

PRIMIS



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

Running MIQUEST Queries on TPP SystemOne



Prepared by the Information and Training Teams
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1. Creating Folders

Before using the TPP SystemOne MIQUEST Query Processor you need to create two folders in which to store MIQUEST queries and response files. You can either do this using network folders or a memory stick. For example purposes, we are using a memory stick:

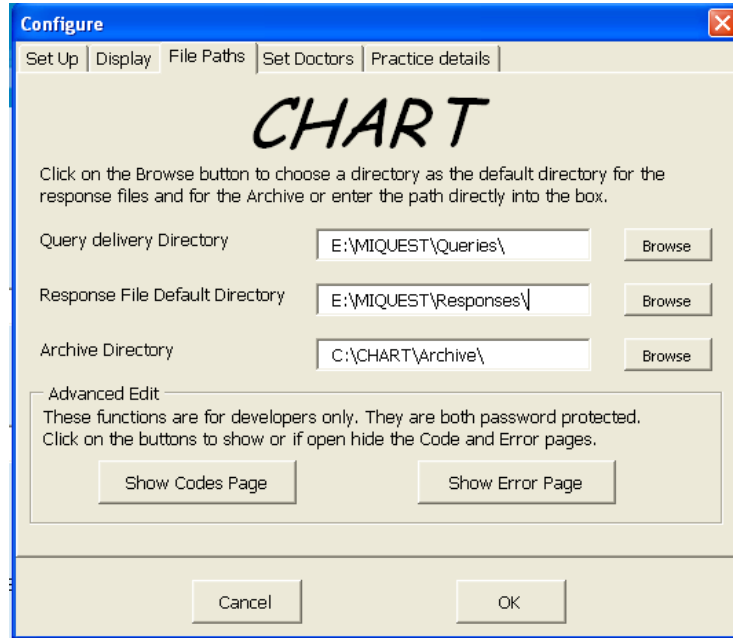
- 1.1 Using Windows Explorer, navigate to the drive on a computer that represents your memory stick (frequently the E drive).
- 1.2 Create a new folder by clicking on the 'File' menu and selecting 'New' then 'Folder'.
- 1.3 Give the folder the title of 'Queries'. To rename a folder, right click with the right hand mouse button 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.

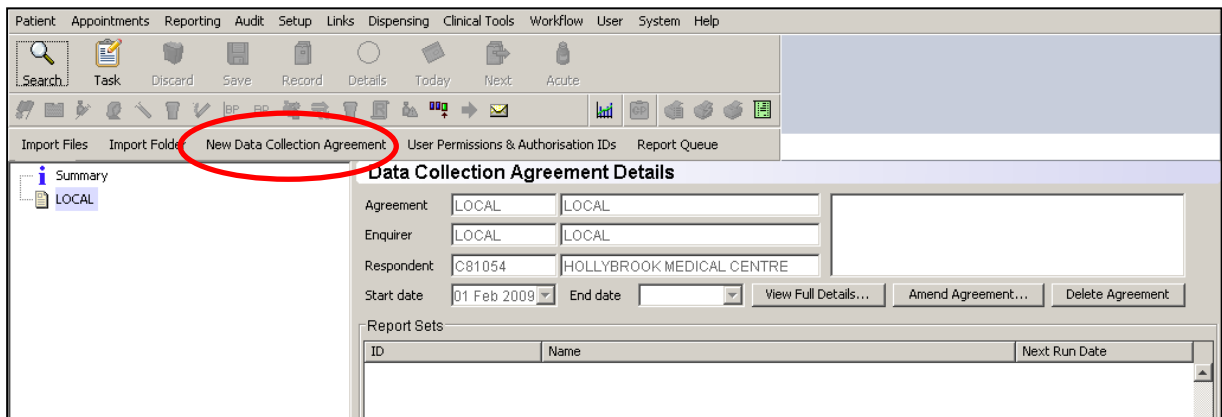
Now prepare your queries using CHART and send them to your newly created folder ready for running. Please refer to the separate instructions for help using CHART.

