

About iteration fields

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You can create iterations to plan upcoming work and group items.

You can create an iteration field to associate items with specific repeating blocks of time. Iterations can be set to any length of time, can include breaks, and can be individually edited to modify name and date range. With projects, you can group by iteration to visualize the balance of upcoming work, use filters to focus on a single iteration, and sort by iteration.

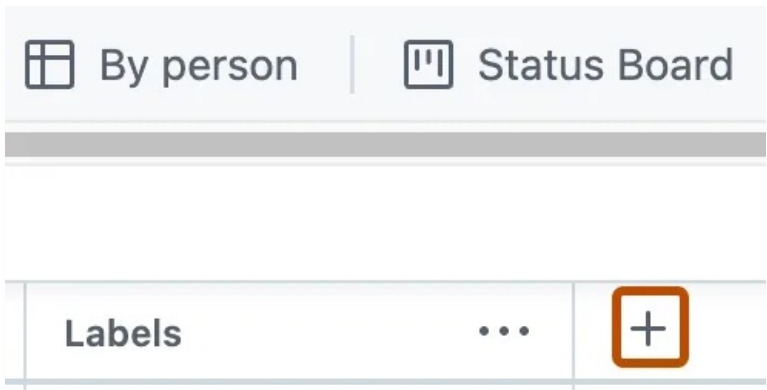
You can filter for iterations by specifying the iteration name or `@current` for the current iteration, `@previous` for the previous iteration, or `@next` for the next iteration. You can also use operators such as `>`, `>=`, `<`, `<=`, and `...`. For example, `iteration:>"Iteration 4"` and `iteration:<@current`. For more information, see "[Filtering projects](#)."

When you first create an iteration field, three iterations are automatically created. You can add additional iterations and make other changes on your project's settings page.

If your project makes use of iteration fields, you can use the roadmap layout to view items on a timeline. For more information, see "[Changing the layout of a view](#)" and "[Customizing the roadmap layout](#)."

Adding an iteration field [↗](#)

- 1 In table view, in the rightmost field header, click `+`.



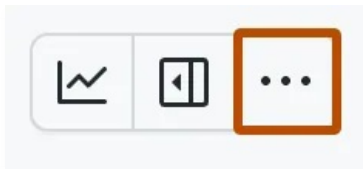
- 2 Click **New field**.
- 3 At the top of the dropdown, type the name of your new field.
- 4 Under "Field type", select **Iteration**.

- 5 Optionally, if you don't want the iteration to start today, select the calendar dropdown next to "Starts on" and choose a new start date.
- 6 To change the duration of each iteration, type a new number, then select the dropdown and click either **days** or **weeks**.
- 7 Click **Save**.

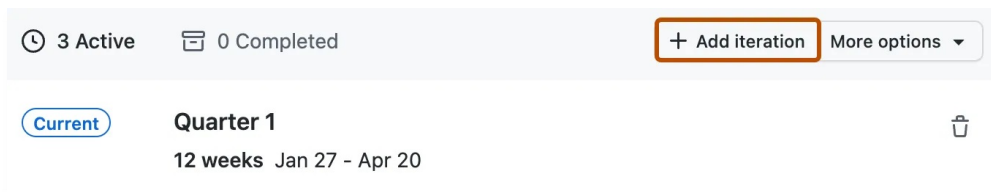
Alternatively, open the project command palette by pressing `Command + K` (Mac) or `Ctrl + K` (Windows/Linux) and start typing "Create new field."

Adding new iterations [🔗](#)

- 1 Navigate to your project.
- 2 In the top-right, click `...` to open the menu.



- 3 In the menu, click `⚙ Settings` to access the project settings.
- 4 Click the name of the iteration field you want to adjust.
- 5 To add a new iteration of the same duration, click **Add iteration**.



- 6 Optionally, to customize the duration of the new iteration and when it will start, click `More options`, select a starting date and duration, and click **Add**.

Starts on

Oct 6

Duration

12 weeks

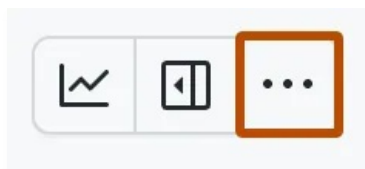
Cancel Add

- 7 Click **Save changes**.

Editing an iteration [🔗](#)

You can edit iterations in your project settings. You can also access the settings for an iteration field by clicking ... in the table header for the field and clicking **Edit values**.

- 1 Navigate to your project.
- 2 In the top-right, click ... to open the menu.



- 3 In the menu, click **Settings** to access the project settings.
- 4 In the list on the left, click the name of the iteration field you want to adjust.
- 5 To change the name of an iteration, click on the name and start typing.


Quarter 1

12 weeks Jan 27 - Apr 20

- 6 To change the date or duration of an iteration, click on the date to open the calendar. Click on the start day, then click the end day, and then click **Apply**.

Quarter 1

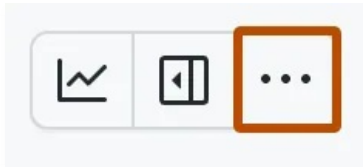
12 weeks Jan 27 - Apr 20


- 7 Optionally, to delete an iteration, on the right of the iteration, click .
- 8 Click **Save changes**.

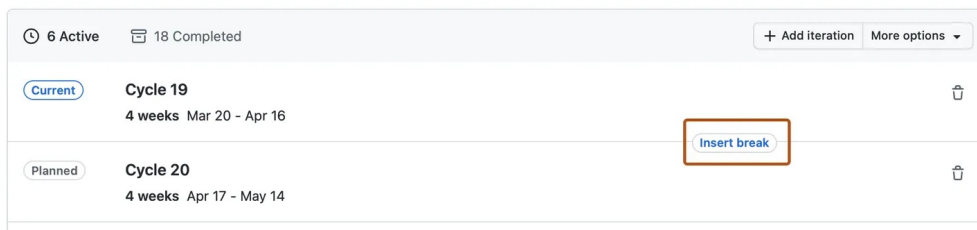
Inserting a break

You can insert breaks into your iterations to communicate when you are taking time away from scheduled work. The duration of a new break defaults to the length of the most recently created iteration.

- 1 Navigate to your project.
- 2 In the top-right, click ... to open the menu.



- 3 In the menu, click  **Settings** to access the project settings.
- 4 Click the name of the iteration field you want to adjust.
- 5 Hover over the dividing line above an iteration, then click **Insert break**.



- 6 Optionally, to change the duration of the break, click on the date to open the calendar. Click on the start day, then click the end day, and then click **Apply**.
- 7 Click **Save changes**.

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