Quick Search

Quick Search located at the top of the Deskzilla **Main Window** allows you to search for bugs by several parameters:

- Search by words or phrases
- Search by bug IDs
- Search by bug URLs

For search by words and by IDs you can specify the scope where the search should be run. See the Defining Scopes section for details.

To search by words or phrases:

1. Select the query where you want to run the search or select a more complex search scope. See the Defining Scopes section for details.
2. Click the Quick Search input field (or press **CTRL + F**). The selected search scope will be highlighted in the navigation area.
3. Specify the words you are looking for and press **Enter** or click the **Run text search** button located next to the input field.
4. Deskzilla will search for the bugs containing specified words.

> Input words can be separated with spaces, commas or semicolons. Several words in double quotation marks are treated as one word. When searching for text, Deskzilla looks into text fields and comments. So, searching for "RESOLVED" will NOT show all resolved bugs, only bugs with the word "resolved" in Summary, Description, comment or any text field. The search is not case sensitive.

5. The results are shown in the bugs table.

To search by IDs:

1. Select the query where you want to run the search or select a more complex search scope. See the Defining Scopes section for details.
2. Click the **Quick Search** input field (or press **CTRL + F**). The selected search scope will be highlighted in the navigation area.
3. Specify the IDs of the bugs you want to find separated by spaces, commas, or semicolons and press **Enter** or click the **Run text search** button located next to the input field.
4. Deskzilla will search for the bugs with the specified numbers in the selected scope.
5. The results are shown in the bugs table.

To search by URLs:

1. Click the **Quick Search** input field (or press **CTRL + F**) and specify the bugs URLs separated by spaces, commas or semicolons.
2. Press **Enter** or click the **Run text search** button located next to the input field.
3. Deskzilla will analyze the bugs URLs and then will search in the connections corresponding to bugs servers.
4. If there are no corresponding connections for some of the URLs, Deskzilla will ask you if these connections should be created automatically with default settings.
5. The results are shown in the bugs table.

> Search by URL provides a convenient way to share the sets of bugs with other users. You can select the required bugs in the table, copy them (press **CTRL + C**) and paste to the instant messenger or e-mail. Bugs will be pasted as their URLs. Another user can copy them from the message and paste to the quick search field. Running the search will display the initial set of bugs.