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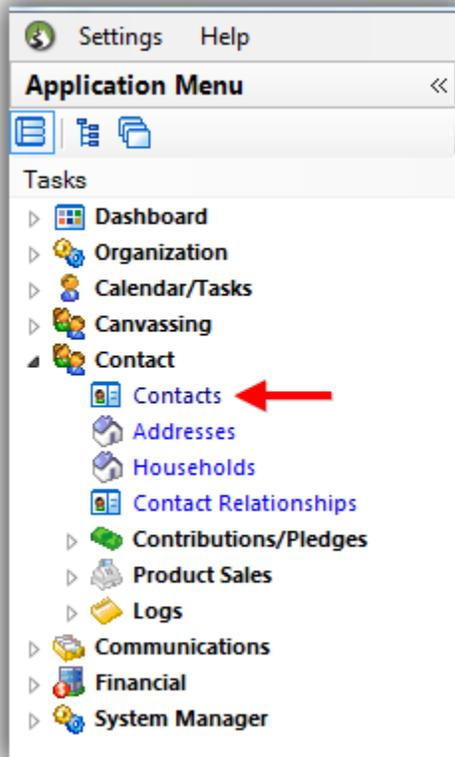
Overview

This article walks through the steps to **delete** or **rename** a [saved search query](#). *The steps were simplified in 2016 when our lead developer James Gibson developed a simple right-click method to complete this task—it used to require multiple steps.*

 **Tip:** This [video playlists](#) will get you up to speed on how to create queries (searches) which is one of the most important things you can learn to leverage the **Trail Blazer** software.

