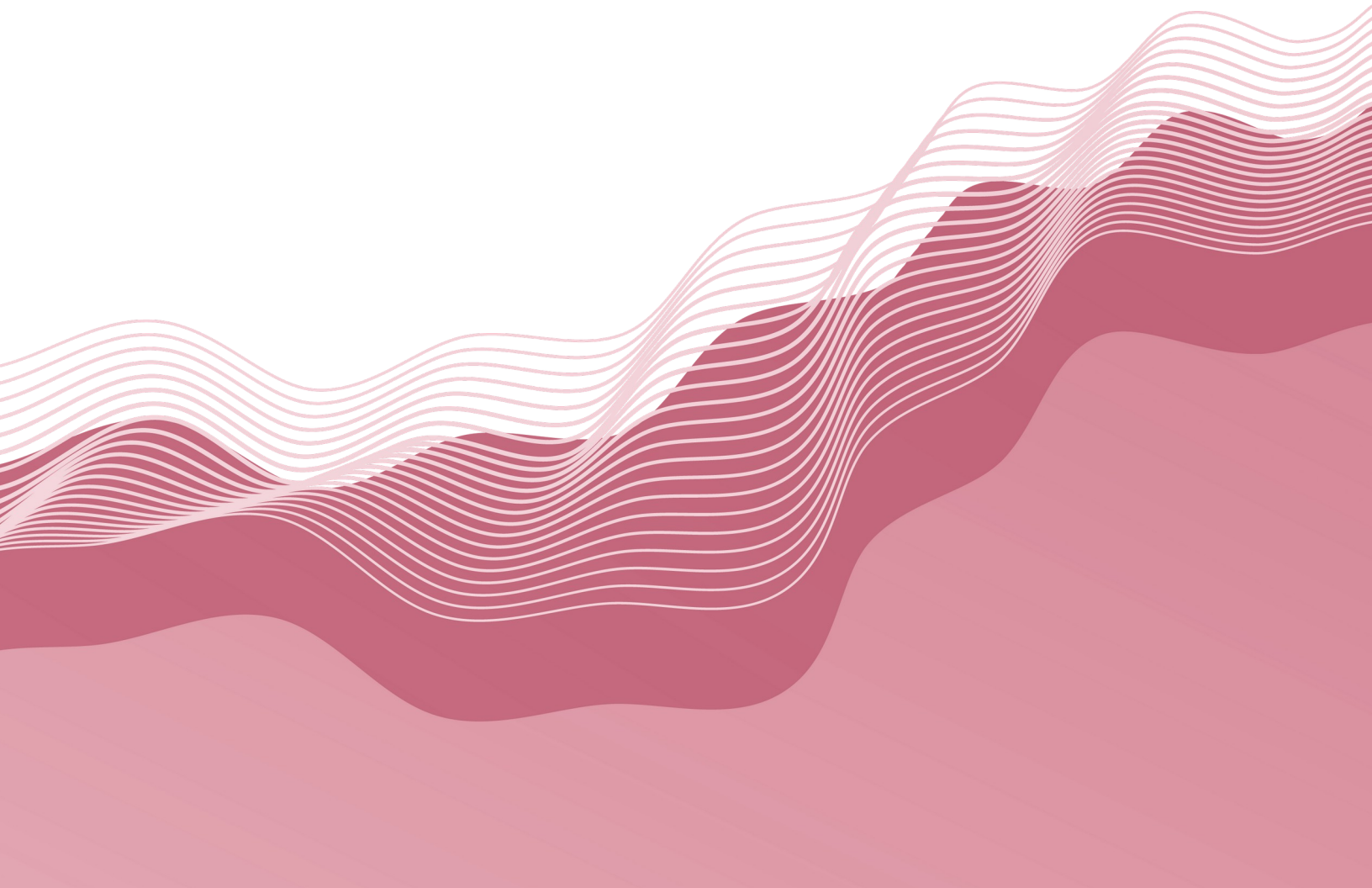




# My Tasks

## Administrator Guide

Version 26.10.13 · Updated 10/20/2026



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# Introduction

## Product Overview

Vitextra My Tasks is a SharePoint Framework (SPFx) solution that collects the tasks assigned to the signed-in user from Microsoft Planner, Microsoft To Do, flagged Outlook e-mails, SharePoint task lists, Project Online and Azure DevOps into one list on a SharePoint page or in Microsoft Teams. Instead of checking every application separately, an employee opens one page and sees all their tasks with common columns, sorting, filters and due dates.

The solution runs in the browser in the context of the signed-in user, so every person sees only their own tasks. The My Tasks web part only reads tasks; it never creates, changes or deletes them. Vitextra does not store task data on its servers.

My Tasks

Refresh

Due Date

Export To Excel

1

|  | Task Name                 | Project Name          | Due Date   | Task Status | Priority | Source       | Created Date | Author |
|--|---------------------------|-----------------------|------------|-------------|----------|--------------|--------------|--------|
|  | Review accessibility r... | Contoso Customer P... | 10/28/2026 | New         | 2        | Azure DevOps | 10/17/2026   |        |
|  | Prepare release notes     | Contoso Customer P... | 10/17/2026 | Active      | 2        | Azure DevOps | 10/17/2026   |        |
|  | Migrate images to C...    | Contoso Customer P... | 10/16/2026 | Active      | 1        | Azure DevOps | 10/17/2026   |        |
|  | Update product catal...   | Contoso Customer P... | 10/14/2026 | Active      | 1        | Azure DevOps | 10/17/2026   |        |
|  | Search returns duplic...  | Contoso Customer P... |            | Active      | 2        | Azure DevOps | 10/17/2026   |        |
|  | Add wishlist to custo...  | Contoso Customer P... |            | New         | 2        | Azure DevOps | 10/17/2026   |        |
|  | Configure email notif...  | Contoso Customer P... | 10/15/2026 | New         | 3        | Azure DevOps | 10/17/2026   |        |
|  | Wrong tax rate on in...   | Contoso Customer P... |            | New         | 1        | Azure DevOps | 10/17/2026   |        |
|  | Order tracking page       | Contoso Customer P... |            | New         | 3        | Azure DevOps | 10/17/2026   |        |
|  | Broken link in footer     | Contoso Customer P... |            | New         | 3        | Azure DevOps | 10/17/2026   |        |

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Figure 1. My Tasks on a SharePoint page

## Key Features

- **One list for six sources.** Planner, To Do, Outlook, SharePoint, Project and Azure DevOps tasks are merged, sorted and filtered together. Each source is switched on or off separately.

- **Due Date column and quick filters.** Overdue dates are shown in red; the **Due Date** menu narrows the list to **Overdue**, **Today** or **This week**.
- **Filter panel.** Users filter by project, source, status, priority and author; the values are collected from the loaded tasks.
- **Personal view settings.** The sorting, the due date filter and the filter selections of each user are remembered in the user's browser.
- **Configurable columns.** The administrator chooses the columns and their order.
- **Task details panel.** Users read the description and properties of a task without leaving the page.
- **Export to Excel.** The visible tasks are saved as a CSV file that opens in Excel.
- **Paging, excluded statuses, auto refresh and instant loading.**
- **Azure DevOps Query Viewer.** A second web part shows the results of saved Azure DevOps queries, with up to four query tabs, column selection, grouping and optional quick actions.
- **Microsoft Teams.** My Tasks works as a personal app and as a channel tab.

