

TFS / VSTS is now Azure DevOps

Azure DevOps

Project Managers / Analyst

PatrickVideos.com

Contents

What is Azure DevOps?.....	4
Getting Started.....	5
Preview the latest features.....	6
How to Add Team members?	7
Manage Team member security	8
Create a new Team	9
Scrum Lifecycle	10
How to configure Release and Sprint cycles	11
Setting up Iteration paths – Project Configuration.....	11
Setting up Area paths – Project Configuration	12
Team Configuration	13
Epics, Features, User Stories, Tasks	14
Creating Work Items	15
Create an Epic	15
How to Create a Feature?	16
How to Create a User Story?.....	17
Follow a User Story	17
Attach a document	18
History of User Story	18
Mass update to user stories.....	19
How to create a Task?.....	20
Customize column options	22
Tracking work using Task board.....	23
Customize Board columns and swim lanes.....	23
Tracking Bugs	24
Query Work Items.....	25
Tree Query	26
Run Queries and Email the results.....	27
Create charts out of queries	28
Customize Dashboard	30
Manage your notifications.....	31

Using Filters.....	33
Create a Wiki for your project	34
Integrating with Excel Trouble shooting	35
Integrating with Excel	35
Opening from Excel.....	35
Custom Process.....	37

What is Azure DevOps?

AZURE DEVOPS

Project Management

- Documenting requirements/ tasks and bugs.
- Monitoring progress and Reporting.

Source Control

- Collaborative software development.
- Change history.

Build and Deployment

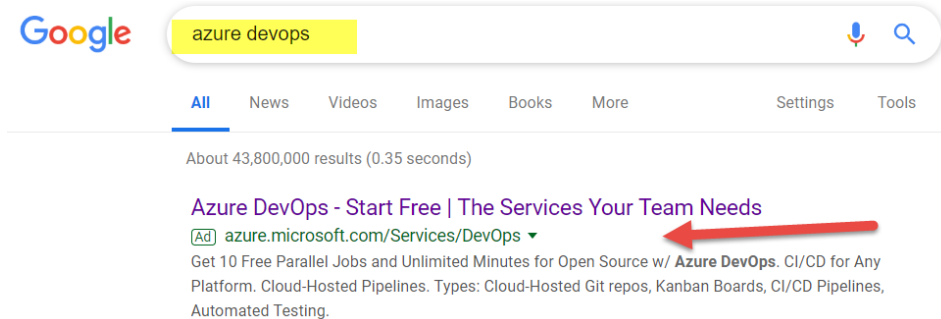
- Managing release cycles.

Azure DevOps Services is a cloud service for collaborating on code development. It provides an integrated set of features that you access through your web browser or IDE client, including the following:

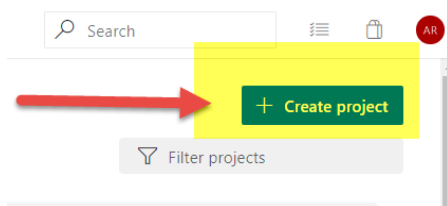
- Git repositories for source control of your code
- Build and release services to support continuous integration and delivery of your apps
- Agile tools to support planning and tracking your work, code defects, and issues using Kanban and Scrum methods
- A variety of tools to test your apps, including manual/exploratory testing, load testing, and continuous testing
- Highly customizable dashboards for sharing progress and trends
- Built-in wiki for sharing information with your team

Getting Started

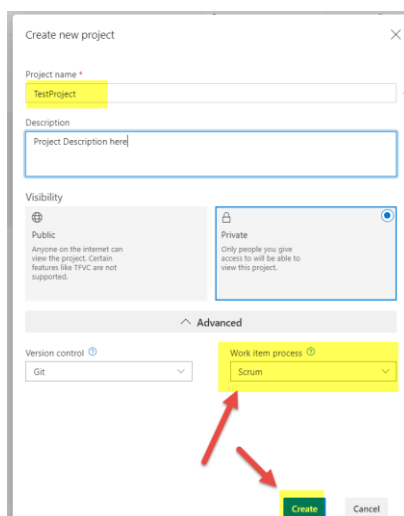
Azure DevOps (VSTS / TFS) access via the Web browser.



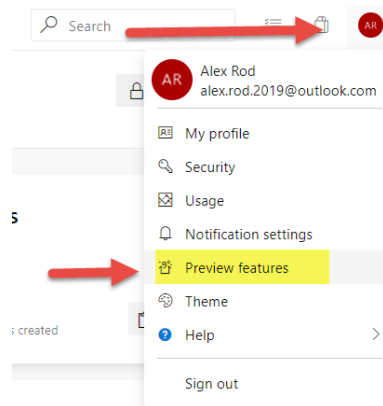
A **project** provides a repository for source code and a place for a group of people to plan, track progress, and collaborate on building software solutions.



**** Always use the Create project button to create a project, so that we can select the scrum process.**



Preview the latest features



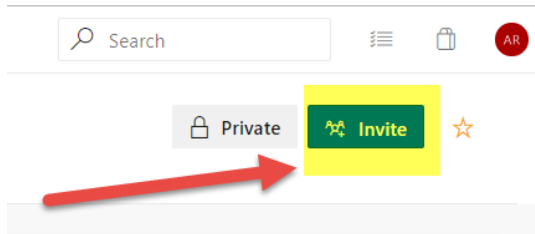
Preview features

The following preview features are available for your evaluation. Help us make them better!

for me [Alex Rod]	
Experimental Themes Adds an early preview of various themes to the Theme management panel.	<input checked="" type="checkbox"/> On
Git commit menu extension points Opens up Git commit context menu to contributed actions.	<input checked="" type="checkbox"/> On
New build result page Lights up new build results page.	<input checked="" type="checkbox"/> On
New Organization Permissions Settings Page Lights up new organization permissions hub	<input checked="" type="checkbox"/> On
New Releases Hub Turns on the experience to create folders and manage release pipelines.	<input checked="" type="checkbox"/> On
New YAML pipeline creation experience Enables the new YAML pipeline creation experience.	<input checked="" type="checkbox"/> On
Test analytics in new web platform Lights up test analytics features in new web platform.	<input checked="" type="checkbox"/> On

How to Add Team members?

When you create your project, a team of the same name is automatically created. For small teams, this is sufficient. However, for enterprise-level organizations, it may be necessary to scale up, to create additional teams and/or projects.



Invite members to PatrickVideosProject

Search and add users to your project

Add users or groups *

PD patrick.dc.1975@outlook.com X Search users

Add to team(s) *

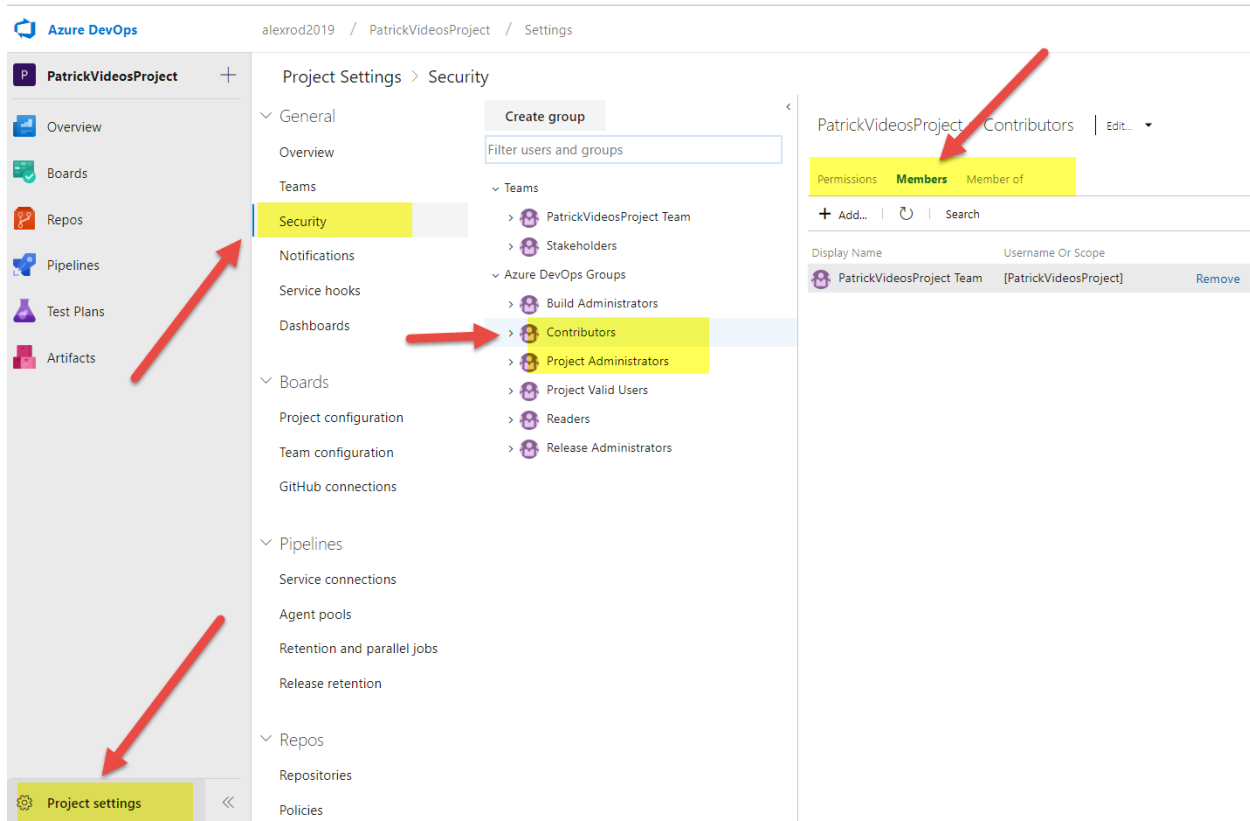
PatrickVideosProject Team X

Add Cancel

Manage Team member security

Open the web portal and choose the project where you want to add users or groups.

