



Modifying or Deleting a Query

Cloud Insights

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February 27, 2020

This PDF was generated from https://docs.netapp.com/us-en/cloudinsights/task_modify_delete_query.html on May 08, 2020. Always check docs.netapp.com for the latest.

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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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