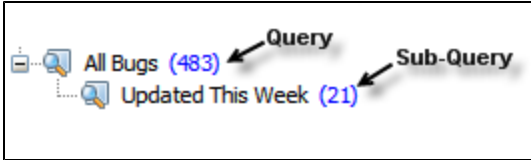# Queries

Queries allow you to filter bugs by complex criteria, name and save these filters, and then apply them to different elements, such as other queries. Queries are built and modified in the Query Builder and consist of several conditions linked together by the common logic operators: AND, OR, and NOT.

See details in the Query Builder section.

Deskzilla is installed with several default sample queries, which can be removed if necessary.

It is possible to create nested queries, where child query, further referred to as sub-query, filters the search results of its parent query.

To run a query, double-click the query name in the navigation area or select it and click the **Run Query** button on the **Application Toolbar**.

After the query is ran for the first time, the number of bugs that this query contains is shown in blue next to the query . Queries, which return empty results are grayed out .

To create a new query:

1. In the navigation area select the parent element for the query, right-click it, and select **New Query**. Alternatively you can select the parent element and press **F3 (+ F3)**.
2. In the **Create Query** dialog specify the query filter. For details see the Query Builder section.
3. Select the **Run Immediately** check box if you want to run the query right after it is created.

   > ⊘ If the query is running you can stop it by pressing **Esc** or clicking **Stop**.

4. Click **OK** to finish the query creation.

To modify the query:

1. In the navigation area select the required query, right-click it, and select **Edit Query**. Alternatively you can select the parent element and press **Shi ft + F3 (+ Shift + F3)**.
2. In the **Query Builder** dialog modify the query expression. For details see the Query Builder section.
3. Select the **Run Immediately** check box if you want to run the query right after it is created.

   > ⊘ If the query is running you can stop it by pressing **Esc** or clicking **Stop**.Query Builder

4. Click **OK** to finish the query editing.

   > ⊘ If you want to change a query that cannot be modified (this can be one of the sample queries or the sub-query of a distribution), you can move it to the **Temporary Queries** folder and modify its copy there. To do so, right-click a query in the **Navigation Area** and select **Create Top-Level Copy**. The query will appear in the **Temporary Queries** folder where you can edit it.
   >
   > The query name is automatically changed. All its parent queries are added as a prefix separated from each other with an asterisk (*). For example, "All Bugs*Reported by Me*Open".