

# PRIMIS



The University of  
**Nottingham**

UNITED KINGDOM · CHINA · MALAYSIA

## Running MIQUEST Queries on INPS Vision



Prepared by the Information and Training Teams  
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## 1. Creating Folders on the Local Drive

Before using the INPS Vision MIQUEST Query Processor you need to create two folders in which to store MIQUEST queries and response files. Setting up a network folder means that any patient identifiable data within the MIQUEST responses can be securely stored on the network.

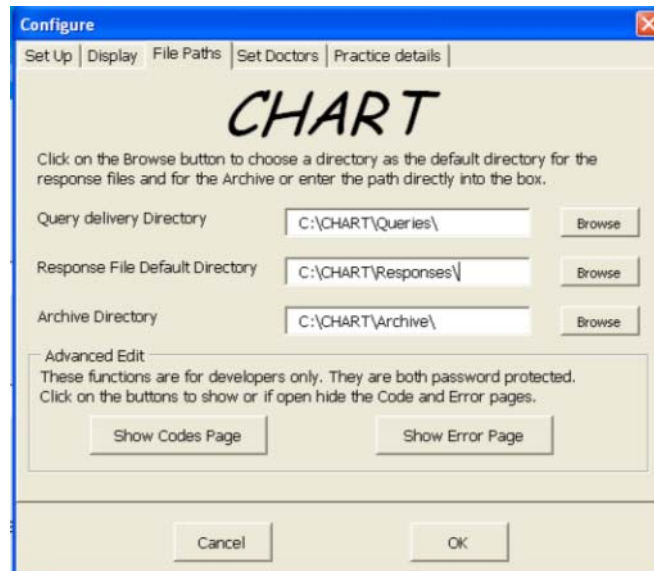
- 1.1 Using Windows Explorer, navigate to the C drive on a computer that also has access to the Vision system. Find a suitable folder
- 1.2 Create a new folder by clicking on the 'File' menu and selecting 'New' then 'Folder'
- 1.3 Give the folder the title of 'Queries'. To rename a folder, right click 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 Vision. 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 Vision is found within the reporting section (from the main menu screen) once you have logged in:



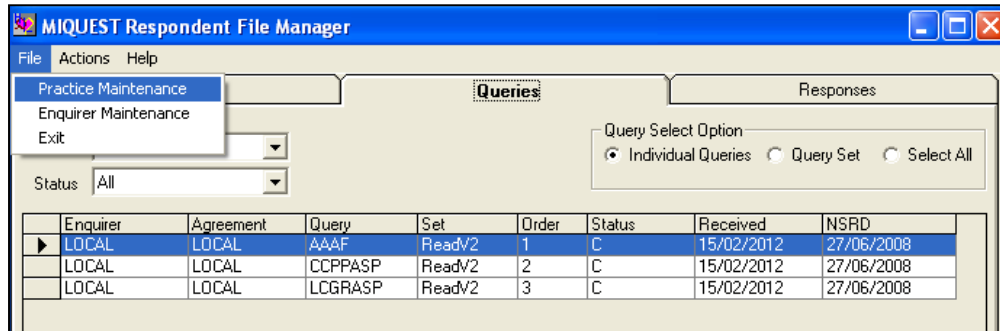
**Note:** If you cannot access MIQUEST, you may need access granting within your user profile. Contact the Practice System Administrator for help.



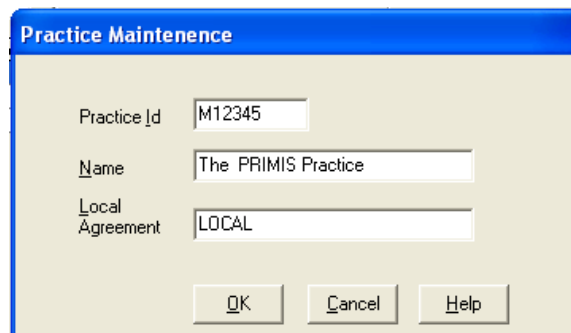
## Configuring MIQUEST for first use

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

- 3.1 Click on 'File' and then 'Practice Maintenance':



- 3.2 In the 'Practice ID' field, enter the practice national code
- 3.3 Ensure that the Practice Name appears in exactly the same way as it does in CHART (CHART menu, Configure, Practice Details)
- 3.4 Ensure that the 'Local Agreement' field says LOCAL
- 3.5 Click on 'OK' to finish:



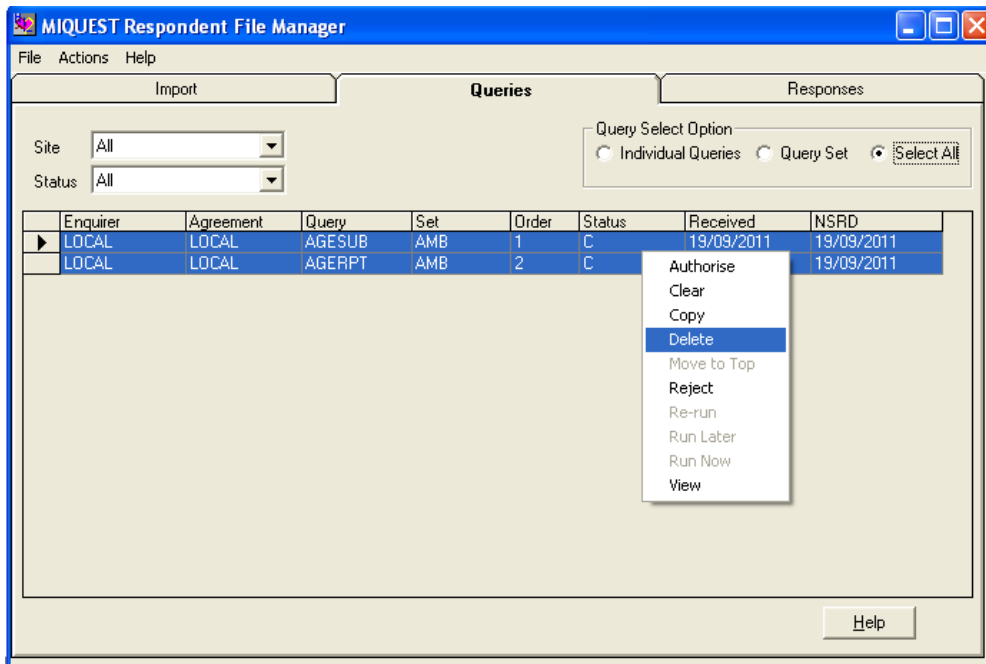
## Deleting Queries

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

3.6 Click **Select All**

3.7 Right click on the queries listed (or open the **Actions** menu)

3.8 Select **Delete**:



3.9 You will be asked if you want to delete the selected queries. Click **Yes**

3.10 You will be asked if you want to delete the associated responses as well. Click **Yes**

3.11 You are now ready to import your new queries

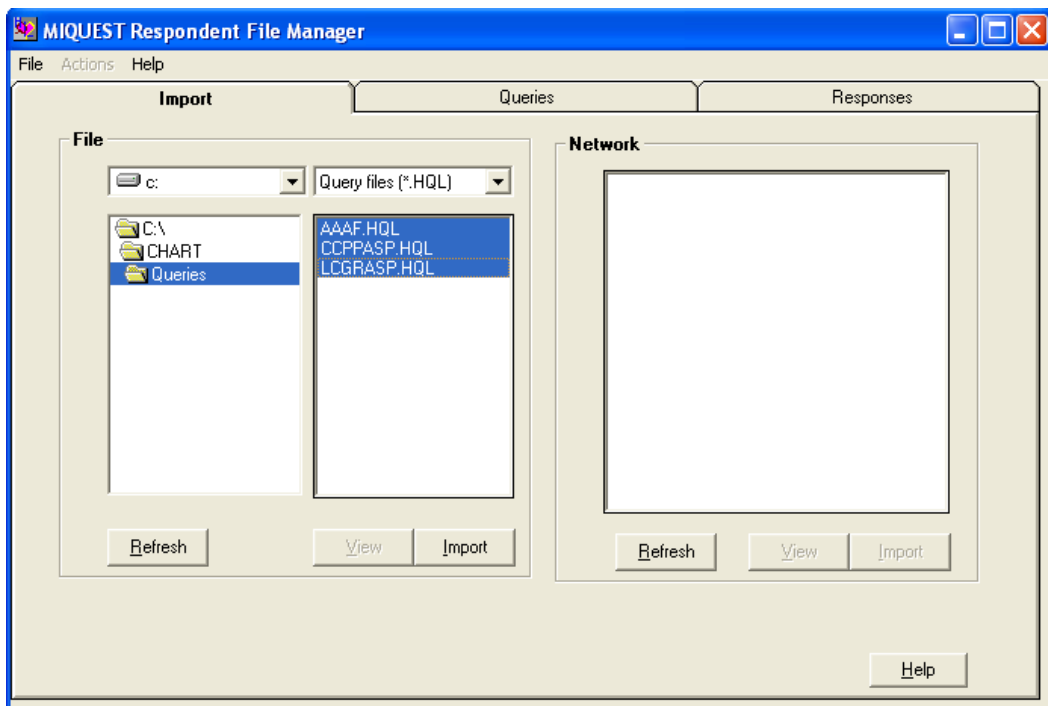
## 4. Importing Queries

4.1 Click on the **Import** tab

4.2 In the left hand window navigate to the 'Queries' folder created in step one

4.3 In the middle window, highlight all the queries in your set. You can do this by highlighting the first one and using the Shift key and down arrow to highlight the rest

Click on the **Import** button:



