

FMS Tip #10

Copying a Query to Another User

In PeopleSoft 8.8 most users are not able to create public queries. In order to share your queries you can copy your query to another user. You may copy only private queries to another user.

1. Navigate to **Reporting Tools, Query Manager** and search for the query you want to copy to another user.
2. From the **Search Results** page put a checkmark in the **Select** box for the query you want to copy.
3. From the **Action** dropdown menu choose **Copy to User** and click the **Go** button.
4. Key in the User ID of the recipient and click **OK**.

You get a message saying the copy process was successful.



The recipient now has a new private query.