

# Quick Guide to VISION AD HOC Search

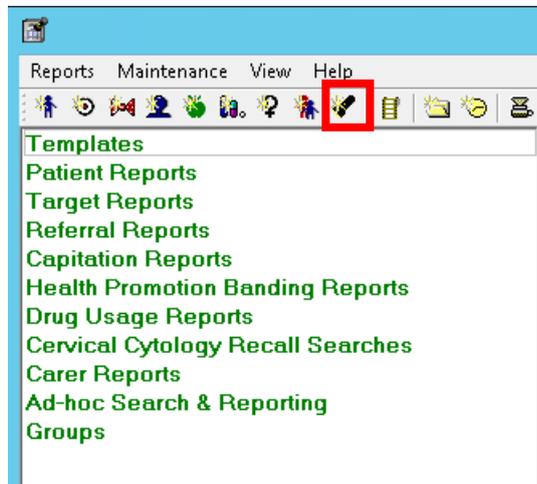
## Creating a new Search

This example is for the Management and Review of Adults and Children Over 12 Years of Age on Long-term and Repeated Antibiotic Use for Treatment of Acne Vulgaris.

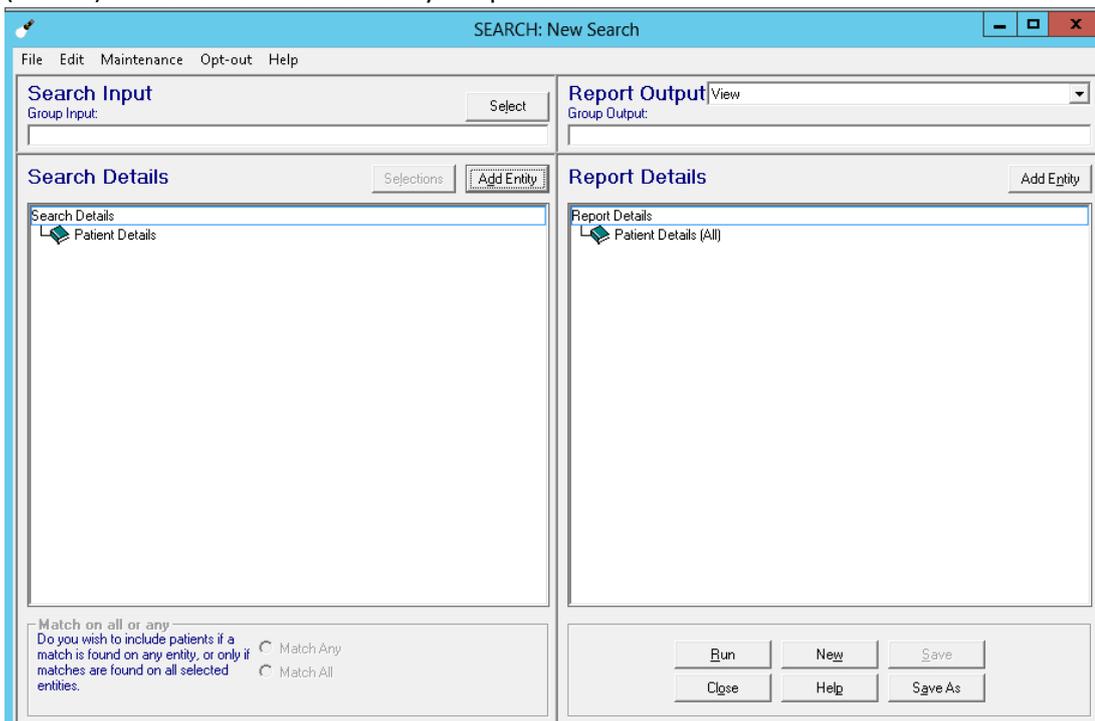
To start a new search, click on 'Reporting' and then 'Search and Reports'.



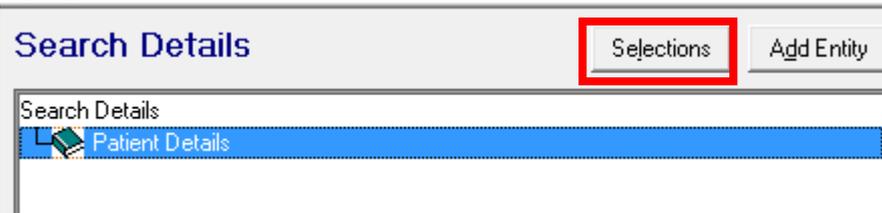
This will open the following screen for Search and Reports, for the purpose of this search we are going to use a 'Ad-hoc Search'. The easiest way to start the search is to click on the torch icon on the toolbar at the top of the screen.



The left hand side of the screen shows the criteria required for the search. The right hand side deals with the output (results) of the search and how they are presented.