4.4 If imported successfully, you will see a message saying how many queries have been imported.

If any queries have been rejected, you must check that the information within CHART configuration matches the practice information contained with 'Practice Maintenance' settings within MIQUEST. To access these settings, click on 'File', then 'Practice Maintenance'. You can also examine the rejected query within the responses tab of the MIQUEST processor. Open the query and ensure you tick the 'Reponse' tickbox to view the error message for information on why it has been rejected.

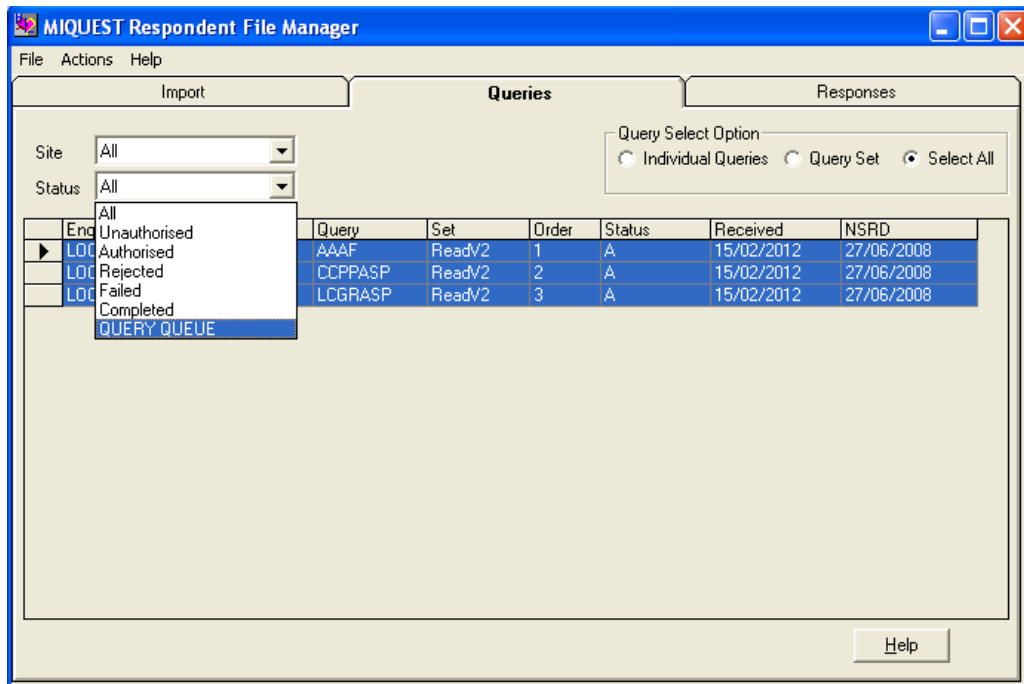


## 5. Authorising Queries

- 5.1 Click on the Queries tab
- 5.2 Click Select All to highlight all queries
- 5.3 Right click on the list of queries (or navigate to the Actions menu)
- 5.4 Select Authorise
- 5.5 The status column will now change from U (unauthorised) to A (authorised)

