



File Name	Query Mover_BUSPROC.doc
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Last Changed by	Ann M Flood
Status	DRAFT

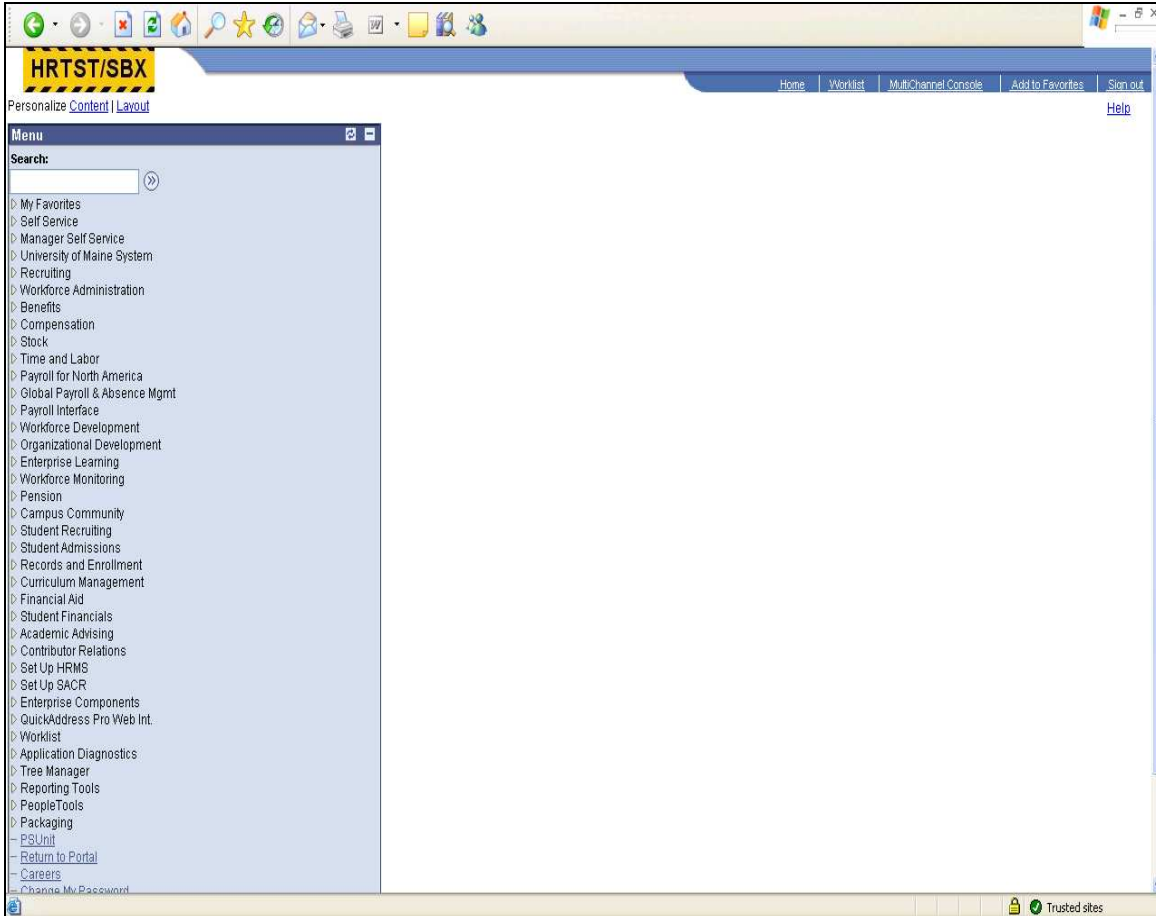
Query Mover

Concept

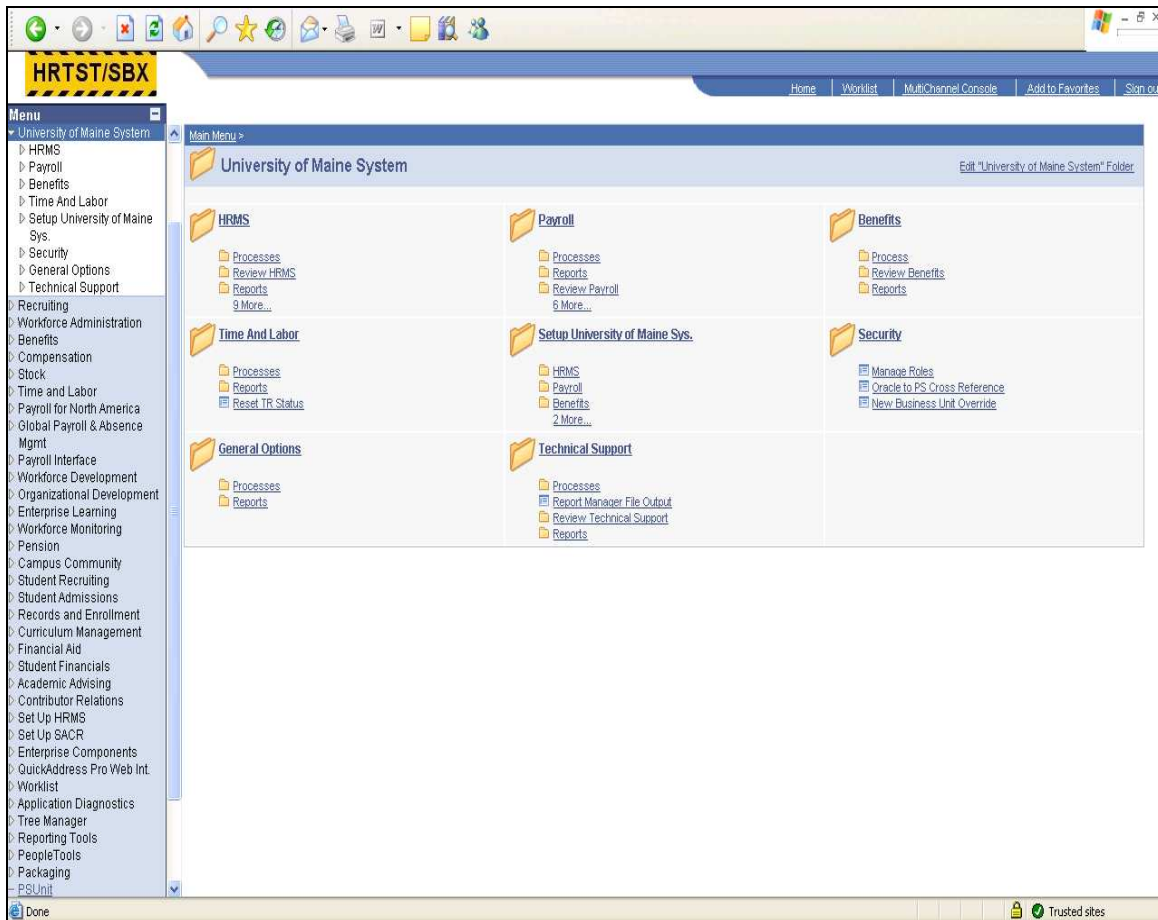
Query Mover

Query Mover copies query definitions between two databases. More specifically, it **pulls** queries from other database instances into the one you are currently in. There is no option to push queries from the database you're currently in to other database instances.

Procedure




- | Step | Action |
|------|---|
| 1. | Click the University of Maine System link.
▶ University of Maine System |



