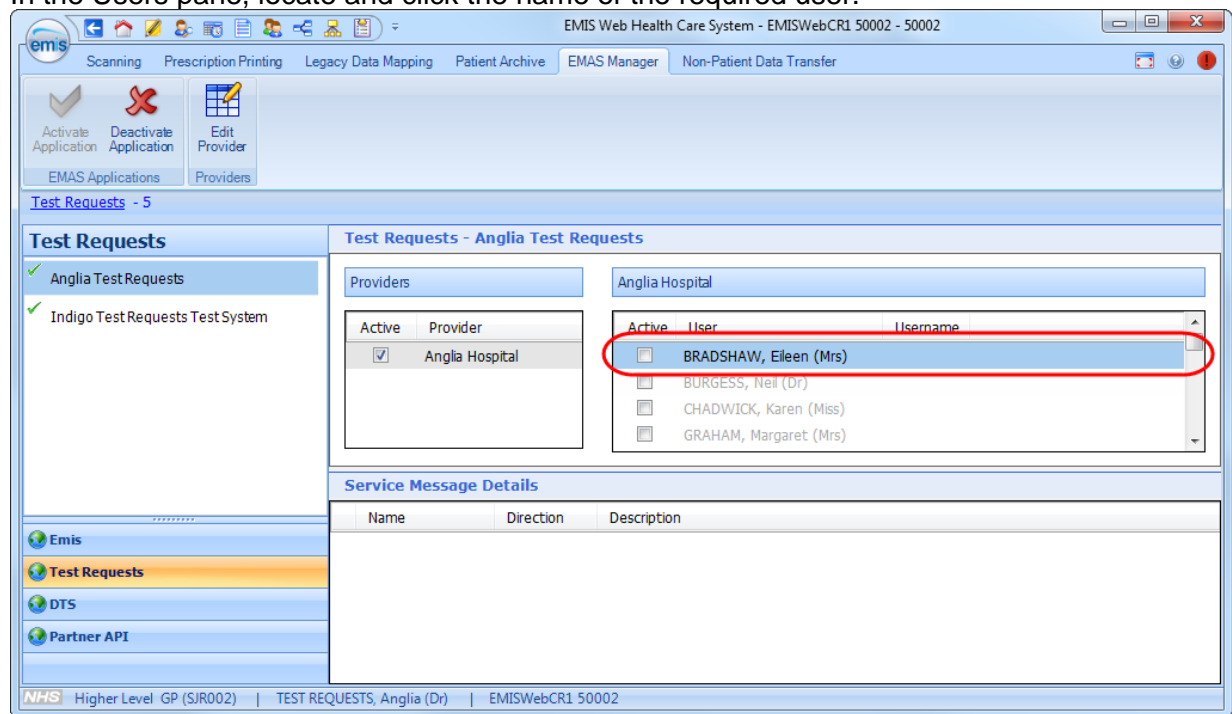
All No. of Orders Descending

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

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.

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



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 username 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.

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)		

Change username/password link