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Neste artigo

Prerequisites

Change the work item type

Move a work item to another project

Remove work items

Delete work items

Restore or permanently delete work items

Related articles

Move, change, or delete work items

Azure Boards

Often times you find that someone created a work item of the wrong work item type (WIT) or within an incorrect project. You can correct these issues for individual work items or bulk modify several work items. You can also remove work items added to your backlog or taskboard that aren't relevant anymore.

In this article you'll learn:

- ✓ How to change the work item type of one or more work items
- ✓ How to move one or more work items to another project
- ✓ How to remove work items from the backlog by changing the State to Removed.
- ✓ How to delete work items
- ✓ How to restore or permanently delete work items (web portal)
- ✓ What permissions are required to delete work items

(i) Importante

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You only have access to those actions that are supported on your platform and for which you have permissions. If you are a member of the Contributors group (anyone who has been added as a team member) or Project Administrators groups, you have access to the following features. For a simplified view of permissions assigned to built-in groups, see <u>Permissions and access</u>.

You can access the following actions for which you have permissions. If you are a member of the Contributors group (anyone who has been added as a team member) or Project Administrators groups, you have access to the following features. For a simplified view of permissions assigned to built-in groups, see <u>Permissions and access</u>.

Contributors & Stakeholders

Project Administrators

You can't change type, move work items, or delete/restore work items whose work item types support test management or that belong to the <u>Hidden Types Category</u>. This includes all work items that track tests—such as test cases, shared steps, and shared parameters—code review requests and responses, and feedback requests and responses.



From the web portal, you can <u>multi-select several work items</u> from a backlog or query results page and perform a bulk update using the associated feature. To change, move, delete, or restore several work items at the same time, see <u>Bulk modify work items</u>.

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 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 change the work item type, delete, or remove work items, you must be granted **Stakeholder** access or higher For details, see About access levels.
- To move work items to another project, you must be a member of the Project Administrators group or
 have the Move work items out of this project permission set to Allow. By default, the Contributors
 group doesn't have this permission set.
- To delete work items, you must be a member of the Project Administrators group or have the Delete
 work items in this project permission set to Allow. By default, the Contributors group has Delete and
 restore work items set to Allow.

Observação

Users with **Stakeholder** access for a public project have full access to all work tracking features just like users with **Basic** access. For details, see <u>About access levels</u>.

To learn more, see <u>Set permissions and access for work tracking</u> or <u>Set permissions at the project-level or project collection-level.</u>

Change the work item type

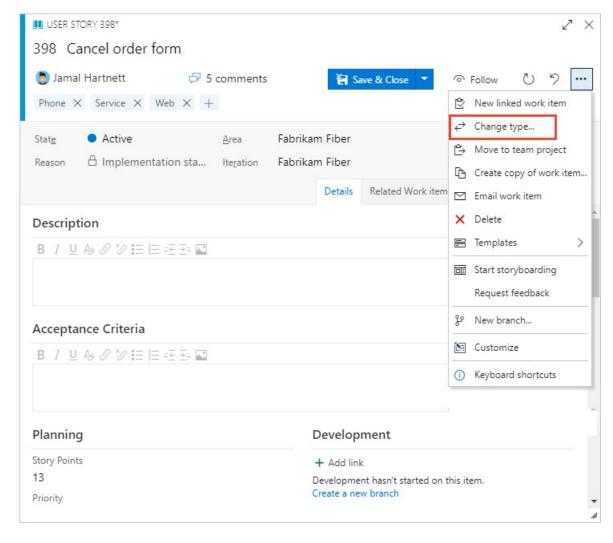
Changing the work item type refreshes the work item form with the fields defined for the type selected. For example, you can change a bug to a task and the form will refresh with the fields defined for a task.

Observação

You can't change the work item type of work items associated with test management. Both Contributors and users assigned Stakeholder access can change the work item type.

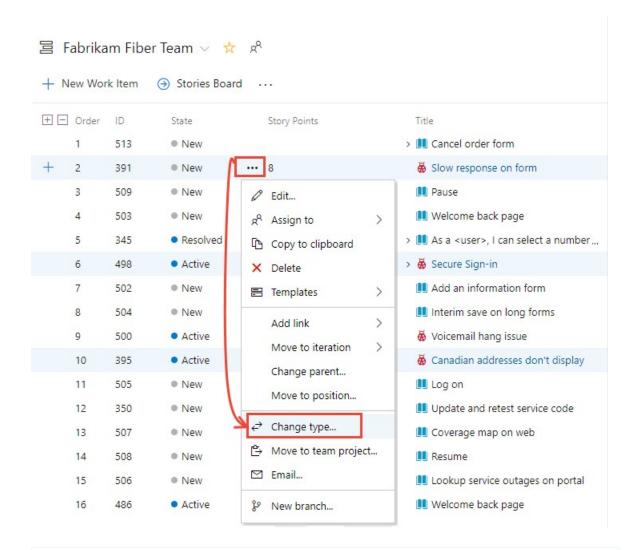
You can change a single work item or several <u>multi-selected work items</u> to a new type.

