

# PRIMIS



The University of  
**Nottingham**

UNITED KINGDOM • CHINA • MALAYSIA

## Running MIQUEST Queries on EMIS LV



Prepared by the Information and Training Teams

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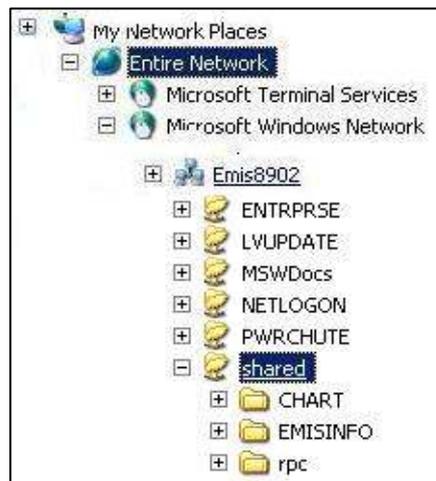
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## 1. Creating Folders on the Shared Network Drive

Before using the EMIS MIQUEST Processor (EQP) you need to create a folder in which to store MIQUEST queries and response files. The EQP can only access the shared drive or its own floppy/USB drives. Setting up a network folder means that any patient identifiable data within the MIQUEST responses can be securely stored on the network.

- 1.1 Using Windows Explorer, navigate to the EMIS drive on your local network. It often includes the name of the practice or GP. You can find it by clicking on the plus symbol next to the My Network Places item.

*In this example it is Emis8902 but the numbers will be different for each practice.*



- 1.2 Expand the list of folders by clicking on the plus symbol next to the EMIS drive item. From here find the EMIS Shared folder and click on it.



*This folder has been created by EMIS and will contain other folders.*

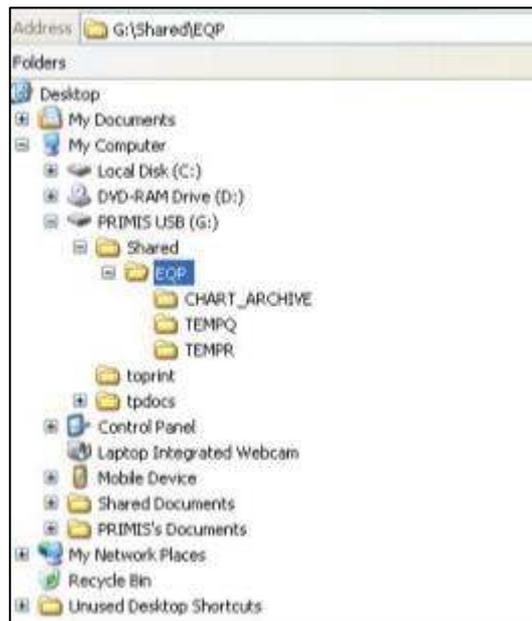
- 1.3 Create a new folder by clicking on the 'File' menu and selecting 'New' then 'Folder'.
- 1.4 Give the folder a title that you will recognise (e.g. EQP for EMIS Query Processor).

To rename a folder, right click with the right hand mouse button and select 'Rename' from the menu.



- 1.5 Open your new folder and repeat steps three and four to create three sub-folders called TEMPQ, TEMPR, and CHART\_ARCHIVE.

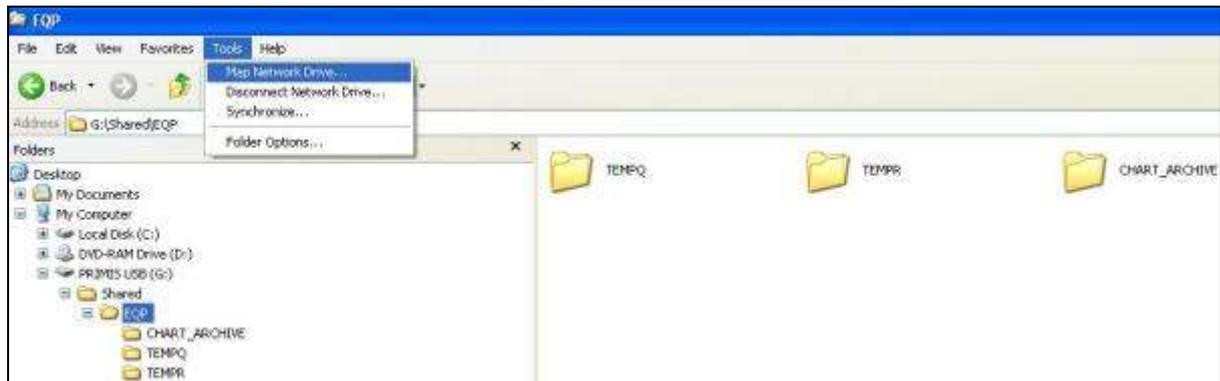
The end result should look like this:



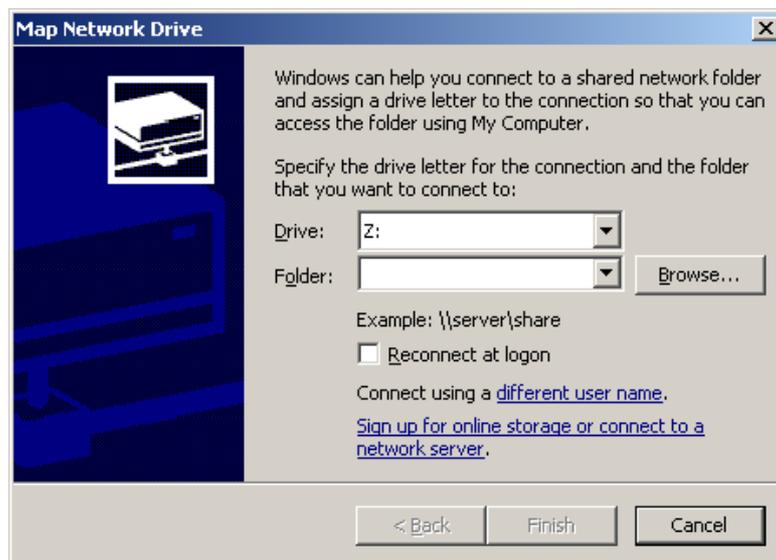
## Mapping the Network Drive

Next you need to map the network drive. This enables the EMIS system to access the folder from the computer you are working on. This should only need to be done once per computer.

- 1.6 Navigate to your newly created folder. Then click on the 'Tools' menu within Windows Explorer and select 'Map Network Drive'.



- 1.7 In the 'Drive' field, click on the down arrow and select a letter that does not have any additional characters after it (this means it is not already being used).



- 1.8 Now click on 'Browse' next to the 'Folder' field. This will open the Windows Explorer view.

- 1.9 Navigate to the 'shared' folder (where you recently created your new folders). Then click 'OK'.



- 1.10 The Map Network Drive Dialog box will now look something like this. *In this example the T drive was chosen and was originally blank.*

Ensure there is a tick in the 'Reconnect at logon' box and click 'Finish'.



## 2. Configuring the File Paths in CHART

If you are using CHART you must edit the details within the 'File Paths' tab ('PRIMIS CHART' menu, 'Configure') so that the queries and responses are sent to the new folders.



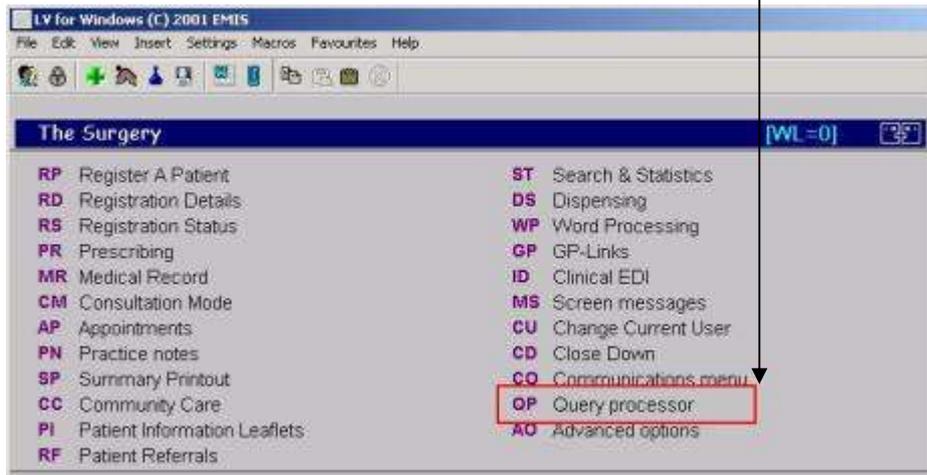
**Please note:** If you are not using CHART you must use windows to copy your prepared queries to your new folder.

