# Organize your backlog, map child work items to parents

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After you've added features or epics to your portfolio backlog, you can quickly organize your backlog by mapping backlog items to them. With features and epics, you can quickly add and group items into a hierarchy, drill up or down within the hierarchy, reorder and reparent items, and filter hierarchical views.

In this article you'll learn how to:

- ✔ Open your product backlog or portfolio backlog
- ✔ View the tree hierarchy
- ✔ Group backlog items using the Mapping pane
- ✔ Reparent items using drag-and-drop or the **Change parent** option

> ⊙ **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**.

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.

> ⊙ **Observação**
>
> Users with **Stakeholder** access for a public project have full access to backlog and board features just like

users with **Basic** access. For details, see [About access levels](#).

Users with **Stakeholder** access for a private project can't use drag and drop to map or reparent work items or change their sprint.

Open your backlog from the web portal

From your web browser, open your product backlog.

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

To choose another team, open the selector and select a different team or choose the 🏠 **Browse all sprints** option. Or, you can enter a keyword in the search box to filter the list of team backlogs for the project.

> 💡 **Dica**
>
> Choose the ⭐ star icon to favorite a team backlog. Favorited artifacts (★ favorited icon) appear at the top of the team selector list.

2. Check that you have selected **Backlog items** (for Scrum), **Stories** (for Agile), or **Requirements** (for CMMI) as the backlog level.
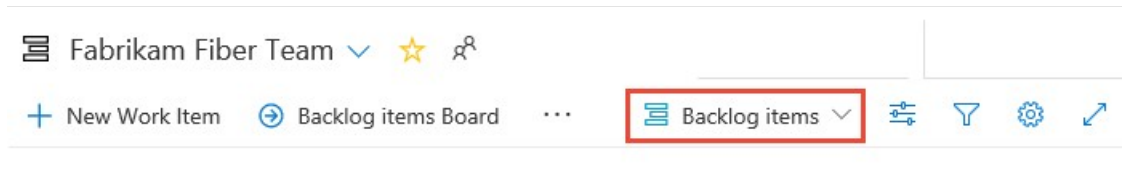
3. (Optional) To choose which columns should display and in what order, choose the ··· actions icon and select **Column options**. To learn more, see [Change column options](#).
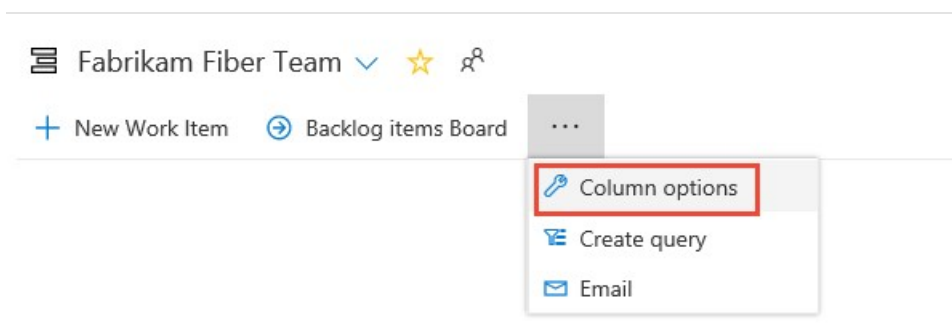

> ⓘ **Observação**
>
> The images you see from your web portal may differ from the images you see in this article. These differences result from updates made to your web app, options that you or your admin have enabled, and which process was chosen when creating your project—**Agile**, **Basic**, **Scrum**, or **CMMI**.

Show parents and expand the tree hierarchy

1. To view Parents or a tree hierarchy, choose the ⇶ view options icon and slide **Parents** to **On**.
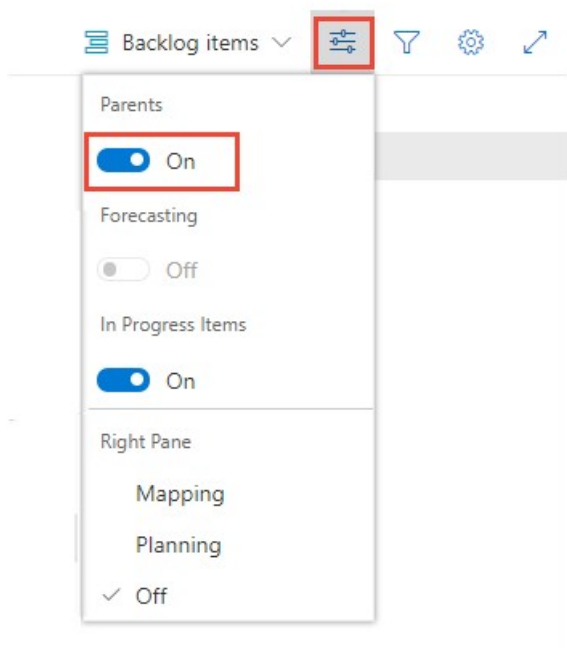
The hierarchical view displays. From this view, you can reparent items by drag and drop, moving a child item to a new parent.

2. Use the expand ⊞ and collapse ⊟ icons to expand or collapse one level of the hierarchy.

## Map items to group them under a feature or epic

If you've already created your backlog, and now you want to organize it, you can do that most easily by mapping child items to parents.

