

Use templates to add and update work items

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With work item templates you can quickly create work items which have pre-populated values for your team's commonly used fields. For example, you can create a task template that will set the area path, iteration path, and discipline or activity whenever you use it to create a task.

ⓘ Observação

Work item templates are distinct from process templates. For information on process templates, see [Choose a process template](#) or these specific topics for the default process templates: [Basic](#), [Agile](#), [Scrum](#), or [CMMI](#).

For example usage of work item templates, see [Sample work item templates](#)

Prerequisites


- To add, capture, edit, or delete work item templates through the web portal, you must be a member of the team under which you add them.
- To apply a work item template, you must be a Contributor of the project and a member of the team under which the work item template is defined.

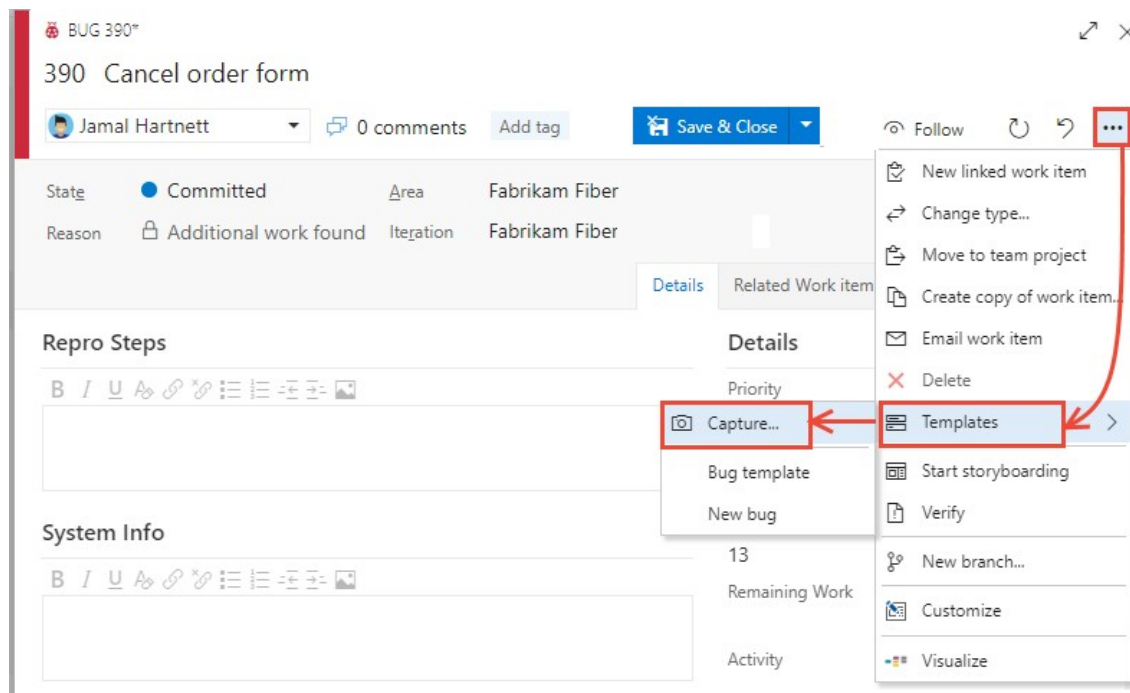
Capture a work item as a template

The steps to capture a work item differ based on the platform, version, and client you use.

Browser

Visual Studio

1. From the web portal, open a work item which you'll use as the basis for a template.
2. Choose the  actions icon to open the menu. Choose **Templates** and then **Capture**.



Name the template, select the team for which you want to save it under, and optionally define or clear fields. Save the template when finished.

A screenshot of the 'Capture Template' dialog box. It has a title bar with a close button. The dialog contains several input fields: 'Team' (set to 'Customer Service'), 'Name' (set to 'CS Bug'), and 'Description' (set to 'Customer issues'). Below these fields are two sections for defining fields: '+ Add new field' and 'X Remove unmodified fields'. There are two rows of field definitions, each with a 'Field' dropdown, an equals sign, and a 'Value' dropdown. The first row shows 'Value Area' = 'Business', and the second row shows 'Area Path' = 'Fabrikam Fiber\Customer Service'. At the bottom, there is a 'Copy link' button and a note: 'Save the template in order to enable Copy link.' The 'Save' button is highlighted in blue.

