


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.

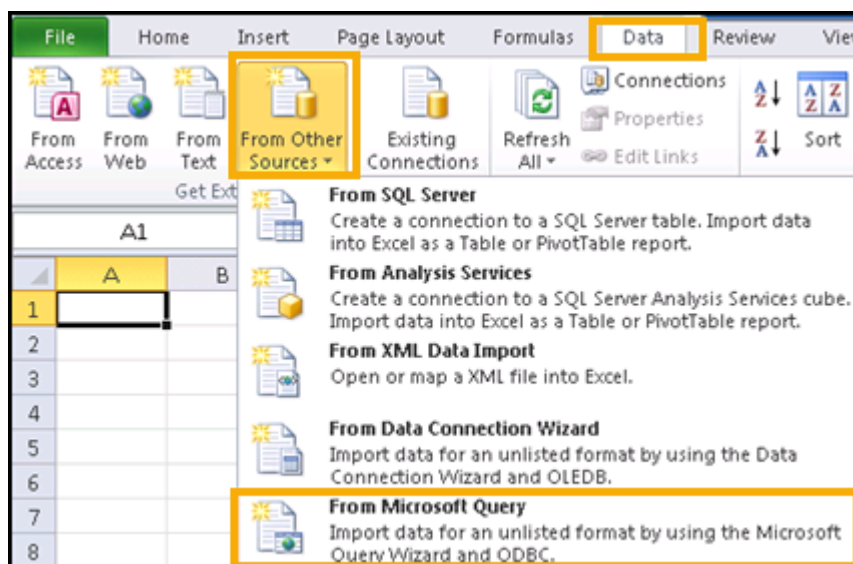
Configuring Microsoft Query for Vision 3 Searches

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

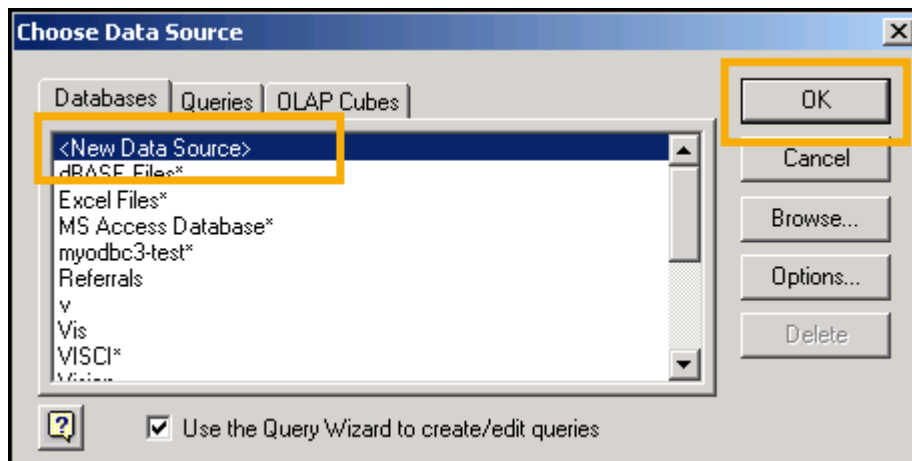
 **Note** - **Microsoft Query** is already installed for practices on a managed server.


To configure **Microsoft Query** for **Vision 3** searches:

