KNOWLEDGE BASE ARTICLE

My Tasks: Viewing Task Details Without Leaving the Page

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 open the details 4

What the panel shows 5

Copying values 6

The description 6

For administrators 6

Terms 7

Overview

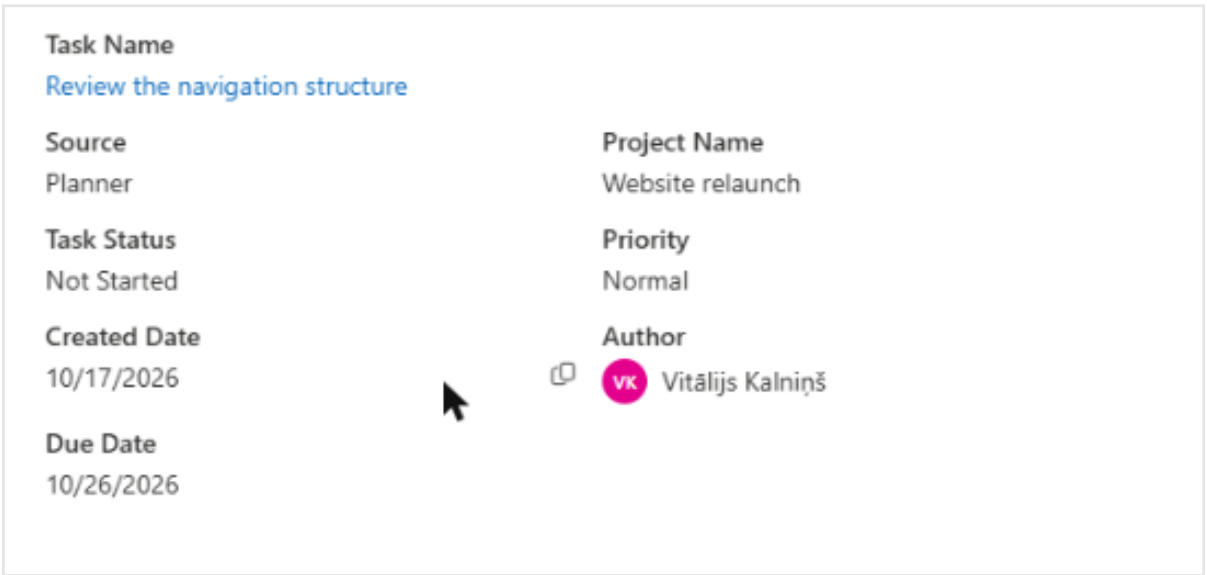
The **list** in My Tasks shows only the most important columns. When you need more information about a task, you do not have to open the source application. Select the task and open the **Task Details** panel: it slides in from the side of the page and shows the properties of the task, including its description. You can read it, copy values, and then close it and carry on with your list.

Before you start

- The panel shows the data that the source (Planner, To Do, Outlook, **SharePoint**, Project Online or **Azure DevOps**) has supplied. Some fields exist only for certain sources, see below.
- My Tasks only displays tasks. You cannot change a task in the panel.
- The task list itself is described in KB10291. My Tasks: A Quick Guide for End Users.

How to open the details

1 Click a task row once to select it. When you point at a row, a checkbox appears at its left side.
2 In the command bar, click the **Details** icon (the round *i*) on the right-hand side. The icon is unavailable until a task is selected.
3 The **Task Details** panel opens on the right.
4 To close it, click the close icon in the panel header or click anywhere outside the panel.



The Task Details panel next to the task list

If you select another row while the panel is open, the panel shows the newly selected task. The panel does not block the page, so you can keep working with the list.

Note

Only one task can be selected at a time. To open the task itself in its own application, double-click the row or press **Enter**; or select the row and click **Open in New Tab** in the command bar; or right-click the row and choose **Open in New Tab**.

What the panel shows

The first line is **Task Name**; it is a link that opens the original task in a new tab. Below it, the panel shows these properties:

Property	Shown for	Notes
Source	All sources	For example Planner, To Do, Azure DevOps
Project Name	All sources	Plan, list, **site** or team project of the task
Task Status	All sources	The status as the source names it
Priority	All sources	The priority as the source names it
Created Date	All sources	In the date format of your browser
Author	If the source provides an author	Shown with the profile picture; not available for To Do and Outlook tasks
Item Type	Azure DevOps only	The work item type, for example Bug or Task
Due Date	All sources	Shown only when the task has a due date
Description	If the source supplies a description	See below

Planner tasks do not show a description in the panel. For To Do, SharePoint and Azure

DevOps tasks the description is shown when the task has one.

Copying values

When you point at the value of a property such as **Source**, **Project Name**, **Task Status**, **Priority**, **Created Date**, **Due Date** or **Item Type**, a small **Copy** icon appears next to it. Click the icon to place the value on the clipboard, then paste it into a message or a document.

The description

The **Description** is displayed as the source stores it. If the description contains formatting, such as bold text, lists or links, it appears formatted in the panel. The panel shows the description below the other properties.

For administrators

The details panel has a fixed set of properties and cannot be configured. The columns of the list can be chosen separately; see KB10294. My Tasks: Choosing and Arranging Columns.

Tip

Keep the panel open and move through your list with the mouse: the panel follows the selected row, so you can quickly check descriptions of several tasks in a row. To see the same fields for many tasks at once, export the list; see KB10296. How to Export My Tasks to Excel.

Terms

Azure DevOps
Azure DevOps Services (formerly Visual Studio Team Services) is a cloud-based product that provides version control, requirements management, automated pipelines for builds and releases, and testing capabilities.

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.

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.

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.