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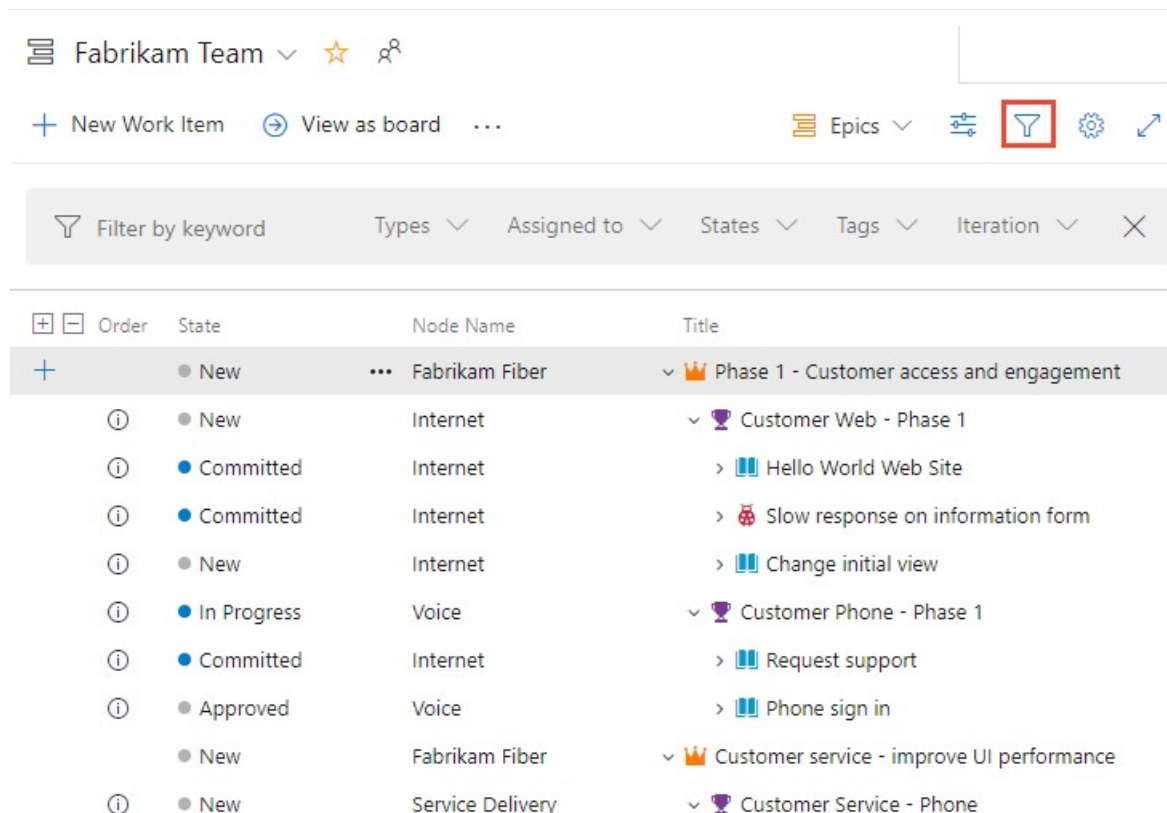
Azure Boards | Azure DevOps Server 2019 | TFS 2018 | TFS 2017 | TFS 2015 | TFS 2013

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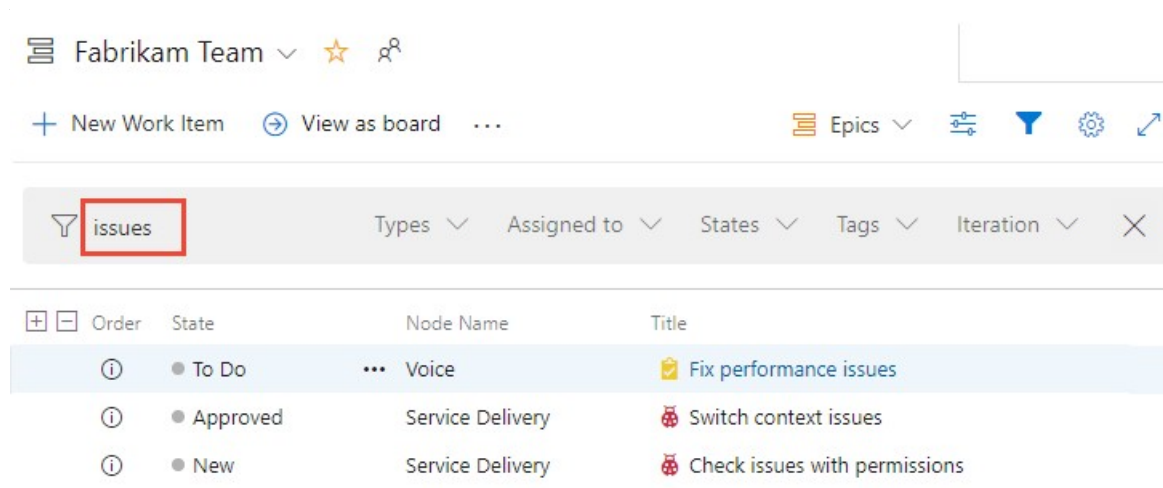
To show the filter toolbar, choose the ▽ filter icon, or enter the **Ctrl+Shift+f** keyboard shortcut. You can filter all backlogs, boards, and query results.



Here we show a filtered backlog based on the keyword "issues". Filtered pages show the ▼ filtered icon. The filtered set is always a flat list, even if you've selected to show a hierarchical backlog view.

To clear and dismiss filtering, choose the ✕ close filter icon.

# Characters ignored by keyword filter criteria

The filter criteria ignores the following characters: `,` (comma), `.` (period), `/` (forward slash), and `\` (back slash).

# Related articles

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- Set column options
- Backlog keyboard shortcuts