# Workarounds for Saving Customized BAIRS Query

4/27/2017 - There is currently an issue with naming a custom report when you "Save to Repository As" in the Interactive format. When you click in the "Name:" field to enter the new report name, you are not able to delete the name that is there or type the new name. We are working to resolve this issue. Meanwhile, you can employ one of the following two workarounds explained below.

Workaround 1. Copy and Rename the report before you run it and make changes

If you haven't run your query yet, you can highlight the report you want to modify on the Explore (folders) page and press Ctrl + C to copy it. Then go to your Repository (User folder) and press Ctrl + V to paste a copy of the report. Right-click on the report copy's name and choose "Rename" to rename it, and then you can open and run the new query and "Save to Repository" after you have made your changes.
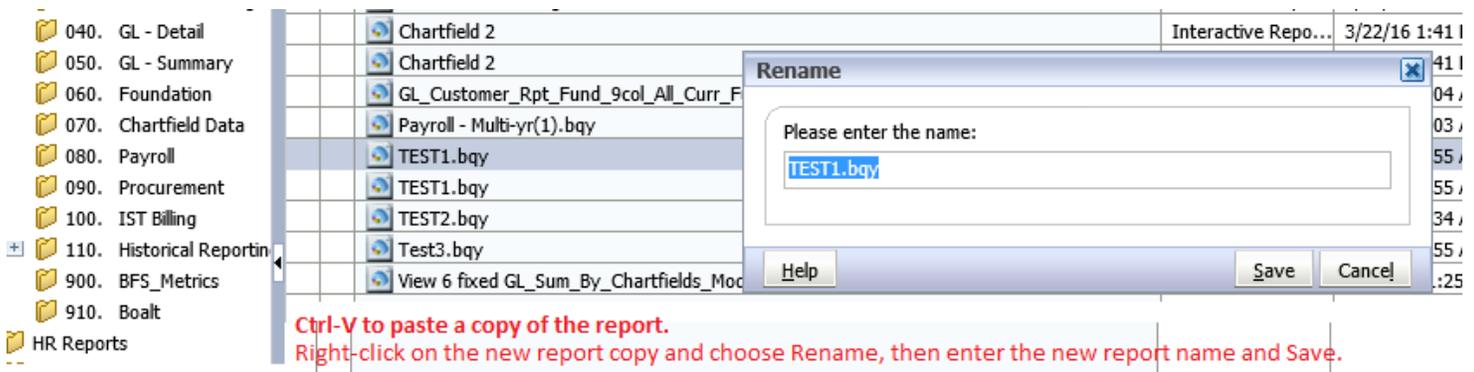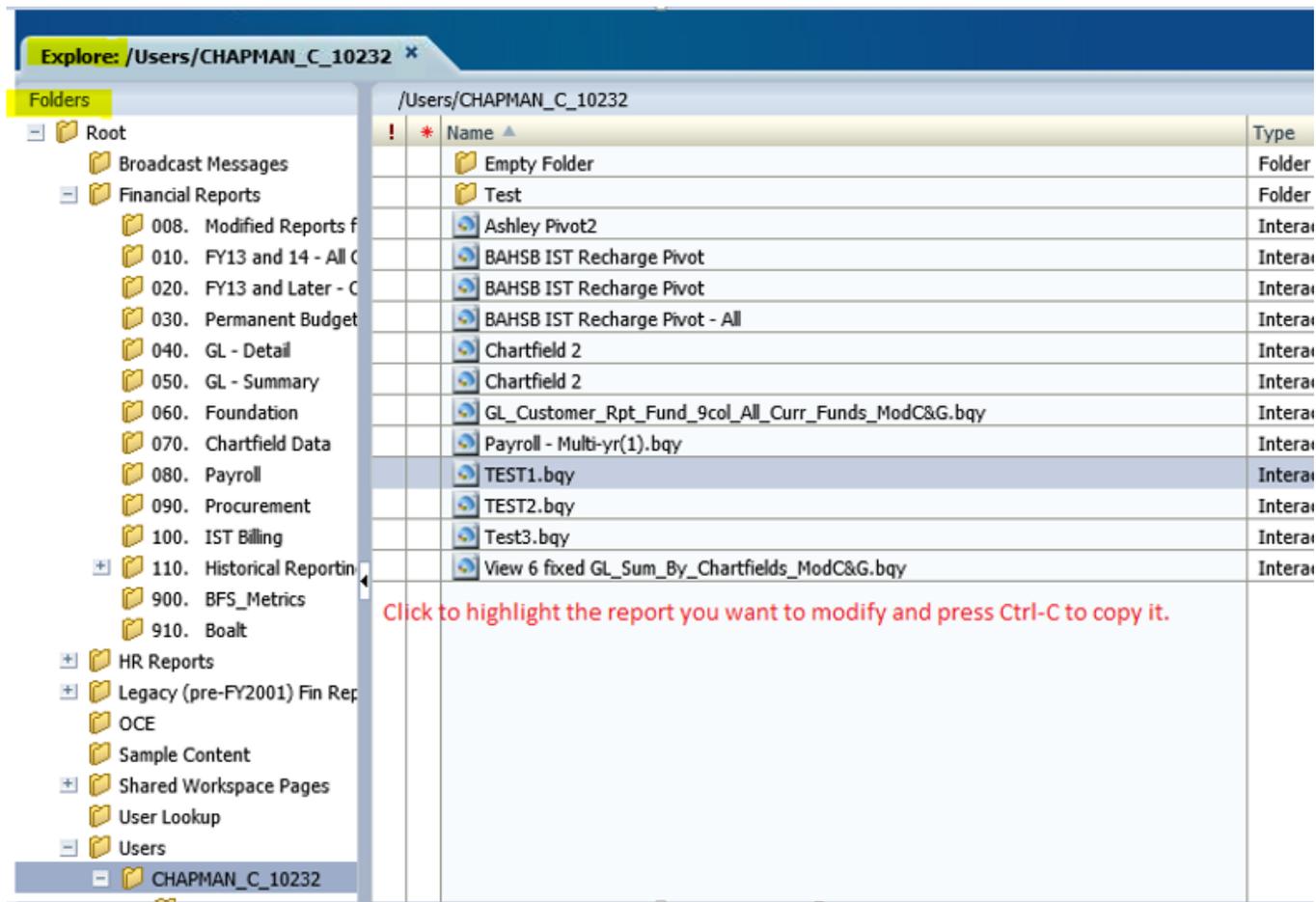
Workaround 2. "Save to Repository As" and Tab to Name field

If you have already run your query and want to save the results and any customizations:

- Step 1) File → Save Options → Save Query Results with Document → Check all the boxes.

- Step 2) File → Save to Repository As → Drill to the intended location within your User folder.

- Step 3) Press Tab until the "Name" box is highlighted. Type in the new name. Do not click the box with your mouse because you won't be able to change the name anymore. If you accidentally do this, click Cancel and start over with Step 2.

- Step 4) Continue pressing Tab if you want to change "Description" as well.

- Step 5) Continue pressing Tab or click your mouse to "Save.

- Step 6) Once the report is saved, you will not see it reflect immediately in the User folder. Click out of the folder and then back in to see it.

The abilities to save a query to your desktop and save results with customizations within a query are not affected by this issue. The issue is exclusive to the name of the query, which you can change by employing one of the two workarounds above.

If you have any questions, please contact the BFS/BAIRS Help Desk at bfsbairs@berkeley.edu or call (510) 664-9000, then press Option 1 (for IT), then Option 2 (for Business Application Support, including BFS/BAIRS).

Thank you for your patience.
The EDW and BAIRS Teams