KNOWLEDGE BASE ARTICLE

How to Add and Configure the My Tasks Web Part

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Overview 4

Before you start 4

How to add the web part 4

The property pane 5

- **Data Source** 6
- **Sort by, Row Limit and Appearance** 6
- **Miscellaneous** 6
- **Columns** 6
- **About** 7

Check the result 7

Terms 9

Overview

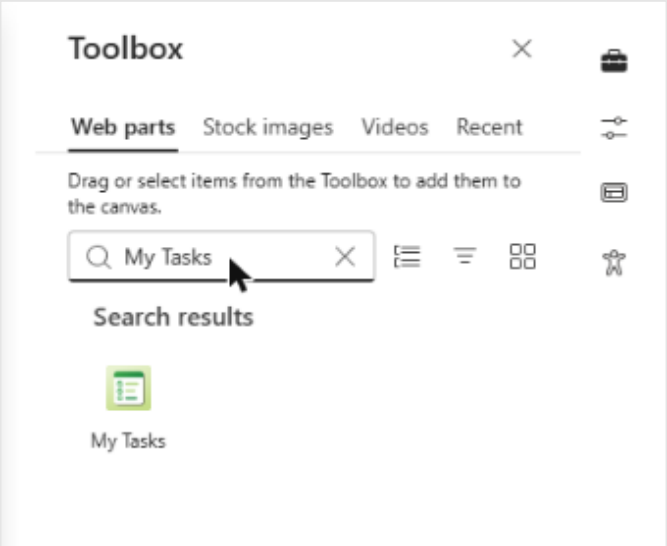
After the solution is installed, the **My Tasks web part** is added to a **SharePoint** page like any other web part. A new web part already works with sensible defaults, so you often only need to choose the data sources. This article describes how to add the web part, what each group of the property pane does and how to check the result.

Before you start

- The My Tasks solution is installed in the **App Catalog** and added to the **site**. See KB10035. How to Install a Vitextra Product in SharePoint Online. To install a new version of the solution, see KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online.
- A **tenant** administrator has approved the API permission requests of the solution in the **SharePoint admin center** (**Advanced > API access**). See KB10303. My Tasks: Required Permissions, Privacy and Security.
- You can edit the page.
- You have a trial or a license. See KB10206. Vitextra Licensing and Account: How to Buy and Activate a License.

How to add the web part

1 Open the SharePoint page where the **list** should appear and click **Edit**.
2 Click the **+** icon in the place where the web part should be.
3 In the search box, type **My Tasks** and select the web part from the results.
4 Click the web part, then click the **Edit web part** (pencil) icon on its left to open the property pane.
5 Choose the data sources and adjust the other settings (see below).
6 Optionally click the title area and enter your own **Web Part Title**.
7 Click **Republish** (or **Publish**) to make the page available to others.



Finding the My Tasks web part in the toolbox

Note

The My Tasks web part can be placed in any section of a page. It also supports a **full-width section** and can be used on a full-page **app page**. In **Microsoft Teams** it works as a personal app and as a tab; see KB10301. How to Add My Tasks to Microsoft Teams.

The property pane

The settings are grouped in an accordion. Most changes are applied immediately without reloading the page.

Group	What you set there
Data Source	Toggles for **Azure DevOps**, **Planner**, **Project**, **SharePoint**, **To Do** and **Outlook**. The **Organization** field appears for Azure DevOps.
Sort by	The default sort column (**Task Name**, **Created Date**, **Due Date**, **Source**, **Priority** or **Task Status**) and the direction.
Row Limit	The slider **Total number of results** (5 to 50) and the toggle **Enable Paging**.
Appearance	The toggle **Compact List**.

Group	What you set there
Miscellaneous	**Excluded Statuses (comma separated)** and **Auto refresh**.
Columns	Which columns are shown and in which order.
About	License information.

Data Source

Switch on every source whose tasks should appear. A new web part has **Planner**, **SharePoint**, **To Do** and **Outlook** switched on. **Azure DevOps** and **Project** are off. If all sources are switched off, the list is empty.

To show Azure DevOps work items, switch on **Azure DevOps** and enter the **Organization**: the name that you see in the address `dev.azure.com/<organization>`, for example *contoso*. Descriptions and requirements of all sources are in KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps.

Sort by, Row Limit and Appearance

By default the list is sorted by **Created Date**, newest first. The default page size is 10 tasks and paging is on. Change the number with the **Total number of results** slider. If **Enable Paging** is off, only the first page is shown. The **Compact List** toggle reduces the row height. Users can still change the sorting for themselves; see KB10293. My Tasks: Filtering, Sorting and Personal View Settings and KB10297. My Tasks: Paging, Row Limit, Auto Refresh and Instant Loading.

