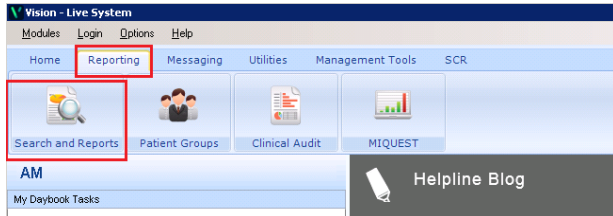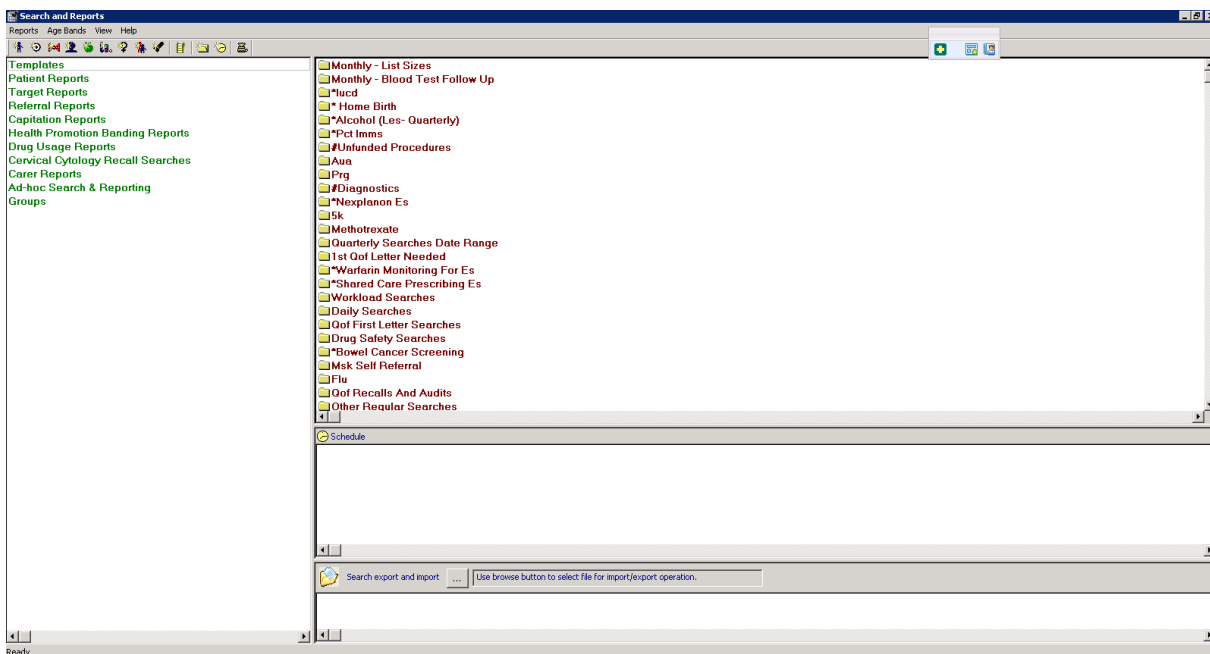# Vision: Importing a search

Save the file to an accessible location in AEROS

On the Vision main screen click on Reporting tab and then on Search and Reports
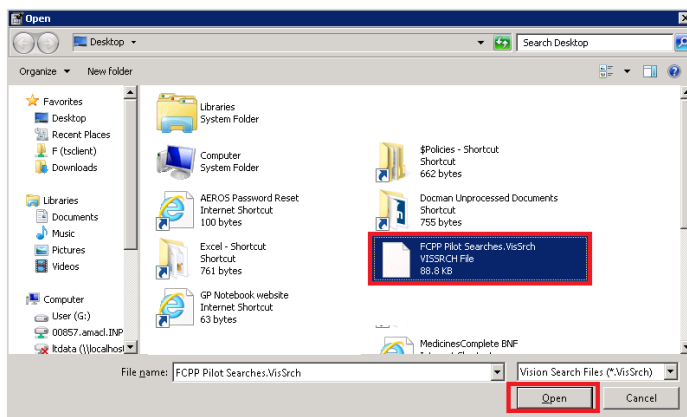

