



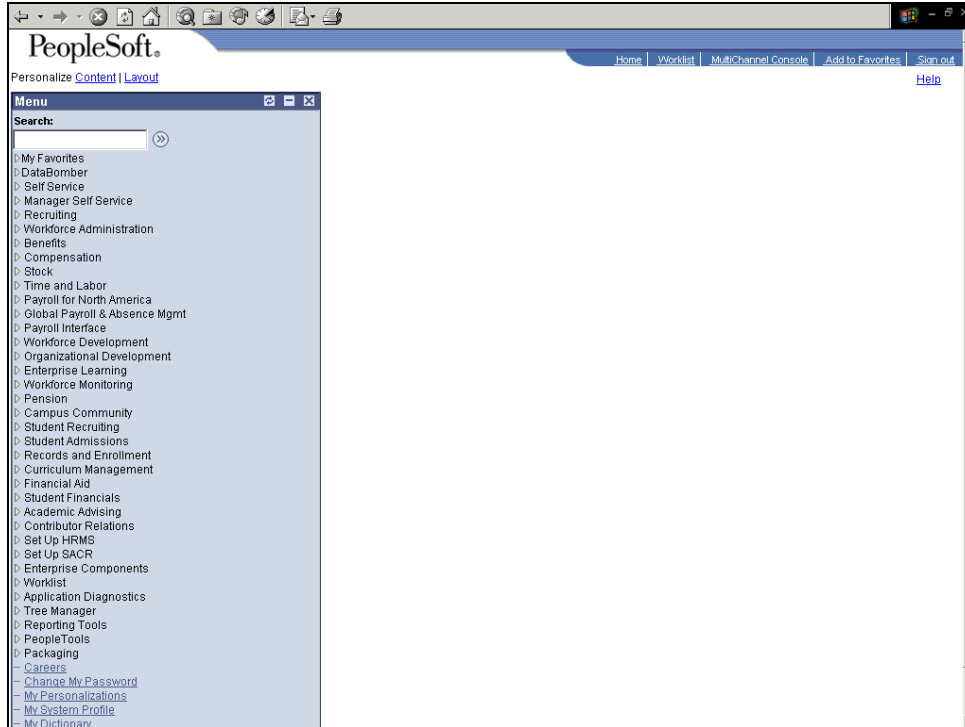
Deleting Queries

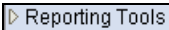
Concept

You can delete outdated and obsolete queries, if necessary, to organize your institution's database better. Note that the ability to delete or rename a query is dependent upon user roles and user security.

In this topic, you will delete an existing query. The CLASS_GRADES query has become outdated and is now obsolete. You have been asked to delete it. Use the Query Manager page to find and delete the CLASS_GRADES query.

