

# Import & update bulk work items with CSV files

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## Azure DevOps Services | Azure DevOps Server 2022 - Azure DevOps Server 2019

Import and export work items in bulk using a CSV formatted file in Azure DevOps. While you can continue to use Excel for bulk import and updates, you can use the native import/export feature that doesn't require Excel. For more information, see [Bulk add or modify work items with Excel](#).

### Note

The **export** feature is available with [Azure DevOps Server 2019 Update 1](#) and later versions. The **import** feature is available with Azure DevOps Server 2020 and Azure DevOps Services.

## Import new work items

All work items that you import get created in a *New* state. This rule means that you can't specify field values that don't meet the field rules for the new state. For example, when you create a new user story with the Agile process, the *State* = *New* and the *Reason* = *New*. You can't specify any other values.

1. Create a local ***import.csv*** file and open it in Visual Studio Code or Excel.
2. The file must contain the **Work Item Type** and the **Title** fields. You can include other fields as needed. For a list of default fields, see [Work item field index](#).

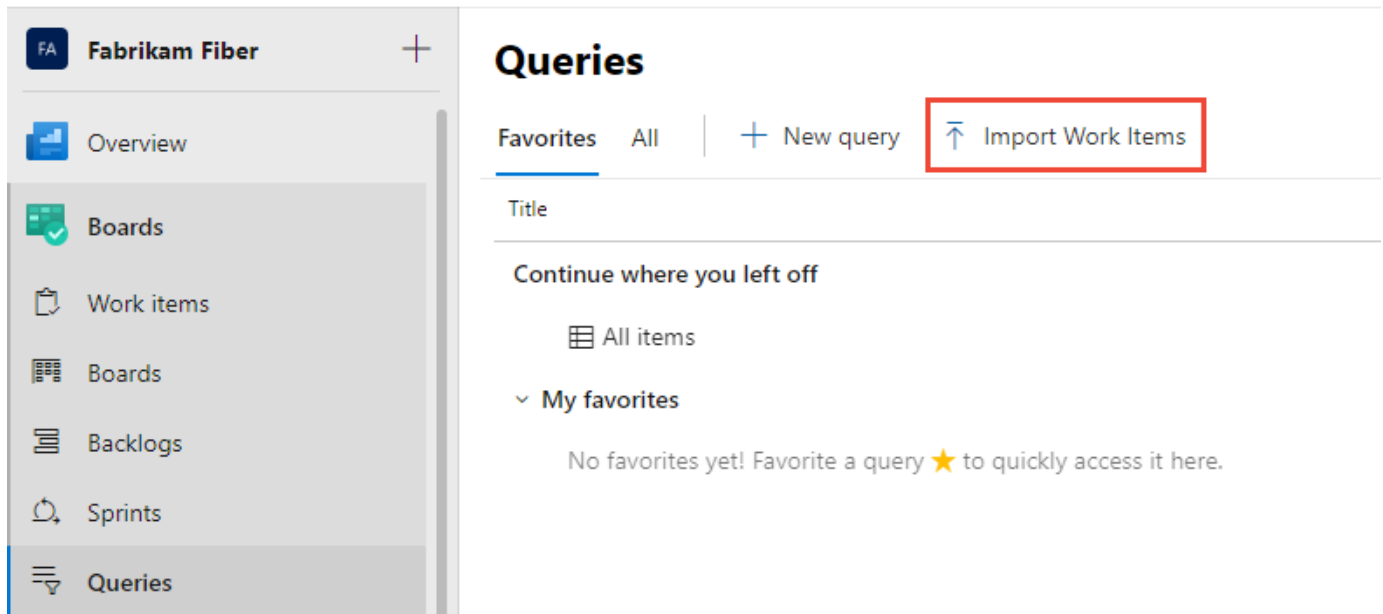
In the following example, we include the **Priority** field.