## Target Audience

This guide is intended for Microsoft 365 and SharePoint administrators who install the solution and approve its API permissions, and for site owners and page editors who add and configure the web parts. It describes installation, licensing, all web part settings, security, Microsoft Teams and troubleshooting.

People who only use a page with the web part do not need this guide. For them, see the *My Tasks. User Guide*.

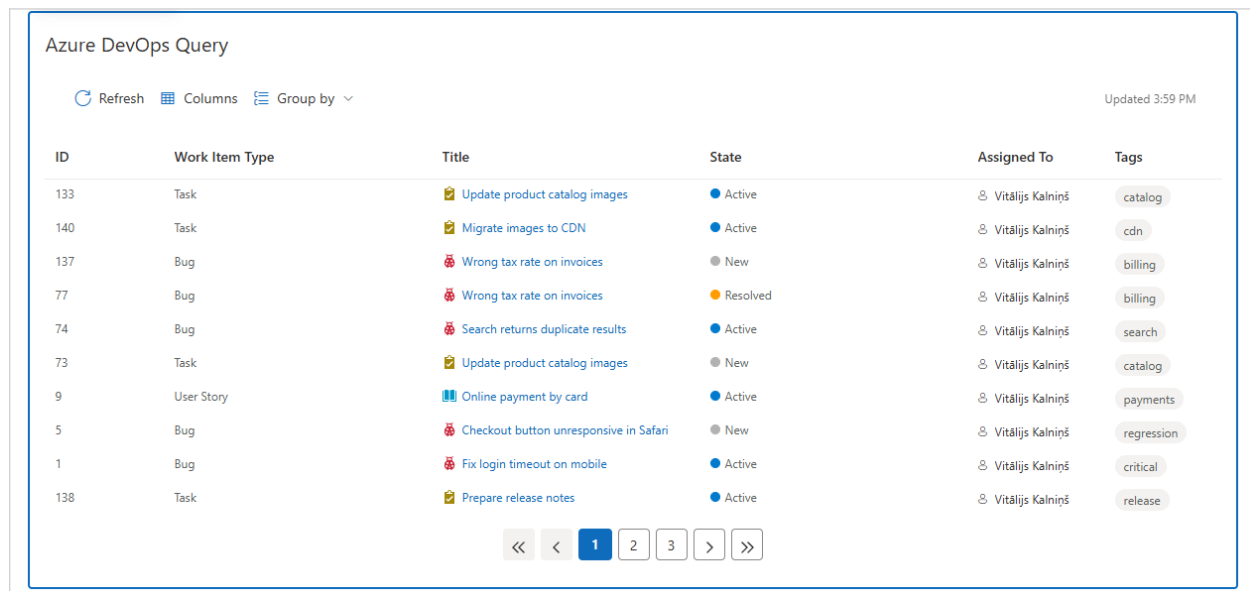
# Solution Architecture

## Components

The solution package contains two web parts:

Table 1. Components of the solution package

| Web part                         | Name in the toolbox | Purpose                                                                                                                                                                               |
|----------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>My Tasks</b>                  | My Tasks            | A personal list of the tasks assigned to the current user from several sources at once. Available on pages, as a full-page app, as a Microsoft Teams tab and as a Teams personal app. |
| <b>Azure DevOps Query Viewer</b> | Azure DevOps Query  | Shows the result of saved Azure DevOps queries on a page, with query tabs, column selection, grouping and optional quick actions.                                                     |



| ID  | Work Item Type | Title                                  | State    | Assigned To      | Tags       |
|-----|----------------|----------------------------------------|----------|------------------|------------|
| 133 | Task           | Update product catalog images          | Active   | Vitālijs Kalniņš | catalog    |
| 140 | Task           | Migrate images to CDN                  | Active   | Vitālijs Kalniņš | cdn        |
| 137 | Bug            | Wrong tax rate on invoices             | New      | Vitālijs Kalniņš | billing    |
| 77  | Bug            | Wrong tax rate on invoices             | Resolved | Vitālijs Kalniņš | billing    |
| 74  | Bug            | Search returns duplicate results       | Active   | Vitālijs Kalniņš | search     |
| 73  | Task           | Update product catalog images          | New      | Vitālijs Kalniņš | catalog    |
| 9   | User Story     | Online payment by card                 | Active   | Vitālijs Kalniņš | payments   |
| 5   | Bug            | Checkout button unresponsive in Safari | New      | Vitālijs Kalniņš | regression |
| 1   | Bug            | Fix login timeout on mobile            | Active   | Vitālijs Kalniņš | critical   |
| 138 | Task           | Prepare release notes                  | Active   | Vitālijs Kalniņš | release    |

Figure 2. Azure DevOps Query Viewer on a page

## Data Sources

Table 2. Data sources of the My Tasks web part

| Source              | What is loaded                                                                                     | Access                | Limit              |
|---------------------|----------------------------------------------------------------------------------------------------|-----------------------|--------------------|
| <b>Planner</b>      | Planner tasks assigned to the user that are not 100% complete                                      | Microsoft Graph       | No fixed limit     |
| <b>To Do</b>        | Tasks from all Microsoft To Do lists except <i>Flagged email</i> ; completed tasks are excluded    | Microsoft Graph       | No fixed limit     |
| <b>Outlook</b>      | Flagged e-mails (the To Do list <i>Flagged email</i> ); completed ones are excluded                | Microsoft Graph       | No fixed limit     |
| <b>SharePoint</b>   | Items of SharePoint task lists (content type <i>Task</i> ) where the user is in <b>Assigned To</b> | SharePoint Search     | Up to 100 tasks    |
| <b>Project</b>      | Tasks assigned to the user on Project Online or Project Server sites                               | SharePoint Search     | Up to 100 tasks    |
| <b>Azure DevOps</b> | Work items assigned to the user in the whole organization                                          | Azure DevOps REST API | All assigned items |

A source whose request fails is skipped silently, and the tasks of the other sources are still shown. A switched-off source is not queried. The SharePoint and Project sources are search-based: new or changed items appear after the next search crawl, and sites excluded from search are not found. Project sites are not included in the SharePoint source, so tasks are not duplicated.

## Data Access and Security

My Tasks is a client-side SPFx solution. Every call is made from the user's browser on behalf of the signed-in user:

- Planner, To Do and Outlook tasks are requested from Microsoft Graph for the current user only;
- SharePoint and Project tasks are found with the SharePoint Search REST API with security trimming, so users see only items they are allowed to open;

- the Azure DevOps REST API is called with the user's identity, so users see only what they can already see in Azure DevOps.

Task data is not sent to Vitextra. The web parts communicate with Vitextra services only for the license check and usage telemetry, which do not contain the content of tasks.

The following data is stored in the browser:

Table 3. Data stored in the browser

| Storage               | Content                                                                                                                                                                                                                              | Lifetime                                                                                                     |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>localStorage</b>   | Personal view settings of My Tasks (sort column and direction, <b>Due Date</b> quick filter, filter selections) and, for the Azure DevOps Query Viewer, the chosen columns and grouping of each query. Stored per web part instance. | Until the browser data is cleared; not synchronized between browsers or devices                              |
| <b>sessionStorage</b> | The last loaded task list of My Tasks, used for instant loading                                                                                                                                                                      | Up to 15 minutes, only in the same browser tab session and only while the data source settings are unchanged |

The web part settings (sources, columns, limits and so on) are stored in the web part properties on the page, like those of any other SharePoint web part.

