

# 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.

## Issue types

Name

Type

Related Schemes

Search

Q

Suggestions

☐ ADR: Scrum Issue Type Scheme

11902

☐ Default Issue Type Scheme

10000

☐ DEV: Scrum Issue Type Scheme

12601

☐ EO: Task Management Issue Type Scheme

11700

☐ FME: Project Management Issue Type Scheme

11701

☐ FPR: Process Management Issue Type Scheme

11603

☐ HCT: Project Management Issue Type Scheme

11604

☐ IOS: Scrum Issue Type Scheme

11901

18

## 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

Name

Type

Related Schemes

10

X

Select all displayed items

☐ 10201 - Blog - Customer Story

10201

☐ 10200 - Blog - Product Announcement

10200

☐ 10202 - Blog - Tips and Tricks

10202

☐ 10203 - Blog - Webinar

10203

☐ 10800 - Customer

10800

☐ 10 - Fault

10

☐ 10700 - Feedback


10700

33

## 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.


## View Screens

Add screen 

Name ▾

Screen schemes ▾

Workflows ▾

men 

Select all displayed items

☐

CRM: Task Management men Edit/View Issue Screen 

11902

☐

EO: Task Management men Create Issue Screen 

11001

☐

EO: Task Management men Edit/View Issue Screen 

11002

☐

FME: Project Management men Create Issue Screen 

11003

☐

FME: Project Management men Edit/View Issue Screen 

11004

☐

FME: Project Management men Resolve Issue Screen 

11005

☐

FPR: Process Management men Create Issue Screen 

10917

11104 ADR: Scrum Default Issue Screen

• ADR: Scrum Default Screen Scheme

304



Actions

Screens

Configure Edit  
Copy

Service Desk Screen

Configure Edit  
Copy

Service Desk Screen Scheme

Service Desk Screen Scheme

Configure Edit  
Copy

Screen Scheme

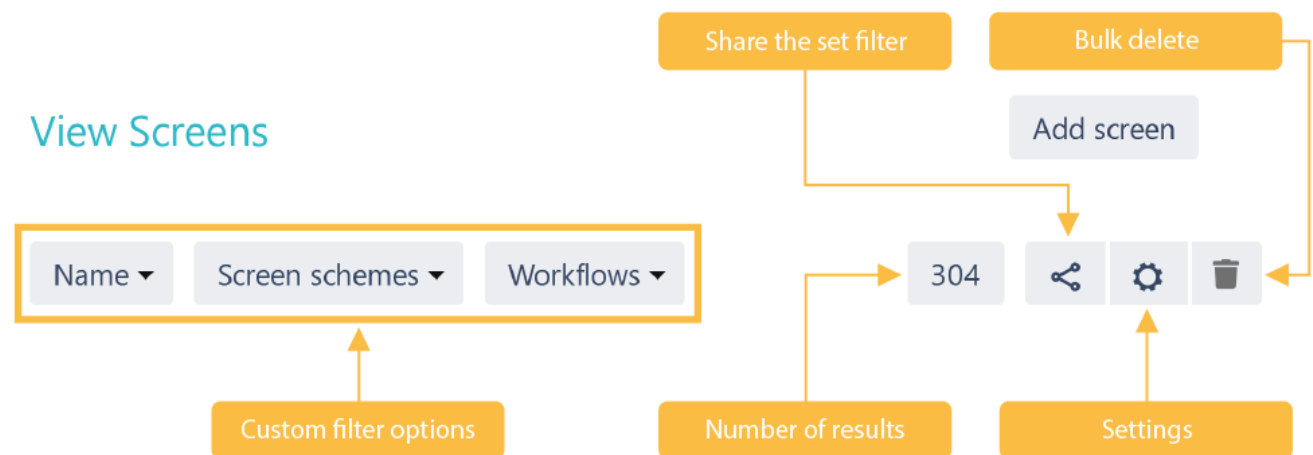
Configure Edit  
Copy

Configure Edit  
Copy

## 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.

### View Screens

Add screen



Name ▾

Screen schemes ▾

Workflows ▾

25



Name

Screen schemes

Workflows

**DEV: Scrum Bug Screen**

1

**DEV: Scrum Default Issue Screen**

1

**Default Screen**

Allows to update all system fields.

1

**FME: Project Management Resolve Issue Screen**

2

**HCT: Project Management Resolve Issue Screen**

2

**JIRA Service Desk Screen for Project FIN**

This JIRA Service Desk Screen was generated for Project FIN

1

**JIRA Service Desk Screen for Project HR**

This JIRA Service Desk Screen was generated for Project HR

1

**JIRA Service Desk Screen for Project IT**

This JIRA Service Desk Screen was generated for Project IT

1

**JIRA Service Desk Screen for Project LEGT**

This JIRA Service Desk Screen was generated for Project LEGT

1

#### 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	DEV: Scrum Bug Screen	• DEV: Scrum Bug Screen Scheme		
11400	DEV: Scrum Default Issue Screen	• DEV: Scrum Default Screen Scheme		
1	Default Screen Allows to update all system fields.	• Default Screen Scheme		
11005	FME: Project Management Resolve Issue Screen		• FME: Project Management Workflow (Done) • FME: Project Management Workflow (Done)	Configure Edit Copy
10923	HCT: Project Management Resolve Issue Screen		• HCT: Project Management Workflow (Done) • HCT: Project Management Workflow (Done)	Configure Edit Copy
10503	JIRA Service Desk Screen for Project FIN This JIRA Service Desk Screen was generated for Project FIN	• JIRA Service Desk Screen Scheme for Project FIN		Configure Edit Copy
10403	JIRA Service Desk Screen for Project HR This JIRA Service Desk Screen was generated for Project HR	• JIRA Service Desk Screen Scheme for Project HR		Configure Edit Copy
10303	JIRA Service Desk Screen for Project IT This JIRA Service Desk Screen was generated for Project IT	• JIRA Service Desk Screen Scheme for Project IT		Configure Edit Copy
10800	JIRA Service Desk Screen for Project LEGT This JIRA Service Desk Screen was generated for Project LEGT	• JIRA Service Desk Screen Scheme for Project LEGT		Configure Edit Copy

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.