3. Accessing the Query Processor

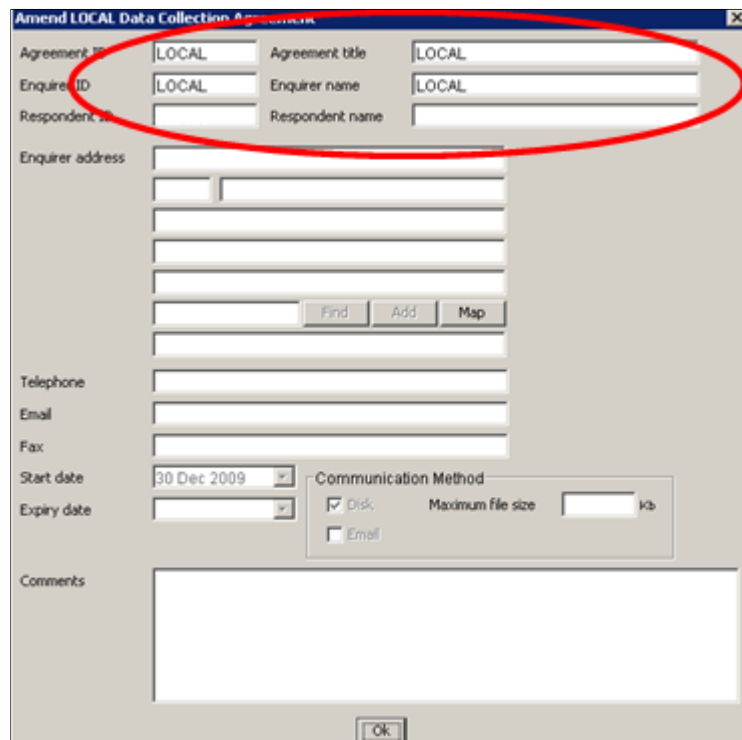
3.1 Log into SystmOne. If you have previously run queries and have stored responses within folders on the shared drive it is advisable to clear these out prior to running a new set of queries.

The MIQUEST interpreter in SystmOne is found within the reporting section once you have logged in:

3.2 The first time you use MIQUEST in SystmOne you need to click on New Data Collection Agreement:

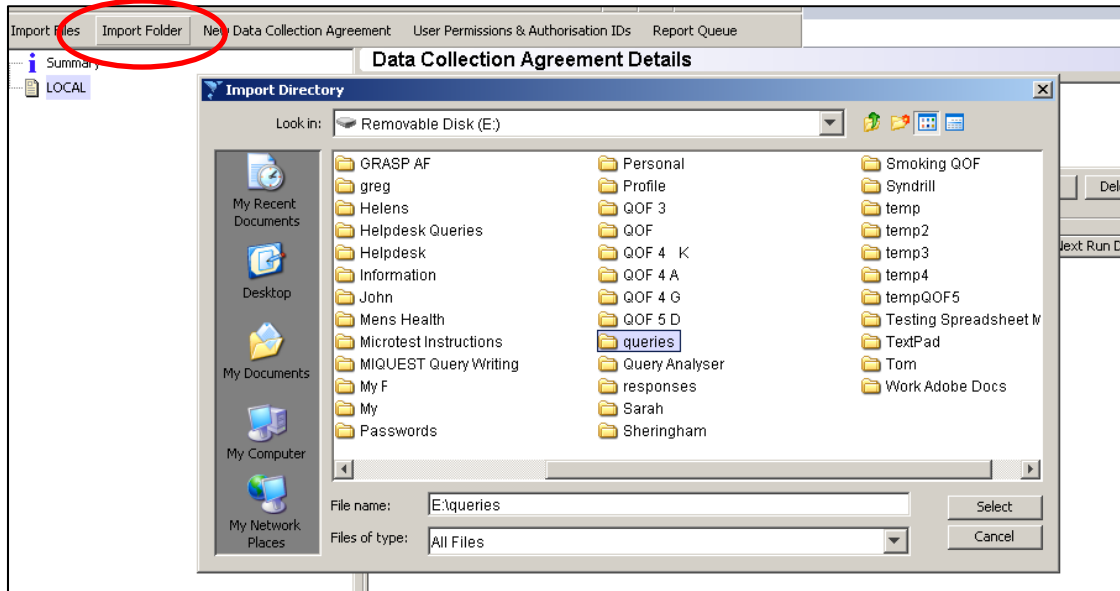


3.3 Complete the boxes as shown below, including your own practice code in the 'Respondent ID' box, then click Ok:

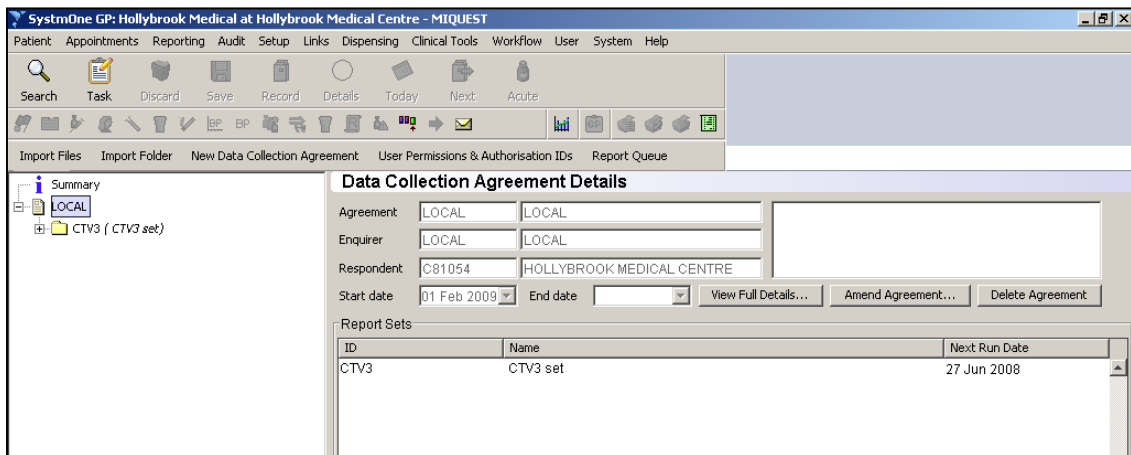


4. Importing Queries

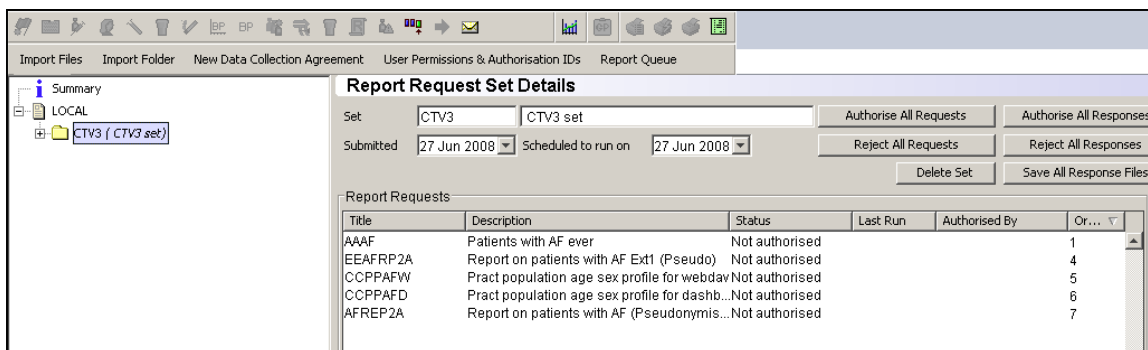
4.1 Click on 'Import Folder' (not import files) and browse to the queries folder on your memory stick so that the folder is highlighted. Click Select:



4.2 In the left hand window Click on the “+” symbol by the LOCAL folder



4.3 Click on the folder that appears. In the example it is called 'CTV3 (CTV3 set)'. A list of the queries contained within the folder should appear on the right hand side.

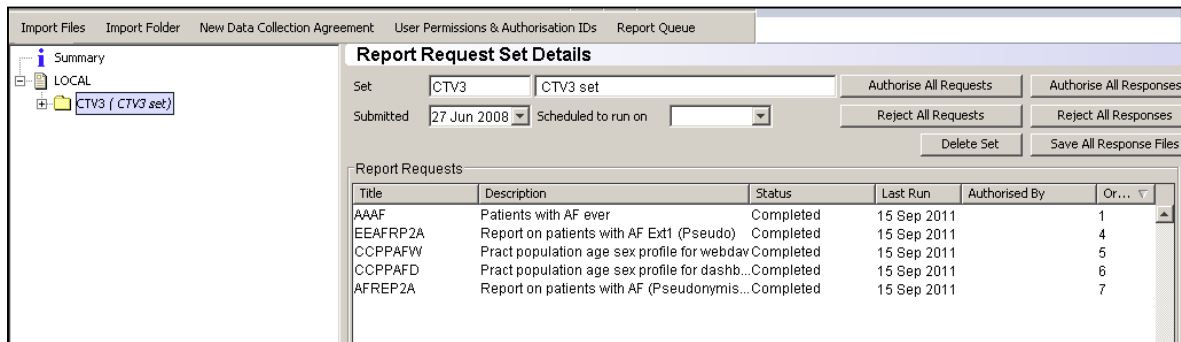


5. Authorising Queries

You do not need to manually authorise the queries. Proceed to section 6.

