



A care system support organisation



EMIS Web - Adding New NT & ST Labs (2026) Guide

North Tessa NHS Foundation Trust
South Tees NHS Foundation Trust

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Official

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1. Introduction

Two new labs have been setup for the following areas:

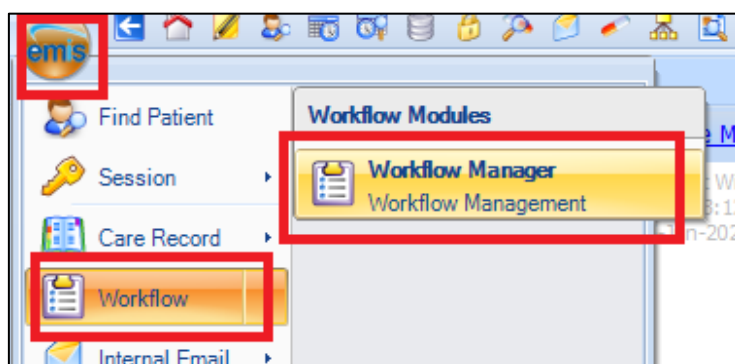
- North Tees
- South Tees

This guide has been created to assist in adding the new labs to EMIS Web. You do not have to add both labs, you only need to add the one you will use for your area. However, both labs can be added if required.

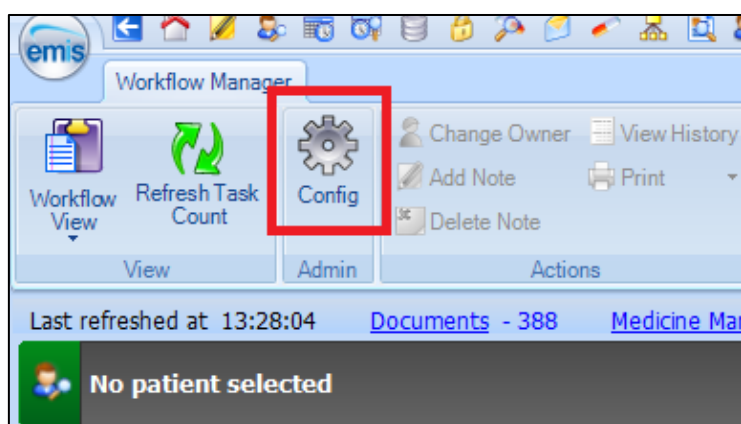
Note: You will need the appropriate access rights to be able to amend Organisation Settings.

2. Adding the New Labs

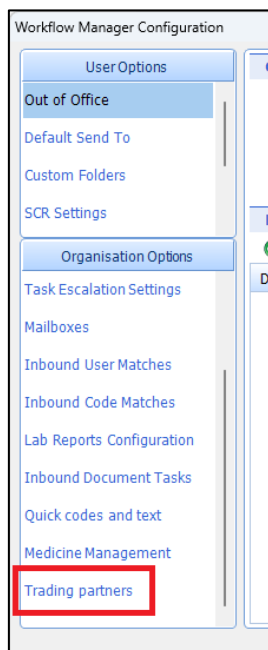
1. Navigate to **Workflow Manager** via the **EMIS Menu Button** (or your Toolbar/Quick Launch Menu shortcut if configured).