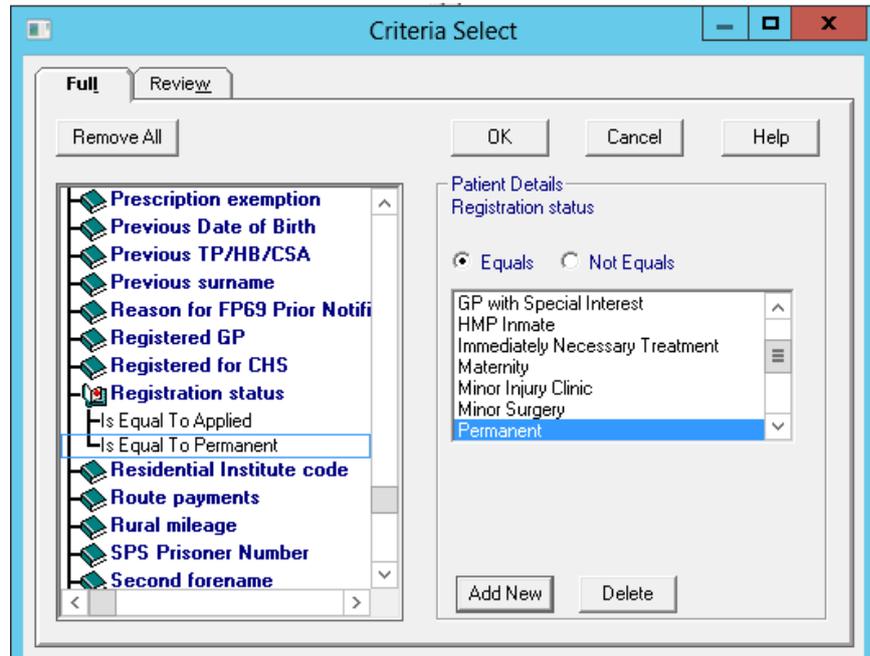


Click on the book icon besides 'Patient Details' in the Search Details section of the screen. This will select it and highlight it in blue.



The book represents a filing cabinet of all the information/criteria about a patient. To select the criteria required, click on the Selections button.

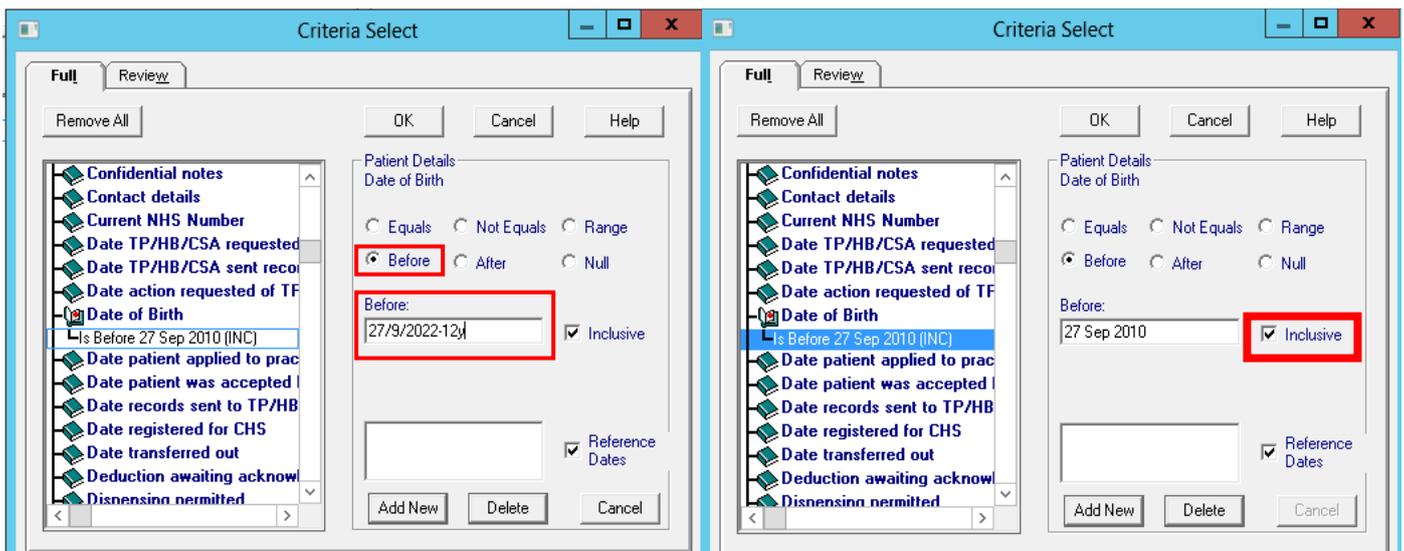
All searches start with specifying the Registration Status. Scroll to Registration Status and double click on it. This will display criteria on the right hand side. Click on Applied and then click on Permanent.



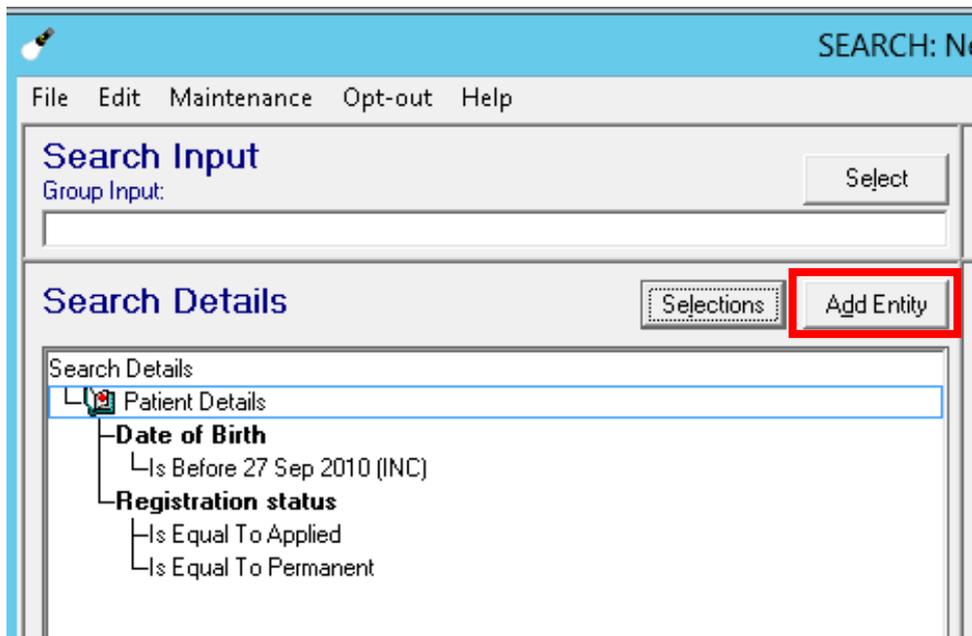
Scroll to Date of Birth and double click on it. Date of Birth is the only way to specifying the age.