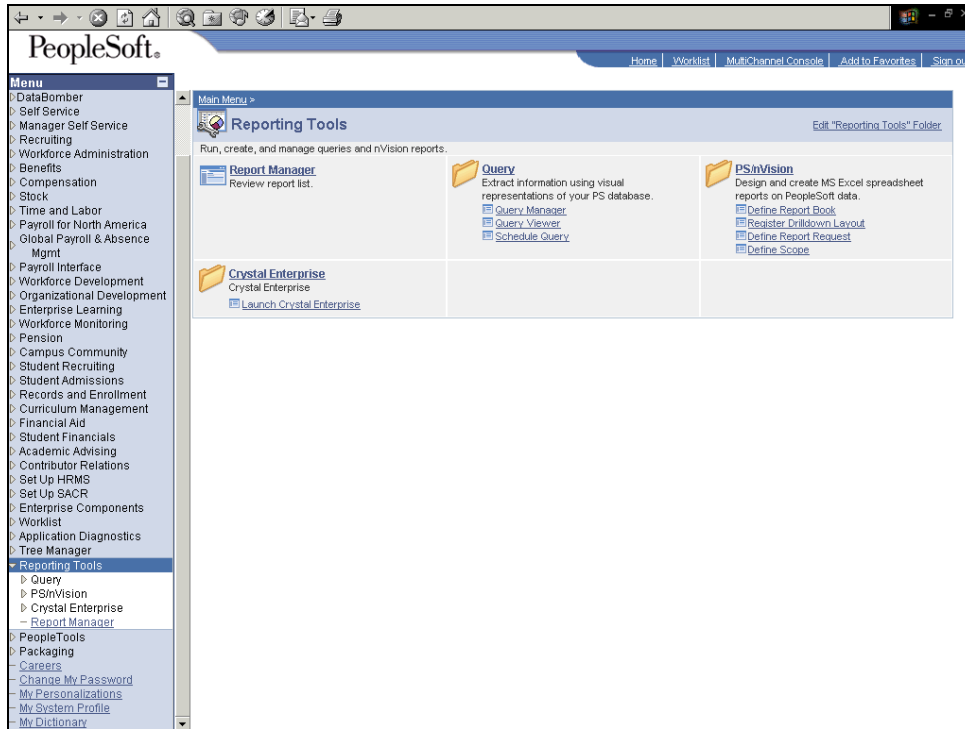
Procedure




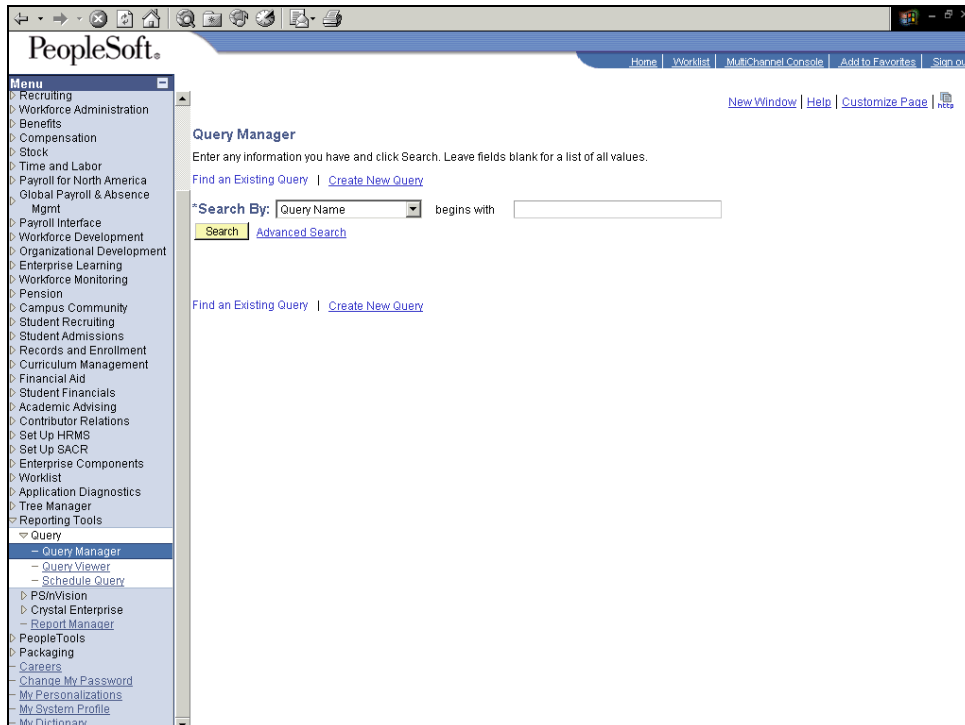
Step	Action
1.	Begin by navigating to the Query Manager page. Click the Reporting Tools link. 



Process Document Deleting Queries





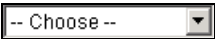
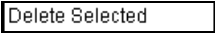

Step	Action
2.	Click the Query Manager link. 

