**ADO Basics**

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**Overview**

Azure DevOps (ADO) is a set of development tools used for software development and deployment. This guide covers the basics of using ADO, including its uses, navigation, work item types, creating work items, and queries.

**ADO Uses**

**Agile Planning**

* **Tracking Work Items**: Use Boards for Agile project management to track work items, user stories, and sprints.
* **Reporting and Analytics**: Gain insights into project progress and performance through customizable dashboards and reports.
* **Test Management**: Plan, execute, and track tests using Test Plans for both manual and automated testing.

**Navigating ADO**

**Home Screen for the Environment**

* **Environment Name**: Displays the name of the Azure DevOps environment.
* **Project Visibility**: Lists projects in the environment, though visibility does not guarantee access.
* **Project Access**: Click on the project name to open it.

**Home Screen for the Project**

* **Project Navigation Pane**: Operate primarily out of two areas:
  + **Dashboards**: Under "Overview" for a high-level view of status.
  + **Work Items**: Under "Boards" to create new work items.

**Work Item Types**

**Bug**

* **Definition**: Describes unexpected problems with hardware or software.
* **Examples**: Issues related to backend integration, data ingestion, app performance, etc.

**User Story**

* **Definition**: Captures a description of a software feature from a user's perspective.
* **Characteristics**: Short, simple, clear, and user-centric.

**Feature**

* **Definition**: Defines new functionality required to achieve business goals.
* **Characteristics**: Combination of multiple user stories, must accomplish short- and long-term goals, and be user-centric.

**Epic**

* **Definition**: A large body of work that can be broken down into several smaller stories and tasks.
* **Characteristics**: Plan and track progress on big initiatives, group related work, prioritize work, and manage complex projects.

**Creating Work Items**

**Work Item Creation**

* **Access Boards**: Navigate to Boards → New Work Item → Appropriate Work Item.
* **Solution Train Items**: Created at an Epic level.

**Templates**

* **Epic Template**: Blank template for creating Epics.
* **Feature Template**: Blank template for creating Features.
* **User Story Template**: Blank template for creating User Stories.
* **Bug Template**: Blank template for creating Bugs.

**Related Work Items**

* **Linking**: Work items can be linked to parent or child work items under related work.

**Queries**

**Common Uses**

* **Tracking Progress**: Track work item progress and status.
* **Identifying Work Items**: Identify work items that require attention or follow-up.
* **Generating Reports**: Generate reports and visualizations based on filtered data.
* **Managing Work Items**: Manage and organize work items efficiently.

**Creating a New Query**

* **Query Fields**: Query on specific fields and values.
* **Constraints**: Add multiple constraints to refine the query.
* **Running Queries**: Press 'Run query' to execute the query based on the given constraints.

**Saving and Finding Queries**

* **Save Queries**: Save and name queries to a desired location.
* **Search Filter**: Use the search filter in the top right to find saved queries.
* **Favorites**: Add or remove queries from favorites by clicking the star icon.

**Sharing Queries**

* **URL Sharing**: Copy and paste the URL to share a query.

**Results and Reader View**

* **Results View**: Press 'Results' to close the editor view.
* **Reader View**: Use the dropdown in the top right to see the ticket with the query still open.

**Column Options**

* **Adding Values**: Add more values to the query using column options.

**Key Queries Links**

* **Backlog Links**: Links to various backlogs such as Solution Train Backlog, ART, Cost Reduction, Stability and Scalability, and Value Realization.