


# Add work item tags to categorize and filter lists and boards

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Tagging work items helps you quickly filter the product backlog or a work item query by categories that you define. A tag corresponds to a one or two keyword phrase that you define and that supports your needs to filter a backlog or query, or define a query.

You can add and modify tags from the web portal, from Team Explorer plug-in for Visual Studio. Also, you can open a query in [Excel](#) to perform bulk modifications of tags.

### Observação

Tags are a shared resource, they're associated with a project and not a team. If your project contains multiple teams, all teams will add to and work from the same set of tags.

## Prerequisites

- You must connect to a project. If you don't have a project yet, [create one](#).
- You must be added to a project as a member of the **Contributors** or **Project Administrators** security group. To get added, [Add users to a project or team](#).
- To add or modify work items, you must be granted **Stakeholder** access or higher. For details, see [About access levels](#).
- To view or modify work items, you must have your **View work items in this node** and **Edit work items in this node** permissions set to **Allow**. By default, the **Contributors** group has this permission set. To learn more, see [Set permissions and access for work tracking](#).
- To create new tags to add to work items, you must have **Basic** access or higher and have the project-level **Create new tag definition** permissions set to **Allow**. By default, the **Contributors** group has this permission set. Even if the permission is explicitly set for a **Stakeholder**, they won't have permission to add new tags, as they are prohibited through their access level.

### Observação

Users with **Stakeholder** access for public projects are allowed to add new tags.

## Add tags to a work item

Tags should be 400 characters or less and not contain separators such as a  (comma),  (semicolon), or other formatting character.

From the web portal, open a work item and add a tag. Choose **Add tag** and type your keyword. Or, select from the list of previously assigned tags.



To add several tags at one time, type a comma between tags. Tags are case sensitive.

Tags that appear in the tag bar are already assigned to the work item. To unassign a tag, simply choose the x on the tag,  .

### ! Observação

By default, all Contributors and Stakeholders of public projects are granted permissions to add new and existing tags. Stakeholders in private projects can add tags that are already defined, but not add new tags. To grant or restrict permissions to create new tags, you set the permission **Create tag definition** at the project-level. To learn more, see [Add administrators, set permissions at the project-level or project collection-level](#).

## Bulk add or remove tags

You can bulk update work items to add or remove tags from the web portal. You bulk modify tags in the same way as you [bulk modify other fields using the web portal](#). Or, you can use [Excel](#) to bulk add or remove tags.

## Edit work items

Field Value

+ × Tags (Add) = Beta

+ Add new field

Notes for History

**B** *I* U

Tagging items targeted for Beta release

Save

Cancel

### ! Observação

Bulk modify of tags from the Visual Studio client isn't supported.

## Query for work items based on tags

To query work items based on tags, add a clause for each tag you want to use to support your query.

For example, here we query for all work items that are tagged either **Web** or **Service**.

Queries > My Queries/tag query

Results Editor Charts | Run query New Save query Save as... Rev

Type of query Flat list of work items

Filters for top level work items

	And/Or	Field	Operator	Value
+ ×	<input type="checkbox"/>	Work Item Type	=	[Any]
+ ×	<input type="checkbox"/> And	Tags	Contains	Web
+ ×	<input type="checkbox"/> Or	Tags	Contains	Service

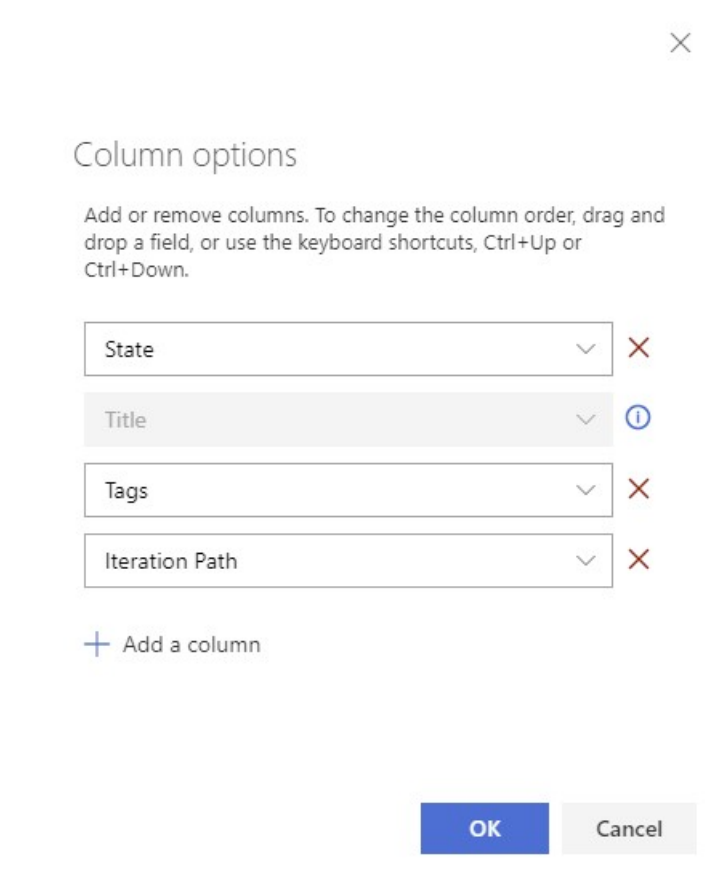
+ Add new clause

### 💡 Dica

You can use the **Contains** or **Does Not Contain** operators. To learn more about queries, see [Create managed queries](#).

## Show tags in your backlog or query results

Click **Column Options** to add the Tags field to the product backlog or a work item query. If the option doesn't appear, click the **\*\*\*** to select it from the menu of options.



