



# Valida EMIS configuration

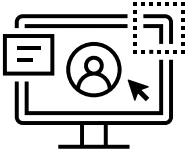
Guide for GP Practice Managers

Update 30/01/2023

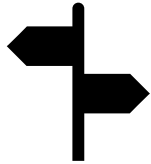
In partnership with OneLondon  
Hosted by NHS South West London CCG



# Background & Context



As part of activity to transition away from CMC to our new urgent Care Plan for London (UCP), organisations using EMIS or SystmOne will use a piece of software locally – **the Valida client**



The Valida client supports smart card single sign-on, ensures users have a legitimate relationship with the patient (they can see the patient's record in EMIS or SystmOne), and enables bi-directional communication between the UCP and EMIS or SystmOne. This saves duplication of data entry and ensures relevant data added to a UCP outside of the originating organisation is added to patient records where appropriate.

This guide describes how to configure the EMIS instance at the practice or provider level so that Valida can access EMIS.

Your IT desktop support team are responsible for installing the software. This should have happened already on all of the machines from which you will be using the UCP. If not, please contact support and quote reference 'Valida UCP xxxxx', replacing 'xxxxx' with the relevant ODS code.

# Before you get started



- 1. The Valida Client must have been installed on each desktop from which the UCP will be accessed in your organisation. It appears as an icon on the desktop:
- 2. You must have received a username and password. This should have been sent to you by the UCP Team. If you have not received this, you can request it by contacting the UCP
- [Contact – Universal Care Plan \(onelondon.online\)](https://onelondon.online)





# The steps

- As with all products that use the EMIS Partner API, there are three once-only steps.

Step 1 - Create a new user in EMIS

Step 2 - Activate Valida in the EM

Step 3 – Create user account

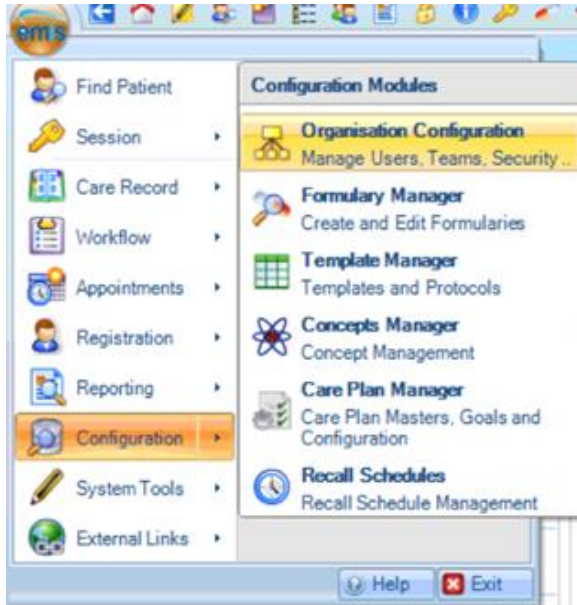


# **Step 1**

## **Create a new user in EMIS**

# Step 1: Create a new user

1. You need to have sufficient privileges in EMIS to be able to add new users.
2. In EMIS, go to the EMIS bubble in the top left-hand corner and select **Configuration | Organisation Configuration**.



**Next:**

3. Select Add | Add New User



# Step 1: Create a new user



4. Enter their name as first name 'Better' and last name as 'SCPA'.
5. For the username use SCPAxxxxx. This is SCPA with your ODS code and will have been supplied to you. A password will also have been provided to you but this is to be used later when completing the configuration in EMAS.
6. Please enter a password of your choice.

**User details**

User profile picture Upload photo

JPG, JPEG or PNG files can be uploaded.  
File size limit is 10 MB.  
Recommended resolution is 150px \* 150px  
[Upload](#) | [Remove](#)

\* Title

\* First names

\* Last name

\* Gender

\* Email address

**Sign in details**

\* Username

\* Password

\* Confirm password

User must change password on next sign in.

7. Title and gender can be chosen randomly.
8. Enter your email address.
9. Untick 'User must change password on next sign in'.
10. Click 'Next'.

# Step 1: Create a new user



11. On the next page (shown below), select 'General Medical Practitioner' as Job Category.
12. Select Consultant as 'yes'.

