Save a Query View (Save View Global)

IRIS Integrated Resource Information System

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**	
Select **Save view global**	
Enter a title for your query view	
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.	
Click **OK**	
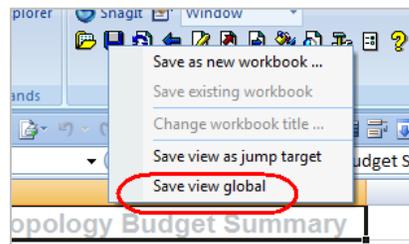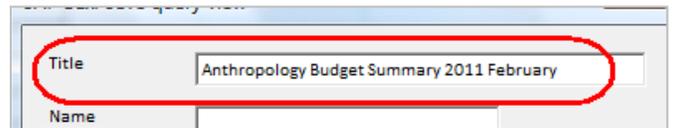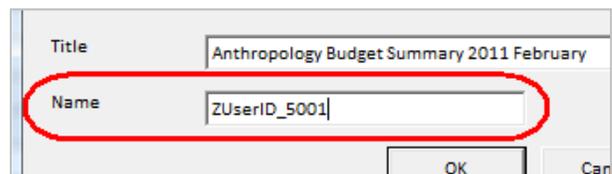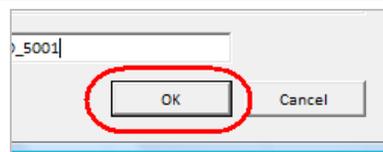
If technical name already exists, a system message will display

- If you are not positive that you typed in the technical name correctly, DO NOT press Yes, since it will overwrite the current version

- Change the name by incrementing the number, if needed, to save

Business Explorer

A view with this name exists already. Do you want to overwrite it?

Yes   No

Business Explorer

A view with this name exists already. Do you want to overwrite it?

Yes   No

Name   ZUSERID_5002