



Find Objects

This describes how to use the Find Objects window.

The Find Objects window is used to create queries and search for information on the database. The results of these queries can be used to analyse the organisation and its outputs. For example, the Find Objects window can be used to report on a list of all the female patients with asthma. The search can be refined by imposing certain conditions, so that only objects matching the conditions will be listed, and results limited to a specific number of items. The query results can be stored or exported to disk. Queries can also be imported and exported.

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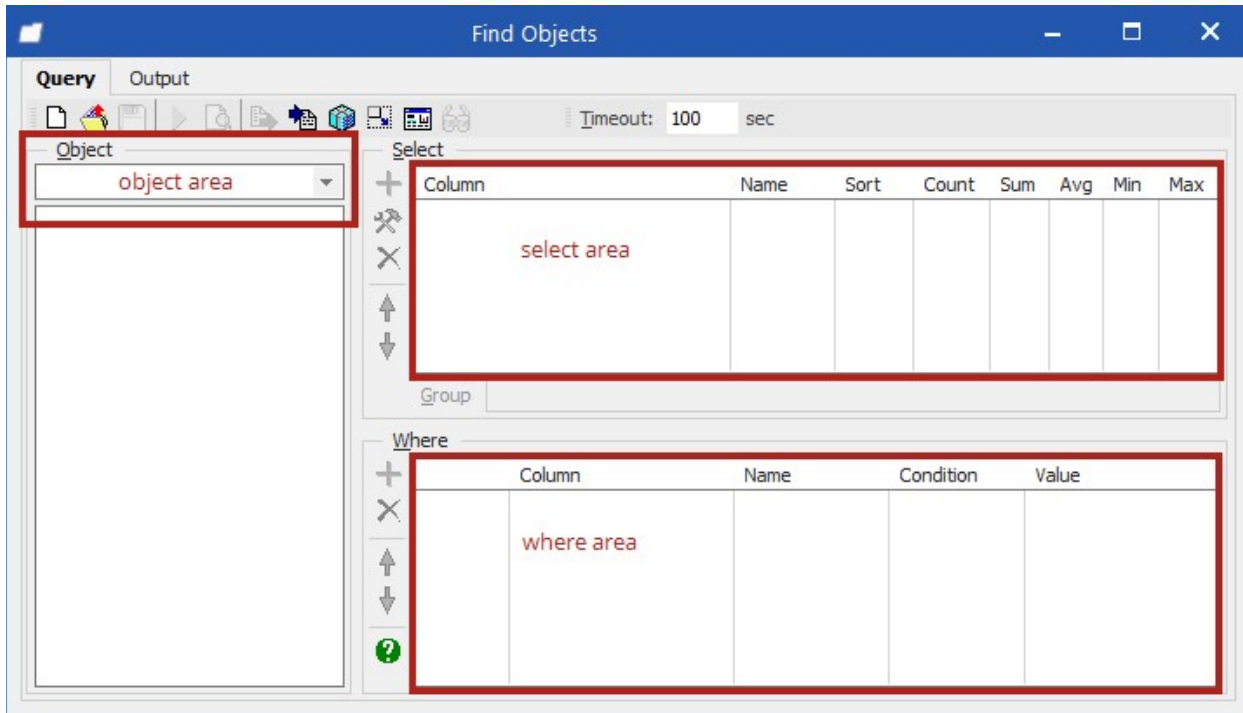
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Create query

This procedure describes how to create a query using the Find Objects window. The procedure describes all the steps you need to do to use all the functionality available in Find Objects; however, you may not always need to perform all the steps for all queries.



Step Action

- 1 Go to **Report / Find Objects** on the menu bar. The Find Objects window appears.
- 2 In the **Object** field, select the required object. All of the properties relating to that object will be displayed in a list of sub-folders below in alphabetic order.

Note: The number of properties available will vary depending on what view has been selected on the toolbar. Click to change the view from simple mode to advanced mode, and vice versa.

