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## Neste artigo

[Filter based on keywords or fields](#)

[Characters ignored by keyword filter criteria](#)

[Related articles](#)


# Filter backlogs or queries based on keywords, tags, or other fields

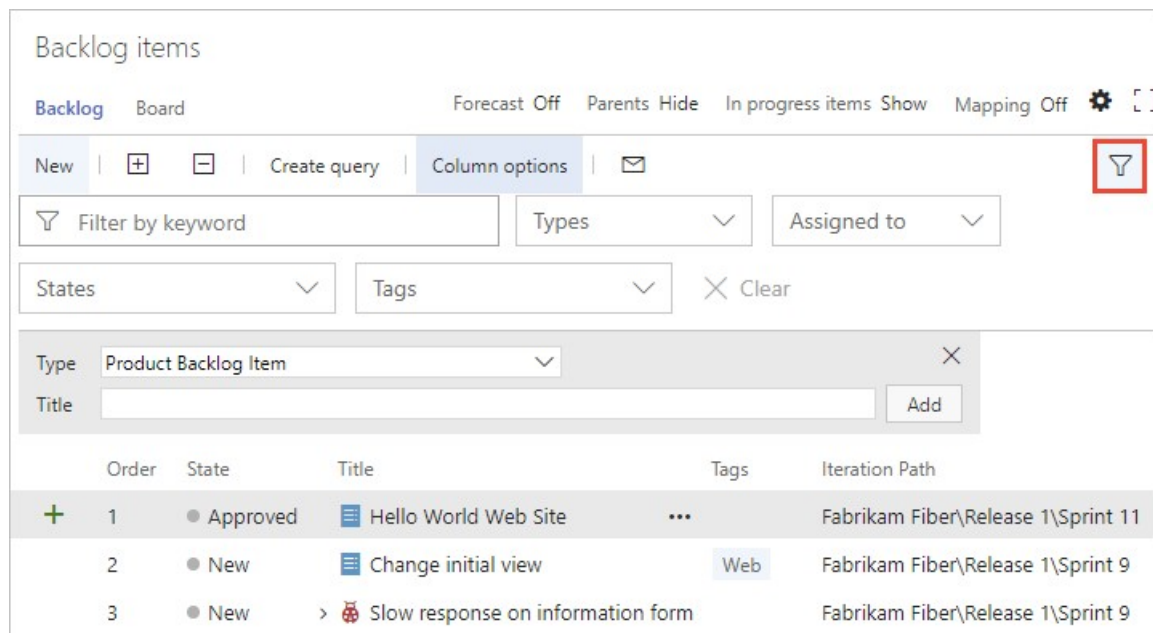
Azure Boards | Azure DevOps Server 2019 | TFS 2018 | TFS 2017 | TFS 2015 | TFS 2013

If you have many items listed in your product or portfolio backlog—and you want to focus on a subset of them—you can filter the set.

## Filter based on keywords or fields

You can filter work items by typing a keyword or using one or more of the fields provided, such as work item type, assigned to, state, and tags. Based on the keyword that you enter, the filter function will list work items based on any visible/displayed column or field, including tags. Also, you can enter a value for an ID, whether or not the ID field is visible.

To show the filter toolbar, choose the  filter icon, or enter the **Ctrl+Shift+f** keyboard shortcut. You can filter all backlogs, boards, and query results.



The screenshot shows the 'Backlog items' view in Azure DevOps. At the top, there are tabs for 'Backlog' and 'Board'. Below the tabs is a toolbar with icons for 'New', 'Add', 'Remove', 'Create query', 'Column options', and a filter icon (a funnel) which is highlighted with a red box. Below the toolbar is a 'Filter by keyword' input field, followed by dropdown menus for 'Types' and 'Assigned to'. Below these are dropdown menus for 'States' and 'Tags', and a 'Clear' button. Below the filter section is a 'Type' dropdown menu set to 'Product Backlog Item' and a 'Title' input field with an 'Add' button. Below the filter section is a table of work items.

Order	State	Title	Tags	Iteration Path
1	Approved	Hello World Web Site	...	Fabrikam Fiber\Release 1\Sprint 11
2	New	Change initial view	Web	Fabrikam Fiber\Release 1\Sprint 9
3	New	Slow response on information form		Fabrikam Fiber\Release 1\Sprint 9

The filtered set is always a flat list, even if you've selected to show parents.

## Characters ignored by keyword filter criteria

The filter criteria ignores the following characters when the field value starts with the character:

{, (, [, !, @, #, \$, %, ^, &, \*, ~, `', ' , " .

## Related articles

- [Tags](#)
- [Set column options](#)
- [Backlog keyboard shortcuts](#)