Manage and configure team tools

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Neste artigo

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In this article, learn how to configure team tools and manage teams in Azure DevOps.

Most permissions are governed by security groups or defined at the object level. Team settings are managed by the team administrator role. Users assigned as a team administrator can configure and manage all team tools. Specifically, when a team is added to a project, a project admin should add one or more team administrators.

Then, those team admins should look at doing the following specific tasks:

- Add team members
- Configure area and iteration paths
- Configure backlogs and other common team settings
- Configure Kanban boards

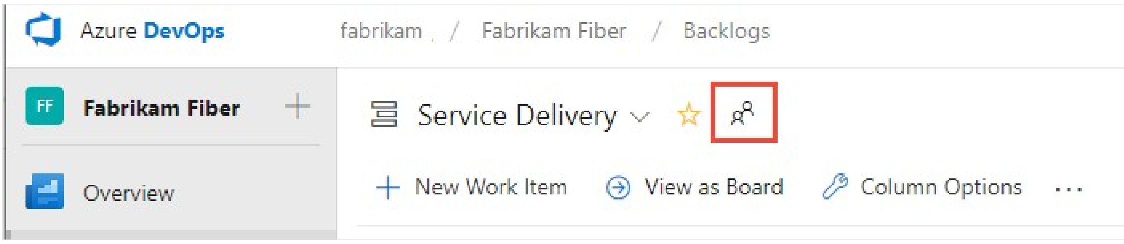
Optional tasks to consider include:

- Configure and manage team dashboards
- Configure team notifications

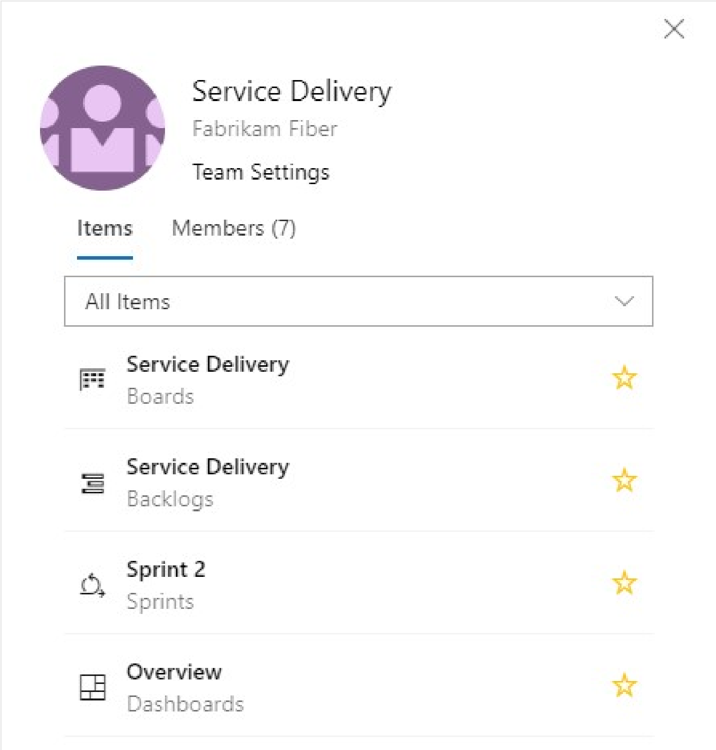
> **Observação**
>
> In addition to team administrators, all members of the Project Administrators and Project Collection Administrators groups can manage settings for all teams. To add a team, see **Add teams**.