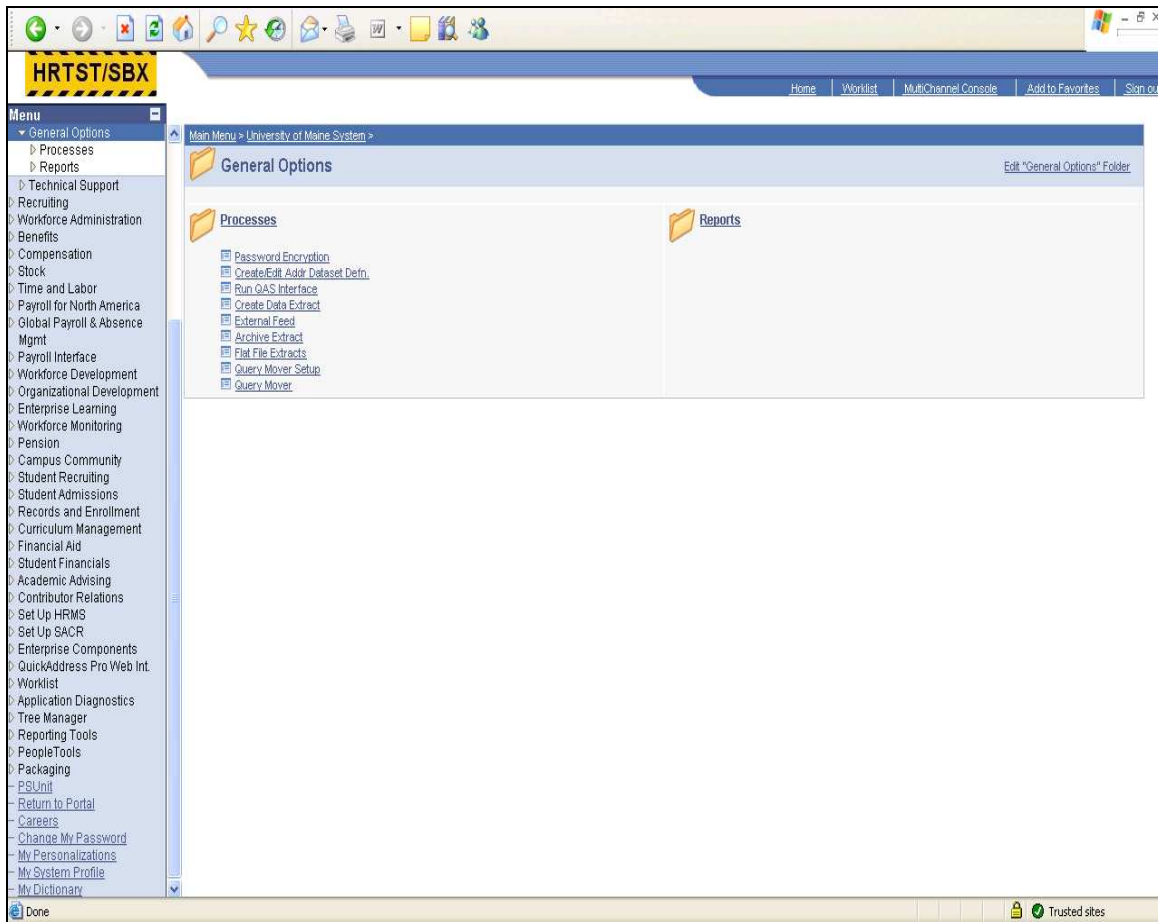
Step	Action
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2.	Click the General Options link.
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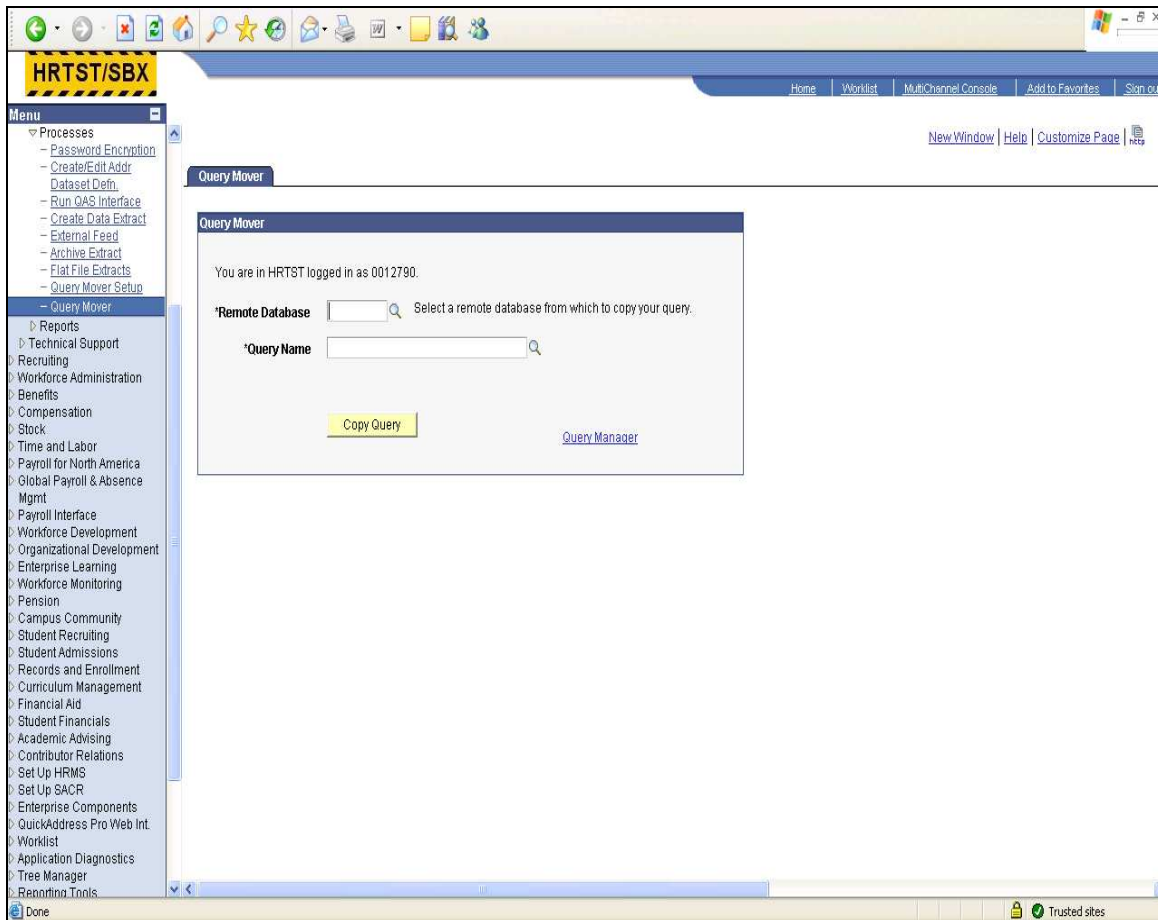
	 General Options
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Process Document

