How To Access The Query Library

Only Internet Explorer versions 8 and earlier will work to use the Query Library.

The query library can be accessed at this url:
https://bi2.fastar.wisconsin.edu/workspace/index.jsp

You will first be asked to choose University of Wisconsin--Milwaukee.

Then click the Select button.
Next the UWM login page will appear.

Enter your ePanther ID and password, then click the LOG IN button.
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This will take you to the Query Library Home Page

- You will be able to add Favorites to this page
- Here you will see recently opened documents
- Click on the Explore button to see the folder structure.
You can have multiple tabs open at one time.

You will only see folders for which you have access.

Double click on a folder to open it.

To close a tab, click the X.
Folders can contain a variety of document types. This folder contains both a job and the job's output.

To open the output of a job, double click on the name, or right-click on the name and choose Open.
All job outputs will consist of three parts:

- The HTML file shows the SQL code that ran the job.
- The Interactive Reporting Document is the Html version of the job output.
- The Interactive Reporting Document (web client) is the version of the job output which will open in the plugin.

To open the output in the plugin, double-click the name of the file with the description Interactive Reporting Document (web client).
Query documents which are not part of jobs can be opened by right-clicking the name, then choosing Open As and then choosing either HTML or Interactive Reporting Web Client.
When you are done using the Query Library, choose Log Off and then close Internet Explorer.