

This article covers how to write your queries using Synthesio's Query Builder. If you are looking to learn more about Boolean logic and best practices, please read [Boolean Search Basics](#) and [Boolean Advanced Queries](#) articles.

Topics in this article:

- What is a Query Builder
- Where can you find the query builder
- How to write a query
- The collection process

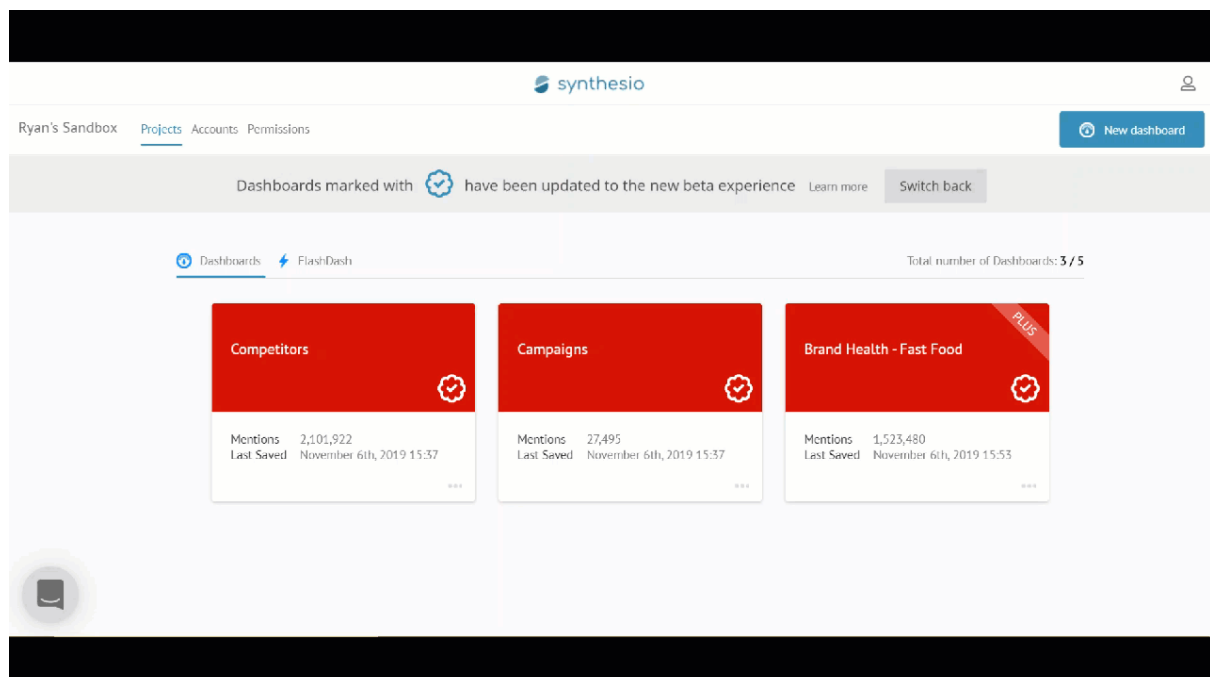
What is the Query Builder?

Simply put, the Query Builder is where a User can write his or her search queries, thus focusing his or her dashboard on the most relevant data. Synthesio's Query Builder is powered by [Boolean Search logic](#).

