Atlassian Support / Jira Software / Resources / Lead agile projects wit... / Configure a company-...

Q

Configure quick filters

1 This page is for company-managed projects

If the lower-left of your project sidebar says you're in a team-managed project, check out these team-managed project articles instead.

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.	

Configure a company-managed board

Show more ▼

Use the simplified workflow

Configure swimlanes

Configure quick filters

Customize cards

Configure estimation and tracking

Show more ✓

On this page

Before you begin

About the default Quick Filters

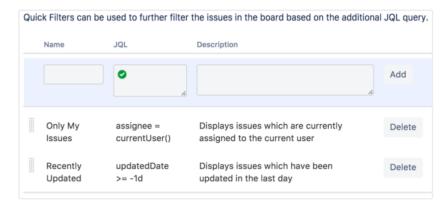
Editing Quick Filters

Sample JQL for Quick Filters

Saving a new search as a filter

Community

Questions, discussions, and articles



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.

1 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.

Last modified on Jun 6, 2021

Cached at 3:23 PM on Jun 17, 2021 | Refresh

Was this helpful? Yes

No

Provide feedback about this article

Additional Help

Ask the Community