2. Select the **Config** button.

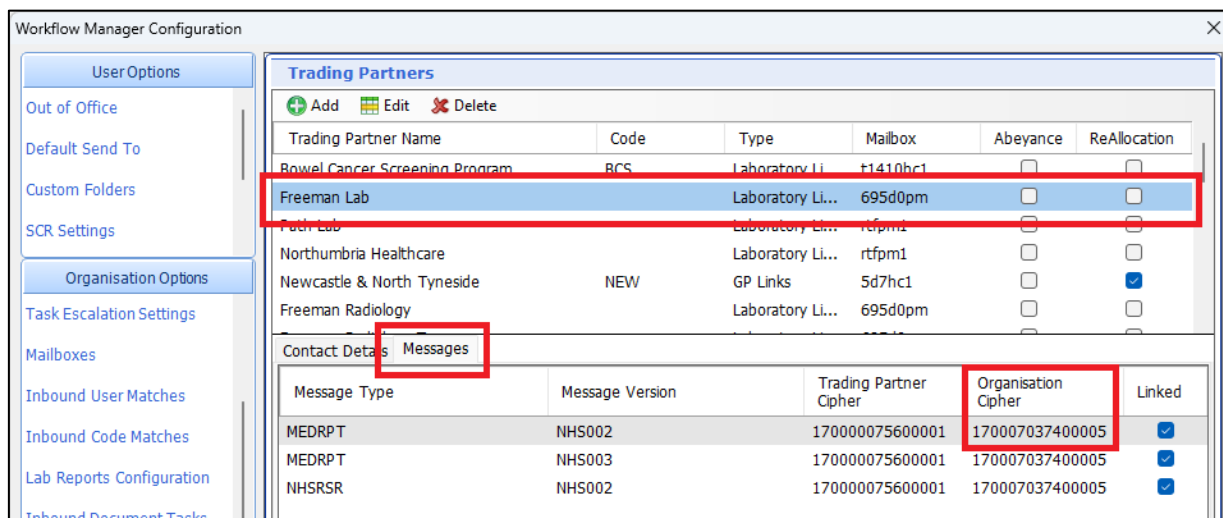


3. Select **Trading Partners** within the **Organisation Options** section.



2.1. Finding Your Organisation Cipher

1. Before adding any labs, you will need your Organisation Cipher. This can be found by selecting one of the existing labs currently being used at your practice in the list and then selecting the Messages tab in the bottom pane. It is the 15-digit number in the Organisation Cipher column. It is advisable to check more than one of your currently used Labs to make sure you have the correct Organisation Cipher as it should be the same for all of them.



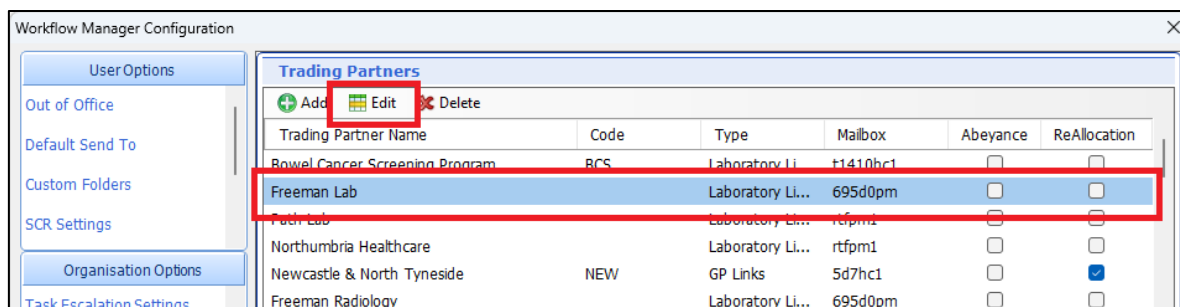
2.1.1. Copying the Organisation Cipher

The Organisation Cipher is 1 15-digit number and will need to be used at least three times when adding a lab. Because of this, you may wish to copy it so that it can be pasted in when adding a Lab.

