

Process for sharing BI Query queries and reports

If you want to give queries and reports to someone else

- Create and save the query/report in BI Query User. BI Query will save both the query file and the report file in the \User\Queries file under your model (e.g. c:\gqlosudw\finance\user\queries or c:\gqlosudw\humres\user\queries).
- Identify the file name of the query/report.
 - If you know you are going to share the file when you create it, note the name at that time.
 - If you decide to share it later, go to the Query menu and choose "Open...", and find the name of the query. If you aren't sure if you have the correct one, go ahead and submit it and see if it looks right.
 - If you normally run it from a button that you created, you can edit the button to find out the name of the query that it is running.
- Decide how you want to share the query/report.
 - If the person you are sharing with has access to the same network you do, you can put a copy of the files there and tell them where to find the files.
 - Put the files on a diskette/zip disk/cd and give it to the other person.
 - Email the files to the other person
- To put the files on the network, open an application like Windows Explorer or My Computer, find/create a destination directory on the network that they can access, and copy the files (both the *.qry and the *.rpt files) from gqlosudw\finance\user\queries or gqlosudw\humres\user\queries into the destination directory. You can also run the report, go to the Report menu, choose Save Report Specifications, and choose Export. Navigate to the directory where you want to save the files, and then click Save.
- To put the files on a diskette, do the same thing as in the previous example, except the destination directory will be your diskette drive.
- To email the files, switch to your email application and start a new message. Then look through your email application's menu for an option like "Insert, File". In the dialog box that opens, navigate to the gqlosudw\finance\user\queries or gqlosudw\humres\user\queries directory and select the files you want to attach (usually the .qry and .rpt files for your query). Then send the email.

If someone else wants to give queries and reports to you

- If someone sends you an email with attached files, open the email in your email application (but not the attachments), look through your application menu for an item like "File, Save attachment". In the dialog box that opens, navigate to the gqlosudw\finance\user\queries or gqlosudw\humres\user\queries directory and save the files there.
- If someone gives you a diskette with files, open an application like Windows Explorer or My Computer, and copy the files from the diskette to your gqlosudw\finance\user\queries or gqlosudw\humres\user\queries directory.
- If someone puts files on the network for you to access, open an application like Windows Explorer or My Computer, and copy the files from the directory where they are saved to your gqlosudw\finance\user\queries or gqlosudw\humres\user\queries directory.

Note: Usually you should have BI Query closed when you copy queries and reports. BI Query only checks to see what queries/reports are available when the model is first opened. If you already have the model open when you copy the files into the \user\queries directory, BI Query won't know about the queries and won't be able to see them by going to the Query menu and choosing "Open", until you close and reopen the model. Or if you don't want to close and reopen the model, an alternative is to go to the Query menu, choose "Open", and click on the [Browse] button and navigate to the location of the new query. Highlight the new query and click [Open] to load the query into memory.

Backing up BI Query files

To ensure that your BI Query files are available to you even if your hard drive crashes, you should periodically back up your entire GQLOSUDW folder. If space is an issue, you should at least back up some key files to the network or a diskette. Those files are finance.gqu, humres.gqu, and the entire contents of your gqlosudw\finance\user\queries and gqlosudw\humres\user\queries directories. If you receive a new hard drive or computer, these files should be copied onto the new one after all of the rest of the BI Query software has been installed.