1. Choose the ⊹ view options icon and select **Mapping**.
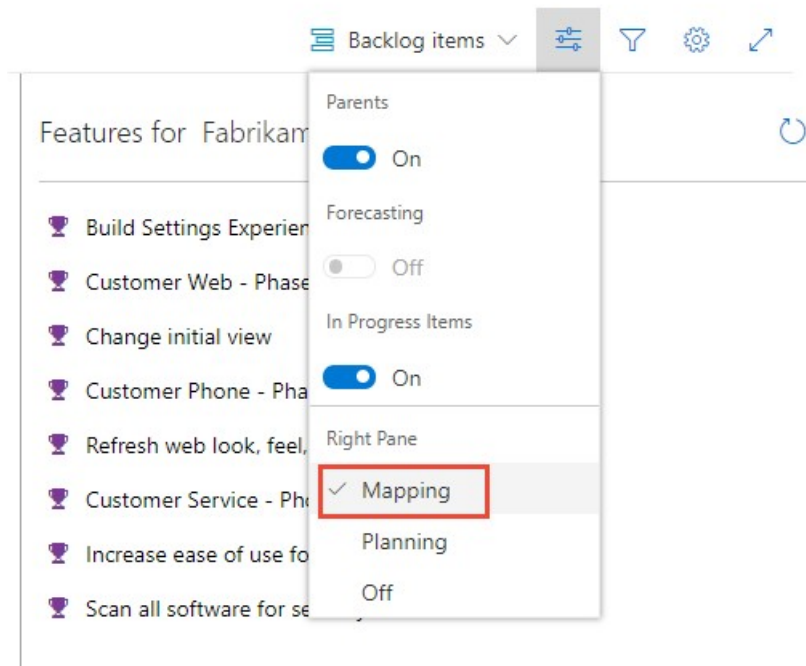
The Mapping pane displays immediately.

2. Find Unparented backlog items which will appear at the end of the parented set of backlog items. Parents must be turned on in view options.
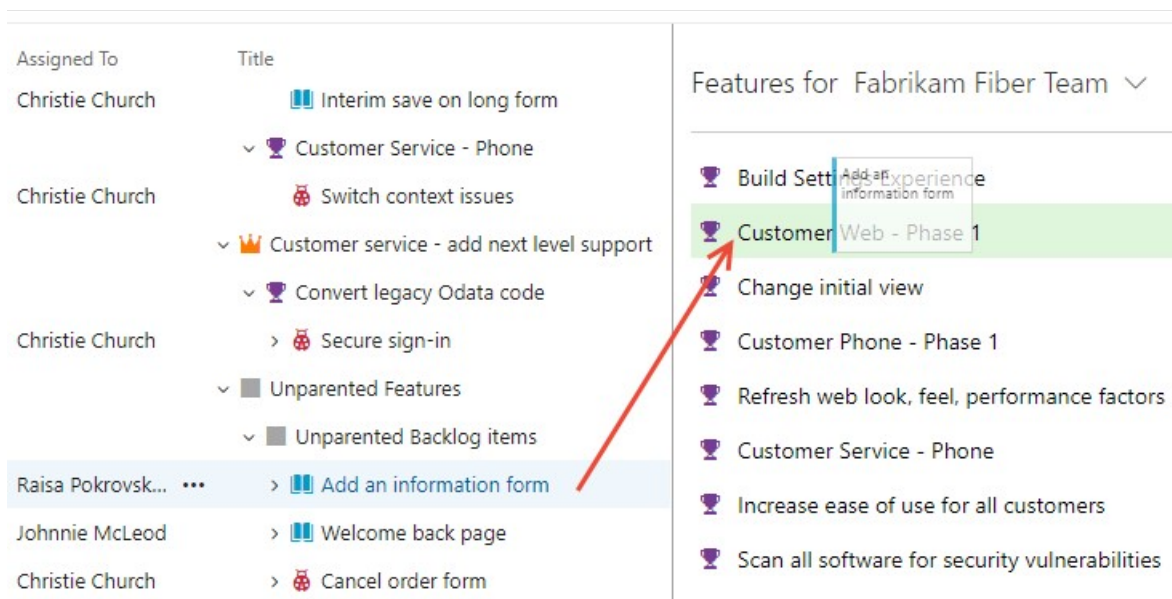
3. To map features to epics, select the **Features** backlog from the backlog selector. The Epics Mapping pane will automatically display.

You can multi-select work items on the backlog and sprint backlogs in the same way as multi-select works within query results.

It's the same process to map features to epics. From the Features backlog, drag features to an epic listed under the mapping pane.

Change parent (re-parent) and reorder items

When you need to change the order or grouping, simply drag the item to its new location.

You can re-parent an item using the mapping pane, or simply drag it within the hierarchy to change its parent.

You can only re-parent backlog items under other features, and features under other epics.

Also, to change an item's priority within a group, you can drag the item up or down within its hierarchical group. This works the same as when you moved items into priority order on your product backlog.

Change parent of multiple backlog items

From the product backlog you can multi-select several work items and choose **Change parent...** to link the items to a parent work item item.

Add portfolio backlog levels and boards

If you need more than two portfolio backlogs, you can add up to two more for a total of five backlog levels.

You can add them by customizing your process, adding new work item types, and then configuring your backlogs and boards. You can also add or modify the fields defined for a work item type (WIT) or add a custom WIT. For details, see Customize an inheritance process and Customize your backlogs or boards (Inheritance process).

Related articles

- Define features and epics
- Work with multi-team ownership of backlog items
- Select backlog navigation levels for your team
- Product backlog controls
- Filter product and portfolio backlogs
- Backlog keyboard shortcuts