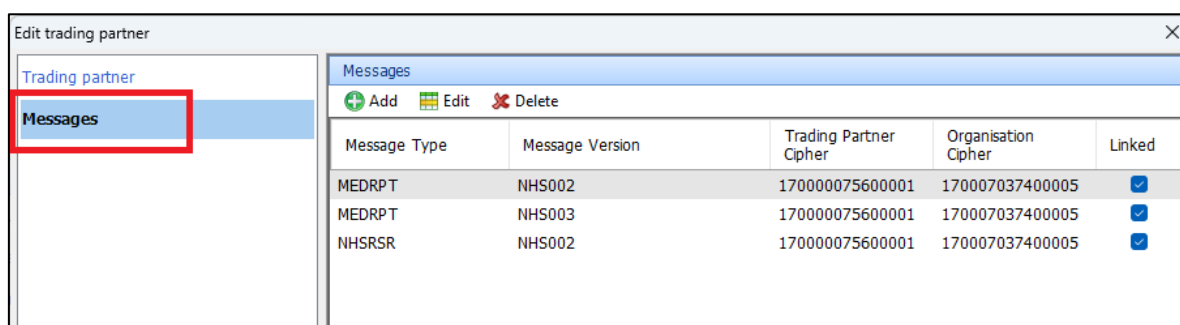
WARNING

Copying the Organisation Cipher involves editing an existing lab to enable the copying of the number. If any information is changed or removed while doing this the existing lab may stop working. Please be careful to follow the instructions exactly as written to avoid mistakes or manually type the number into Notepad or MS Word to enable copying later.

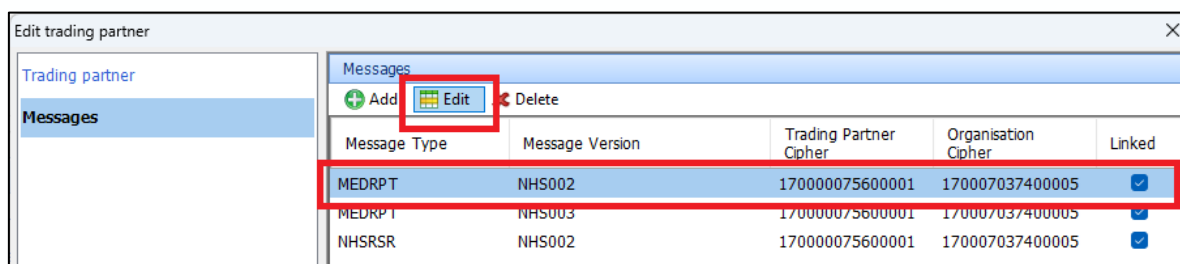
1. To copy the Organisation Cipher, highlight an existing lab and select the Edit button.



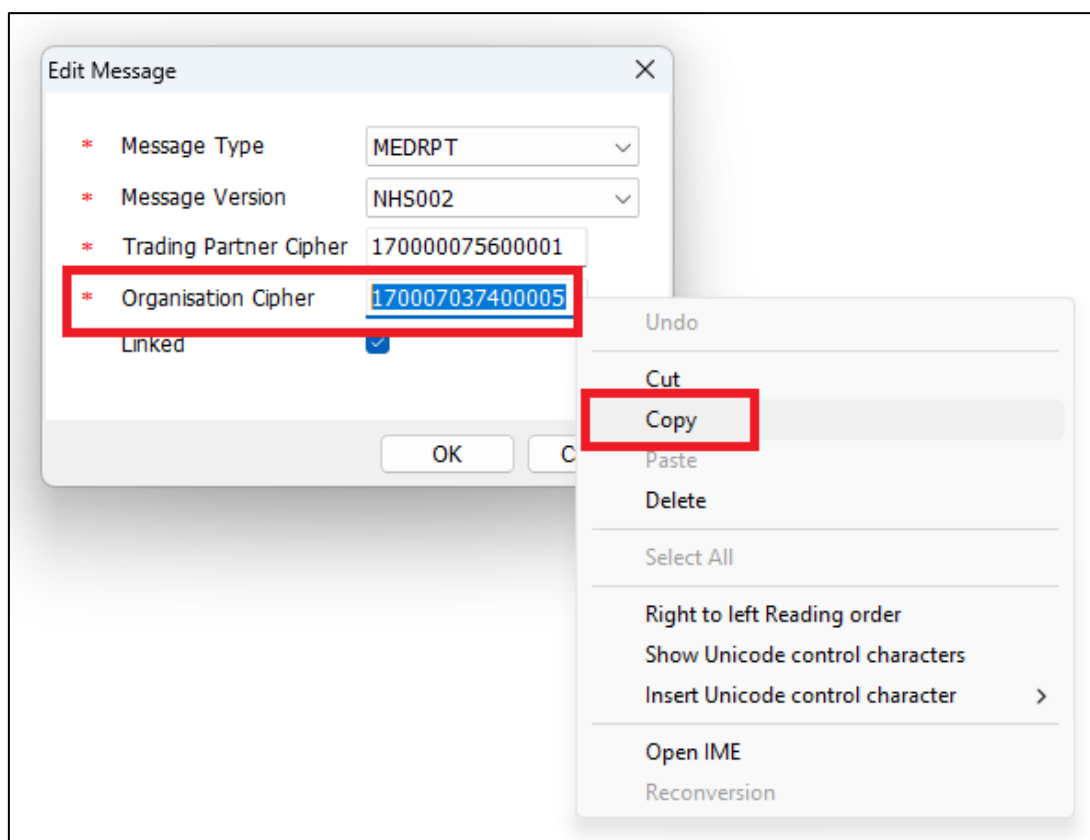
2. Select the **Messages** section on the left-hand side.