Now prepare your queries using CHART and send them to your newly created folder ready for running. Please refer to the separate instructions for help using CHART.

### 3. Accessing the Query Processor

Log into EMIS. If you have previously run queries and have stored responses within folders on the shared drive it is advisable to clear these out prior to running a new set of queries.

The MIQUEST interpreter in EMIS LV is called the 'Query Processor' and is found on the main menu screen once you have logged in:

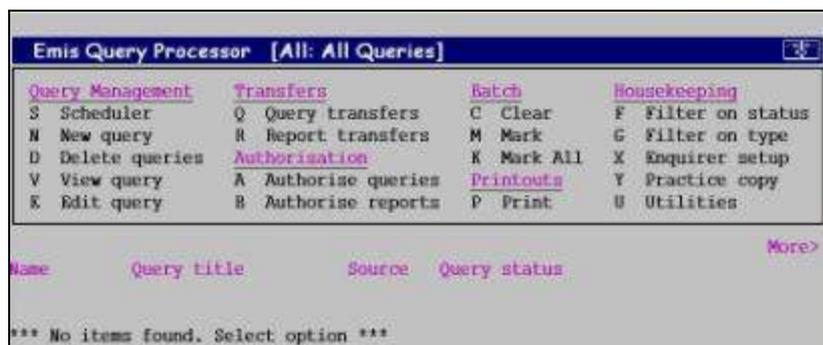


**Note:** If you cannot see the Query Processor you will need access granting within your user profile. Contact the Practice System Administrator for help.

Within the Query Processor you may notice some queries/responses left over from an earlier session. The query status should read 'Query ran - report transmitted' to indicate the responses (reports) have been exported from EMIS. This normally means that it is safe to delete the queries so that you can continue with your own.

#### Deleting Queries:

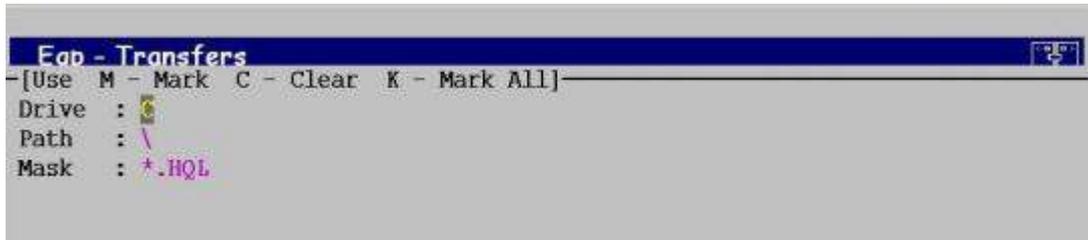
- Type K to mark all queries.
- Then D to delete queries.
- Type Y and enter (return) to confirm deletion of existing queries.



## 4. Importing Queries

4.1 Type Q for query transfers.

4.2 Type L to load queries from disk and the menu below will appear:

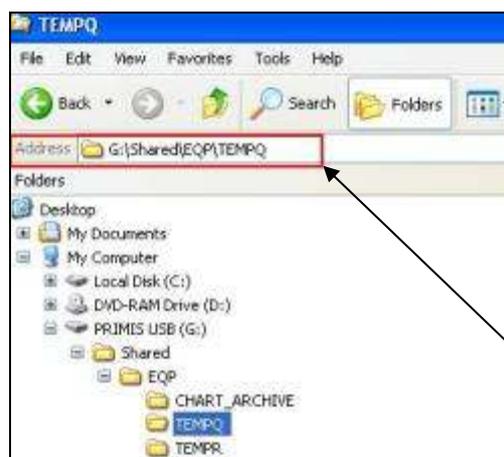


The EQP needs to know how to find the TEMPQ folder you created earlier. The key thing to note is that although your computer knows that the folder is on the Z:\ or T:\ drive (*whichever letter you chose*), the EQP requires the file path to start with a C:\. Because you mapped your network drive earlier, it will know where to find the shared drive.

