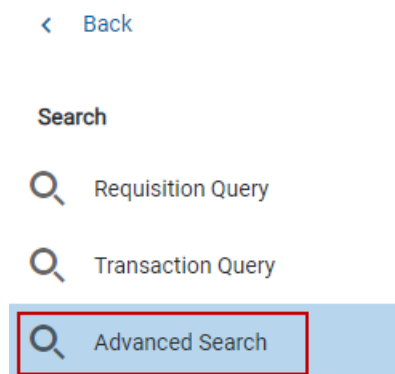


Create a Query: Use the Advanced Query

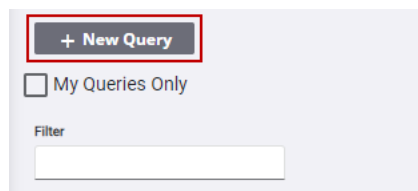
Queries are used to populate the widgets in your dashboard. They can be created, viewed, and edited across all plugins that use queries, however you can only view and edit the queries you create. Queries return all the information related to the query parameters you set, but only show the results depending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

1. Click **Search** and then **Advanced Search**.

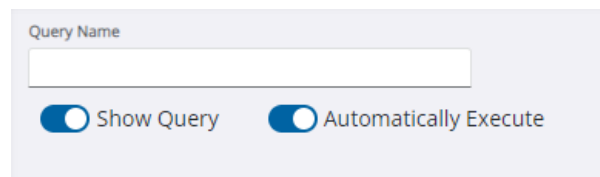


The first panel on the **Query Editor** page contains any **Saved Queries**. The middle panel is where the query is created either using the **Query Builder** or the advanced **Query** option. The final panel show the results of which work activities meet the search parameters of your query.

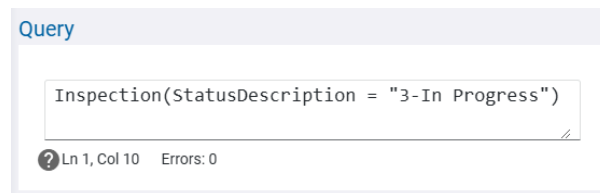
2. Click **New Query**.



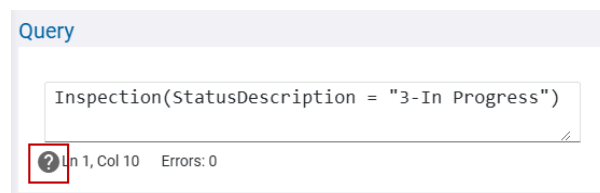
3. Enter a **Query Name**.
4. Click **Show Query** if the **Query** panel does not appear automatically.



5. Enter a query in the field.



For help on how to build a query, click the information icon. This opens the built-in documentation for queries.



NOTE: To track minimum quantity, add the following to the **Query** field:
Material(, StoreroomStock (StockOnHand < StoreMinQuantity)) or **Material(, StoreroomStock(StoreRm = "ClientStoreroom" and "StockOnHand< StoreMinQuantity))**.

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

6. Click **Save Query**.