

# Search & filter across Jira

There are three ways available for searching administration items. Each section provides different parameters to search for. They will be described in the following sub pages. The screenshots below will show you in which way it is possible to search with the different filters.

The items in one filter are filtered with an **OR-function** which means, every item that was entered will be displayed if available. The link between two filters is an **AND-function**. This means, if you enter a search item in the first filter and then an item in the second filter only the results that contain both items will be shown.

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## Filtering elements

The following elements can be filtered with Admin Toolbox for Jira:

Archived Projects	Priority schemes
Events	Project roles
Fields	Projects
Incoming Mails	Resolutions
Issue linking	Screens
Issue types	Statuses
Notification schemes	Workflow items
Permissions	Workflows
Priorities	Workflow steps

In each category you can find several filters. They will depend on your selection.

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## Search by drop down list

Within your filters you have some options to find a specific item. This picture shows you the drop down function. If there are too many items, the list will be shortened and tells you how many items you do not see.

## Issue types

Add issue type ⓘ

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Name	Type	Related Schemes	Actions
9	<b>Access</b> For new systems Service Desk.	<b>Suggestions</b> <input type="checkbox"/> ADR: Scrum Issue Type Scheme (11902) <input type="checkbox"/> Default Issue Type Scheme (10000) <input type="checkbox"/> DEV: Scrum Issue Type Scheme (12601) <input type="checkbox"/> EO: Task Management Issue Type Scheme (11700) <input type="checkbox"/> FME: Project Management Issue Type Scheme (11701) <input type="checkbox"/> FPR: Process Management Issue Type Scheme (11603) <input type="checkbox"/> HCT: Project Management Issue Type Scheme (11604) <input type="checkbox"/> IOS: Scrum Issue Type Scheme (11901)	Edit Delete Translate
10201	<b>Blog - Customer Story</b> For Core Teams	• Default Issue Type Scheme • JIRA Service Desk Issue Type Scheme for Project TISI • JIRA Service Desk Issue Type Scheme for Project TEST • JIRA Service Desk Issue Type Scheme for Project IT • JIRA Service Desk Issue Type Scheme for Project OA • JIRA Service Desk Issue Type Scheme for Project TSD	Edit Delete Translate
10200	<b>Blog - Product Announcement</b> For Core Teams	• Default Issue Type Scheme • JIRA Core Issue Type Scheme for Marketing Blog	Edit Delete Translate
10202	<b>Blog - Tips and Tricks</b> For Core Teams	• Default Issue Type Scheme • JIRA Core Issue Type Scheme for Marketing Blog	Edit Delete Translate
10203	<b>Blog - Webinar</b> For Core Teams	• Default Issue Type Scheme • JIRA Core Issue Type Scheme for Marketing Blog	Edit Delete Translate
1	<b>Bug</b> A problem which impairs or prevents the functions of the product.	• Default Issue Type Scheme • PLAT: Scrum Issue Type Scheme • IOS: Scrum Issue Type Scheme • ADR: Scrum Issue Type Scheme • PERF: Scrum Issue Type Scheme • WEB: Scrum Issue Type Scheme	Edit Delete Translate

## Search by ID

If you know the ID of the item you're searching for you can enter this also in one of the filters offered.

## Issue types

Add issue type ⓘ

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Name	Type	Related Schemes	Actions
10			
<b>Select all displayed items</b>			
<input type="checkbox"/> 10201 - Blog - Customer Story	10201		
<input type="checkbox"/> 10200 - Blog - Product Announcement	10200		
<input type="checkbox"/> 10202 - Blog - Tips and Tricks	10202		
<input type="checkbox"/> 10203 - Blog - Webinar	10203		
<input type="checkbox"/> 10800 - Customer	10800		
<input type="checkbox"/> 10 - Fault	10		
<input type="checkbox"/> 10700 - Feedback	10700		
10202	<b>Blog - tips and tricks</b> For Core Teams	• Default Issue Type Scheme • JIRA Core Issue Type Scheme for Marketing Blog	Edit Delete Translate
10203	<b>Blog - Webinar</b> For Core Teams	• Default Issue Type Scheme • JIRA Core Issue Type Scheme for Marketing Blog	Edit Delete Translate

## Search by name

It is also possible to find items by Name. For this case it doesn't matter for which constellation of letters you search. The app will also return solutions if you search for word fragments independent from case sensitivity.



## Smart view

Goal is to compress non-important information on the administrative pages, like workflows, workflow schemes, issue types, issue type schemes, etc, especially when there are a lot of entries in the tables' columns.

