How to run the IMPAKT Tool on Vision in your practice

IMPAKT™

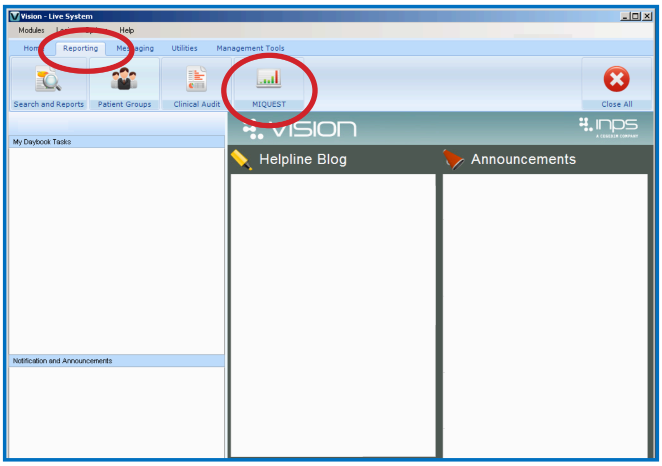
Note for VES (Vision Enterprise) practices:

The queries run best from the VES drives at the practice – these will be either your O: or P: practice drives – so we would recommend downloading the queries to one of these two drives in the download process.

The walk through will assume that the queries have been placed in the O: drive.

1. Once logged into the Vision homepage, click on the **Reporting** tab.

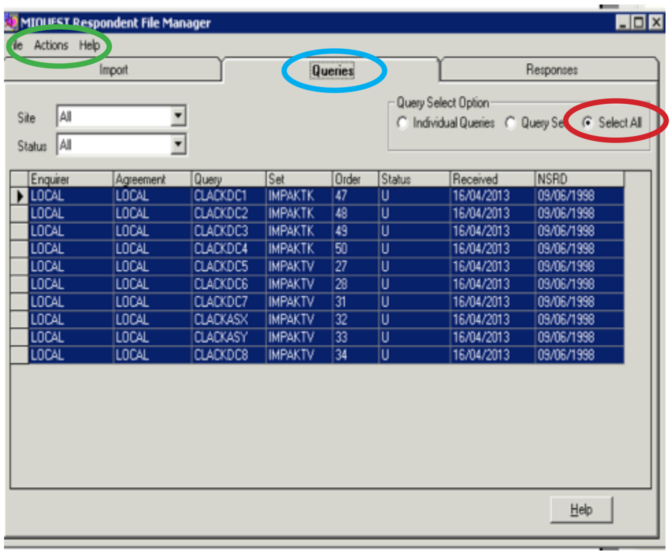
2. You will see four new options. Click on MIQUEST.



A collaboration between NIHR CLAHRC for Greater Manchester & CLAHRC for Leicestershire, Northamptonshire and Rutland

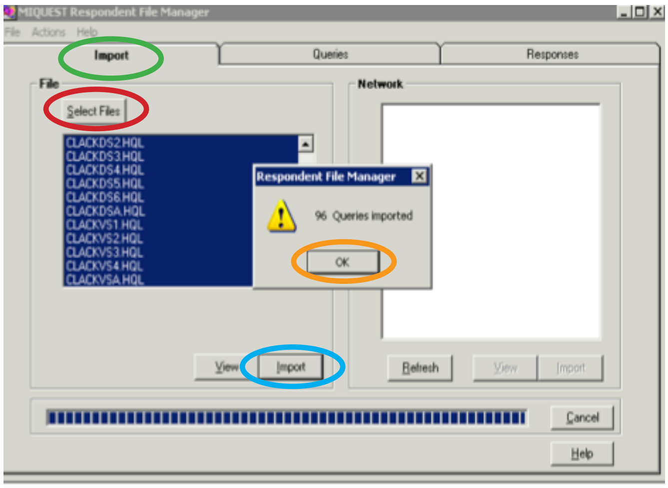
www.impakt.org.uk

3. This will bring up the MIQUEST file manager. Make sure that the file manager is empty of any previous queries. Delete any old queries in the **Queries** tab by clicking the **'Select All'** radio button – **Actions tab** – Delete - Yes. The system will ask if you want to delete associated responses too – click Yes (as long as any previous responses have been processed).

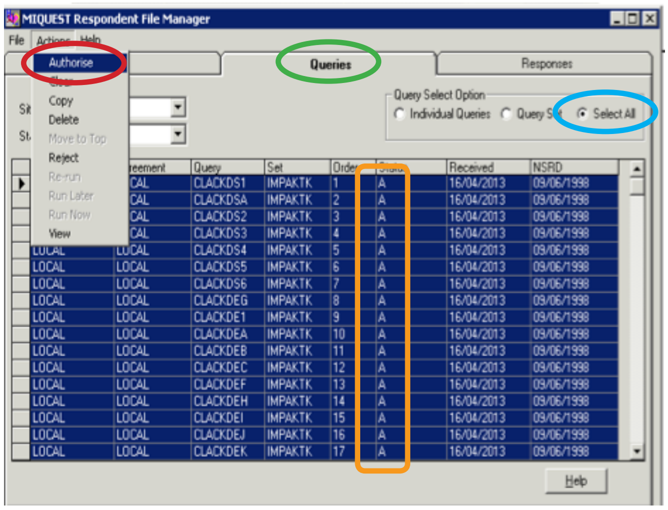


4. With an empty MIQUEST module you are ready to start the queries running – you will need to select the **Import tab** – **Select files** – navigate to where you have saved the files in the O: drive – click Open.

