



Running MIQUEST Queries on EMIS PCS / EMIS Web



Prepared by the Information and Training Teams

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Contents

1. Creating Folders on the Local Drive	2
2. Configuring the File Paths in CHART	3
3. Accessing the Query Processor	4
4. Importing queries	6
5. Authorising queries.....	8
6. Running queries	9
7. Authorising responses.....	11
8. Exporting responses.....	13

1. Creating Folders on the Local Drive

- 1.1 Before using the EMIS 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 – alternatively you can use a memory stick.
- 1.2 Using Windows Explorer, navigate to the relevant drive on the computer. Find a suitable folder.
- 1.3 Create a new folder by clicking on the ‘File’ menu and selecting ‘New’ then ‘Folder’.
- 1.4 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.



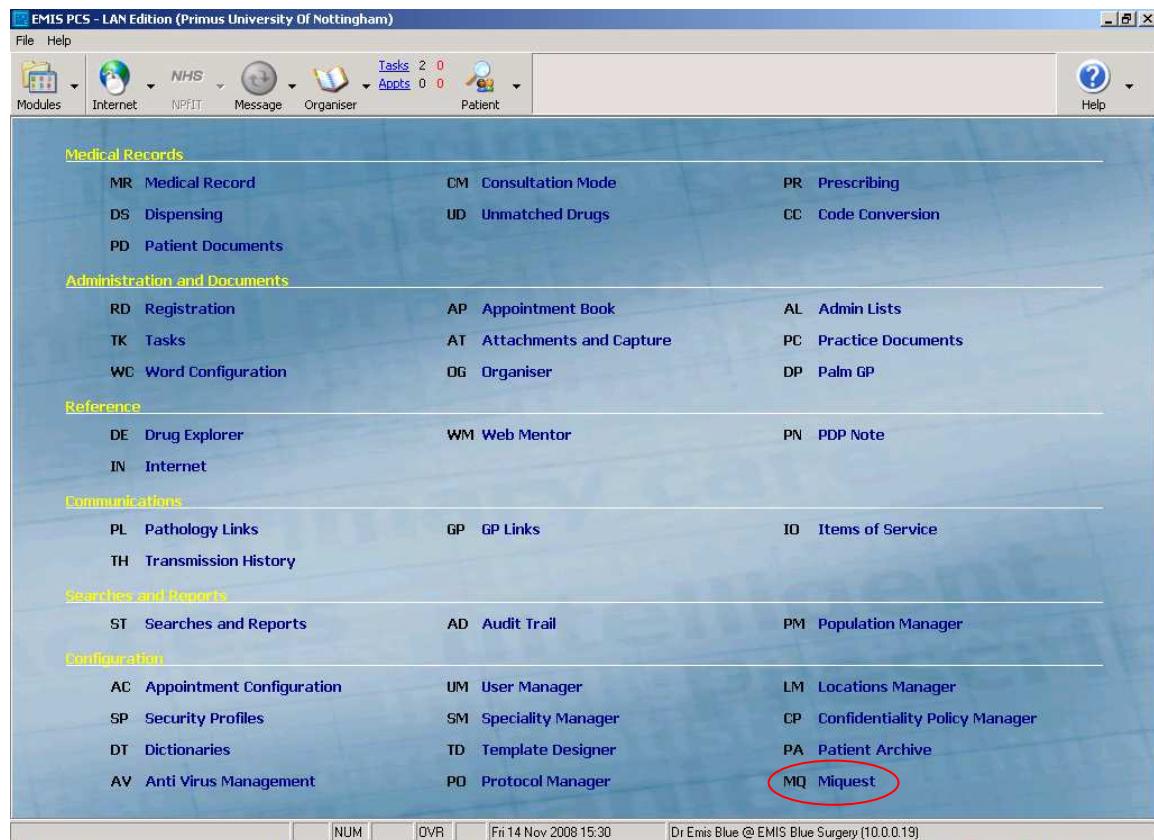
Please note: If you are not using CHART you must use windows to copy your prepared queries to your new folders.

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

EMIS PCS

3.1 Click on the 'MQ Miquest' option in the EMIS PCS main menu:



EMIS Web

You can access MIQUEST in EMIS Web by either:

3.2 Clicking on  , point to 'Reporting', and then select 'MIQUEST', or

3.3 If the link has been configured, click on the link to MIQUEST on the homepage

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.

Note: If this is not the first use of MIQUEST, proceed to '4. 1 Importing Queries' on the next page.

- 3.4 On the MIQUEST toolbar, click 'Configuration' and then select 'Practice Settings'
- 3.5 In the Practice Respondent Identifier section, click 'Edit'.
- 3.6 In the Respondent ID field, type the practice ID number (e.g. M12345), and then click 'OK'.
- 3.7 Click 'Close' to close the Practice Settings Screen.

Add an enquirer

- 3.8 Now select 'Enquirer/Agreement'.
- 3.9 Click 'Add Enquirer'
- 3.10 In the Enquirer Identifier field, type LOCAL
- 3.11 Complete the Practice Name and Address boxes. If you do not want to complete these, simply add LOCAL to both fields.
- 3.12 Click 'OK' to close the New Enquirer Details screen.

Add an agreement

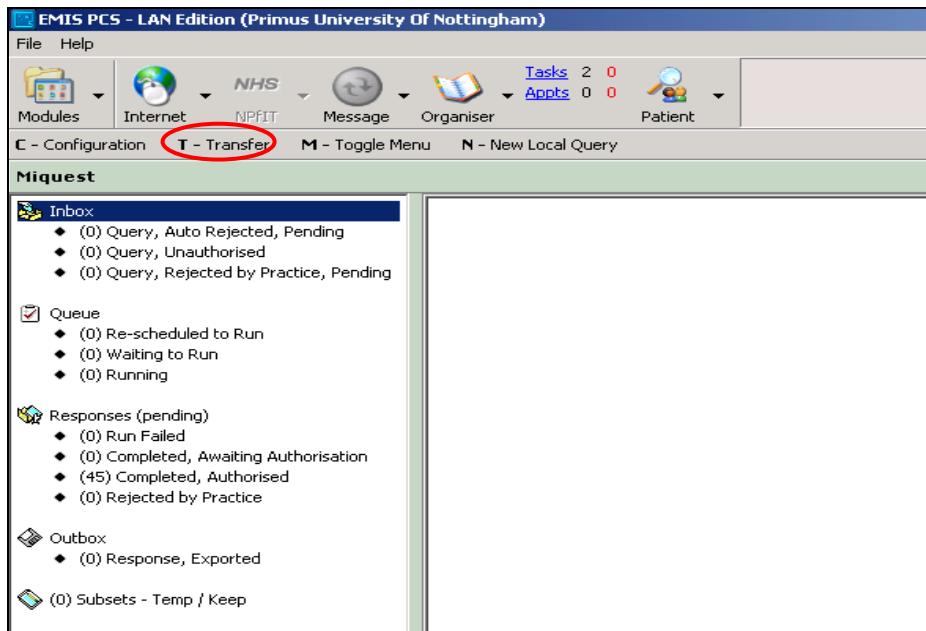
- 3.13 Select the newly created 'LOCAL' folder and click 'Add Agreement to Enquirer'
- 3.14 In the Agreement Code field, type LOCAL.
- 3.15 In the Title field, type LOCAL
- 3.15 In the Agreement Period field, click the drop down arrow, and then use the calendar to select the agreement period dates.