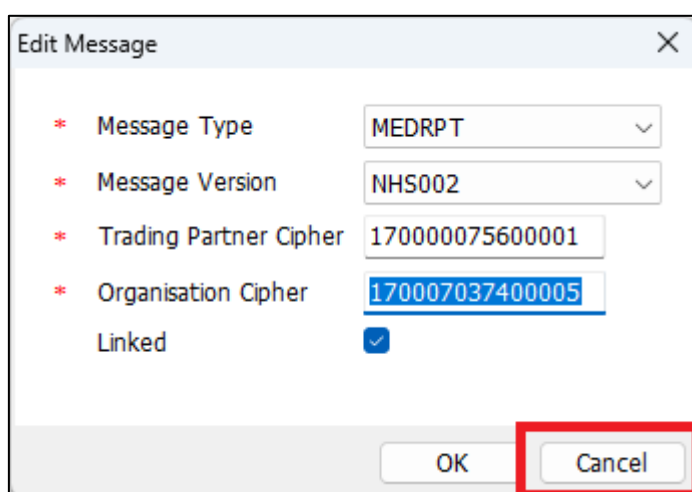
3. Select one of the **Message** on the right-hand side and select the **Edit** button.



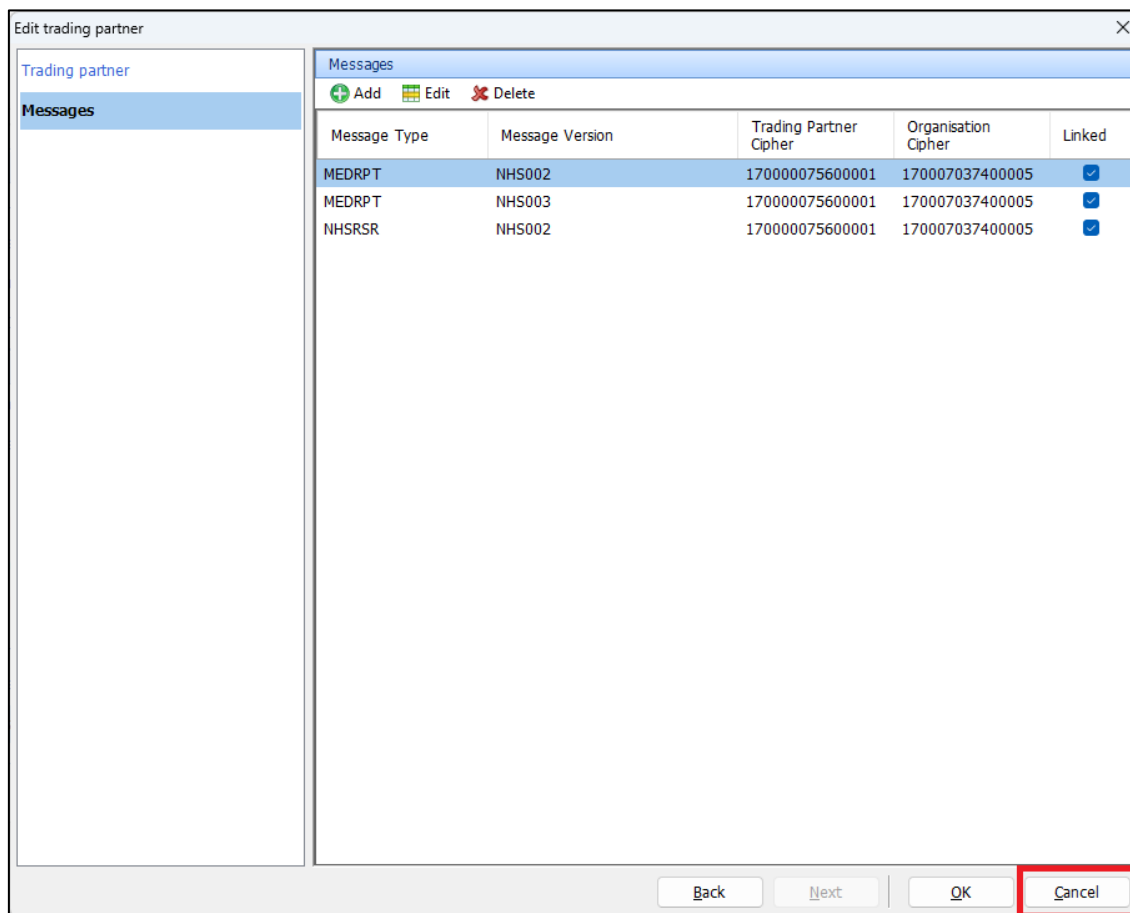
4. Highlight the entire 15-digit number in the **Organisation Cipher** box and either right-click and select **Copy** or use the keyboard shortcut of **CTRL+C**.