All tags that have been added to the listed work items appear.

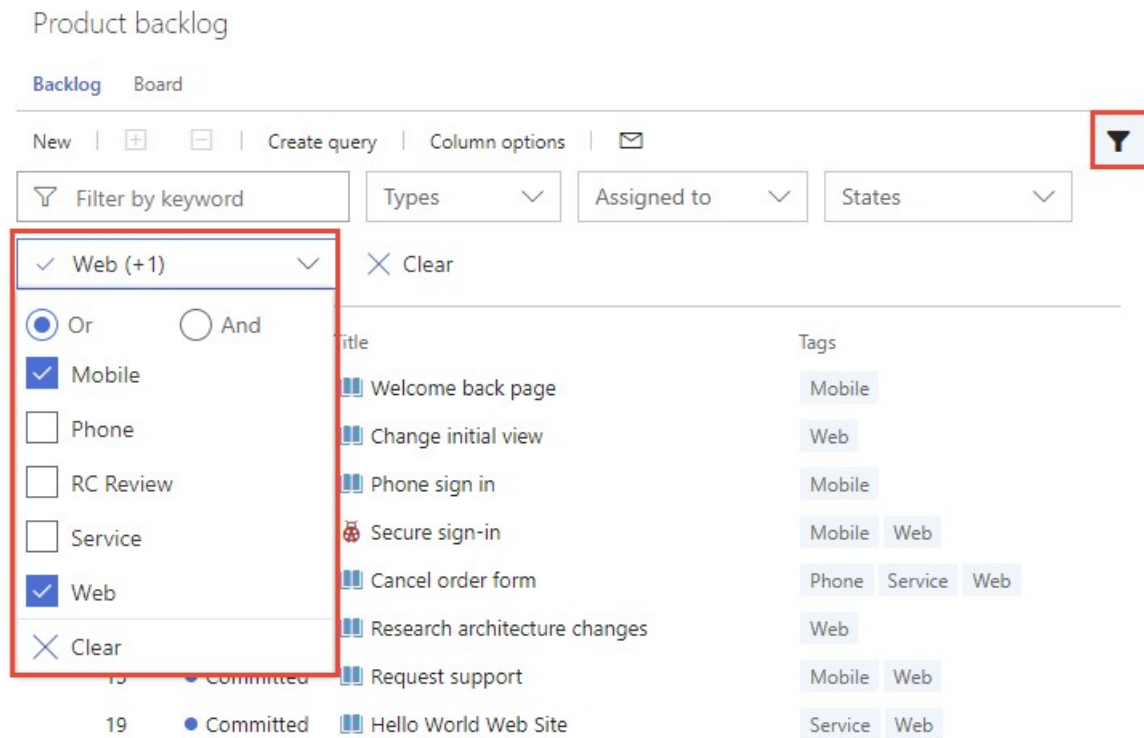
Product backlog				
Backlog		Board		Forecast Off
New	+	-	Create query	Column options
Order	State	Title		Tags
1	● Approved	>  Welcome back page		Mobile
2	● Approved	Interim save on long form		
3	● New	Change initial view		Web
4	● Approved	Phone sign in		Mobile
5	● Approved	Canadian addresses don't display correctly		RC Review
6	● Approved	Switch context issues		
7	● Committed	Hello World Web Site		
8	● Committed	>  Slow response on information form		
9	● Committed	>  Secure sign-in		Mobile Web
10	● Committed	Cancel order form		Phone Service Web
11	● New	GSP locator interface		

## Filter lists using tags

From the web portal, you can filter backlogs, boards, and query results using tags.

Begin by clicking the filter icon.

Check the boxes of those tags that you want to filter on. Keep the OR selection to perform a logical OR for all the tags you selected. Or, click the AND option to perform a logical AND on all the selected tags.



## Delete, remove, or manage tags

You can't delete a tag itself. However, if you delete a tag from all work items to which it's currently assigned, the system will delete the tag. The system automatically deletes unassigned tags after 3 days of disuse.

If you misspell a tag, don't assign the misspelled tag to any work item and the system will automatically delete it within 3 days.

Another option is to install the [Marketplace Tags Manager](#) which adds a **Tags** page under **Boards** or **Work** to manage tags.

## Color-code tags on boards

You can highlight tags on Kanban board cards by color-coding them. These colors only appear on the Kanban board that you configure. they don't appear on backlogs or taskboards. To learn more, see [Customize cards, color-code tags](#).

Settings

Cards

Fields

Styles

Tag colors \*

Annotations

Tests

Board

Columns

Swimlanes

Card reordering

Charts

Cumulative flow

General

Backlogs

Working days

Working with bugs

Tag colors

Emphasize selected tags using colors. Only one color applies to a tag at a time.

+ Tag color

Tag	Color	Enabled
Web	<div></div>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Service	<div></div>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Phone	<div></div>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Save

Cancel

## Related articles

- [Best tool to add, update, and link work items](#)
- [Use the query editor to list and manage queries](#)
- [Show tags on cards](#)
- [Bulk modify work items from the web portal](#)
- [Bulk modify work items from Excel](#)

## Limits on number of tags

While no hard limit exists, creating more than 100K tags for a project collection can negatively impact performance. Also, the auto-complete dropdown menu for the tag control displays a maximum of 200 tags. When more than 200 tags are defined, begin typing to cause the tag control to display relevant tags.

You can't assign more than 100 tags to a work item or you'll receive the following message:

Copiar

TF401243: Failed to save work item because too many new tags were added to the work item.

Simply save the work item with the tags (100 or less) that you've added, and then you can add more tags.

Limit queries to fewer than 25 tags. More than that and the query will likely time out.