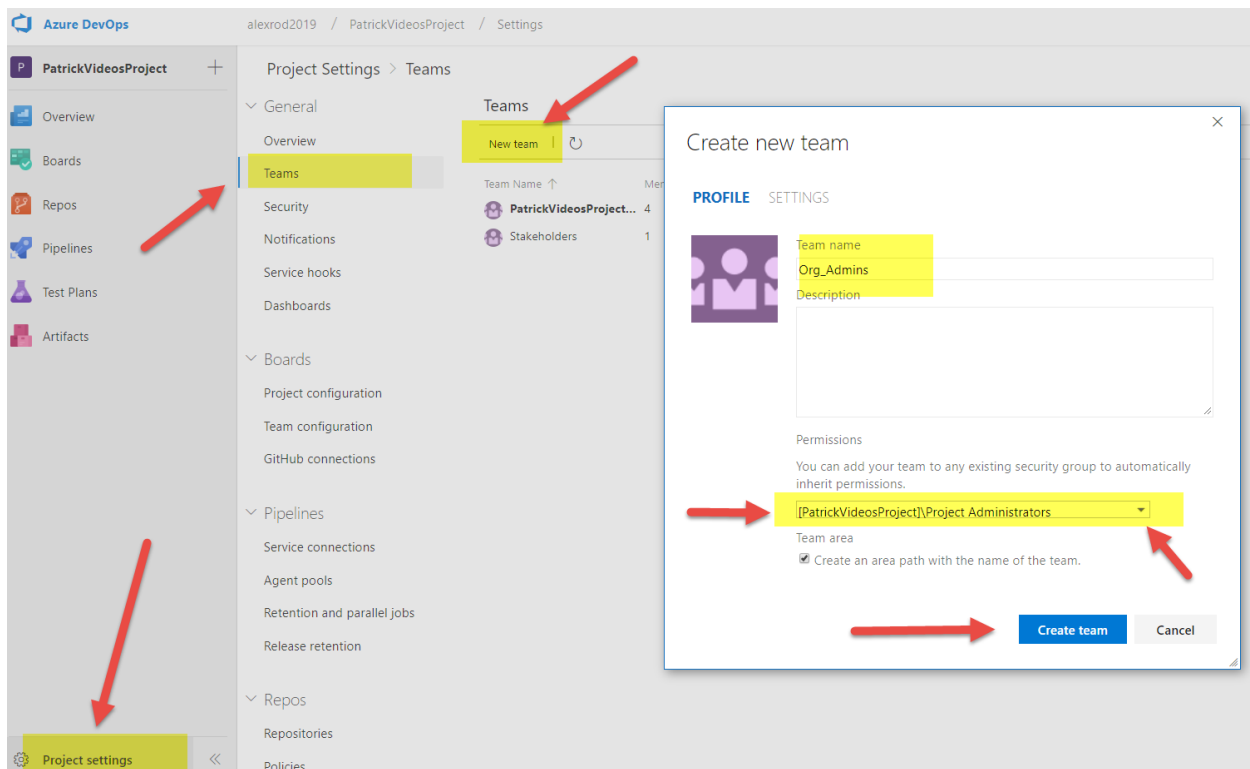
Choose **Project Settings** and then **Permissions**.



Additional details

<https://docs.microsoft.com/en-us/azure/devops/organizations/security/add-users-team-project?view=vsts&tabs=new-nav>

Create a new Team



Additional details

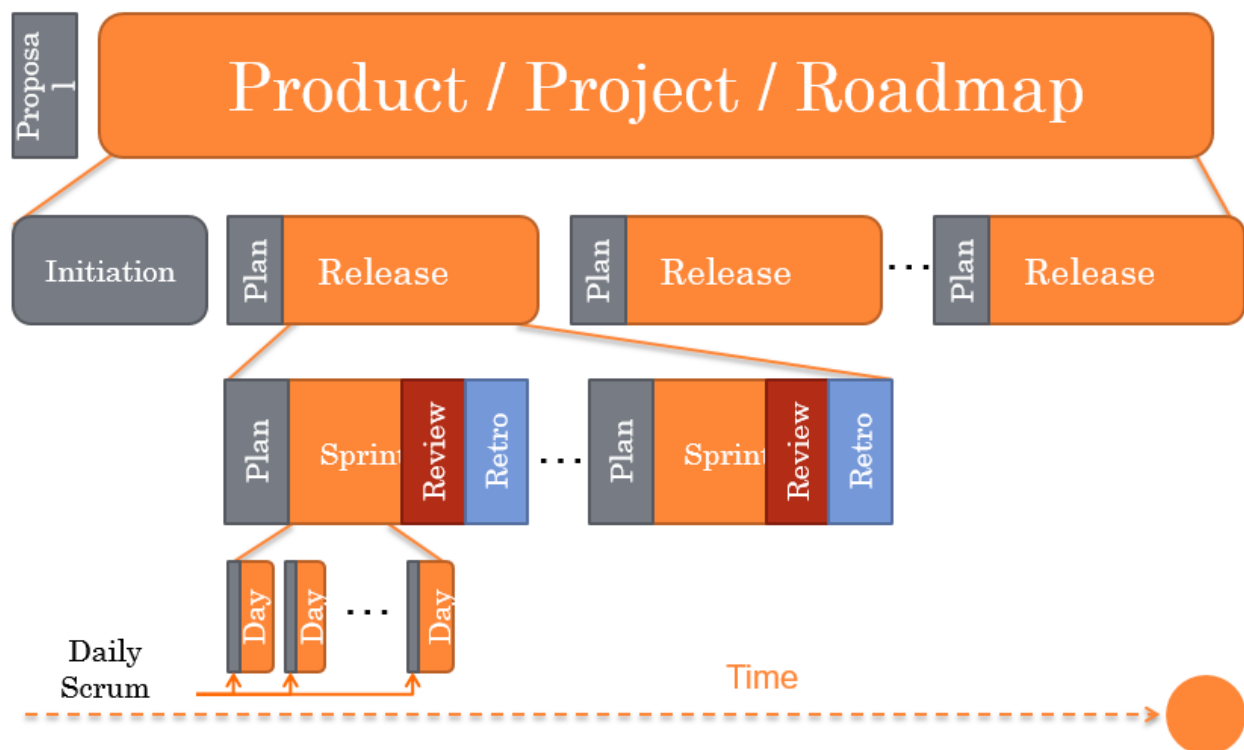
<https://docs.microsoft.com/en-us/azure/devops/user-guide/project-admin-tutorial?view=vsts>

Scrum Lifecycle

With Scrum, teams plan and track work at regular time intervals, referred to as a sprint cadence. You define sprints to correspond to the cadence your team uses.

Many teams choose a two or three week cadence. However, you can specify shorter or longer sprint cycles. Also, you can create a release schedule which encompasses several sprints.

A TYPICAL SCRUM LIFECYCLE



How to configure Release and Sprint cycles

To create or modify areas or iterations, you must be a member of the **Project Administrators** group

Setting up Iteration paths – Project Configuration

Iteration paths allow you to group work into sprints, milestones, or other event-specific or time-related period.

alexrod2019 / PatrickVideosProject / Settings

Project Settings > Project configuration

General

Overview

Teams

Security

Notifications

Service hooks

Dashboards

Boards

Project configuration

Team configuration

GitHub connections

Pipelines

Service connections

Agent pools

Retention and parallel jobs

Release retention

Repos

Repositories

Policies

Boards

This project is currently using the Scrum process. To customize your work, go to the default team's settings.

Create and manage the iterations for this project. These iterations will be used to select iterations for the team, go to the default team's settings.

New New child

Iterations	Start Date	End Date
PatrickVideosProject		
Release 1 April 2019	3/16/2019	4/19/2019
Sprint 1	3/16/2019	3/29/2019
Sprint 2	4/1/2019	4/12/2019
Release 2 June 2019	4/29/2019	6/22/2019

Additional details

<https://docs.microsoft.com/en-us/azure/devops/organizations/settings/set-iteration-paths-sprints?view=vsts&tabs=new-nav>

Setting up Area paths – Project Configuration

**Creating a team, creates an area path with that name.

Most teams are using area paths to group work by team and grouping by product/feature area through use of epics or features.

Area paths allow you to group work items by team, product, or feature area.

Project Settings > Project configuration

General

Overview

Teams

Security

Notifications

Service hooks

Dashboards

Boards

Project configuration

Team configuration

GitHub connections

Boards

Iterations

This project is currently using the Scrum process. To customize your

Areas

Create and manage the areas for this project. These areas will be used by teams. [about customizing areas and iterations](#)

To select areas for the team, go to [the default team's settings](#).