Click on the Before option. In the Before field type today's date -12y eg 27/08/2022-12y

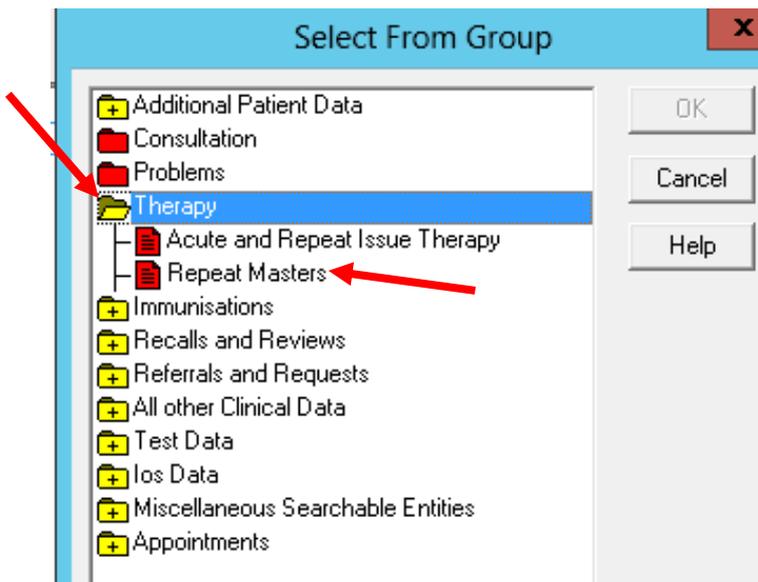
Press Return and you will notice the date change to show all patients over the age of 12 from the date you run the report, see below.



Make sure that the 'Inclusive' box is tick to include patients who turn 12 today. Once completed press ok, which will return you to the Search Details, see below.

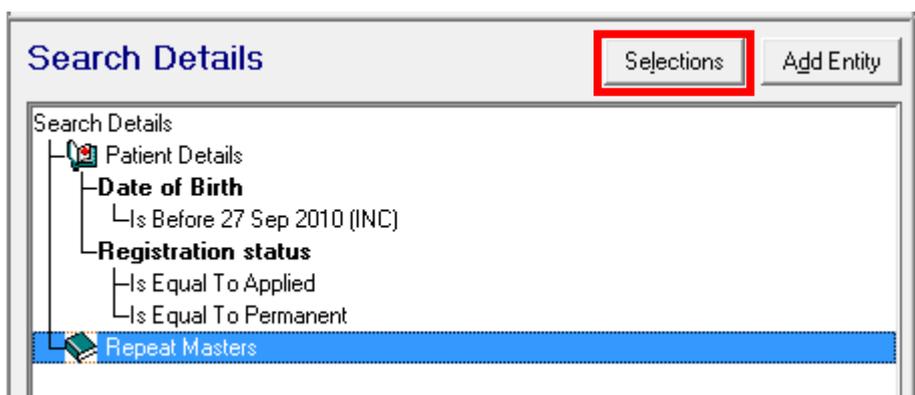


You then need to build the criteria to get the relevant information on our search requirements. This information will not be found in the 'patient details' (known as the entity). A new entity needs to be selected and the selections made from there. Start by clicking the 'Add Entity' button.

