


# Organize queries, add a query folder

18/11/2018 • 4 minutos para ler • Colaboradores 

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Organize your personal or shared queries by adding a query folder. You can then add queries to or move existing queries into those folders.

## Prerequisites

By default, all project members and users with **Stakeholder** access can view and run all shared queries. You can change the permissions set for a shared query folder or shared query. For details, see [Set query permissions](#).

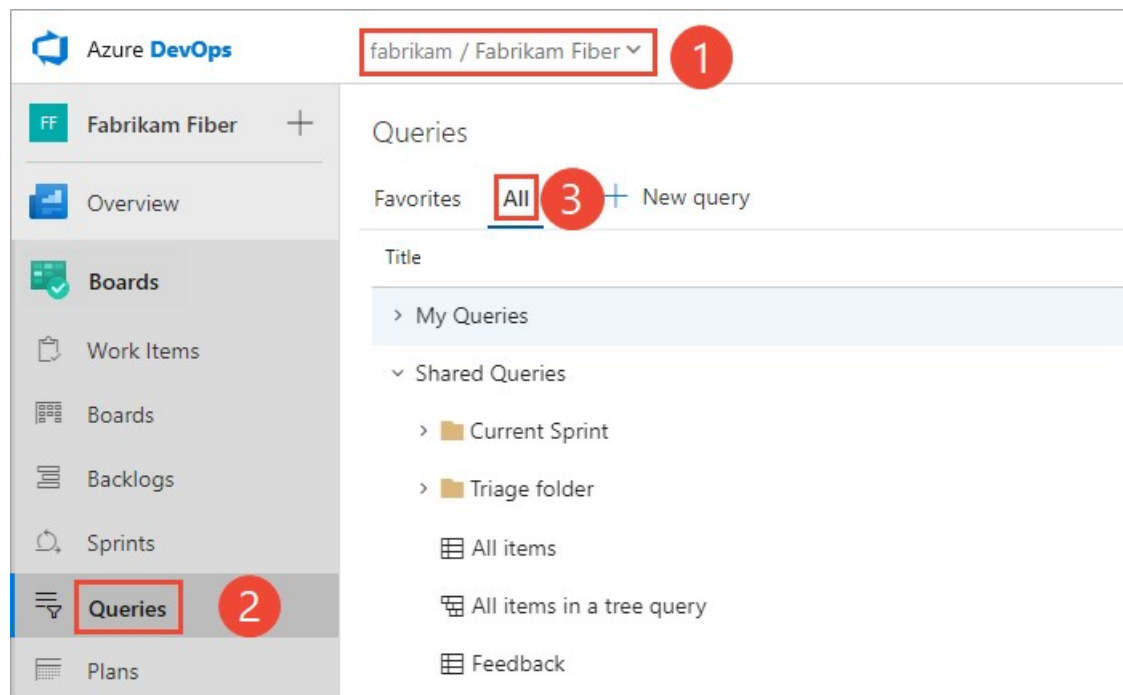
- You must connect to a project. If you don't have a project yet, [create one](#).
- To view, run, or email a query, you must be granted **Stakeholder** access or higher. For details, see [About access levels](#).
- To add and save a query under **Shared queries**, you must be granted **Basic** access or higher. Also, you must have your **Contribute** permission set to **Allow** for the folder you want to add the query to. By default, the **Contributors** group doesn't have this permission.

### Observação

Users with **Stakeholder** access for a public project have full access to query features just like users with **Basic** access. For details, see [About access levels](#).

## Open Queries

From your web browser, (1) check that you have selected the right project, (2) choose **Boards>Queries**, and then (3) choose **All**.



If it is your first time opening **Work**, the page opens to **Favorites** which lists all queries you have favorited. Otherwise, you can choose **All** to view all queries you've defined and shared queries defined for the project.

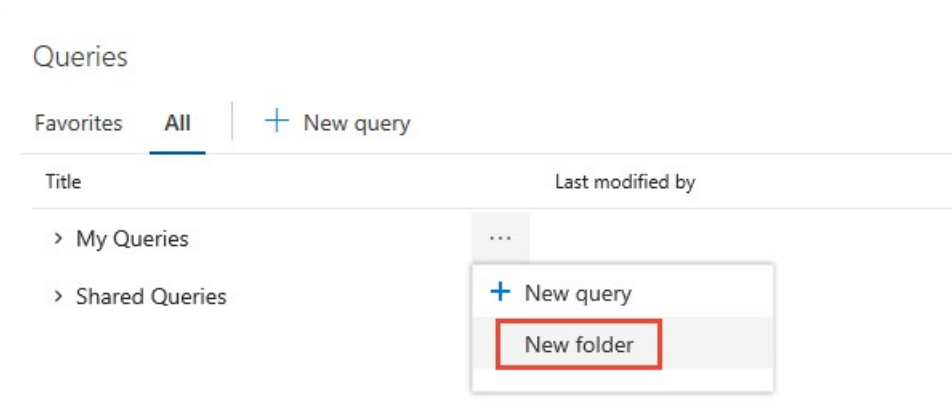
#### 💡 Dica

Queries you or your team have favorited show up on the **Favorites** page. Queries you have favorited along with other objects also appear on your **Project** page. To learn more, see [Set personal or team favorites](#).