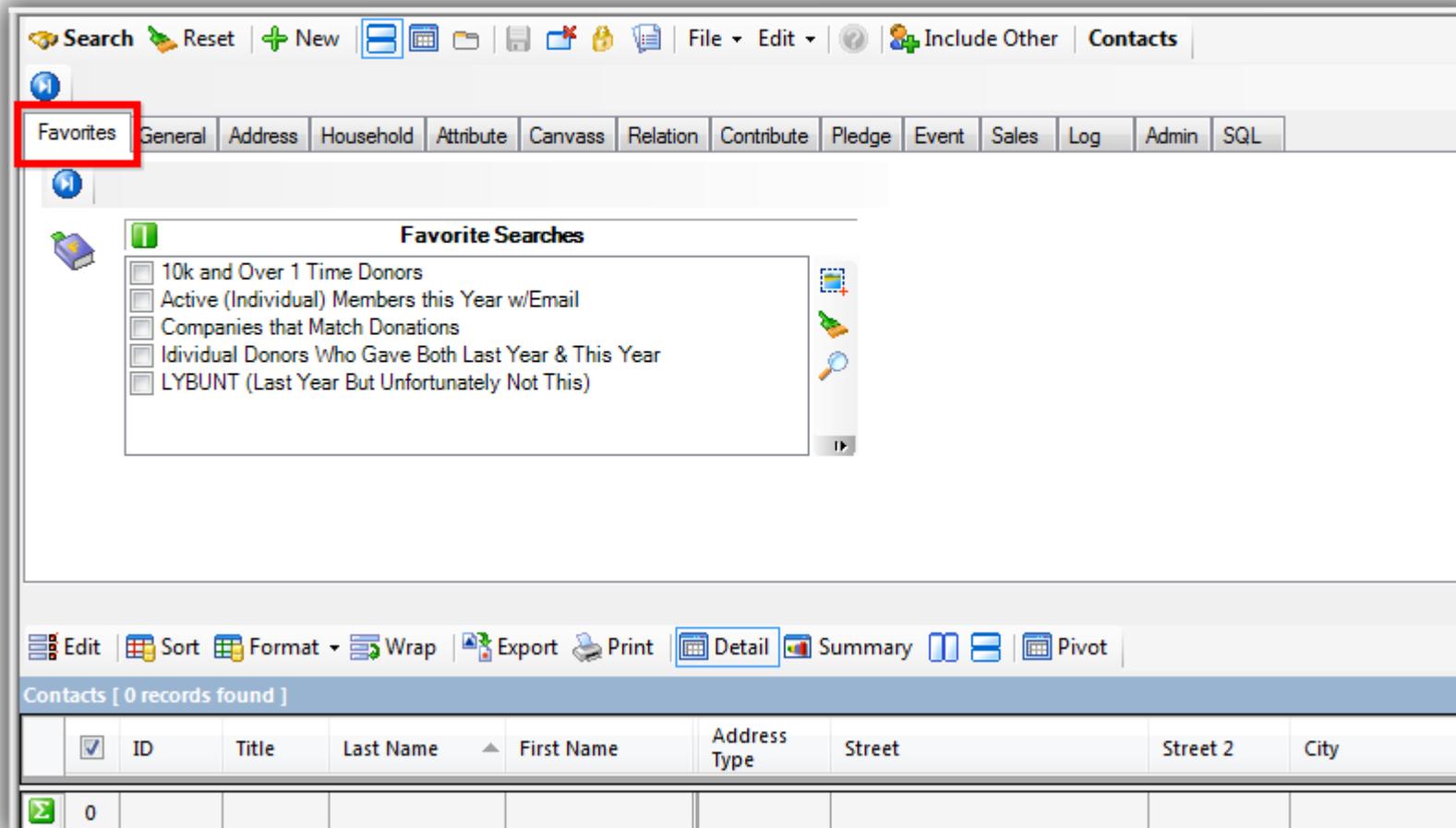
Steps

Navigate to the list where the saved query resides i.e. Voters/Donors, Contributions, Pledges, Thank-You Letters, etc. *In my example I used the Contacts (Voters/Donors) list.*



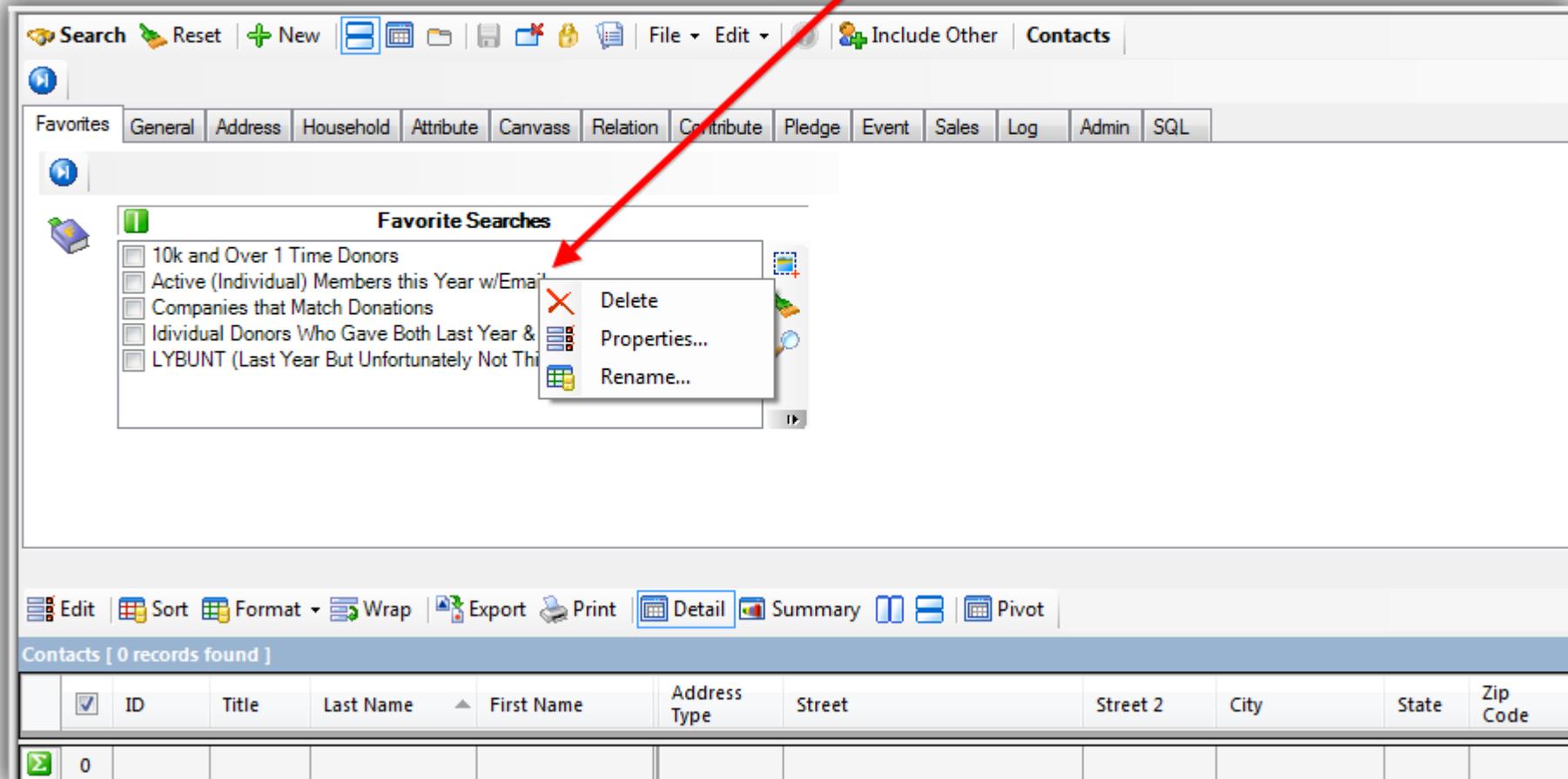
Navigate to the **Favorites** tab.