HRMS: Query Mover



- | Step | Action |
|------|--|
| 3. | Click the Query Mover link |



Step

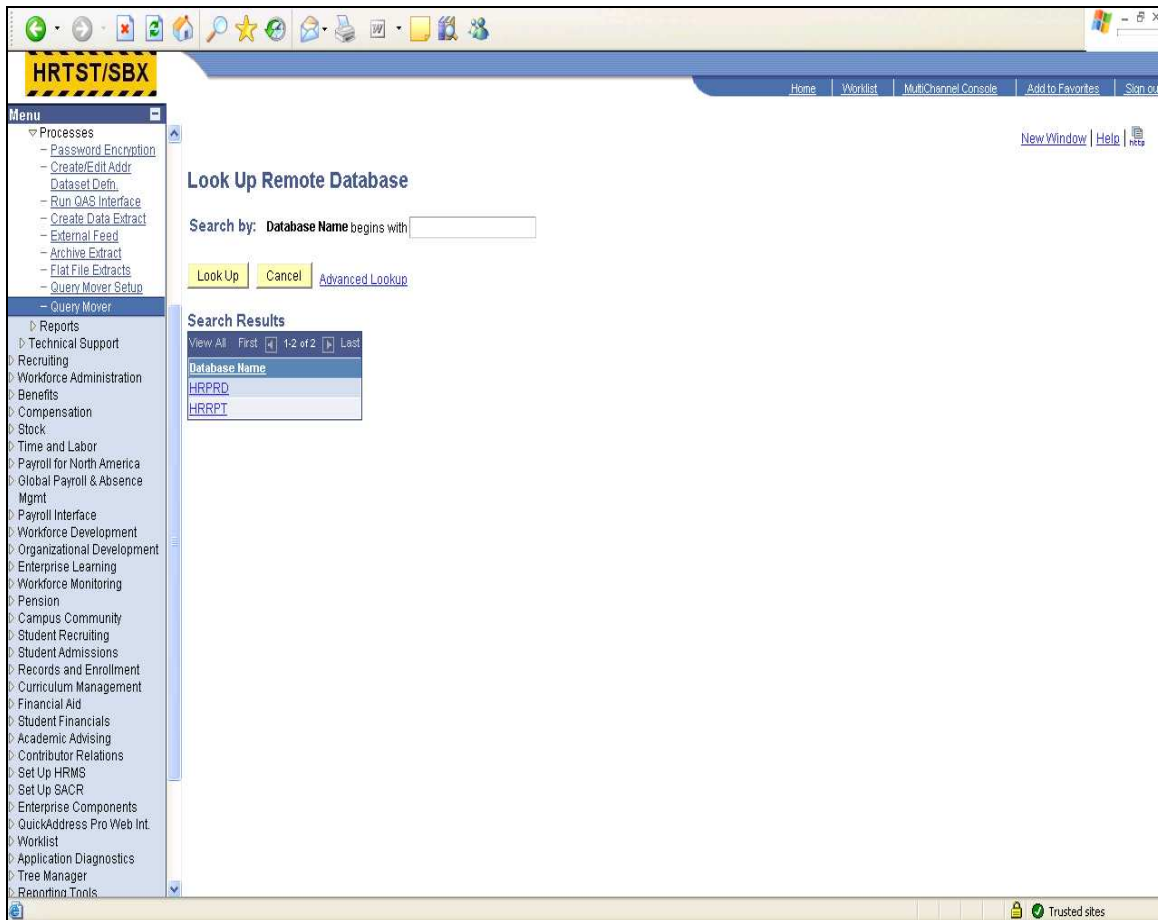
Action

4. Click the **Look up Remote Database** button.



Process Document

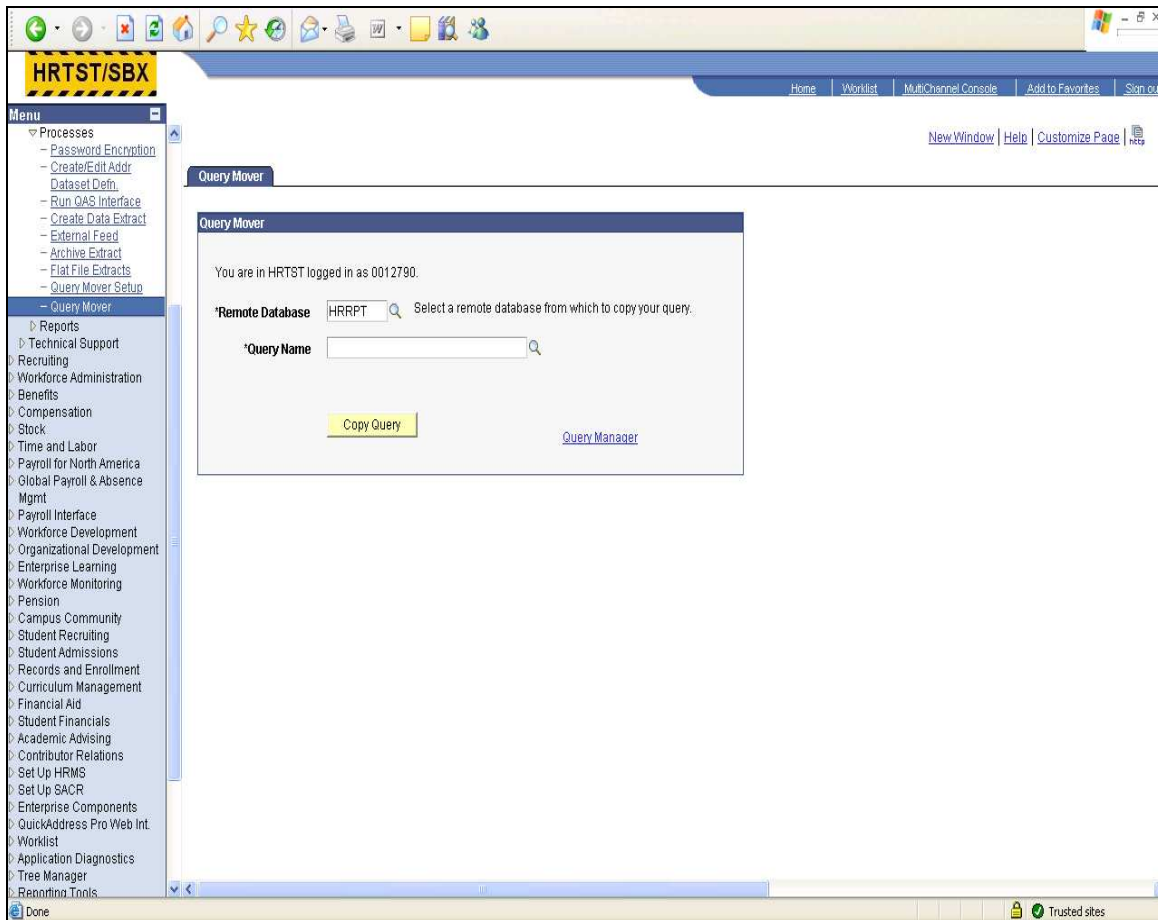
HRMS: Query Mover



Step	Action