4.2 Drive: Leave the C unchanged and hit the enter (return) key on your keyboard

4.3 Path: Type the path to the folder you created earlier but it is important to remember to add the final backslash “\” otherwise the EQP will not find your queries, e.g.. \Shared\EQP\TEMPQ\

Then press enter (return) on your keyboard.



Handy tip: the ‘file path’ for the folder TEMPQ is shown in the address bar in Windows Explorer.

4.4 Mask: Leave this unchanged as \*.HQL

Then press enter (return) on your keyboard. The queries within your folder (sent from CHART) should now be displayed.

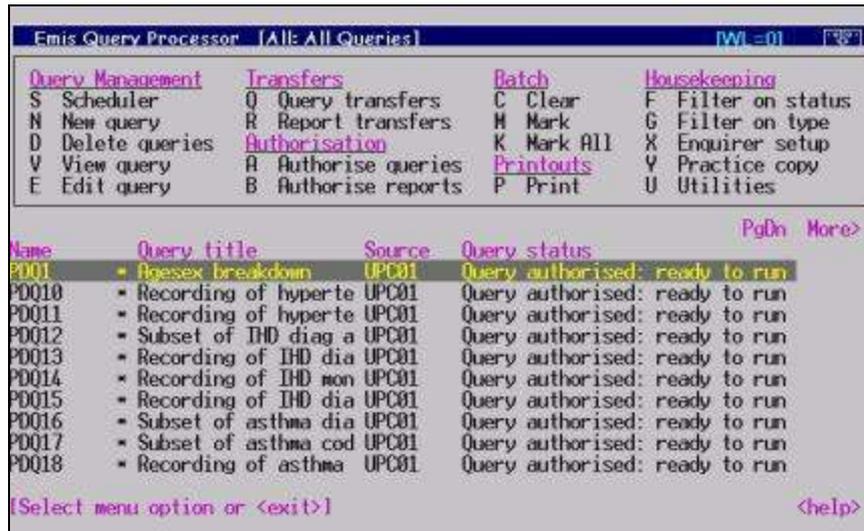
- 4.5 Type K to mark all queries so you can import them. An \* will appear next to each one.  
 Press enter (return) on your keyboard. This will start the import process. The list will disappear from the screen.



- 4.6 Press F1 to return to the main menu.  
 The main EQP menu screen should now include all your queries.

## 5. Authorising Queries

CHART queries are set up as LOCAL enquirer queries. This means that (unlike other clinical systems) queries do not need to be authorised as they are authorised automatically. It does take a short while to process however and as some query lists appear over several pages you must use the page down button to ensure that every query in the Query Status List states: 'Query Authorised; Ready To Run' before proceeding. If you do not do this, the queries will not run successfully.



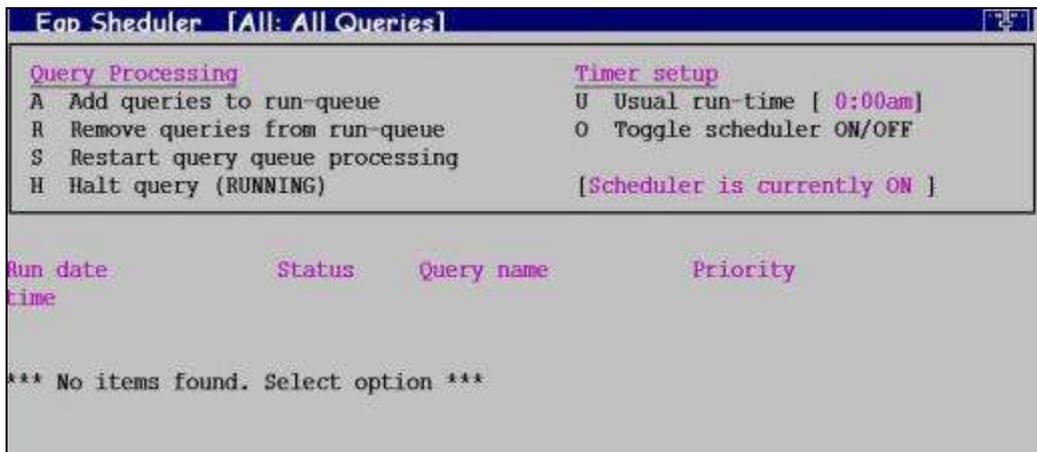
*Note: If you need to authorise some non-CHART queries, type K to mark all queries, type A to authorise queries, type A again to authorise, then enter the password which should be the default of EQP (unless internally changed by the practice) and press enter.*

## 6. Running Queries

6.1 Type K to mark all the queries.

6.2 Type S to open the EQP scheduler options menu.

From this menu you can set a start time for the queries to run overnight, most often you will not need to do this as you can run the queries immediately. If you want to run the queries overnight hit the U key to set a start time. Ensure that the 'scheduler is currently ON', if it is not you can switch it on by typing O.



