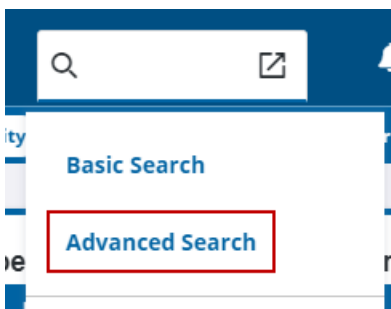**Trimble Unity**™

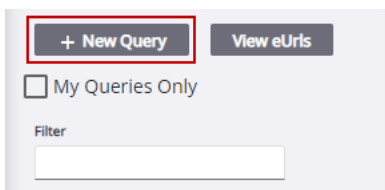## Create a Query: Use the Query Builder

Queries are used to populate the widgets in your dashboard. They can be created, viewed, and edited across all plugins that use queries, however you can only view and edit the queries you create. Queries return all the information related to the query parameters you set, but only show the results depending on what access or rights you have been given.

1. Click **Work activity search** and then **Advanced Search**.

The first panel on the **Query Editor** page contains any **Saved Queries**. The middle panel is where the query is created either using the **Query Builder** or the advanced **Query** option. The final panel show the results of which work activities meet the search parameters of your query.
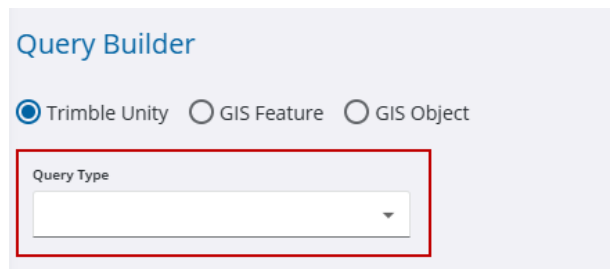
2. Click **New Query**.

3. Enter a **Query Name**.

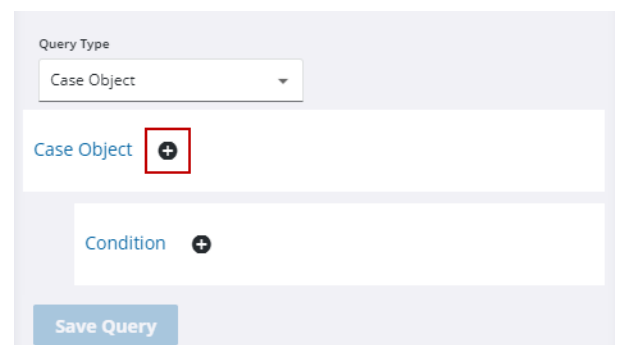4. Select if the query is a **Trimble Unity**, **GIS Feature**, or **GIS Object** search.

> **NOTE**: Select **Trimble Unity** to use the existing query types. Select **GIS Feature** or **GIS Object** to use GIS queries also known as asset searches.

5. Select the **Query Type**, such as work order, inspection, TV inspection, manhole inspection, service request, or the desired asset.

After you have selected the **Query Type**, the primary search category appears along with any secondary or tertiary search categories. Each **Query Type** has different search categories.

6. Click the add icon next to any category and select search parameters to include in the query.

7. Enter the value you want to search for, such as **Closed** for **Status Code**.

The results panel displays a preview of which work activities meet the search parameters of your query. You can choose which fields to view by clicking **Response Fields** and selecting the fields from the list.

8. Click **Save Query**.