

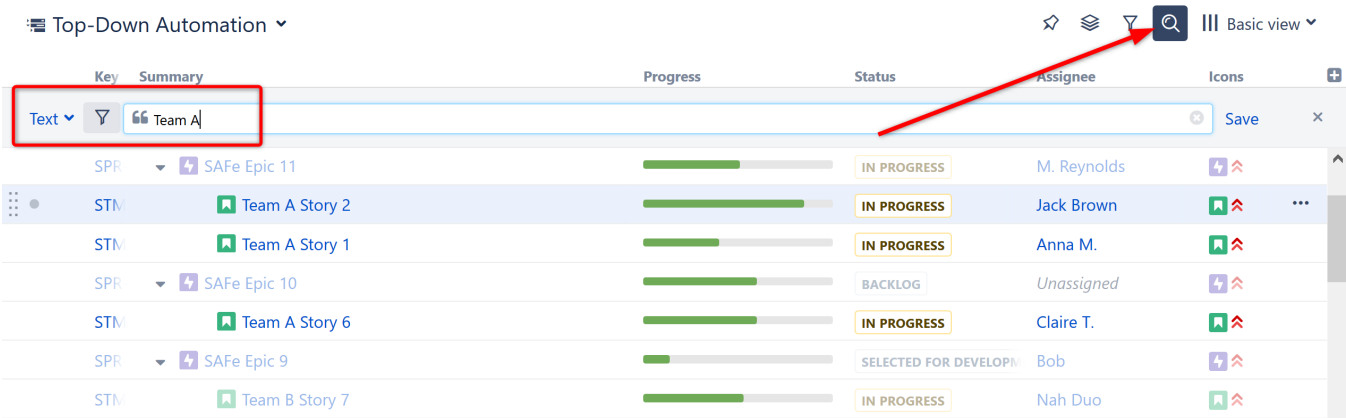
Search Filter and Sort

Once you add issues from several projects, you will likely want a way to organize, search and filter them, so you can focus in on specific information needs. Some of that can be handled using [Automation](#), which we introduced in [Building a Structure with Automation](#). But those operations affect the look and content of a structure for all users. What if you want to reorganize a structure temporarily? Or quickly hide issues you don't need to see at that precise moment?

This is where search and transformation come in.

Search

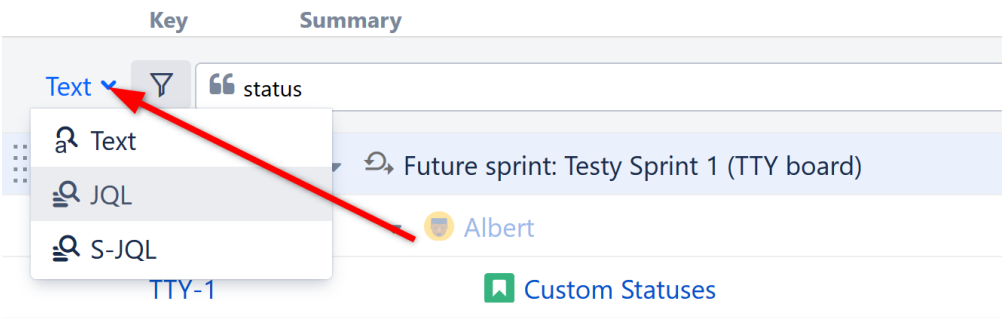
The Search function allows you to highlight issues within your structure. Click the **Search** button on the Structure Panel Toolbar and enter your query into the Search panel.



Notice that Search does not remove any issues from your structure, but instead grays out those issues that do not meet your query. This allows you to easily view your results within the context of the structure's hierarchy.

Search Options

You can [search for issues](#) in the current structure using a text search, JQL or Structure's own query language, S-JQL. To switch between these modes, click the name of the currently selected mode and select the one you need from the menu.



Filter

To hide issues from your results, click the Filter icon to the left of the query box. With the Filter activated, only your search results and their ancestors (issues above them within the hierarchy) will be displayed.