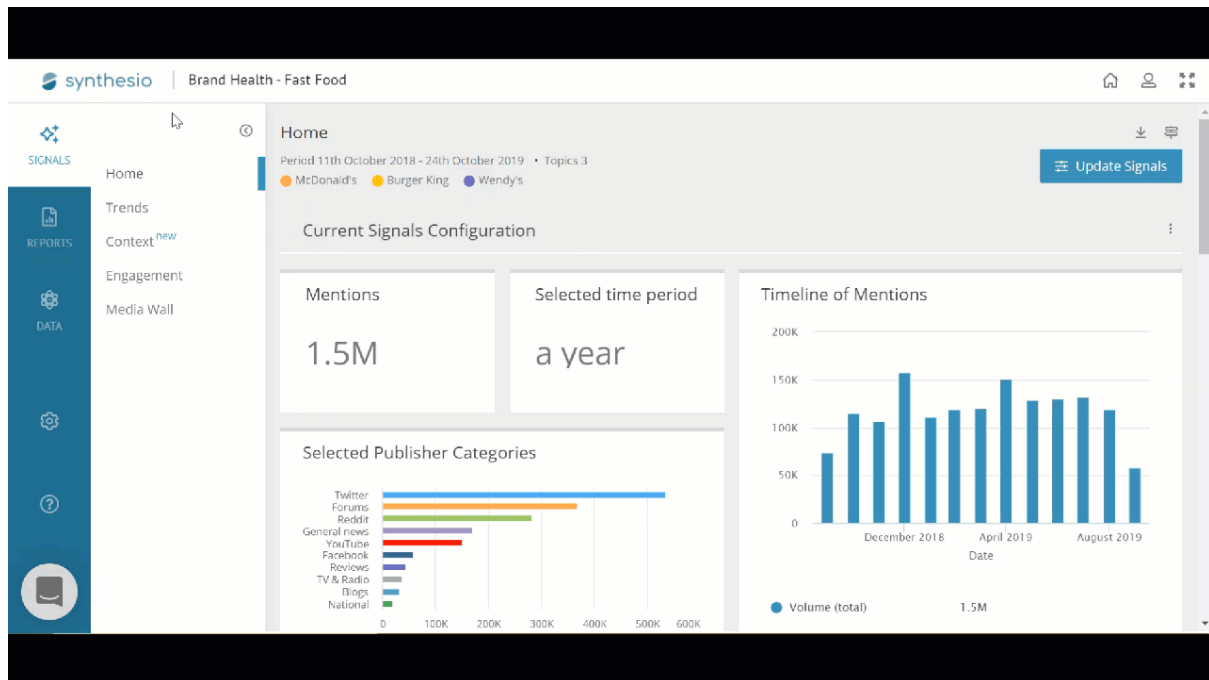
Where can you find the Query Builder?

You'll encounter the Query Builder in two places.

1. When creating your dashboard - Whenever you are creating a new dashboard, upon selecting Expert Mode, you will be taken to the Query Builder in order to generate your first query.



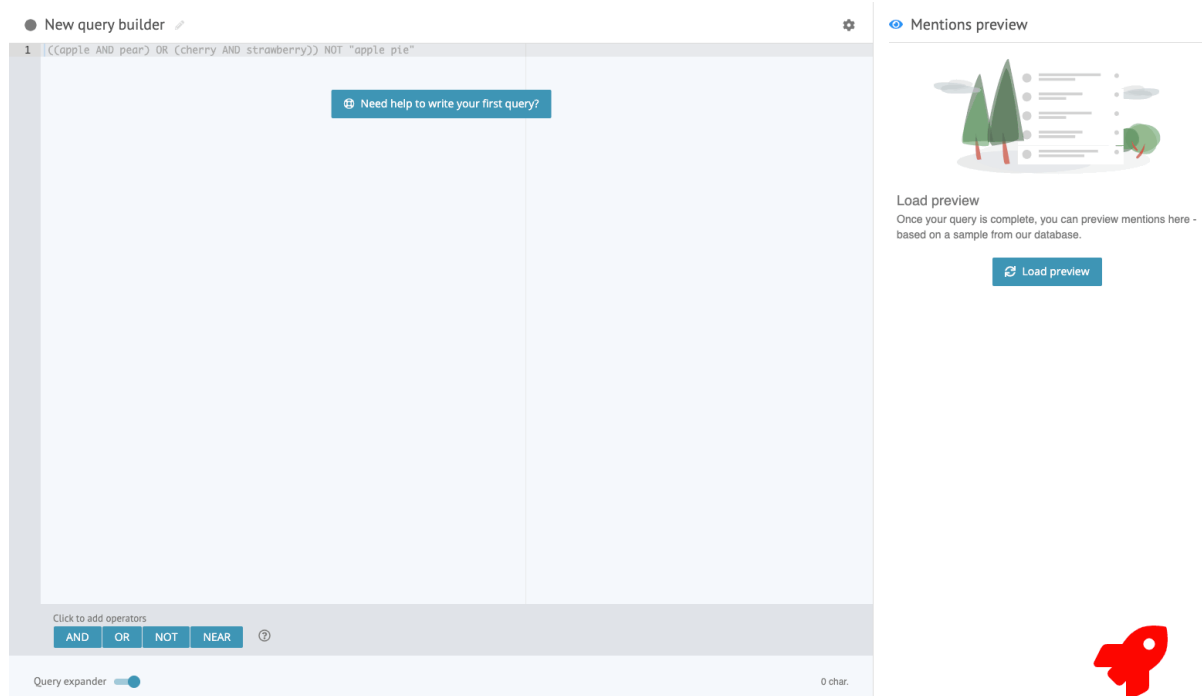
2. Within Setup - After you've generated your query, you'll always have the option to go back and manipulate your query via the Setup option. Once there, click 'Open this element', and you will be taken to the Query Builder.