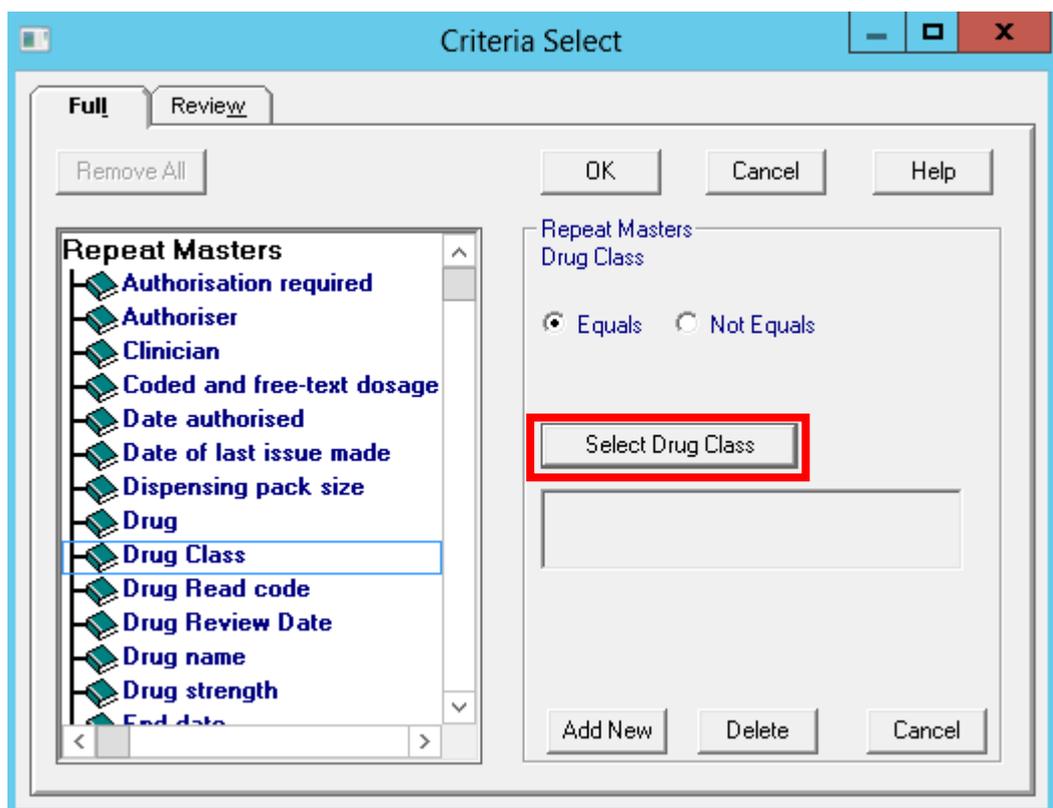


We are using the therapy entity to obtain our requirements, double click the 'Therapy' tab and then the 'Repeat Masters' and click OK.

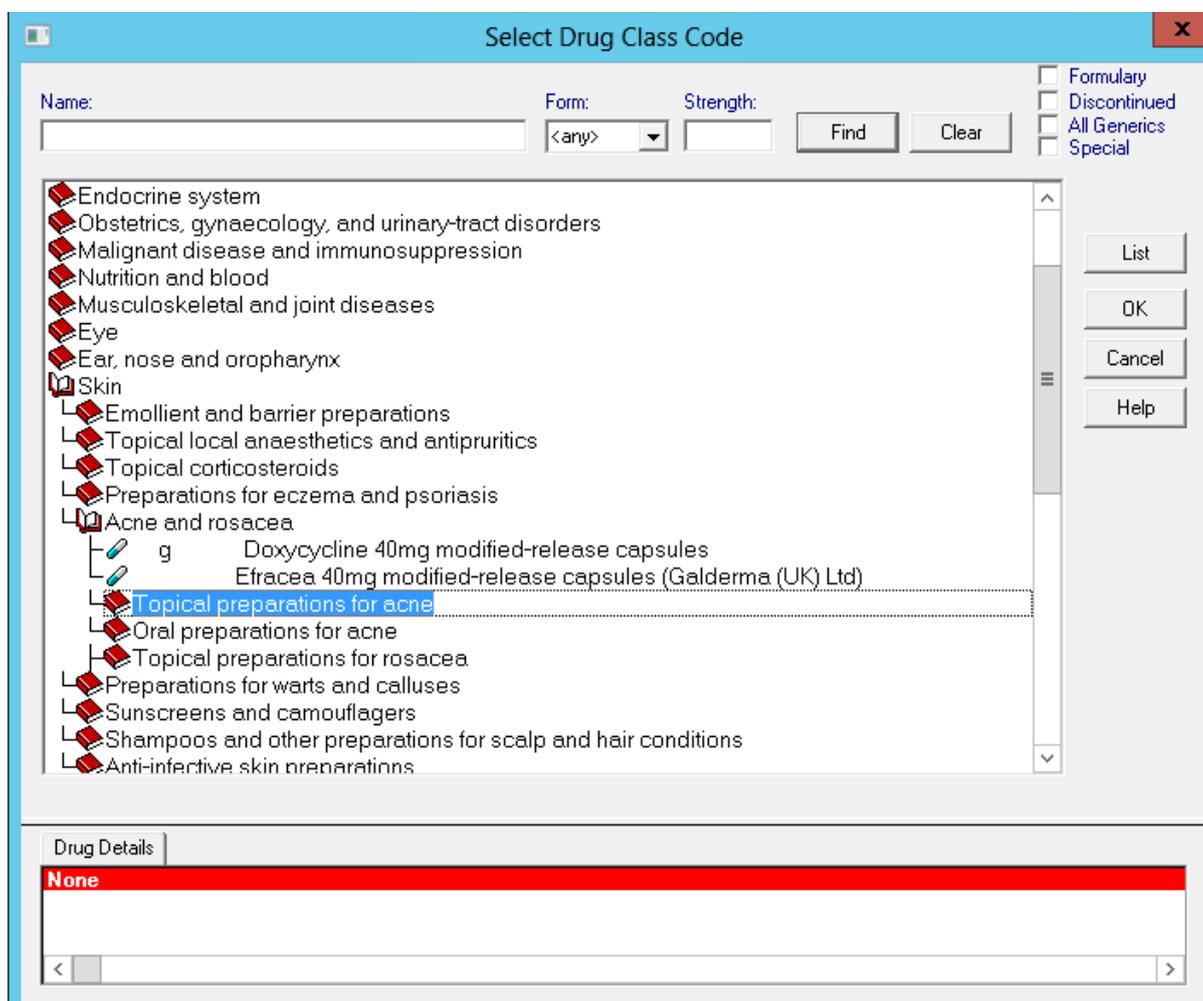
Click on the 'Repeat Masters' entity to select it, it will turn blue, then click on 'Selections'.