Navigate to the 'Favorites' tab. Note: saved searches **only reside in the list they were built in.**



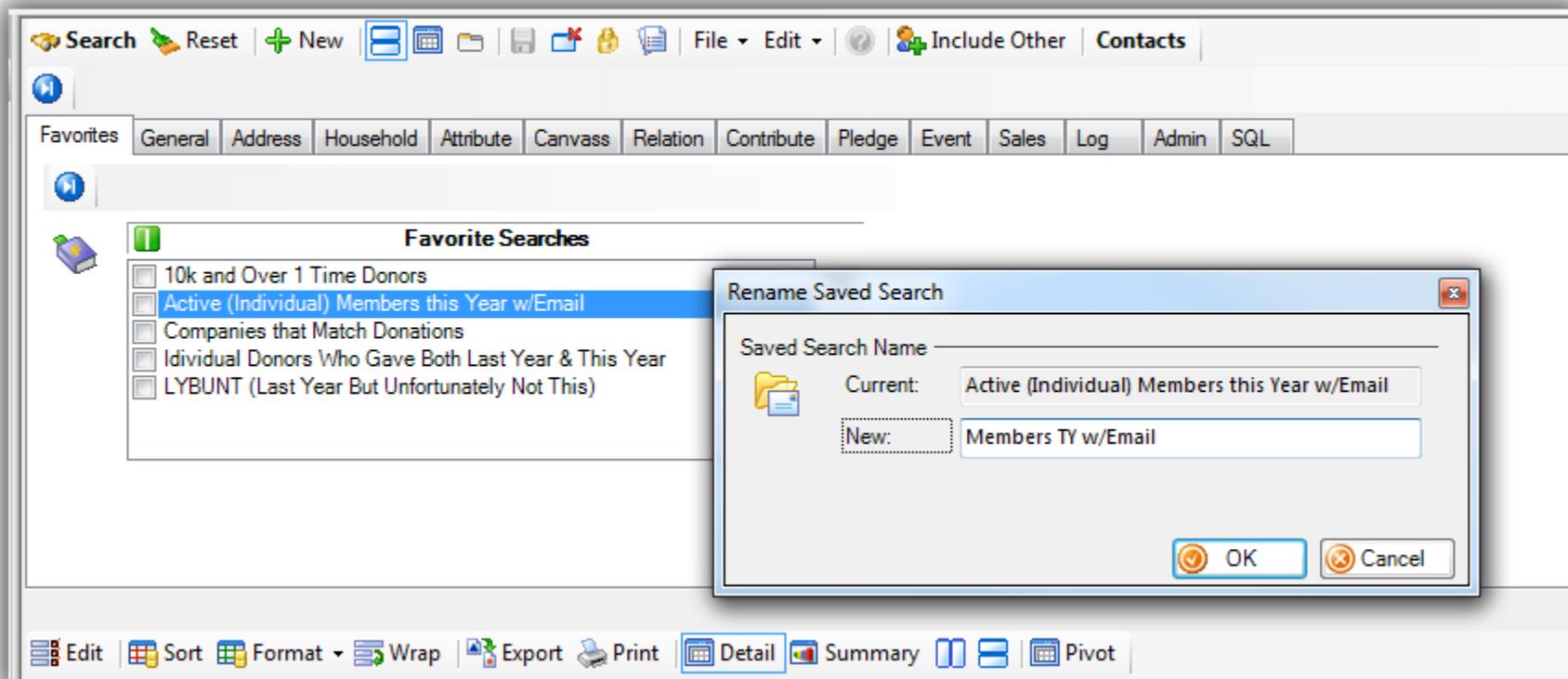
Right-click on the favorite search you want to either rename or delete. *In my example I right-clicked on one called 'Active (Individual) Members this Year w/Email'.*

Right-click on the favorite you want to either rename or delete.