3. Once you've saved the template, choose **Copy link** to capture the URL for the template that you can use to add work items using the template.
4. Use the URL whenever you want to add a work item of the type you've defined with its predefined values.

You can save the URL as a text file or add the URL to a [dashboard](#) or web page as a hyperlink.

Add a work item using a template

The main method for adding a work item using a template is to open the template link within a browser window. You can then share these links through email, a network share, team portal, or a team dashboard or Welcome page.

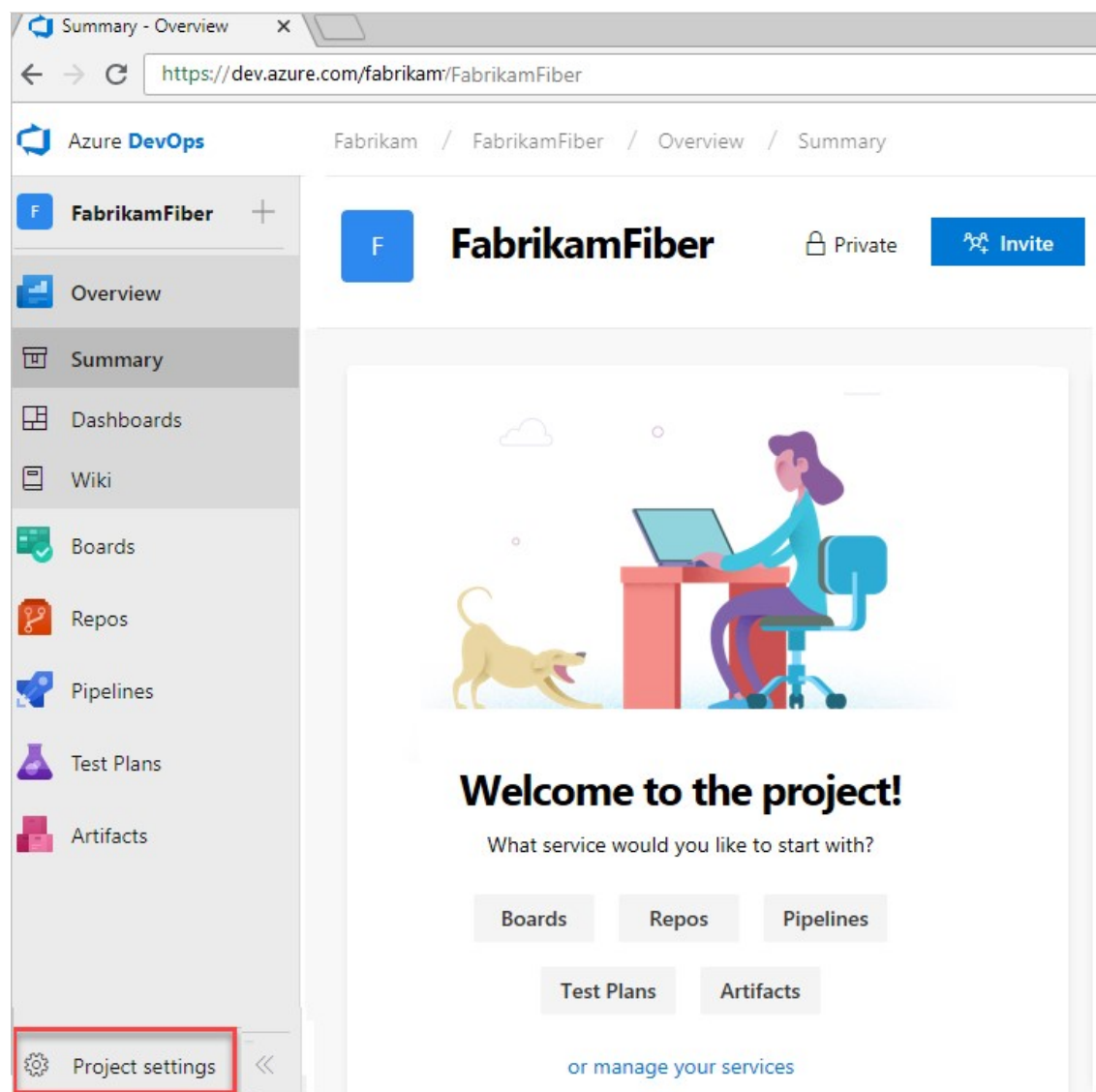
Copy the link to a template

Browser

Visual Studio

1. Open settings for a team.

Choose **Project Settings**.



