

## BI/Query Version 9 and above Some Notes for Users

### Introduction

BI/Query version 10 is, in general, very similar to the version which you are using at the moment, but a number of improvements have been made to it, and to the way in which you will run it. These Notes describe the main changes and what you need to do to move over to this new version.

The main difference is that you no longer require to install the BI/Query software or the models onto your computer. All that needs to be installed is one small piece of software called the **BI/Query Launcher**.

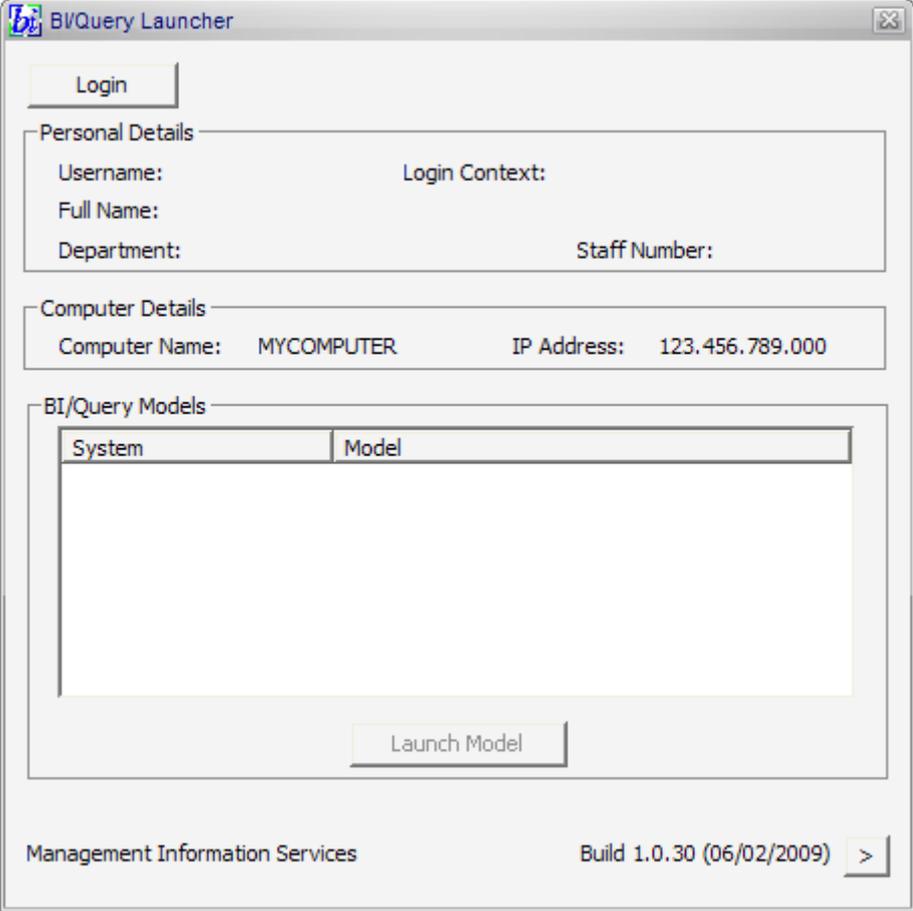
### The BIQ Launcher

#### Installing the BI/Query Launcher

Instructions for installing the BI/Query Launcher are given on the web pages for this new version.

#### Running BI/Query

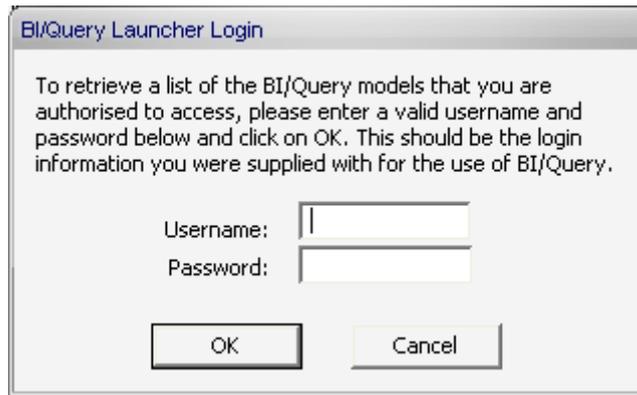
Once the BIQ Launcher is installed you can run the Launcher which will then run BI/Query for you. Double-click on the shortcut on the desktop or press **Start / Programs / BI-Query Launcher**, and a window similar to the following will appear:



The screenshot shows the BI/Query Launcher application window. It has a title bar with the text "BI/Query Launcher" and a close button. The window contains several sections:

- A "Login" button at the top left.
- A "Personal Details" section with fields for Username, Full Name, Department, Login Context, and Staff Number.
- A "Computer Details" section with fields for Computer Name (MYCOMPUTER) and IP Address (123.456.789.000).
- A "BI/Query Models" section containing a table with two columns: "System" and "Model". The table is currently empty.
- A "Launch Model" button at the bottom right of the models section.
- At the bottom of the window, it says "Management Information Services" on the left and "Build 1.0.30 (06/02/2009)" on the right, followed by a right-pointing arrow button.

Press the **Login...** button at the top-left of the window and a login screen will appear:



BI/Query Launcher Login

To retrieve a list of the BI/Query models that you are authorised to access, please enter a valid username and password below and click on OK. This should be the login information you were supplied with for the use of BI/Query.

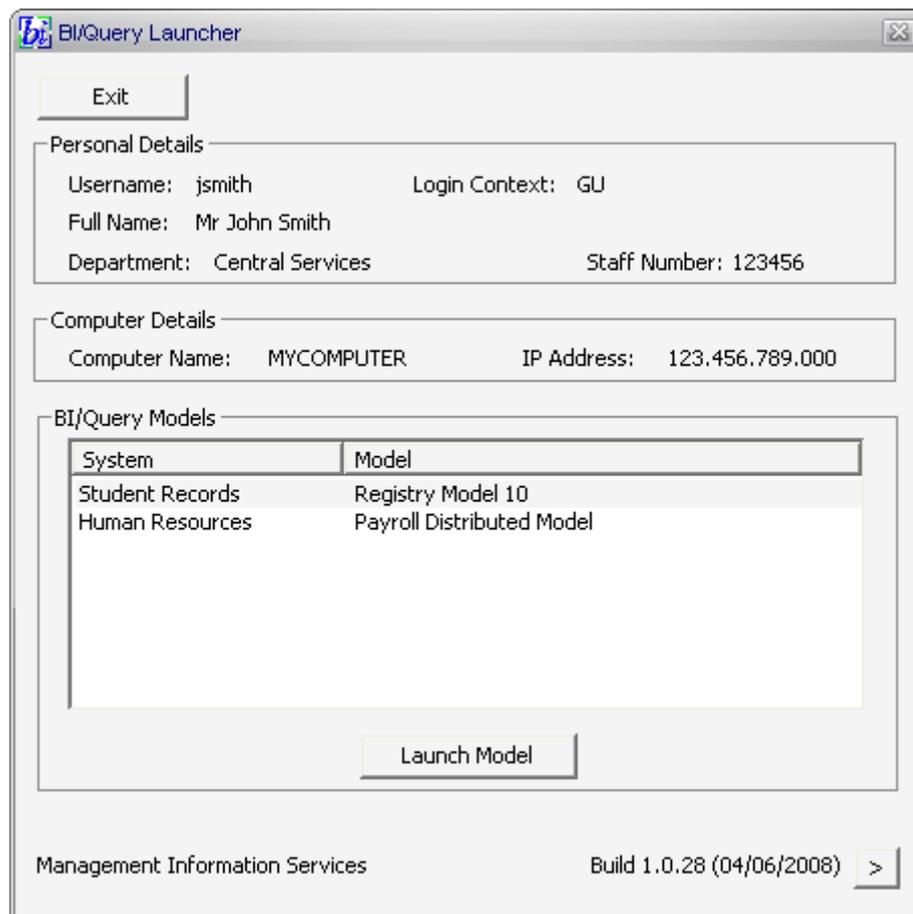
Username:

Password:

OK Cancel

Enter your Username and the associated Password and press the **OK** button (or **Cancel** to abandon). **NB:** The username and password which you need to use are those which you have always used for running BI/Query. Unfortunately it will only accept the username and password which are issued by MIS for use with BI/Query (i.e. the one that you currently use for BI/Query).

