



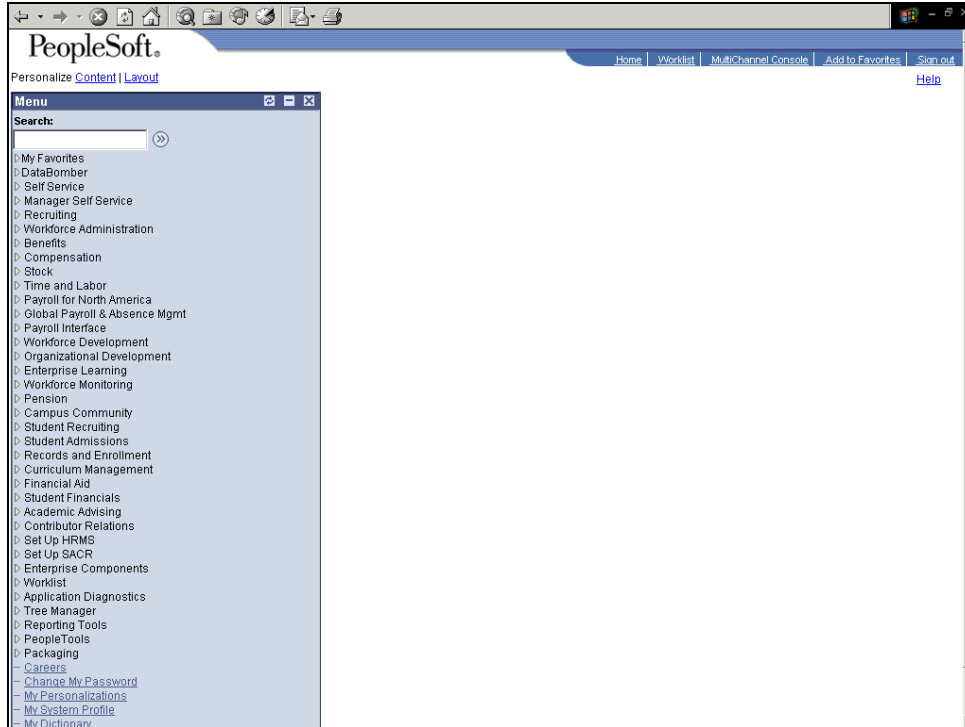
Renaming Queries


Concept

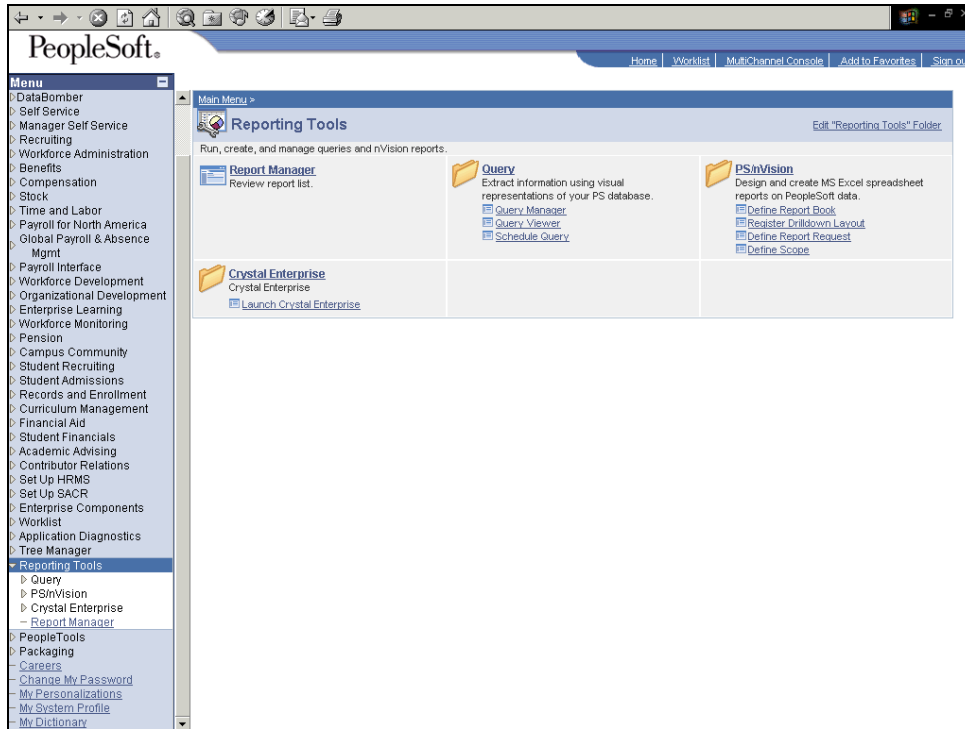
There may be instances when you need to rename an existing query. If your security access allows, you can change the name of a query from the query search results page.


In this topic, you have been asked to change the name of the GRADES query to CLASS_GRADES.