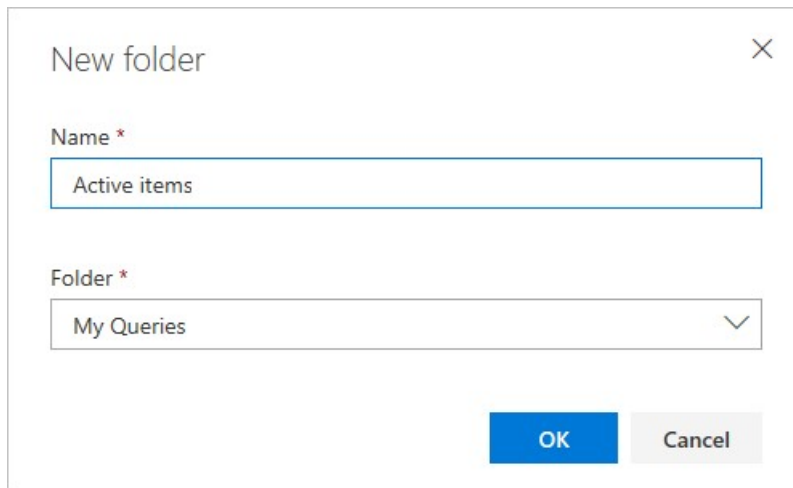
## Add a query folder, move items into a folder

You add query folders from the **Boards>Queries>All** page.

1. Choose **All**. Expand **My Queries** or **Shared Queries** depending on where you want to add a query folder.
2. To add a folder, choose the **...** actions icon for an existing folder or the top container folder, and choose **New folder**.



3. Enter the name for the folder in the New folder dialog. If you want to change the location of the folder, select it from the Folder drop down menu.



New folder

Name \*

Active items

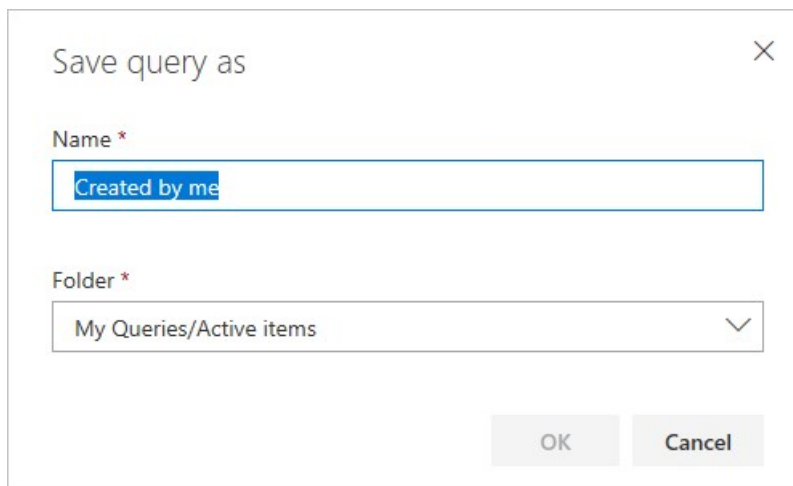
Folder \*

My Queries

OK Cancel

- To move items into a folder, drag-and-drop a query onto the folder.

Optionally, you can click the \*\*\* for an existing query, choose **Edit**, and then choose **Save As**. In the Save query as dialog, choose the folder you want to save the query in.



Save query as

Name \*

Created by me

Folder \*

My Queries/Active items

OK Cancel

## Add a query to the dashboard or share it with your team

To add a query to the home page or a dashboard, open the \*\*\* actions icon (or ▼ context icon) menu for the query and [add it to a specific dashboard](#) or as a team favorite.

Share queries with your team by adding them to a folder under the **Shared Queries** container. To save a query to a Shared Queries folder, get added to the [project administrators group](#) or have your [permissions set for a folder under Shared Queries](#).

You can only add shared queries to dashboards or as team favorites, and only if you have [team administrator or project administrator permissions](#).

## Q & A

**Q: Can I change the owner of a query or folder?**

**A:** No. You can only enable permissions for users and groups from the permissions window for the query or folder.

**Q: Can I add folders to team favorites?**

**A:** No. You can only add folders under **My Queries** and under **Shared Queries**.

**Q: Are the queries and folders I create from the web portal the same as in Team Explorer?**

**A:** Yes. You might have to refresh your browser or client to see changes you make in another client.

**Q: Can I move a query or a folder?**

**A:** Yes. In the web portal, choose **Rename** from the context menu. In Visual Studio Team Explorer, simply drag the folder to the new location.

In Team Explorer for Eclipse, choose **Move** from the context menu and select the folder to which you want to move the item.

## Related articles

- [Query keyboard shortcuts](#)
- [Set query permissions](#)
- [Set project-level permissions](#)