6.3 Type A to add all the authorised queries to the Run Queue.



6.4 Type K to mark all the queries and press enter.

6.5 You will be asked do you want to run these queries now? Y/N Type Y.

6.6 The queries will start to run in sequence and the batch process will be indicated on the screen with either Running or Waiting, completed searches are removed from the screen until the list is emptied. Once completed (the screen is empty) press F1 to return to the main screen.

The EQP screen will now display all the queries with the additional status information "Query ran: report unauthorised"

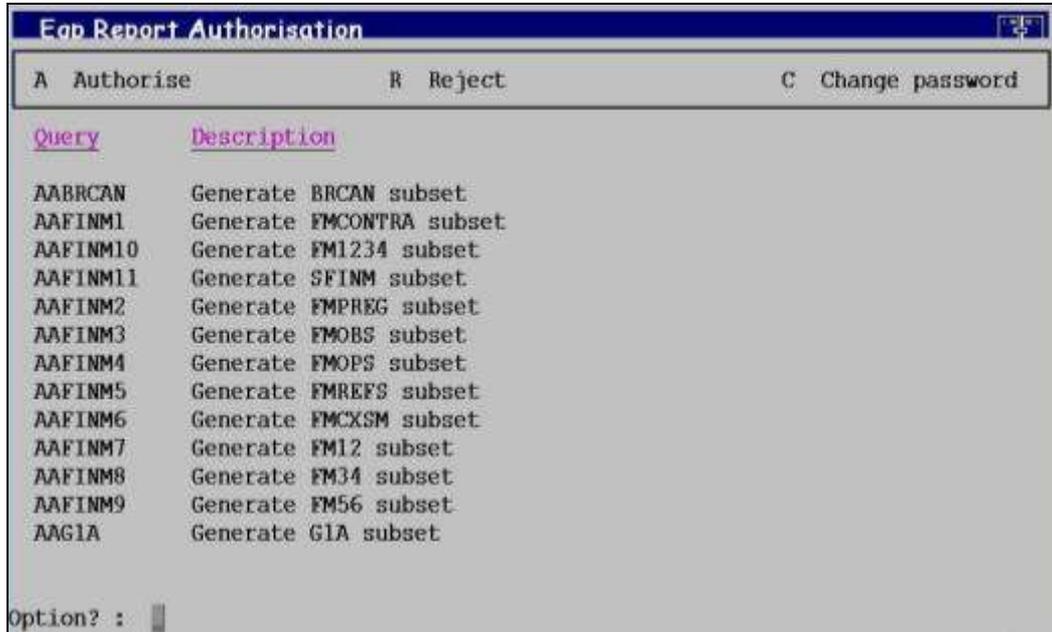


## 7. Authorising Responses

7.1 Type K to mark all the reports.

7.2 Type B to authorise the reports.

This will open a report processing window listing all the reports.



7.3 Type A to authorise all the reports.

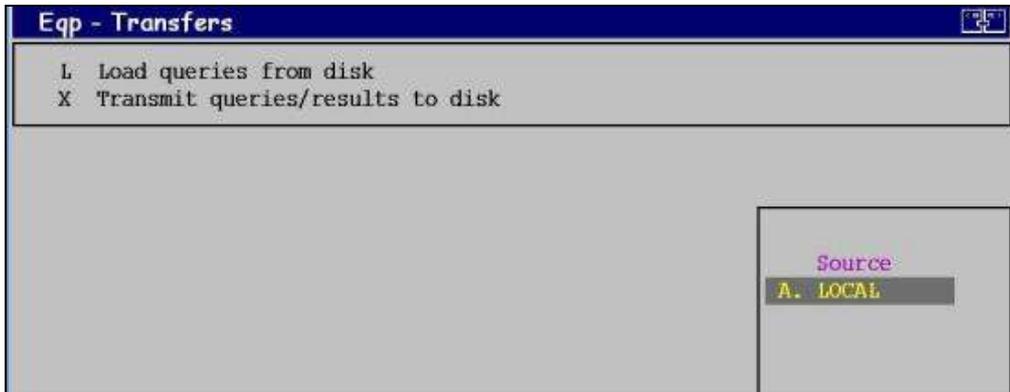
7.4 You will then be prompted to enter a password, type EQP and press enter.

