

Using Save As

Process: Use the **Save As** functionality if you are changing an existing query to ensure that changes are not made to another person’s query or to one of your queries that you do not want to change. You also will use this option to save a new query.

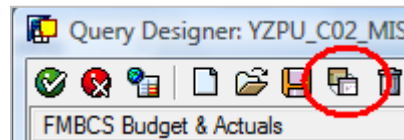
Note: This option will be the only option available to you if the report is a **Q** report.

Role: Authorized Users

Frequency: When needed

Using Save As

To save, click on **Save As**



Click on **Technical Name On/Off**

Note: You may already have this feature turned on.

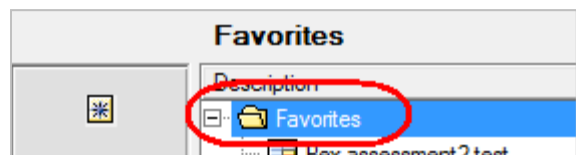


When the **Save Query As** window appears, click on **Technical Name On/Off**



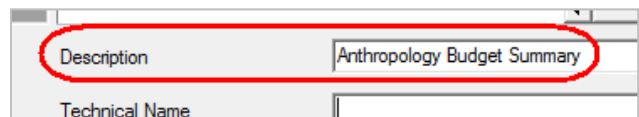
Save all queries in the **Favorites** (default) folder

Note: This is the default folder.



Change the **Description** field

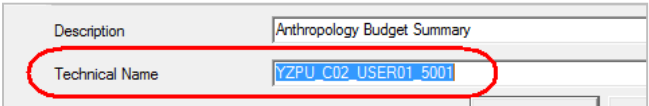
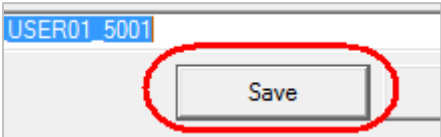
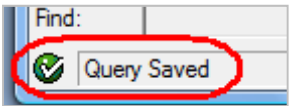
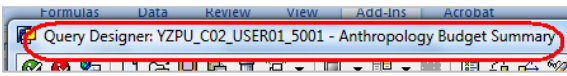
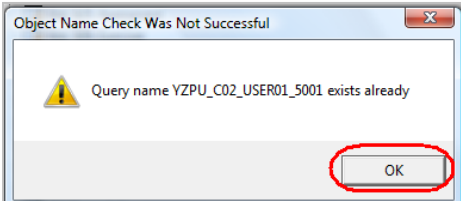
- Should be as descriptive as possible
- Can use up to 60 characters for the description



REMEMBER! You **must** use the **BW Query Naming Standards** for Technical Name

- It identifies:
 - **Power User query**
 - **InfoProvider**
 - **User who created it**
- Shows it is a customized query
- Use sequential numbers in the range of **5000 to 9999**

Using Save As

Using Save As	
<p>Enter a Technical Name following the BW Naming Standards</p> <p>Example: YZPU_C02_USER01_5000</p>	
<p>Click on Save</p>	
<p>System message displays in the status field in the lower left of the screen</p>	
<p>Description and technical displays in the Query Designer title bar after saving</p>	
<p>If you receive a warning message telling you that the Technical Name is already in use, click OK</p>	
<p>Give the query a new Technical Name (increment the number) and then click on Save</p>	