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

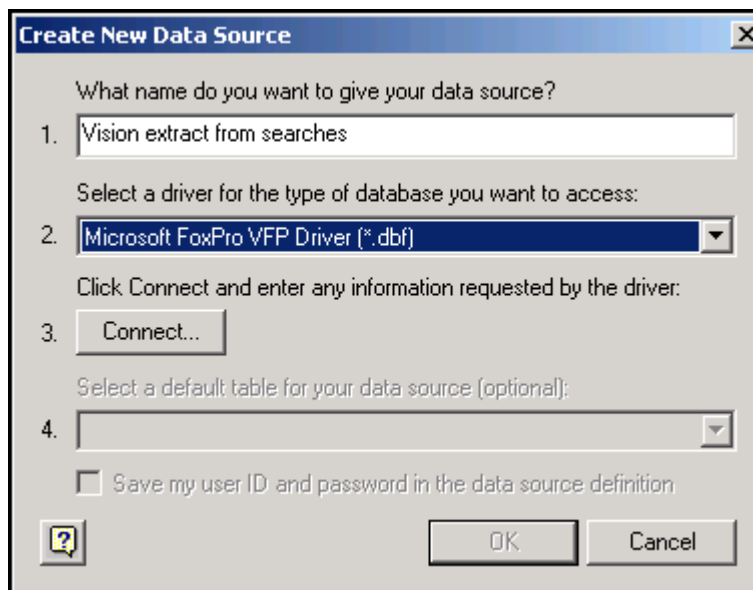


3. If **Microsoft Query** is installed, the **Choose Data Source** screen displays. Select **<New Data Source>** and then select **OK**:




 **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:

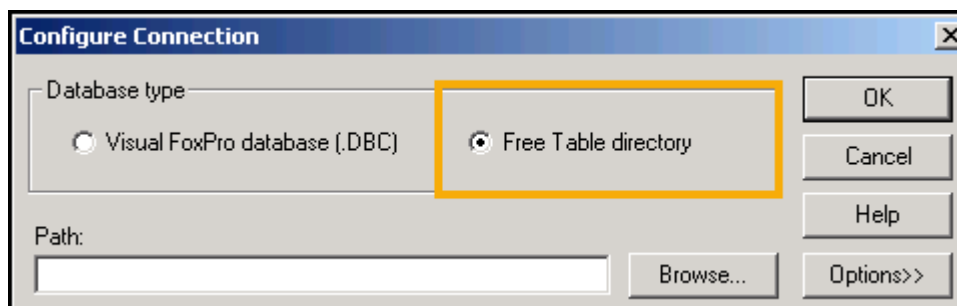


- **What name do you want to give your data source?** - Enter a description. This description displays once you have exported your search results and is used to find your data, for example 'Vision 3 extract from searches'.
- **Select a driver for the type of database you want to access** - Select **Microsoft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

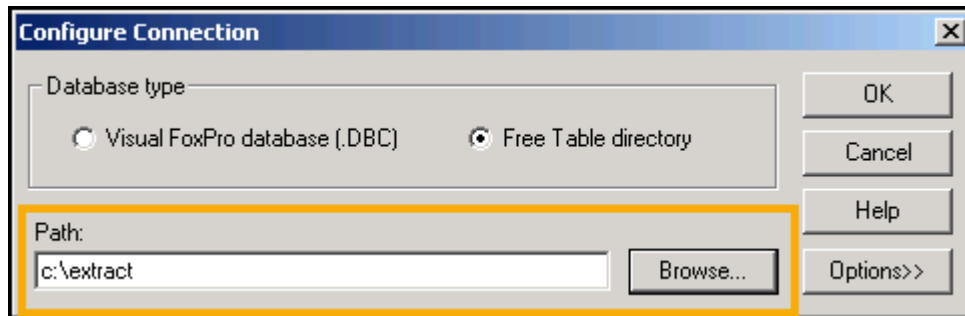
 **Note** - If the **Microsoft Foxpro VFP Driver** is not installed on this workstation you cannot continue. To download this driver, go to the **Microsoft Office** website and find the driver named **VFPODBC.MSI**. Once this is installed you can continue with the configuration.

- **Click Connect and enter any information requested by the driver** - Select **Connect**.