1. Open a work item, choose the *** actions icon, and select the *\bigsilon* Change type... option.



Or, from the backlog or query results page, multi-select several work items whose type you want to change. You can select several work items of the same type or different type so long as you want to change them all to the same work item type.

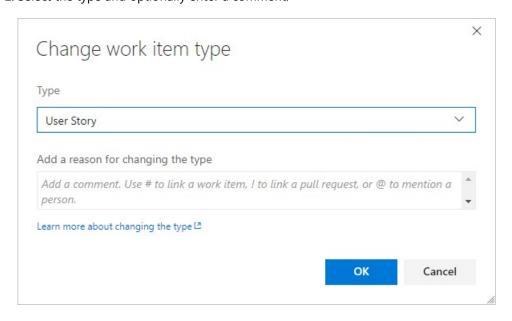
Choose the ... actions icon, and select the change type... option.



(i) Importante

From the Query results page, the **Change type...** option becomes unavailable if you have checked the Query Editor's **Query across projects** checkbox.

2. Select the type and optionally enter a comment.



Comments are automatically added to the <u>Discussion control</u>.

3. Save the work item to complete the change.

Observação

The system automatically resets the State and Reason fields to the default initial values of the specified type.

From the Query results page, you must save all work items that you bulk-modified. When you bulk modify items from the backlog, they are automatically saved. Work items shown in bold text indicate that local changes have not yet been saved to the data store. The system automatically saves each work item. Refresh the page to reflect your changes.

Move a work item to another project

When you discover that a work item belongs to a different project within your organization or collection, you can move it where it belongs. You can move a single work item or several multi-selected work items.

You can only move work items from one project to another project within the organization or collection. You can't move work items associated with test management. To move work items to another project, you must be a member of the Project Administrators group or be granted explicit permissions to move work items.

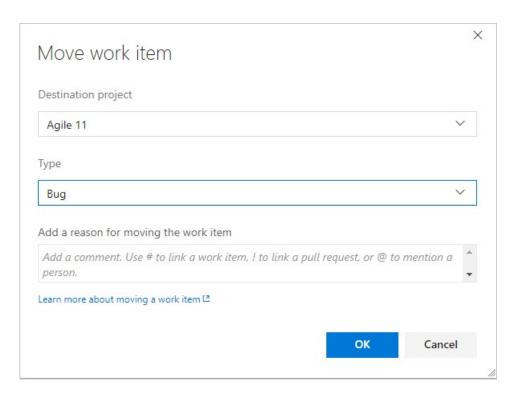
1. Open the work item and choose the 🖰 Move... option from the work item form's … Actions menu.

If you don't see the option, then you haven't been granted permissions to move work items out of the project.

Or, from the backlog or query results page, multi-select several work items whose type you want to change. You can select several work items of the same type or different type so long as you want to change them all to the same work item type.

Choose the *** actions icon to open the context menu of one of the selected work items, and choose the Move... option.

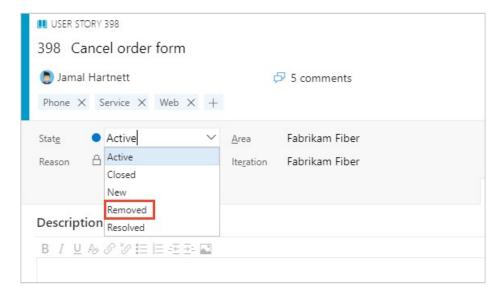
2. Select the destination project and optionally enter a comment.



Comments are automatically added to the <u>Discussion control</u> and an entry is made to the History control. Also, the system automatically resets the State and Reason fields to the default initial values for the work item type that you move.

Remove work items

By changing the **State** of a work item to *Removed*, you effectively remove it from a backlog or board view (product, portfolio, and sprint backlogs, Kanban board, and taskboards).



To cause removed items to not show up in queries, you must add a clause that filters on the State field.

① Observação

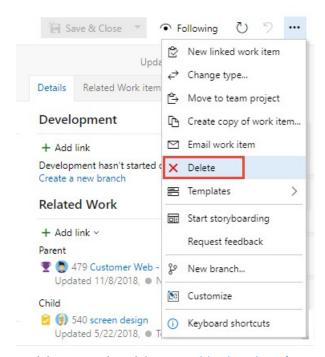
The *Removed* state isn't supported with the Basic process. It is only supported with the Agile, Scrum, and CMMI process work item types.

Delete work items

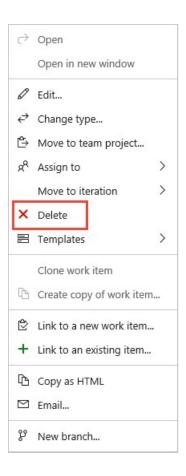
Deleted work items won't appear in your backlogs, boards, or queries. Deleted items are moved to a Recycle bin from which you can recover them if needed. To delete a test case, test plan, or test suite, or other test-related work item types, see <u>Delete test artifacts</u>.

1. You can delete a work item from within the work item form, by multi-selecting work items from a backlog or query results page, or from a Kanban board or taskboard.

