

Lab: Quick Search and Basic Search

Estimated time: 20 minutes

In this lab, you will:

1. Perform quick searches.
2. Perform basic searches.
3. Work with search results.

Note: These instructions assume that you have projects from the previous labs. If you have other projects, you can change the search to provide results for your project.

1: Perform quick searches.

1. Click on the search icon in the global sidebar to view quick search. Notice that you have access to recent issues, boards, filters, dashboards and projects.
2. Search for "feature". As you type, the search results will change. This searches issues with fields of types text, board names, filter names, dashboard names and project names. Press **Enter**. You will be taken to the issue navigator with the associated text-based search of issues.
3. Use quick search to search for "feature 2".
4. Search for "FEATURE 2" and verify that search terms are not case-sensitive.
5. Search for "feature AND 2". The results should be the same as the previous search. The terms of a query are joined with AND by default.
6. Search for "feature NOT 1". The NOT keyword should exclude the "add feature 1" issues.
7. Search for "feature not 1". This should return the "add feature 1" issues. This is because "not" is in lowercase, and it is such a common word that it is excluded from the search (a reserved or stop word). This is the same as searching for "feature 1".
8. In another browser window or tab, perform a general web search for "Jira search syntax for text fields". Click on the Atlassian documentation, scroll down to the "Reserved words" heading and verify that "and" and "not" are reserved words for searches of text fields.
9. Back in Jira, perform any quick searches that interest you.

Congratulations, you have performed quick searches.

2: Perform basic searches.

1. View the issue navigator by clicking on the Jira icon in the global sidebar and selecting **Issues and filters** from the application-level contextual sidebar.
2. Click on the **All issues** tab. You should be viewing all of the issues of the projects.
3. Verify that you are in the basic search. You should see a row of interface elements under **All issues** and an **Advanced** link to the right. If you see a **Basic** link, click on it to change from

advanced to basic search.

4. Click on the **Project** dropdown to view the issues of any one of your projects.
5. Use the textbox in the basic search row to further limit your results. Press **Enter** or click on the search hourglass to perform the search. Verify that the **NOT** keyword works in the basic search.
6. Click on the quick search icon in the global sidebar. Type in "feature" and click **Enter**. You should be brought to basic search. Verify that the text that you entered is in the textbox.
7. Clear the existing search by clicking **Search issues** or **All issues** in the contextual sidebar.
8. In basic search, click on the **More** dropdown and search for issues that have been updated (**Updated Date** field) in the last hour, day and week. Your results depend on when you performed the previous labs.
9. As a shortcut to entering the issue navigator, click on the quick search icon in the global sidebar. Press the **Enter** key. You will be brought to the issue navigator. (Pressing Enter after entering any search term in quick search will bring you to the issue navigator.)
10. Perform any basic searches that interest you.

Congratulations, you have performed basic searches.

3: Work with search results.

1. Toggle between List View and Detail View using the Change View icon to the right of the basic search elements.
2. In List View, click on the **Columns** dropdown to change the columns that are displayed in the results. Click **Restore defaults** to undo what you have changed.
3. Reorder the first two columns by dragging and dropping the column header. Change it back.
4. Click on a column header to sort by that column. Click on the column header again to reverse the sorting.
5. In the basic search textbox, enter "feature 2". Using the "Share this search" icon in the upper right, email yourself a copy of the search results. You should receive an email with a link to the underlying JQL query. Click on the link in the email and you should see your search in a new browser window. Close this window.
6. In the original browser window, click on the export icon in the upper right. Select **Export XML**. You should see the XML search results. View the issues' field names and values under an . If the XML displayed in your browser window, click the browser's back button to navigate back to Jira.
7. Search for all of the issues of one of your projects. Change the **Assignee** of all of the issues of the project:
 - Search for all issues of your **projectA** project.
 - Click on the More icon (the three dots) in the upper right and select **Bulk change all X issue(s)**.

- In step 1, select the issues that are Unassigned. (If they are all assigned, you can change this exercise to unassigning them all.)
- In step 2, select **Edit Issues**.
- In step 3, click **Change Assignee** and click **Assign to me**.
- In step 4, click **Confirm**.
- Verify that your bulk changes were made.

8. Perform any other quick search or basic search operations that interest you.

▮ Congratulations, you have worked with search results.

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