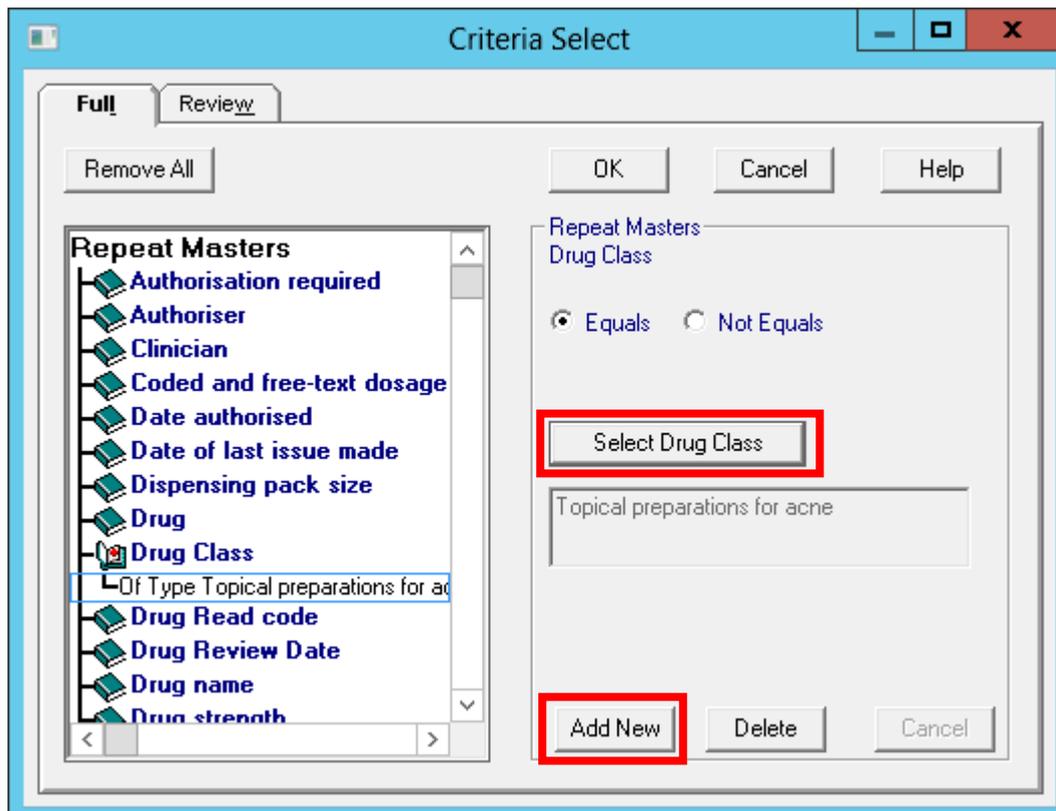
Scroll down to Drug Class and double click, then click on 'Select Drug Class'.



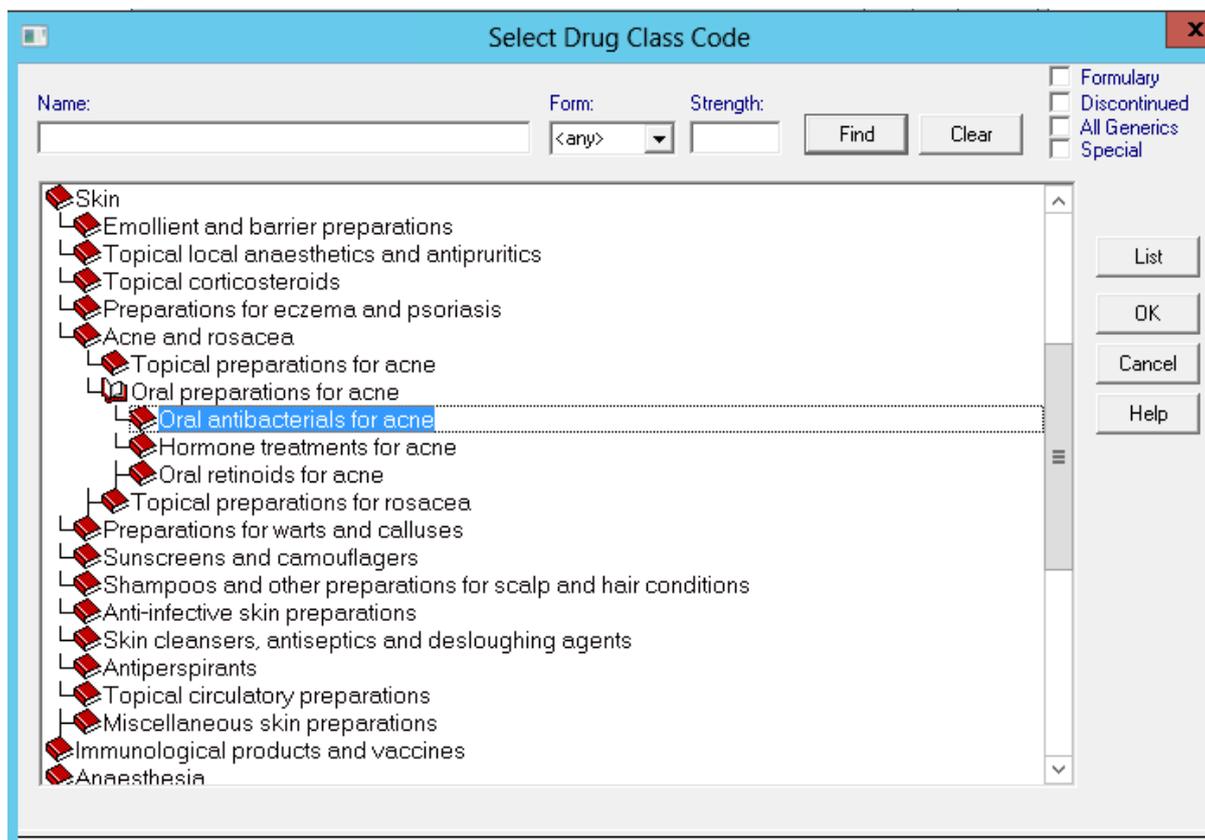
Under the book headings, double click 'Skin' then double click 'Acne and rosacea'. Highlight the 'Topical preparations for acne' with a single click then press OK. This will add it to the criteria.