5. You can now either paste this number into Notepad or MS Word etc. so that you can copy and paste it when adding the new labs.
6. Select **Cancel** to close the **Edit Message** dialogue.

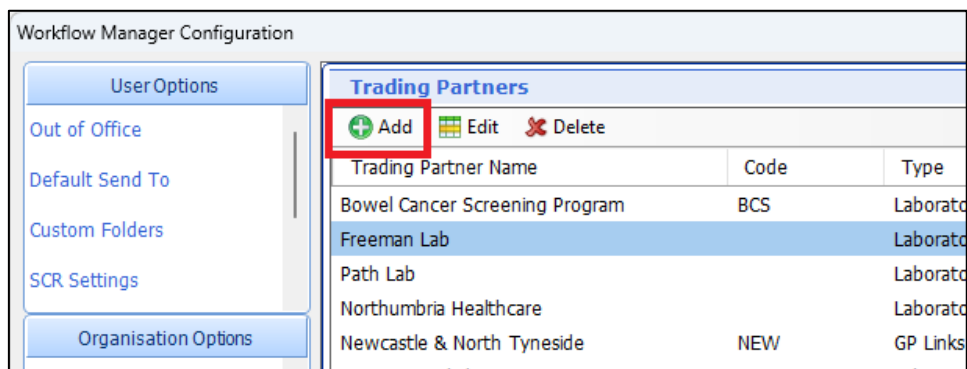


7. Select **Cancel** to close the **Edit trading partner** dialogue.



2.2. Adding a Lab

1. Within the Trading Partners window, select **Add** to enter a new lab. Do not edit an existing one as these are new Lab configurations.



2. There are two new labs that can be added as required. The details needed for each one are listed below:

Trading Partner Name	North Tees and Hartlepool NHS Foundation Trust	South Tees Hospitals NHS Foundation Trust
DTS Mailbox	69200pm	694u0pm
Main Contact	Andrew Roberts	Andrew Roberts
Telephone	01642 617617	01642 850850
Trading Partner Cipher	170000081300008	170000062200013

3. Select "Laboratory Links" from the **Trading Partner Type** dropdown menu.

4. Enter the **Trading Partner Name** from the table above. In this example the North Tees lab is being added.

5. Enter the **DTS Mailbox** from the table above.

6. Enter the **Main Contact** from the table above.

The screenshot shows the 'Add trading partner' window. On the left, there is a sidebar with 'Trading partner' and 'Messages' sections. The 'Trading partner' section is active. The main area contains several fields: 'Trading Partner Type' (set to 'Laboratory Links'), 'Trading Partner Name' (set to 'North Tees and Hartlepool NHS Foundation Trust'), 'Trading Partner Code' (empty), 'DTS Mailbox' (set to '69200pm'), and 'Main Contact' (set to 'Andrew Roberts'). The 'Main Contact' field is highlighted with a red rectangle.