New

New child

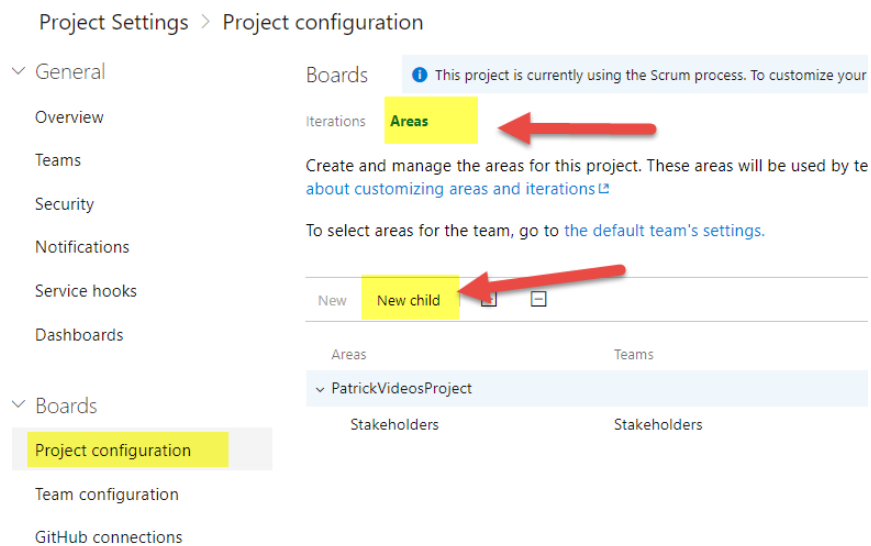
Areas

Teams

PatrickVideosProject

Stakeholders

Stakeholders



Team Configuration

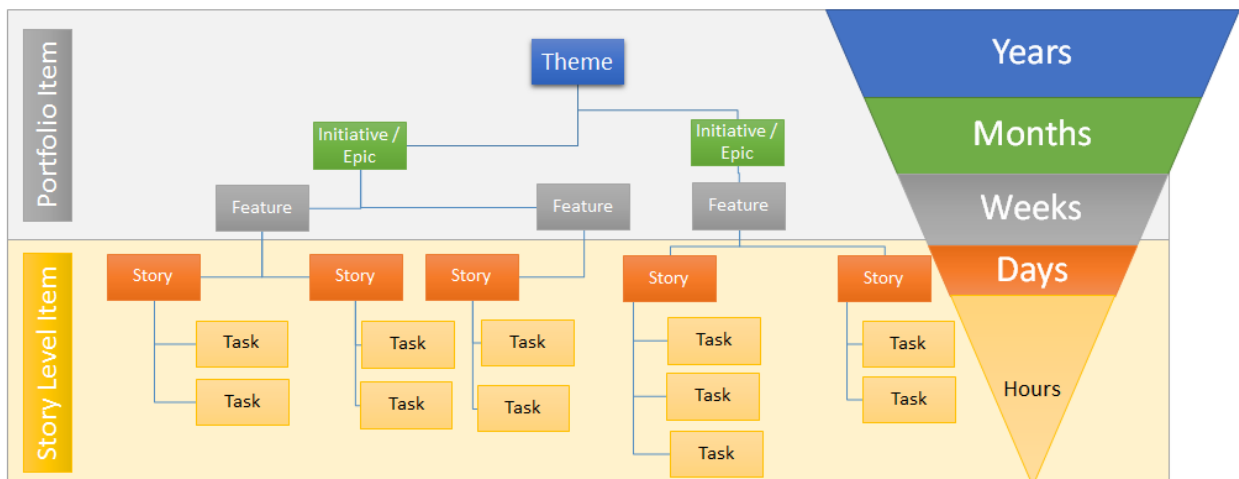
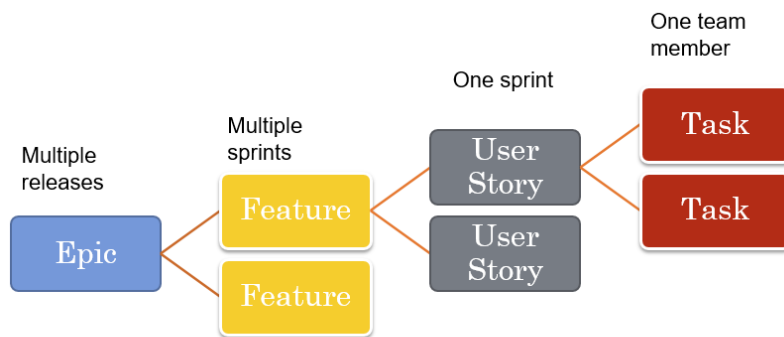
****Once you create Iterations and Areas under project configuration, you need to add it under Team configuration, else it will not show up while creating user stories.**

The screenshot shows the Azure DevOps interface for the 'PatrickVideosProject' team configuration. The left sidebar contains navigation links: Overview, Boards, Repos, Pipelines, Test Plans, and Artifacts. The main content area is titled 'Project Settings > Team configuration > PatrickVideosProject Team'. It includes tabs for General, Iterations, Areas, and Templates. The 'Iterations' tab is active, showing options for Default iteration (@CurrentIteration) and Backlog iteration (PatrickVideosProject). A modal window titled 'Select iteration(s)' is open, displaying a list of iterations under 'PatrickVideosProject' > 'Release 1 April 2019': 'Sprint 1' and 'Sprint 2'. A table at the bottom lists iterations with their start and end dates.

Iteration	Start Date	End Date
PatrickVideosProject/Release 1 April 2019/Sprint 1	3/16/2019	3/29/2019
PatrickVideosProject/Release 1 April 2019/Sprint 2	4/1/2019	4/12/2019

Epics, Features, User Stories, Tasks

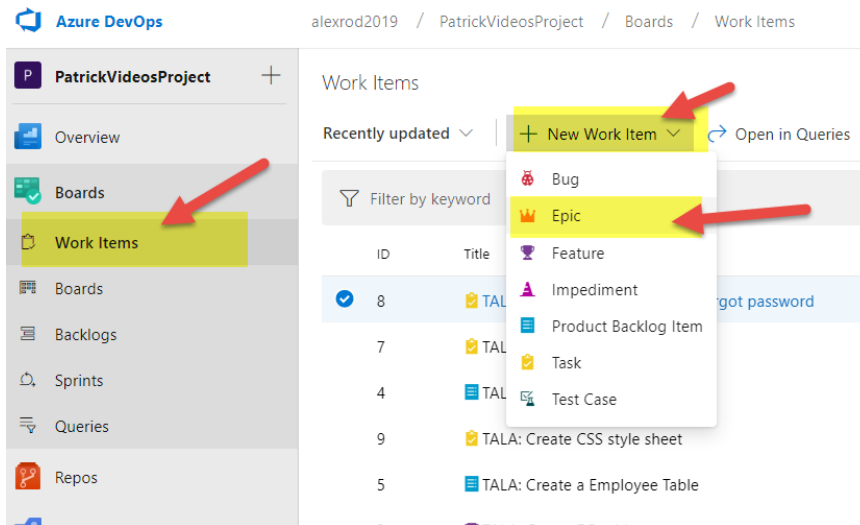
The first step in planning your sprint is to assign work from your backlog to a sprint. Your team builds the sprint backlog during the sprint planning meeting, typically held on the first day of the sprint. Each sprint corresponds to a time-boxed interval which supports your team's ability to work using Agile processes and tools. During the planning meeting, your product owner works with your team to identify those stories or backlog items to complete in the sprint.



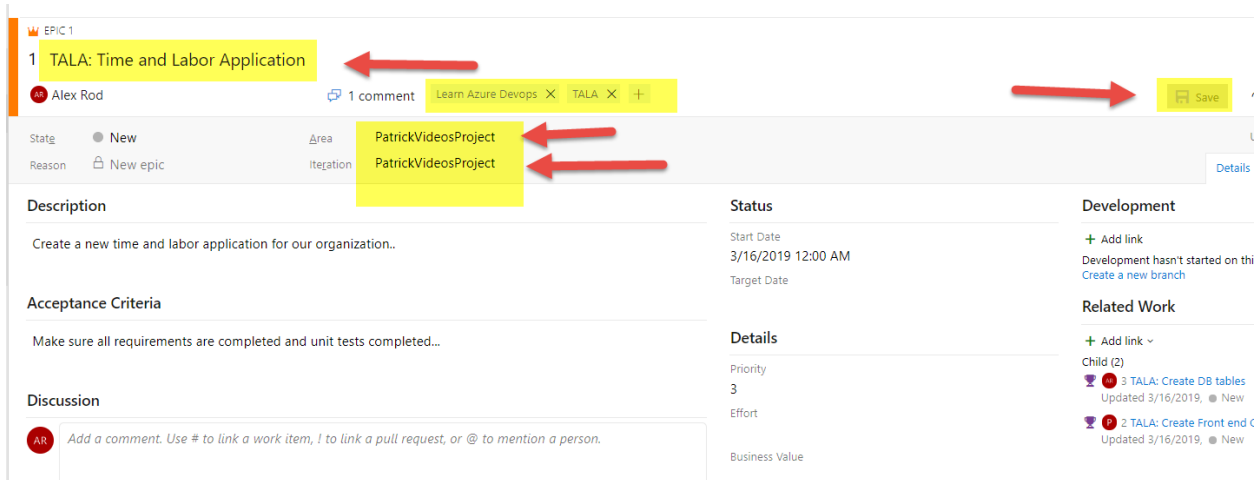
Creating Work Items

Let's create Epic – Feature – User Story – Tasks

Create an Epic

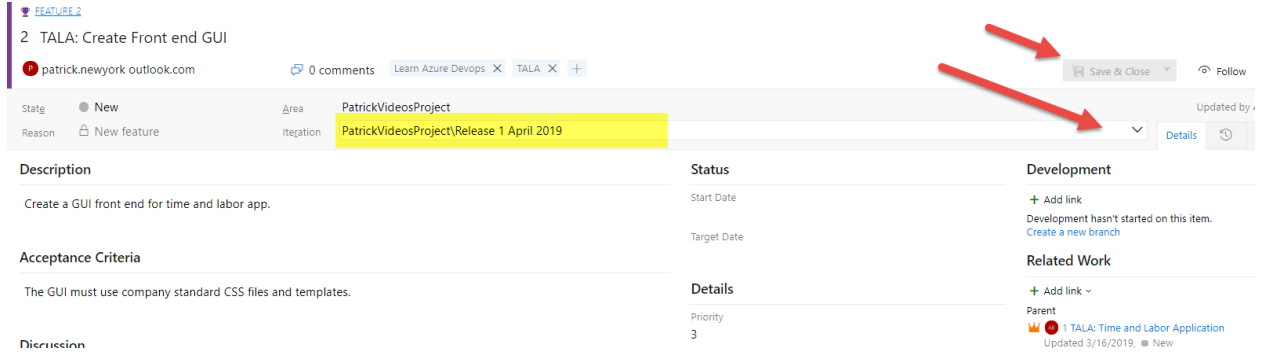
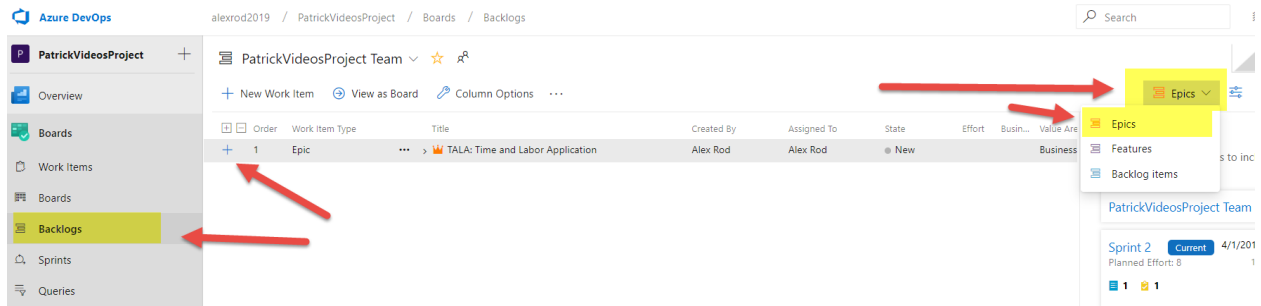


Using an abbreviation makes it easy for you to search.



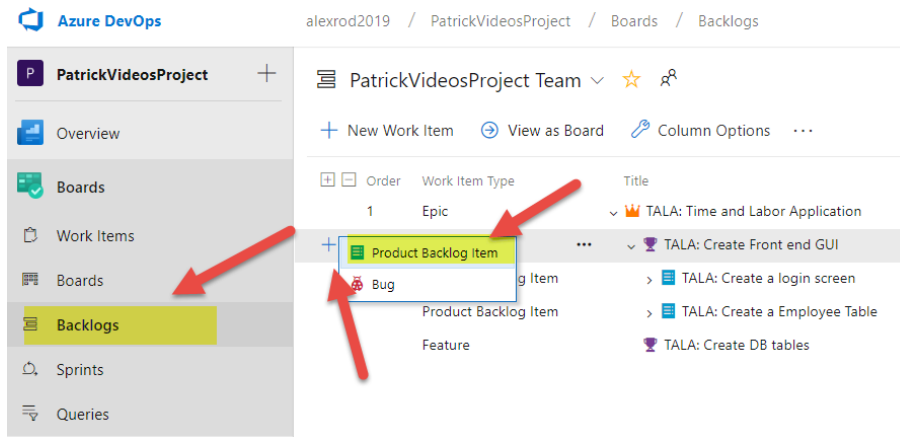
How to Create a Feature?

Show the Epics in backlog and click the plus sign next to the Epic.