Open the team profile and access team tools

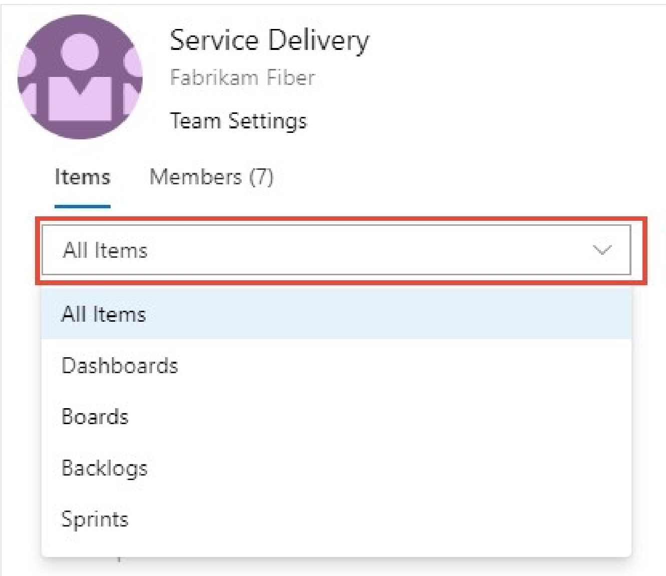
- Open a team profile to quickly access items defined for a team. The team profile is available from the **Overview**>**Dashboards**, **Boards**>**Boards**, **Boards**>**Backlogs**, and **Boards**>**Sprints** pages.



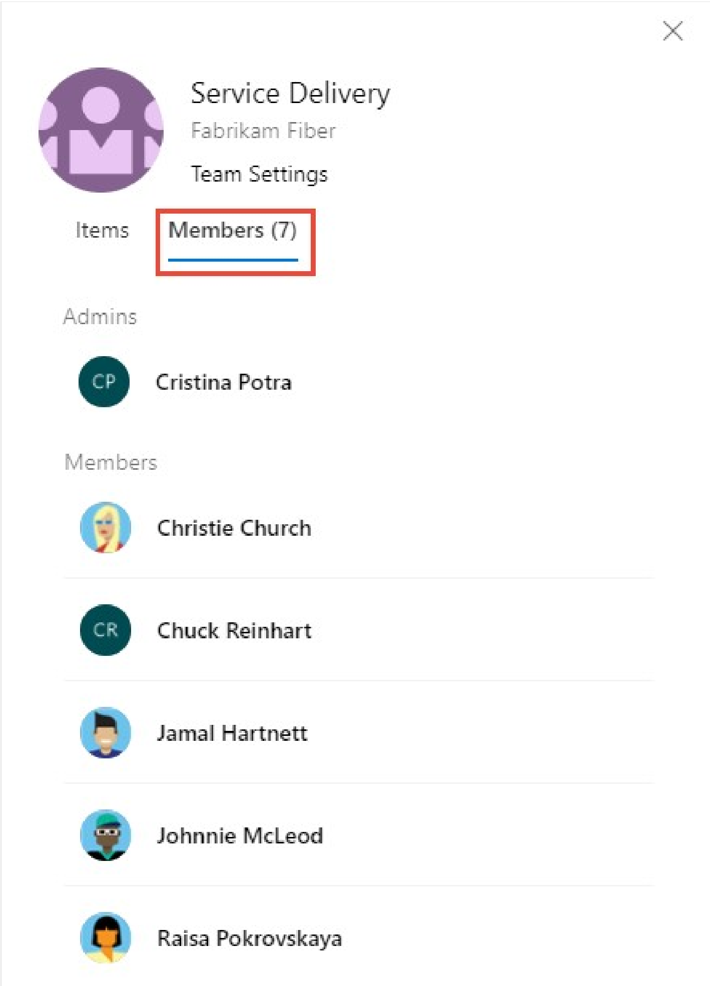
A panel opens that shows all items defined for the team.



- You can filter the list to show only **Dashboards**, **Boards**, **Backlogs**, or **Sprints** by choosing from the menu.



- To view the team admins and members of the team, choose **Members**.



- To view or change the team configuration, choose **Team Settings**.
  You can then complete the following tasks:
  - Add team members
  - Add team admins
  - Navigate to team notifications
  - Navigate to team iterations and area paths.
  - Update the team description or profile picture.