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5.	Click an entry in the Database Name column to select the Remote Database containing the query you wish to copy.
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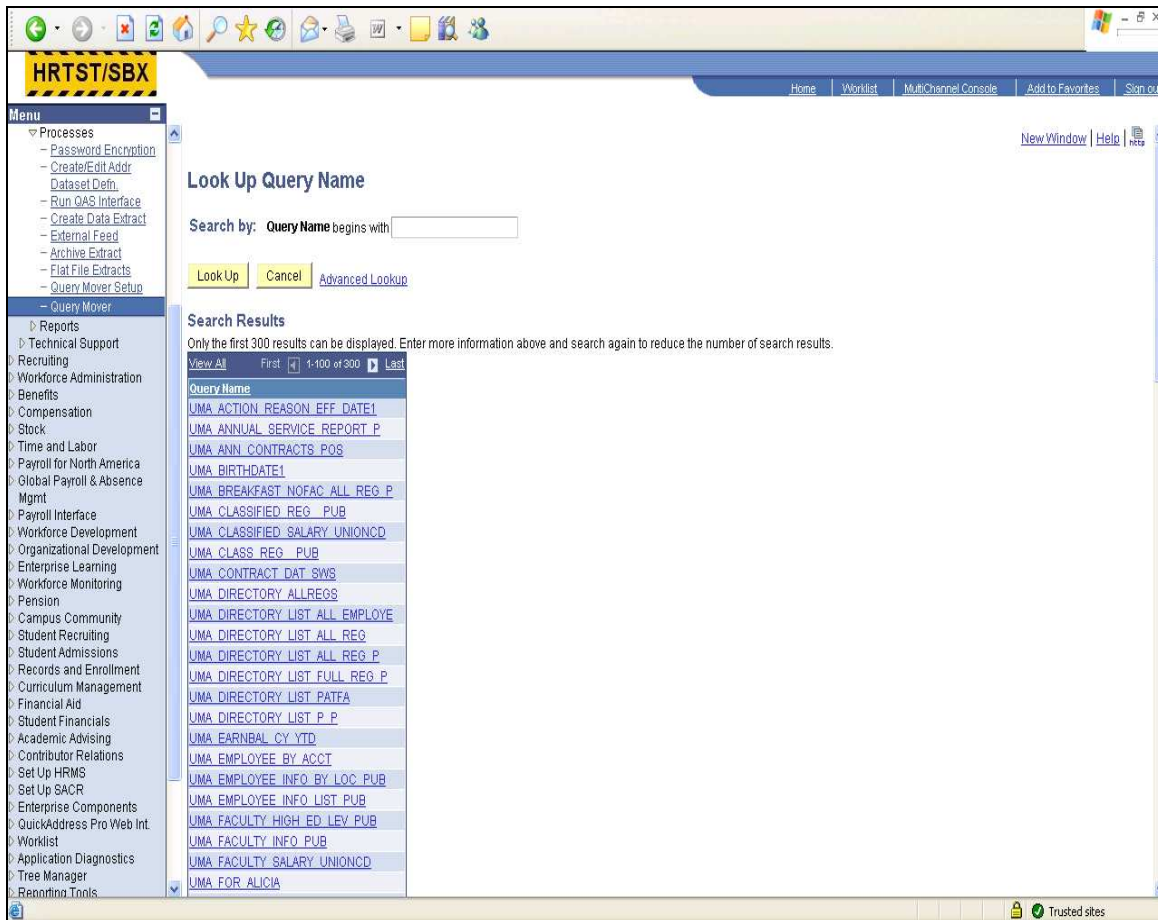
HRRPT



Step	Action
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6.	Click the Look up Query Name button.