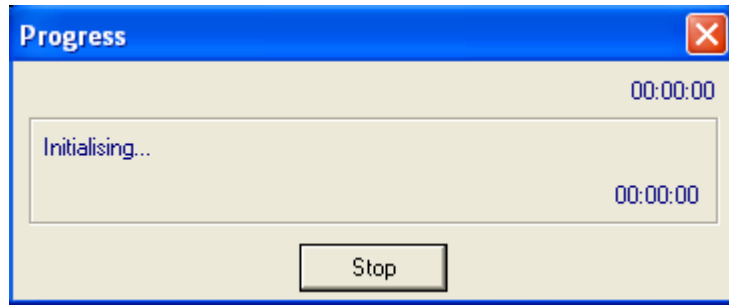
## 6. Running Queries

- 6.1 In the status dropdown menu, select Query Queue:

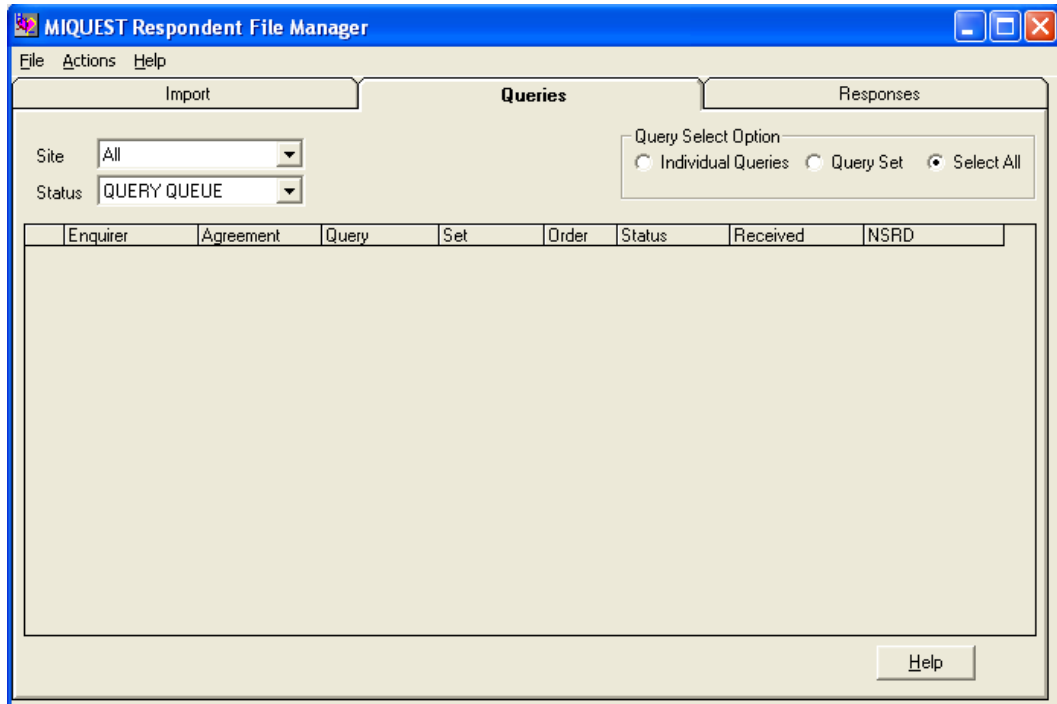


- 6.2 Right click on the list of queries (or navigate to the Actions menu) and select Run Now

