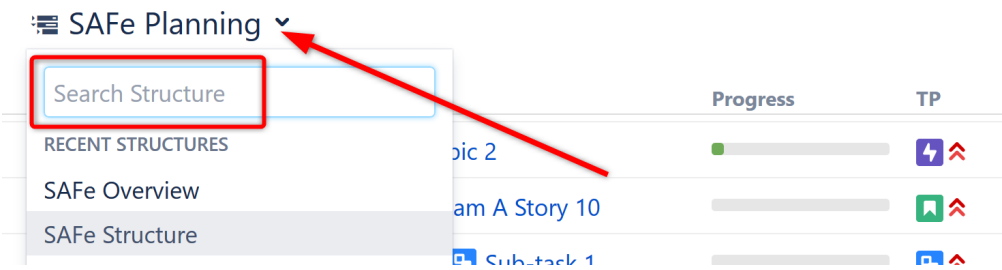


# Locating a Structure

The easiest way to locate a structure is to click the name of the current structure and search for the new structure in the drop-down search box.



If you don't know the exact name of the structure you're looking for, or you need to do more than simply open the new structure, you can use [Manage Structure](#). From the Jira menu, go to **Structure | Manage Structures** and select the **Search** tab.

Manage Structures

Recent

Favorite

My

Popular

Search

All

Archived

Paused

Search Structures

This page lets you find structures.

Search by structure parameters

Search by the structure ID

Name

Searches in the structure's name.

Owner

Start typing to get a list of possible matches.

Permission level

View

Searches for structures to which you have the specified access level.

☐ Show Archived

Search

## Finding Structures by Name, Access Level or Owner

To search for structures by their properties:

1. Enter any of the search parameters. Parameters are:

<b>Name</b>	Only structures that contain the specified text in their name will be shown. If you don't know the exact name, you can use a part of a word that you know should be in the structure's name.
<b>Owner</b>	Only structures that are owned by the specified user will be shown. <i>Note: This only works if you have permission to browse users.</i>
<b>Permission Level</b>	Lets you select the structures that you can Edit or Control, according to the selected permission level. (For example, if you select <b>Edit</b> permission level, you will see all structures that you can edit and control, but you will not see structures that you can only view.)

2. Click **Search** without entering any parameters. All structures visible to you will be shown.

## Finding a Structure by Its ID

To perform a search by a structure's numeric ID:

- Click the **Search by the structure ID** tab.
- Enter the structure ID. (It must be a number.)
- Click **Search**. If there's a structure with the specified ID and you have the permission to view it, it will be shown.