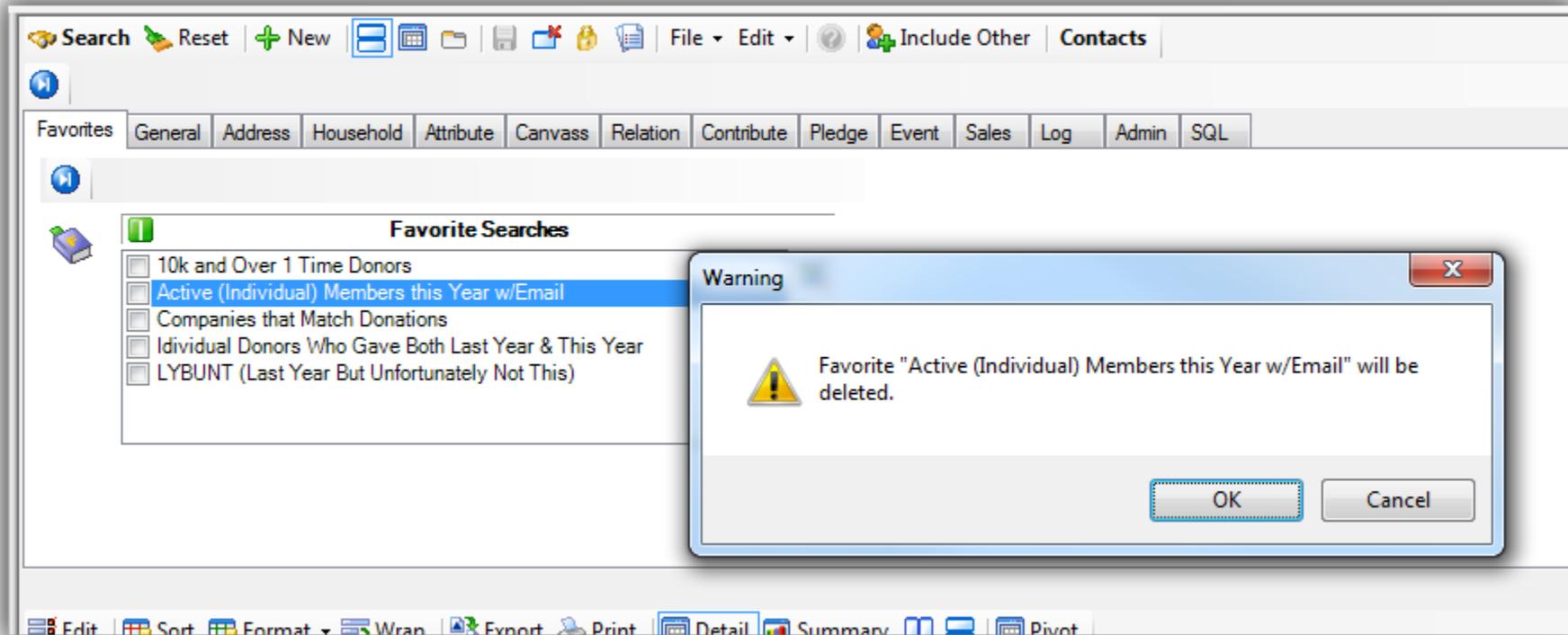
To rename the favorite select **Rename...** > provide a new name > Click **[OK]**. *Example below.*

To rename a favorite create a new name and click OK.



To delete the favorite select **Delete** > click **[OK]**. *Example below.*

To delete a favorite click [OK].



If you ever make a mistake by accidentally deleting a favorite that you didn't mean to you can [roll-it-back](#).

The **related resources** below link to a wide variety of articles and videos related to queries, and formatting.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Save and Load a Search Query as a \(Dynamic\) Search Favorite](#)

Article: [How to Create a Donor LYBUNT Search Query \(Donors Who Gave Last Year But Unfortunately Not This Year\) and How to Save and Load it as a Search Favorite](#)

Article: [Querying by Email](#)

Article: [How to Use the NOT Attribute and Query for Records Tagged with It](#)

Article: [SQL Wildcards](#)

Article: [Advanced Queries – the SQL Tab](#)

Article: [What Donors Have Increased Giving Over Last Year?](#)

Article: [Creating and Saving Default Formats for Reporting with the Grid](#)

Article: [How to Create a Year-by-Year Giving History Report using Filtered Contribution Columns in the Grid – Primarily for Nonprofits](#)

Article: [Add Attributes, Attribute Dates, and Attribute Notes to the Grid by Formatting them in as Columns](#)

Video: [Getting Started 102 – Beginning Queries](#)

Video: [Favorites Deleting Saved Queries](#)

Video: [Getting Started 104 – Queries with Wildcards](#)

Video: [Favorite – Update and Delete Favorite](#)

Video: [Reporting 102 – Quick Reports and Export](#)

Video: [Reporting 105 – Pivots – summary reporting](#)

Trail Blazer Live Support

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 **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*