In order to activate this view, click on the cog wheel available in the Admin Toolbox menu and check the smart view.

This option is also saved in the browser cookies.

## View Screens

Add screen ?

Name ▾

Screen schemes ▾

Workflows ▾

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Name	Screen schemes	Workflows			
<b>DEV: Scrum Bug Screen</b>	1				Copy
<b>DEV: Scrum Default Issue Screen</b>	1				Copy
<b>Default Screen</b> Allows to update all system fields.	1				Copy
<b>FME: Project Management Resolve Issue Screen</b>		2	Configure	Edit	Copy
<b>HCT: Project Management Resolve Issue Screen</b>		2	Configure	Edit	Copy
<b>JIRA Service Desk Screen for Project FIN</b> This JIRA Service Desk Screen was generated for Project FIN	1		Configure	Edit	Copy
<b>JIRA Service Desk Screen for Project HR</b> This JIRA Service Desk Screen was generated for Project HR	1		Configure	Edit	Copy
<b>JIRA Service Desk Screen for Project IT</b> This JIRA Service Desk Screen was generated for Project IT	1		Configure	Edit	Copy
<b>JIRA Service Desk Screen for Project LEGT</b> This JIRA Service Desk Screen was generated for Project LEGT	1		Configure	Edit	Copy

### Settings

Show / Hide ID column

Smart View

### Help

Available Admin Toolbox a...

## Show/Hide ID column

If enabled: The ID's of your items are shown on the left in your filter results

## View Screens

Add screen 

Name  Screen schemes  Workflows 

25



ID	Name	Screen schemes	Workflows	
11401	<b>DEV: Scrum Bug Screen</b>	<ul style="list-style-type: none"><li>DEV: Scrum Bug Screen Scheme</li></ul>		
11400	<b>DEV: Scrum Default Issue Screen</b>	<ul style="list-style-type: none"><li>DEV: Scrum Default Screen Scheme</li></ul>		
1	<b>Default Screen</b> <small>Allows to update all system fields.</small>	<ul style="list-style-type: none"><li>Default Screen Scheme</li></ul>		
11005	<b>FME: Project Management Resolve Issue Screen</b>		<ul style="list-style-type: none"><li>FME: Project Management Workflow (Done)</li><li>FME: Project Management Workflow (Done)</li></ul>	<a href="#">Configure</a> <a href="#">Edit</a> <a href="#">Copy</a>
10923	<b>HCT: Project Management Resolve Issue Screen</b>		<ul style="list-style-type: none"><li>HCT: Project Management Workflow (Done)</li><li>HCT: Project Management Workflow (Done)</li></ul>	<a href="#">Configure</a> <a href="#">Edit</a> <a href="#">Copy</a>
10503	<b>JIRA Service Desk Screen for Project FIN</b> <small>This JIRA Service Desk Screen was generated for Project FIN</small>	<ul style="list-style-type: none"><li>JIRA Service Desk Screen Scheme for Project FIN</li></ul>		<a href="#">Configure</a> <a href="#">Edit</a> <a href="#">Copy</a>
10403	<b>JIRA Service Desk Screen for Project HR</b> <small>This JIRA Service Desk Screen was generated for Project HR</small>	<ul style="list-style-type: none"><li>JIRA Service Desk Screen Scheme for Project HR</li></ul>		<a href="#">Configure</a> <a href="#">Edit</a> <a href="#">Copy</a>
10303	<b>JIRA Service Desk Screen for Project IT</b> <small>This JIRA Service Desk Screen was generated for Project IT</small>	<ul style="list-style-type: none"><li>JIRA Service Desk Screen Scheme for Project IT</li></ul>		<a href="#">Configure</a> <a href="#">Edit</a> <a href="#">Copy</a>
10800	<b>JIRA Service Desk Screen for Project LEGT</b> <small>This JIRA Service Desk Screen was generated for Project LEGT</small>	<ul style="list-style-type: none"><li>JIRA Service Desk Screen Scheme for Project LEGT</li></ul>		<a href="#">Configure</a> <a href="#">Edit</a> <a href="#">Copy</a>

**Settings**

- Show / Hide ID column
- Smart View

**Help**

- Available Admin Toolbox a...

## Sorting tables

It is also possible to sort the configuration table in ascending and descending order by those columns that make sense to sort by (e.g. ID, Name or Custom field type):

Your browser does not support the HTML5 video element

As indicator that the column is sort-able, the background will turn gray when hovering over the title.

If you still have questions, feel free to refer to our [support](#) team.