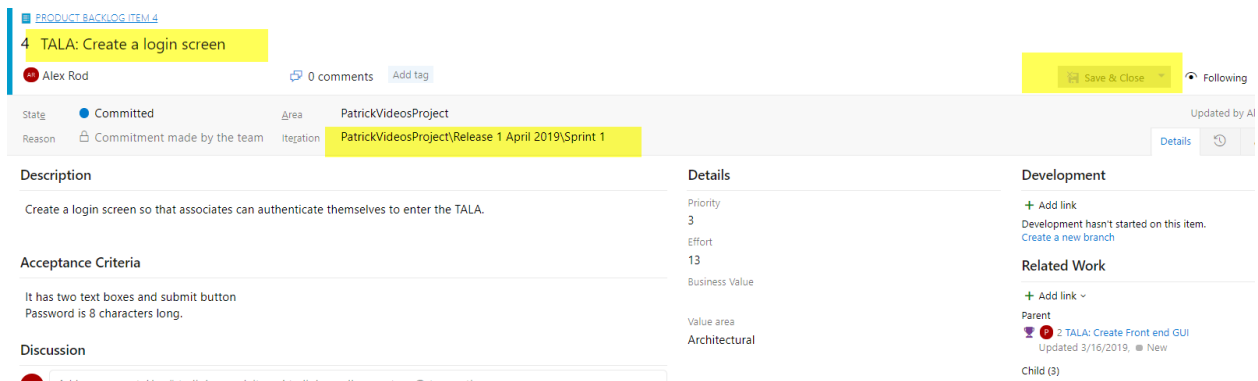


How to Create a User Story?

Click on the + sign next to the feature to create user stories.

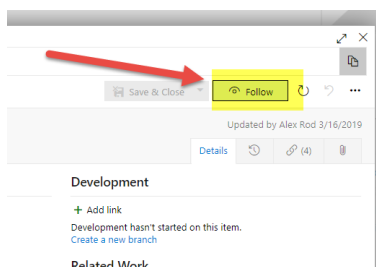


****Tags** are discussed and created by the Team. Tags help in search.

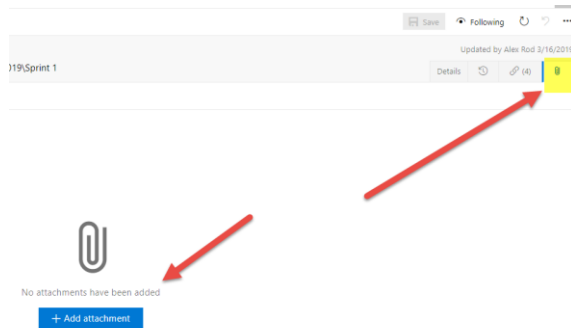


Follow a User Story

You can choose to follow a User Story if you are interested in updates to the story.



Attach a document



History of User Story

PRODUCT BACKLOG ITEM 4

4 TALA: Create a login screen

Alex Rod 0 comments Add tag

State: Committed Area: PatrickVideosProject Updated by Alex Rod 3/16/2019

Reason: Commitment made by the team Iteration: PatrickVideosProject\Release 1 April 2019\Sprint 1

Details (4)

State Graph

New backlog item → New → Approved by the Product Owner → Approved → Commitment made by the team → Committed → Moved to the backlog → New → Commitment made by the team → Committed

Alex Rod 3/16/2019 Alex Rod 3/16/2019 Alex Rod 3/16/2019 Alex Rod 3/16/2019 Alex Rod 3/16/2019 Alex Rod 3/16/2019 Alex Rod 3/16/2019 Alex Rod 3/16/2019

History

Last thirty days

- Alex Rod changed state from New to Committed, made other changes 3/16/2019
- Alex Rod changed Board Column Done to False 3/16/2019
- Alex Rod changed Board Column Done to True 3/16/2019

Alex Rod Changed state from New to Committed, made other changes Sat 3/16/2019 11:28 PM

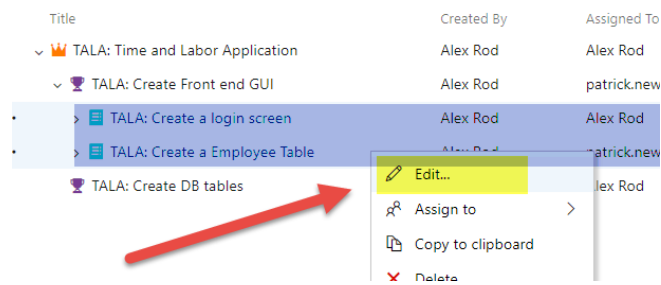
Board Column: Committed On-Hold

Reason: Commitment made by the team Moved-to-the-backlog

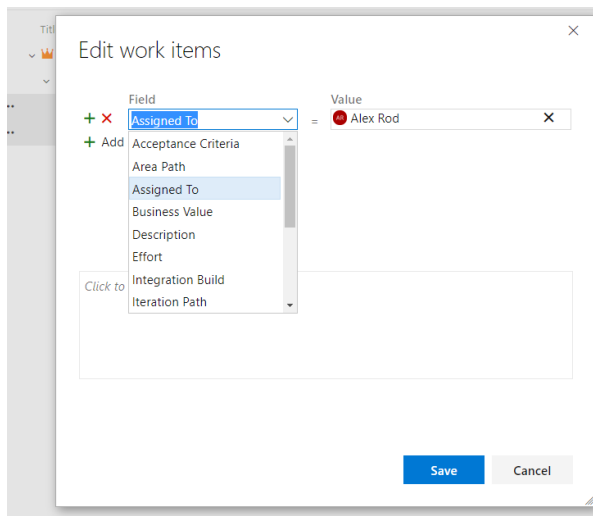
State: Committed New

Mass update to user stories

Title	Created By	Assigned To
▼ TALA: Time and Labor Application	Alex Rod	Alex Rod
▼ TALA: Create Front end GUI	Alex Rod	patrick.new
• TALA: Create a login screen	Alex Rod	Alex Rod
• TALA: Create a Employee Table	Alex Rod	patrick.new
▼ TALA: Create DB tables	Alex Rod	Alex Rod



The screenshot shows a table of work items. The row 'TALA: Create a Employee Table' is selected, and a context menu is open with the 'Edit...' option highlighted. A red arrow points to this option.

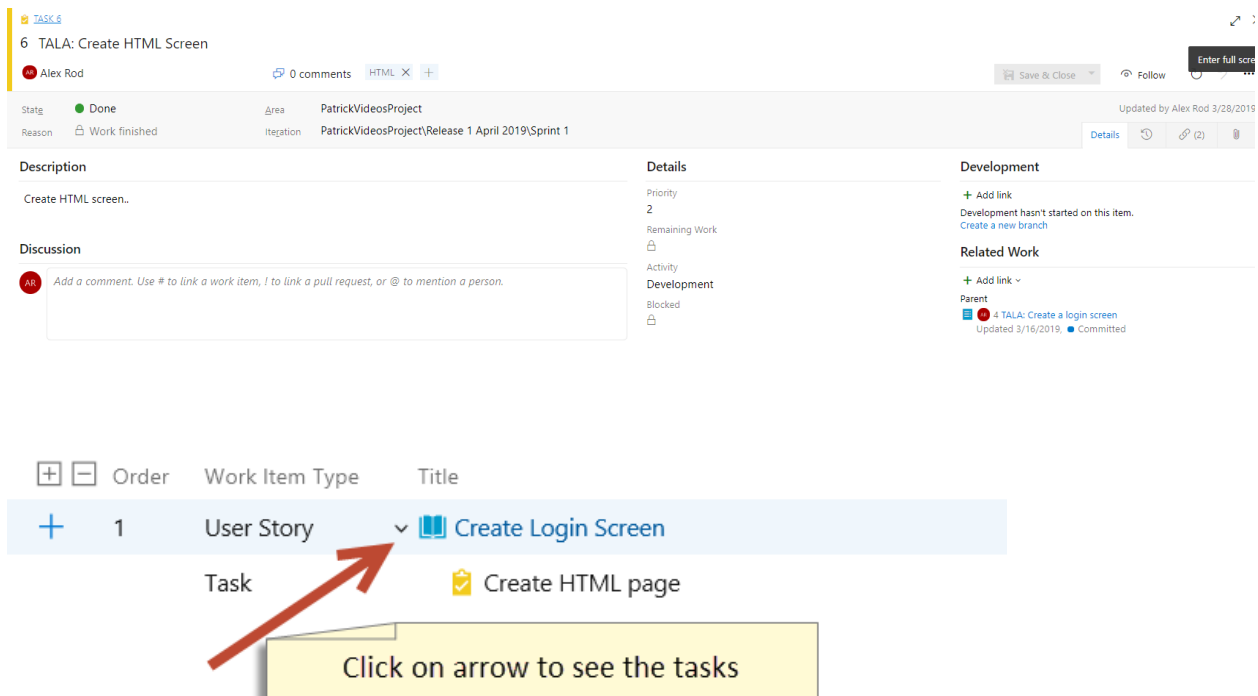
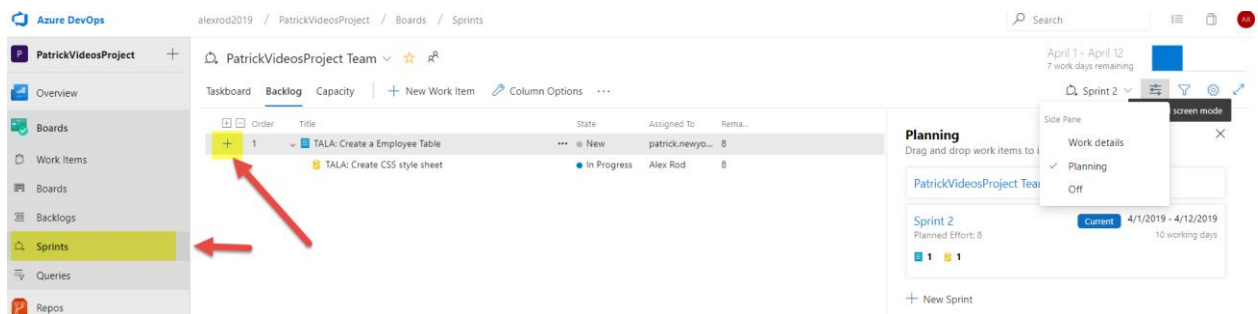


The 'Edit work items' dialog box is shown. It has a 'Field' dropdown menu with 'Assigned To' selected. The 'Value' field shows 'Alex Rod'. There are 'Save' and 'Cancel' buttons at the bottom.

