

# PRIMIS



The University of  
**Nottingham**

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## Running MIQUEST Queries on CSC Synergy



Prepared by the Information and Training Teams

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## 1. Creating Folders on the Local Drive

Before starting please check whether the practice you are working at has a report server. Queries should be run on a report server if one is available. If the practice does not have a report server, queries can be run from any terminal or on the clinical server.

It is useful to create two folders in which to store MIQUEST queries and response files. Until recently responses could only be exported to a floppy disk in CSC systems. CSC have now developed a MIQUEST Export facility which will allow practices to export responses to a network or USB memory stick.

This has not been rolled out across all sites, but can be requested from CSC.

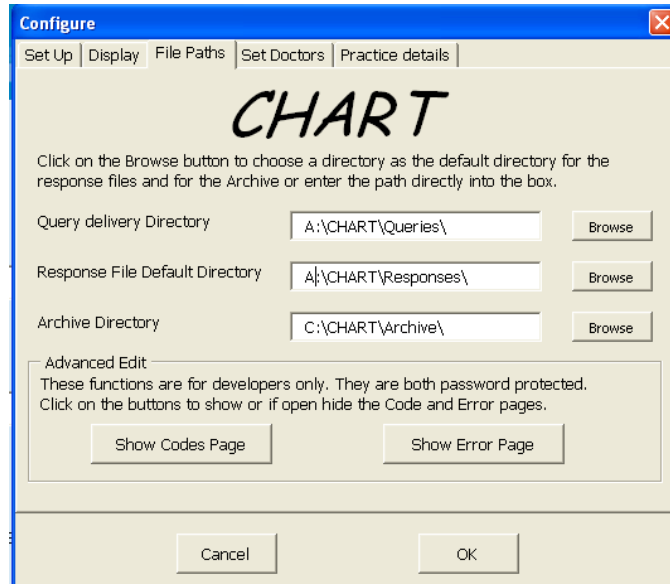
- 1.1 Using Windows Explorer, navigate to the relevant drive on the computer where you want to create your folders (memory sticks often appear as the E drive).
- 1.2 Create a new folder by clicking on the 'File' menu and selecting 'New' then 'Folder'.
- 1.3 Give the folder the title of 'Queries'. To rename a folder, right click with the right hand mouse button and select 'Rename' from the menu:



- 1.5 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.



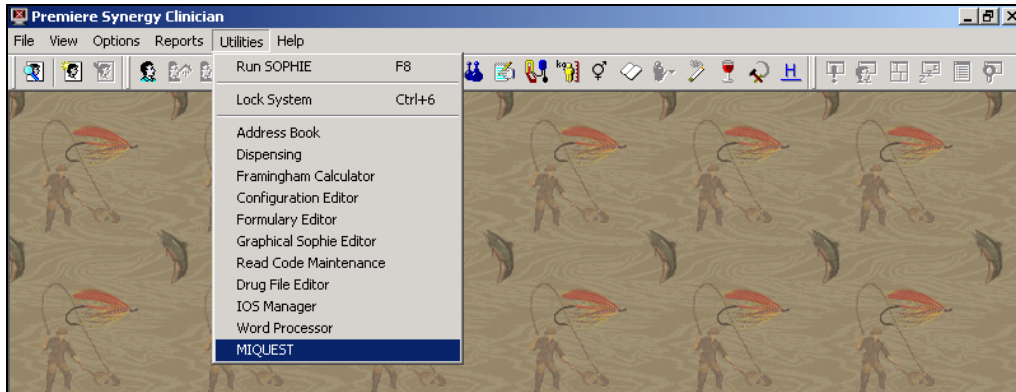
**Please note:** If you are not using CHART you must use windows to copy your prepared queries to your new folders.

**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

Log into CSC Synergy.

