

Customizing the board layout

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You can use the board layout to arrange your project's items over customizable columns.

About the board layout

The board layout spreads your issues, pull requests, and draft issues across customizable columns. You can create a kanban board by setting your column field to a "Status" field or set any other single select or iteration field as the column field.


You can drag individual or multiple items from column to column and the value of those items will adjust to match the column you drag them to.

For more information about changing a view to use the board layout, see "[Changing the layout of a view](#)."


Setting a limit on the number of items in a column

You can set a limit for the number of cards in a particular column in a board layout. Setting a limit does not restrict anyone from adding cards that would exceed the column's limit, nor does it restrict any automations from adding cards. Column limits are unique to each view in your project.

The current count of cards and the column's limit is displayed at the top of the column and is highlighted when the current count exceeds the limit. You can use column limits to communicate how you want the column to be used and to make clear at which point action needs to be taken to reduce the number of the cards in the column.

- 1 Click  next to the name of the column you want to modify.

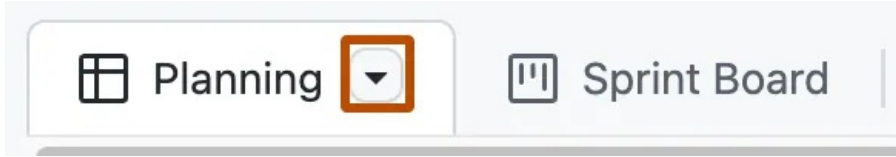



- 2 In the menu, click  **Set column limit**.
- 3 Under "Column limit", type the card limit for this column.

- 4 Optionally, to remove the limit, clear the entry.
- 5 Click **Save**.

Showing and hiding fields [↗](#)

- 1 Click ▾ next to the name of the currently open view.



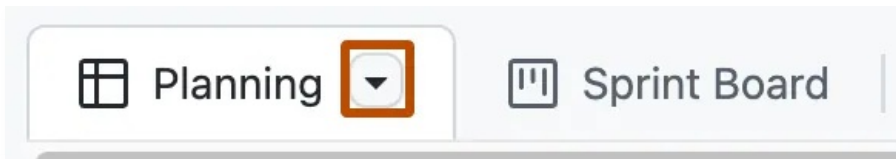
- 2 Under "Configuration", click  **Fields**.
- 3 Select or deselect the fields you want to show or hide.

Alternatively, open the project command palette by pressing **Command + K** (Mac) or **Ctrl + K** (Windows/Linux) and start typing "show", "hide", or the name of the field.

Setting the column field in board layout [↗](#)

In the board layout, you choose any single select or iteration field for your columns. If you drag an item to a new column, the value of that column is applied to the dragged item. For example, if you use the "Status" field for your board columns and then drag an item with a status of **In progress** to the **Done** column, the status of the item will switch to **Done**.

- 1 Click ▾ next to the name of the currently open view.



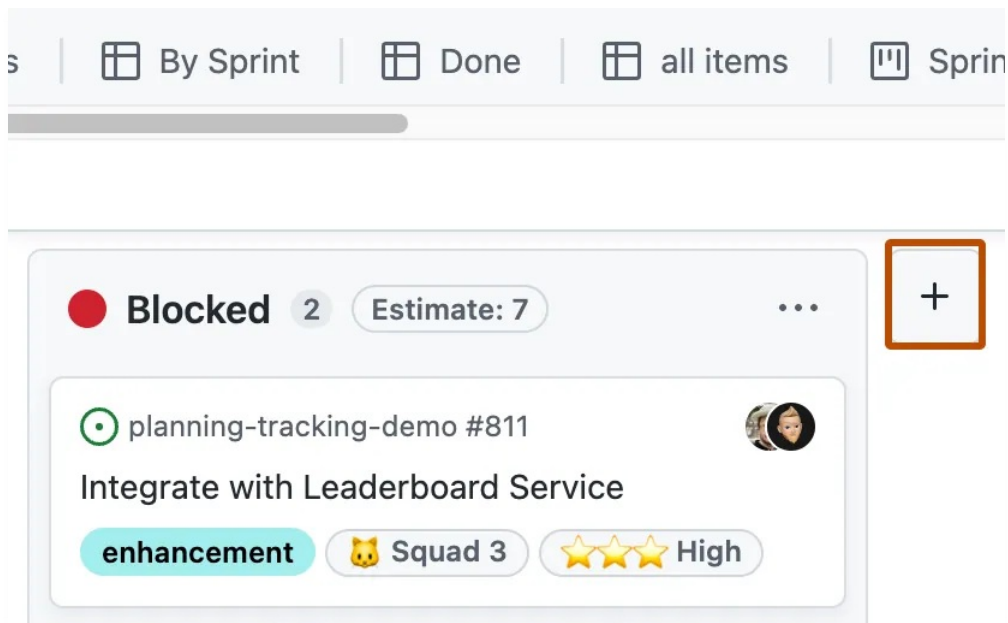
- 2 Click  **Column field**.
- 3 Click the field you want to use.

Alternatively, open the project command palette by pressing **Command + K** (Mac) or **Ctrl + K** (Windows/Linux) and start typing "Column field by."

Showing and hiding columns in board layout [↗](#)

In the board layout, you can choose which columns to display. The available columns are made up of the contents of your selected column field.

- 1 In the board layout, scroll to the right of your columns, and click +.



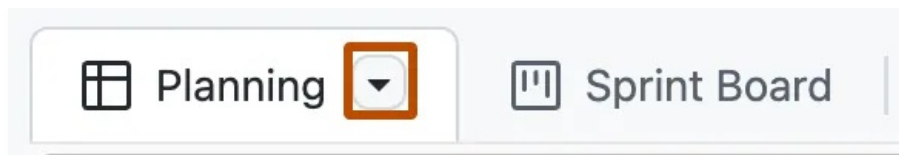
- 2 Select the columns you want to show.

Sorting by field values [↗](#)

You can sort items by a field value.

Note: When a board is sorted, you cannot manually reorder items within a column. You can continue to move items from column to column.

- 1 Click ▾ next to the name of the currently open view.



- 2 Click **Sort**.
- 3 Click the field you want to sort by.
- 4 Optionally, to change the direction of the sort, click the field again.

Sort By

☰ Title

☑ Team

👤 Assignees

✓ ☑ Status



☑ Priority

- 5 Optionally, to remove a sort, click × **No sorting** at the bottom of the list.

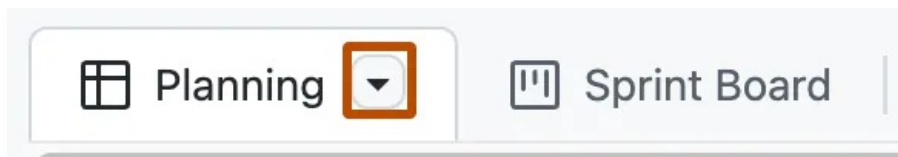
Alternatively, open the project command palette by pressing `Command + K` (Mac) or `Ctrl + K` (Windows/Linux) and start typing "Sort by."

Showing the sum of a number field [🔗](#)

You can configure a view to show the sum of one of more number fields, including a count of items in the group or column. For example, if you have a number field tracking the number of hours each item may take to complete, you can display of sum of those hours for each group or column.

In a board layout, field sums are displayed at the top of each column. In table and roadmap layouts, when you enable grouping by a field, field sums are included in each group's header.

- 1 Click ▾ next to the name of the currently open view.



- 2 Click $\frac{1}{2}$ **Field sum**.
- 3 Select the fields you want to include.

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