Add users to a team

Several tools, such as capacity planning, team alerts, and dashboard widgets, are team-scoped. These tools automatically reference the users that are as members of a team to support planning activities or sending alerts.

To add users to a team, see Add users to a project or specific team.

All members of a team can favorite team artifacts and define work item templates. For details, see:

- Set personal or team favorites
- Use templates to add and update work items.

If team members don't have access to all the features they want, check that they have the permissions needed for those features.

Configure team areas and iterations

Many Agile tools depend on the area and iteration paths that are configured for the team. To learn more about configuring team areas and iterations, see About teams and Agile tools.

Once project administrators have added Area Paths and Iteration Paths for a project, team administrators can select the area and iteration paths associated with their team. These settings affect a number of Agile tools available to the team.

These include making the following associations for each team:

- **Select team area paths**
  Can select the default area path(s) associated with the team. These settings affect a number of Agile tools available to the team.
- **Select team iteration paths or sprints** Can select the default area path(s) associated with the team. These settings affect a number of Agile tools available to the team.

To learn more, see Define area paths and assign to a team and Define iteration paths and configure team iterations.

Configure team backlogs and other common settings

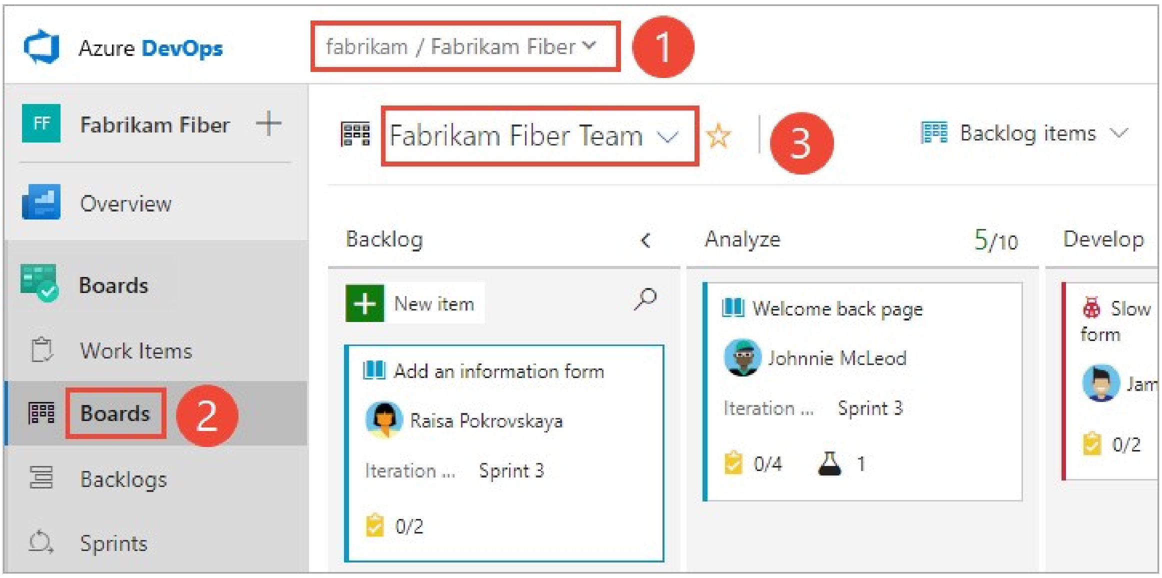
Team administrators can choose which backlog levels are active for a team. For example, a feature team may choose to show only the product backlog and a management team may choose to show only the feature and epic backlogs. Also, admins can choose whether bugs are treated similar to user stories and requirements or as tasks.

Team admins can also choose which days are non-working days for the team. Sprint planning and tracking tools automatically consider days off when calculating capacity and sprint burndown.

You can configure most of your team settings from the common configuration dialog.