Procedure



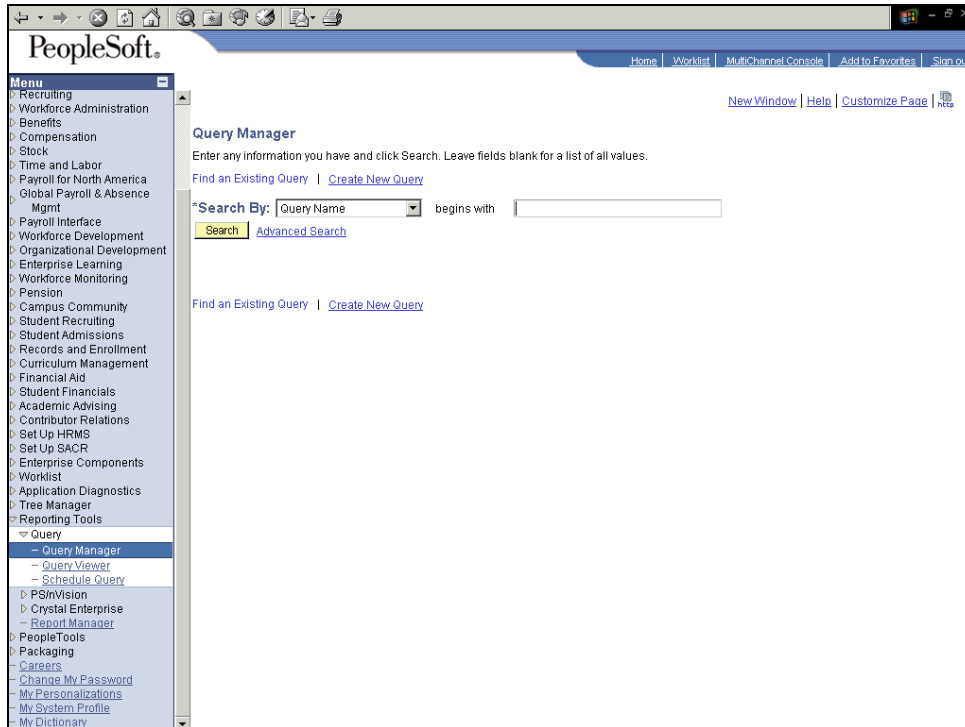
Step	Action
1.	Begin by navigating to the Query Manager search page. Click the Reporting Tools link. 



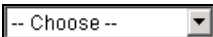
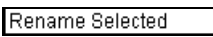



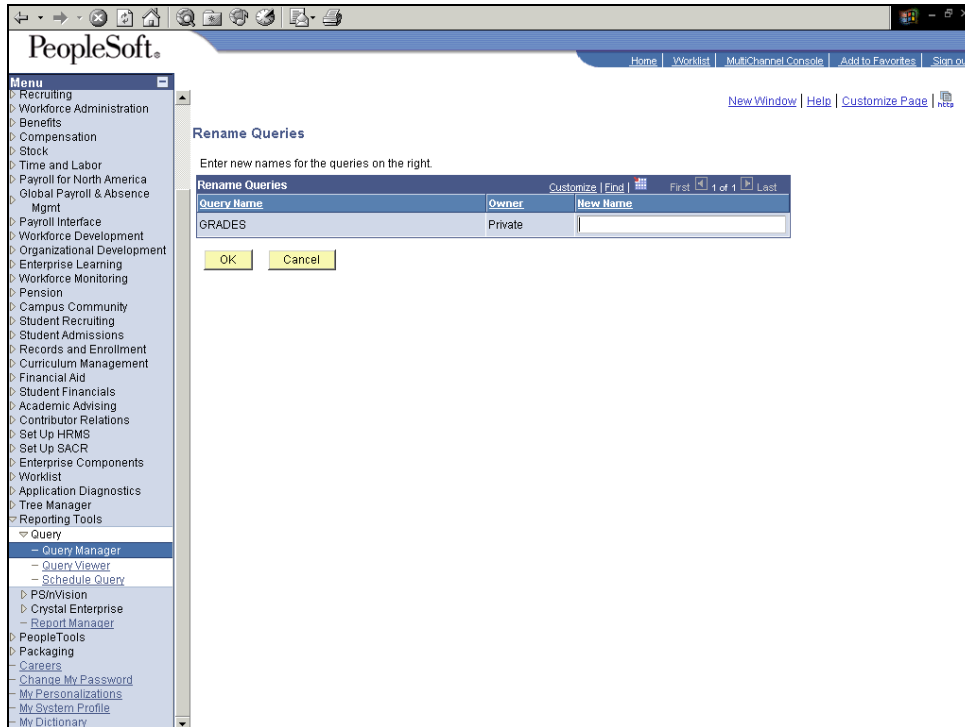
Step	Action
2.	Click the Query Manager link. 


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Renaming Queries



Step	Action
3.	Use a keyword to search for the GRADES query. Enter the desired information into the begins with field. Enter " GRADES ".
4.	Click the Search button. 
5.	You can rename a query from the search results page. Select the query to be renamed. Click the 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. You need to rename the selected query. Click an entry in the list. 
8.	Click the Go button. 



Step	Action
9.	Specify the new name for the query. Enter the desired information into the New Name field. Enter " CLASS_GRADES ".
10.	Click the OK button. 

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Renaming Queries



The screenshot shows the PeopleSoft Query Manager interface. The left-hand menu is expanded to 'Query', with 'Query Manager' selected. The main content area displays the 'Query Manager' search results. At the top, there is a search bar with the text '*Search By: Query Name' and a dropdown menu set to 'begins with'. The search results table shows one entry: 'CLASS_GRADES' with the description 'Summary of class grades'. The 'Action' dropdown is set to 'Rename Selected', and the 'Go' button is highlighted.

Step	Action
11.	Notice that the query name has changed to CLASS_GRADES.
12.	You successfully renamed a query. End of Procedure.