3.1 Select 'Utilities' from the menu option and then select MIQUEST:

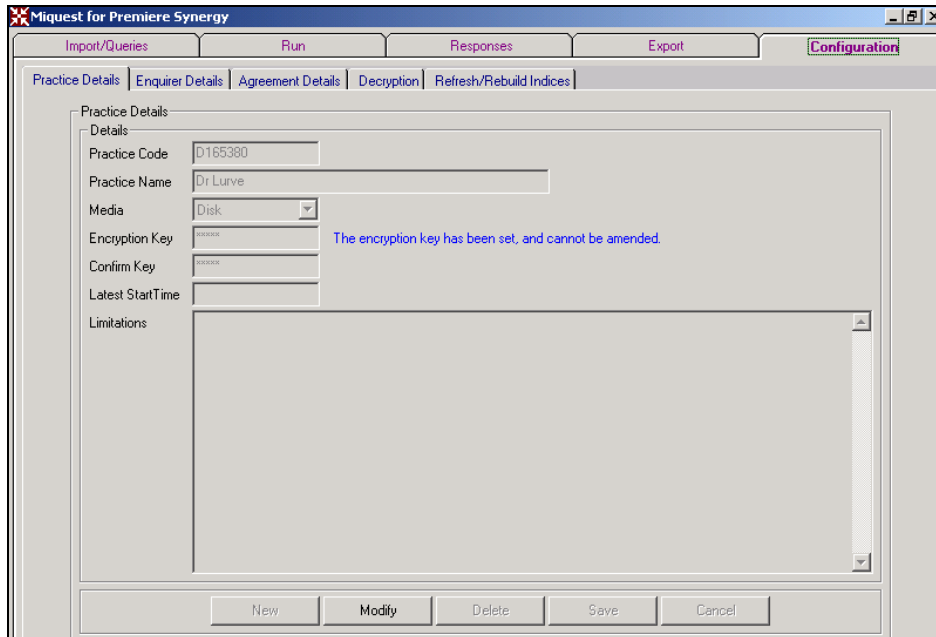


**Note:** If you cannot access MIQUEST, you may need access granting within your user profile. Contact the Practice System Administrator for help.

#### 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.

3.2 Select the 'Configuration' tab, and then select the 'Practice Details' tab.



3.3 This screen allows you to add new or modify existing details.

- 3.4 Select the Practice code and enter the Practice NACS code and name e.g. Practice code: M12345, Name: Main Street Surgery.

The Media option should be set to Disk. The other options should be left as they are.

- 3.5 Next click on 'Enquirer Details' tab. The Enquirer code and name should be LOCAL and the Media should be set to Disk:

The screenshot shows the 'Enquirer Details' window. On the left, a list of enquirer types includes 'Local Enquirer (LOCAL)'. The 'Details' section on the right contains the following fields: 'Enquirer Code' (LOCAL), 'Enquirer Name' (Local Enquirer), 'Address' (text area), 'Post Code', 'Phone No.', 'Fax No.', 'Media' (Disk), 'Trading Ptnr', 'Email', and 'Max File Size' (0 in Kilobytes). The 'Media' dropdown is highlighted with a red circle.

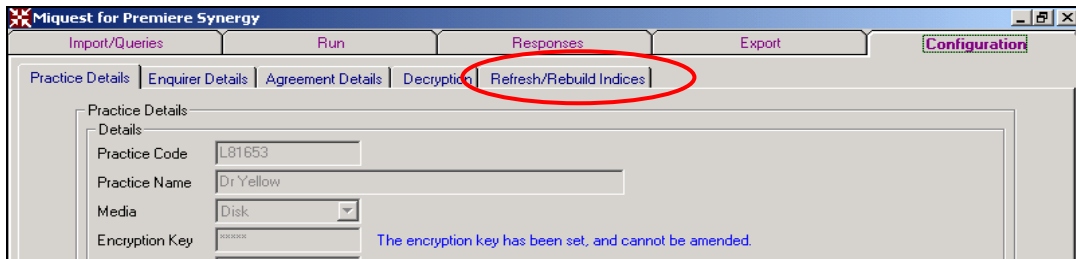
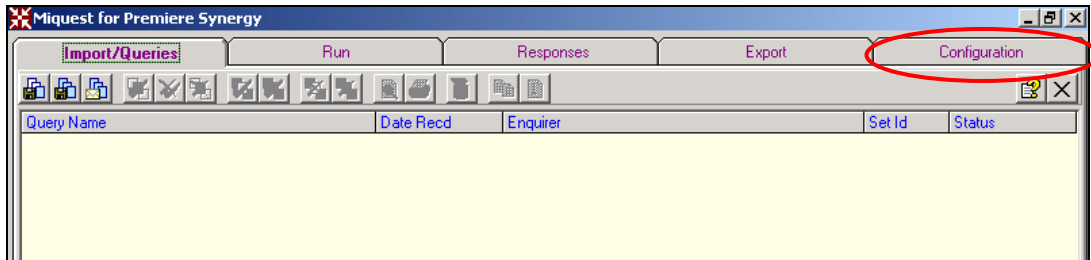
- 3.6 Select the 'Agreement Details' tab. The Agreement code and name should be LOCAL. Enter a start date of today or earlier and a future end date (e.g. three years), then for the Media method select Disk:

The screenshot shows the 'Agreement Details' window. On the left, the 'Enquirer' is set to 'Local Enquirer (LOCAL)' and the 'Agreements' list contains 'Local Agreement (LOCAL)'. The 'Details' section on the right contains: 'Agreement Code' (LOCAL), 'Agreement Name' (Local Agreement), 'Start Date' (01/02/2002), 'End Date' (01/07/2020), 'Media' (Disk), 'Trading Ptnr', 'Max File Size' (0 in Kilobytes), and a 'Description' text area. The 'Media' dropdown is highlighted with a red circle.

- 3.7 Close the window and return to the main screen.

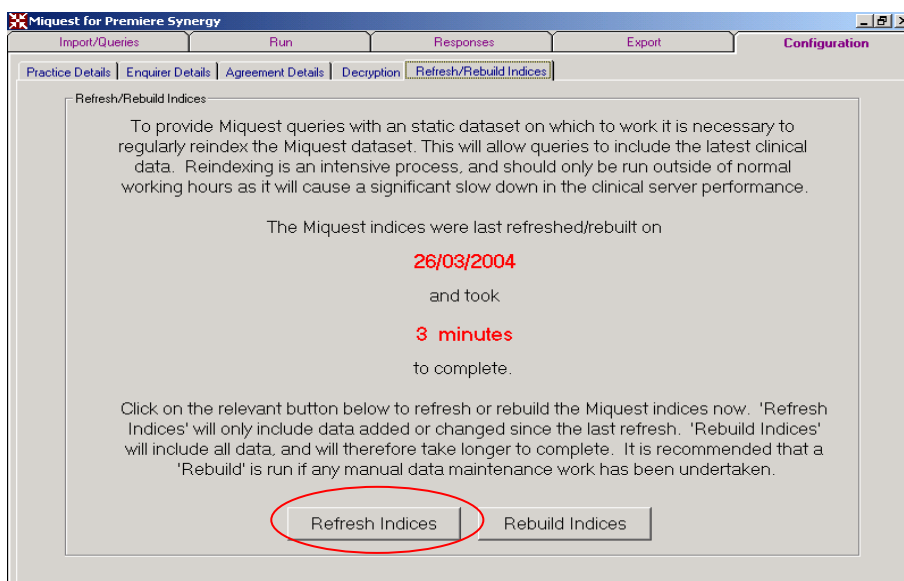
## Refreshing indices

- 3.8 Before running the queries, it is best practice to refresh the indices. To do this select the 'Configuration' tab and then select 'Refresh/Rebuild Indices' tab:



A full rebuild of the MIQUEST indices should be performed at least monthly. If running queries on the clinical server we recommend that the indices be rebuilt outside of surgery hours because a rebuild usually takes over an hour and can slow the system down. If running queries on a report server the indices can usually be rebuilt safely during surgery hours.

- 3.9 When you ready to refresh the indices, select 'Refresh Indices'. This may take minutes to run as it is dependent on the setup at the practice, and population size. This process updates the MIQUEST tables and the queries are now ready to be run.