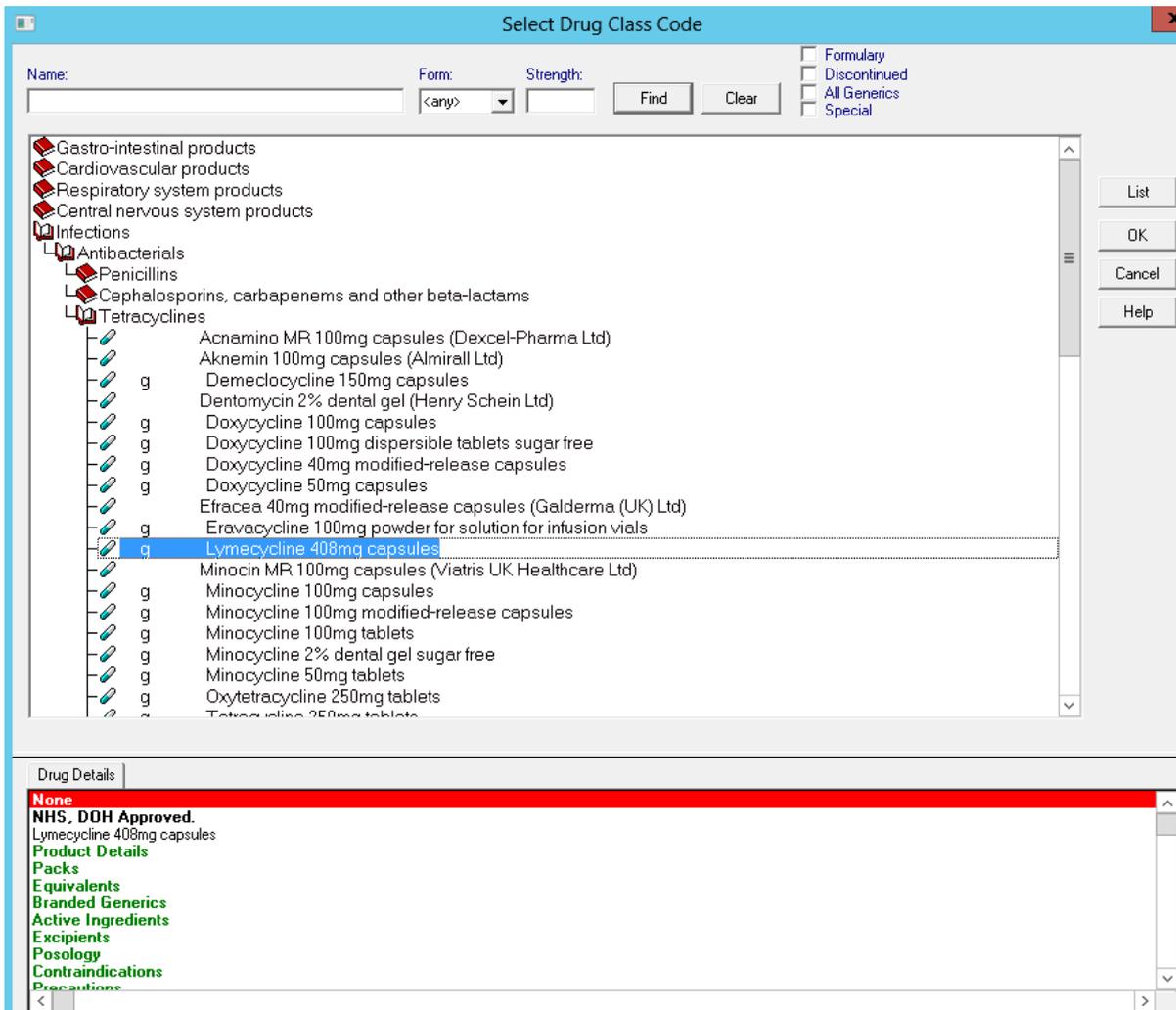
We then need to add further items to the drug class, click 'Add New', then 'Select Drug Class'.