7. Enter the **Telephone** from the table above.

The screenshot shows the 'Add trading partner' window. The 'Main Contact' field is now filled with 'Andrew Roberts'. The 'Telephone' field is highlighted with a red rectangle and contains the value '01642 617617'. The 'Fax' field is empty.

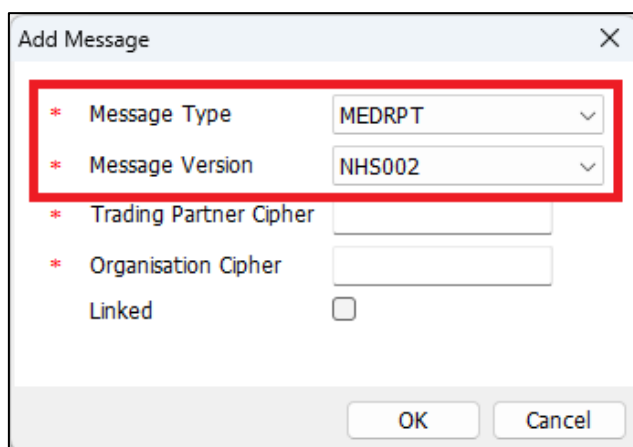
8. Select the **Messages** section on the left-hand side.

The screenshot shows the 'Add trading partner' window. The 'Messages' section in the sidebar is highlighted with a red rectangle. The main area shows a table with columns 'Message Type' and 'Message Version'. Above the table are buttons for '+ Add', 'Edit', and 'Delete'.

9. Select the **Add** button.

The screenshot shows the 'Add trading partner' window. The 'Add' button (with a green plus icon) is highlighted with a red rectangle. The 'Messages' section in the sidebar is also highlighted.

10. We will be adding three entries in this section. For the first one, leave the **Message Type** as "MEDRPT" and the **Message Version** as "NHS002".



Add Message

* Message Type MEDRPT

* Message Version NHS002

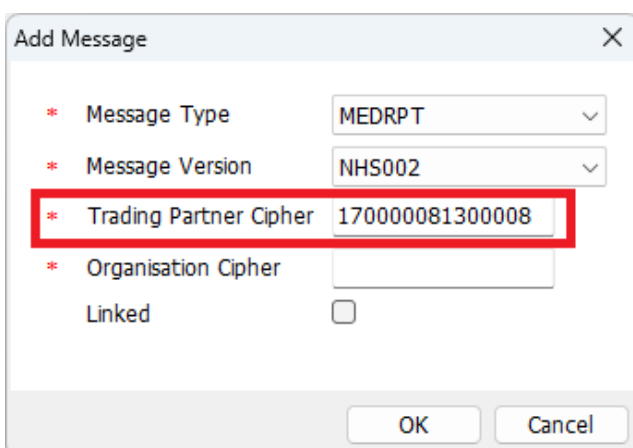
* Trading Partner Cipher

* Organisation Cipher

Linked ☐

OK Cancel

11. Add the **Trading Partner Cipher** from the table above.



Add Message

* Message Type MEDRPT

* Message Version NHS002

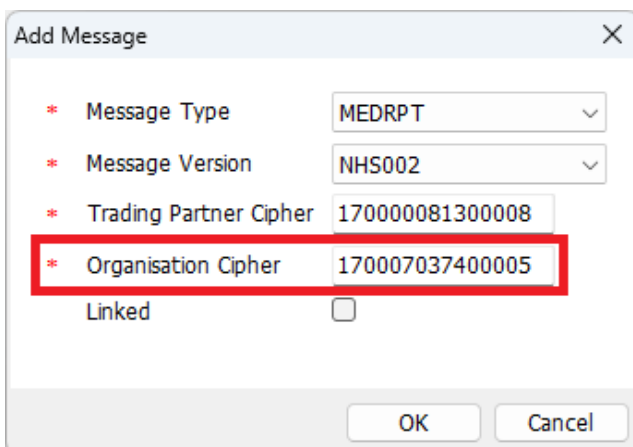
* Trading Partner Cipher 170000081300008