Role

\* Job Category: General Medical Practitioner

Appointment Session Holder:  Yes  No

Patient Facing Services Booking: None

Consultant:  Yes  No

\* User Mnemonic: SCPA

\* Authorise Prescriptions: None

Permit Medication Issue Warning Override:  Yes  No

Permit Issuing Drugs with General Alert:  Yes  No

\* Stamp User Choice: Own

\* Formulary: EMIS Standard

Default Location:

Contractual Information

\* Relationship: Employed by Practice

\* Contract Start Date: 06-Jun-2022

Contract End Date: dd-MMM-yyyy

Professional Numbers

GMC Number: [Redacted]

Doctor Index Number: [Redacted]

GMP PPD Code: [Redacted]

Spurious code: [Redacted]

FP10PCD prescriber code: [Redacted]

13. Enter 'SCPAXxxxx' as supplied to you in User Mnemonic where 'xxxxx' represents the ODS code.
14. Enter 'None' against Authorise Prescriptions.
15. Enter 'Own' against Stamp User Choice.
16. Enter 'Employed by Practice' under Relationship.
17. Enter today's date against the Contract start date.
18. You should not need to add a GMC number.
19. Leave other entries as default.

Click on Next.





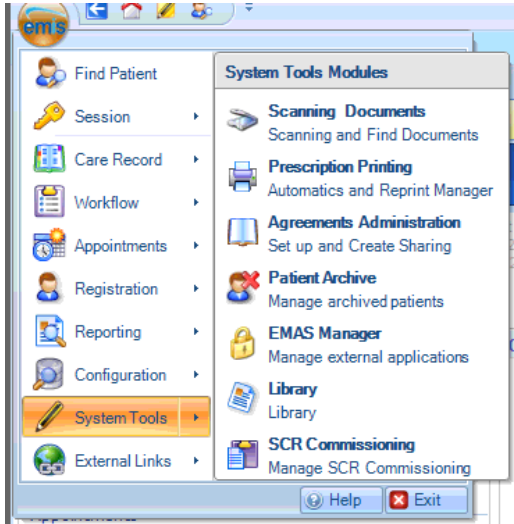
# **Step 2**

## **Activate SCPA in EMAS Manager**

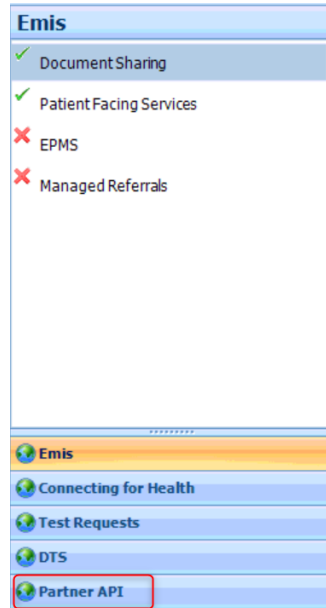
# Step 2: Activate Better SCPA in the EMAS manager



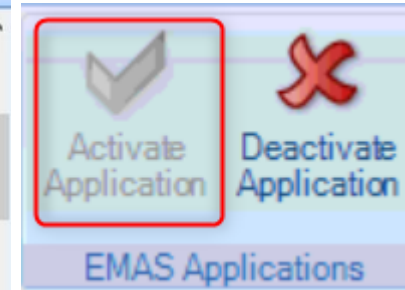
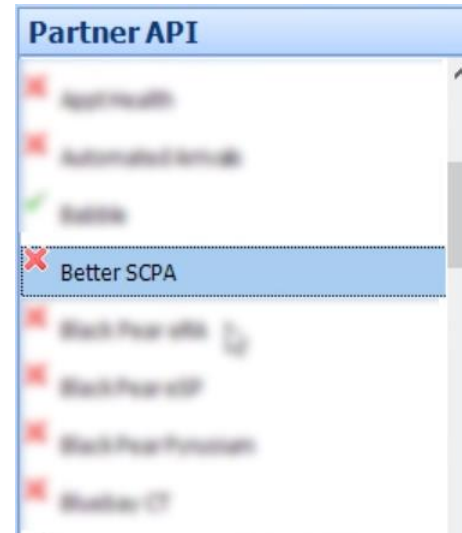
20. Now click on the EMIS bubble and select System Tools | EMAS Manager.