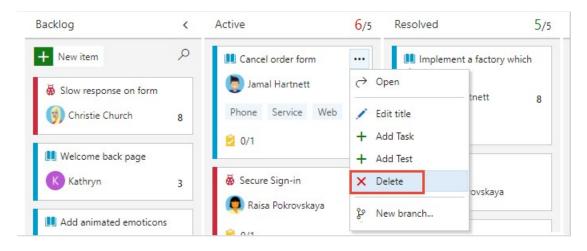
To delete a single work item, open the work item, choose the ... actions icon and select **Delete**.



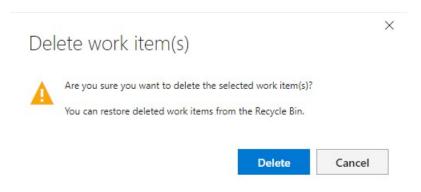
To delete several work items, <u>multi-select them from a backlog or a query results list</u> and then choose the actions icon and select **Delete**.



To delete a work item from your Kanban or taskboard, choose the ... actions icon of the card and select **Delete**.



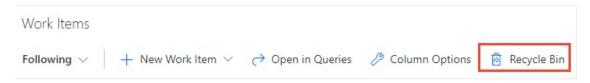
2. Confirm you want to actually delete the item(s).



Restore or permanently delete work items

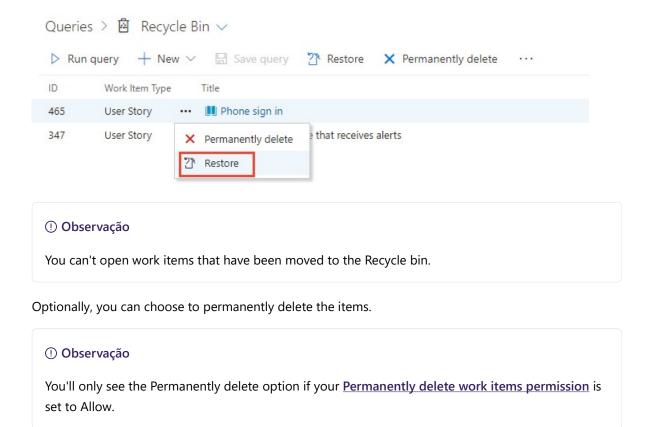
You restore deleted work items from the web portal Recycle bin.

1. Choose Boards>Work Items and then choose the Recycle bin.

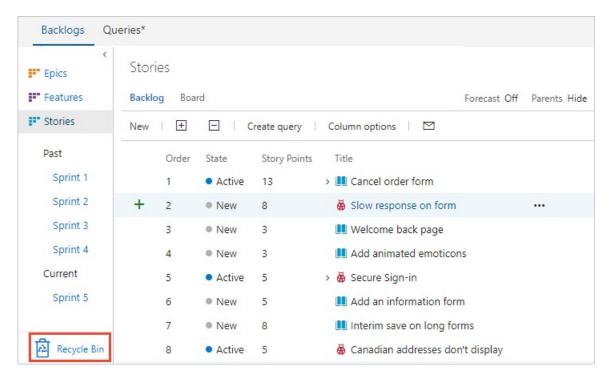


A new browser tab opens with the query which lists work items added to the Recycle bin.

2. Select the items you want to restore and then choose **Restore**.



- 3. Confirm your selection.
- 1. Choose Work>Backlogs or Work>Queries and then choose the Recycle bin.



A new browser tab opens with the query which lists work items added to the Recycle bin.

2. Select the items you want to restore and then choose Restore.



Optionally, you can choose to permanently delete the items.

① Observação
You'll only see the Permanently delete option if your <u>Permanently delete work items permission</u> is set to Allow.

3. Confirm your selection.

Related articles

- Best tool to add, update, and link work items
- View and add work items using the Work Items page
- Remove work items permanently (witadmin destroywi)
- Delete test artifacts
- Create a test plan
- Control how long to keep test results

Delete and restore actions performed under the hood

Delete work items

When you delete a work item, the following actions occur:

- Generates a new revision of the work item
- Updates the Changed By/Changed Date fields to support traceability
- Preserves the work item completely, including all field assignments, attachments, tags, and links
- Causes work item to become non-queryable and therefore can't appear in any work tracking experience, query result, or report
- Updates charts accordingly, CFD, velocity, burndown and lightweight charts are updated to remove deleted work items
- Removes WIT extensions
- Preserves trend data except for the latest value
- Removes the work item from the data warehouse/cube similar to as if it was permanently removed.

Restore work items

When you restore a work item, the following actions occur:

- Causes a new revision of the work item to be made
- Updates the Changed By/Changed Date fields to support traceability
- Becomes queryable
- All fields remain unchanged
- History contains 2 new revisions, one for deletion, and one for restore
- Reattaches WIT extensions
- Updates charts accordingly, CFD, velocity, burndown and lightweight charts are updated to include the restored work items
- Restores trend data
- Adds the work item back to the data warehouse/cube similar
- Sets the area or iteration path fields to the root node if the previous area path or iteration paths were deleted.