How to write a query?

Step 1 - The Guided Mode

Ok, so you are all set to write your first query. Once you're in the Query Builder, you'll notice a 'Need help' option. This option guides you through the process. All you need to do is enter in the keywords and Synthesio will produce your search query.

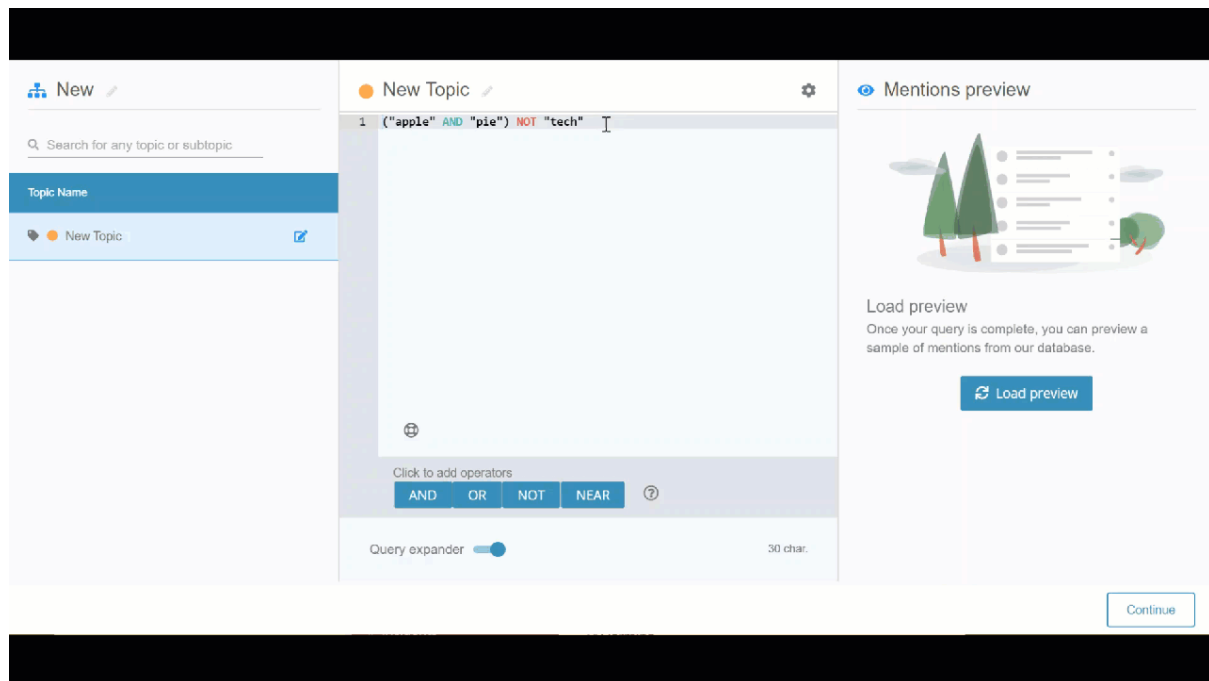


After running through the guided mode, you'll have the option to create your query. From here, you'll have the option to refine your query using pre-set Boolean operators.

It is important to note that if you would like to revisit the guided mode, you'll need to delete your query and click the 'help' option a second time.

