

Accessing Repository Queries with BrioQuery

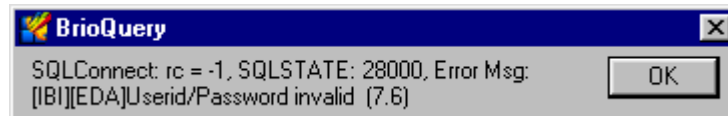
This document is intended as a quick reference for logging on and running queries using BrioQuery. Additional Resources are available at: <http://polydata.calpoly.edu>

Logon

1. Start BrioQuery and select **Repository Catalog** from the **DataModel** menu.
2. The login dialog box is displayed.




3. Logon with your BrioQuery Polydata User ID and password. An incorrect userid or password will result in the following message:

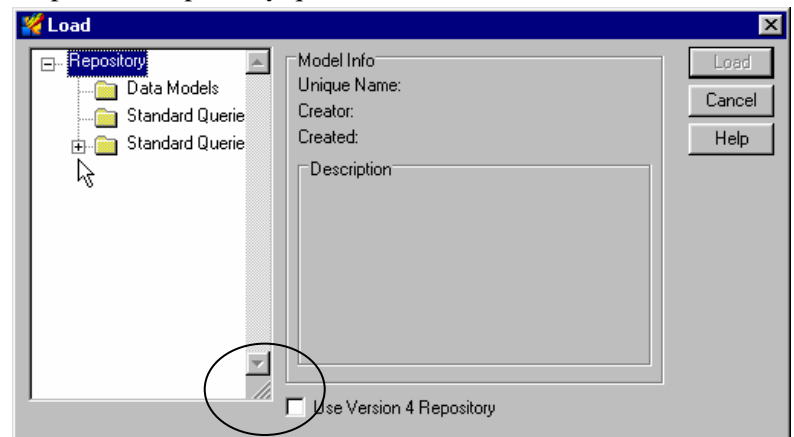


4. To Logon, click the **OK** button and retype the correct userid and password.

Running queries from the Repository

Refer to <http://polydata.calpoly.edu> for a list and descriptions of repository queries

1. Start BrioQuery and select **Repository Catalog** from the **DataModel** menu.
2. Click the  plus sign next to **Standard Query** or **Standard Query w/ Reports**.
3. Select a Query from the list.



➔ **If you can't see the complete name, click and drag the window sizing icon to expand the window.**

4. Click **Load**
5. Click **Process**. Respond to prompts as appropriate.
6. After the query is processed the **Results** screen will be displayed.
7. Export the results or select a Detail, Pivot or Chart to view formatted results.

Printing reports

Some queries in the repository contain detail or pivot reports within the program, such as the Class List queries. They contain more formatting options than are available in the results section and can be printed.

To print the report:



1. **Process** a query as usual
2. Select the report tab.

3. Use the scroll arrows.  to display all the reports in the query.

Reports can be given names that are more meaningful. You may see something like *Detail1* or a name that more accurately describes the report such as *Class List*.

4. Select **Print** from the File menu.

Export results

The results of the query can be exported from BrioQuery for use in other programs such as Excel.

1. After processing the query, select the **Results** tab or report tab that you wish to export.
2. Select **Export** from the File menu, then select **Section**.
3. Enter a name for the exported file. (Windows-based systems are limited to 8 character filenames.)
4. Select the appropriate document folder to save the file to.
5. Choose the desired file type, *i.e.*, *Excel (XLS)* or *Text(Tab-delimited)* text file (TXT) are recommended.
6. Click the OK button.

Copy and Paste Results

You can also Copy & Paste the Results of a query to another program.

1. From the Results tab, choose Select All from the Edit menu.
2. Select Copy from Edit menu.
3. Switch to the desired application (*i.e.*, MS Word or Excel) and select the Paste function.