Note: Ensure that the date you select is in the future. EMIS recommends that you select a date up to three years ahead to avoid having to reset details.
- 3.16 In the Transfer Method field, click and select 'Disk'.
- 3.17 To close the New Agreement Details screen, click 'OK'.
- 3.18 To close the Enquirer/Agreement Configuration screen, click 'Close'.

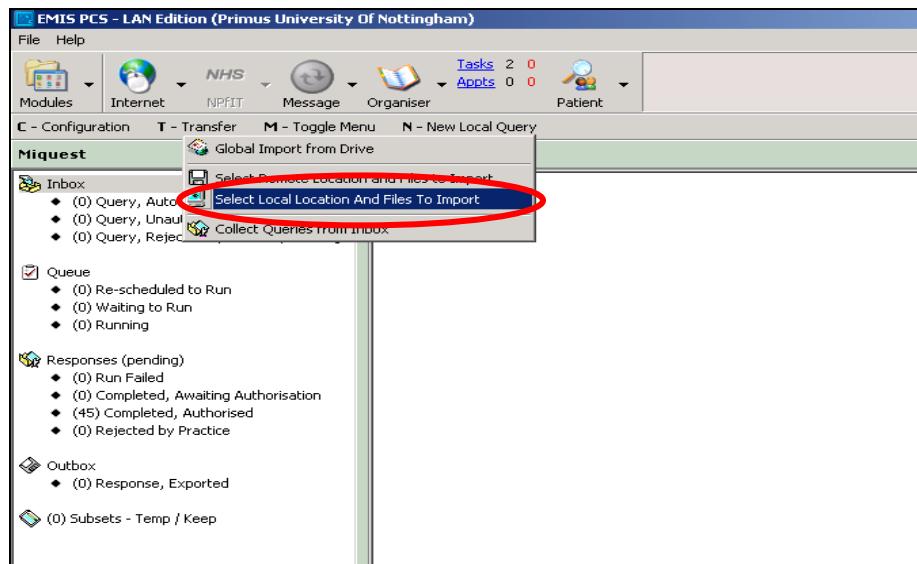
4. Importing queries

To import queries into the query processor from a disk, USB memory stick or network drive.

4.1 Click on 'T – Transfer':



4.2 Click on 'Select Local Location and Files to Import':

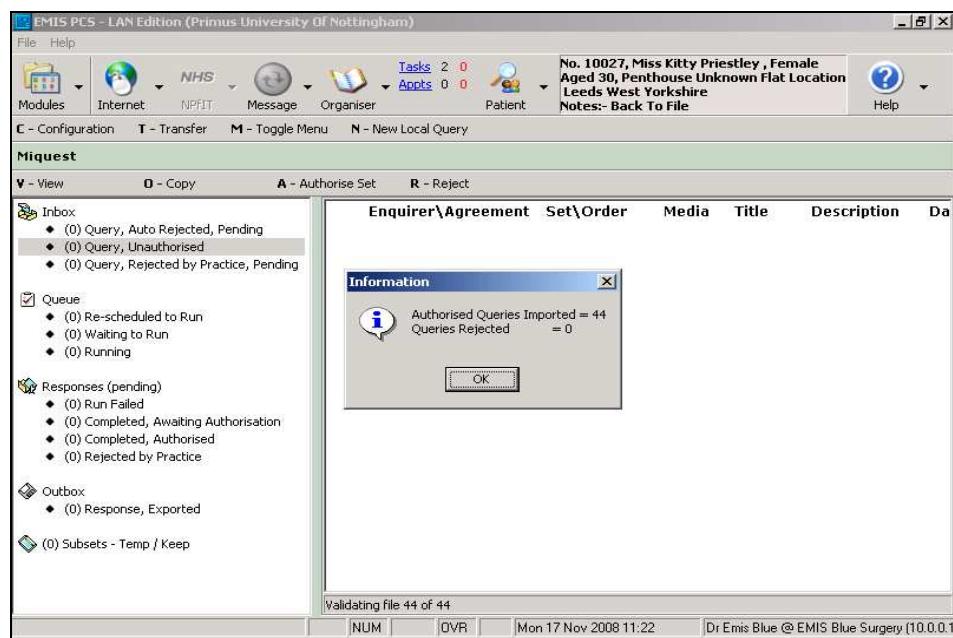


4.3 Browse to the directory containing the MIQUEST queries you wish to import.

4.4 Select the queries you wish to import then left mouse-click on 'Open':



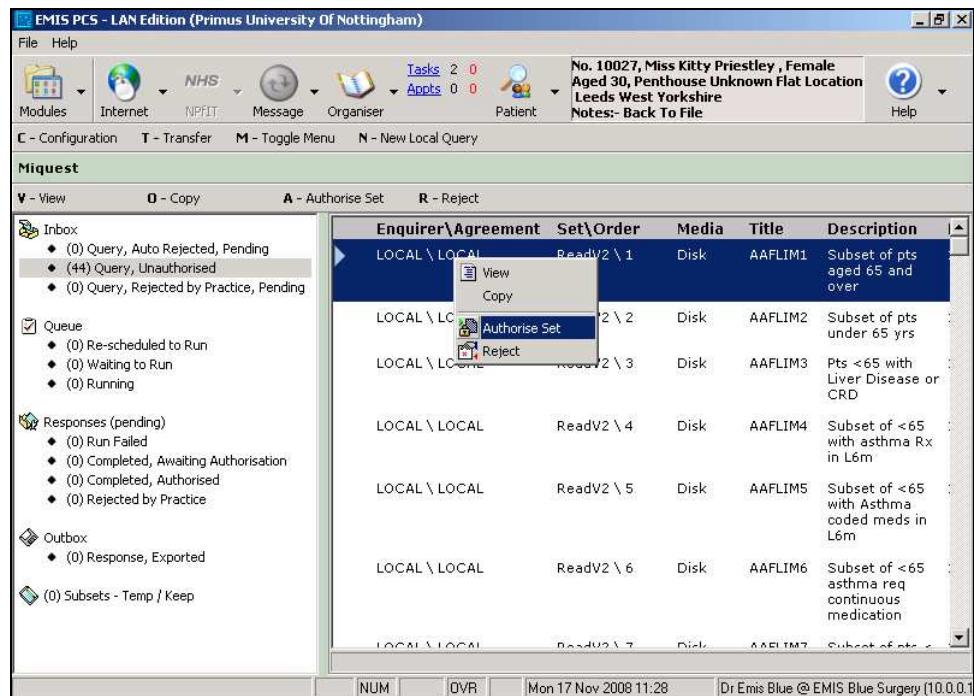
4.5 The queries will be validated by the MIQUEST interpreter and you should receive the following message telling you that the queries have been imported successfully:



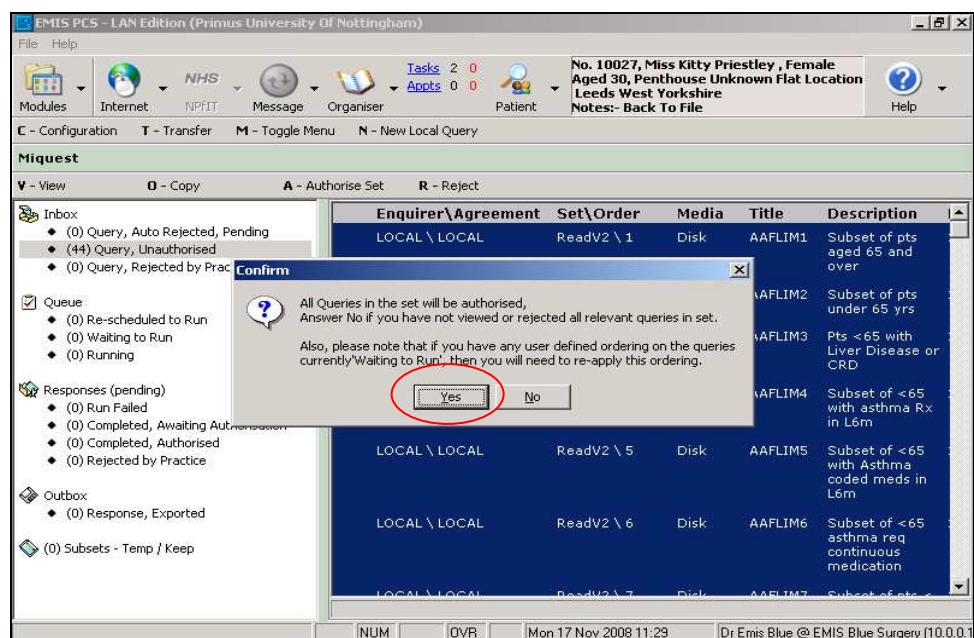
5. Authorising queries

The queries need to be authorised before they can be run.

5.1 Right mouse-click on one of the queries to select it then click on 'Authorise Set':



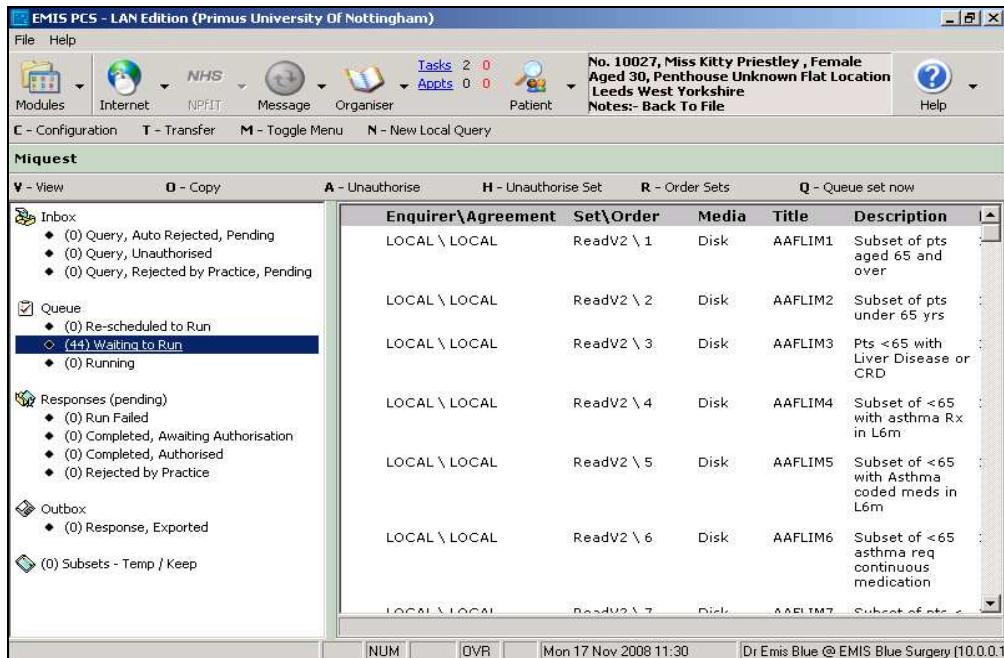
5.2 Confirm the authorisation:



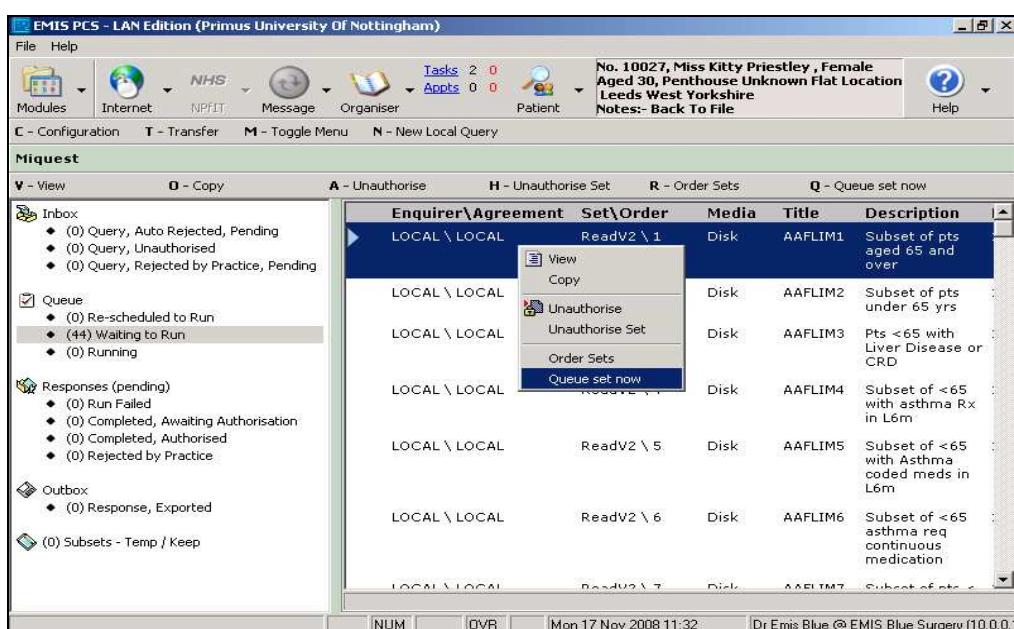
6. Running queries

Once authorised the queries will move to the 'Waiting to run' queue.

6.1 Click on the 'Waiting to Run' queue to view the queries:



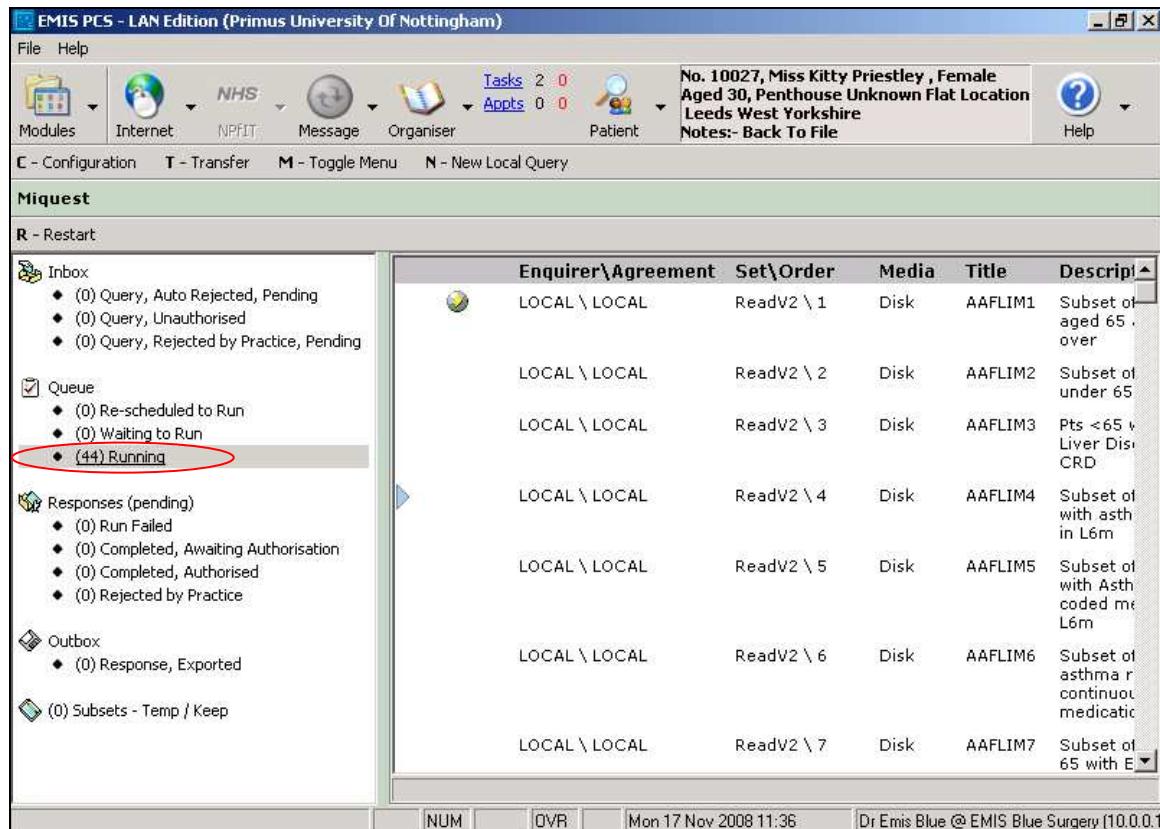
6.2 Right mouse-click on one of the queries to select it then click on 'Queue set now' if you want to run them now (if you want to schedule them to run later or overnight, click on 'Configuration' on the toolbar instead)*



If scheduling queries to run later, set the time and date (ensure tomorrow's date if you want them to run in the early hours the next morning) and tick 'enabled'.

Please note with EMIS Web and some versions of EMIS PCS the queries **can only be run overnight. There is no option to run them instantly.*

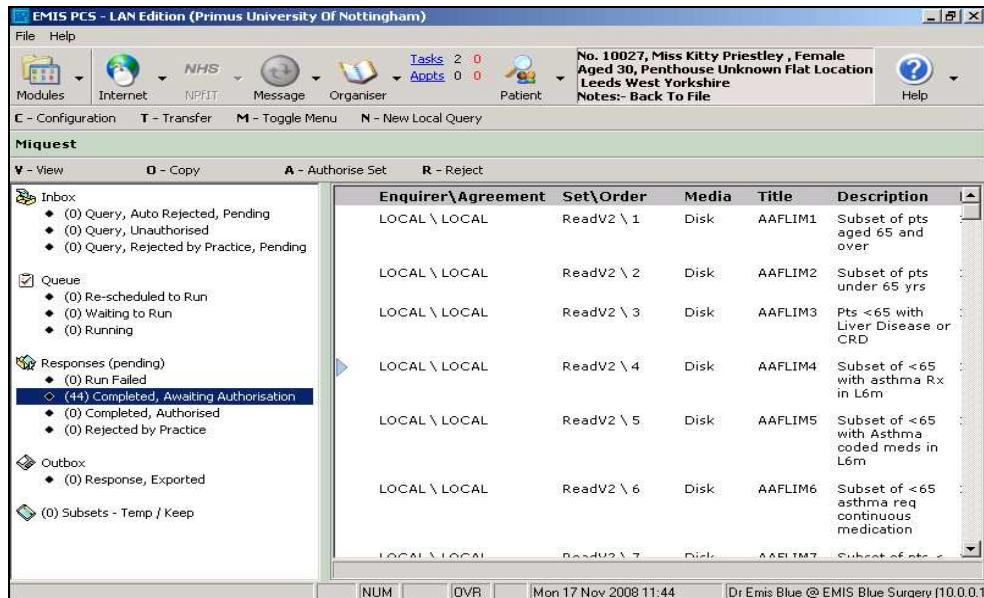
6.3 The queries will run and will move into the 'Running' queue (or if they are being run overnight this part will happen at the time they are scheduled to run. The following day, the queries should have run and will be waiting in the responses section):



