Interactive Reporting *Query Library* in Three Easy Steps

[https://bi2.fastar.wisc.edu/workspace/index.jsp](https://bi2.fastar.wisc.edu/workspace/index.jsp)

No software installations are needed to use the *Query Library*.

*Instructional Video for Interactive Reporting*


*Getting Authorized to use the Query Library*

Request appropriate query categories based on your role at the University at [https://www.doit.wisc.edu/infoaccess/info_request/home.asp](https://www.doit.wisc.edu/infoaccess/info_request/home.asp)

*Navigating the Query Library and Running Queries:*

1. Click on ![Explore](image) to go to the folders and queries.

2. In the directory tree click on the **title** of the folder you want.

3. Read query titles and descriptions.

4. Choose a query and click on its **title** to open the query.

5. Select your criteria, repeat until all desired criteria are selected.
   a. Click in the box of the selection criteria, one at a time.
   b. Enter your selection criteria or click on **show values** and select the value(s) you want for the criteria. To select multiple values, hold down the CTRL key and wait for the screen to refresh before making another selection.

6. Click the **Process** button.

7. When the query completes click on the report you want from the list of reports in the left pane.

8. Using the navigation bar

   ![Navigation Bar](image)

   a. Use the page up and page down arrows to move from page to page. 
   b. Do NOT use this 'Save file locally' icon ![Save Locally](image).
   c. To export to PDF use the icon ![PDF](image).
   d. To export to Excel use the XLS icon ![XLS](image).
   e. Click on ![Close](image) in the upper right-hand corner of screen to close out of a document.
   f. Click on the 'Help' icon ![Help](image) to access Help documents.

9. Log off by clicking log off button on upper right-hand side of screen. ![Log Off](image)

10. Close your browser window to complete the log off process.

Contact Kathy Luker (kwiuker@wisc.edu) for assistance with the group authorization process and Bonnie Cubalchini (bacubalc@wisc.edu) for assistance with the Query Library.