

# 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+; /** ; 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						^	x
TP-124	Site preparations	100%	🔍	Bob				
SP-10	Move stuff to another place	100%	🔍	M. Reynolds				
✓ SP-5	Relocate trees - Trees are totally getting in the	100%	🔍	Unassigned				
SP-13	Find the transport company	50%	🔍	M. Reynolds				
✓ SP-12	Find new location	100%	🔍	M. Reynolds				
TP-8	Rides + attractions	0%	🔍	Harry				
JTCE-1	Journey to the center of the Earth	0%	🔍	Bob				
JTCE-10	Find enough titanium and mangangese to make	0%	🔍	Demo User				
Showing 8 items					Info			

Filtering is just one of the many ways to adjust the scope of 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 the is some transformation 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.

## Showing Unresolved and Assigned to me Issues

There are two pre-defined saved filters: **Unresolved** and **Assigned to me**. **Unresolved** works as a shorthand for filtering using JQL: *Resolution is EMPTY* and **Assigned to me** as JQL: *Assignee = currentUser()*.

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

Portfolio Overview with Automation ▾

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Key

Summary

Progress

TP

Assignee

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 Unresolved

▽

 Assigned to me

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

✔

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