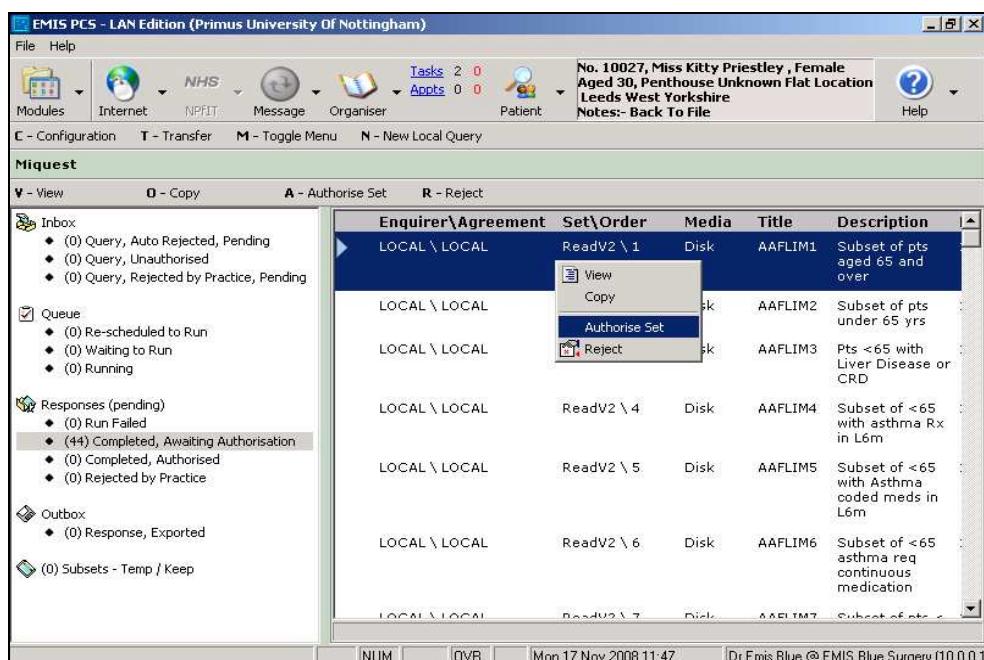
7. Authorising responses

Queries that have run are known as responses and responses appear in the 'Responses (pending)' area.

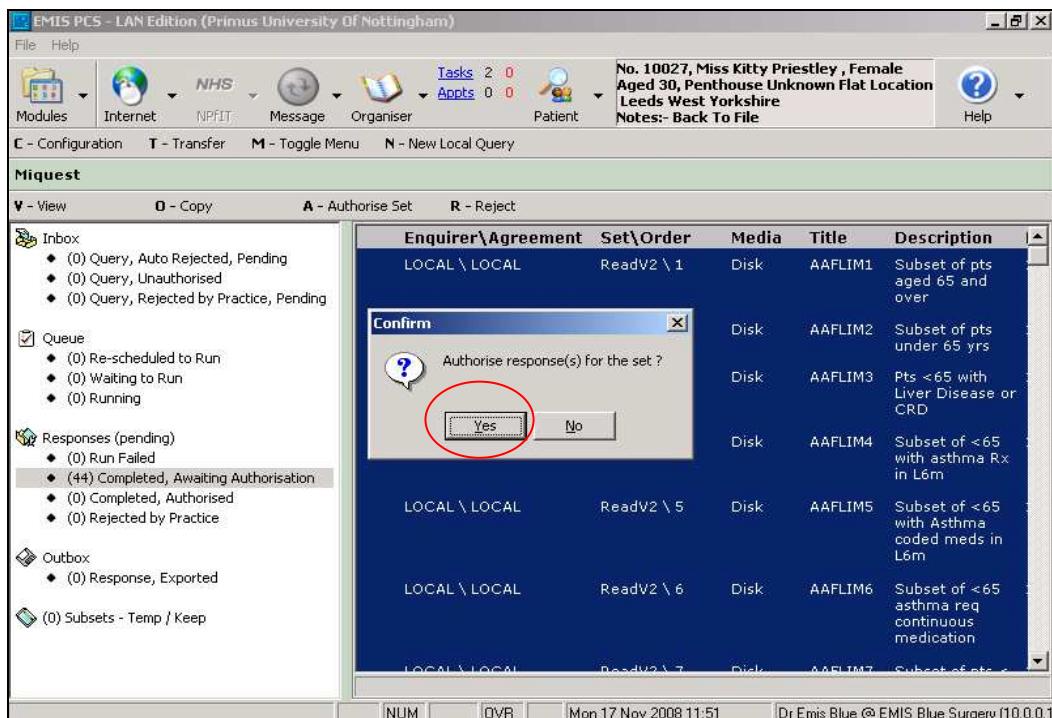
7.1 Responses to queries which have run successfully need to be authorised and these will appear in the 'Completed, Awaiting Authorisation' list:



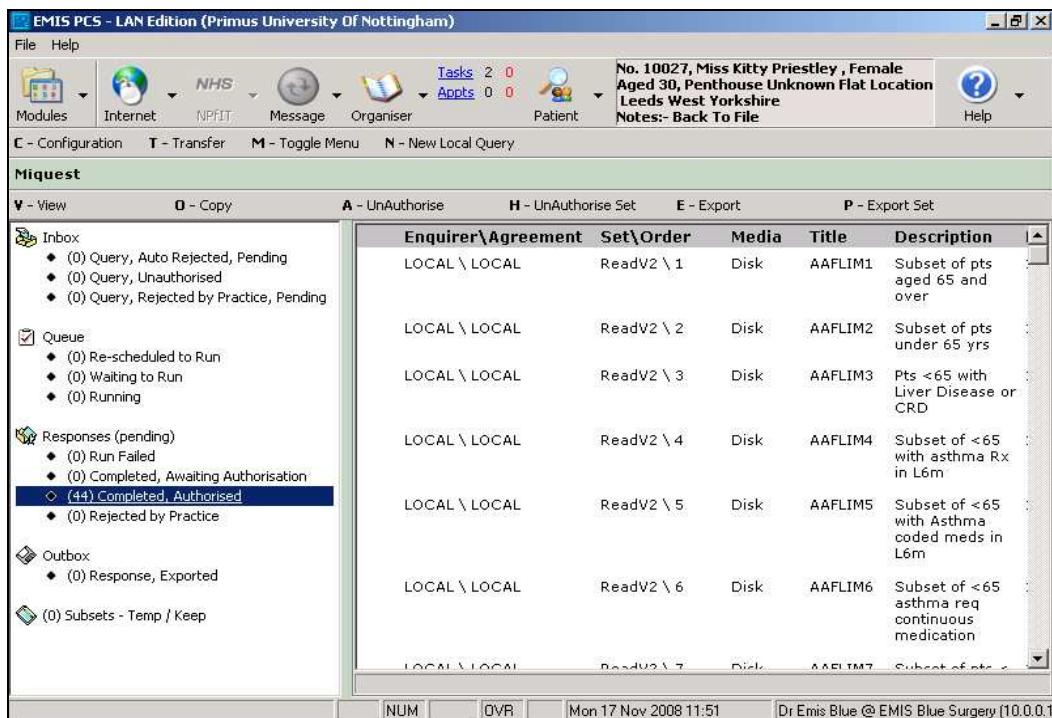
7.2 Right mouse-click on one of the responses to select it then click on 'Authorise Set':



