



Configure filters

Your board's filter is an [issue filter](#) (a JQL query) that specifies which issues are included on your board. For example, your board may include issues from multiple projects, or from only one project, or from a particular component of a project.

Before you begin

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

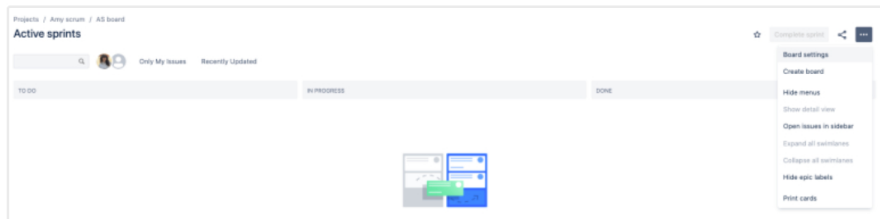
- a **project administrator** for the location of the board
- a **board administrator** for the board itself

See [Permissions overview](#) for more information.

i Jira Software allows you to create a company-managed Scrum or Kanban board that displays issues from multiple projects on your Jira site. But, team-managed project issues don't appear in company-managed project boards. When configuring a filter for your company-managed Scrum or Kanban board, you may still use a JQL filter that searches through team-managed projects, but you won't see or be able to transition those issues from your company-managed board.

Choosing a different filter for your board

1. Select **Projects** and select the relevant project.
2. Select **more** (⋮) in the top right corner > **Board settings**.



3. Halfway down the page, hover over the name of the filter displayed in the **Saved Filter** field > a pencil icon ✎ will appear. Click it.
4. Choose a different filter for your board. Press the **Enter** key when finished.

Editing a board's filter

1. Click **Projects**, then select the relevant project.
2. Select **more** (⋮) in the top right corner > **Board settings**.
3. In the **General** tab:
 - To change the filter's JQL query, click **Edit Filter Query**
 - To change the filter's name, description, or shares, click **Edit Filter Shares**

General and filter

The Board filter determines which issues appear on the board. It can be based on one or more projects, or custom JQL depending on your needs.

General

Board name

SSP board

Administrators

admin (admin)

Location



Sample Scrum Project (SSP)

Filter

Configure a company-managed board

- [Configure filters](#)

[Configure columns](#)

[Use the simplified workflow](#)

[Configure swimlanes](#)

[Configure quick filters](#)

[Show more](#) ▾

On this page

[Before you begin](#)

[Choosing a different filter for your board](#)

[Editing a board's filter](#)

(Kanban only) [Adding a sub-filter](#)

(Kanban only) [Hiding completed issues](#)

Community

[Questions, discussions, and articles](#)

Filter

Saved Filter

Filter for SSP board 2

Edit Filter Query

Shares

Project: Sample Scrum Project

Edit Filter Shares

(Kanban only) Adding a sub-filter

If you are using a Kanban board, you can add a sub-filter that refines the issues returned by your board's filter. The sub-filter enables the **Kanban board** to show different data to the **Reports**.

The default sub-filter is:

```
1 fixVersion in unreleasedVersions() OR fixVersion is EMPTY
```

This will result in issues released using the 'Release' button no longer appearing in the **Active sprints** (although the reports in **Reports** will continue to show them).

To add a sub-filter to your board:

1. Go to your board, then select **more** (⋮) in the top right corner > **Board settings**.
2. Edit the **Kanban board sub-filter** field and enter a JQL query. For information on JQL syntax, see [JQL](#).

(Kanban only) Hiding completed issues

To improve your board's performance, all issues in the **Done** column which weren't updated within the last 2 weeks are hidden. You can change this time period, or choose to always show all issues.

To hide completed issues:

1. Go to your board, then select **more** (⋮) in the top right corner > **Board settings**.
2. In the **Hide completed issues older than** field, select the retention period. Issues that weren't updated within this period will be hidden.

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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