



Configure quick filters

This page is for company-managed projects

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Learn more about [the difference between company-managed and team-managed projects](#).

Quick Filters let you further filter the collection of issues appearing on a Scrum or Kanban board. Use Quick Filters to switch between different issue types (e.g. show only bugs), or to show team-specific views of a common backlog.

Before you begin

To configure the board and any of its settings, you must be either:

- a **project administrator** for the location of the board
- a **board administrator** for the board itself

See [Permissions overview](#) for more information to configure its Quick Filters.

About the default Quick Filters

By default, a board contains two Quick Filters, called 'Only My Issues' and 'Recently Updated':

Default Quick Filter	Default JQL	Notes
Only My Issues	1 assignee = currentUser()	Displays issues assigned to the person who is currently viewing this board.
Recently Updated	1 updatedDate >= -1d	Displays issues that have been updated in the last 24 hours.

Editing Quick Filters

You can create additional Quick Filters or edit existing Quick Filters. Any additional Quick Filters that you create will appear as buttons next to the 'Only My Issues' and 'Recently Updated' buttons on the board.

1. Go to your board, then select **more** (***) > **Board settings**. (*NOTE: This requires admin permissions.*)
2. Click the **Quick Filters** tab.
3. Edit the Quick Filters, as described in the following table and screenshot (below).

Add a new Quick Filter	In the blue area, type the Name , JQL , and a Description (optional), then click the Add button. Your new Quick Filter will be added in the top Quick Filter position.
Change the name of a Quick Filter	Click in the Name area of the Quick Filter, modify the existing name, and click the Update button.
Change the JQL of a Quick Filter	Click in the JQL area of the Quick Filter, modify the existing JQL, and click the Update button. See the examples below for some suggestions. For information on JQL syntax, see JQL .
Delete a Quick Filter	Click the Delete button at the right of the Quick Filter.
Move a Quick Filter	Hover over the vertical 'grid' icon, then drag and drop the Quick Filter up or down to its new position. When this board is used, the top-most Quick Filter appears in the left-most position.

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Quick Filters can be used to further filter the issues in the board based on the additional JQL query.

Name	JQL	Description	
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Add
Only My Issues	assignee = currentUser()	Displays issues which are currently assigned to the current user	Delete
Recently Updated	updatedAt >= -1d	Displays issues which have been updated in the last day	Delete

Sample JQL for Quick Filters

Show all issues that are assigned to members of the "bugfix" group

```
1 assignee in membersOf("bugfix")
```

Show all issues of type 'Bug'

```
1 type = "Bug"
```

Use an issue filter in your Quick Filter

```
1 savedfilter = "My Filter"
```

Saving a new search as a filter

To create a new filter, see [Save your search as a filter](#).

Need help? If you can't find the answer you need in our documentation, we have other resources available to help you. See [Getting help](#).

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