21. Then go to Partner API.



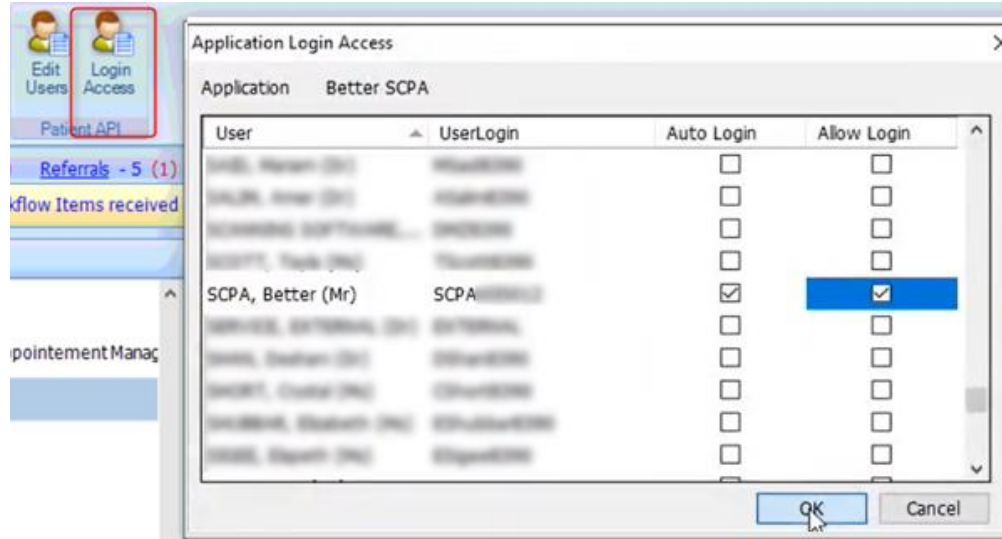
22. From the alphabetical list highlight 'Better SCPA' and click on Activate Application.



## Step 2: Activate Better SCPA in the EMAS manager



23. Click on Login Access from the menu, find the 'SCPAXxxx' user (where 'xxxxx' is your ODS number) in the list (it should be the last on the list or can be sorted alphabetically by last name) and tick Auto Login and Allow Login.

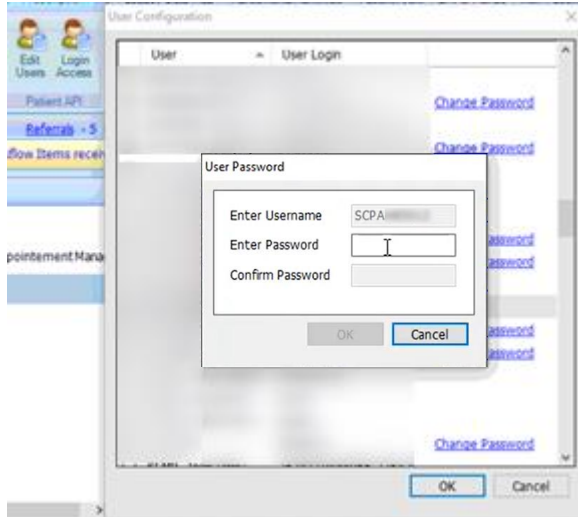


24. Click OK.

## Step 2: Activate Better SCPA in the EMAS manager



25. Now click on **Edit Users** and from the list that can be sorted alphabetically tick the new user.



UCP Valida Support Line: 020 3880 0285

**26. You must now enter the password that you have been sent.**

**27.** Click OK.

28. Click OK again.

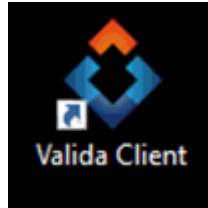


# **Step 3**

## **Create user account**

# Create account

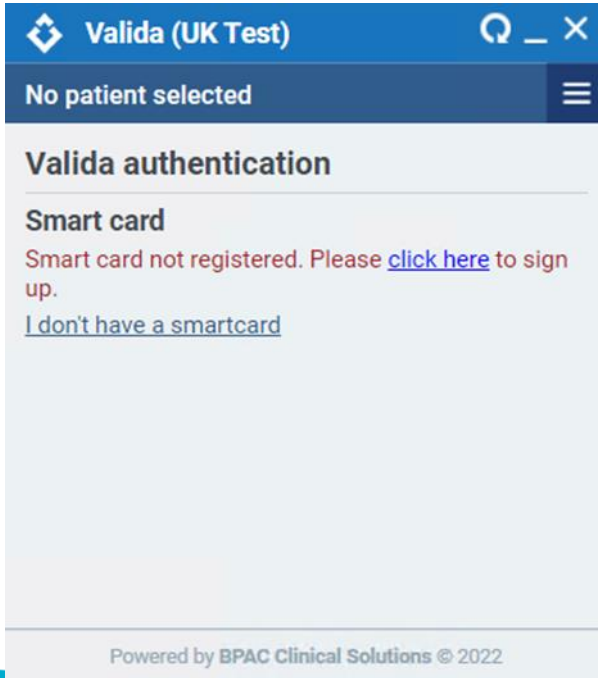
Find the Valida icon on your desktop and double click to get the application to start. After this first time, the Valida client will start when the machine is restarted.