3.10 Click on the 'Import/Queries' tab once the refresh has completed:



### Deleting Queries

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

3.11 Click on the rubbish bin icon to delete.

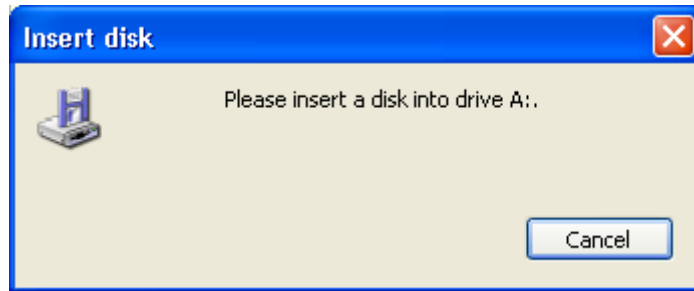


## 4. Importing Queries

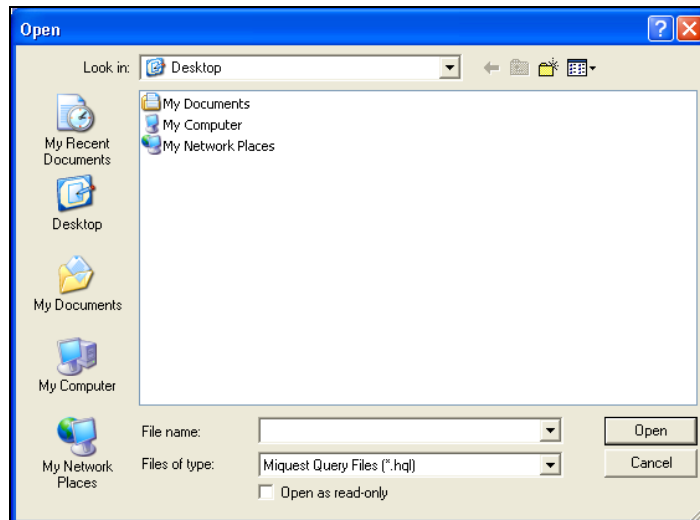
4.1 To import queries from a USB memory stick or a network folder, select the 'import selected files from disk' icon.



4.2 If the following message appears, click Cancel:



4.3 Browse to where the queries are stored (ie folder created earlier and where you should have sent your queries to from CHART). Once located, click 'Open':



- 4.4 When the queries have successfully been imported they will appear in a list with the status of 'Unauthorised':

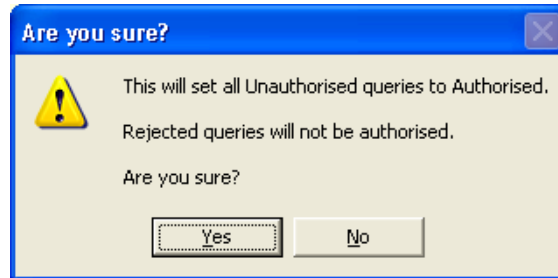
The screenshot shows a software window titled "Miquet for Premiere Synergy". The window has a menu bar with "Import/Queries", "Run", "Responses", "Export", and "Configuration". Below the menu bar is a toolbar with various icons. The main area contains a table with the following data:

Query Name	Authorise all queries	d	Enquirer	Set Id	Status
Generate HYS1 subset (AAHYS1)		05/12/2006	Local Enquirer (LOCAL)	ReadV2	Unauthorised
Hysterectomy Audit (Pseudonymised) (HYSTER1A)		05/12/2006	Local Enquirer (LOCAL)	ReadV2	Unauthorised

The "Status" column for both rows is circled in red in the original image.

## 5. Authorising Queries

- 5.1 To authorise all the queries in the set, select 'authorise all queries' in the set icon (as previous). You will be presented with the following message:



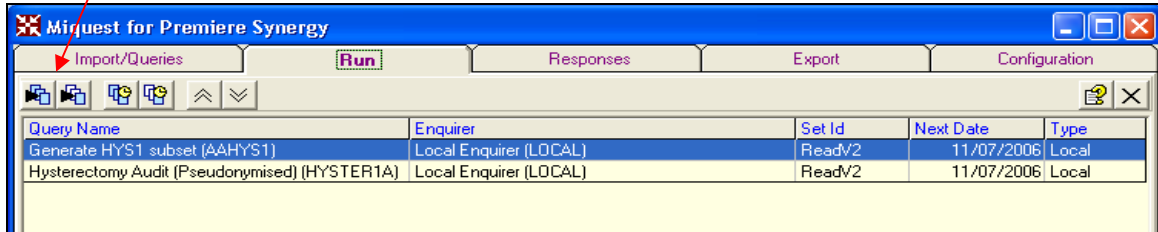
- 5.2 Select 'Yes'. The following screen will now appear showing the queries as having a status of 'Authorised':

Query Name	Date Recd	Enquirer	Set Id	Status
Generate HYS1 subset (AAHYS1)	05/12/2006	Local Enquirer (LOCAL)	ReadV2	Authorised
Hysterectomy Audit (Pseudonymised) (HYSTER1A)	05/12/2006	Local Enquirer (LOCAL)	ReadV2	Authorised

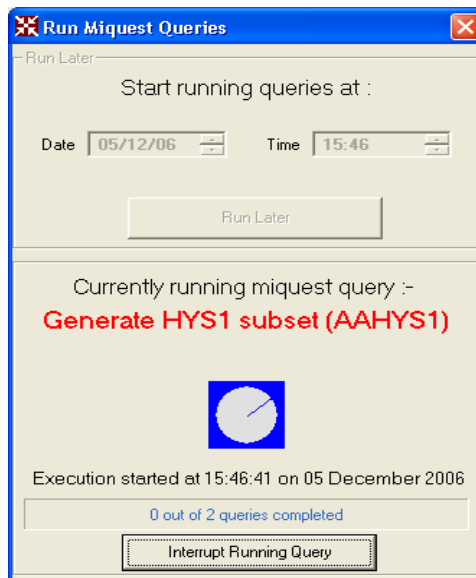
## 6. Running Queries

You have the option to either run the queries now or to schedule the queries to run at a later time.