* Organisation Cipher

Linked ☐

OK Cancel

12. Add your **Organisation Cipher** (this could be pasted in if you copied it as previously described)



Add Message

* Message Type MEDRPT

* Message Version NHS002

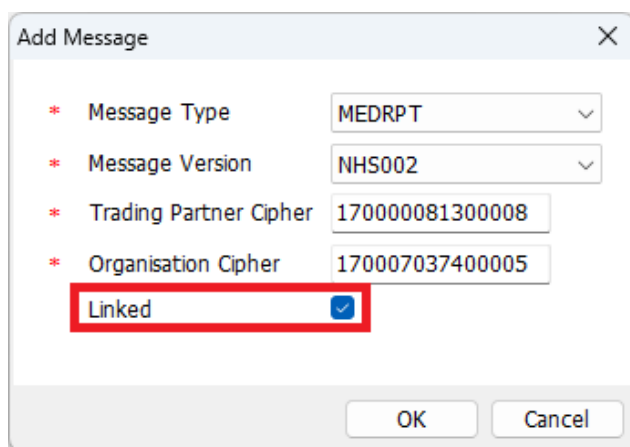
* Trading Partner Cipher 170000081300008

* Organisation Cipher 170007037400005

Linked ☐

OK Cancel

13. Select the **Linked** box to enable it.

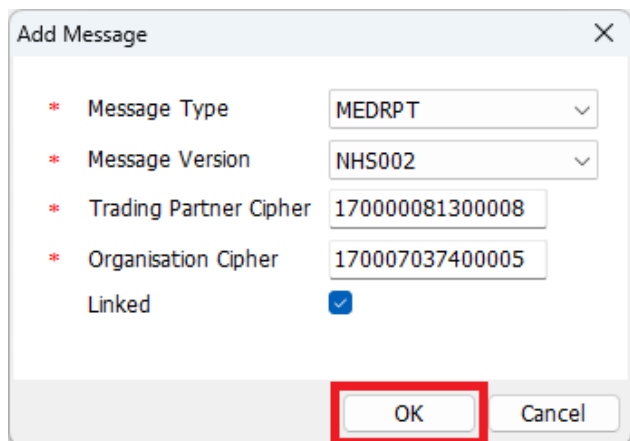


The 'Add Message' dialog box contains the following fields:

- * Message Type: MEDRPT
- * Message Version: NHS002
- * Trading Partner Cipher: 170000081300008
- * Organisation Cipher: 170007037400005
- Linked: ☒ (highlighted with a red rectangle)

Buttons: OK, Cancel

14. Select **OK**.

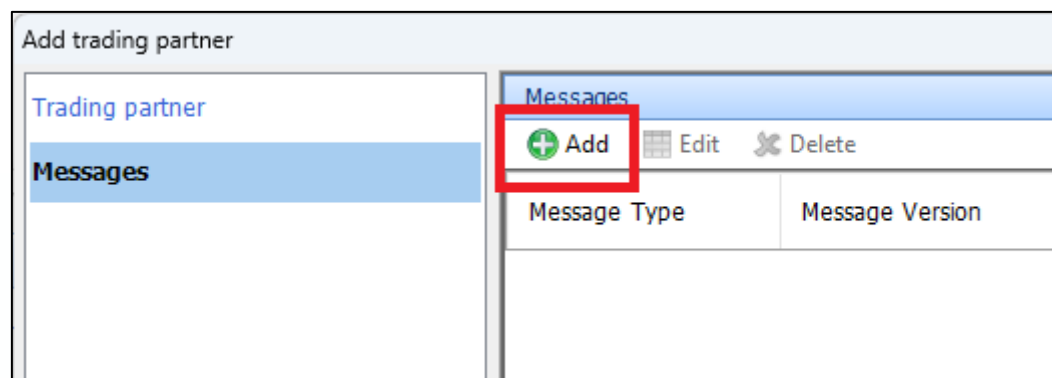


The 'Add Message' dialog box contains the following fields:

- * Message Type: MEDRPT
- * Message Version: NHS002
- * Trading Partner Cipher: 170000081300008
- * Organisation Cipher: 170007037400005
- Linked: ☒

Buttons: OK (highlighted with a red rectangle), Cancel

15. Select the **Add** button again to add the second message.



The 'Add trading partner' window shows a list of trading partners on the left and a 'Messages' table on the right. The 'Add' button in the 'Messages' section is highlighted with a red rectangle.

Messages	
+ Add	Edit Delete
Message Type	Message Version

16. Leave the **Message Type** as "MEDRPT" but change the **Message Version** to "NHS003".

Add Message

* Message Type MEDRPT

* Message Version NHS003

* Trading Partner Cipher

* Organisation Cipher

Linked ☐

OK Cancel

17. Add the **Trading Partner** and **Organisation Ciphers** as before, enable the **Linked** box and select **OK**.

Add Message

* Message Type MEDRPT

* Message Version NHS003

* Trading Partner Cipher 170000081300008

* Organisation Cipher 170007037400005

Linked ☒

OK Cancel

18. Select the **Add** button again to add the third message.
19. This time change the **Message Type** to "NHSRSR".

Add Message

* Message Type NHSRSR

* Message Version NHSRSR

* Trading Partner Cipher

* Organisation Cipher

Linked ☐

OK Cancel

20. The **Message Version** will default to "NHS002" and is unable to be changed. Add the **Trading Partner** and **Organisation Ciphers** as before, enable the **Linked** box and select **OK**.

Add Message

* Message Type NHSRSR

* Message Version NHS002

* Trading Partner Cipher 170000081300008

* Organisation Cipher 170007037400005

Linked ☒

OK Cancel

21. Select **OK** to finish adding the lab.

Add trading partner

Trading partner

Messages

+ Add Edit Delete

Message Type	Message Version	Trading Partner Cipher	Organisation Cipher	Linked
MEDRPT	NHS002	170000081300008	170007037400005	☒
MEDRPT	NHS003	170000081300008	170007037400005	☒
NHSRSR	NHS002	170000081300008	170007037400005	☒

Back Next OK Cancel

22. The newly added lab is now visible within the list of **Trading Partners**. Select **OK** to close the **Workflow Manager Configuration** dialogue.

Workflow Manager Configuration

User Options

- Out of Office
- Default Send To
- Custom Folders
- SCR Settings
- Organisation Options
- Task Escalation Settings
- Mailboxes
- Inbound User Matches
- Inbound Code Matches
- Lab Reports Configuration
- Inbound Document Tasks
- Quick codes and text
- Medicine Management
- Trading partners

Trading Partners

+ Add Edit Delete

Trading Partner Name	Code	Type	Mailbox	Abeyance	ReAllocation
X-Lab Limited 9		Laboratory Li...	YGM800T012	☐	☐
X-Lab Limited 10		Laboratory Li...	YGM800T013	☐	☐
X-Lab Limited 11		Laboratory Li...	YGM800T014	☐	☐
X-Lab Limited 12		Laboratory Li...	YGM800T015	☐	☐
South Tees Lab		Laboratory Li...	694u0pm	☐	☐
North Tees and Hartlepool NHS Foundati...		Laboratory Li...	69200pm	☐	☐

Contact Details Messages

Message Type	Message Version	Trading Partner Cipher	Organisation Cipher	Linked
MEDRPT	NHS002	170000081300008	170007037400005	☒
MEDRPT	NHS003	170000081300008	170007037400005	☒
NHSRSR	NHS002	170000081300008	170007037400005	☒

OK Cancel

23. To add a second lab, please follow the same steps as shown above.