Expand **Boards** and choose **Team configuration**. Then, choose **Templates**.

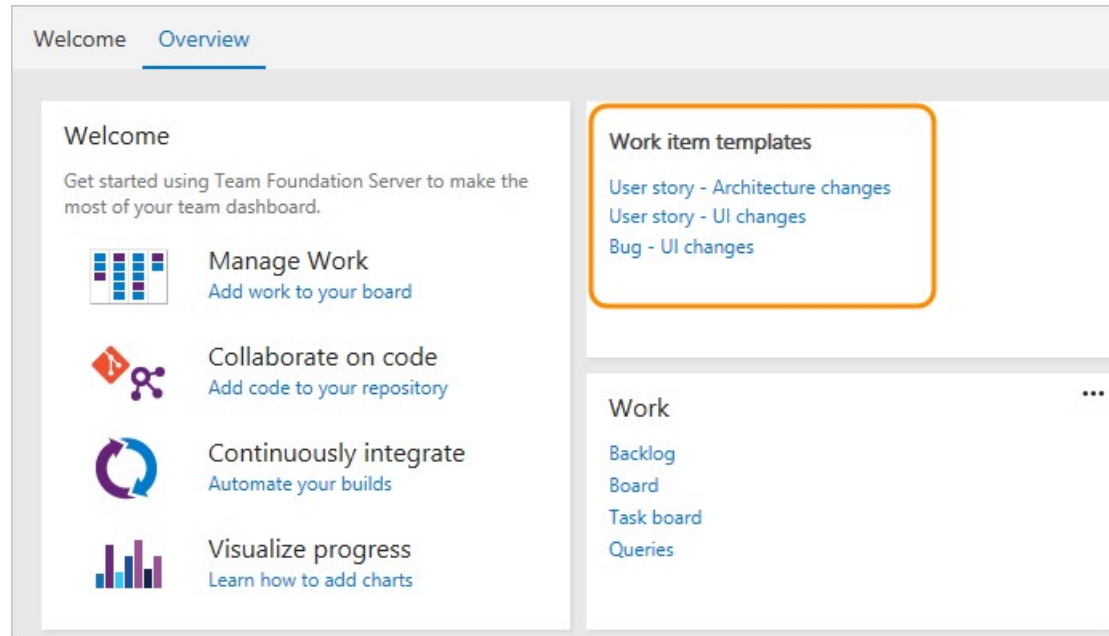
2. Copy the link to a shared network or send to your team via email. Also, consider [adding a link the team dashboard](#).
3. Use the URL whenever you want to add a work item of the type you've defined with its predefined values.

You can save the URL as a text file or add the URL to a web page as a hyperlink.

Add a template link to the dashboard

You can add links to a markdown widget that appear on your team dashboard in the web portal. These links open a work item with the template defined fields predefined.

For example, the following widget contains links to three templates.



To learn more about the markdown widget see [Add Markdown to a dashboard, Markdown widgets](#).

Apply a template to existing work item(s)

You can apply a template to a single work item or perform a bulk update of several work items.

Browser

Visual Studio

Apply a template within a work item form

1. Open the work item that you want to update using the fields defined within a template, choose the **...** actions icon to open the menu, select **Templates** and then select the name of a pre-defined template.

The screenshot shows the Azure DevOps work item interface for a bug titled "384 Secure sign-in". The bug is in the "Committed" state, assigned to "Christie Church", and is in the "Fabrikam Fiber" area. The "Repro Steps" and "System Info" sections are visible. A "Details" pane is open on the right, showing a list of templates. The "Templates" option is highlighted, and a red arrow points to it. Another red arrow points to the "CS Bug" template in the list.

Only those templates defined for teams that you belong to appear.

