

## Copy Your Query to Another User

Query Manager allows you to copy a query from your list of private queries to another user. You can *only copy private queries* to another user's list of queries.

If the target user does not have permission to access all of the records in a copied query, the query will not appear in target user's list.

1. On the Query Manager Search Results page, select the query/queries that you want to copy.
2. Select **Copy to User** from the **Action** drop down menu.

The screenshot shows the Query Manager interface. At the top, there's a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there are search filters: "\*Search By" set to "Query Name", "begins with" set to "UA\_SF", and a "Search" button. There are also links for "Find an Existing Query" and "Create New Query".

The "Search Results" section shows "Too many items met your search criteria. Only the first 300 items displayed." There are "Check All" and "Uncheck All" buttons. A "\*Folder View" dropdown is set to "-- All Folders --". An "\*Action" dropdown menu is open, showing options: "Add to Favorites", "Copy to User" (circled in red), "Delete Selected", "Move to Folder", and "Rename Selected".

Select	Query Name	Descr	Owner	Folder
<input checked="" type="checkbox"/>	UA_SF_PARENT_ACCESS		Private	
<input type="checkbox"/>	UA_SF_PARENT_ACCESS_INFO	Parent Access id's	Private	
<input type="checkbox"/>	UA_SFCTED_SF_DAILYBALITEM_JG	Daily Balance Items	Public	

3. Click **GO**. The **Enter User ID** page appears.
4. Enter the Username of the user who will receive the copied query.
5. Click **OK**.