


Share a Query


You can share a query with a domain, group, or individual users.


1. Click **Search** and then **Advanced Search**.

[Back](#)

Search

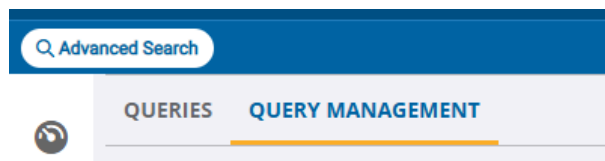
 Requisition Query

 Transaction Query

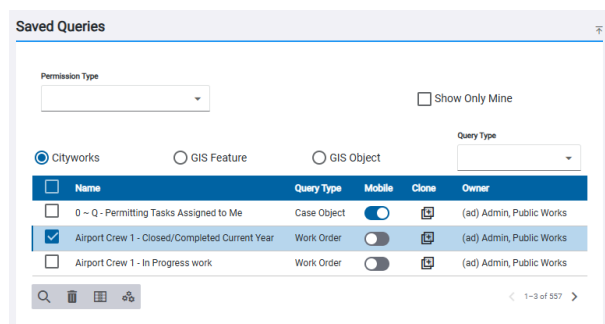
 **Advanced Search**

The **Advanced Search** page opens.

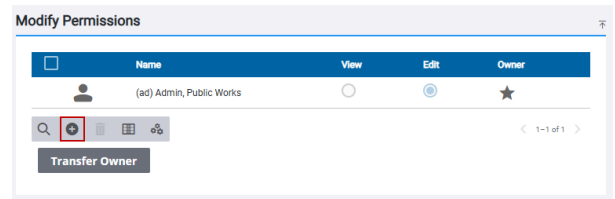
2. Click the **Query Management** tab.



3. Select an existing query from the **Saved Queries** section. You can enter the query name in the **Filter records** field to filter the list or select **Show Only Mine** to filter the list based on queries you own.



4. Click **Add record** on the **Modify Permissions** panel.



The **Add Permissions** panel opens.

5. In the list of employees, select **View**, **Edit**, or **None** permissions.
6. Click **Save**.