5. The Configure Connection screen displays, select **Free Table directory**:

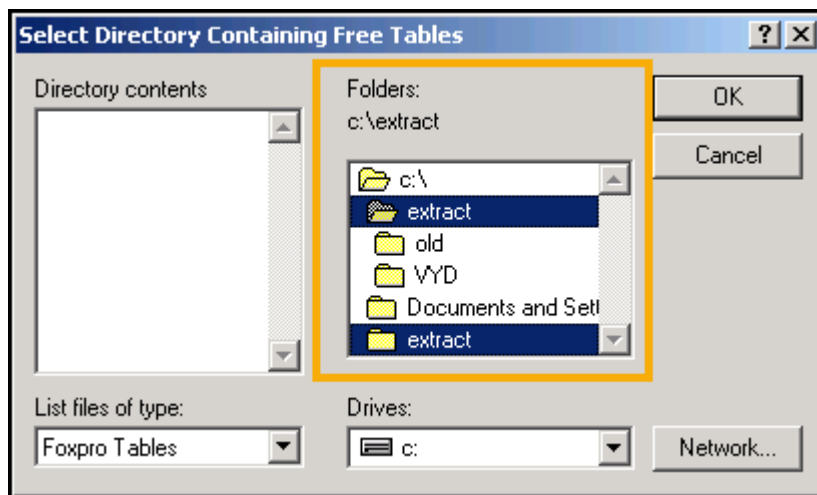


6. Select **Browse** to locate your extract folder, this sets up a connection between where the data is stored and **Microsoft Query**. This could either be C:\extract or if you are on a hosted server this could be P:\extract\'your name':

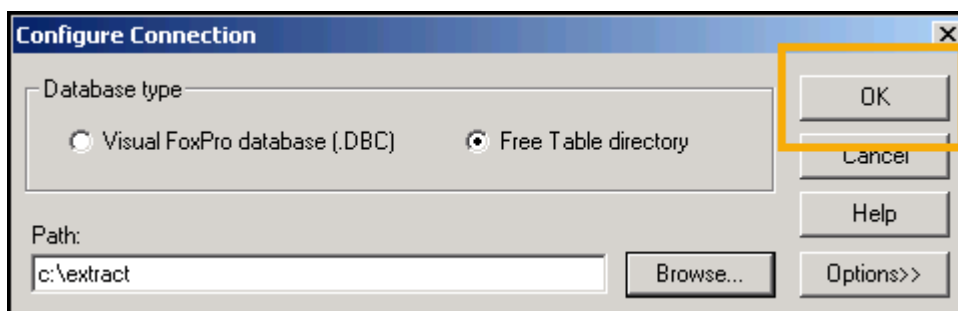


Training Tip - The extract folder is the one you use when exporting and saving search results.

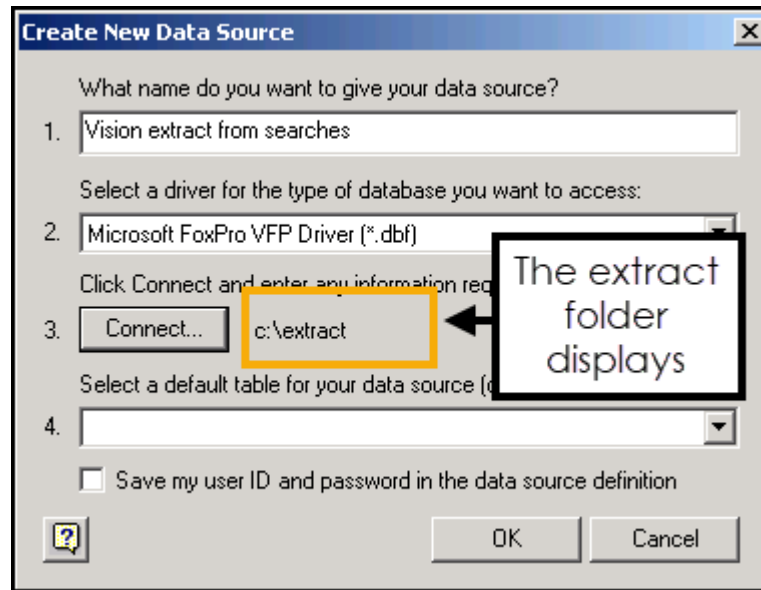
7. Select the folder and then **OK**:



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



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



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

