Permissions and access for work tracking

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Neste artigo

Azure DevOps Services | Azure DevOps Server 2019 | TFS 2018 | TFS 2017 | TFS 2015 | TFS 2013

As a member of an Azure DevOps project, you can use the majority of features to track work. Limitations to select features are based on the *access level* and *security group* to which a user is assigned. The **Basic** access level supports full access to all Azure Boards features. **Stakeholder** access level provides partial support to select features, allowing users to view and modify work items, but not use all features. The built-in security groups—**Readers**, **Contributors**, and **Project Administrators**— and team administrator role grant permissions to specific features.

In the tables provided in this article, a ✓ checkmark indicates that the corresponding access level or security group has access to a feature by default.

> ⓘ **Observação**
>
> Team administrators can configure settings for their team's tools. Organization owners and members of the Project Administrators group can configure settings for all teams. To be added as an administrator, see **Add team administrators** or **Add administrators, set permissions at the project-level or project collection-level**.

For a comparison chart of Stakeholder versus Basic access, see the Feature matrix. To assign or change an access level, see Add users and assign licenses. If you need to grant specific users select permissions, you can do so.

General work item feature access

You can use work items to track anything you need to track. To learn more, see Understand how work items are used to track issues, tasks, and epics.

Task	Stakeholders	Readers	Contributors	Team admins
View/open work items	✓	✓	✓	✓

Add work items, add tags to work items *(Stakeholders can assign existing tags to work items, but can't add new tags)*	✓		✓	✓
Change work item type	✓		✓	✓
Move work item to another project			✓	✓
Email work items	✓		✓	✓
Apply a work item template	✓		✓	✓
Delete work items (able to restore from the Recycle bin)			✓	✓
Permanently delete work items				✓
Provide feedback (through the Microsoft Feedback client)	✓	✓	✓	✓
Request feedback			✓	✓

Boards feature access

You use **Boards** to implement Kanban methods. Boards present work items as cards and support quick status updates through drag-and-drop.

Task	Stakeholders	Readers	Contributors	Team admins
View boards and open work items	✓	✓	✓	✓
Add work items to a board; update status, reorder, or reparent child tasks through drag-and-drop; update a field on a card			✓	✓
Add child tasks to a checklist	✓		✓	✓
Assign to a sprint (from card menu)	✓		✓	✓
Customize a board, configure team settings *(Stakeholders assigned as a team administrator or Project Administrator can configure team settings)*	✓			✓

Backlogs features access

Backlogs display work items as lists. A product backlog represents your project plan and a repository of all the information you need to track and share with your team. Portfolio backlogs allow you to group and organize your backlog into a hierarchy.

Task	Stakeholders	Readers	Contributors	Team admins
View backlogs and open work items	✓	✓	✓	✓

Add work items to a backlog *(Stakeholders can only add items to the bottom of the backlog)*	✓		✓	✓
Use bulk edit features	✓		✓	✓
Add child items to a backlog item; prioritize or reorder a backlog; parent items using the Mapping pane; Assign items to a sprint using the Planning pane			✓	✓
Customize a backlog, configure team settings *(Stakeholders assigned as a team administrator or Project Administrator can configure team settings)*	✓			✓

Sprints feature access

You use sprint tools to implement Scrum methods. The [Sprints](#) set of tools provide filtered views of work items that a team has assigned to specific iteration paths or sprints.

Task	Stakeholders	Readers	Contributors	Team admins
View sprint backlogs, taskboards, and open work items	✓	✓	✓	✓
Add work items to a sprint backlog *(Stakeholders can add backlog items to the bottom of a sprint backlog)*	✓		✓	✓
Add work items to a taskboard *(Stakeholders can add backlog items but not tasks)*			✓	✓
Prioritize/reorder a sprint backlog or taskboard; add child items to a backlog item; reassign items to a sprint using the Planning pane			✓	✓
View team capacity (work details)	✓	✓	✓	✓
Set team capacity			✓	✓
Use bulk edit features	✓		✓	✓
Define sprints, set sprint dates				✓
Customize a sprint backlog or taskboard, configure team settings *(Stakeholders assigned as a team administrator or Project Administrator can configure team settings)*	✓			✓

Queries and semantic search

[Queries](#) are filtered lists of work items based on criteria that you define by using a query editor. [Adhoc searches](#) are powered by a semantic search engine.

Task	Stakeholders	Readers	Contributors	Project admins
View and run managed queries	✓	✓	✓	✓
Create and save managed My queries	✓		✓	✓
Create and save managed Shared queries *(Stakeholders can't save Shared queries even if granted permissions)*				✓
View query charts		✓	✓	✓
Create query charts			✓	✓
Powerful semantic work-tracking search	✓	✓	✓	✓

Delivery plans feature access

[Delivery plans](#) display work items as cards against a calendar view. This format can be an effective communication tool with managers, partners, and stakeholders for a team. Users granted **Stakeholder** access for private projects have no access to delivery plans, while users granted **Stakeholder** access for public projects has the same access as regular Contributors granted **Basic** access.

Task	Stakeholders	Readers	Contributors	Project admins
View delivery plans		✓	✓	✓
Create, edit, or delete a delivery plan *(Contributors can only edit or delete plans that they create)*			✓	✓
Manage permissions for a delivery plan *(Contributors can only manage permissions for plans that they create)*				✓

Test management feature access

Test plans, test suites, test cases and other test artifacts are specific work item types that support manual and exploratory testing. You set [test permissions at the project level](#) from the admin context Security page.