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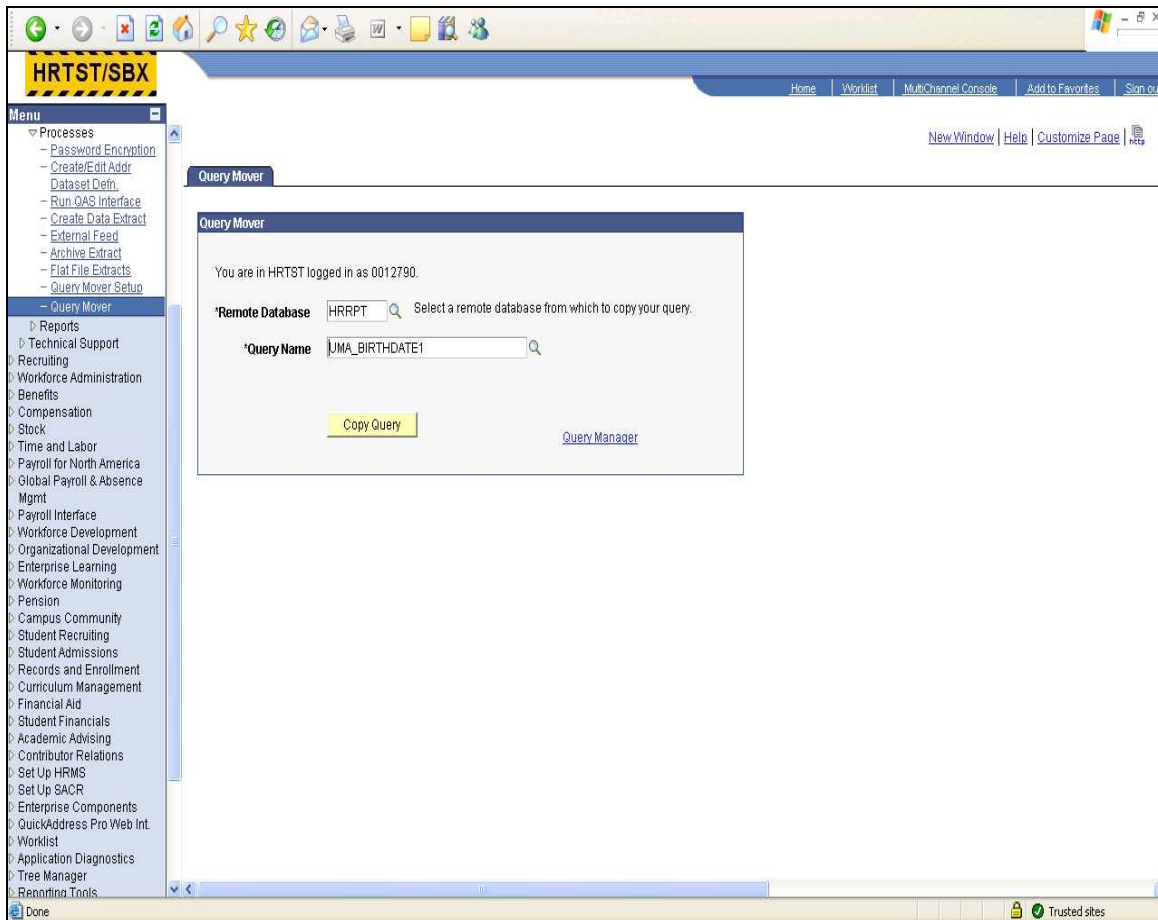
Step	Action
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7.	Click an entry in the Query Name column.
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Query selection includes operator's Private queries as well as all Public queries.