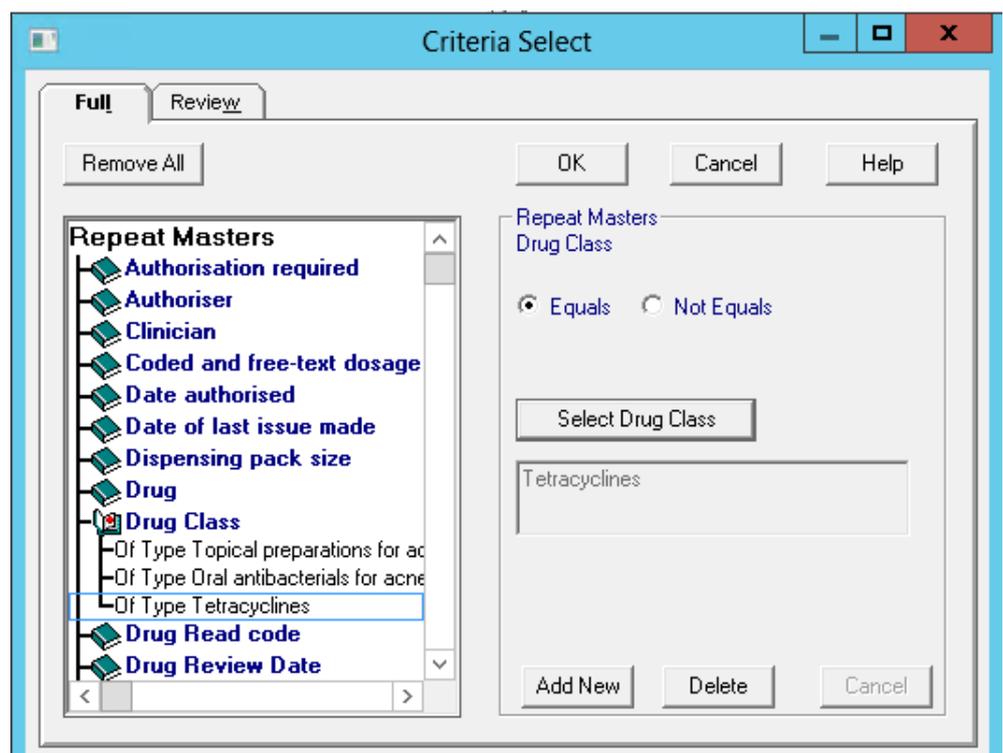
You then need to repeat above and double click 'Skin', double click 'Acne and rosacea', double click 'Oral preparations for acne' and highlight with a single click 'Oral antibacterials for acne', then click OK. (We have not selected the whole criteria for oral preparations as we wish to avoid adding Hormone treatments and Oral retinoids to our search results).



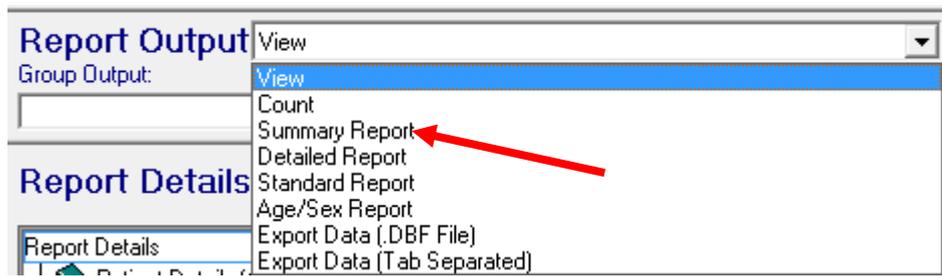
Finally, we need to repeat the above by clicking 'Add New', 'Select Drug Class', but this time we need to double click 'Infections', double click 'Antibacterials', double click 'Tetracyclines' and highlight Lymecycline with a single click and press OK. (For some reason Lymecycline does not appear under the 'Oral Antibacterials for acne' section above so we have had to add it as an extra.



Now our criteria are selected click OK which will return you to the Search Details page.



The Report Output drop down field on the right, allows the user to choose what they want to see in the results. If you run the report under 'View', it will just show you a list of patients.



