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http://myhelp.uky.edu/rwd/HTML/index.html

myHelp Website:

*Quick Reference Card – BEx-Analyzer* **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 UsersFrequency: When needed

## **Using Save As** Query Designer: YZPU\_C02\_MIS To save, click on Save As 🞯 👧 🐂 🗋 🗅 😂 🖪 🖬 FMBCS Budget & Actuals Click on Technical Name On/Off ચ્ચ 🦺 🔞 🗸 X 🖮 🚺 **Note:** You may already have this feature turned on. 23 When the Save Query As window appears, click on Technical Name 🗋 🗊 ଥିହ On/Off Save all queries in the **Favorites** (default) Favorites folder \* 🔁 Favorites **Note:** This is the default folder. Hey accessment2 tes Change the **Description** field • Should be as descriptive as possible Anthropology Budget Summary Description • Can use up to 60 characters for the Technical Name 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**



## *Quick Reference Card – BEx-Analyzer* **Using Save As**



| Using Save As  |   |
|--|---|
| Enter a Technical Name following the<br>BW Naming Standards<br>Example: YZPU_C02_USER01_5000                         | Description Anthropology Budget Summary Technical Name YZPU_C02_USER01_5001                                     |
| Click on <b>Save</b>   | USER01_5001<br>Save   |
| System message displays in the status field in the lower left of the screen  | Find:<br>Query Saved  |
| Description and technical displays in the<br>Query Designer title bar after saving                                   | Formulas Data Review View Add-Ins Acrobat<br>Query Designer: YZPU_C02_USER01_5001 - Anthropology Budget Summary |
| If you receive a warning message telling<br>you that the <b>Technical Name</b> is already<br>in use, click <b>OK</b> | Object Name Check Was Not Successful Query name YZPU_C02_USER01_5001 exists already OK                          |
| Give the query a new <b>Technical Name</b><br>(increment the number) and then click on<br><b>Save</b>                | Technical Name YZPU_C02_USER01 5002 Save  |

2