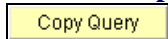
Use "begins with" search box to shorten search results.

[UMA_BIRTHDATE1](#)



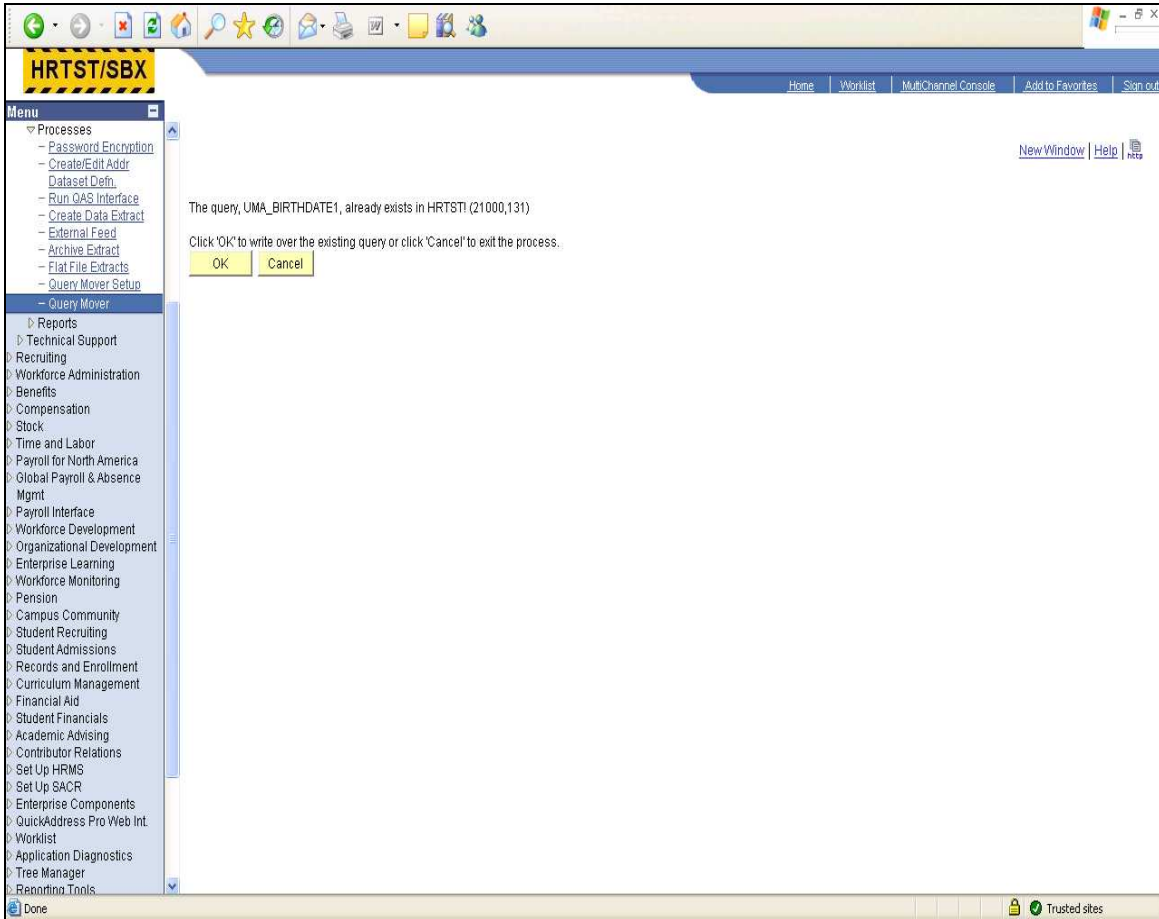
Step	Action
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8.	Click the Copy Query button.
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Process Document