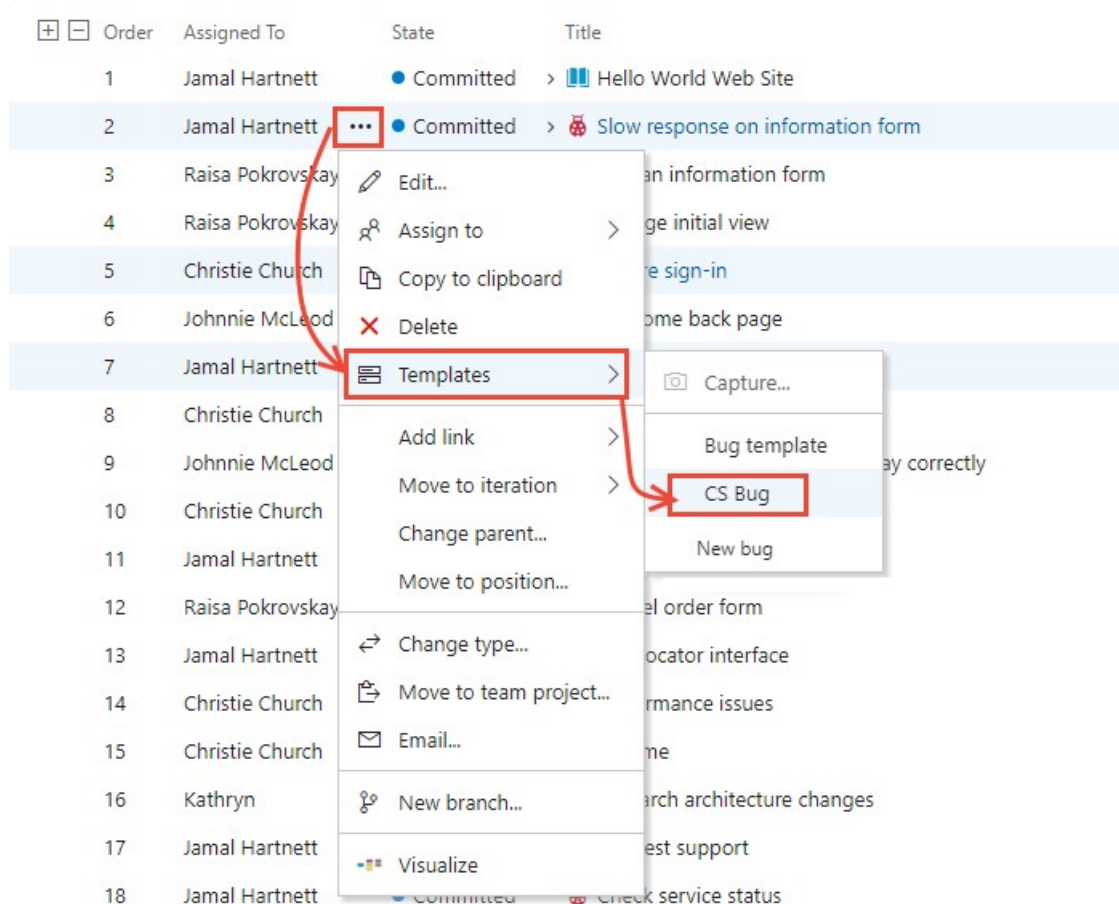
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Refresh your browser to discover the latest templates that have been added. If you don't see any templates, it may be that there are none defined for the work item type.

2. Save the work item for the changes to be applied. The fields changed are noted in the History field.

Apply a template to several work items (bulk update)

1. To bulk update several work items, first select them from the backlog or a query results list, and then open the actions menu for one of them. All work items you select must be of the same work item type. For example, all user stories or all bugs.
2. Choose the template to apply.



3. Field changes are automatically applied and work items saved. To learn more about bulk updates, see [Bulk modify work items](#).

