

FMS Tip #7

Using Query Folders

Organizing queries in folders helps you provide easy access to the queries using appropriate categories. To move a query to a folder:

1. On the **Query Manager Search Results** page, select the query or queries that you want to move to a folder.
2. Select *Move to Folder* from the **Action** drop-down list box.
3. Click **Go**. The **Move to Folder** dialog box appears.
4. Select one of the following:
 - *Select an existing folder to move to:* Select the folder from the drop-down list box to which you would like to move the queries.
 - *OR enter a folder name to move to:* Enter the name for a new folder to which you would like to move the queries.

Move to Folder

Select an existing folder to move to:

-- All Folders --

OR enter a folder name to move to:

5. Click OK.

Query				
Select	Query Name	Descr	Owner	Folder
<input checked="" type="checkbox"/>	2MCJRNL_LN	Prompt Driven Query for JrnlLn	Private	TRAINING QUERIES
<input checked="" type="checkbox"/>	2MC_CHP6_INT_QUERY		Private	TRAINING QUERIES
<input checked="" type="checkbox"/>	2MC_CHP7	PO Tables Join - Int. Query	Private	TRAINING QUERIES
<input checked="" type="checkbox"/>	2MC_DR_PR_360101	Ex. 4B - Int. Query Class	Private	TRAINING QUERIES
<input checked="" type="checkbox"/>	2MC_DR_RC_360101	Ex. 4A - Int. Query Class	Private	TRAINING QUERIES
<input type="checkbox"/>	2MC_GLMASTER_SEARCH	Legacy prime and sub descr	Private	
<input type="checkbox"/>	2MC_HIGH_DETAIL_PROJECTS	Count of HD Proj by L1	Private	
<input checked="" type="checkbox"/>	2MC_L1_PR_360101	Ex. 4C - Int. Query Class	Private	TRAINING QUERIES
<input checked="" type="checkbox"/>	2MC_LD_PR_360101	Ex. 4D - Int. Query Class	Private	TRAINING QUERIES