Once you have pressed the **OK** button (and assuming these are accepted), you will be taken back to the main window which will now be populated with a list of the BI/Query models which you are allowed access to (it might take a few seconds to do this):



BI/Query Launcher

Exit

Personal Details

Username: jsmith Login Context: GU  
Full Name: Mr John Smith  
Department: Central Services Staff Number: 123456

Computer Details

Computer Name: MYCOMPUTER IP Address: 123.456.789.000

BI/Query Models

System	Model
Student Records	Registry Model 10
Human Resources	Payroll Distributed Model

Launch Model

Management Information Services Build 1.0.28 (04/06/2008) >

Now, to open one of the models all you require to do is to select the row containing the model from the list of BI/Query models, and press the **Launch Model** button. The following will then happen:

- BI/Query will then start up.
- The model which you have selected will be opened (this will take a few seconds to start up so please be patient).

- You will be automatically connected to the database.

### Running Queries

Running queries is very similar to what was done before. Once you have written a query or opened an existing one simply press the **Run Query** button. With the new connection types which are now being used to the database, many of your queries will run faster than in the previous version of BI/Query.

### Closing a Model and the BIQ Launcher

To finish with a model close BI/Query (**File/Exit**) and you will be taken back to the BIQ Launcher window where you can select another model to open if you wish, or you can leave the BIQ Launcher completely by pressing on the **Exit** button at the top-left of the screen.

### Copying Queries and Reports

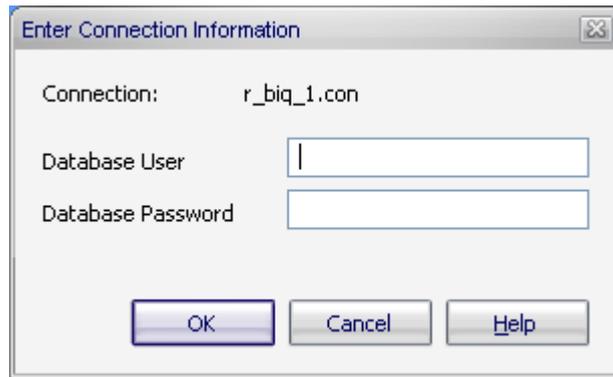
If you have queries and reports which you have written yourself and which you want to use with the new models, in order to make it easier to find and run these, you should copy the queries and reports from where they currently are located into an area beside the new model. To make this as simple as possible, a facility has been added to the **BIQ Launcher** to help you copy them. To copy all your queries and reports for one particular model follow these instructions.

1. Firstly, you need to know where your queries are currently located. By default this will be with your current model, which by default is installed in the "Program Files" directory (although you may have decided to install it in another directory). Within that directory there should be a directory GQL/MODELS/<SYSTEM>/Queries where <SYSTEM> is the model system (e.g. STUDENTS, RESEARCH etc.); this is there your queries will be.
2. Start the BIQ Launcher and log in.
3. Before carrying on, **select the model from the list in the Launcher for which the queries are intended**. This is important as the copy process will copy your queries to this model only so it is essential that you select the correct model first.
4. At the lower-right of the launcher window is a button titled ... ">". Press this button and a lower section to the window will appear on which is a "**Transfer Queries**" button.
5. Click on this button and a file selector window will appear.
6. **Browse** to the directory in which your queries are located (see 1 above).
7. Click on **any** one of the queries and press the "**Open**" button. It doesn't matter which query or report which you select as long as one is picked. The facility will copy all queries and reports in the directory. If you later want to remove some of these, simply do this through BI/Query itself.
8. A window will appear showing the directory from which the queries are to be copied with "**OK**" and "**Cancel**" buttons. Click on the **OK** button to copy the files, or **Cancel** to abandon.
9. The queries and reports should now be available to the selected model next time you open it.