Step 2 - Refining your query

After running through the guided mode, you'll have the option to refine your search query. In the below example, we are going to add an "OR" operator. You can select from, but are not limited to, the following Operators: AND; OR; NOT; NEAR. Here's how it works:



You will see that when we first introduce the operator and new keyword, we encounter an error. Synthesio has a set of writing rules. We will flag your query with an error message anytime your query breaks one of our rules. In this case, we are missing a parenthesis. The error message itself will describe the error, so as to help you resolve it. Lastly, you'll have the option to preview mentions before moving onto the collection process.

Altering your Queries

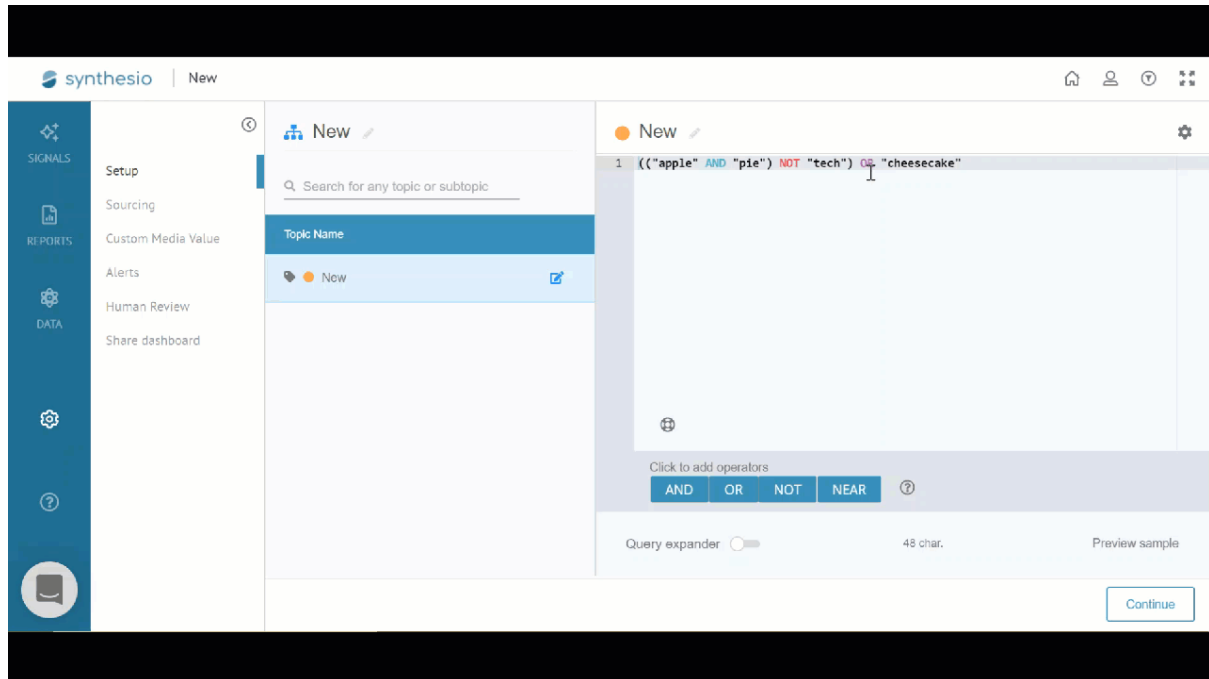
You can change the set up of your dashboard **and** apply modification without launching a new dash. You have 2 options of either Cleaning the Dashboard OR Applying Modifications when you want to alter a query to remove results/noise/old data. **They're defined (and used) as follows:**

Clean dashboard data is for when someone wants to change the filters, and keep only data that matches the updated filter. The dashboard will be cleaned and repopulated with only relevant mentions.

Applying Modifications is when someone wants to change the filters to affect future data only.

The collection process

Once your query is complete, the next step is to generate your search results. We call this next step the collection process. Here's how to kickoff the collection process:



You will notice that you are able to dismiss the popup and refine the query further, if you so desired. The collection process, in a way, happens in the background. This means you'll be able to view and engage with your existing dashboards while your new dashboard is generating.

The collection process flow will update you as it progresses. Eventually, within the flow, you will see a Mentions preview. This is a sampling of the Mentions you can expect to see in your finished Dashboard. We will let you know once it's all complete. Soon enough, you'll be soaking in social insights!

That's it for now. Please do not hesitate to reach out to your Account Managers should you have any questions.