# Create account



The following screen will appear:



1. Click on the “click here” link

# Create account

The following screen appears:

SSO Self Sign-up

Create Single Sign On Request - (The Valley Surgery)

Forename

Surname

Email - Used To Login When Your Smart Card is Unavailable

Mobile Number

Password - Used To Login When Your Smart Card is Unavailable

Confirm Password

Create SSO User

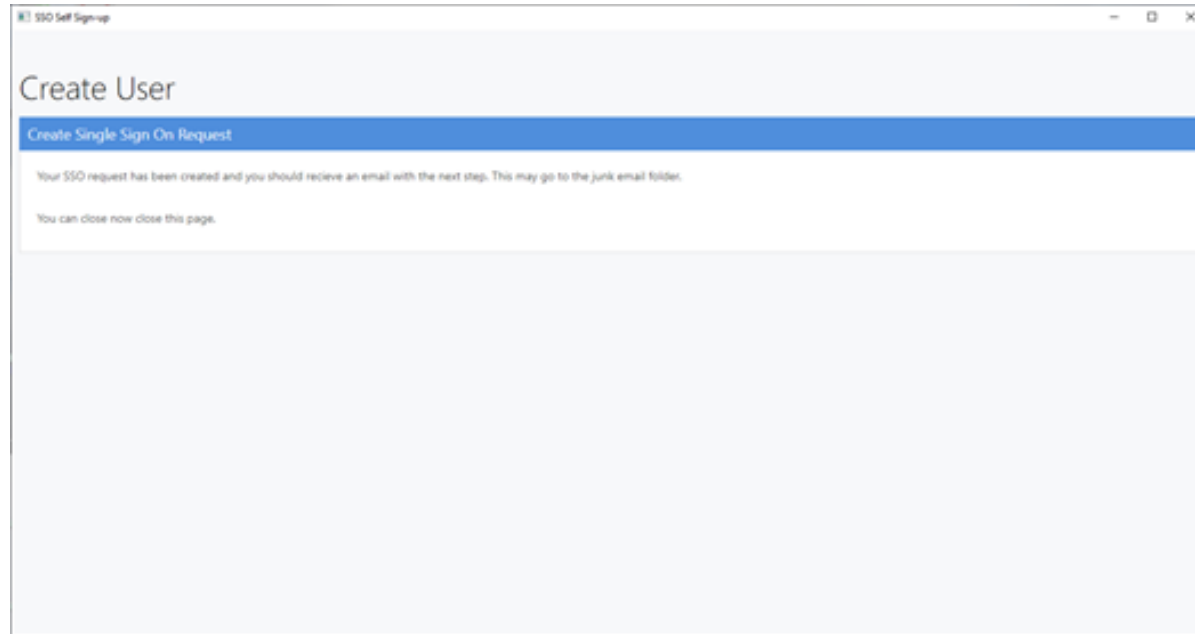


2. Complete the form and click the create SSO user. Please use your NHS e-mail address.
- Notes for information:
    - If you remember your password, you will be able to log into the Valida Client using your e-mail address, password and the ODS code of the practice on the days that you forget your smart card.
    - Please note that the account will relate to the profile that you used when you entered your smart card pin; this is only important if you have more than one profile on your smart card.