## Network Requirements

If your organization restricts outbound traffic, make sure that browsers can reach the following endpoints:

Table 4. Endpoints used by the web parts

| Endpoint                           | Purpose                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------|
| <b>https://static.vitextra.com</b> | Web part scripts, resources and icons (the package does not include client-side assets). |

| Endpoint                                                                                                                                           | Purpose                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <a href="https://graph.microsoft.com">https://graph.microsoft.com</a>                                                                              | Planner, To Do and Outlook tasks; user names.                         |
| <a href="https://&lt;tenant&gt;.sharepoint.com">https://&lt;tenant&gt;.sharepoint.com</a>                                                          | SharePoint Search for the SharePoint and Project sources.             |
| <a href="https://dev.azure.com">https://dev.azure.com</a> ,<br><a href="https://app.vssps.visualstudio.com">https://app.vssps.visualstudio.com</a> | Azure DevOps work items, queries, organizations and the user profile. |
| <a href="https://vitextra.com">https://vitextra.com</a>                                                                                            | License status.                                                       |

## Localization

The user interface of both web parts is available in 47 languages, including English, German, French, Latvian, Russian, Spanish, Italian, Polish, Ukrainian, Chinese and Japanese. The language follows the interface language of the user in SharePoint and Microsoft 365; there is no language setting in the web part. The web parts take their colors from the theme of the site (light, dark or custom) or of Microsoft Teams and use the font of the site. Task titles, project names, statuses and descriptions are shown as they are stored in the sources and are not translated.

# Installation

## Software Requirements

### Deployment Requirements

SharePoint Online (Microsoft 365). The tenant must have an app catalog. To use the Azure DevOps source or the Azure DevOps Query Viewer, the Azure DevOps organization must be connected to the same Microsoft Entra ID tenant as Microsoft 365 (in Azure DevOps: **Organization settings** → **Microsoft Entra**).

#### ! Important

My Tasks is an SPFx solution for Microsoft 365 and cannot be installed on SharePoint Server.

### Client Requirements

Desktop browsers:

- Microsoft Edge (latest released version)
- Google Chrome (latest released version)
- Mozilla Firefox (latest released version)
- Apple Safari (latest released version)

Mobile devices: the Microsoft Teams and SharePoint mobile apps. The web parts work on modern pages only.

## Required Permissions

Table 5. Roles required for installation and configuration

| Task                                                | Required role or permission                                       |
|-----------------------------------------------------|-------------------------------------------------------------------|
| <b>Upload the package to the tenant App Catalog</b> | SharePoint Administrator, or Full Control on the App Catalog site |
| <b>Approve the API permission requests</b>          | SharePoint Administrator or Global Administrator                  |

| Task                                                                | Required role or permission                                                            |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Make the app available in Microsoft Teams</b>                    | SharePoint Administrator; the Teams app policy must allow custom apps                  |
| <b>Add and configure a web part on a page</b>                       | Edit permission on the page (site member or owner)                                     |
| <b>Use the Azure DevOps source or the Azure DevOps Query Viewer</b> | Membership in the Azure DevOps organization and read access to the project and queries |
| <b>Use the quick actions of the Azure DevOps Query Viewer</b>       | Permission to edit work items in Azure DevOps                                          |

## Installation Package

The solution is distributed through two channels:

- Vitextra Download Center (<https://vitextra.com/en/downloads>)
- Microsoft AppSource



### Tip

The Download Center provides new versions as soon as they are released. Publication in AppSource can take up to two weeks because of the Microsoft verification process.

The package from the Download Center is a ZIP archive named `Vitextra.MyTasks.<year>Q<quarter>.zip`. Extract it before installation: it contains the solution file `vitextra.my-tasks.sppkg`.

## Deploying the Package

1. Open the [Microsoft 365 admin center](#) and go to **Admin centers** → **SharePoint**.
2. In the SharePoint admin center, select **More features** and click **Open** under **Apps**.
3. Click **Upload** and select the extracted file `vitextra.my-tasks.sppkg`.
4. In the confirmation dialog, select **Enable this app and add it to all sites** and click **Enable app**.
5. Wait until **Vitextra My Tasks** appears in the list of apps.

The package is built for tenant-wide deployment: after this step the web parts are available on every site and do not have to be added to sites through **Add an app**. The detailed procedure is described in [KB10035. How to Install a Vitextra Product in SharePoint Online](#).

## Approving API Permissions

The package requests the following delegated API permissions. They work only in the context of a signed-in user and never give the web parts more rights than that user has.

Table 6. API permissions requested by the package

| API             | Permission         | Used for                                                                                               |
|-----------------|--------------------|--------------------------------------------------------------------------------------------------------|
| Microsoft Graph | User.Read          | Basic information about the signed-in user                                                             |
| Microsoft Graph | User.ReadBasic.All | Display names of the authors of Planner tasks in the <b>Author</b> column                              |
| Microsoft Graph | Tasks.ReadWrite    | Reading the user's Planner, To Do and flagged e-mail tasks                                             |
| Azure DevOps    | user_impersonation | Calling the Azure DevOps REST API for the <b>Azure DevOps</b> source and the Azure DevOps Query Viewer |

To approve the requests:

1. Open the SharePoint admin center and select **Advanced** → **API access**.
2. Under **Pending requests**, find the requests of the **Vitextra My Tasks** package.
3. Select each request and click **Approve**, then confirm.
4. Check that all four permissions are listed under **Approved requests**.

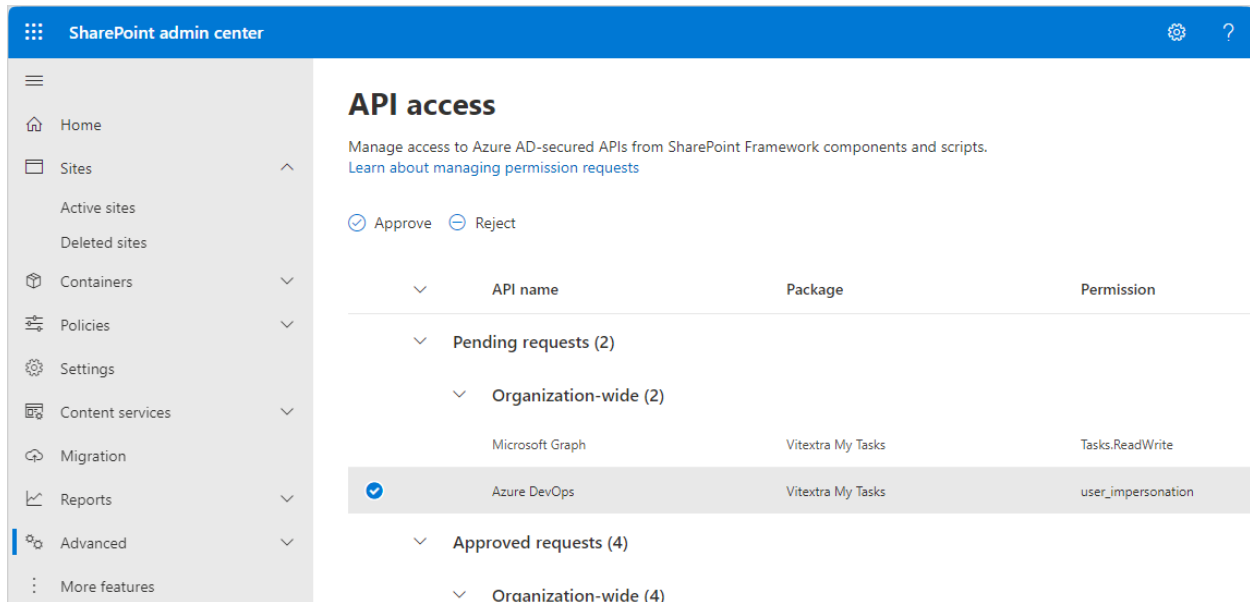


Figure 3. API access in the SharePoint admin center

### ! Important

Without the approval, the sources that depend on a permission return no tasks: Planner, To Do and Outlook need the Microsoft Graph permissions, the Azure DevOps source and the Azure DevOps Query Viewer need **user\_impersonation**. The SharePoint and Project sources need no API permission. An approved permission applies to all SPFx solutions of the tenant.

