Triage work items

07/01/2018 • 3 minutos para ler • Colaboradores 🧑 🧑

Neste artigo

Prerequisites

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Bulk update and save changes to work items

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Using a work item query you can quickly review and update work items. Oftentimes team use the triage mode for a query to perform the following tasks:

- Set the priority of a bug or work item
- Assign a work item to a sprint or team member
- Add details to the description, acceptance criteria, or repo steps
- Link related work items
- Update the status of work items

In this article you'll learn how to:

- ✔ Use triage query mode to update a list of work items
- ✔ Bulk save work items that you've updated

Prerequisites

By default, all project members and users with **Stakeholder** access can view and run all shared queries. You can change the permissions set for a shared query folder or shared query. For details, see Set query permissions.

- You must connect to a project. If you don't have a project yet, create one.
- To view, run, or email a query, you must be granted **Stakeholder** access or higher. For details, see About access levels.
- To add and save a query under **Shared queries**, you must be granted **Basic** access or higher. Also, you must have your **Contribute** permission set to **Allow** for the folder you want to add the query to. By default, the **Contributors** group doesn't have this permission.

> ⓘ **Observação**
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> Users with **Stakeholder** access for a public project have full access to query features just like users with **Basic** access. For details, see **About access levels**.

Open Queries

From your web browser, (1) check that you have selected the right project, (2) choose **Boards>Queries**, and then (3) choose **All**.
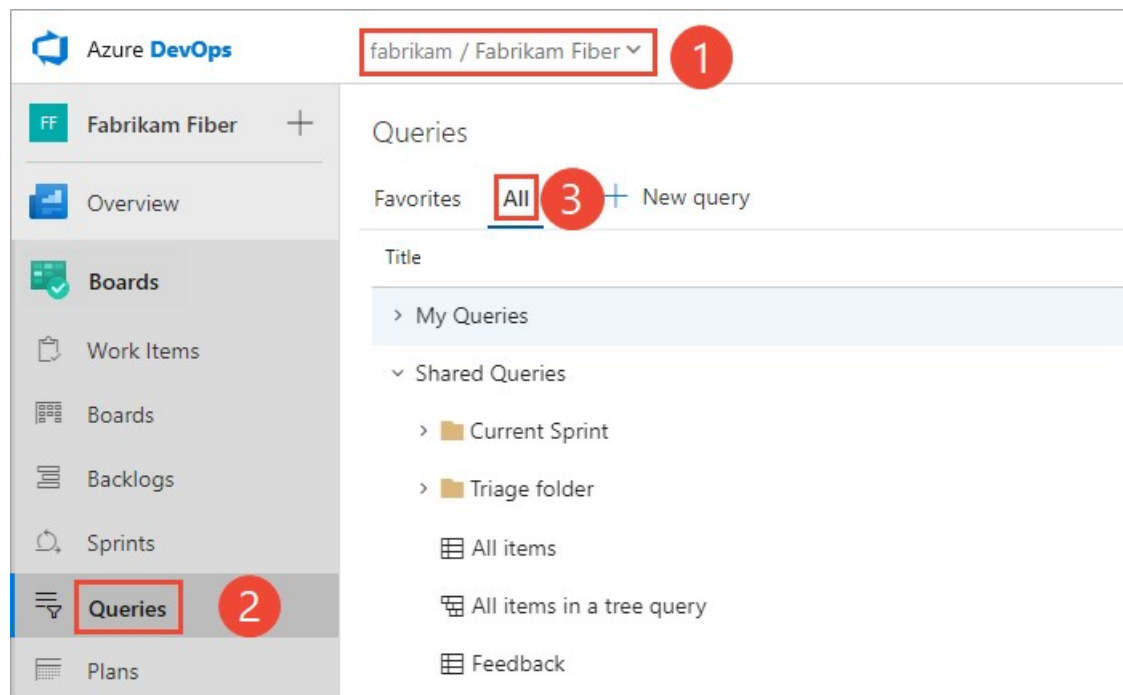
If it is your first time opening **Work**, the page opens to **Favorites** which lists all queries you have favorited. Otherwise, you can choose **All** to view all queries you've defined and shared queries defined for the project.

> 💡 **Dica**
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> Queries you or your team have favorited show up on the **Favorites** page. Queries you have favorited along with other objects also appear on your **Project** page. To learn more, see **Set personal or team favorites**.
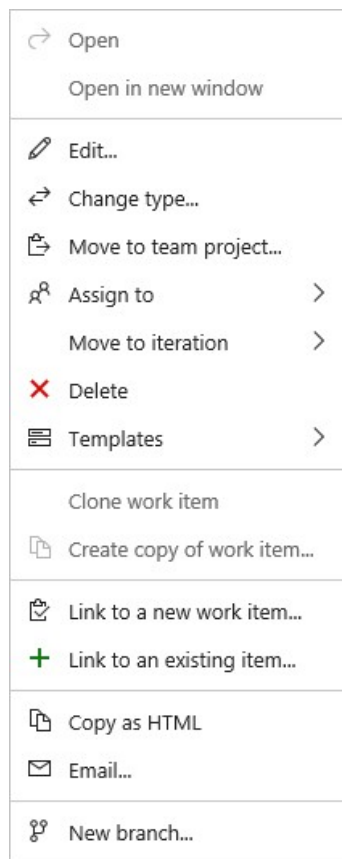
The buttons to move up or down within the query results list are outside the work item form. Choose **Bottom** to cycle through the choices for where the work item form appears: **Bottom**, **Right**, or **Off**.

## Bulk update and save changes to work items

You can update several work items through the triage process, and then do a bulk save when you're finished.

Multi-select the work items you want to update, choose the ⋯ actions icon, and then select the option you want from the menu of options.

↱ Open	
Open in new window	
✎ Edit...	
⇄ Change type...	
🖰 Move to team project...	
⚇ Assign to	›
Move to iteration	›
✕ Delete	
▤ Templates	›
Clone work item	
🗋 Create copy of work item...	
☑ Link to a new work item...	
＋ Link to an existing item...	
🗐 Copy as HTML	
✉ Email...	
⑂ New branch...	

Work items shown in bold text indicate that local changes have not yet been saved to the data store.

Choose **Save items** to save all work items you've modified.

									31 work items (1 selected)
🖫 Save query	🖫 Save items	🔧 Column options	···	1 of 31	↑	↓	▽	Bottom ∣ ∨	⌞⌝
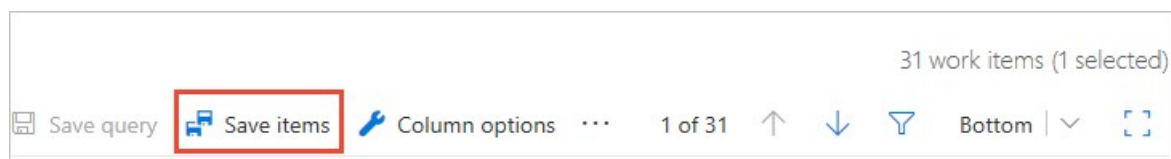
Related articles

- Best tool to add, update, and link work items
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