You will need to bring up the export/import window which is located on the bottom right of the below screen, you may need to resize the windows by dragging this section of the screen up.
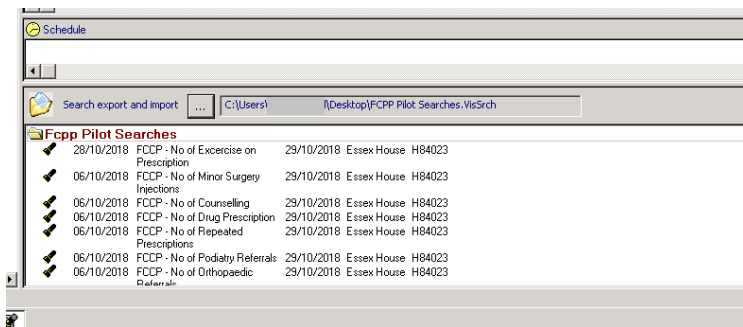

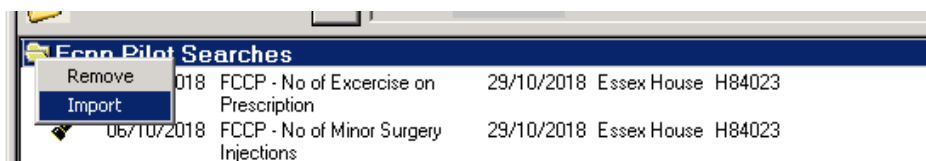You will then need to click the 3-dot button to browse.

A screen similar to the following will appear. Browse to and highlight the folder you wish to import and click Open.
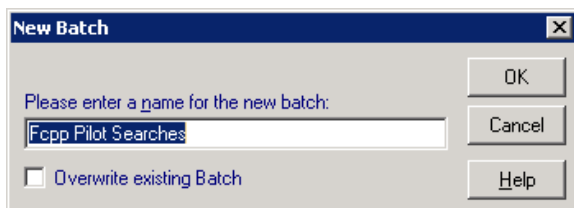
Once you have done this the files will appear in the window as shown below:

Right click on the folder and select Import. (as below)
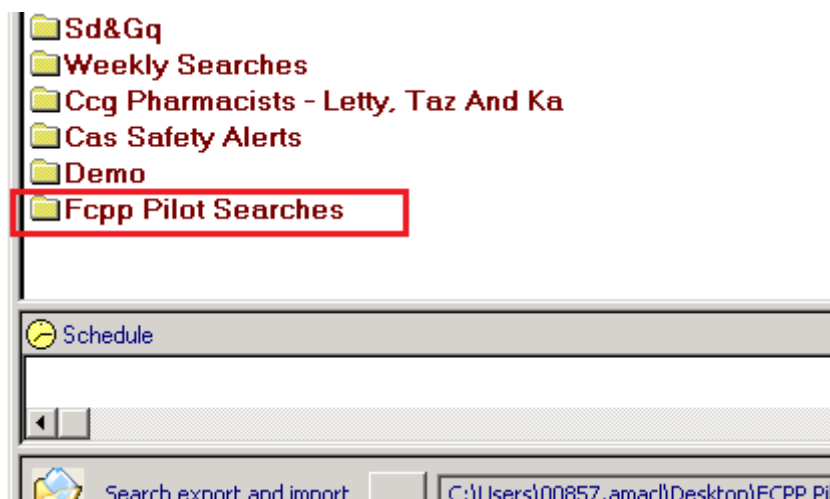

You are prompted to name the batches. You can leave this as is and click on OK

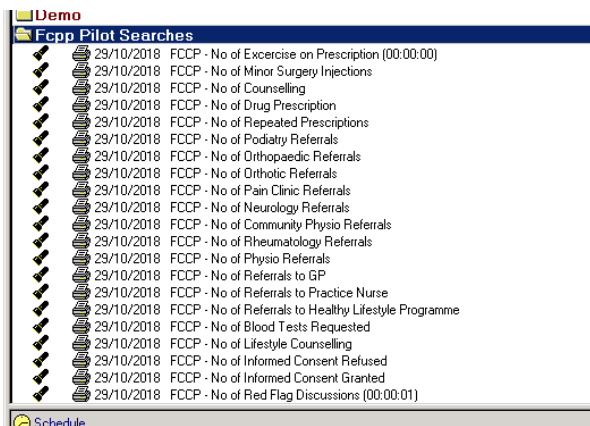Confirmation that the batch has been imported appears

The batch of searches that you have imported will be at the bottom of the list of batches
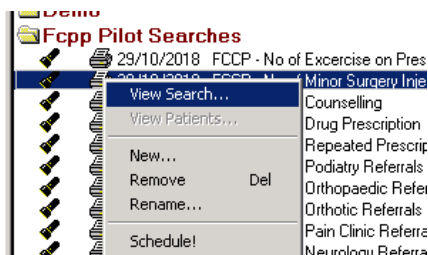
Running Searches