6.3 You will see a series of progress messages...



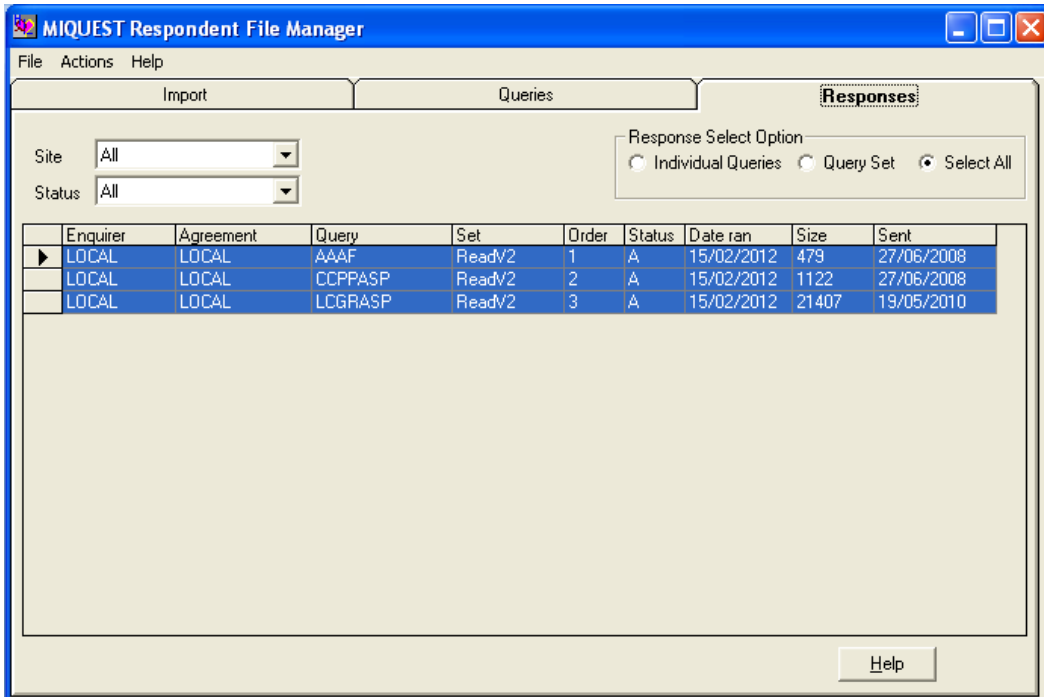
6.4 When the queries have finished running you will see a blank screen:



## 7. Authorising Responses

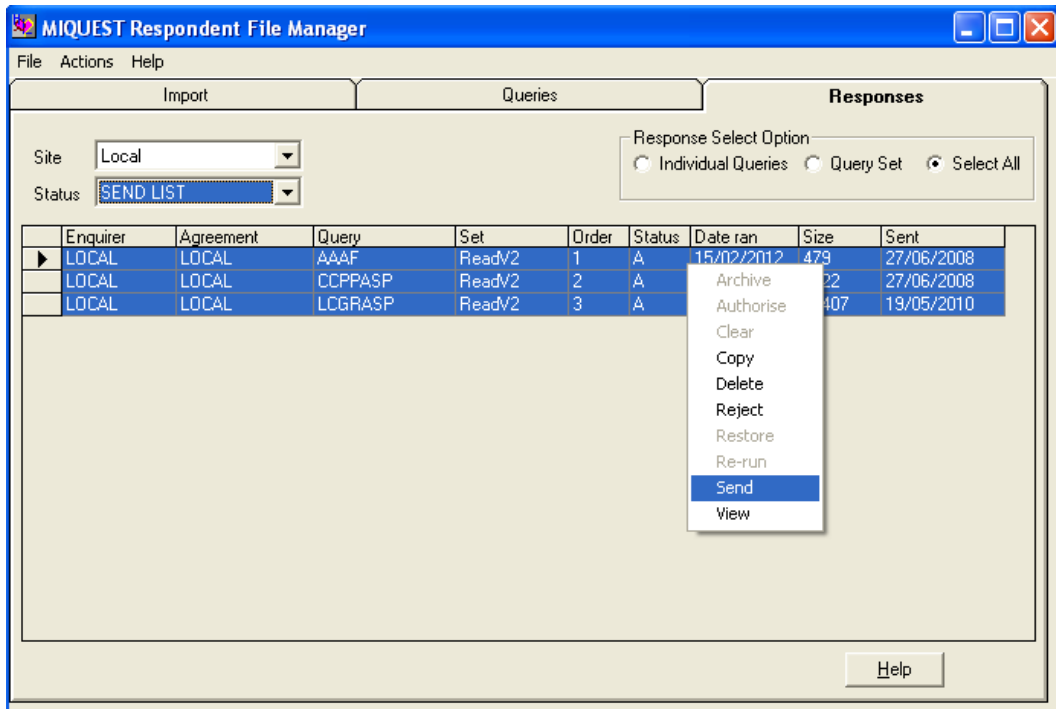
7.1 Click on the Responses tab

7.2 The status column should state A for authorised. Therefore the reports do not need authorising manually

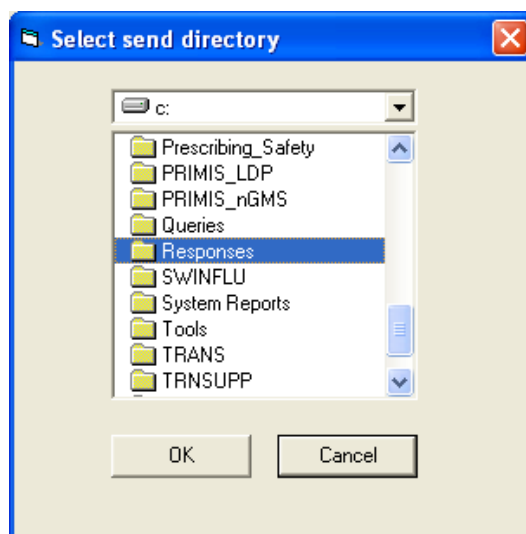


## 8. Exporting Responses

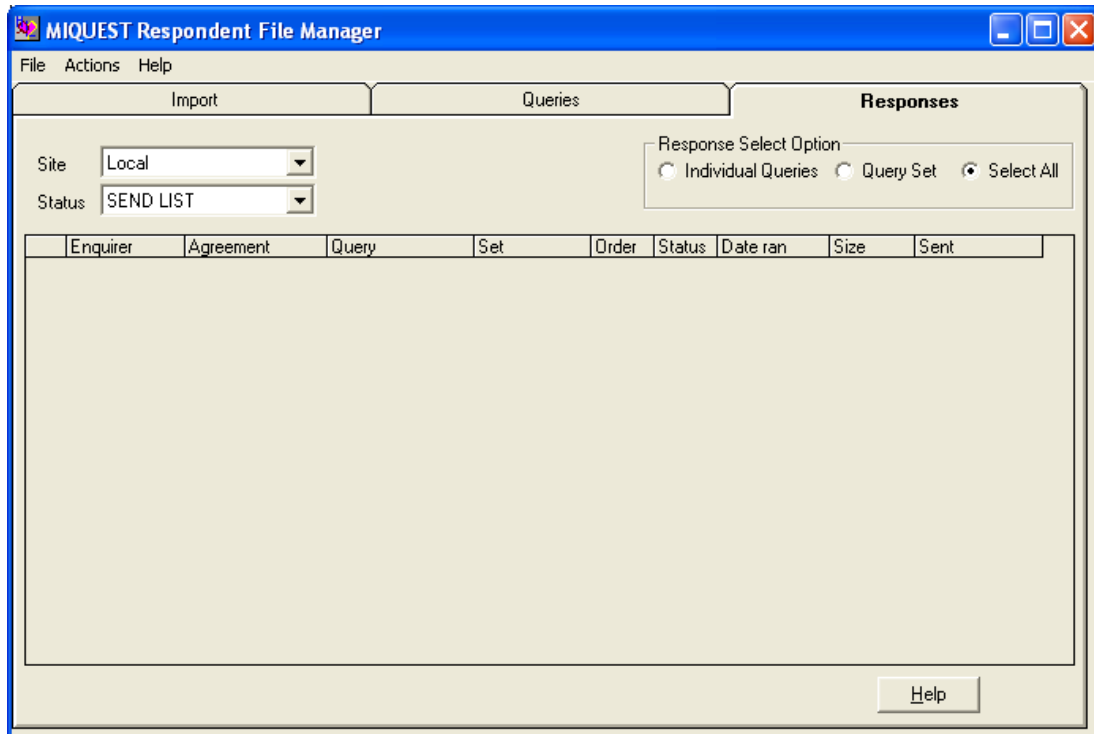
- 8.1 Ensure that all responses are already highlighted, if not click Select All
- 8.2 In the Site dropdown menu, select Local
- 8.3 In the Status dropdown menu select SEND LIST
- 8.4 Right click on the list of queries (or navigate to the Actions menu). Select Send



- 8.5 In the pop-up box, navigate to the 'Responses' folder created in step one:



- 8.6 Once the responses have been exported successfully, you will see a blank screen:



- 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 MIQUEST as described earlier

- 8.8 Click on the red cross in the top right hand corner to close the MIQUEST query processor.

If you encounter any problems using the INPS Vision MIQUEST Query Processor, contact the Vision helpdesk.