The system will return to the main EQP menu. The query status will change to "Query Ran; Report Authorised"

## 8. Exporting Responses

8.1 Type R for report transfers.

This will open the report transfer window.



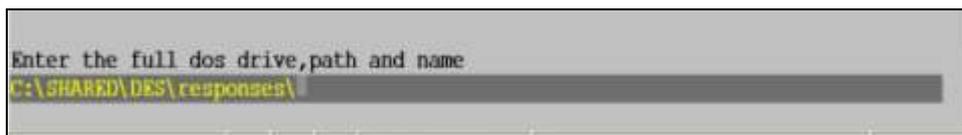
8.2 Type X to transmit queries/results to disk.

A list of enquirers will appear, highlight the one labelled LOCAL and press enter.

8.3 Type A to mark all the queries (not K this time).

8.4 Press enter to start the export.

At the bottom of the screen you will be prompted to enter the file path for the folder which will contain the Responses.



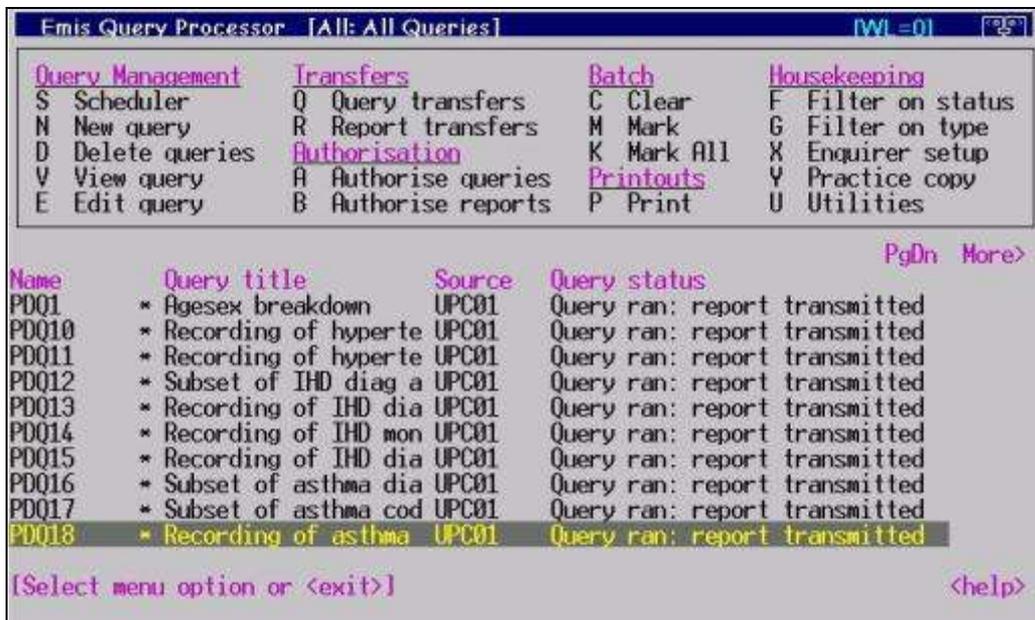
8.5 Enter the file path for your recently created folder for responses (TEMPR) e.g. C:\Shared\EQP\TEMPR\ and press enter.

As the reports are transmitted they will be displayed on the screen:



Once all the reports have been transmitted the screen will go blank.

8.6 Press F1 to return to the main EQP menu.



The screen now indicates that all the queries have been run and all the reports have been transmitted.

8.7 Import your responses into CHART for viewing. Please refer to the separate CHART instructions on how to do this.

Once you have ensured that the responses can be successfully viewed in CHART and you have archived the results you may delete the queries and responses within the EQP as described earlier.

8.8 Press F1 to return to the EMIS main menu.

If you encounter any problems using the EMIS Query Processor, contact the EMIS helpdesk.