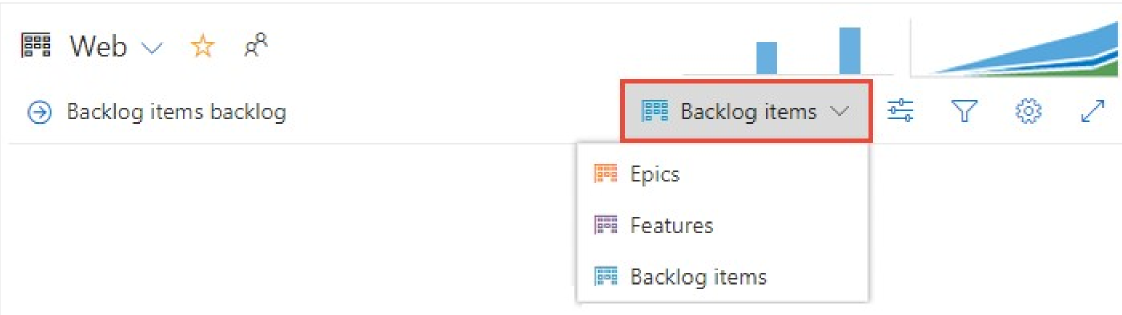
> **Observação**
>
> To understand the differences between backlogs, boards, taskboards, and Delivery plans, see **Backlogs, boards, and plans**. If you're backlog or board doesn't show the work items that you expect or want, see **Set up your backlogs and boards**.

1. (1) Check that you selected the right project, (2) choose **Boards** > **Boards**, and then (3) select the correct team from the team selector menu.

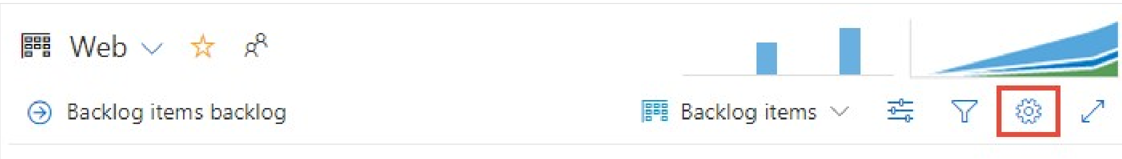


2. Make sure that you select the team backlog or board that you want to configure using the team selector. To learn more, see [Use breadcrumbs and selectors to navigate and open artifacts](https://docs.microsoft.com).

