



# Modifying or Deleting a Query

## Cloud Insights

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# Modifying or Deleting a Query


## Modifying a Query

You can change the criteria that are associated with a query when you want to change the search criteria for the assets that you are querying.

### Steps

1. Click **Queries** and select **Show all queries**.

The Queries page is displayed.

2. Click the query name
3. To add a criteria to the query, click  and select a criteria from the list.
4. To remove a filter from the query, click the **X** next to the filter to remove.

When you have made all necessary changes, do one of the following:

- Click the **Save** button to save the query with the name that was used initially.
- Click the drop-down next to the **Save** button and select **Save As** to save the query with another name. This does not overwrite the original query.
- Click the drop-down next to the **Save** button and select **Rename** to change the query name that you had used initially. This overwrites the original query.
- Click the drop-down next to the **Save** button and select **Discard Changes** to revert the query back to the last saved changes.

## Deleting a Query

To delete a query, click **Queries** and select **Show all queries**, and do one of the following:

1. Click on the "three dot" menu to the right of the query and click **Delete**.
2. Click on the query name and select **Delete** from the **Save** drop-down menu.

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