CSV

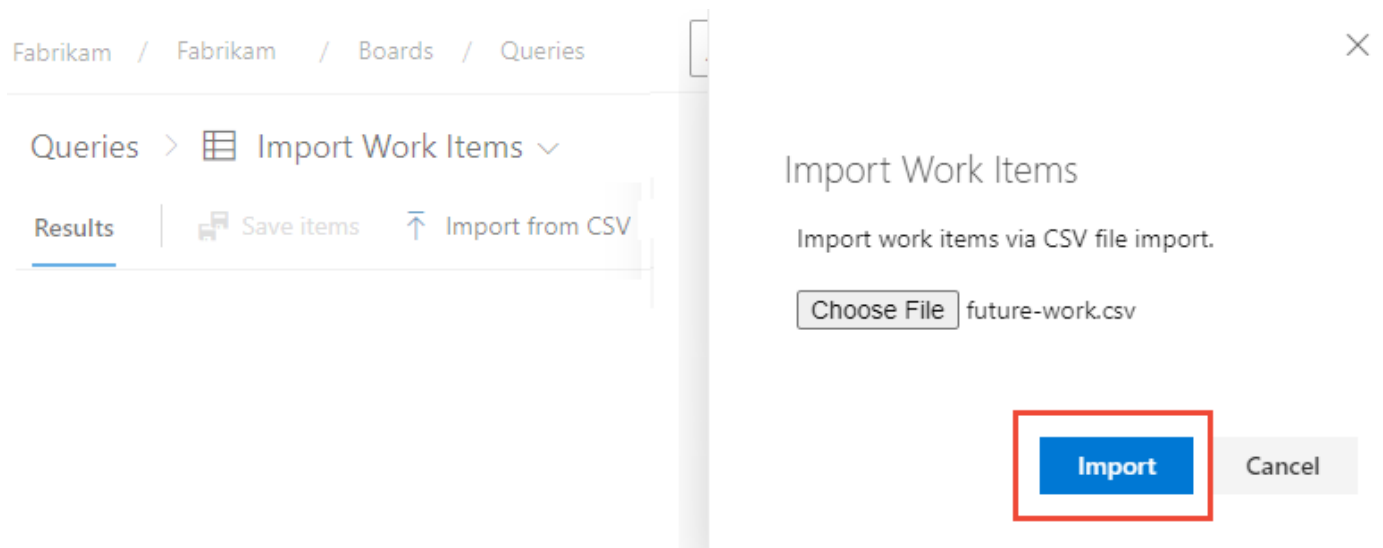
[Copy](#)

```
Work Item Type,Title,Priority
Issue,Fix issues with code,1
Issue,Merge testing modules,3
Issue,Open private preview for select customers,2
Issue,Enable feature for customer champs,2
Issue,Remove old test code,2
```

3. From the web portal for your project, open **Boards - Queries**, and then select the **Import Work Items** option.



4. Select your CSV file and then choose **Import**.



The import process loads the imported work items into the queries view in an **unsaved** state. No IDs get assigned.

5. Verify the results and then select **Save items** to save the work items.

## Queries &gt; Import Work Items

Results



Save items



Import from CSV



Export to CSV



ID	Work Item Type	Title	Priority
...	Issue	Fix issues with code	1
	Issue	Merge testing modules	3
	Issue	Open private preview for select customers	2
	Issue	Enable feature for customer champs	2
	Issue	Remove old test code	2

## Tip

Don't assign IDs to new work items that you're adding, otherwise you will receive an error message.

*TFS401232: Work item 1794 does not exist, or you do not have permissions to read it.*

- The system highlights those work items with data issues. Resolve the data issues before you save the work items. In this example, an invalid value has been entered into the Priority field. Fix the data by opening the work item directly. Instead, use bulk edit to fix several work items with the same issue.

## Queries &gt; Import Work Items

Results

Export



Save items



Import from CSV



Export to CSV



ID	Work Item Type	Title	Priority
...	Issue	Fix issues with code	1
	Issue	Merge testing modules	99
	Issue	Open private preview for select customers	2
	Issue	Enable feature for customer champs	2
	Issue	Remove old test code	2

## Tip

You can add parent-child links between work items you import by indenting the title columns as shown in the example later in this article, [Can I import a CSV file that have parent-child links?](#).

However, you can't specify any other link types when importing or updating work items.

### Note

You can import up to 1,000 work items at a time. If you have more than 1,000 work items to import, break them into multiple files and import them separately.