Field	Value
Assigned To	Alex Rod

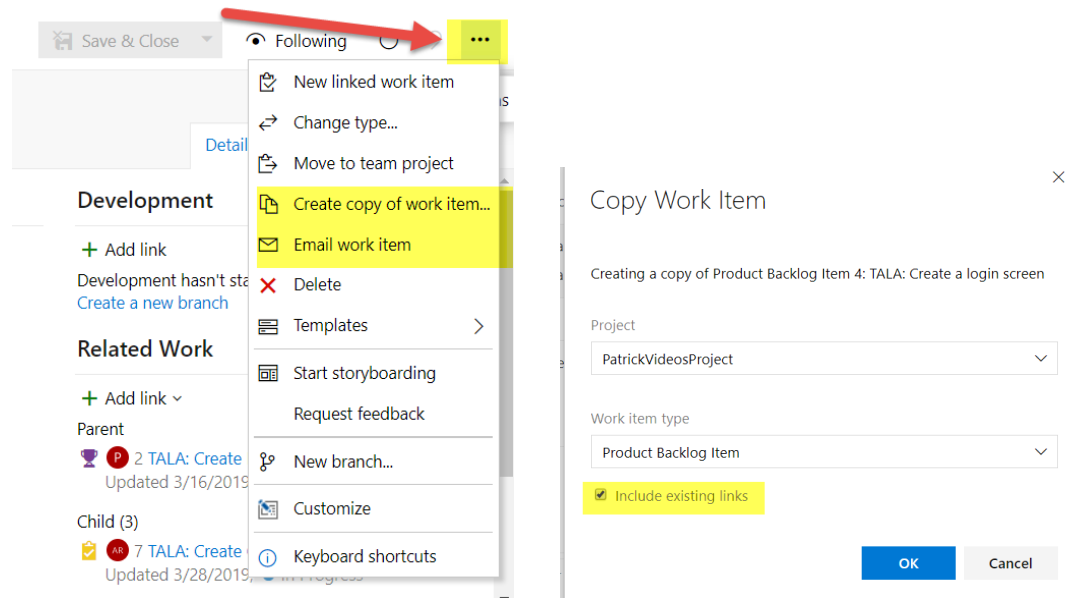
How to create a Task?

You add tasks to backlog items when you want to track the work required to implement them and to estimate the work assigned to individual team members and the team. The capacity tool tells you how much work your team can commit to. However, to compare capacity with actually planned work, you need to define and estimate tasks for each backlog item.



You can create a [Copy of the work item](#) & [Email the work item](#).

When you create copy of work item, select include existing links if you want the work item to have the same parent.



Customize column options

PatrickVideosProject Team

New Work Item

View as Board

Column Options

	Order	Work Item Type	Title	Created By	As
	1	Epic	TALA: Time and Labor Application	Alex Rod	Al
+		Feature	TALA: Create Front end GUI	Alex Rod	pā
		Product Backlog Item	TALA: Create a login screen	Alex Rod	Al
		Product Backlog Item	TALA: Create a Employee Table	Alex Rod	pā
		Feature	TALA: Create DB tables	Alex Rod	Al

Plan

Drag a sprint.

Patr

Spri

Planr

Column options

Add or remove columns. To change the column order, drag and drop a field, or use the keyboard shortcuts, Ctrl+Up or Ctrl+Down.

Work Item Type

Title

State

Story Points

Iteration Path

Acceptance Criteria

Activated By

Activated Date

Activity

Area ID

Area Path

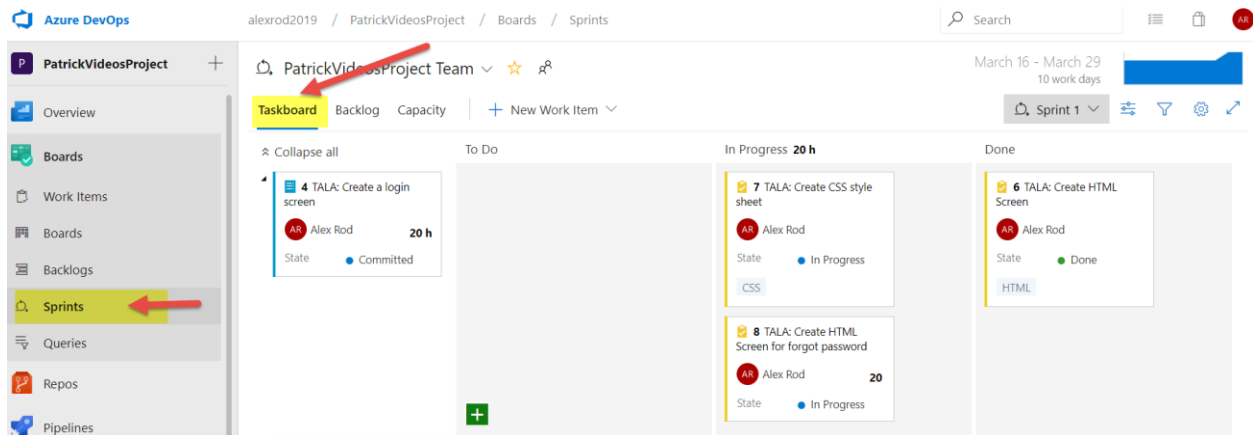
Assigned To

Attached File Count

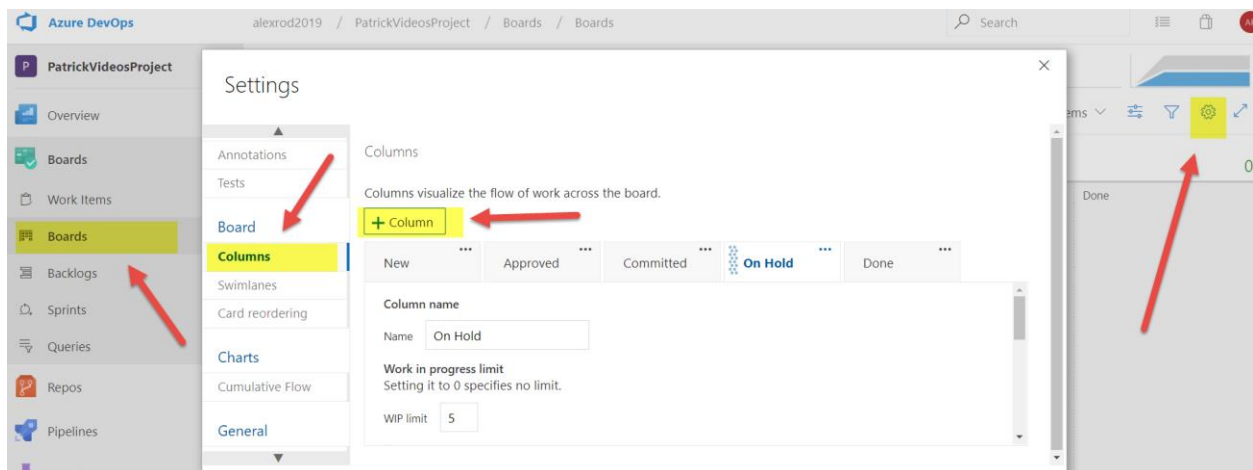
Authorized As

Tracking work using Task board

Your task board provides a visualization of flow and status of each sprint task. With it, you can focus on the status of backlog items as well as work assigned to each team member.



Customize Board columns and swim lanes

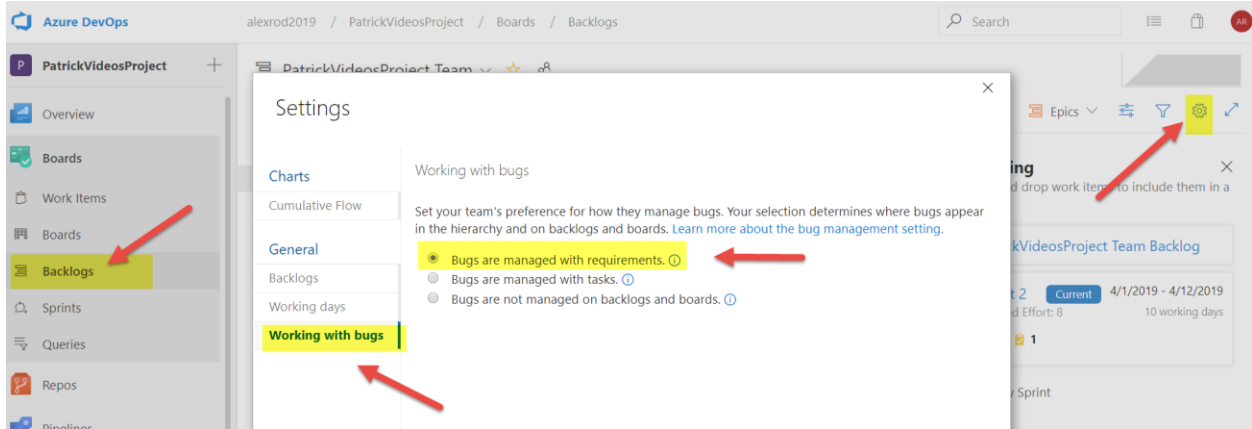


Additional details

<https://docs.microsoft.com/en-us/azure/devops/boards/sprints/task-board?view=vsts&tabs=new-nav>

Tracking Bugs

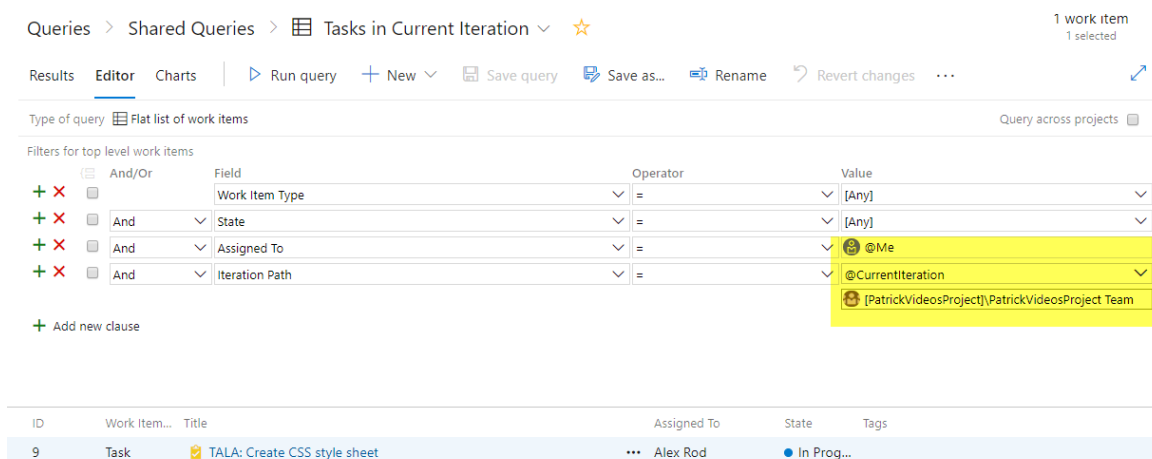
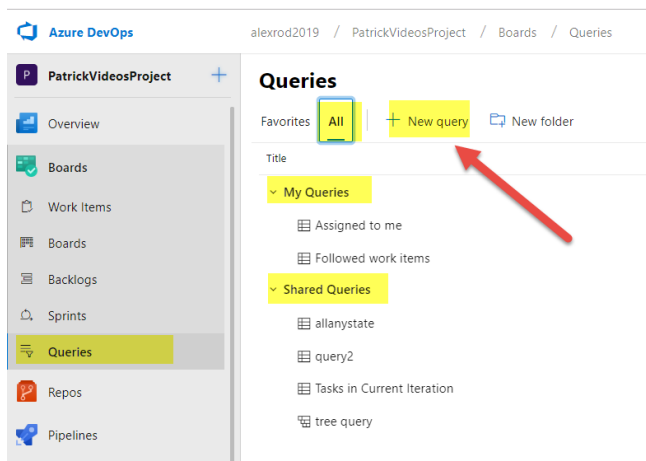
Bugs can be tracked on the Kanban board by enabling the below setting.



