

## Using Microsoft Query in Excel 2010 for Vision 3 Searches

In **Vision 3** you can export the results of a search and further analyse your data using **Microsoft Query** in **Excel**. **Microsoft Query** enables you to link patient and clinical data together. This document details how to configure **Microsoft Query** so you can import **Vision 3** search results.

**Note** - You can work on data in **Excel** without **Microsoft Query**, the data can still be analysed but patient names are not linked to clinical data. Instead, you can use the **Vision ID** to identify the patient.

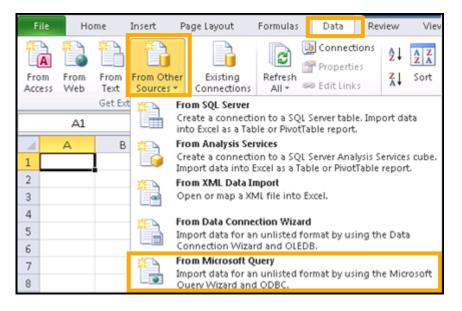
## **Configuring Microsoft Query for Vision 3 Searches**

**Microsoft Query** is usually installed as part of the **Microsoft Office** install and is a workstation specific setting.

**Note** - **Microsoft Query** is already installed for practices on a managed server.

To configure Microsoft Query for Vision 3 searches:

- 1. Open Microsoft Excel.
- 2. Select Data From Other Sources and then From Microsoft Query:







3. If **Microsoft Query** is installed, the **Choose Data Source** screen displays. Select **<New Data Source>** and then select **OK**:

Choose Data Source	×
Databases Queries OLAP Cubes	ОК
<new data="" source=""></new>	Cancel
Excel Files* MS Access Database*	Browse
myodbc3-test*	Options
	Delete
Use the Query Wizard to create/edit queries	

**Note** - If **Microsoft Query** is not installed the 'Microsoft Excel can't start Microsoft Query. This feature is not currently installed. Would you like to install it now?' message displays. Contact your local IT department to arrange the install.



4. The Create New Data Source screen displays, complete as follows:

Create New Data Source		
	What name do you want to give your data source?	
1.	Vision extract from searches	
	Select a driver for the type of database you want to access:	
2.	Microsoft FoxPro VFP Driver (*.dbf)	
	Click Connect and enter any information requested by the driver:	
3.	Connect	
	Select a default table for your data source (optional):	
4.	×	
	$\square$ Save my user ID and password in the data source definition	
Ľ	0K Cancel	

- What name do you want to give your data source? Enter a description. This description displays once you have exported your search results and is used to find your data, for example 'Vision 3 extract from searches'.
- Select a driver for the type of database you want to access -Select Microsoft FoxPro VFP Driver (\*.dbf) from the available list.

**Note** - If the **Microsoft Foxpro VFP Driver** is not installed on this workstation you cannot continue. To download this driver, go to the **Microsoft Office** website and find the driver named **VFPODBC.MSI**. Once this is installed you can continue with the configuration.

- Click Connect and enter any information requested by the driver - Select Connect.
- 5. The Configure Connection screen displays, select Free Table directory:

Configure Connection		×
Database type C Visual FoxPro database (.DBC)	Free Table directory	OK Cancel
Path:	Help	
	Browse	Options>>



6. Select **Browse** to locate your extract folder, this sets up a connection between where the data is stored and **Microsoft Query**. This could either be C:\extract or if you are on a hosted server this could be P:\extract\'your name':

Configure Connection		×
Database type		ок
O Visual FoxPro database (.DBC)	<ul> <li>Free Table directory</li> </ul>	Cancel
Path:		Help
c:\extract	Browse	Options>>

**Training Tip** - The extract folder is the one you use when exporting and saving search results.

7. Select the folder and then **OK**:

Select Directory Containing Free Tables		
Directory contents	Folders: c:\extract c:\ c:\ c:\ c:\ c:\ c:\ c:\ c:\ c:\ c:\	OK Cancel
List files of type: Foxpro Tables	Drives:	Network

8. You are returned to the **Configure Connection** screen, select **OK**:

Co	nfigure Connection	X
	Database type	ок
	C Visual FoxPro database (.DBC)  • Free Table directory	Lancel
P	ath:	Help
	:\extract Browse	Options>>



9. The **Create New Data source** screen displays, and the extract folder is shown. Ignoring the fourth line, select **OK**:

Crea	ate New Data Source	×	
	What name do you want to give your data so	purce?	
1.	Vision extract from searches		
	Select a driver for the type of database you want to access:		
2.	Microsoft FoxPro VFP Driver (*.dbf)		
	Click Connect and enter any information req	The extract	
3.	Connect c:\extract	folder	
	Select a default table for your data source (d	displays	
4.		•	
Save my user ID and password in the data source definition			
1		DK Cancel	

The configuration is complete for this workstation and your new data source displays on the **Choose Data Source** - **Databases** list:

Choose Data Source	×
Databases Queries OLAP Cubes	OK
<new data="" source=""></new>	Cancel
Excel Files* MS Access Database* mvodbc3-test*	Browse
VISCI*	Options
Vision SIMD Database Vision SIMD Database*	Delete
Use the Query Wizard to create/edit queries	