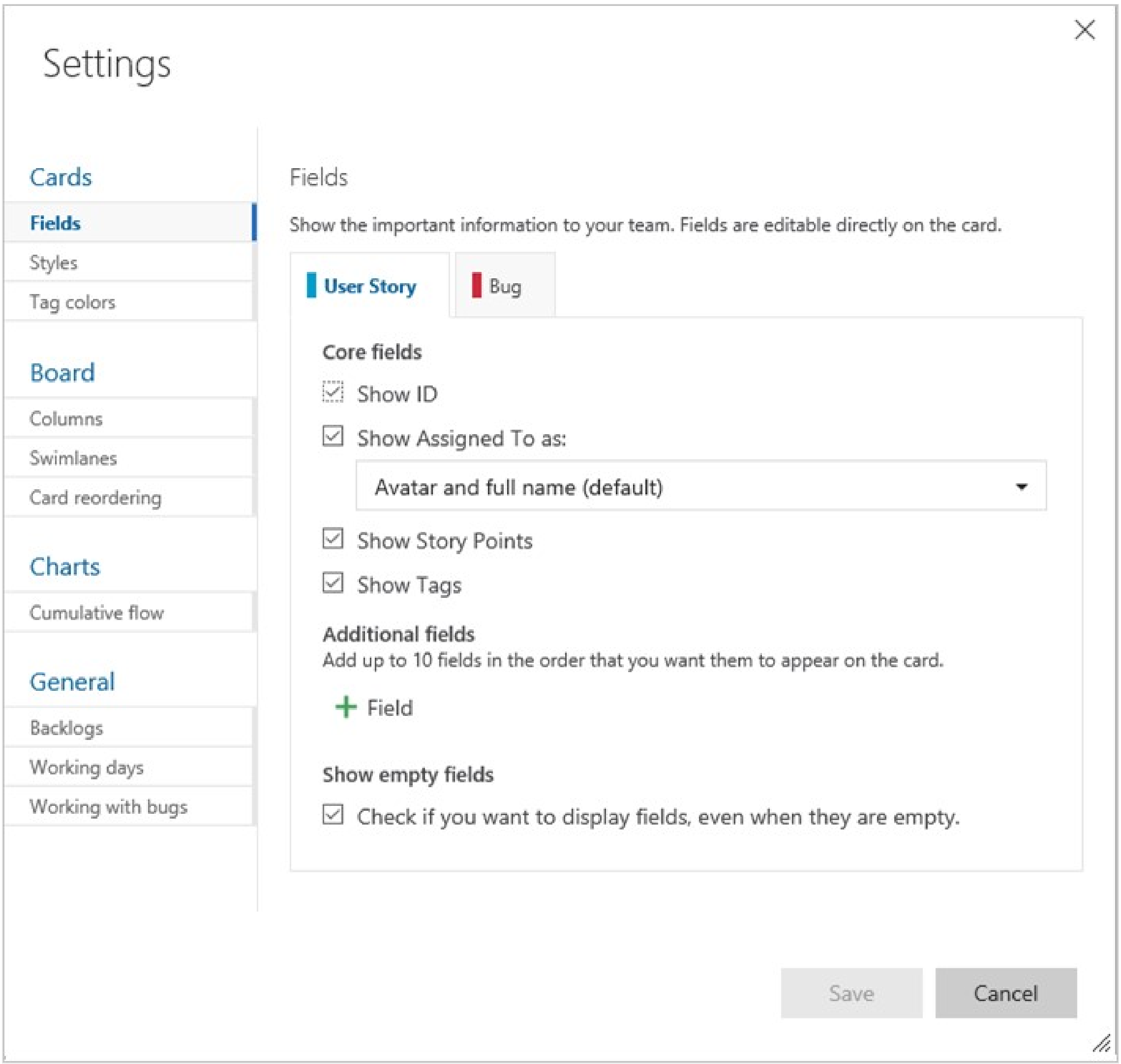
3. Choose the product or portfolio backlog from the board-selection menu.



4. Choose the gear icon to configure the board and set general team settings.



5. Choose a tab under any of the sections—**Cards** ,**Board**, **Charts**, and **General**—to configure the cards or boards, the cumulative flow chart, or other team settings.



For details on each configuration option, see one of the following articles:

Area	Configuration task
Cards	• Add fields • Define styles • Add tag colors • Enable annotations • Configure inline tests
Boards	• Add columns • Add swimlanes • Card reordering • Configure status badges
Chart	• Configure cumulative flow chart
General	• Backlogs • Working days • Working with bugs

Configure Kanban boards

Team administrators can fully customize the team's Kanban boards associate with the product and portfolio backlogs. You configure a Kanban board by first defining the columns and WIP limits from the common configuration dialog. For guidance, see Kanban basics.

- Columns
- WIP limits
- Definition of Done

Additional elements you can configure include:

- Split columns
- Swimlanes
- Card fields, styles, tag colors, annotations, and card reordering

Add and manage team dashboards

By default, all team members can add and edit team dashboards. In addition, team administrators can manage permissions for team dashboards. For details, see Add and manage dashboards.

Update team description and picture

Team settings also include the team name, description, and team profile image. To add a team picture. Open the Team Profile and choose the picture icon. The maximum file size is 4 MB.

Manage team notifications

Team administrators can add and modify alerts so that the team can receive email notifications as changes occur to work items, code reviews, source control files, and builds. A number of alerts are defined for each team. For details, see Manage team alerts.

Related articles

- About projects and scaling your organization
- About teams and Agile tools
- Add teams
- Add a team administrator