Query Work Items

A query lists a filtered set of work items. You can initiate a query using the [query editor](#). Optionally, you can perform an adhoc search using the [search box](#).

To find work items assigned to you or your team, run a query. A number of work item queries are predefined with your process. Also, members of your team may have created shared queries that you can view and run. Oftentimes, it's easier to define a new query by building on the query definition that's already available to you.



Queries > Shared Queries > query2

Results Editor Charts | Run query New Save query Save as... Rename Revert changes Column options Save

Type of query Flat list of work items

Filters for top level work items

	And/Or	Field	Operator	Value
+ X	And/Or	Work Item Type	=	[Any]
+ X	And	State	In	Committed,Done,To Do
+ Add new clause				

Tree Query

Queries > Shared Queries > tree query

Results Editor Charts | Run query New Save query Save as... Rename Revert changes Column options Save

Type of query Tree of work items

Filters for top level work items

	And/Or	Field	Operator	Value
+ X	And/Or	Work Item Type	=	Epic
+ X	And	ID	=	1
+ Add new clause				

Filters for linked work items

	And/Or	Field	Operator	Value
+ X	And/Or	Work Item Type	=	[Any]
+ Add new clause				

Filter options

Match top-level work items first

Type of tree
Parent/Child

ID	Work Item...	Title	Assigned To	State	Tags
1	Epic	TALA: Time and Labor Application	Alex Rod	New	Learn Azure Devops TALA
2	Feature	TALA: Create Front end GUI	patrick.newyork o...	New	Learn Azure Devops TALA
4	Product B...	TALA: Create a login screen	Alex Rod	Commi...	
6	Task	TALA: Create HTML Screen	Alex Rod	Done	HTML
7	Task	TALA: Create CSS style sheet	Alex Rod	In Prog...	CSS

Run Queries and Email the results

Queries > Shared Queries > query2 2 work items
1 selected

Results Editor Charts

Type of query Flat list of work items Query across project

Filters for top level work items

	And/Or	Field	Operator	Value
+ X		Work Item Type	=	[Any]
+ X		State	in	Committed,Done,To Do

Send work items in email

To patrick.newyork@outlook.com X Search users

Subject
Status update

Note 24/1024 characters
Things I am working on..

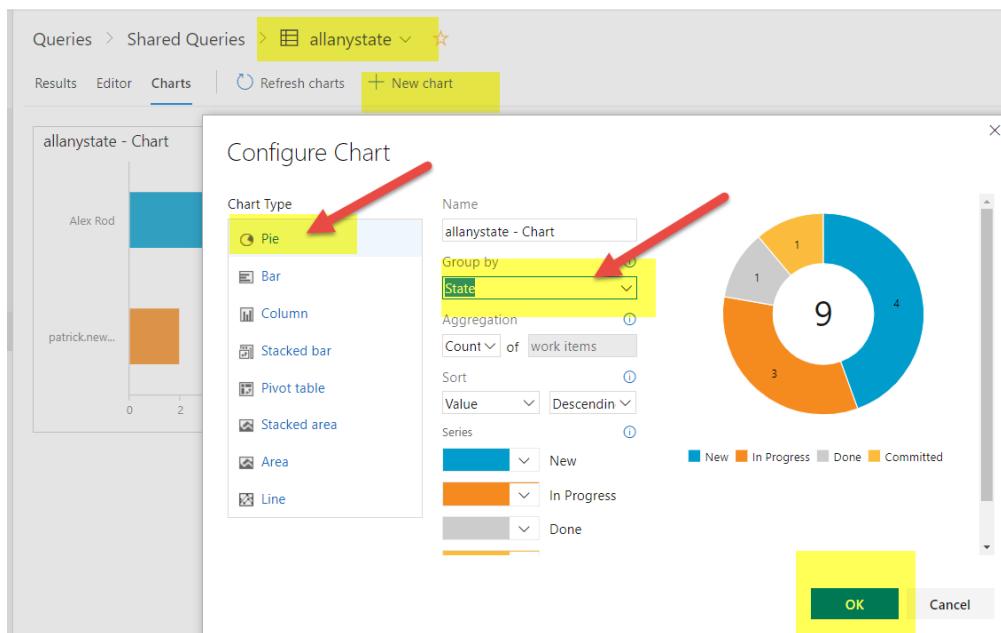
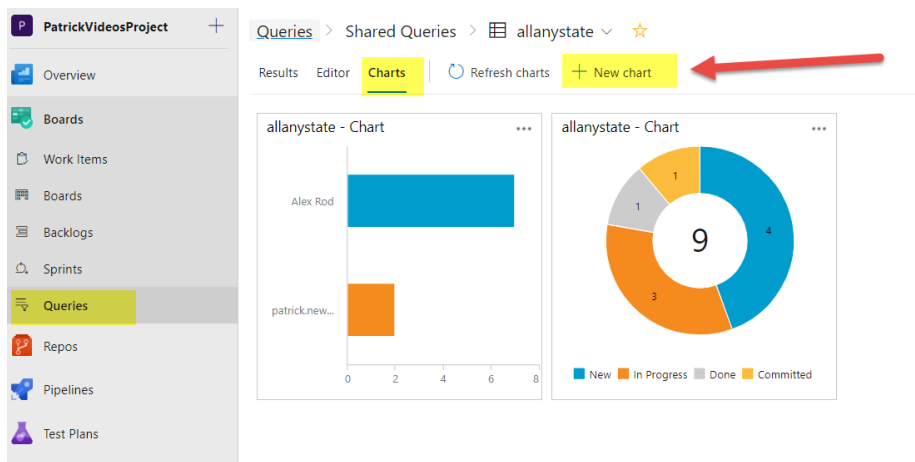
Selected Work Items

ID	Title	Work Item Type	Assigned To	State	Tags
4	TALA: Create a I...	Product Backlog Item	Alex Rod	Committed	
6	TALA: Create HT...	Task	Alex Rod	Done	HTML

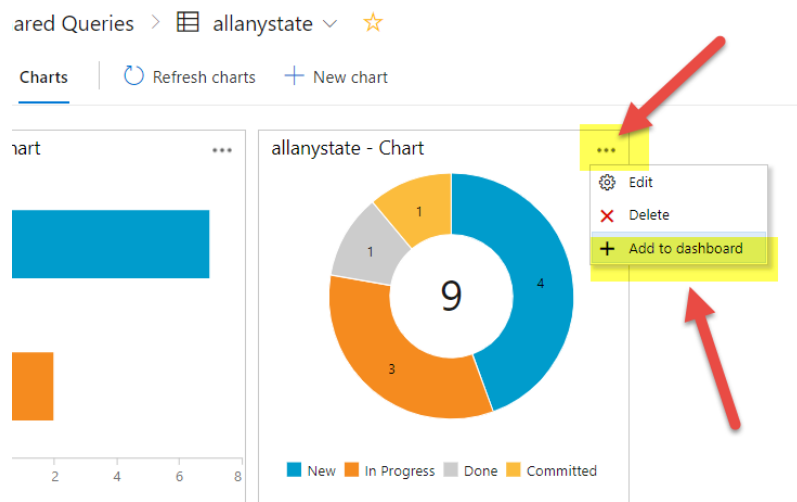
Queries:

<https://docs.microsoft.com/en-us/azure/devops/boards/queries/?view=vsts>

Create charts out of queries



****Shared query charts can be added to the Team dashboard**



Customize Dashboard

The screenshot shows the Azure DevOps interface for the 'PatrickVideosProject'. The left navigation pane has 'Overview' and 'Dashboards' highlighted with red arrows. The main area is titled 'Dashboards' and shows a list of dashboards. A red arrow points to the 'Overview' dashboard under the 'Continue where you left off' section. A '+ New Dashboard' button is in the top right.

Name	Team	Description
Continue where you left off		
Overview	PatrickVideosProject Team	
My favorite dashboards		
No favorites yet! Favorite ★ dashboards to quickly access them here.		
PatrickVideosProject Team (2)		
Overview	PatrickVideosProject Team	
Patrick	PatrickVideosProject Team	
All dashboards		

The screenshot shows the 'PatrickVideosProject Team Overview' dashboard. The left navigation pane has 'Overview' and 'Dashboards' highlighted. The main area shows two charts: 'allanystate - Chart' (a donut chart with segments 1, 3, 4, and 9) and 'allanystate - Chart' (a horizontal bar chart for 'Alex Rod').

The screenshot shows the 'Add Widget' dialog in the dashboard editor. The dialog has a search bar and a list of widgets. The 'Assigned to Me' widget is highlighted with a red arrow. The 'Add' button is at the bottom right.

Assigned to Me
Allows team members to quickly view and manage work assigned to them.
By Microsoft

Build History
Shows the build history of a selected build pipeline.

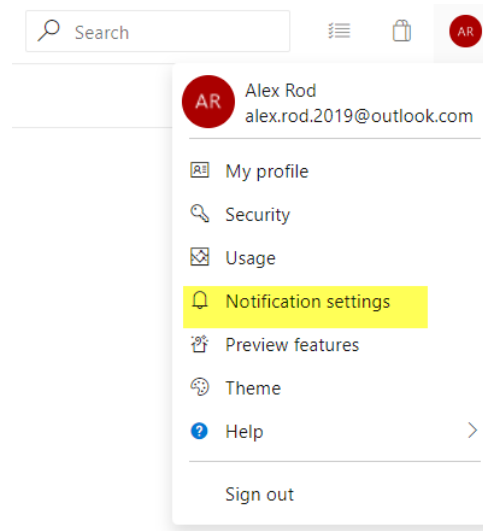
Chart for Test Plans
Create charts for test case authoring and test case execution status for test plans and test suites.

Chart for Work Items
Visualize work items like bugs, user stories, and tasks.