### Note

The name **Tasks.ReadWrite** is the Microsoft Graph scope for Planner and To Do tasks. The My Tasks web part uses it only to read tasks. The details are in [KB10303. My Tasks: Required Permissions, Privacy and Security](#).

## Making the App Available in Microsoft Teams

To use My Tasks in Microsoft Teams, synchronize the solution with Teams:

1. In the App Catalog (**More features** → **Apps** → **Manage apps**), select **Vitextra My Tasks**.
2. Click **Add to Teams** (in the classic App Catalog: **Sync to Teams** on the **Files** tab).
3. In Microsoft Teams, open **Apps** → **Built for your org** and find **My Tasks**.

Alternatively, a Teams administrator can upload the Teams app package `TeamsSPFxApp.zip` in the Teams admin center under **Teams apps** → **Manage apps** → **Upload new app**. See the section *Microsoft Teams* below.

# Licensing and Activation

My Tasks is a subscription product. After deployment, a trial period with full functionality starts automatically. When the trial ends, the web parts show the message *We hope you enjoyed your free trial. Buy it now to keep it working.* instead of the tasks until a license is assigned to your tenant. One license is required per Microsoft 365 tenant.

To activate the product:

1. Find your tenant ID: open the web part properties and expand the **About** group. The **Tenant** field shows the ID.
2. Purchase a subscription on [vitextra.com](https://vitextra.com).
3. In **Account** → **My Subscriptions**, open the subscription, select **Assign License** and enter the tenant name and ID.

The **About** group shows the license **Status** (**Trial version** with the number of remaining days, **Active**, **Expired**, **Suspended** or **Canceled**), the **Version** of the web part and the **Tenant**.

 **Note**

For details, see [KB10206. Vitextra Licensing and Account: How to Buy and Activate a License](#) and [KB10037. Manage Your Subscription](#).

## Adding the My Tasks Web Part to a Page

1. Open a modern page and click **Edit**.
2. Hover over a section and click + (Add a new web part).
3. Type *My Tasks* in the search box of the toolbox and select **My Tasks**.
4. Click the **Edit web part** (pencil) icon to open the property pane, choose the data sources and adjust the other settings.
5. Optionally click the title area and enter a **Web Part Title**.
6. Click **Publish** or **Republish**.

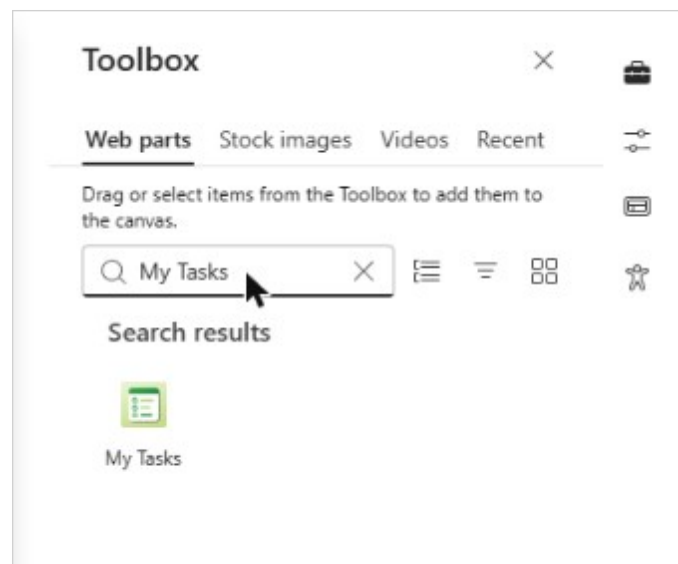


Figure 4. My Tasks in the web part toolbox

A new web part works with sensible defaults: **Planner**, **SharePoint**, **To Do** and **Outlook** are on, the list is sorted by **Created Date**, newest first, and shows 10 tasks per page. The web part can be placed in any section, including a full-width section, or used as the only content of a full-page app page.

### Tip

You can add several My Tasks web parts to one page or to different pages, each with its own sources and columns. Each user's sorting and filters are remembered separately for every web part.

# Configuring the My Tasks Web Part

The settings are grouped in the property pane. Most changes are applied immediately without reloading the page. The settings apply to all users of the page.

Table 7. Groups of the My Tasks property pane

| Group         | Settings                                                                                                                                       |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Source   | Toggles <b>Azure DevOps</b> (with <b>Organization</b> ), <b>Planner</b> , <b>Project</b> , <b>SharePoint</b> , <b>To Do</b> and <b>Outlook</b> |
| Sort by       | Default sort field and direction                                                                                                               |
| Row Limit     | <b>Total number of results</b> and <b>Enable Paging</b>                                                                                        |
| Appearance    | <b>Compact List</b>                                                                                                                            |
| Miscellaneous | <b>Excluded Statuses (comma separated)</b> and <b>Auto refresh</b>                                                                             |
| Columns       | Visible columns and their order                                                                                                                |
| About         | License status, version and tenant                                                                                                             |

## Data Source

Switch on every source whose tasks should appear. By default **Planner**, **SharePoint**, **To Do** and **Outlook** are on, while **Azure DevOps** and **Project** are off. If all sources are off, the list is empty.

To show Azure DevOps work items, switch on **Azure DevOps** and enter the **Organization**: the name from the address `dev.azure.com/<organization>`, for example *contoso*.