Manage work item templates

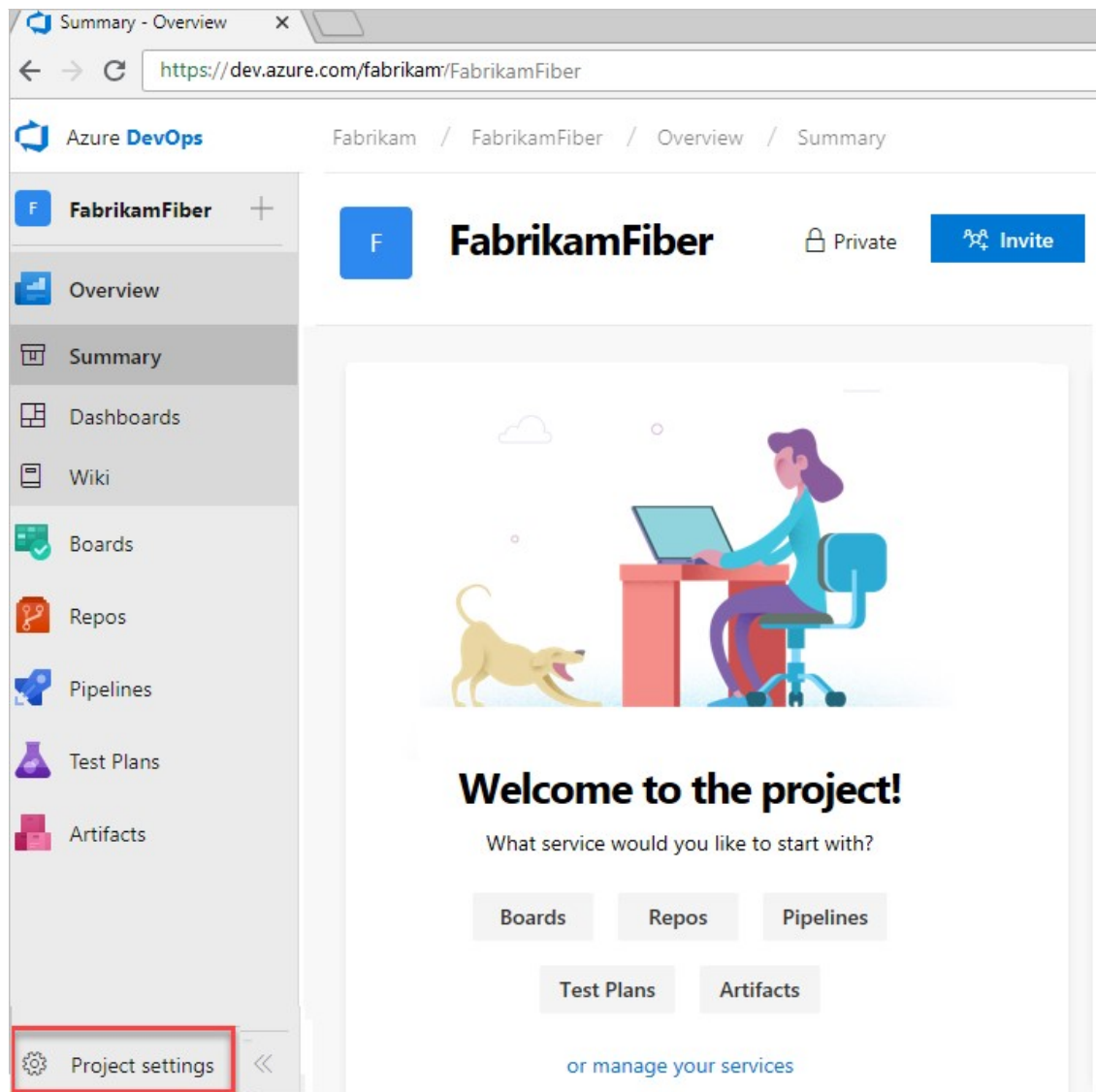
Browser Visual Studio

You can view the list of templates defined for each work item type, and also add, edit, copy, delete, and copy the link of a template. All templates are defined and managed for a team.

You manage templates from team settings. All templates are defined for a team. If you're not a team administrator, [get added as one](#). Only team or project administrators can change work item templates.

1. From the web portal, open settings for a team.

Choose **Project Settings**.



Expand **Boards** and choose **Team configuration**. If you need to switch to a different team, use the team selector.

2. Choose **Templates**.

From here, you can choose any work item type to view or add templates for that type.

Add or remove tags from templates

You can add tags to a template and they'll be applied to the work item when you use the template. To add two or more tags, delimit them with a comma (,).

×

Edit template

Name

Bug template

Description

+ Add new field

| Field | | Value |
|--------------------|---|-------------------------------------|
| + × Area Path | ▼ | Unknown Path ▼ |
| + × Found In | ▼ | CS.Working_2017_03_04 ▼ |
| + × Iteration Path | ▼ | Fabrikam Fiber\Release 1\Sprint 2 ▼ |
| + × Priority | ▼ | 2 ▼ |
| + × Severity | ▼ | 1 - Critical ▼ |
| + × Tags (Add) | ▼ | Mobile, Phone ▼ |

Add a comment

B *I* U

Critical bug template

Copy link

Copy the URL to add a work item using this template.

Save

Close

If you don't specify tags to remove, then all tags present in a work item will remain defined even when you apply a work item template to an existing work item.