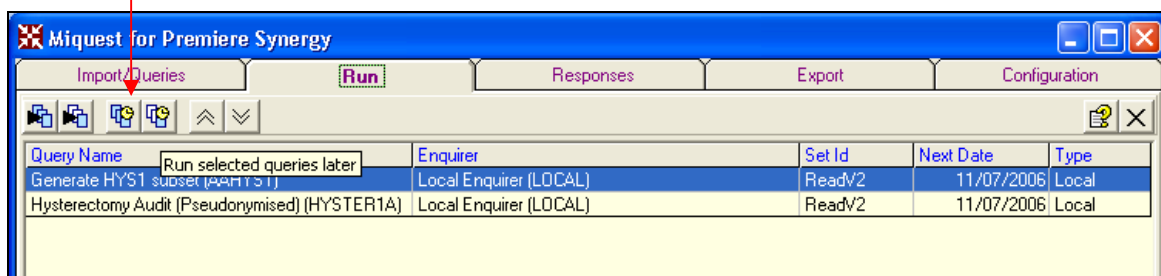
6.1 To run now click on the 'Run' tab and select the icon to run the queries in query queue:



6.2 The queries will now run:



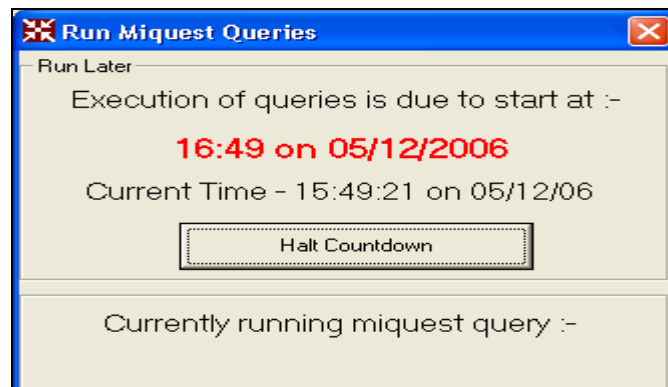
6.3 To schedule queries to run later, click on 'Run selected queries later' button:



- 6.4 The option to set a date and time will appear, set this as required and then select the 'Run Later' button:



- 6.5 The following screen will appear to show that the scheduler is set:



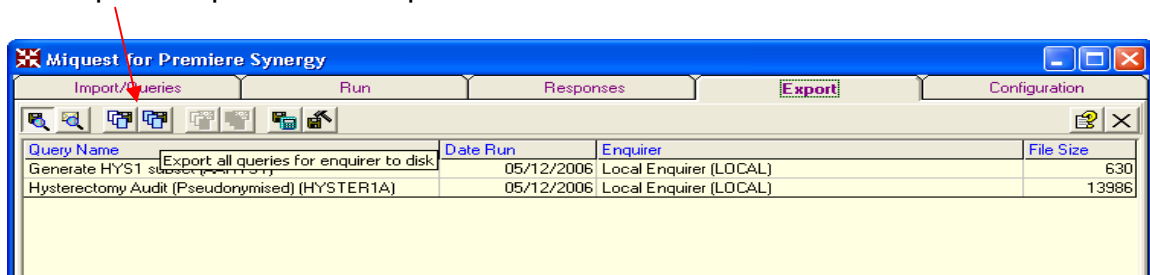
## 7. Authorising Responses

When the queries have completed running the query queue list will disappear.

- 7.1 Select the 'Responses' tab and highlight the queries you wish to export.
- 7.2 Select the 'Authorise responses' button, the status will then change to 'authorised'.

## 8. Exporting Responses

- 8.1 Select the 'Export' tab and highlight all the queries, to complete select the icon 'Export all queries for enquirer to disk':



- 8.2 Make sure you use a formatted disk for your responses.
- 8.3 Import your responses into CHART for viewing. Please refer to the separate CHART instructions on how to do this.
- 8.4 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.
- 8.5 Close the Query Processor using the red cross in the top right corner.

**If you encounter any problems using the CSC Synergy MIQUEST Query Processor, contact the CSC helpdesk.**