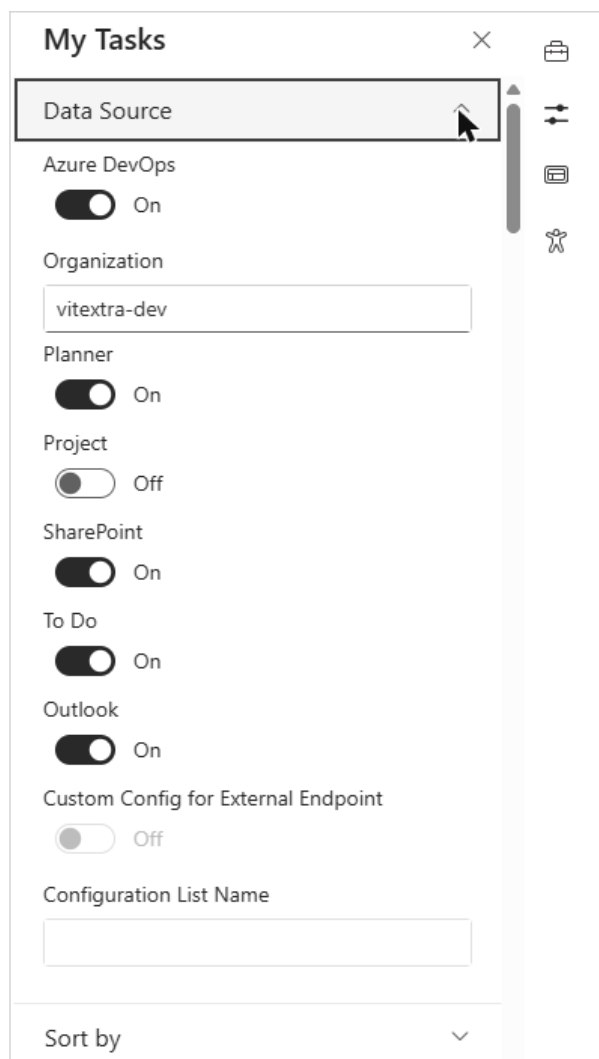


Figure 5. Data Source group

How the data of each source is shown:

Table 8. Task status and priority by source

| Source         | Project Name | Task Status                                                                   | Priority                     |
|----------------|--------------|-------------------------------------------------------------------------------|------------------------------|
| <b>Planner</b> | Plan title   | Not Started, In Progress, Completed<br>(from the checklist or the percentage) | Urgent, High, Normal,<br>Low |
| <b>To Do</b>   | To Do        | Not Started or the state reported by To<br>Do                                 | Low, Normal, High            |
| <b>Outlook</b> | Outlook      | Not Started or the state reported by To<br>Do                                 | Low, Normal, High            |

| Source                     | Project Name | Task Status                            | Priority                     |
|----------------------------|--------------|----------------------------------------|------------------------------|
| <b>SharePoint, Project</b> | Site title   | Value of the status column of the list | Value of the Priority column |
| <b>Azure DevOps</b>        | Team project | State of the work item                 | Number 1 to 4                |

#### Note

The **Author** column is empty for To Do and Outlook tasks by design. For Azure DevOps work items, the **Due Date** is shown if the process has the field *Microsoft.VSTS.Scheduling.DueDate*.

## Sort by

Select the default sort field — **Task Name**, **Created Date**, **Due Date**, **Source**, **Priority** or **Task Status** — and the direction **Sort A to Z** or **Sort Z to A**. By default the list is sorted by **Created Date**, newest first. This order is what users see on the first visit; as soon as a user sorts by a column header, the user's choice is remembered and used instead.

## Row Limit

The slider **Total number of results** (5 to 50) sets the number of tasks **per page**, not the total number of loaded tasks. A web part added from the toolbox starts with 10. When the filtered list is longer than one page, a pager appears under the list.

**Enable Paging** is on by default. When it is off, the pager is hidden and only the first page of the sorted list is shown. Switch it off only for a short fixed-size list, for example a "top tasks" view on a home page.

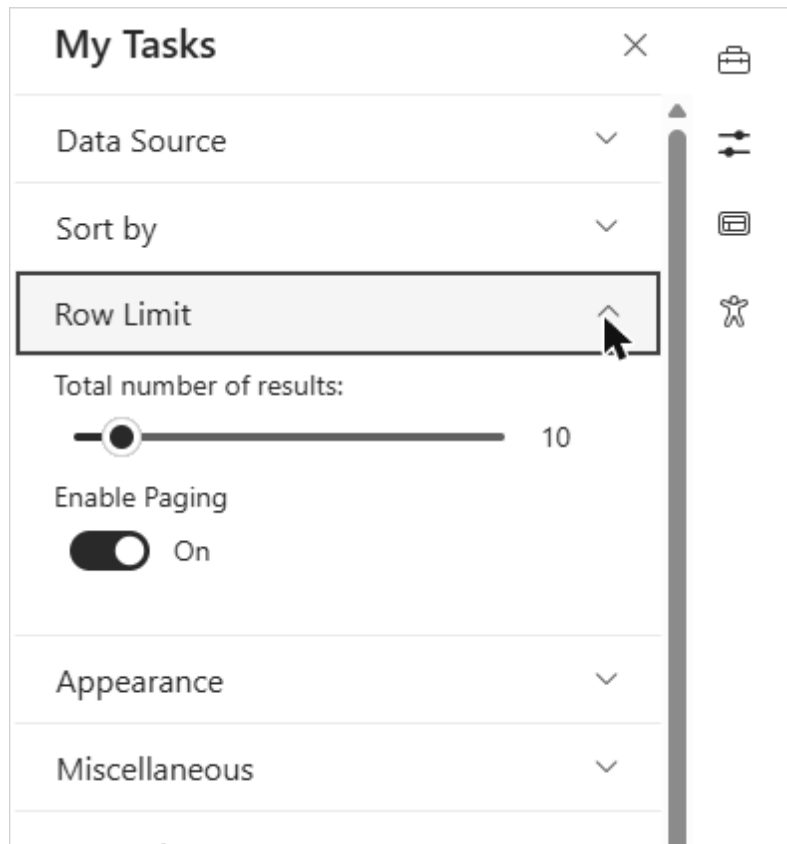


Figure 6. Row Limit group

## Appearance

**Compact List** reduces the height of the rows, so more tasks are visible without scrolling. This is convenient for narrow columns and for pages with several web parts.

## Miscellaneous

In **Excluded Statuses (comma separated)**, enter the status names that should be hidden for all users, for example Completed, Deferred. The list is reloaded immediately.

- The names are separated by commas; spaces around them are ignored.
- The comparison is exact and case-sensitive: the name must match the text of the **Task Status** column. completed does not match Completed.
- Hidden tasks are not shown, not counted by the pager and not exported.

- Do not end the value with a comma: the empty item may hide tasks without a status.

**Auto refresh** reloads the tasks from all enabled sources every 60 seconds while the page is open. The refresh is silent and keeps the user's sorting and filters. Turn it on for task boards that stay open all day.

