

Set up access to the new Student Records WebSURF replacement model

Model 1 - WebSURF

The new BI/Query WebSURF replacement model is now available.

When you log in to BI/Query, it is in the list of available models as Model 1 – WebSURF.

The instructions and supporting documentation are available on the IT Services Business Systems BI/Query web pages at

<http://www.gla.ac.uk/myglasgow/it/businesssystems/biquery/#/studentrecords>

If you have previously used the Student Records Distributed Model (1-Standard), you must set up access to the new model for WebSURF replacement : Model 1 – WebSURF.

Please follow the instructions below

Please log any issues through the ITS Helpdesk <http://www.gla.ac.uk/myglasgow/it/helpdesk/>

New model setup instruction

IMPORTANT

Before you start using the WebSURF model, you need to get some settings working correctly for the new model. Please follow the steps below.

1. Remove your old model information from your BI/Query connection.

When you start the BI/Query Launcher it creates 2 network drives for your access to models you are registered to use.

To remove the old Student Model 1:

- Run the BIQ Launcher and log in to BI/Query; don't log in to the 'Model 1 – WebSURF' BI/Query model yet.
- Open a Windows Explorer Session to view your files and network drives.
- Find the 2 network drives – 'biqmodels' and 'biquery';
Note: these folders only appear when you are logged into BI/Query.
- Open the 'biqmodels' drive and double click on the 'students' folder; this will show folders for the student models that you have access to;

Note: if you have your own saved queries for this model and you wish to keep them, please do the following:

- Double click the 'model_1' folder
- Copy the folder 'queries' to another location, perhaps your Desktop.
- **All users:** Remove the existing Model 1 folder:
 - Right click the folder 'model_1' and select Delete from the list of options; select the Yes button when asked 'are you sure...';
If you have folders for model_1_oracle and model_1_mis_test, and also model_0, do the same for them.
- Go back to the BI/Query Launcher screen where your models are listed. Select the Exit button to close the Launcher.

2. Run the BIQ Launcher again. This time, right click the icon/menu option and select 'Run as administrator'.

This is only done for this time running, to set up and connect your model correctly.

- Log in to BI/Query. It may take a little while as you are connecting to a new model version.
- Select the model you wish to access i.e. Model 1 WebSURF.
Open up the model; this will take a few minutes; you will see messages about installations and connections being made.

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Note: if you get an Oracle database error, don't worry. Click OK. This may then take you into the model. If it doesn't, repeat the model selection and opening procedure.

- Run a query to check that you can select data.
- Everything okay? Close the model and exit BI/Query.

Remember, the next time you log in, you do not need to 'Run as administrator'. Just double click the BIQ Launcher to run normally.

3. *Only if you copied out your Queries folder:* you must copy it back once you have the new model_1 folder available to you. Remember, you must be logged into BI/Query to see the folder.

From now on, PLEASE use BI/Query to access legacy student data rather than using WebSURF.

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