- 3 Click on the required property and add it to the **Select** area by doing one of the following:
 - click in the **Select** area
 - double-click on the property
 - right-click on the property and select **Add to Select** from the pop-up menu
 - drag and drop the property to the **Select** area

Note: Properties can only be selected from one folder according to context. You cannot mix properties from other folders as it will generate irrelevant data.


Tip: you can make the results of queries based on Appointments, Case, Referrals and Patients objects contextual by adding the relevant Reference number or ID to the 'Select' area. For example, if 'Filenum' is added to the 'Select' area of a query based on the Patient object, then you will be able to double-click on a patient in the results to open their Patient Register, or simply select the line and perform any relevant action directly for that patient by clicking on the relevant icon or menu option.

Selected properties in the **Select** area may be changed by using the buttons as follows:




- delete selected property from list
- move selected property up the list
- move selected property down the list

- 4 Click in the **Sort** column next to the property in the **Select** area and select the required option from the drop-down list to specify what order the results should be displayed.
- 5 Tick the required grouping box(es). Those that are greyed out indicate that they are not

available for the selected property.

- 6 In the **Object** area, search for the required property that you want to use to define your search criteria. Add it to the **Where** area by doing one of the following:
- click  in the **Where** area
 - right-click on the property and select **Add to Where** from the pop-up menu
 - drag and drop the property to the **Where** area

Selected properties in the **Where** area may be changed by using the buttons as follows:

-  delete selected property from list
-  move selected property up the list
-  move selected property down the list

- 7 Specify the required conditions and values in the **Where** area from the drop-down lists for the individual properties.

Tip: For most 'Where' conditions, you can enter the text **?ask?** into the 'Value' column. This will cause the system to ask you for the required value at runtime. In this way you can test a Find Objects query for multiple values without rewriting the query each time.

Tip: click  for tips on date parameters


Tip: Click  to see the SQL view of the query.

- 8 To limit the search to a specific number of results, enter the required amount in the **Limit to** field.


Click  to execute the search. The results appear in the **Output** tab.

- 9 In the **Title** field, enter an appropriate title for the query.

- 10 Click  to add and format a header to explain what the report shows.

- 11 Click  to specify the properties for a selected column as follows:
- **Column caption** - enter a new name for the column if required
 - **Column type** - choose text, currency, quantity, date or use the default type by ticking **use default column type**
 - **Justification** - choose, left, centre or right
 - **Width** - enter the required width in millimetres, or tick **Auto Width**
 - **Column calculations** - choose count, sum, average, minimum or maximum

Click **Update** when finished altering a column, and **OK** to close the window.

Click  to re-run the query if you have made changes to the columns properties. The query results will show with the new column settings.

- 12 Click  to export the query to Microsoft Excel.

- 13 Click  to print the query results.

- 14 Check the **Direct to disk** box and click  again if you wish to save the query on disk.

Tip: You can also save query results to disk by clicking the 'Output' tab, then selecting **File / Save As...** from the main menu.

- 15 Click  on the Query tab to save the query definition. The 'Save Query As' window appears.

Name	Description	POS
? C585 Incentive - Cerebrovascular Diseas...	Patients that have 430 and 585 in their proble...	
? CHF incentive report V1.2	Patients that have had a dx 428 and service co...	
? D430 Incentive - Diabetes & Cerebrovas...	Patients that have 250 and 430 in their proble...	
? D491 Incentive - Diabetes & COPD	Patients that have 250 and 491 in their proble...	
? D585 Incentive - Diabetes & Cerebrovas...	Patients that have 250 and 585 in their proble...	
? Diabetes incentive report V1.2	Patients that have had a dx 250 and service co...	
? Did Not attend report	All patients that have did not attend flag after ...	
? H250 Incentive - Chronic Heart Failure &...	Patients that have 428 and 250 in their proble...	
? H430 Incentive - Chronic Heart Failure &...	Patients that have 428 and 430 in their proble...	
? H430 Incentive - Chronic Heart Failure &...	Patients that have 428 and 585 in their proble...	

