cybermedia

EMIS Theseus Practice Activation

Version: 1.0

Issued by: Cyber Media Solutions Ltd.

Date of Issue: 16/10/2023

FS 643660 EMS 643659

Once you have received confirmation that your practice has been enabled to use the Theseus portal, it then needs to be activated at practice level.

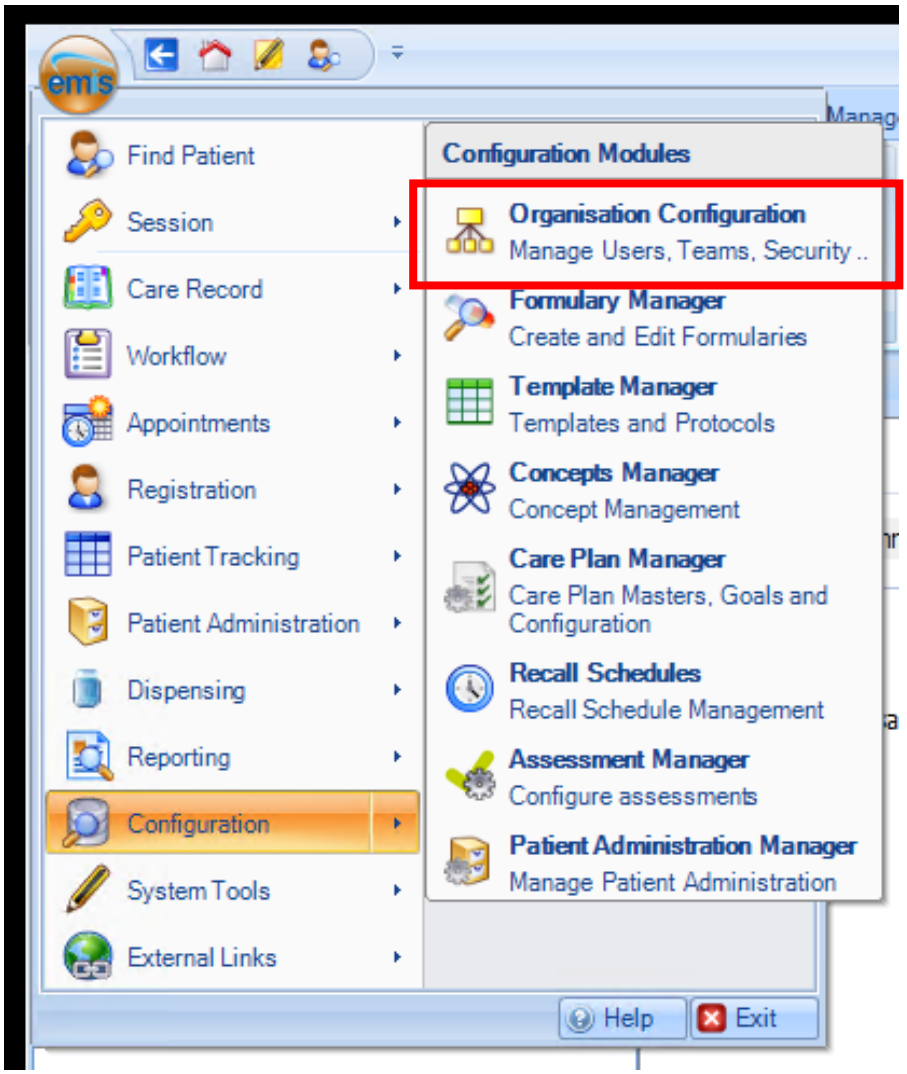
This document guides you through the one-time setup steps for your practice. All users will have access to the Theseus Portal at your practice once activated.

