

Bugzilla: Shared Queries How-To

User Documentation

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1 Introduction

Shared Queries is intended for managers to setup Shared Queries of issues/bug-lists that they want their staff to work on or clear. This way a whole team will have the same “view” on a list of issues. This will help avoid bugs/issues being lost not picked due to differing queries between managers and their staff. The Query Page in Bugzilla is quite complex and it is fairly easy to miss a field that would cause several bugs/issues, which a user may have wanted, to not appear in the bug/issue lists.

The new Shared Queries system will allow users to make their saved queries available for other users to:

- Run
- Load, modify and rerun or save as a personal query

The document will cover:

- Naming conventions for the Shared Queries
- Visual changes to Bugzilla due to the addition of this new feature
- How to create/destroy a Shared Query
 - How to make a new query as a Shared Query
 - How to make an existing query as shared
 - How to make a Shared Query into a non-Shared Query
- How to tell which one of your personal queries is shared
- How to Load, modify and run a Shared Query
- How to add/remove a Shared Query from your page footer

2 Naming conventions of Shared Queries

It is recommended that Shared Queried have a naming convention that allows them to be distinguishable from normal queries.

3 Visual Changes to Bugzilla

With the addition of this feature note the following changes to the Bugzilla web interface:

3.1 The Page Footer

This is **Bugzilla**, the Mozilla bug system. For more information about what Bugzilla is and what it can do, see bugzilla.org.

Actions: [New](#) | [Query](#) | bug # | [Reports](#) | [My Votes](#) Edit [prefs](#) | [Log out](#) webuser

Personal Queries: [My Bugs](#) | [paxsim-open](#) | [TA-test-1.3.2Bugs*](#)

Shared Queries: [TA-dev-All Open](#)

Other user's Shared Queries which you have asked to appear on your page-footer

Your pre saved queries. Queries which are shared have a * next to them

3.2 The Query Page

Run this query

Load my remembered query:

Run my remembered query:

Forget my remembered query:

Remember this as my default query

Remember this query, and name it:

and put it in my page footer and permit others to run it (make it a Shared-Query)

Sort results by:

Check this check box to make a query shared or uncheck to make a Shared Query un-shared

This drop down will contain all of a user's queries and all the Shared Queries

3.3 The Page Footer Page in the User Preferences

This page controls the queries and the Shared Queries that appear on the page footer. To get to this page, click on the **pref** link in your page footer and then on the **Page-footer** link. The next page shows the links to follow to get to the Page Footer Preferences page. The list of queries will be labeled as being yours or as being Shared Queries.

This is **Bugzilla**: the Mozilla bug system. For more information about what Bugzilla is and what it can do, see bugzilla.org.

Actions: [New](#) | [Query](#) | Find bug # | [Reports](#) | [My Votes](#) | Edit [prefs](#) | [Log out](#) webuser

Personal Queries: [My Bugs](#) | [paxsim-open](#) | [TA-test-1.3.2Bugs*](#)

Shared Queries: [TA-dev-A1 Open](#)

Bugzilla Version 2.16

User Preferences webuser

[Account settings](#) | [Personal Queries](#) | [Shared Queries](#) | [Preferences](#)

Account settings

Please enter your existing password to confirm account changes.

Password:

New password:

Re-enter new password:

Your real name (optional, but encouraged):

This is **Bugzilla**: the Mozilla bug system. For more information about what Bugzilla is and what it can do, see bugzilla.org.

Actions: [New](#) | [Query](#) | Find bug # | [Reports](#) | [My Votes](#) | Edit [prefs](#) | [Log out](#) webuser

Page footer

The 'My bugs' link:

Your query named 'Jam Flava Shared':

The **shared query** owned by Precision Precision named 'Shared Test Product':

This is **Bugzilla**: the Mozilla bug system. For more information about what Bugzilla is and what it can do, see bugzilla.org.

Actions: [New](#) | [Query](#) | Find bug # | [Reports](#) | [My Votes](#) | [Edit prefs](#) | [parameters](#) | [users](#) | [accounts](#) | [account statuses](#) | [groups](#) | [keywords](#) | [Security check](#) | [Log out](#) saqit.rasul@precision.net

Personal Queries: [My Bugs](#) | [Jam Flava Shared*](#)

Shared Queries: [Shared Test Product](#)

Shared Queries are labeled

The owner of the shared query

Use these drop down boxes to select whether you want to appear on your page footer or not. The queries will always appear in a drop down on the

4 Creating/Deleting a Shared Query

To create a new shared-query follow the usual steps to create a new query, give it a name, and check the checkbox that says “and permit others to run it”. Other users can now run this query. In your page footer, this query name will appear with a ‘*’ next to it to indicate that its shared.

The screenshot shows a web interface for configuring a query. It features several radio button options: "Run this query", "Load my remembered query:", "Run my remembered query:" (with a dropdown menu showing "BAA-Phase2-Open"), and "Forget my remembered query:". Below these is "Remember this as my default query" and "Remember this query, and name it:" (with a text input field containing "Shared-Query Name"). Under the "Remember this query" option, there are two checkboxes: "and put it in my page footer" (unchecked) and "and permit others to run it (make it a Shared-Query)" (checked). A dashed box highlights the "Remember this query" option and its associated checkboxes. A callout box with a pointer to the checked checkbox contains the text "The checkbox to make a query shared". At the bottom, there is a "Sort results by:" dropdown menu set to "Reuse same sort as last time" and a "Search" button.

4.1 Making Existing Personal Queries Shared

To make an existing personal query shared, you must first load the query. This can be done in the following 2 ways:

- Run the query and from the results page hit the “edit this query” link
- Go to the Query page, and from the drop down box that contains all the queries, bring up a query you wish to load. From the radio buttons on the left of the page, select “Load the query:” Hit the Search button.

With the query loaded on the query page, from the radio buttons down the bottom of the query page, select: “Remember this query, and name it” the query’s name should be filled in. Check the check box to share the query and hit the Search button.

4.2 Deleting a Shared Query

This is the same as deleting a remembered query. Deleting a shared query will mean that anyone using that query will no longer be able to run it.

4.3 Making a Shared Query Un-shared

To make a Shared Query unshared, load the query on the query page, from the radio buttons down the bottom of the query page, select: “Remember this query, and name it” the query’s name should be filled in. Uncheck the check box to share the query and hit the Search button.

5 How to add/remove a Shared Query to your Page Footer

The Page Footer preferences page is the place to do this. To get to this page, click on the 'pref' link in your page footer and then on the Page-Footer link on the first preferences page. See section 4.3 for the links you need to click to get to this page. Here you can control what queries appear in your page footer.

6 Altering Shared Queries

The method to alter a Shared Query is the same as altering a personal query:

- Load the query on the Query Page
- Modify it
- Save it:
 - Ensure that the checkbox to share the query is checked and it has the same name as before.

7 Making Personal Copies and Altering Shared Queries

You can make a personal copy of the Shared Query, however, this query will be a copy off the original. If the original Shared Query gets altered, your copy of it will not get any of changes in it. To make a personal copy of a Shared Query, simply load a Shared Query on the Query page, and then give it a name and save it as if you were creating a new query. This will create a new personal query.

Note: It is advised against saving personal copies of shared queries. This is because you will then have a copy of a shared query. If the shared query changes in the future, your copy will remain the same, so its better to just use a shared query.