Top-Down Automation ▾

Key Summary Progress Status Assignee Icons

Text ▾ Team A Save ^ x

SPR	SAFe Epic 11		IN PROGRESS	M. Reynolds	
STM	Team A Story 2		IN PROGRESS	Jack Brown	
STM	Team A Story 1		IN PROGRESS	Anna M.	
SPR	SAFe Epic 10		BACKLOG	Unassigned	
STM	Team A Story 6		IN PROGRESS	Claire T.	

Sort

To quickly **sort** items in a structure, click the header of the column you want to sort by. Your structure will be sorted in ascending order, on every level.

- To sort in descending order, click the column header again.
- To remove the sorting, click the **Summary** column header.

Top-Down Automation ▾

Key Summary Progress Status Assignee

SPR-2	SAFe Epic 2		IN PROGRESS	Anna M.
✓ STMA-10	Team A Story 10		DONE	Albert
✓ STMA-38	Task 2		DONE	Albert
STMA-13	Team A Story 13		TO DO	Anna M.
STMA-9	create Android app		IN PROGRESS	Bob
STMB-15	Team B Story 15		TO DO	Claire T.
✓ STMA-4	Team A Story 4		DONE	Harry

Transformations

You may have noticed that when you clicked the Filter button, the Transformation button  was also highlighted.

Transformations are actions that change the scope or order of your structure (such as hiding issues that fall outside your search scope). They allow you to do many of the same actions as Automation generators, but they are temporary actions that can easily be undone without any affect to your structure.

To apply a Transformation:

- Click the Transformation icon
- Click the Add Transformation button
- Select the type of transformation you wish to apply and enter the appropriate parameters

Top-Down Automation ▾

Key Summary Progress Status Assignee Icons

Add transformation

Filter

Sort

Group

Extend

SAFe Epic 12

Team B Story 5

Team B Story 11

SAFe Epic 11

Team A Story 2

BACKLOG

IN PROGRESS

IN PROGRESS

IN PROGRESS

IN PROGRESS

Unassigned

Unassigned

Nah Duo

M. Reynolds

Jack Brown

Open the Transformations Panel

Add Transformation

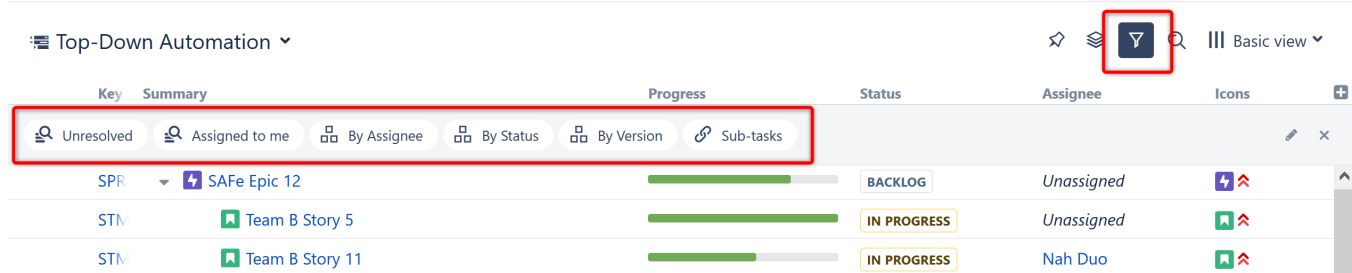
When you are finished with the transformation, simply click the x on the right side of the Transformations Panel and the transformation will be removed.

For more information, see [Transformations](#).

Quick Transformations

We chose a number of high-frequency transformations and added them to a Quick Transformations Panel. In just a couple of clicks, you can filter or organize your data to see only Unassigned issues, tasks assigned to you, and much more.

Simply click the Quick Transformations icon and selected the quick transformations you would like to apply.



You can change the quick transformations available on this list by clicking the edit button to the right of the Quick Transformations Panel.

To activate a quick transformation

1. Turn on Quick Transformations Panel
2. Click the desired transformation

To deactivate a quick transformation

- Click on the transformation again, or
- Close all quick transformations by clicking the "x" button or clicking the Quick Transformations icon again.

To learn more about Quick Transformations and how to create your own, see [Quick Transformations](#).

Next Steps

You have now mastered the basics of Structure and should feel confident in creating and managing customized structures for your organization. Next we'll quickly cover some of the other resources available to help you learn even more about Structure.

[Help and Support](#)