Quick Reference Card – BEx-Analyzer

Save a Query View (Save View Global)

Process: Use the **Save View Global** functionality if you have made changes to a query you have run in Excel and you want to save the view.

Role: Authorized Users

Frequency: When needed

Using Save As	
Click on Save	Home Insert Page Layout Formulas I Business Explorer
Select Save view global	plorer Snagit Window Save as new workbook Save as new workbook Save existing workbook Change workbook Change workbook title Save view as jump target Save view global Save view global Save view global Save view global
Enter a title for your query view	Title Anthropology Budget Summary 2011 February Name
Using the Query View Naming Standards, enter a name for your query view Remember: Query View Technical Names have the following format: ZUserID_nnnn where nnnn is a number between 5000 and 9999.	Title Anthropology Budget Summary 2011 February Name ZUserID_5001 OK Can
Click OK	OK Cancel

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If technical name already exists, a system message will display	Business Explorer
 If you are not positive that you typed in the technical name correctly, DO NOT press Yes, since it will overwrite the current version 	Business Explorer
 Change the name by incrementing the number, if needed, to save 	Name ZUSERIL_5002