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|  | **Prepare a patient in EMIS Web for access to GP Online Services** |  |
| Pre-Requisite: | Register a new patient to EMIS, ensuring an email address has been provided and verified |  |
| **Test Step** | **Action** | **Expected Result** |
| 1 | Log into EMIS | EMIS Homepage is displayed |
| 2 | Select EMIS Logo > Find Patient | Patient Find window is displayed |
| 3 | Search for pre-requisite patient | Pre-requisite patient is displayed under search results |
| 4 | Double click on pre-requisite patient | Patient is selected, Patient summary window is displayed |
| 5 | Select EMIS Logo > Registration | Patient Registration screen is displayed |
| 6 | Select the Online Services tab | Online Services panel is displayed |
| 7 | Select the Add Online user > Add current patient | Online user window is displayed |
| 8 | Click on the Add button > Identity document / Personal vouching | Identity options are displayed - Identity document / Personal vouching/ Information confirmation |
| 9 | Select the appropriate identity method and follow any further instruction form the expanded window e.g. identitiy document/Additional information text | Vouching details added |
| 10 | Select Save button | Method and Additional information is added to verification table |
| 11 | Select the Access tab | Under Services is displayed - "Appointments", "Repeat prescriptions" and "Demographics" checkboxes are ticked Under Record access "Use core summary care record setting" radio button is selected |
| 12 | Select Ok button | Registration Window is displayed with question "How do you want to issue the PIN document?" |
| 13 | Select the preferred method "Email", "Print" or "Both email and print' button | If Print is selected, then the Print Properties window is launched |
| 14 | Select printer and select print | Online Services Registration Details letter is printed |