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.

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.

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.

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.

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.
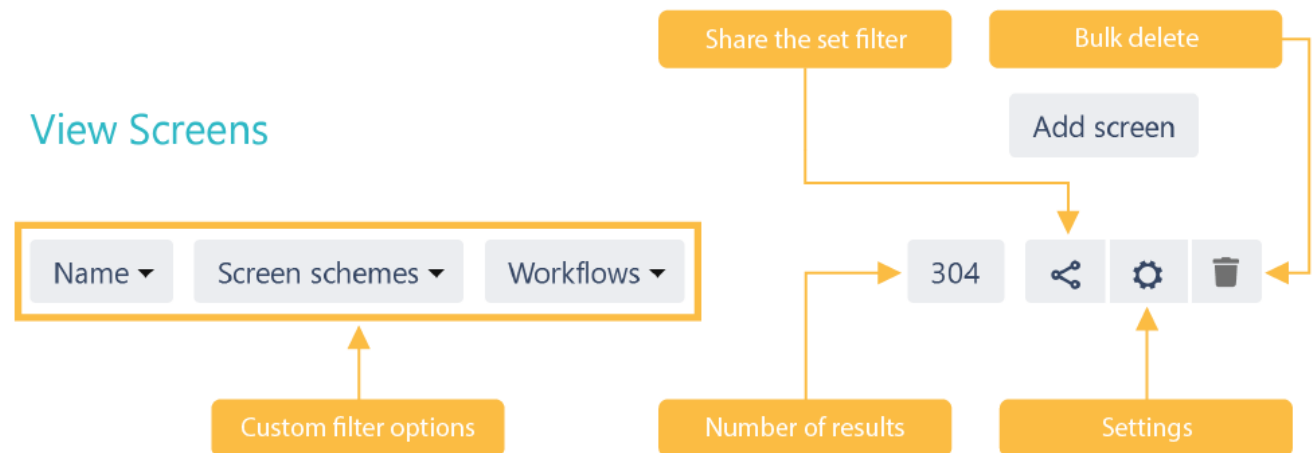
Sharing Filters

Share filters with other administrators. Admin Toolbox provides a shareable link, if one exists.

The link icon will be shown on the right hand-side of the filter menu, like in the picture below:

Filters are saved in the browser's cookies, so unless deleted manually, they will persist in your browser.

Filter Settings

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.

Show/Hide ID column

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

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.