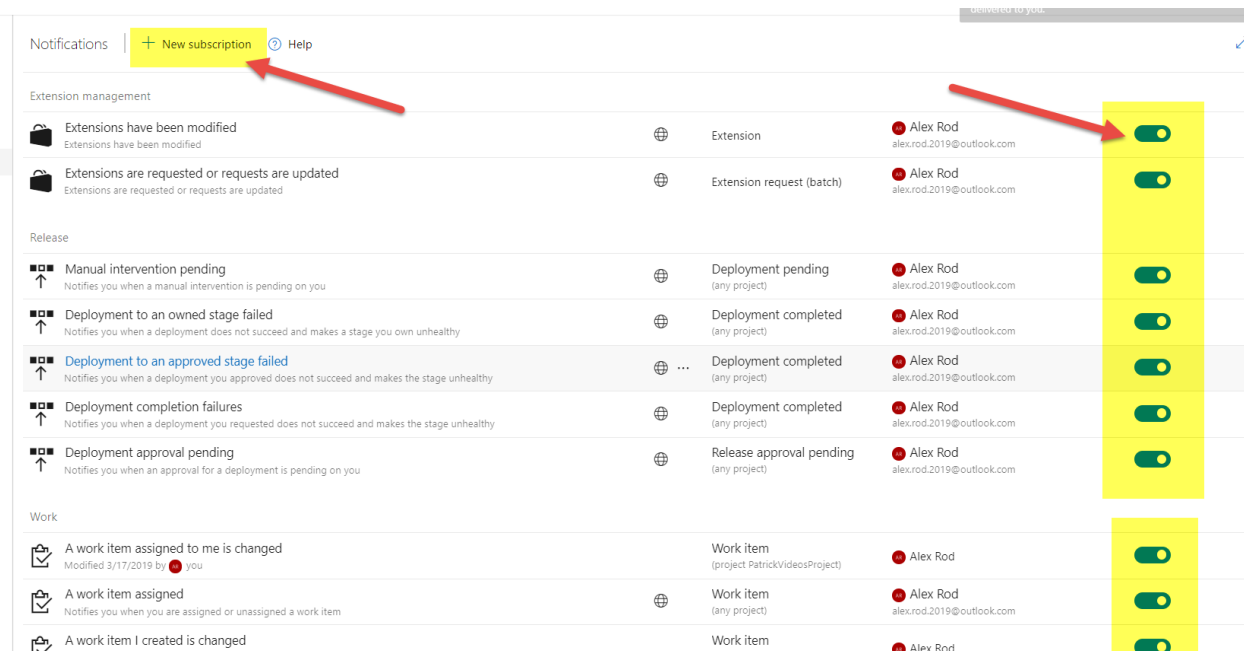
Don't see a widget? Explore the Extension Gallery

Manage your notifications

As changes occur to your code base, builds, work items, and other operations, you can receive email notifications. For example, you can set an alert to be notified whenever a bug that you opened is resolved or a work item is assigned to you.



Turn on or off notifications and create custom notifications.



New subscription

Category

Build

Code (Git)

Code (TFVC)

Work

Azure Artifacts

Extension management

Release

Template

A work item I created is changed

A work item assigned to me is changed

A work item is created

A work item is assigned to me


A work item is deleted

A work item is restored

Using Filters

Work Items

Recently updated ▾ | + New Work Item ▾ | ↗ Open in Queries | 🔗 Column Options | 🗑 Recycle Bin

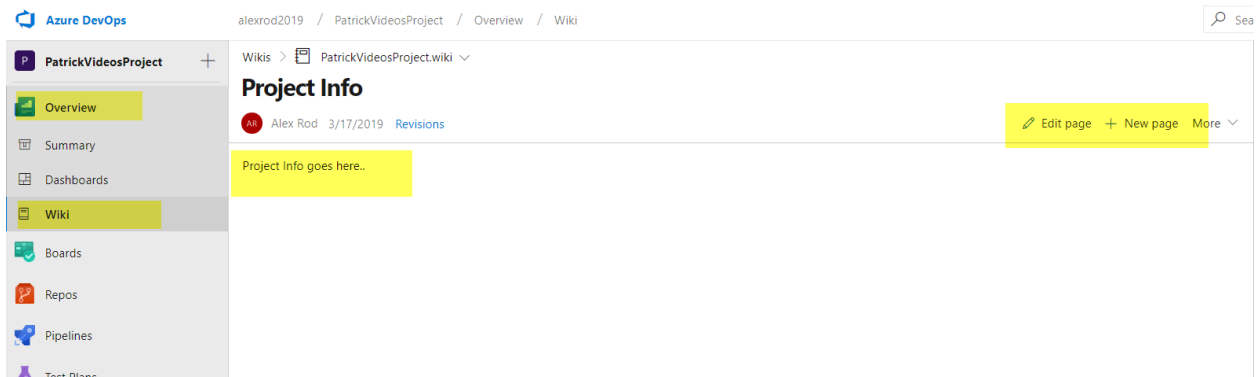
Filter by keyword 

Types ▾ | Assigned to ▾ | States ▾ | Area ▾ | Tags ▾ | X

ID	Title	Assigned To	State	Area Path	Tags	Comments	At
8	TALA: Create HTML Screen for forgot password	Alex Rod	In Progress	PatrickVideosProject		1	3/
7	TALA: Create CSS style sheet	Alex Rod	In Progress	PatrickVideosProject	CSS		3/
4	TALA: Create a login screen	Alex Rod	Committed	PatrickVideosProject			3/
9	TALA: Create CSS style sheet	Alex Rod	In Progress	PatrickVideosProject		1	3/
5	TALA: Create a Employee Table	patrick.newyork outlook.c...	New	PatrickVideosProject			3/

Create a Wiki for your project

Each team project can be provisioned with a wiki. Use it to share information with your team to understand, use, and contribute to your project.



Additional details:

<https://docs.microsoft.com/en-us/azure/devops/project/wiki/wiki-create-repo?view=vsts&tabs=new-nav>

Integrating with Excel Trouble shooting

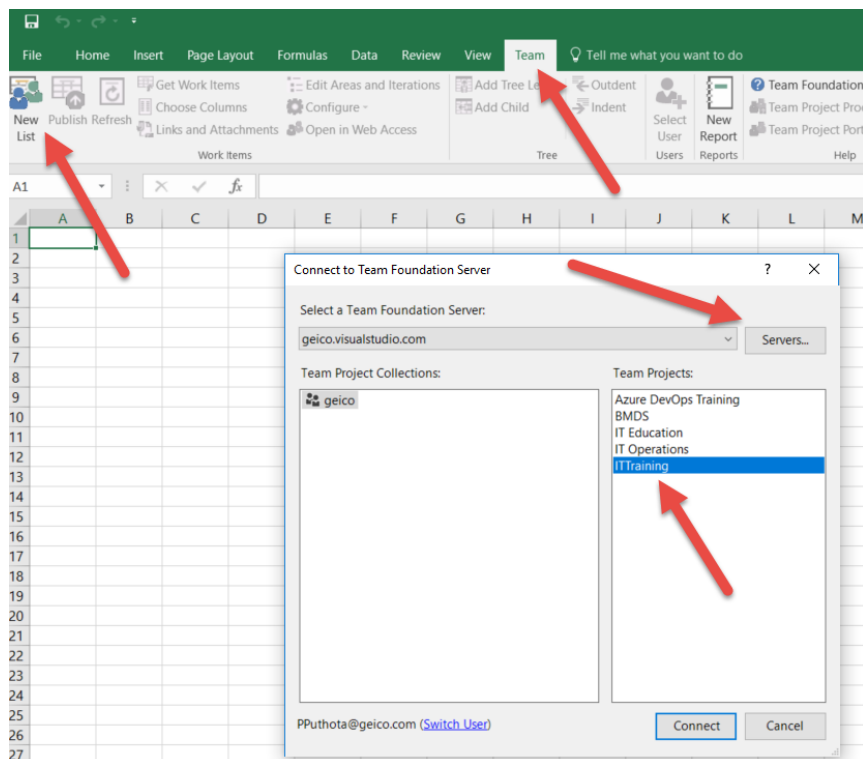
If you are unable to see the Team menu or open in excel please see below link.

<https://docs.microsoft.com/en-us/azure/devops/boards/backlogs/office/tfs-office-integration-issues?view=vsts>

Integrating with Excel

**In Excel Team menu you can connect to VSTS and run a query.

Opening from Excel



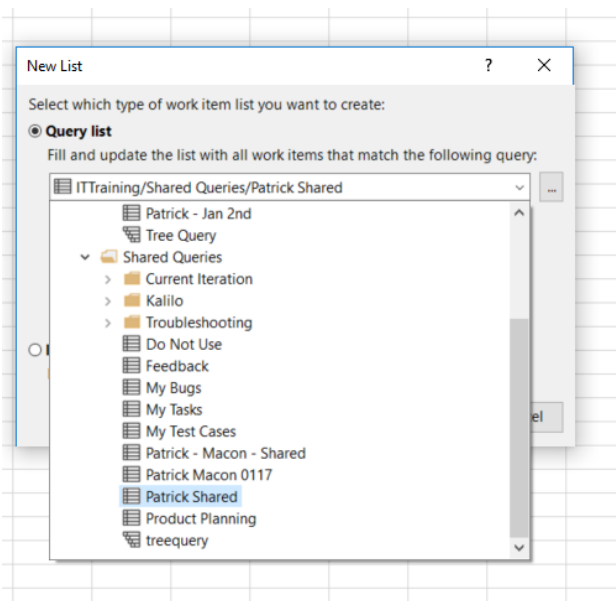


Table Tools: Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Help Team Design Tell me what you want to do

Work Items: New List, Publish, Refresh, Choose Columns, Links and Attachments, Open in Web Access, Edit Areas and Iterations, Configure, Add Tree Level, Add Child, Outdent, Indent, Select User, New Report, Team Foundation Help, Team Project Process Guidance, Team Project Portal, Help

E9 Done

Project: PatrickVideos Project Server: dev.azure.com/alexrod2019 Query: allanystate List type: Flat					
ID	Work Item Type	Title	Assigned To	State	Tags
1	Epic	TALA: Time and Labor Application	Alex Rod	New	Learn Azure Devops; TALA
2	Feature	TALA: Create Front end GUI	patrick.newyork outlook.com	New	Learn Azure Devops; TALA
3	Feature	TALA: Create DB tables	Alex Rod	New	TALA
4	Product Backlog Item	TALA: Create a login screen	Alex Rod	Committed	
5	Product Backlog Item	TALA: Create a Employee Table	patrick.newyork outlook.com	New	
6	Task	TALA: Create HTML Screen	Alex Rod	Done	HTML
7	Task	TALA: Create CSS style sheet	Alex Rod	Done	S
8	Task	TALA: Create HTML Screen for forgot password	Alex Rod	In Progress	
9	Task	TALA: Create CSS style sheet	Alex Rod	In Progress	