6. Running Queries

Wait for some time. The queries are actually running, although SystemOne gives you no indication of this. Eventually the queries will change their status from 'Not Authorised' to 'Completed'.

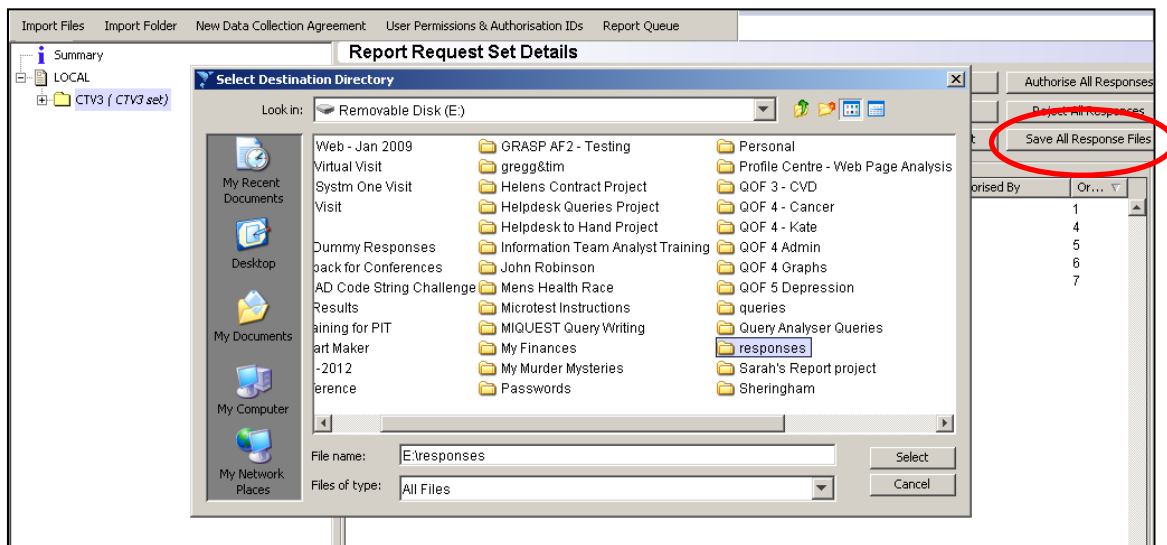


7. Authorising Responses

You do not need to manually authorise the responses. Proceed to section 8.

8. Exporting Responses

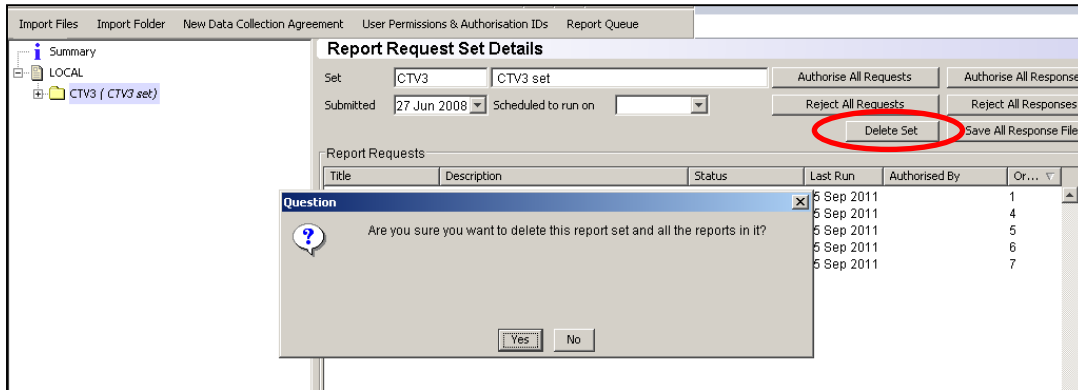
8.1 Click on 'Save All Response Files' and browse to the 'Responses' folder on your memory stick. Click 'Select'. Responses will then be copied.



- 8.2 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 MIQUEST

- 8.3 Click on 'Delete Set' – you will be asked to confirm that you want to delete. Click 'Yes'.



- 8.4 Close the MIQUEST query processor.

If you encounter any problems using the TPP SystemOne MIQUEST Query Processor, contact the SystemOne helpdesk.