# Create account

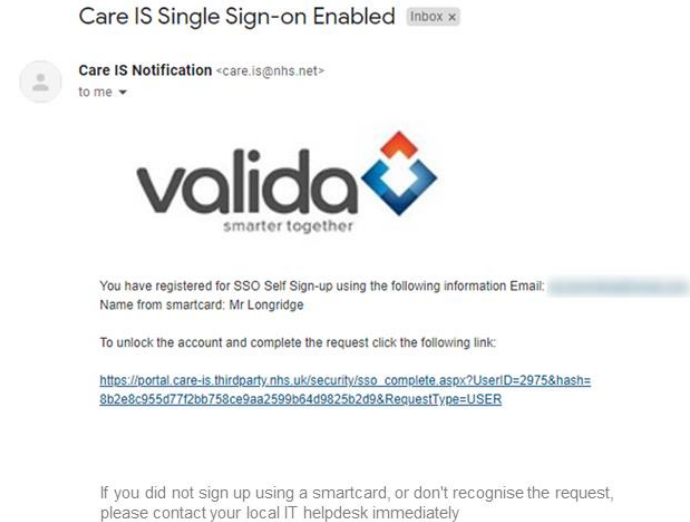
You will see the following success screen:



# Create account



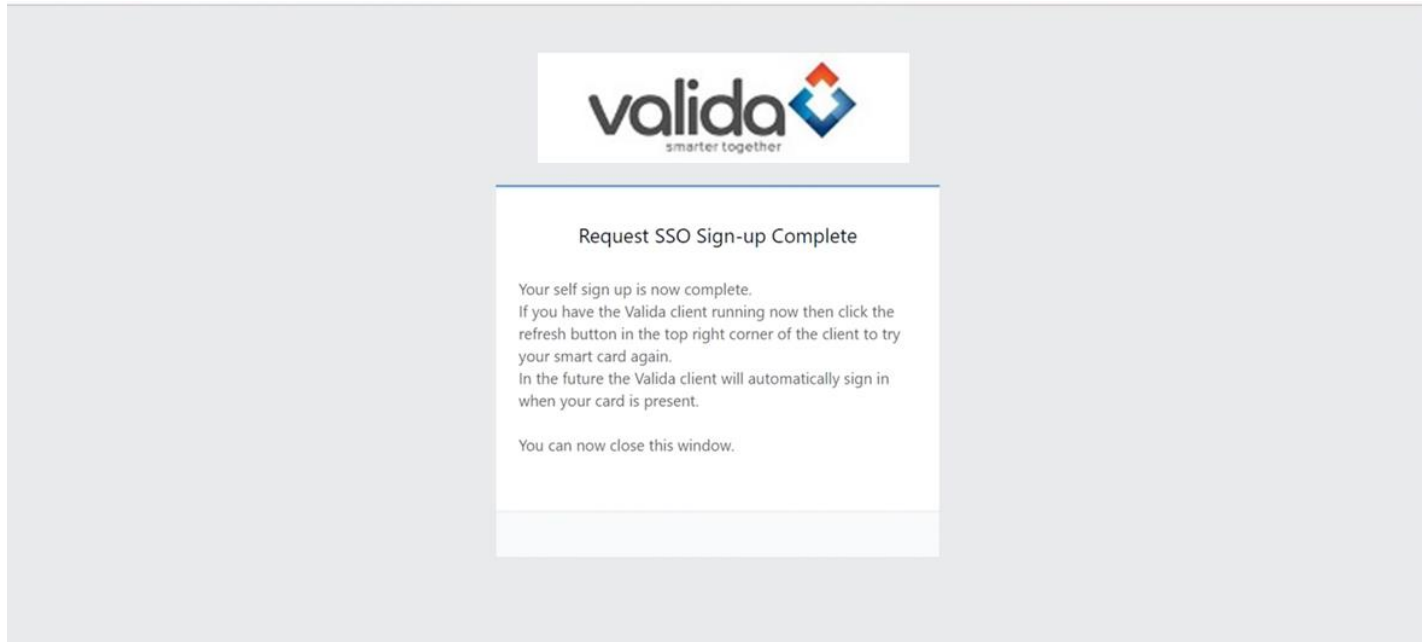
- An e-mail will be sent to the e-mail address you entered.
  - Please check your junk-emails.
  - To finalise your account set-up, you need to click on the link in the e-mail.
3. Please click on the link and this will open your default browser