Custom Process

The screenshot displays the Azure DevOps web interface. On the left sidebar, the 'Azure DevOps' logo is highlighted with a yellow background and a red arrow. Below it, the 'My organizations' section shows 'alexrod2019' as the selected organization. Further down, the 'Related pages' section includes links for 'What's new in DevOps', 'Documentation', and 'Get help'. At the bottom of the sidebar, the 'New organization' link is followed by the 'Organization settings' link, which is also highlighted with a yellow background and a red arrow.

alexrod2019

Projects My work items My pull requests

PatrickVideosProject
This project is to learn Project Management

All projects

- PatrickVideosProcess**
- PatrickVideosProject**
This project is to learn Project Management
- PatrickVideosTestProject**
- test**
- TestProjectProcess**

Related pages

- [What's new in DevOps](#)
- [Documentation](#)
- [Get help](#)

+ New organization

Organization settings

Azure DevOps

alexrod2019 / Organization Settings / Process

Organization Settings

General

- Overview
- Projects
- Users
- Global notifications
- Usage
- Extensions
- Azure Active Directory

Security

- Policies
- Permissions

Boards

- Process**

Pipelines

All processes

Processes	Fields
Name	Description
Basic	This template is flexible for any process and gre
Agile (default)	This template is flexible and will work great for n
Scrum	This template is for teams who follow the Scrum
My Org	
My Organization	
PatrickVideos	
CMMI	

... This template is for teams who follow the Scrum

- + New team project
- Create inherited process**
- Change team projects to use Scrum
- Set as default process
- Disable process
- Security

Create inherited process from Scrum

Create a new inherited process to enable customizations.

Scrum [system process]

My Process

Description

My Organization Custom Process

[Learn more](#)

Create process Cancel

Organization Settings

All processes > My Process

Work item types Backlog levels Projects

+ New work item type

Bug

Epic

Feature

Impediment

Product Backlog Item

Task

Test Case

Test Plan

Test Suite

Create new work item type

Name *

Ticket

Description

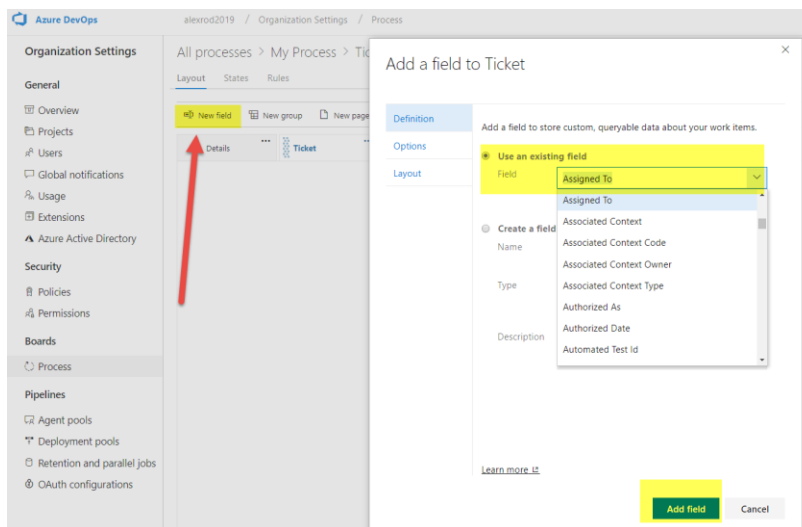
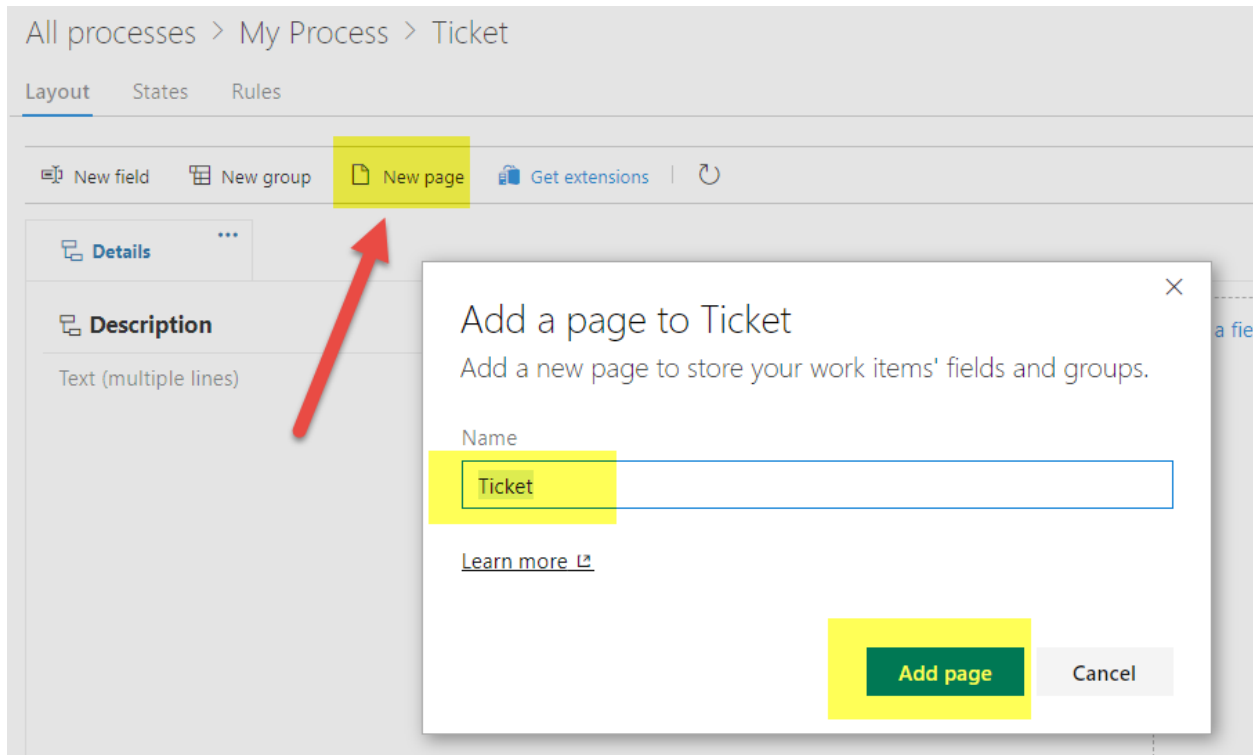
Creates tickets for support team

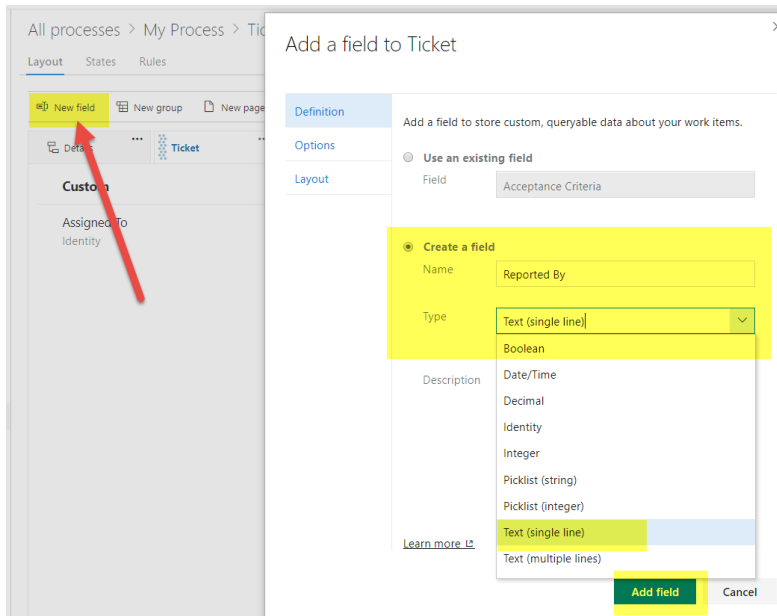
Icon

Icon color

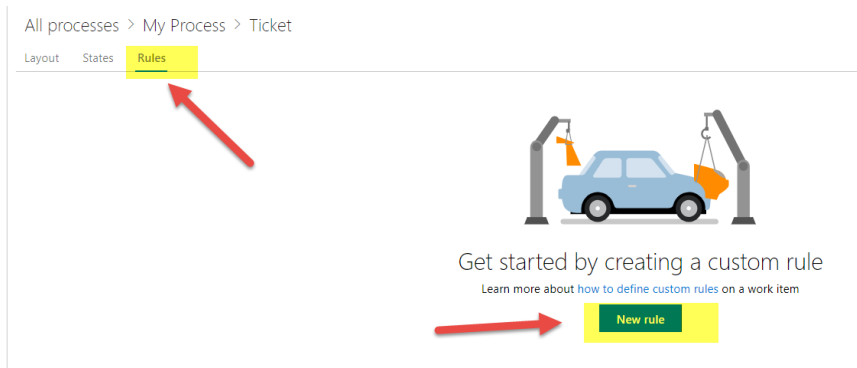
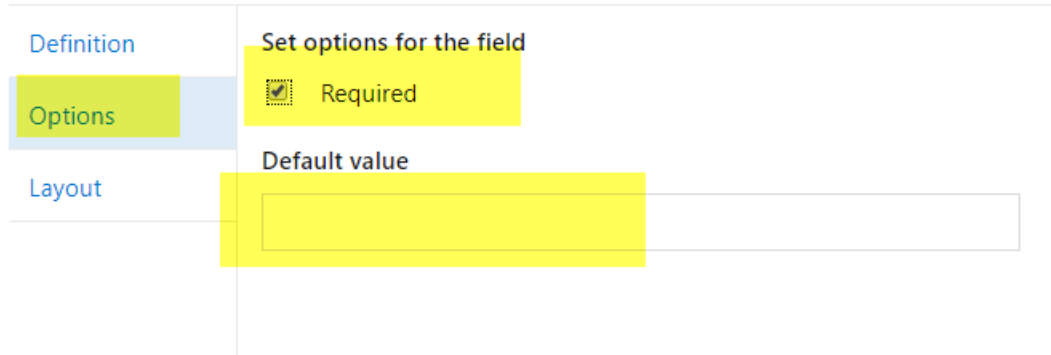
[Learn more](#)


Create Cancel





Edit field Reported By in Ticket



 New work item rule

A rule allows you to specify actions on work item fields to automate their behavior. By defining conditions, you can control when the system applies these changes to the fields. [Learn more about work item rules](#)

Name

Conditions

When Reported By

+ New condition

Actions

Then Assigned To to

+ New action

Additional details:

<https://docs.microsoft.com/en-us/azure/devops/organizations/settings/work/customize-process-wit?view=azure-devops>

