

Add Query to My Favorites

The **Query Manager search pages** can include a list of queries call **My Favorite Queries**. Query View search pages can view a list of favorites, but you cannot create a list of favorites in Query Viewer.

1. On the **Query Manager Search Results** page, select the query/queries that you want to add to the My Favorite Queries list.
2. Select **Add to Favorites** from the **Action** drop down menu.

The screenshot shows the 'Query Manager' interface. At the top, there is a search bar with 'Query Name' selected and 'begins with' set to 'UA_'. Below the search bar, there are 'Check All' and 'Uncheck All' buttons. The 'Search Results' section indicates 'Too many items met your search criteria. Only the first 300 items displayed.' Below this, there is a table of search results. The table has columns for 'Select', 'Query Name', 'Descr', 'Owner', 'Folder', 'Edit', and 'Run to HTML'. The second row, 'UA_MAB_MULTI', is selected. An 'Action' dropdown menu is open over the table, with 'Add to Favorites' highlighted. Other options in the menu include 'Copy to User', 'Delete Selected', 'Move to Folder', and 'Rename Selected'. A 'Go' button is visible to the right of the table.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML
<input type="checkbox"/>	UA_GS_ADHOC_TA_PW_RESET_TAH	GRAD: TA Password Reset	Private	ADHOC	Edit	HTML
<input checked="" type="checkbox"/>	UA_MAB_MULTI	Dupe Profiles	Private		Edit	HTML
<input type="checkbox"/>	UA_SF_PARENT_ACCESS		Private		Edit	HTML

3. Click **GO**. The query appears in the list group box.
4. Multiple queries can be added to the **My Favorite Queries** list at one time by selecting the queries before choosing Add to Favorites.