Define an ad hoc work item template using a hyperlink

You can specify a work item template that specifies several field values using the following syntax. Use the URL whenever you want to add a work item of the type you've defined with its predefined values.

| | |
|---|--------|
| URL | Copiar |
| <pre>http://dev.azure.com/{OrganizationName}/{ProjectName}/_workItems/create/{WorkItemType}? [FieldReferenceName 1]={FieldValue 1}& [FieldReferenceName 2]={FieldValue 2}& [FieldReferenceName 3]={FieldValue 3}& . . .</pre> | |

For example, the following syntax specifies a work item task with title *TaskTitle*, and specifies values for the Assigned To, Description, Tags, Activity, and Iteration Path fields.

| | |
|---|--------|
| URL | Copiar |
| <pre>http://dev.azure.com/{OrganizationName}/{ProjectName}/_workItems/create/Task? [System.Title]=TaskTitle& [System.AssignedTo]=Jamal+Hartnett& [System.Description]=<p>Always+include+Remaining+Work+and+links+to+any+related+bugs+or+user+sto- ries.</p>& [System.Tags]=Web;+Phone;+Service&</pre> | |


```
[Microsoft.VSTS.Common.Activity]=Development&
[System.IterationPath]=Fabrikam+Fiber%5CIteration+1
```

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There is a 2000 character limit recognized by browsers.

You can save the URL as a text file or add the URL to a [dashboard](#) or web page as a hyperlink.

Q & A

Q: How do I set a default template for a team?

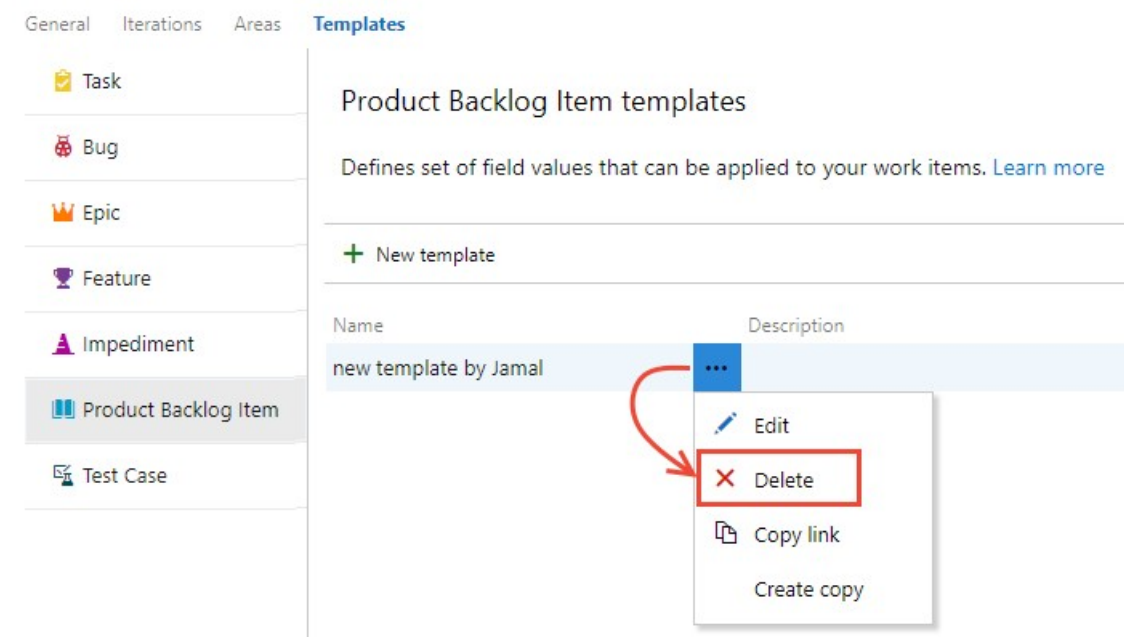
A: The feature to set a default template for a team isn't supported at this time.

Q: Can I copy a work item template to another team or project?

A: No. This feature isn't supported at this time.

Q: How do I delete a work item template?

A: From the work item type page, choose **...** the actions icon for an existing template and select the **Delete** option.



How do I create a template with links to other work items?

A: You can't create templates that contain default links to work items. However, you can use the Marketplace extension, [Work item form one click actions](#), to create rules that support adding linked work items with a single click.

Or, you can use a Kanban board to add child tasks, backlog items, or features. To learn more, see:

- [Add task checklists](#)

- [Add, run, and update inline tests](#)
- [Add features and epics](#)

Otherwise, you can quickly copy tasks, bugs, and other items using [Excel](#) to apply parent-child links in a tree list.

Related articles

- [Sample work item templates](#)