


Filtering













If you wish to see only the items that match the criteria specified in the search field, click the **Filter** button on the left from the input box.

Key	Summary
Text ▾	 find
TP-124	Site preparations
SP-10	Move stuff to another place

✓ You can use keyboard shortcut **Ctrl+Alt+;** or **;** to turn filtering on and off.

Once Filtering is turned on, you only see the matching items and their parent items. Parent items of a matching item are always shown to preserve the hierarchy view, even if they don't match the search criteria. Non-matching items are grayed out.

In the status bar at the bottom you can see the updated items count.

Portfolio Overview with Automation ▾					☆		🔍	Basic view ▾
Key	Summary	Progress	TP	Assignee				
Text ▾	 find				 			
TP-124	Site preparations	<div></div>		Bob				
SP-10	Move stuff to another place	<div></div>		M. Reynolds				
✓ SP-5	Relocate trees - Trees are totally getting in the	<div></div>		Unassigned				
SP-13	Find the transport company	<div></div>		M. Reynolds				
✓ SP-12	Find new location	<div></div>		M. Reynolds				
TP-8	Rides + attractions	<div></div>		Harry				
JTCE-1	Journey to the center of the Earth	<div></div>		Bob				
JTCE-10	Find enough titanium and mangangese to make	<div></div>		Demo User				
Showing 8 items					Info			

Filtering is just one of many ways to adjust the scope of the items you are seeing. Such adjustments in Structure are called **Transformations** and you can add them clicking the Transformations button.

As you add the filtering - the button is highlighted, showing you that a transformation has been applied.

You can either remove the filtering completely by clicking the close button on the right of the search field, or you can hide the search panel by clicking the arrow button next to it.

⚠ Filtering mode remains even if you navigate to another page.

Default Quick Transformations

There are six predefined saved filters:

- Unresolved (works as a shorthand for filtering using JQL: *Resolution is EMPTY*)
- Assigned to me (JQL: *Assignee = currentUser()*)
- By Assignee (items are grouped by Assignee)
- By Status (items are grouped by Status)
- By Version (items are grouped by FixVersion)
- Sub-tasks (Sub-tasks are added underneath tasks)

To apply them, click the **Filter** button next to the **Transformations** button in the structure panel toolbar and select the filter you need.

Empty Structure ▾

☆

Y

🔍

||| Entry ▾

○ ↔	Key ▾	Summary	Description	Environment	Original Estimate	Σ Original Estimate	+
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🔍 Unresolved

🔍 Assigned to me

By Assignee

By Status

By Version

Sub-tasks

✎ ×

You can apply these filters and then use search and additional filtering at the same time.

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Press **RR** ("r", then quickly "r" once again) to turn the Unresolved filter on and off.