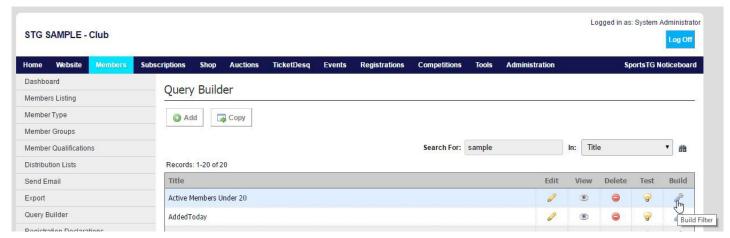
Editing a Query

Quick Steps: Members > Query Builder > Build

Editing a query allows you to change the criteria that is used to select members for your query. You may need to update the dates that are used, or add or remove a field.

- 1. Within the Management Console, select **Members** from the top menu, then **Query Builder** from the left menu.
- 2. Click Build next to the Query that you want to make changes to.



- 3. Select the filters that you want to change, and amend them individually. You may need to change some joins of other filters if you have added or removed a filter to your query.
- 4. Test the query by clicking the **Test** button at the top of the screen to ensure that it is still working correctly.

Note: You can change the name of the Query by clicking on the **Edit** button next to the Query on the Query Builder listing page.

Related Articles

[template("related")]