7.3 Confirm the authorisation:



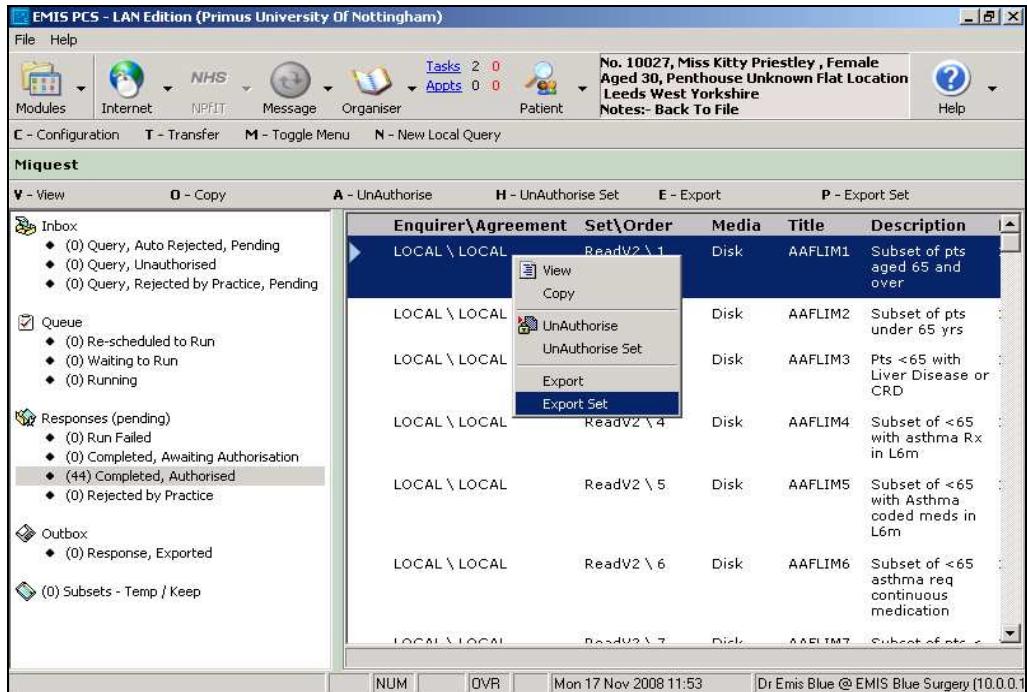
7.4 Once authorised the responses will move into the 'Completed, Authorised' list:



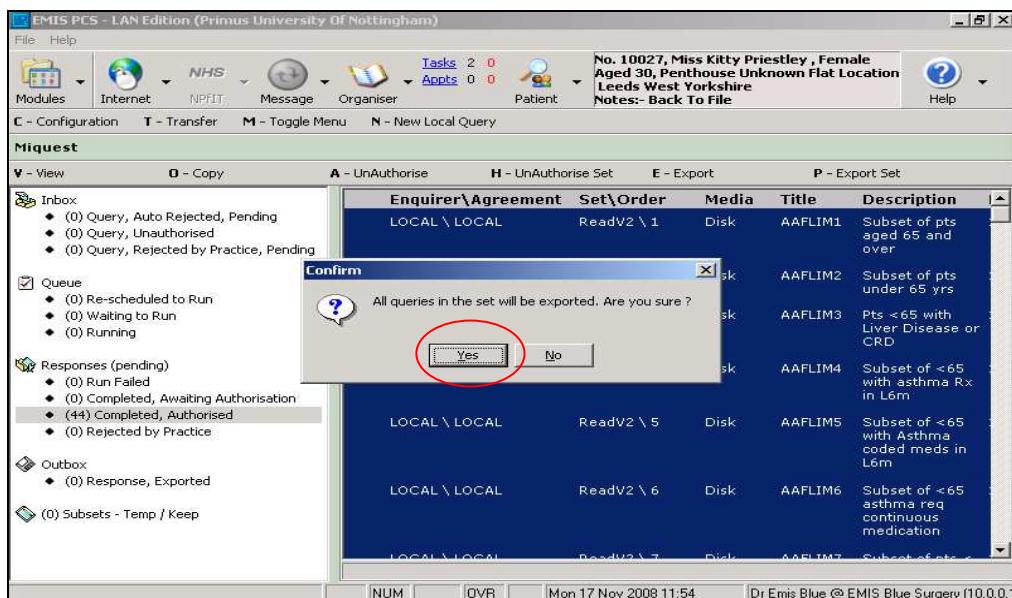
8. Exporting responses

Authorised responses need to be exported out of the MIQUEST interpreter to a floppy disk, USB stick or network drive.