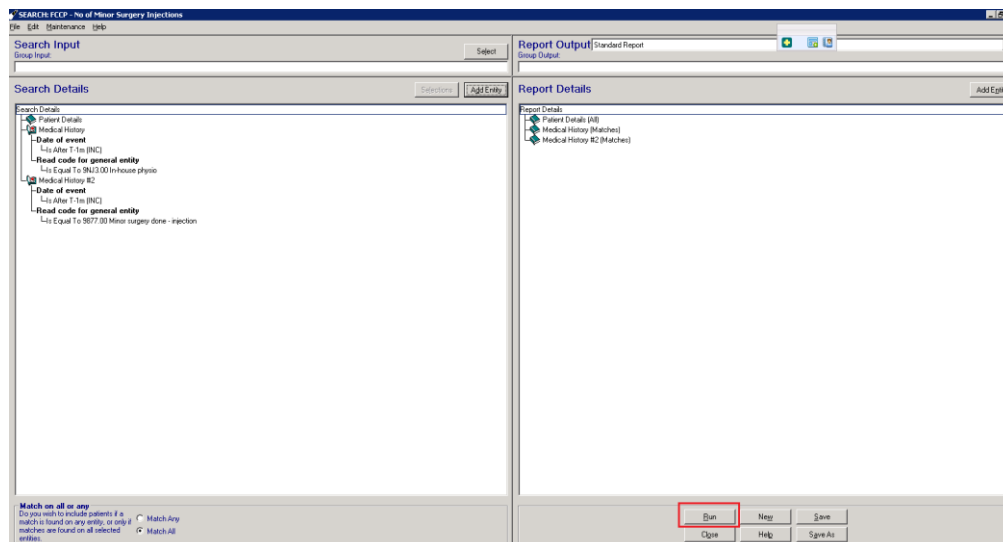1) **To run individual searches**:

Left click on the folder to open the batch

Right-click on the search you wish to open and click on View Search
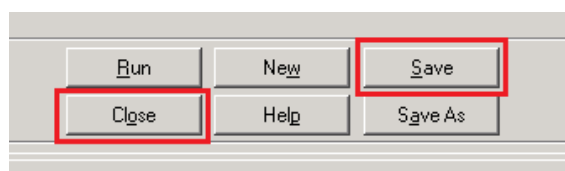

When the search opens, click on run to run the search.

If no patients are found who fit the criteria, a "no matches found from the search" box appears.

If patients are found, an anonomised list appears on the screen. Click on the print button to print this list, or the close button to close the list.
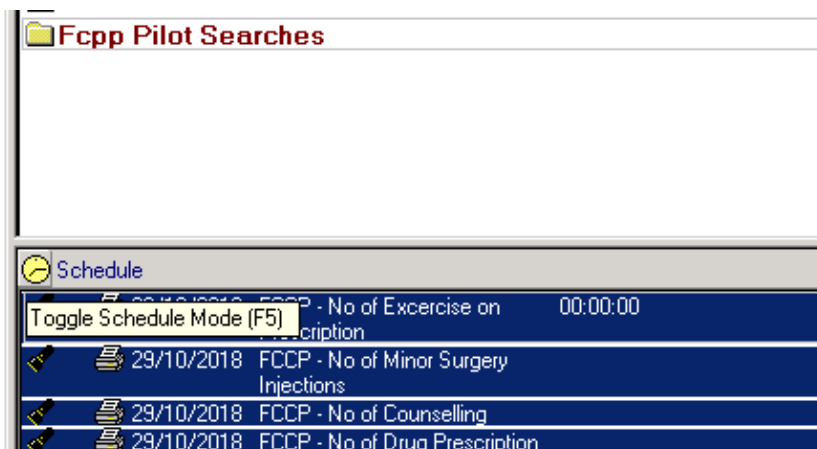
Click on the save button then the close button to close the search.

Repeat for the other searches in the batch.

2) To run the searches as a batch:

Left click on the batch folder and keep the button pressed whilst dragging the batch to the scheduler section. Release the button to drop the batch

Click on the clock to schedule the searches to run

Set a time that is a minute or two later than the current time and click Go. The searches will automatically run at this time and if there are any patients found an anonymised list from each search will be printed. If no patients are found for a particular search, there will be no printout for that search.