**Count** – Output gives count of search criteria i.e. numbers of, not list of patients.

**Summary Report** – Printable list of patient (**advised to use this one**)

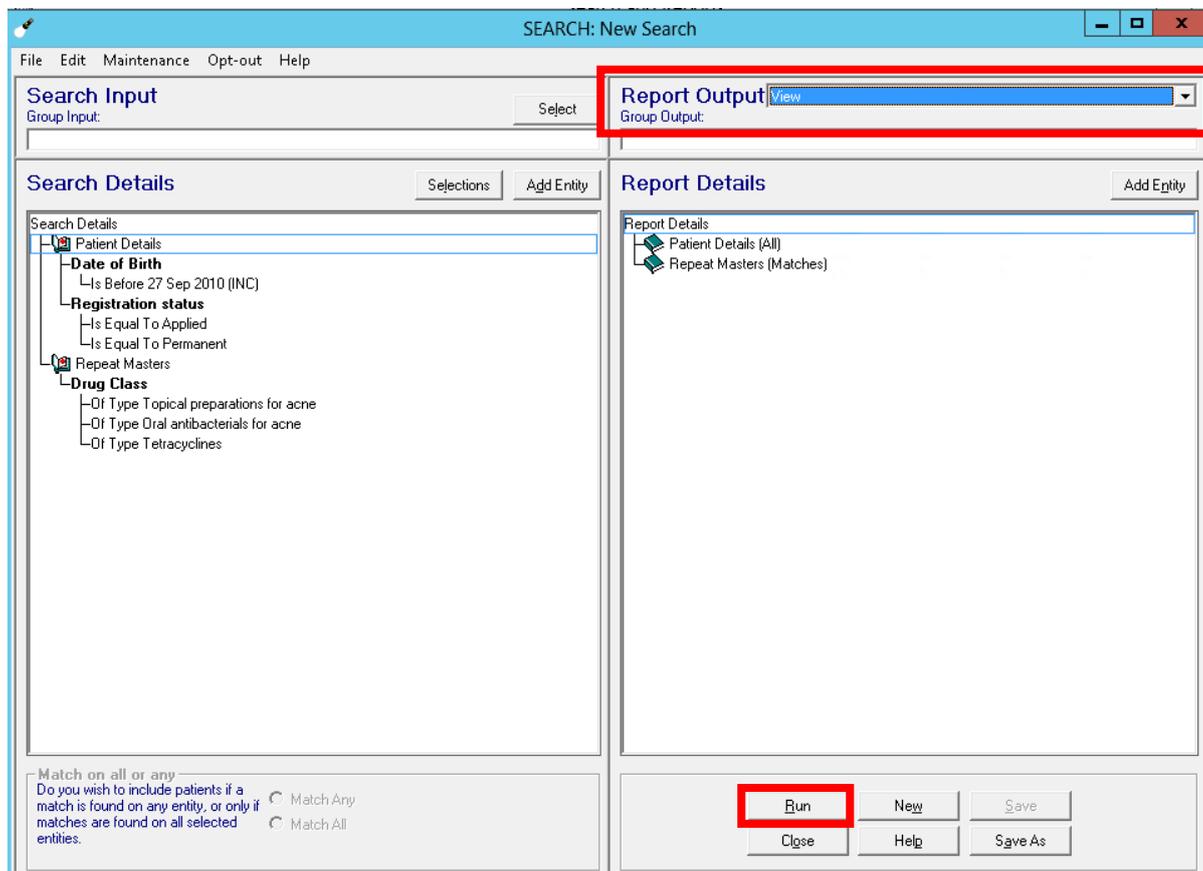
**Detailed Report** – Prints off search results but there is a page of information per patient (not advised)

**Standard Report** – This is the same as the summary report but also gives the reason why they are in the search results. The output can be altered as with the summary report.

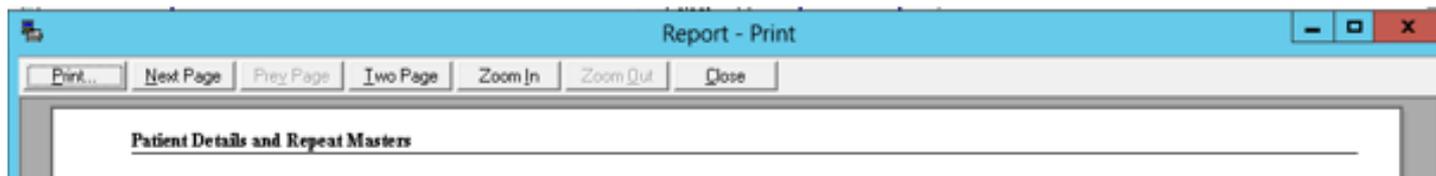
**Age/Sex Report** – Gives a breakdown of the search results by age/sex

**Export Data** – Allows the user to export the search results to either a database file, or an Excel File.

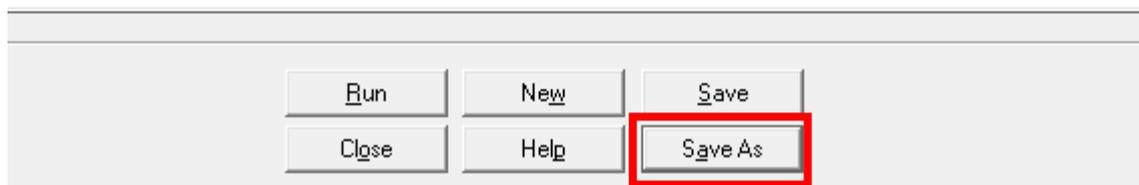
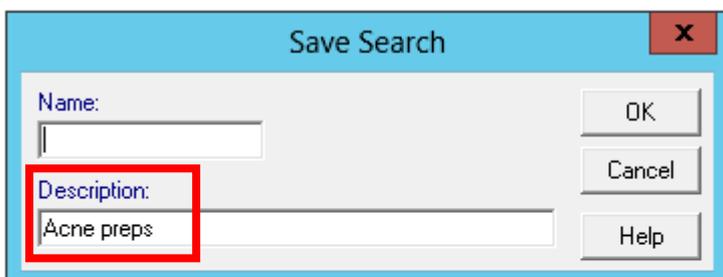
Select 'Summary Report' and click 'Run' to show the results. Depending on how many patients are in the results, it may take a while for the report to appear.



Once the results have appeared you can print the results from this screen.



Once you have printed the search, if you wish to save, click 'Save As' and enter your name and a description of the search that will remind you what it was for.



Once saved you can close the search box. If you wish to find the search again, click 'Ad-hoc Search & Reporting' and you search will in the list on the date that it was done.