Name: Financial Queries

Description:

POS:

Privacy:

OK Cancel

Note: Once a Find Objects query definition has been saved, it can be run by going to **Report / Stored Queries** on the menu bar.

- 16 Select the folder that the query is to be part of, if applicable.
- 17 In the **Name** field, enter the query name.
- 18 In the **Description** field, enter appropriate text.
- 19 If you wish this query to be available only to users that are members of a specific POS, select the required option from the drop-down menu in the **POS** field.
- 20 If you wish this query to be visible only to a particular organisational [role](#), select that role in the **Role** field.

Note: If you yourself are not a member of the selected role, Profile will warn you that you will lose visibility of the query.

- 21 Click **OK**.

Tip: If the **FileNum** property is added to the 'Select' area of a query, then the resulting list can be used like a [Found List](#). See [Find patient](#) for more information. Similarly, if the **Refnum** property is added, when a line is selected in the results, it will set the case context. In other words, when clicking on any icon on the toolbar, or performing menu actions, it will be for the selected case, if relevant, or for the selected case patient.








Tip: If you only want to report on the most recent value of an HRI, refer to [Health Record Items \(HRI\) Report](#).





Query example

This procedure describes how to create a simple query to show the number of new patients registered in the last three months.

Step	Action
1	Go to Report / Find Objects on the menu bar. The Find Objects window appears.
2	In the Object field, select Patient . All of the properties relating to patients will be displayed in a list of sub-folders in alphabetic order.
	<p>Note: The number of properties available will vary depending on what view has been selected on the toolbar. Click  to change the view from simple mode to advanced mode, and vice versa.</p>
3	Locate the Registration Date property and add it to the Select area by doing one of the following: <ul style="list-style-type: none"> ■ click  in the Select area ■ double-click on the property ■ right-click on the property and select Add to Select from the pop-up menu ■ drag and drop the property to the Select area
4	Tick the Count box, next to the Registration Date property in the Select area.
5	Select the Registration Date property in the Object area and add it to the Where area by doing one of the following: <ul style="list-style-type: none"> ■ click  in the Where area ■ right-click on the property and select Add to Where from the pop-up menu ■ drag and drop the property to the Where area
6	In the Condition column for the Registration Date property in the Where area, select the option 'is greater than' from the drop-down list.
7	In the Value column for the Registration Date property in the Where area, enter or select the required date.
8	In the Object area, search for the Type property and add it to the Where area using ones of the methods described in Step 5.
9	In the Value column for the Type property in the Where area, select 'Patient' from the drop-down list.
10	Click  to execute the search. The results appear on the Output tab.
11	Enter a title for the query in the Title field.
12	Click  to add and format a header to explain what the report shows.
13	Once you are satisfied that the query is producing the correct results, run the query again, this time with the Direct to disk option checked. This will open a Save window prompting where the results should be saved to, and in what format. The results can also be printed by clicking  .
14	Click  on the Query tab to save the query. The Select a Query Name window appears. Enter a query name in the left field and a description of what it does in the right field. Click OK .

Note: once a Find Objects query has been saved, it can be run by going to Report / [Stored Queries](#) on the menu bar.


Note: All formats can be viewed with Microsoft Excel.





Create group query

Grouping queries enables the running of individual queries to be combined into a single process. This allows properties to be defined for some or all queries, as well as saving time in formatting reports. This procedure describes how to select the queries to be included in the group and set the properties of each.




Step Action

- 1 Go to **Report / Stored Queries** on the menu bar. The Stored Queries window appears.
- 2 Either:
 - click  on the toolbar OR
 - right-click on a query and select **New Group Query** from the pop-up menu

The Group Query window appears.