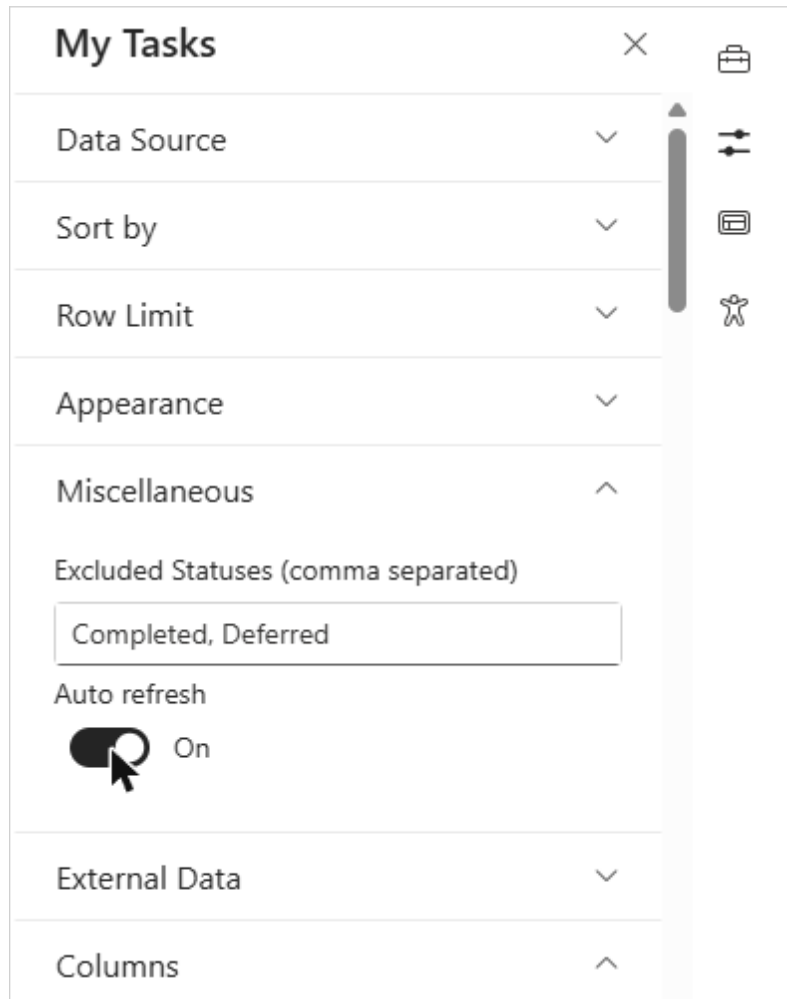


Figure 7. Miscellaneous group

 **Note**

Planner shows only tasks that are not 100% complete, and To Do and Outlook show only uncompleted tasks. Excluding **Completed** therefore matters mainly for SharePoint, Project and Azure DevOps tasks.

## Columns

Tick the columns to show and drag them up or down to change the order; the column at the top is the leftmost in the list. Clearing a checkbox does not lose the position of the column.

Table 9. Available columns

| Column                               | Content                                                                    | Default |
|--------------------------------------|----------------------------------------------------------------------------|---------|
| <b>Source Icon</b>                   | Icon of the source of the task                                             | On      |
| <b>Task Name (linked to item)</b>    | Title as a link that opens the original task in a new tab                  | On      |
| <b>Project Name (linked to item)</b> | Project, plan, list or site as a link, when the source provides an address | On      |
| <b>Created Date</b>                  | Date of creation                                                           | On      |
| <b>Due Date</b>                      | Due date; overdue dates in red                                             | On      |
| <b>Author</b>                        | Creator of the task with a profile picture                                 | On      |
| <b>Task Status</b>                   | Status as the source names it                                              | On      |
| <b>Priority</b>                      | Priority as the source names it                                            | On      |
| <b>Task Name, Project Name</b>       | The same values as plain text                                              | Off     |
| <b>Attachments, Comments</b>         | Number of attachments and comments (Azure DevOps)                          | Off     |
| <b>Source</b>                        | Name of the source as text                                                 | Off     |
| <b>Tags</b>                          | Tags of the task (Azure DevOps)                                            | Off     |

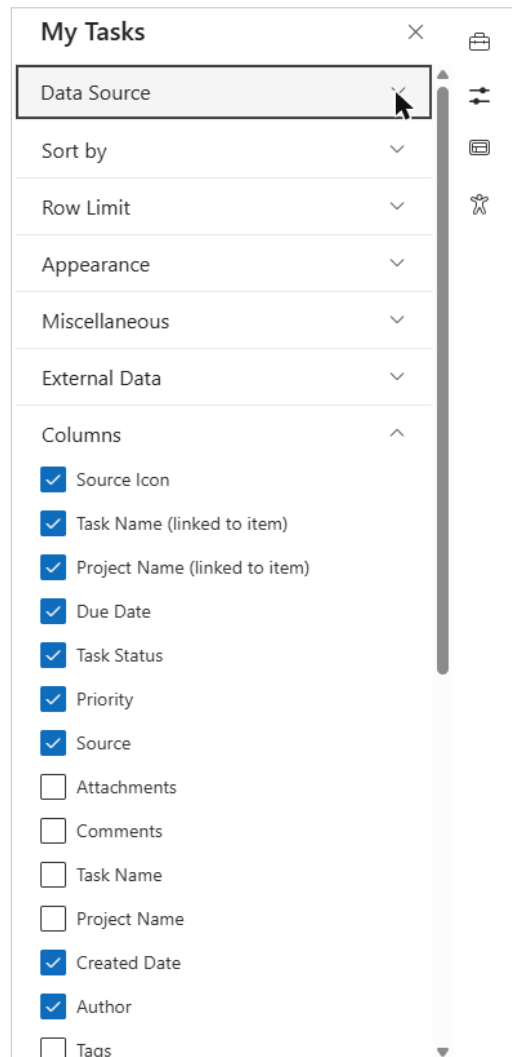


Figure 8. Columns group

Tick only one variant of **Task Name** and **Project Name**. The plain variant is useful when users should select rows without accidentally leaving the page. When a new version introduces a new column, it is added automatically to existing web parts. The column set applies to all users; the Excel export and the details panel have their own fixed set of fields.

## About

The group shows the license **Status**, the **Version** of the web part and the **Tenant ID**.

## Checking the Result

Publish the page, reload it and check that the tasks of every enabled source appear, that **Refresh**, the **Due Date** menu, **Export To Excel** and the **Filter** panel work, and that **Details** shows the properties of a selected task.

My Tasks

Refresh

Due Date

Export To Excel

| <div><div></div></div> Task Name                 | Project Name          | Due Date   | Task Status | Priority | Source       | Created Date | Author                 |
|--------------------------------------------------|-----------------------|------------|-------------|----------|--------------|--------------|------------------------|
| <div><div></div></div> Review accessibility r... | Contoso Customer P... | 10/28/2026 | New         | 2        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Prepare release notes     | Contoso Customer P... | 10/17/2026 | Active      | 2        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Migrate images to C...    | Contoso Customer P... | 10/16/2026 | Active      | 1        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Update product catal...   | Contoso Customer P... | 10/14/2026 | Active      | 1        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Search returns duplic...  | Contoso Customer P... |            | Active      | 2        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Add wishlist to custo...  | Contoso Customer P... |            | New         | 2        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Configure email notif...  | Contoso Customer P... | 10/15/2026 | New         | 3        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Wrong tax rate on in...   | Contoso Customer P... |            | New         | 1        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Order tracking page       | Contoso Customer P... |            | New         | 3        | Azure DevOps | 10/17/2026   | <div><div></div></div> |
| <div><div></div></div> Broken link in footer     | Contoso Customer P... |            | New         | 3        | Azure DevOps | 10/17/2026   | <div><div></div></div> |

1

2

Figure 9. Configured My Tasks web part

### ! Important

The web part shows only tasks assigned to the person who views the page. If you see an empty list while editing, check that you are assigned to tasks in the enabled sources.

# Azure DevOps Query Viewer

The **Azure DevOps Query Viewer** web part (in the toolbox: **Azure DevOps Query**) shows the result of a query saved in Azure DevOps. The columns, the order and the conditions come from the query and are maintained in Azure DevOps.

## Requirements

- the permission **user\_impersonation** for Azure DevOps is approved;
- the Azure DevOps organization is connected to the same Microsoft Entra ID tenant as Microsoft 365;
- the page editor and the viewers are members of the organization and have access to the project;
- the query is saved in Azure DevOps (**Shared Queries** or **My Queries**).

### ! Important

The web part calls Azure DevOps as the signed-in user. A viewer without access to the project sees an error or an empty list, even if the page itself is available in SharePoint.

