

# Configuring CHART to Allow Data to be stored on Practice Share Drive

## Who is this guide for?

This guide is intended for staff in England who wish to use the CHART Software and the GRASP Suite.

## Why do I need CHART?

CHART is the main piece of software you'll need to run the GRASP Suite. It was developed by PRIMIS, and you need a basic (free) PRIMIS Hub account in order to access it. It has been developed in Microsoft Excel so should work in any practice that has Office (Word, Excel etc) installed. Once it is installed it is possible to download the GRASP Suite.

## Purpose of Guide

The purpose of this guide is show how to configure the CHART software so that the software is saved on an individual machine, but have all the data stored on a shared drive within a practice. This can be done to reduce security concerns and to get data backed up.

## Instructions

Prior to this you must have downloaded and configured CHART as per the "Downloading and Setting up CHART and GRASP Suite" guide.

Should take no longer than 5 minutes to configure CHART

1. Create a folder on the shared drive and call it a memorable name – e.g. "CHART"
2. Within this folder create 2 more folders and name them something like "Queries" and "Responses"
3. Double-click on the desktop CHART icon to open it
4. Choose "Enable Macros"
5. Press "OK" on the Chart warning that comes up
6. Click on the "CHART CONFIGURATION" icon (blue circle with gears)
7. On the menu which comes up press on the "File Paths" tab
8. You should see 3 white boxes with files addresses in them next to labels saying "Query Delivery Directory", "Response File Default Directory" and "Archive Directory"
9. Next to white box which is labelled saying "Query Delivery Directory" click on the "Browse" button
10. From within the "Browse for Folder" window which comes up locate the "Queries" folder you created in Step 2, highlight it and press OK
11. The white "Query Delivery Directory" box should now be displaying the location on the shared drive

12. Next to white box which is labelled saying “Response File Default Directory” click on the “Browse” button
13. From within the “Browse for Folder” window which comes up locate the “Responses” folder you created in Step 2, highlight it and press OK
14. The white “Response File Default Directory” box should now be displaying the location on the shared drive
15. Click “OK” to close the Menu
16. The CHART software will now save new searches in the “Queries” folder and look for new results on the shared drive

PLEASE NOTE – If using the “Running GRASP Suite” guides any mentions of “C/CHART/Queries for MIQUEST” and “C/CHART/Queries for MIQUEST” need to be translated for the “Queries” and “Responses” folders you created as part of this guide.

*FINISHED*

Guide created by Ian Robson, NHS England: Audit for Improvement Team September 2017 – [ian.robson4@nhs.net](mailto:ian.robson4@nhs.net)