Activating the Theseus Portal

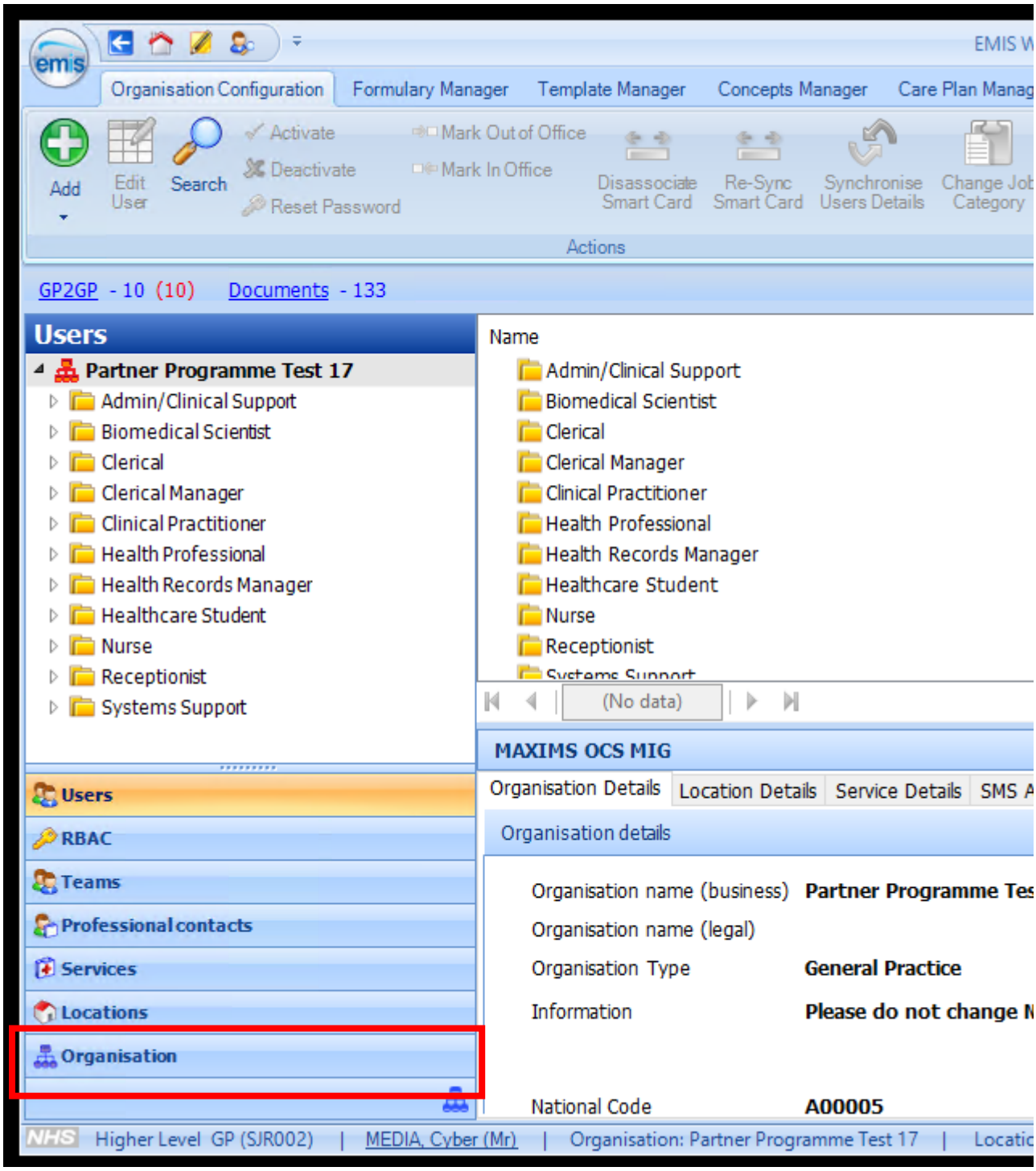
There are several features to check to confirm that your EMIS system and Theseus are configured correctly.