Task	Stakeholders	Readers	Contributors	Project Admins
Provide feedback using the Test & Feedback extension	✓	✓	✓	✓
Exploratory testing, view test runs		✓	✓	✓
Manage test plans and test suites Manage test configurations and test environments			✓	✓

Exploratory testing, create and delete test runs Request feedback using the Test & Feedback extension		
Test Manager (purchased separately)	✓	✓

Area permissions for web-based test case management and test execution control access to the following actions.

The **Manage test suites** permission enables users to:

- Create and modify test suites
- Add or remove test cases to/from test suites
- Change test configurations associated with test suites
- Modify the suite hierarchy by moving a test suite

The **Manage test plans** permission enables users to:

- Create and modify test plans
- Add or remove test suites to or from test plans
- Change test plan properties such as build and test settings

Resources defined for the project

You set project-level information permissions from **Project Settings**>**Security**. You set permissions for area and iteration paths under **Project Settings**>**Boards**. These resources are defined for a project which all valid users of the project can view.

Task	Stakeholders	Readers	Contributors	Team Admins	Account Owner/ Project Admins
View project-level information	✓	✓	✓	✓	✓
Area node: Edit work items under the node			✓	✓	✓
Area nodes and Iteration nodes: Create, delete, edit child nodes					✓
Edit project-level information				✓	

The **Edit project-level information** permission includes the ability to perform these tasks for the project:

- Create and modify areas and iterations
- Edit check-in policies
- Edit shared work item queries
- Edit project level permission ACLs
- Create and modify global lists
- Edit event subscriptions (email or SOAP) on project level events.

Team administrator role and permissions

The following table summarizes a subset of the default permissions assigned to the project Readers, Contributors and Project Administrators groups and the Team Administrator role. Team admin permissions extend only to the team for which they're an administrator. Project administrator permissions extend across all teams defined for the project.

Permission	Readers	Contributors	Team Administrators	Project Administrators
Add a team administrator			✓	✓
Add team members			✓	✓
View shared work item queries	✓	✓	✓	✓
Manage shared query and query folder permissions (Contribute, Delete, Manage Permissions)				✓
Add and edit dashboards			✓	✓

Stakeholder access

Stakeholder access supports business owners and analysts and other team members who don't contribute to code, build, and test activities. They contribute by adding ideas to the backlog, adding context and information to work items, and reviewing status and progress. All members of an organization who don't use Visual Studio but want to contribute to work item tracking and monitor progress can be assigned as a stakeholder. To learn more about stakeholder access, see Work as a stakeholder.

For a comparison chart of stakeholder versus basic access, see the Feature Matrix.

For information about each access levels, see About access levels. To assign access levels, see:

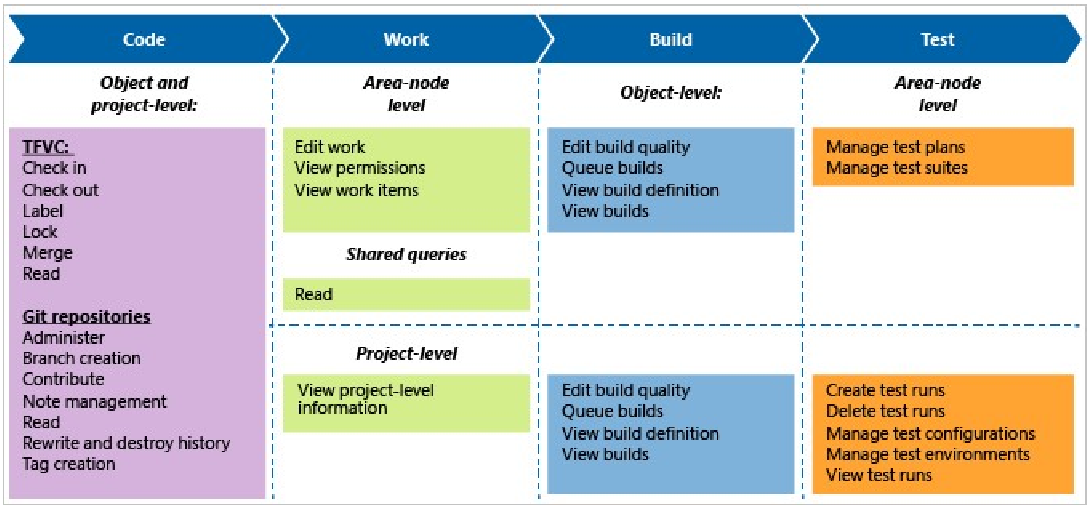
- **Azure DevOps Services**: Add users and assign licenses in Azure DevOps
- **Azure DevOps Server, TFS**: Change access levels

Grant team members additional permissions

For teams to work autonomously, you may want to provide them with permissions that they don't have by default. Suggested tasks include providing team administrators or team leads permissions to:

- Create and edit child nodes under their default area path
- Create and edit child nodes under an existing iteration node
- Create shared queries and folders under the Shared Queries folder.

By default, team members inherit the permissions afforded to members of the project Contributors group. Members of this group can add and modify source code, create and delete test runs, and create and modify work items. They can collaborate on a Git project or collaborate with other team members and check in work to the team's code base (TFVC).



Related notes

- Set permissions and access for work tracking
- Get started as a Stakeholder
- Add another team
- Manage teams and configure team tools