## Connecting a Query

1. Edit the page, click + and select **Azure DevOps Query**. The web part shows the **Not Configured** checklist with **Organization**, **Project** and **Query**.
2. Click **Configure Web Part** to open the property pane.
3. In the **Data Source** group, select the **Organization**. The list contains the organizations of the signed-in account.
4. Select the **Project** and then the **Query**. Queries are listed with their folder path, for example *Shared Queries/Active Bugs*.

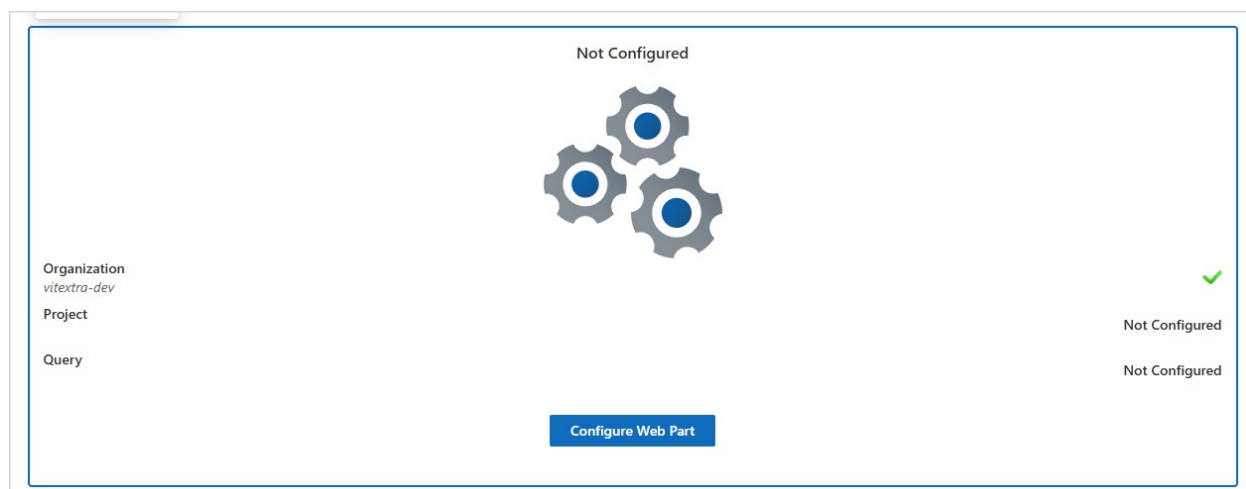


Figure 10. Not Configured checklist

Changing the organization resets the project and the queries; changing the project resets the queries. If the **Organization** list is empty, the organization is not connected to your Microsoft Entra ID tenant, your account is not a member of any organization, or **user\_impersonation** is not approved yet.

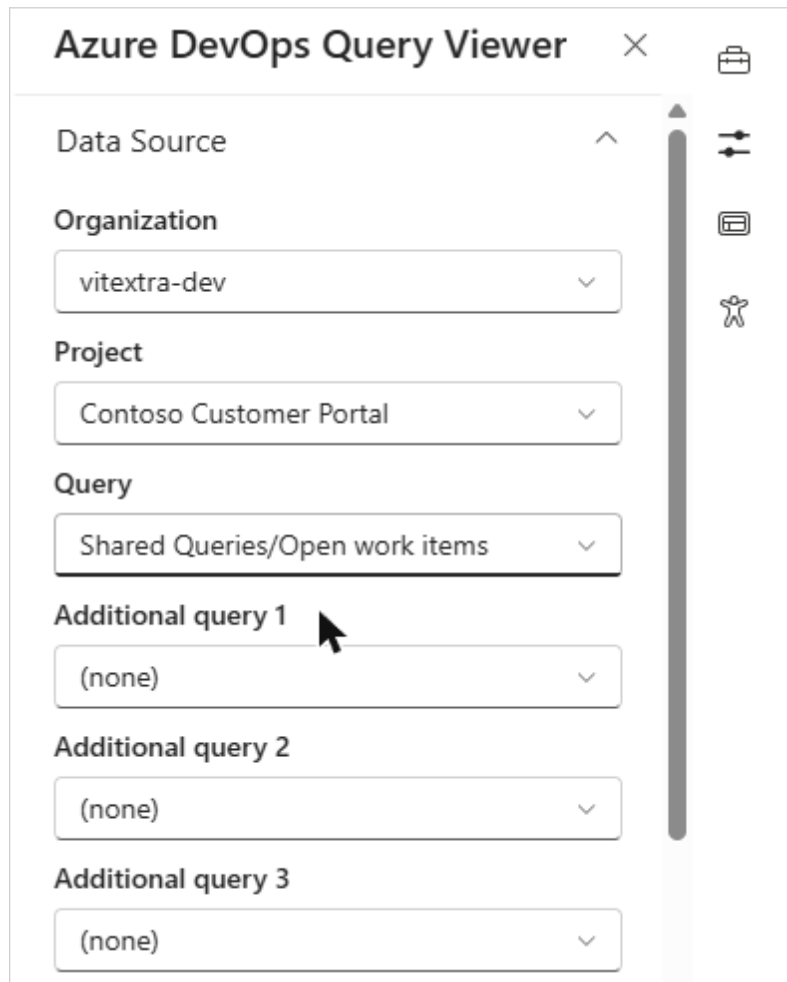


Figure 11. Data Source group of the Azure DevOps Query Viewer

Table 10. Supported query types

| Query type                         | How it is shown                                       |
|------------------------------------|-------------------------------------------------------|
| <b>Flat list of work items</b>     | A table that users can sort and group                 |
| <b>Tree of work items</b>          | An expandable hierarchy; sorting and grouping are off |
| <b>Work items and direct links</b> | An expandable hierarchy, like a tree query            |

At most 1000 work items are loaded per query. If a query returns more, the message *Item limit reached. Only the first 1000 items are loaded.* is shown; narrow the query in Azure DevOps.

## Query Tabs

The drop-downs **Additional query 1**, **Additional query 2** and **Additional query 3** add up to three more queries of the same project. When more than one query is selected, their names appear as tabs above the command bar, and each tab keeps its own columns and grouping.

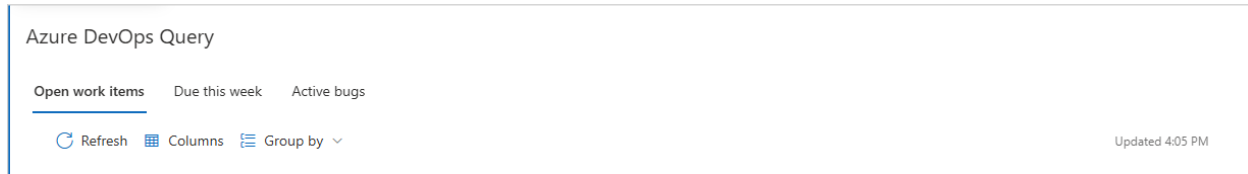


Figure 12. Query tabs

## Settings

Table 11. Settings of the Azure DevOps Query Viewer

| Group         | Setting               | What it does                                                                                                                                                             |
|---------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item Limit    | Row Limit             | Slider from 5 to 100: the number of rows shown at once                                                                                                                   |
| Item Limit    | Pagination navigation | <b>Display items in batches of the specified size.</b> shows a pager; <b>Limit the total number of items returned to the specified amount.</b> shows only the first rows |
| Item Limit    | Position              | Position of the pager: <b>Bottom</b> , <b>Top</b> or <b>Top + bottom</b>                                                                                                 |
| Appearance    | Compact List          | Reduces the row height                                                                                                                                                   |
| Appearance    | Command bar           | Shows the toolbar with <b>Refresh</b> , <b>Columns</b> , <b>Group by</b> and the time of the last update                                                                 |
| Miscellaneous | Auto refresh          | <b>Off</b> , or every 1, 5, 10, 15, 30 or 60 min; runs only in view mode while the browser tab is visible                                                                |
| Miscellaneous | Quick actions         | Adds an <b>Actions</b> menu to every row; off by default                                                                                                                 |
| About         |                       | License status, version and tenant                                                                                                                                       |

Users can choose columns, group and sort the list for themselves; columns and grouping are remembered in their browser per query. These features are described in the *My Tasks. User Guide*.