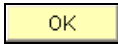
HRMS: Query Mover

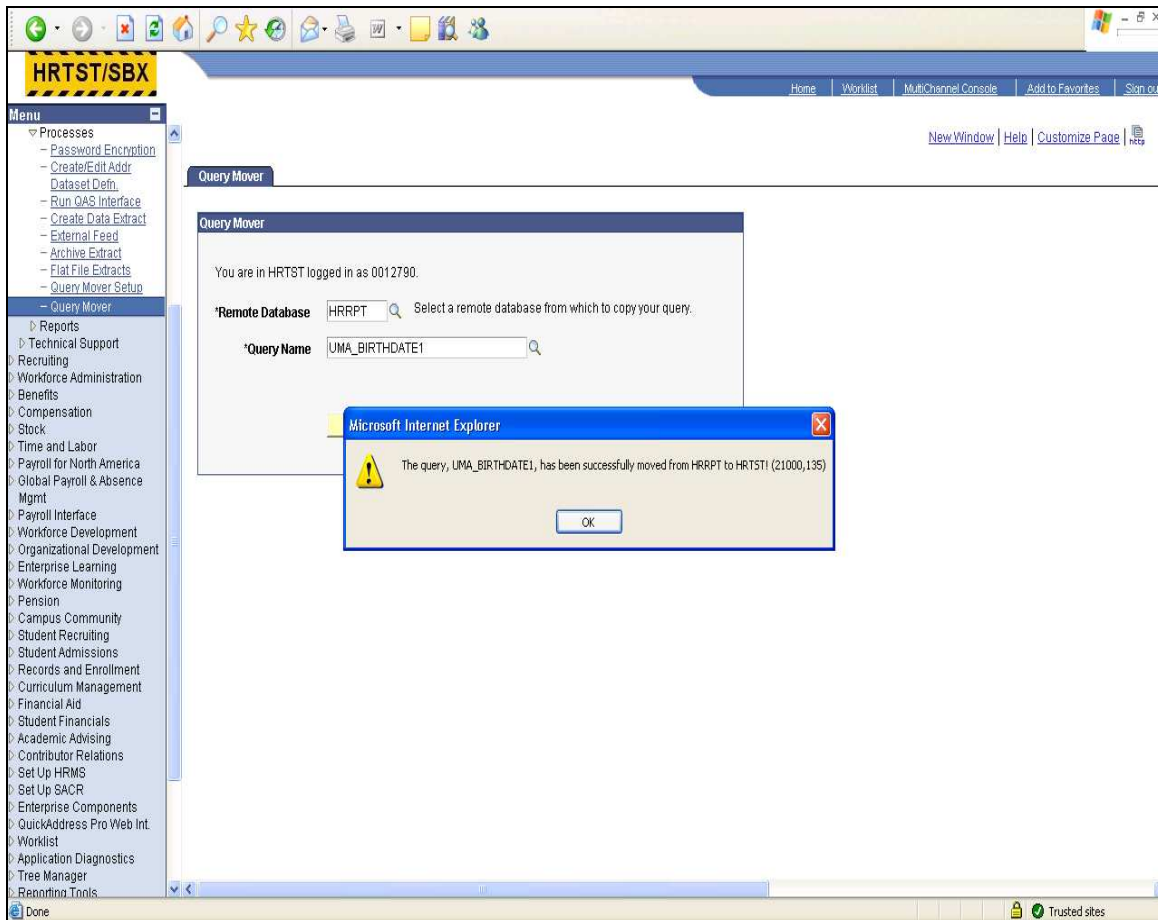


Step	Action
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9.	A warning message will appear if the query selected already exists.
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Click the **OK** button to overwrite the existing query.

