How to add/update a query:

Go to reporting Tools>Query:

Click query viewer, type the name of the query such as PCC_SA_MILESTONES_LIST and click search:

The query will show on the search results, click add to favorite, now the query is listed under "My Favorite Queries" section as shown below

Afterward, the query will be listed in your favorite whenever you click query viewer

Menu ▪

Search:
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▸ My Favorites
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    – Query Viewer
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Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By [Query Name ▾] begins with [_____]

[Search]   Advanced Search

▾ **My Favorite Queries**   Personalize | Find | 🗗 | ⊞   First ◀ 1 of 1 ▶ Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
PCC_SA_MILESTONES_LIST	PCC_SA_MILESTONES_LIST	Public	MILESTONE	HTML	Excel	XML	Schedule	Lookup References	⊟