Lab: Quick Search and Basic Search

Estimated time: 20 minutes

In this lab, you will:

1. Perform quick searches.
2. Perform basic searches.
3. Work with search results.

> Note: These instructions assume that you have projects from the previous labs. If you have other projects, you can change the search to provide results for your project.

1: Perform quick searches.

1. Click in the search box in the upper right to view quick search. Notice that you have access to recent issues, boards, projects and filters.

2. Search for "item". As you type, the search results will change. This searches issues with fields of types text, board names, filter names and project names. Press **Enter**. You will be taken to the **Filters** section with the associated text-based search of issues.

3. Use quick search to search for "item 2".

4. Search for "ITEM 2" and verify that search terms are not case-sensitive.

5. Search for "item AND 2". The results should be the same as the previous search. The terms of a query are joined with AND by default.

6. Search for "item NOT 1". The NOT keyword should exclude the "add item 1" issues.

7. Search for "item not 1". This should return the "add item 1" issues. This is because "not" is in lowercase, and it is such a common word that it is excluded from the search (a reserved or stop word). This is the same as searching for "item 1".

8. In another browser window or tab, perform a general web search for "Jira search syntax for text fields". Click on the Atlassian documentation. Click on **Cloud** in the upper right. Scroll down to the "Reserved words" heading and verify that "and" and "not" are reserved words for searches of text fields.

9. Back in Jira, perform any quick searches that interest you.

> Congratulations, you have performed quick searches.

2: Perform basic searches.

1. Click the search box in the upper right and select **Advanced issue search**. This takes you to the Filters section of your site.

2. Click the **All issues** tab on the left. You should be viewing all of the issues of the projects in your site.

3. Verify that you are in the basic search. You should see a row of interface elements under **All issues** and a **Switch to JQL** link to the right. If you see a **Switch to basic** link, click on it to change from JQL to basic search.

4. Click on the **Project** dropdown in the row of interface elements to view the issues of any one of your projects.

5. Use the **Contains text** box in the basic search row to further limit your results. Press **Enter** or click on the search hourglass to perform the search. Verify that the `NOT` keyword works in the basic search.

6. Use quick search (like you did earlier in the lab) to type in "item" and click **Enter**. You should be brought to *Filters* area with basic search. Verify that the text that you entered is in the textbox.

7. Clear the existing search by clicking **Search issues** or **All issues** in the sidebar.

8. In basic search, click on the **More** dropdown and search for issues that have been updated (**Updated Date** field) in the last hour, day and week. Your results depend on when you performed the previous labs.

9. Perform any basic searches that interest you.

Congratulations, you have performed basic searches.

3: Work with search results.

1. Toggle between List View and Detail View using the Change View icon to the right of the basic search elements.

2. In List View, click on the **Columns** dropdown to change the columns that are displayed in the results. Click **Restore defaults** to undo what you have changed.

3. Reorder the first two columns by dragging and dropping the column header. Change it back.

4. Click on a column header to sort by that column. Click on the column header again to reverse the sorting.

5. In the basic search "Contains text" box, enter "item 2" and click **Enter**. Using the **Share** icon in the upper right, email yourself a copy of the search results. You should receive an email with a link to the underlying JQL query. Click on the link in the email and you should see your search in a new browser window. Close the new browser window.

6. In the original browser window, click on the **Export** icon in the upper right. Select **Export XML**. You should see the XML search results. View the issues' field names and values under an **item**. If the XML displayed in your browser window, click the browser's back button to navigate back to Jira.

7. Change the **Assignee** of all of the issues of the project:

   - Search for all issues of your `projectA` project.
   - Click on the More icon (the three dots) in the upper right and select **Bulk change all X issue(s)**.
   - In step 1, select the issues that are Unassigned. (If they are all assigned, you can change this exercise to unassigning them all.)
   - In step 2, select **Edit Issues**.
   - In step 3, click **Change Assignee** and click **Assign to me**.
   - In step 4, click **Confirm**.
   - Verify that your bulk changes were made.

8. Perform any other quick search or basic search operations that interest you.

Congratulations, you have worked with search results and completed this lab.