
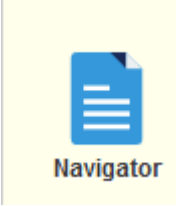
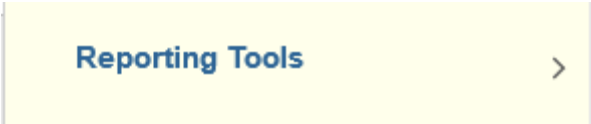

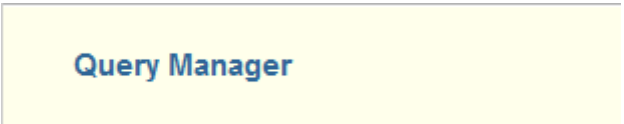
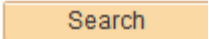


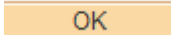




QY002.01 Save a Public Query as Your Own

Step	Action
1.	Click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Reporting Tools button. 
4.	Click the Query button. 
5.	Click the Query Manager button. 
6.	Enter part or all of the name of the pre-existing query you want to save as your own. Where Do You Find Existing Queries? Query Listings of all pre-existing public queries are located on the OneUSG Connect Support website at www.usg.edu/oneusg_connect/practitioner_services/general_resources
7.	Click the Search button. 



Step	Action
8.	Click the Edit link. 
9.	Click the Save As link. 
10.	Enter the new name of your query in the Query field. Replace BOR with Institution Code_Your Initials . Example: 980_SS Under Owner drop down, select Private . You can change it to public once you have finished creating your query and want to share it with others.
11.	Click the OK button. 
12.	End of Procedure.