### Problems that you may encounter

#### Connecting to the Database

While working with a model, if you press the **Disconnect** button (or **Host/Disconnect**) by mistake, you will need to make a connection again. To do this press the **Connect** button (or **Host/Connect**) and a window like the following will appear:



You do not need to enter anything in this window – **simply press the OK button** leaving the Database User and Database Password blank and you will be connected to the database again.

## Changes in the BI/Query software from the previous version

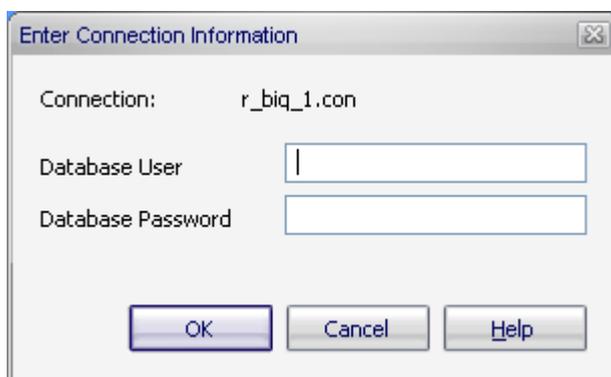
The majority of the new BI/Query software should still be very familiar but a few of the menus, buttons and icons are slightly different.

### Things to note include...

- Previously, in the version 7 of BI/Query, you would have to make a connection to the database before you could run a query. Now, within version 9, once you have logged in to the BIQ Launcher, you will automatically be connected to the relevant database.
- If by chance you do disconnect by mistake, then it is very easy to re-connect to the database again. Simply, click on the icon below or click on the Host option at the top of the window and select Connect.



The following window will be displayed:



You do not need to enter anything in this window – **simply press the OK button** leaving the Database User and Database Password blank.

There are some basic changes within version 10 of BI/Query with regards to icons.

### New Query Icon (Ctrl+N)



The old version of BI/Query software had a 'paintbrush' icon for the New Query icon. The new version of software now has the New Query icon as shown above or you can select **Query** from the drop-down menu option at the top of the screen and click on **New** or click on **Ctrl+N**

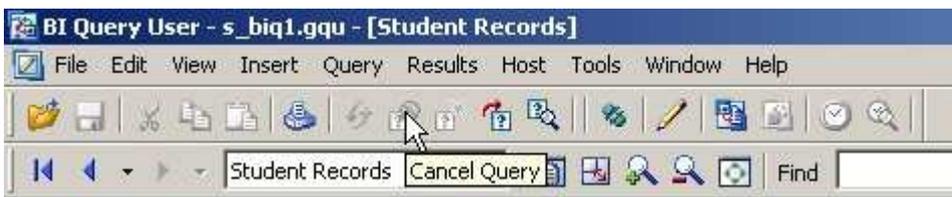
### Run a Query(Ctrl+G)



The Run Query icon used to be a green set of traffic lights. Now the Run Query icon is shown above or you can select the Query drop-down menu option at the top of the screen and Click on Run or click on Ctrl+G.

This icon will not be highlighted until you start building your query and select an attribute.

### Cancel a Query

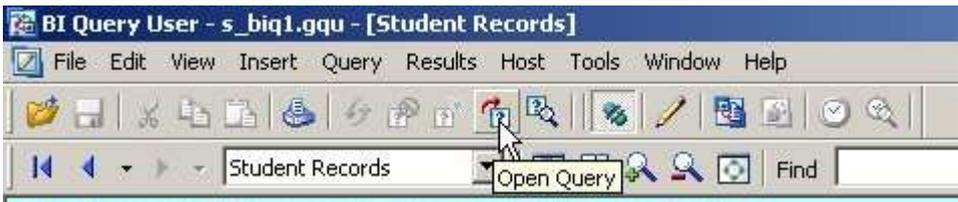


The Cancel Query used to be a red set of traffic lights that would be displayed when the query was running. Now, the Cancel Query icon is as shown above or select Query from the drop-down menu option at the top of the screen and click on the Cancel option.