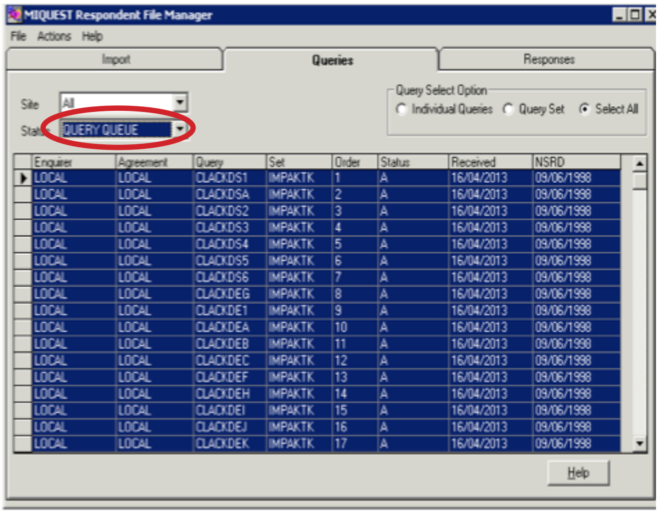
   Highlight all of the queries by holding down the shift key – click the top query and scroll down the list to the bottom and click the bottom files until all are highlighted in blue. Click **Import**. A tab will appear telling you many (c.96) queries have been selected – click **OK**.



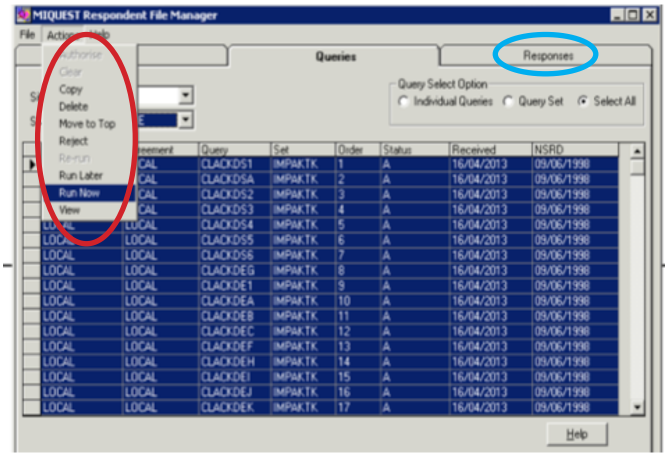
5. Once imported, the queries all appear under the **Queries** tab. Click the **Select All** radio button. **Actions – Authorise**. Once authorised, **'A'** will appear under the **Status** column for all queries. The queries are ready to run.



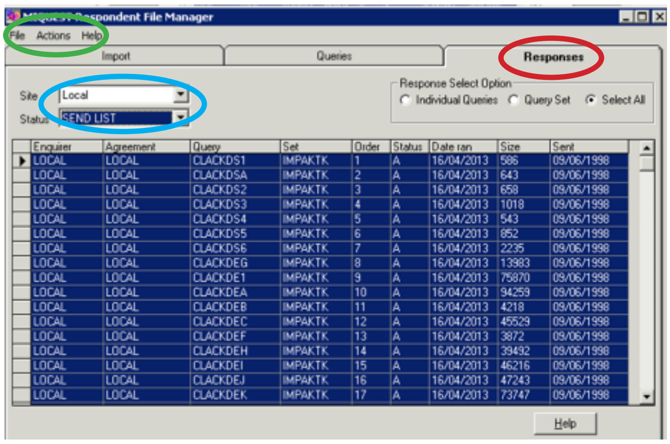
6. Click on the Status drop down box – select **QUERY QUEUE**.



7. Click on **Actions** – run now. You will then see a progress box appear updating you on how far through the process the queries are. You will see the queries disappear from the background box as they run. They will move into the **Responses** tab.



8. When the queries have all run, click on the **Responses** tab. Change site to **Local** and the Status to Send List from the two drop down boxes. Click on the **Actions** tab, then click Send.



9. Pick the directory for the responses to be sent to – this should match the O: directory that you selected earlier to download the queries to. Put them in the Responses folder.

   The Status column will change from **'A'** to 'C'.

   Queries will now be saved and ready for you to analyse using the IMPAKT tool –refer to the main get started instructions.