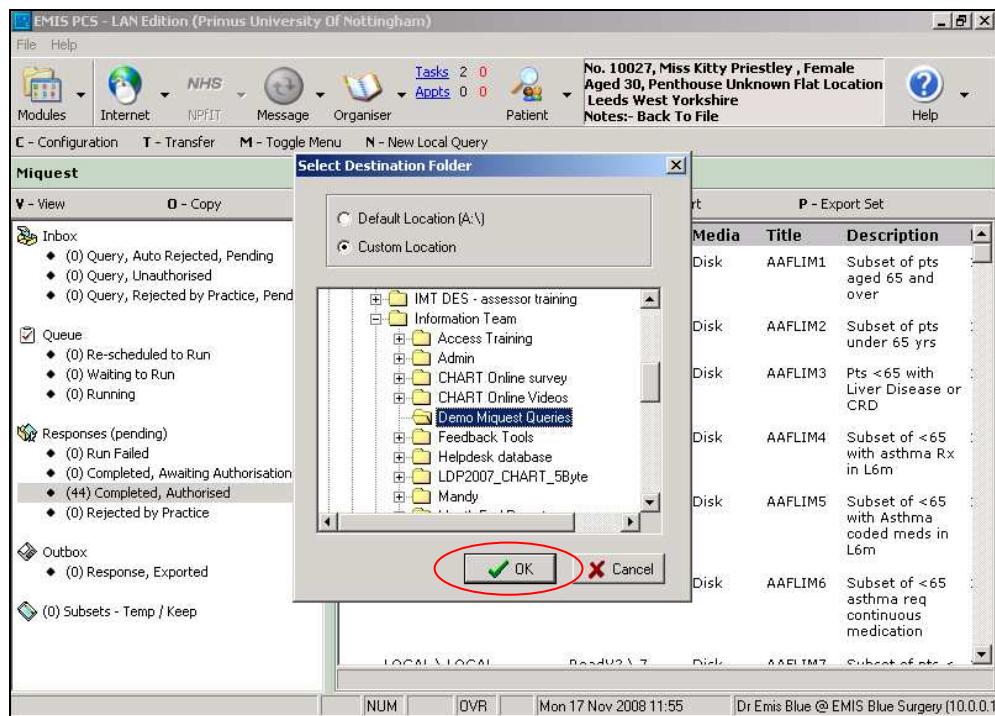
8.1 Right mouse-click on one of the responses to select it then click on 'Export Set':



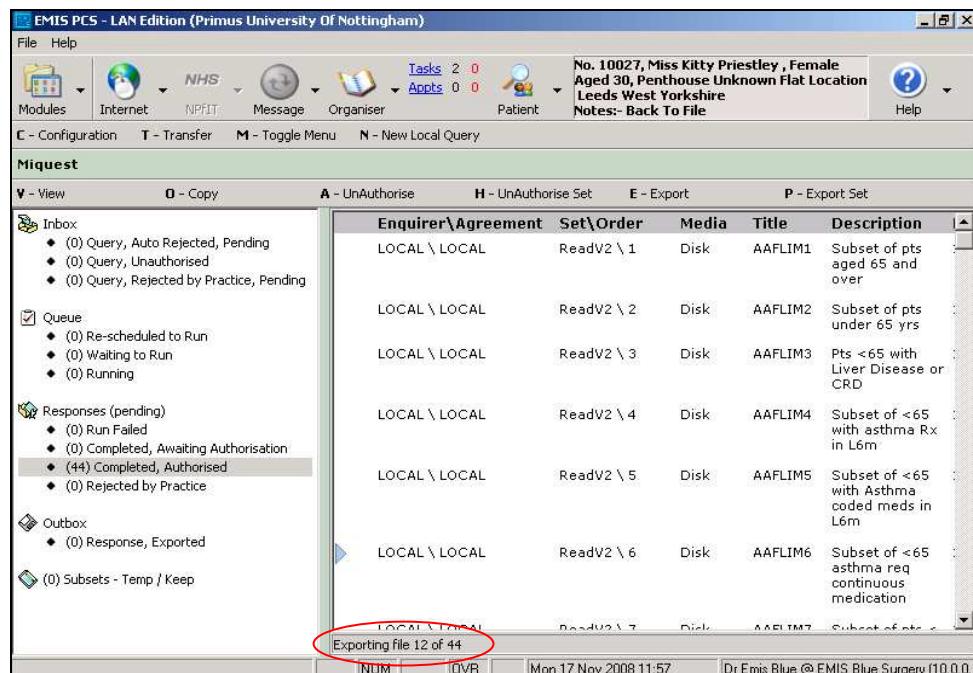
8.2 Confirm that you wish to export the set of responses:



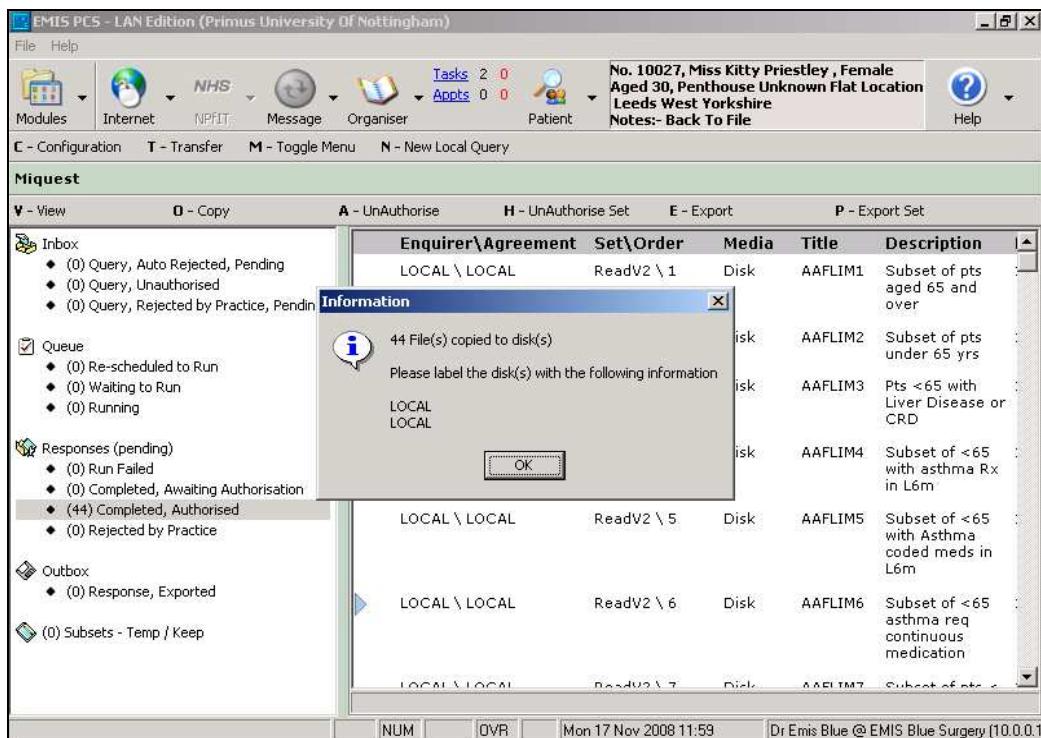
8.3 The default delivery directory for the responses is set as the floppy disk (A:\) drive. However it is possible to browse to a delivery directory of your choice e.g. USB drive. Browse to the delivery directory then click on 'OK':



