Searching and Filtering

The Search feature provides several important functions:

- Find and highlight issues in your structure,
- Filter your structure so that it only displays specific issues,
- Find issues outside the structure and add them to the structure on the spot.

To access Search function, click on the **Search** button on the Structure Toolbar.

The Search area will appear below the toolbar. By default, the Search runs through the Summary field of Issues.

The search starts once you start entering the query, refining results as you keep typing. The latest search query is saved automatically, so even if you navigate to other pages, the search query will still be there when you return.

If data changes on the server, search results are not automatically refreshed. You can make sure that you are viewing the up-to-date search results by clicking the **Go** button next to the **Find** field.

You can turn searching on by pressing **Alt+/**. You can cancel search and close the search panel by pressing **Escape**.

The Search function allows you to search through issues in Simple and JQL modes, within and outside the Structure. For more details on this functionality please refer to the corresponding sections.