Miscellaneous

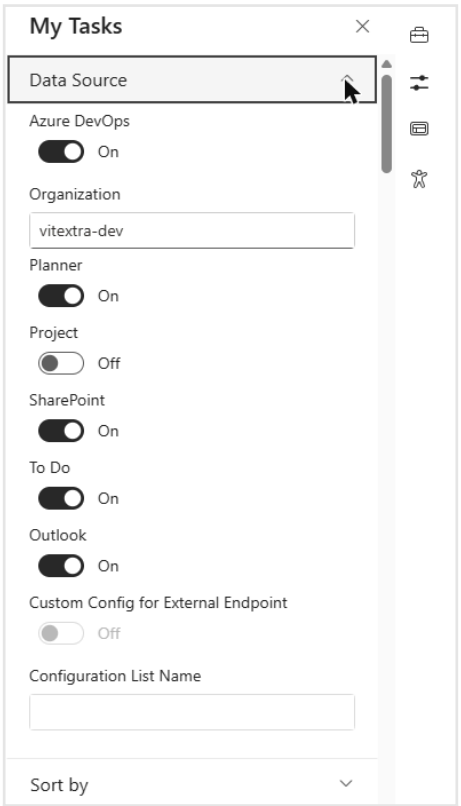
In **Excluded Statuses (comma separated)** enter the status names that should be hidden for all users, for example `Completed, Deferred`. The names must match the text of the **Task Status** column exactly. The **Auto refresh** toggle reloads the list every 60 seconds without a loading indicator. See KB10298. My Tasks: Excluding Statuses and Limiting the Task List.

Columns

Tick the columns to show and drag them up or down to change the order. See KB10294. My Tasks: Choosing and Arranging Columns.

About

The group shows the license status: trial (with the number of remaining days), active, expired, suspended or canceled.



The Data Source group of the My Tasks property pane

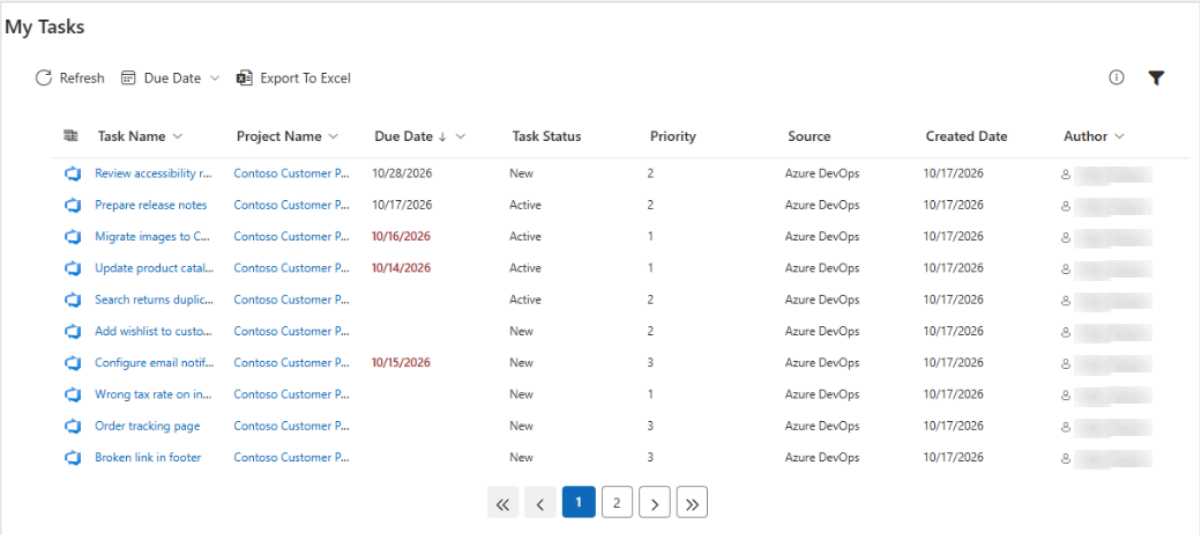
Warning

The web part shows only tasks that are 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. A source that cannot be loaded, for example because an API permission was not approved, is skipped without an error message and the other sources still appear.

Check the result

1 Save or republish the page and reload it.
2 Make sure that the tasks of every enabled source appear. The first column shows the source icon.
3 Test the command bar: **Refresh**, the **Due Date** menu, **Export To Excel** and the **Filter** panel.

4 Select a task and open **Details** to see its properties.



The configured My Tasks web part

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. For a short guide for your colleagues, share KB10291. My Tasks: A Quick Guide for End Users. If no tasks appear, see KB10307. Why Are My Tasks Missing or Not Loading?.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

App Page
An app page in SharePoint Online is a specialized type of page designed to host a single web part or app. It provides a focused, full-page experience dedicated to a specific functionality, allowing the app to use the entire page space without other distractions. This layout is ideal for scenarios requiring a large amount of data display or complex interactions, such as dashboards, data entry forms, or detailed reports.

Full-Width Section
A full-width section in SharePoint Online is a layout option that allows content to span the entire width of the page, providing a more immersive and visually impactful presentation for elements such as images and videos.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center

Terms

The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.