PRIMIS

The University of Nottingham

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Running MIQUEST Queries on Microtest Evolution

Prepared by the Information and Training Teams

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Contents

1.   Creating Folders on the Network Drive

PM2 currently supports network or electronic MIQUEST queries using the VisionFS / SAMBA file sharing system. This effectively means that queries can be copied onto a 'mapped drive', executed in PM2 and then returned to the same place.

Microtest suggest that the easiest method of using electronic transfer of queries is to email queries to practice staff, who can then save them from within their email client (Outlook / GroupWise) to the mapped drive. The results can then be collected from the mapped drive after being run.

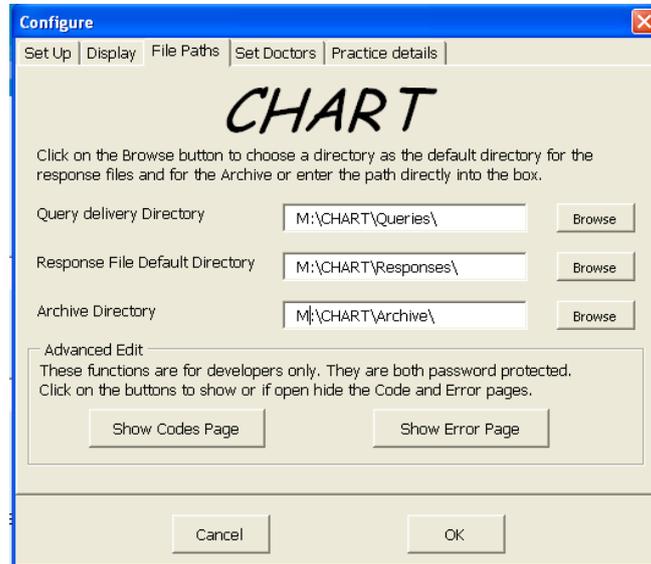It is useful to create two folders in which to store MIQUEST queries and response files.

1.1   Login to any workstation (not terminal) and using Windows Explorer, navigate to the drive in 'My Computer' that is mapped to 'MIQUEST on PM' – this is usually drive M:. If the M: drive does not exist, or cannot be accessed, contact Microtest for support (or map the drive in Windows by hand).

1.2   Create a new folder by clicking on the 'File' menu and selecting 'New' then 'Folder'.

1.3   Give the folder the title of 'Queries'. To rename a folder, right click with the and select 'Rename' from the menu:

1.4   Repeat steps two and three to create another folder called 'Responses'.

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 folders.

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

3.1 Login to PM2 as a Systems Admin (SA).

3.2 Select the *'Search'* option, then choose the *'MIQUEST Searching'* option.

Configuring MIQUEST for first use

If you are using MIQUEST for the first time on the system, you will need to configure the practice settings first:

3.3 Within the *'Setup'* submenu, configure your Data Collection Agreements (DCAs) and Enquirers (remote or local). The Enquirer code and name should be LOCAL and the Agreement code and name should be LOCAL.

3.4 In the 'Respondent Details' form, enter the Practice NACS code and name e.g. Practice code: M12345, Name: Main Street Surgery.

3.5 Your Enquirer must be set to support network queries.

Deleting Queries

3.6 Within the Query Processor you may notice some queries/responses left over from an earlier session. You can 'Purge MIQUEST' (under the set up option) or individually delete unwanted queries and responses before you continue with your own.

3.7 Return to the main MIQUEST menu by choosing 'Exit' from the setup submenu.

4.   Importing Queries

4.1   Select 'Import Network Queries' and the system will process your queries.

4.2   A message will inform you how many queries have been imported successfully, how many have been rejected and how many non-MIQUEST queries on the disk were ignored. Now that the system has imported your MIQUEST files - you can, at any time, view the contents of a query or response by pressing 'v' in the 'Manage Queries' or 'Manage Responses' options.

4.3   If any of your queries have been rejected, check the 'Manage Responses' option for the rejection responses. As per the MIQUEST specification a message at the foot of the response will state why it was rejected. Correct the problem, and then re-import.

4.4   All accepted queries will appear in the 'Manage Queries' option.

5.   Authorising Queries

5.1   CHART queries are automatically authorised so this step should not be needed. If you do need to authorise any queries - press F4 (to authorise all). Alternatively you can press the spacebar on individual queries – if they are part of a query set, the whole set will be authorised. Any queries marked as 'Auth' will be run.

5.2   When you have authorised your queries to be run, press F1 to leave the list.

6.   Running Queries

6.1   Choose the 'Execute Queries' option. The query queue is displayed.

6.2   Any queries marked 'Yes' will run. Those marked 'No' will not. All CHART queries are automatically set to 'Yes'.

6.3   When you are ready to run your query queue, press F1. You will see a progress bar dropping down the list, and once all queries are run the system will place you back on the MIQUEST menu ready for you to export the responses (results).

7.   Authorising Responses

After running, queries are marked as complete and their responses appear in the 'Manage Responses' menu option.

7.1   To return your responses choose the 'Manage Responses' menu option.

7.2   CHART queries are automatically authorised. If you need to authorise any queries (such as non-CHART queries, press F4). Responses marked as 'Pend' indicates an error in the running of the query. All responses marked as 'auth' will be exported.

7.3   Leave the 'Manage Responses' view by pressing F1.

8.   Exporting Responses

8.1   Select the 'Return Responses' menu option.

8.2   Select your enquirer from the list (NET – network enquirer) and press return.

8.3   You will be given instructions on screen, follow these and the responses will be transferred back to the mapped drive.

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

8.5   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 MIQUEST as described earlier.

If you encounter any problems using the Microtest Evolution MIQUEST Query Processor, contact the Microtest helpdesk.