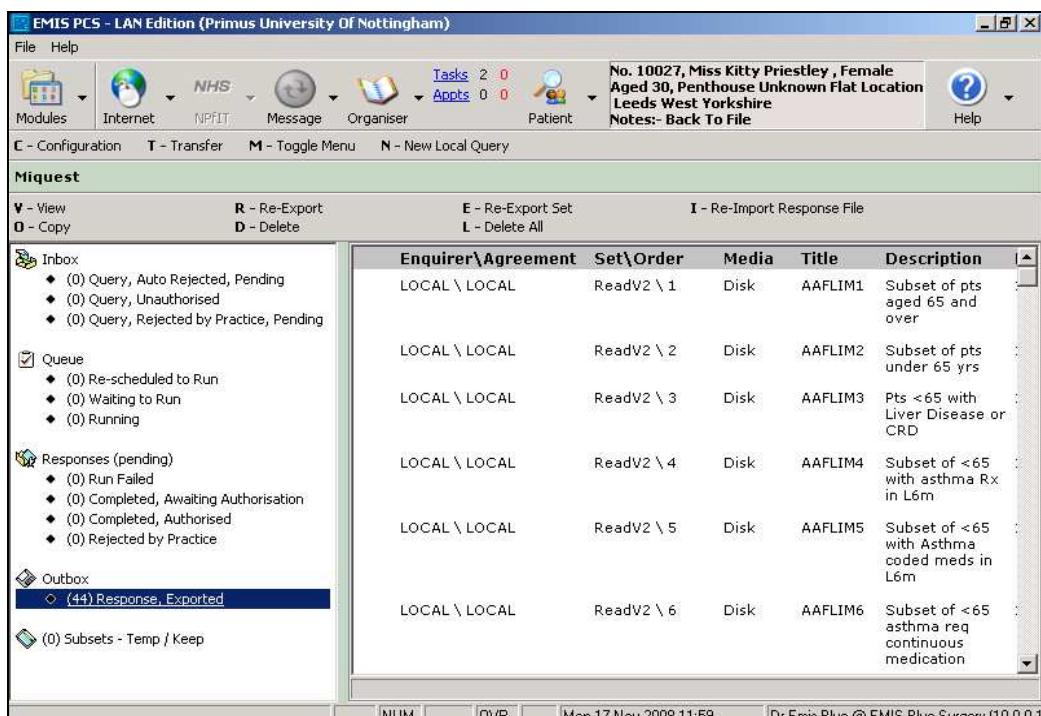
8.4 The responses will export:



8.5 You will receive confirmation that the responses have exported:



8.6 Exported responses will move to the 'Outbox' and into the 'Response, Exported' list:

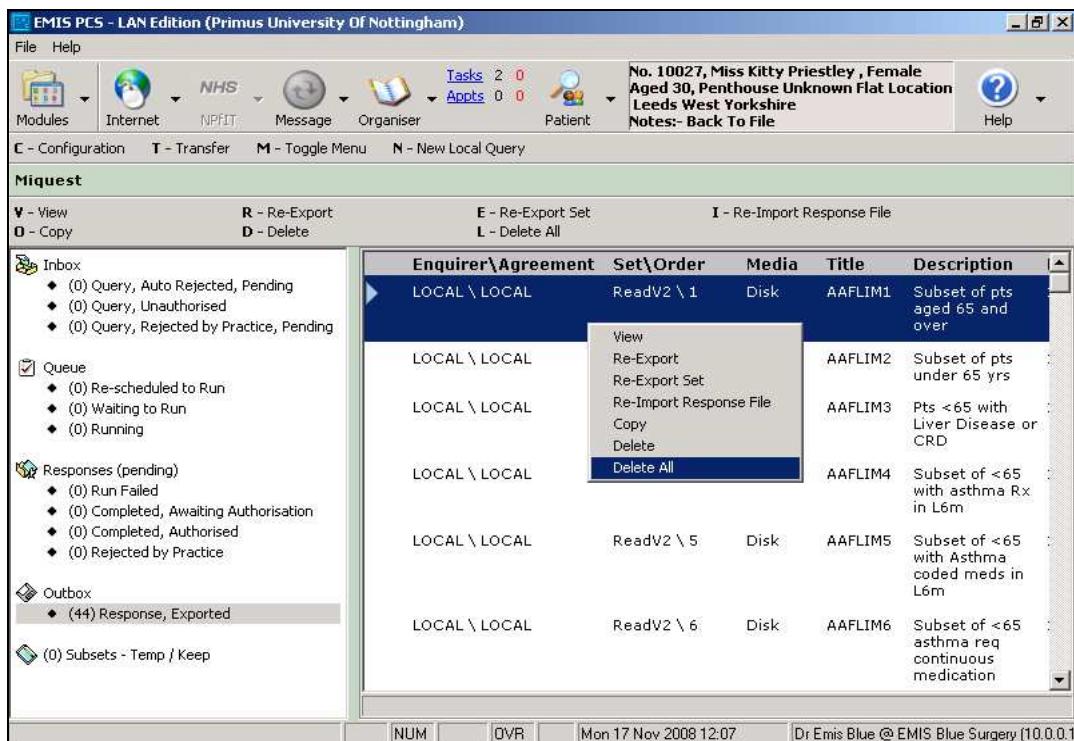


8.7 Import your responses into CHART for viewing. Please refer to the separate CHART instructions on how to do this.

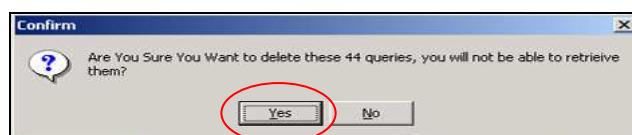
Deleting Responses

Once you have ensured that the responses can be successfully viewed in CHART and you have archived the results you may delete the responses within MIQUEST.

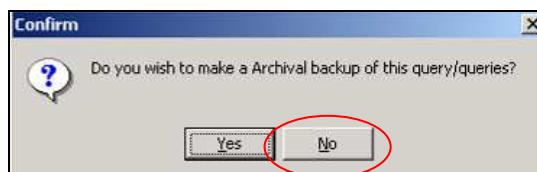
8.8 Right mouse-click on one of the responses to select it then click on 'Delete All':



8.9 Confirm the deletion:



8.10 Say 'No' to the request to make an archival backup of the responses:



8.11 Close the Query Processor when finished.

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