1. In EMIS Web, go to:

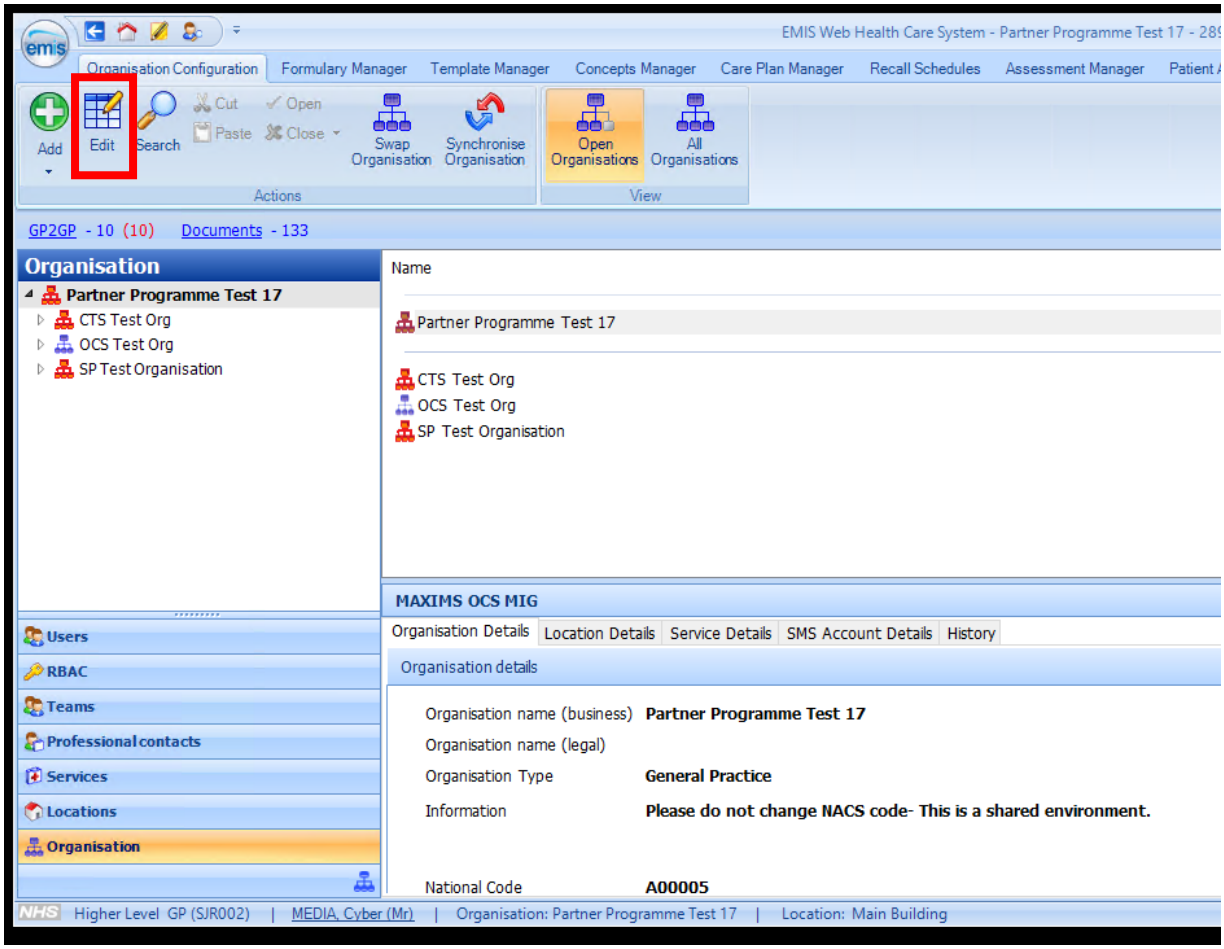
   EMIS Ball → Configuration → Organisation Configuration