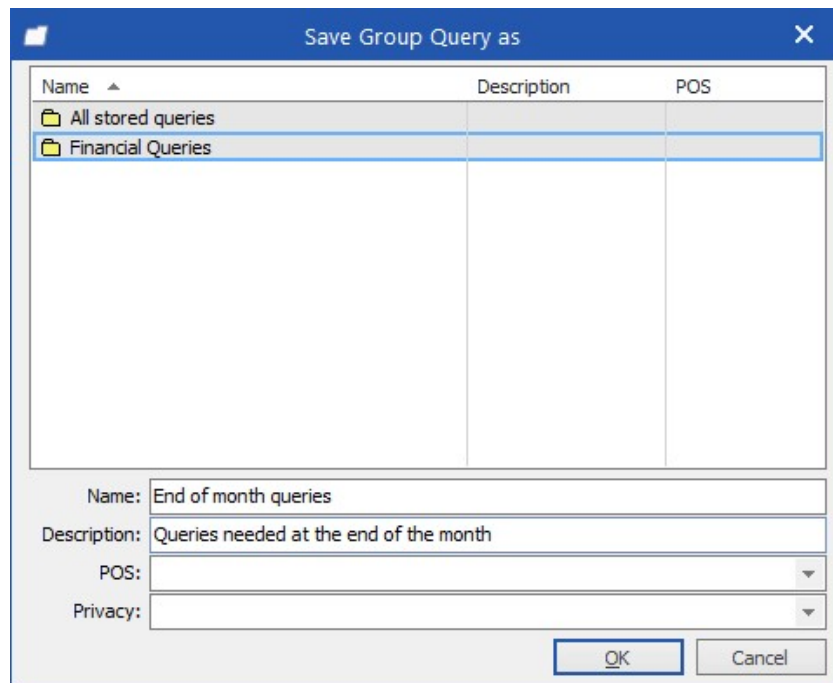
- 3 Enter a title for the group query in the **Title** field.
- 4 Click  to add and format a header to explain what the report shows.
- 5 Click on a query in the Individual Queries list and either:
 - click  to add it to the group query Selected Queries list, or
 - drag and drop the query to the Selected Queries list



Queries in the Selected Queries list may be changed by using the buttons as follows:

-  delete selected query from list
-  move selected query up the list
-  move selected query down the list

- 6 For the selected query in the Selected Queries list, tick:
 - **Title** - to include the individual query's title
 - **Header** - to include the individual query's header
 - **Page Break** - to insert a page break before the individual query

- 7 Click  to save the group query.



Name	Description	POS
 All stored queries		
 Financial Queries		

Name: End of month queries





Description: Queries needed at the end of the month

POS:

Privacy:

OK Cancel

- 8 Select the folder that the group query is to be part of, if applicable.
- 9 In the **Name** field, enter the query name.
- 10 In the **Description** field, enter appropriate text.

- 11 Click **OK**.
- 13 Click . A new Group Query window appears listing the individual queries.
- 14 Click **Run Queries**. A tick appears next to each query as it has been completed, along with the number of objects that have been found.
- 15 Choose one of the following:
 - select an individual query in the list and click  to view results for that query only. These can be printed or saved
 - click  to save the group query
 - click  to print the group query results using the settings as specified in Step 6
- 16 Click **Close** and close the remaining windows.


Note: Queries should be placed in the order that they are to be run.




Run stored query

This procedure describes how to run a stored query that has been created using the [Find Objects](#) window.

Step	Action
1	Go to Report / Stored Queries on the menu bar. The Stored Queries window appears.
2	Click on the query you want to run.

Tip: You can group queries into folders for convenience. Click , enter a folder name, select a POS if the folder is to be available only to members belonging to that POS, and click **OK**. You can drag and drop the relevant queries into this folder. Also see [Setting up stored queries structure](#) for more information.

3	Click  on the toolbar. The query results appears in a new window.
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
Note: If a [group query](#) is being run, a Group Query window appears first. Click **Run Queries**. See [Create group query](#) for more information.





Import query

This procedure describes how to import a query from the Stored Queries window. Queries can also be imported using the Find Objects window.


Step	Action
1	Go to Report / Stored Queries on the menu bar. The Stored Queries window appears.
2	Click  on the toolbar. The Import from file window appears.
3	Click on the file and then click Open . The Select a Query Name window appears.
4	Enter a query name in the left field and a description of what it does in the right field. Click OK .

