KNOWLEDGE BASE ARTICLE

My Tasks: Viewing Task Details Without Leaving the Page

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Overview

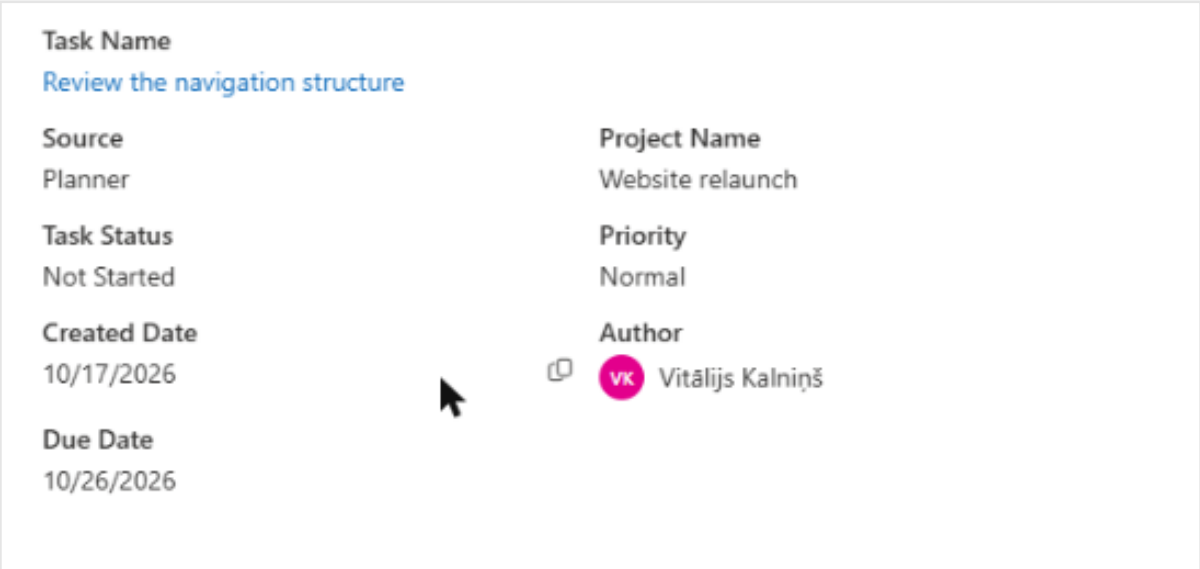
The list in My Tasks shows only the most important columns. When you need more information about a task, you do not have to open the source application. Select the task and open the **Task Details** panel: it slides in from the side of the page and shows the properties of the task, including its description.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