### Show Query

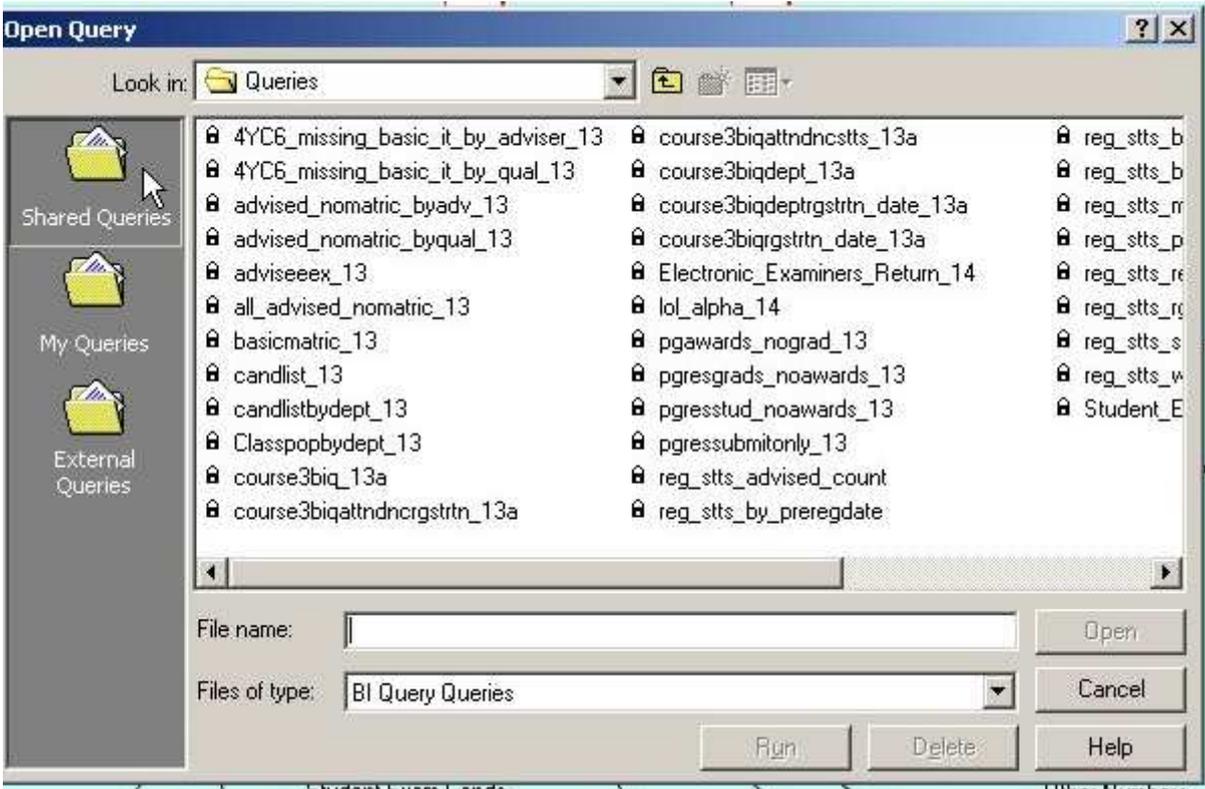


### Open/Load Query



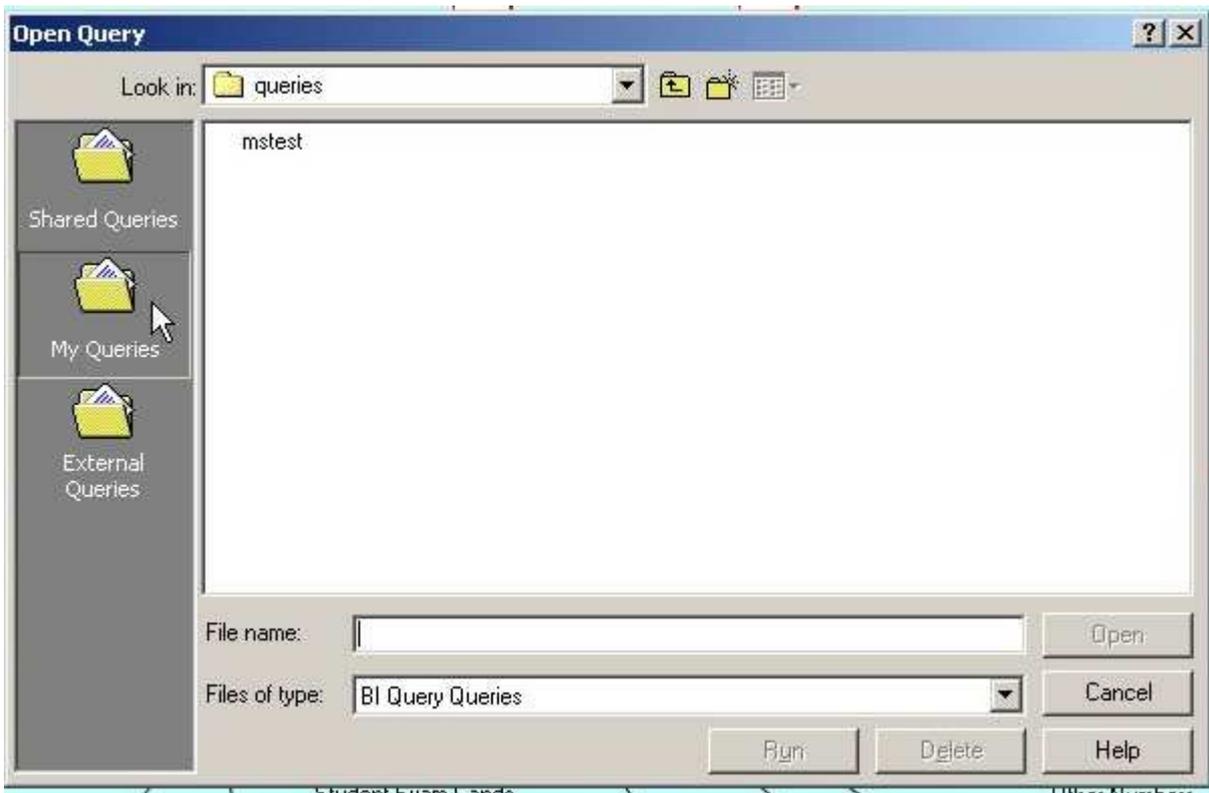
Previously, to load a query, you had to select the **Query** option at the top of the screen and select the **Load** option, which would display all queries within the standard directory structure. Now you can select **Open.....Query** from the Query drop-down menu option at the top of the screen or click on the above icon.

The following screen will be displayed:



The default Open Query window is **Shared Queries**. This window displays all the pre-defined queries that are installed with the model.

If you have saved your own queries, click on the **My Queries** option and the following screen will display a list of the queries you have saved.



Double-click on the file name or highlight the query you require and click on Open.

It is recommended that you do not use the **External Queries** option unless you are 100% sure of the directory in which you wish to save the query.

### Exporting Results Data

If you want to take the results from a query and use them in some other application such as Excel, you can still copy-and-paste as you did before (i.e. select the rows that you want to export, or select all of them by clicking on the top-left box of the results then copy and paste into Excel). However, with the new version of BI/Query the column headings will not be included in the data as they were previously.

If you wish to include the headings you must

- a. Set the Export Options (Tools/Preferences/Results Options) to have Application of "Microsoft Excel".
- b. Set the Results Options (Tools/Preferences/Results Options) to "Save Column Headings".
- c. Use the "Export" function which can be achieved by right-clicking on the data and selecting Export (Excel must be opened first).