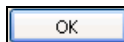


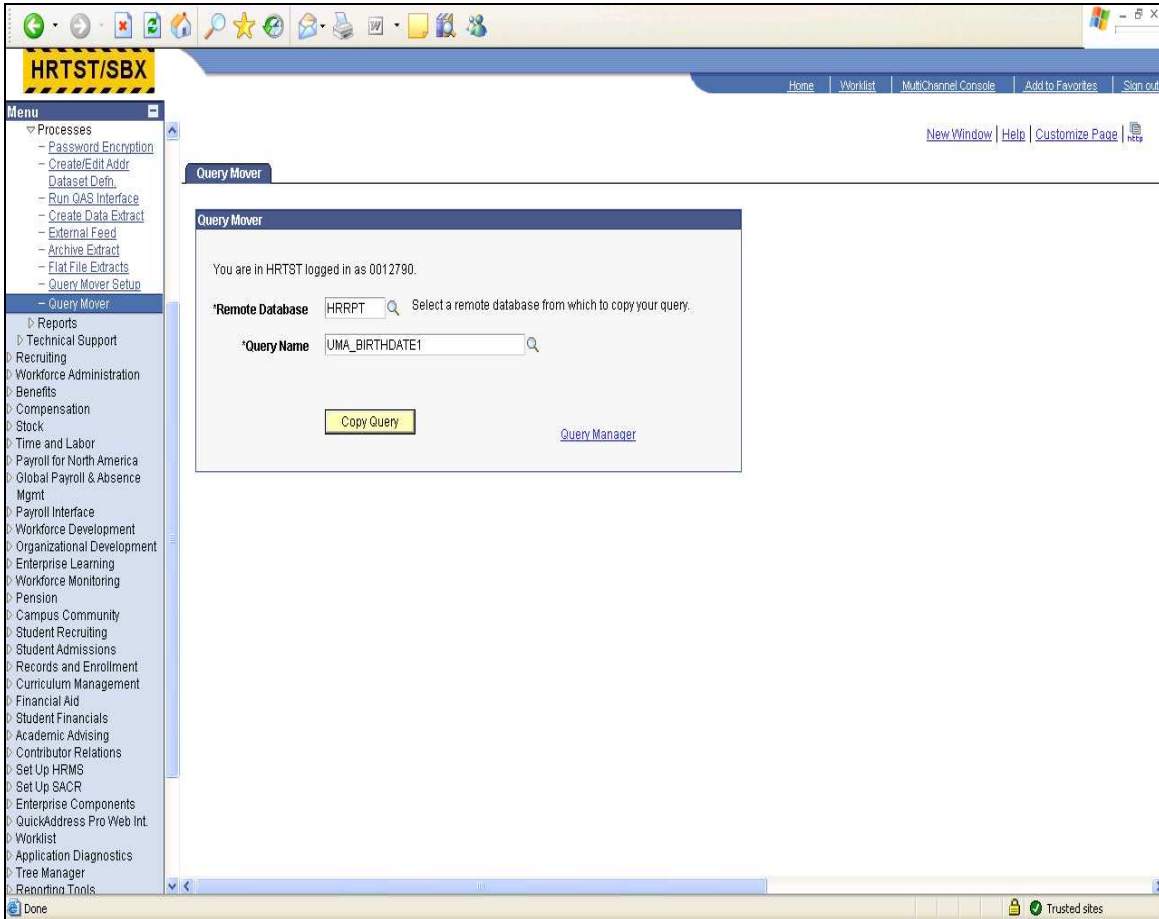


Step	Action
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10.	A Message Box confirms that the copy completed successfully.
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Click the **OK** button.



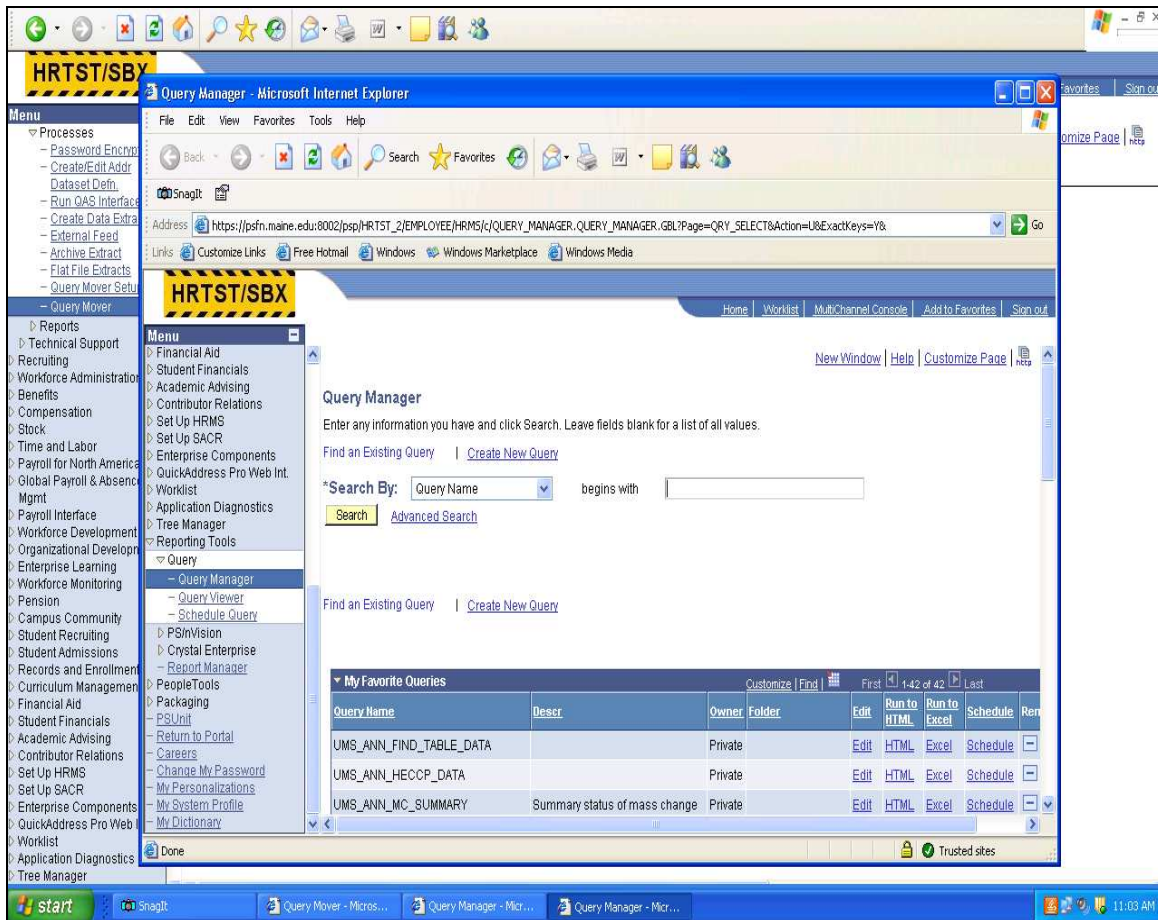


Step	Action
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11.	A link to Query Manager is available.
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Click the **Query Manager** link.

[Query Manager](#)



Step

Action

12. This is a link to the Local Database, not the Remote Database.
13. **End of Procedure.**