# Create account



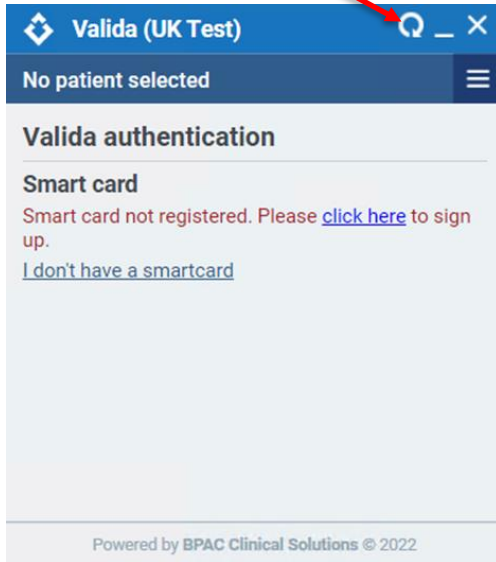
- The following screen will be displayed in your default browser after the link is clicked:



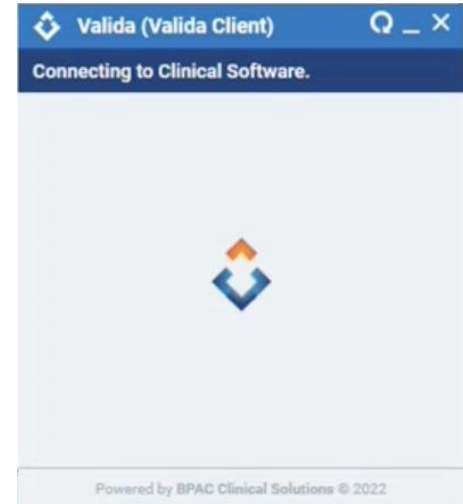
# Create account



4. Click the refresh button in the Valida client, which is shown below:



The Valida Client  
will make a  
connection to EMIS



# Activating EMIS



- EMIS will now present you with a box requesting activation.
5. Enter the **same EMIS username (SCPAXXXX)**. The password is the one that you entered when creating the user in Step 1 and NOT that which was provided to you and entered into EMAS Manager for Step 2. You will need the EMIS CDB number for your practice (if not pre-populated) and click on Activate Product.

**Note: You should not enter your personal EMIS credentials as this is incorrect.**

**emisWeb**

**Activate New Partner Product**

This is the first time this product has been used on this machine.  
Please enter your username and password to activate the product

Username:

Password:

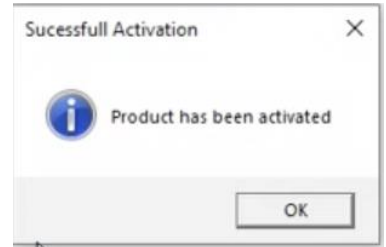
CDB:

Copyright © Egton Medical Information Systems 1998 - 2007. All rights reserved.  
Computer misuse act 1990. Unauthorised access to this system is an offence.

A message will appear telling you the product has been activated.

6. Click OK.

The Valida client will now be linked to EMIS.



# All done!

- If you do not already have a patient open in EMIS, please open a patient's record.
- The Urgent Care Plan tile will display in the Valida Client as shown and can be clicked to launch the Urgent Care Plan application

The Valida account activation process is complete



# Troubleshooting



If you cannot see the Valida icon on your desktop please contact your local IT helpdesk.

If you will be using laptops that use a VPN connection that is firewalled, IP addresses on the firewall need to have been white-listed. Again, this is an action for your local IT support team. If you find laptops will not work with Valida, this step may have been missed. Please contact desktop support.

There is a Valida Troubleshooting Guide available and a support line for user experiencing any issues with the configuration

**UCP Valida Support Line: 020 3880 0285**

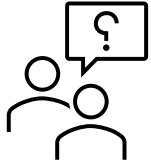
# Create account



- This a once only event for each organisation or role that you have on your smart card. For this step you only need to do this for one of your roles for this organisation and use this role throughout the rest of the process.
- Notes for information:
  - Every time you log into EMIS after this first time, Valida picks up your credentials from your smart card for the specific role you select: no username or password required.
  - If you work in more than one practice (different ODS codes) you will have to complete the process once for each practice but can use the same e-mail address for each practice.
  - If you have more than one role in one practice, please select the most appropriate role and make sure that you log in with your smart card and select this role whenever you want to access a plan.



# Service Support for Implementation



- For any queries or more information about configuring the Valida client or registering your smartcard, please contact the [UCP Support Team](#)
- For more information about the Urgent Care Plan, please visit [ucp.onelondon.online](http://ucp.onelondon.online)