## Quick Actions

When **Quick actions** is on, every row gets an **Actions** menu with **Change state**, **Assign to me**, **Unassign**, **Assign to...**, **Set due date...**, **Add comment...** and **Open in Azure DevOps**. **Set due date...** is shown only if the project has the **Due Date** field.

| ID  | Work Item Type | Title                                  | State    | Assigned To   | Tags       | ... |
|-----|----------------|----------------------------------------|----------|---------------|------------|-----|
| 133 | Task           | Update product catalog images          | Active   | Vitālijs K... | catalog    | ... |
| 140 | Task           | Migrate images to CDN                  | Active   | Vitālijs K... | cdn        | ... |
| 137 | Bug            | Wrong tax rate on invoices             | New      | Vitālijs K... | billing    | ... |
| 77  | Bug            | Wrong tax rate on invoices             | Resolved | Vitālijs K... | billing    | ... |
| 74  | Bug            | Search returns duplicate results       | Active   | Vitālijs K... | search     | ... |
| 73  | Task           | Update product catalog images          | New      | Vitālijs K... | catalog    | ... |
| 9   | User Story     | Online payment by card                 | Active   | Vitālijs K... | payments   | ... |
| 5   | Bug            | Checkout button unresponsive in Safari | New      | Vitālijs K... | regression | ... |
| 1   | Bug            | Fix login timeout on mobile            | Active   | Vitālijs K... | critical   | ... |
| 138 | Task           | Prepare release notes                  | Active   | Vitālijs K... | release    | ... |

Change state > New  
Assign to me ✓ Active  
Unassign Closed  
Assign to... Removed  
Set due date...  
Add comment...  
Open in Azure DevOps

Figure 13. Actions menu

### ! Important

Quick actions change real work items in Azure DevOps under the name of the signed-in user, and there is no undo in the web part. Azure DevOps checks every change against the permissions and the rules of the process; a rejected change shows *Update failed* with the message of Azure DevOps, and the work item stays unchanged.

## Microsoft Teams

After the app is made available in Teams (see *Installation*), it can be used in two ways:

- **Personal app.** A user opens **Apps** → **Built for your org**, selects **My Tasks** and clicks **Add**. The app appears in the left sidebar of the Teams desktop and mobile apps. A Teams administrator can pin it for everyone with an app setup policy.
- **Channel tab.** A team member clicks **+** in the tab bar of a channel, selects **My Tasks** and saves. The property pane opens; configure the sources and other settings as on a page. Later, a team owner changes them with **Settings** in the tab menu.

 **Note**

My Tasks is a personal view also in a channel tab: every member sees only their own tasks. The tab shares only the settings, not the data. The web part follows the light and dark themes of Teams.

## Updating the Product

To install a new version, upload the new `vitextra.my-tasks.sppkg` file to the App Catalog, confirm replacing the existing package and select **Enable this app and add it to all sites** again. All pages and Teams tabs load the new version automatically, and the settings of existing web parts are preserved. If a new version requests additional API permissions, they appear again under **Pending requests** and must be approved. See [KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online](#).

When a newer version is available than the one running on a page, the web part shows the message *There is a new version of this app. Get it now.* to the page editor.

 **Note**

The product uses calendar versioning (year.month.build). Version 26.10 added the **Due Date** column and quick filters, export to Excel, remembered view settings and instant loading to My Tasks, and query tabs, quick actions, column selection, grouping, sorting, tree queries and auto refresh to the Azure DevOps Query Viewer.

## Uninstalling

1. Remove the web parts from all pages and Teams tabs where they are used.
2. In the App Catalog, select **Vitextra My Tasks** and click **Delete**. Delete it from the recycle bin of the App Catalog site if needed.
3. In the SharePoint admin center, under **Advanced** → **API access**, remove the approved permissions of the package if no other solution needs them.
4. In the Teams admin center, remove or block the **My Tasks** app if it was synchronized with Teams.

Uninstalling does not change any tasks in Planner, To Do, Outlook, SharePoint, Project or Azure DevOps.

## Troubleshooting and FAQ

### The list is empty.

Check that at least one source is on, that the viewer has tasks assigned in the enabled sources, that **Excluded Statuses** does not hide them, and that the API permissions are approved. Ask the user to check that the **Filter** icon is not filled and that the **Due Date** menu shows **All dates**.

### One source shows no tasks.

A failed source is skipped without an error. Planner, To Do and Outlook need the Microsoft Graph permissions; Outlook works only with the user's own Exchange Online mailbox. SharePoint and Project tasks must be in task lists (content type *Task*) on sites included in search and appear after the search crawl. For Azure DevOps, check the spelling of **Organization**, the approval of **user\_impersonation** and the Microsoft Entra ID connection of the organization.

### The data is outdated.

The last list is shown from the session cache (up to 15 minutes) and refreshed in the background. Users can click **Refresh**; you can turn on **Auto refresh**.

### The Azure DevOps Query Viewer shows "Oops! something went wrong."

Read the description in the message: it comes from Azure DevOps. Typical causes are missing access to the project, an unapproved permission or a deleted query.

### The Organization drop-down is empty.

Connect the organization to your Microsoft Entra ID tenant, check that your account is a member of it, and approve **user\_impersonation**.

### Can managers see the tasks of their team?

No. Every user sees only the tasks assigned to them, with their own permissions.

### Can the web part be used on SharePoint Server?

No. My Tasks is an SPFx solution for SharePoint Online and Microsoft Teams only.

When contacting support, provide the **Status**, **Tenant** and **Version** from the **About** group, the enabled sources, an example of a missing task and the error messages from the browser console (F12). Remove confidential data before sending. See [KB10307. Why Are My Tasks Missing or Not Loading?](#)

# Appendices

## Additional Resources

- [My Tasks product page](#)
- [KB10288. My Tasks. Solution Overview](#)
- [KB10289. How to Add and Configure the My Tasks Web Part](#)
- [KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps](#)
- [KB10298. My Tasks: Excluding Statuses and Limiting the Task List](#)
- [KB10301. How to Add My Tasks to Microsoft Teams](#)
- [KB10303. My Tasks: Required Permissions, Privacy and Security](#)
- [KB10304. Azure DevOps Query Viewer: Setup and Connecting a Query](#)
- [KB10306. Azure DevOps Query Viewer: Quick Actions \(Change State, Assign, Set Due Date, Add Comment\)](#)
- [KB10308. My Tasks: Frequently Asked Questions](#)

## Contact Information

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