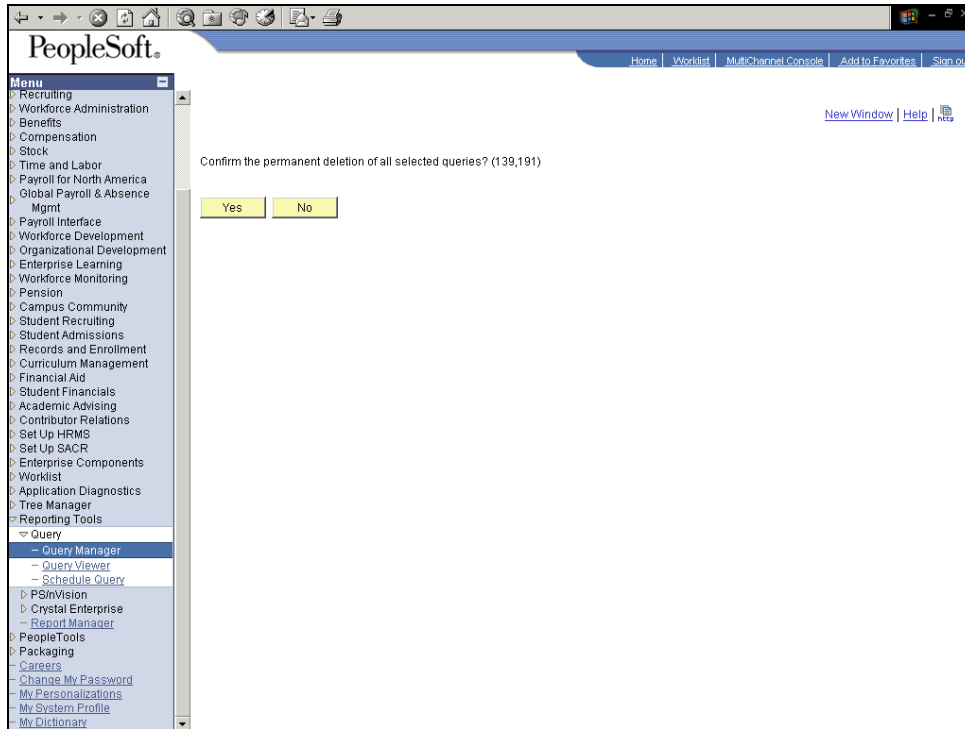


Process Document

Deleting Queries



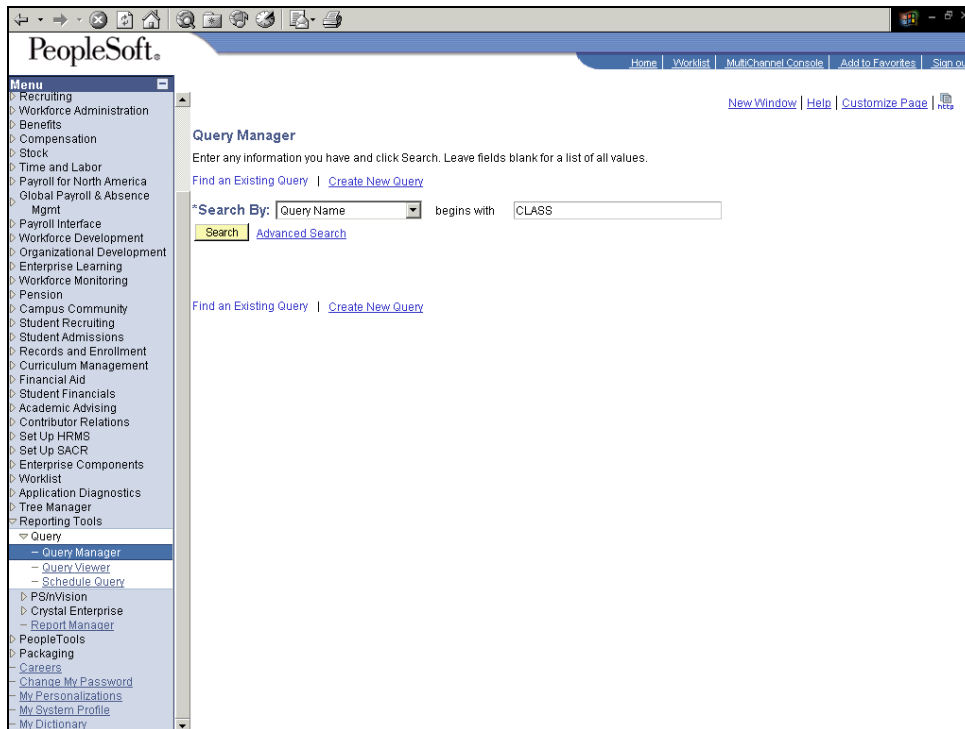
Step	Action
3.	Enter the desired information into the begins with field. Enter " CLASS ".
4.	Click the Search button. 
5.	Select the CLASS_GRADES query. Click the CLASS_GRADES option. 
6.	Click the *Action list. 
7.	You can select an option to perform the required operation, such as copy, delete, move, or rename, on the selected query. In this example, you need to delete the selected query. Click an entry in the list. 
8.	Click the Go button. 



Step	Action
9.	<p>The Delete Confirmation page enables you to confirm that you want to delete the query you have identified. Click the Yes button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <p style="text-align: center;">Yes</p> </div>

Process Document

Deleting Queries



Step	Action
10.	Notice that the CLASS_GRADES query has been deleted.
11.	You have successfully deleted the CLASS_GRADES query. End of Procedure.