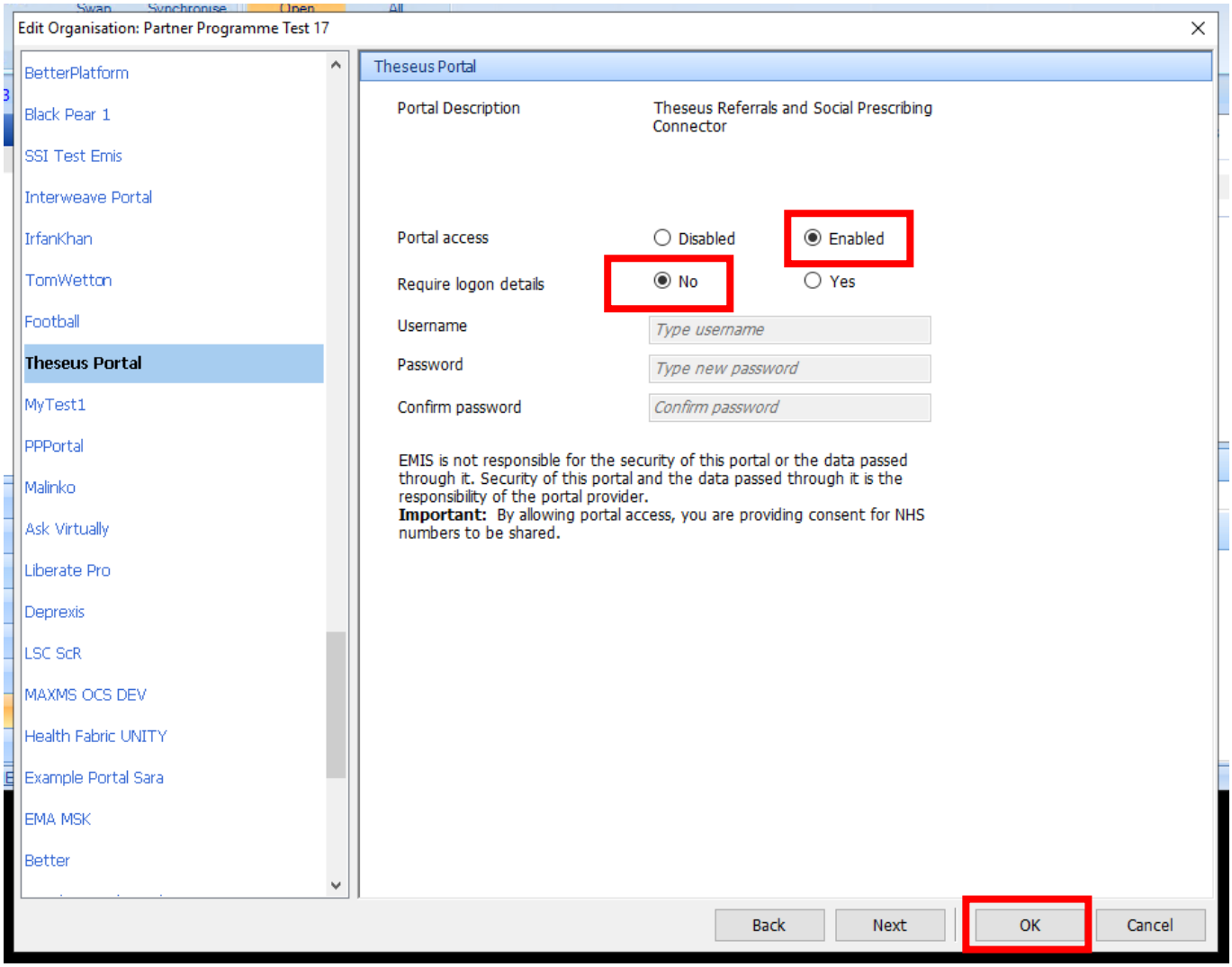
2. Click on "**Organisation**" from the menu in the bottom left of the screen


Organisation Configuration
Formulary Manager
Template Manager
Concepts Manager
Care Plan Manag
Add
Edit User
Search
Activate
Deactivate
Reset Password
Mark Out of Office
Mark In Office
Disassociate Smart Card
Re-Sync Smart Card
Synchronise Users Details
Change Job Category
Actions
GP2GP - 10 (10)
Documents - 133
Users
Partner Programme Test 17
Admin/Clinical Support
Biomedical Scientist
Clerical
Clerical Manager
Clinical Practitioner
Health Professional
Health Records Manager
Healthcare Student
Nurse
Receptionist
Systems Support
Name
(No data)
MAXIMS OCS MIG
Organisation Details
Location Details
Service Details
Organisation details
Organisation name (business)
Partner Programme Tes
Organisation name (legal)
Organisation Type
General Practice
Information
Please do not change N
National Code
A00005
Users
RBAC
Teams
Professional contacts
Services
Locations
Organisation
Higher Level GP (SJR002)
MEDIA, Cyber (Mr)
Organisation: Partner Programme Test 17

3. Click the "**Edit**" button from the ribbon menu at the top of the screen



4. Within the **"Edit Organisation"** screen, select **"Theseus Portal"** and then
    a. Select **"Enabled"** for the **"Portal Access"** option
    b. Select **"No"** for the option of **"Require logon details"**
    c. Click **"OK"** to save



Once activated, the Theseus Portal will be available for all users within your practice.

Please note that it may be necessary for users who are already logged in to log out and log back in again for the changes to take effect for their user account.