Note: Before you start the import, ensure that the files you wish to import are in a form accessible by your computer, for example, CD, floppy disk, etc.



Export a query

This procedure describes how to export a query from the Find Objects window.

Step	Action
1	Go to Report / Stored Queries on the menu bar. The Stored Queries window appears.
2	Click on the query you want to export.
3	Click  on the toolbar. The Export to file window appears.
4	Select the the appropriate folder or disk drive and enter the file name. Click Save .


Note: Queries can also be exported using the Find Objects and the Group Query windows.

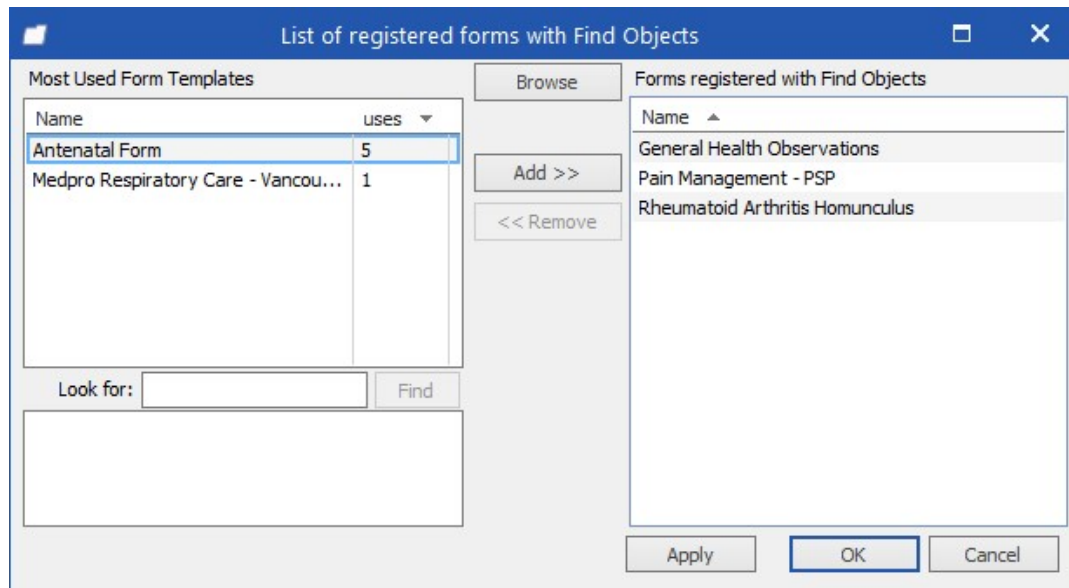


Register forms with find objects

The best way to find data entered using forms, is to register the form in find objects first, then set up the query.

Step Action

- 1 Go to **Report / Find Objects** on the menu bar. The Find Objects window appears.
- 2 Click **Maintain list of registered forms** . The **List of registered forms with Find Objects** window appears.



Name	uses
Antenatal Form	5
Medpro Respiratory Care - Vancou...	1

Name
General Health Observations
Pain Management - PSP
Rheumatoid Arthritis Homunculus

- 3 Select the form you wish to register by using any of the following methods:
 - select it from the Most Used Form Templates, if available
 - type a key word in the **Look for** field, click **Find** then select it from the search results list below
 - click **Browse** and select it from the **Exploring** window (skip next step if using this method)
- 4 Click **Add** or drag and drop it into the **Forms registered with Find Objects** area.
- 5 Click **Apply** and repeat steps 3 and 4 to register other forms.
- 6 Click **OK** when you have finished registering all the forms.

You can now create queries specific to the forms you have registered. An Object called **Form (Registered)** will have been created, with the registered form(s) appearing as a subfolder. The Patient object will also have a **Form (Registered)** subfolder, with the registered form(s) appearing under it. See [Create query](#) for more information on how to set up a Find Objects query.

Note: if you have saved a Find Objects query for a specific form as a stored query, you will be able to unregister the form and still run the stored query. To unregister a form, simply select it in the **List of registered forms with Find Objects** window and click **Remove**.