

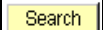

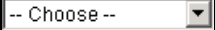





## Renaming Queries

1.	<p>Begin by navigating to the <b>Query Manager</b> search page. Click the <b>Reporting Tools</b> link.</p> 
2.	<p>Click the <b>Query Manager</b> link.</p> 
3.	<p>Use a keyword to search for the EMP_ADD query. Enter the desired information into the field. Enter a valid value e.g. "<b>EMP_ADD</b>".</p>
4.	<p>Click the <b>Search</b> button.</p> 
5.	<p>You can rename a query from the search results page. Select the query to be renamed. Click the <b>EMP_ADD</b> option.</p> 
6.	<p>Click the <b>*Action</b> list.</p> 
7.	<p>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.</p> 
8.	<p>Click the <b>Go</b> button.</p> 
9.	<p>Specify the new name for the query. Enter the desired information into the <b>New Name</b> field. Enter a valid value e.g. "<b>EMPLOYEE_ADDRESSES</b>".</p>
10.	<p>Click the <b>OK</b> button.</p> 
11.	<p>Notice that the query name has changed to EMPLOYEE_ADDRESSES.</p>
12.	<p>You successfully renamed a query. <b>End of Procedure.</b></p>