KNOWLEDGE BASE ARTICLE

My Tasks: Paging, Row Limit, Auto Refresh and Instant Loading

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Table of contents

Overview 4

Settings at a glance 4

Page size and the pager 4

  The Enable Paging toggle 6

Compact List 6

Auto refresh 6

Instant loading: the session cache 7

Limits of the data sources 7

Terms 9

Overview

The **My Tasks web part** gathers tasks from several sources into one **list**, so the list can become long. This article describes the settings and the built-in behaviour that keep it manageable and fast: the number of tasks per page, the pager, a denser layout, automatic refreshing, the short-lived cache that makes the web part appear instantly, and the limits that apply to the data sources.

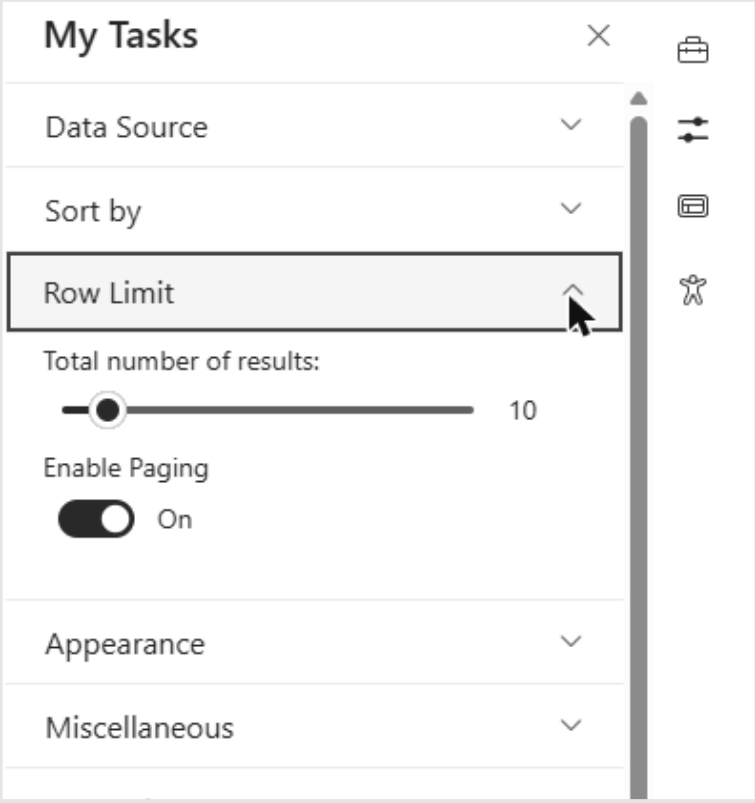
The settings are in the web part property pane. To open it, edit the page and click the **Edit web part** icon (pencil) next to the web part. For the full setup procedure, see KB10289. How to Add and Configure the My Tasks Web Part.

Settings at a glance

Setting	Property pane group	Values	What it does
Total number of results	**Row Limit**	slider, 5 – 50	Number of tasks shown on one page
Enable Paging	**Row Limit**	on / off	Paging switch in the property pane (see the section below)
Compact List	**Appearance**	on / off	Denser rows, more tasks on the screen
Auto refresh	**Miscellaneous**	on / off	Reloads the tasks every 60 seconds

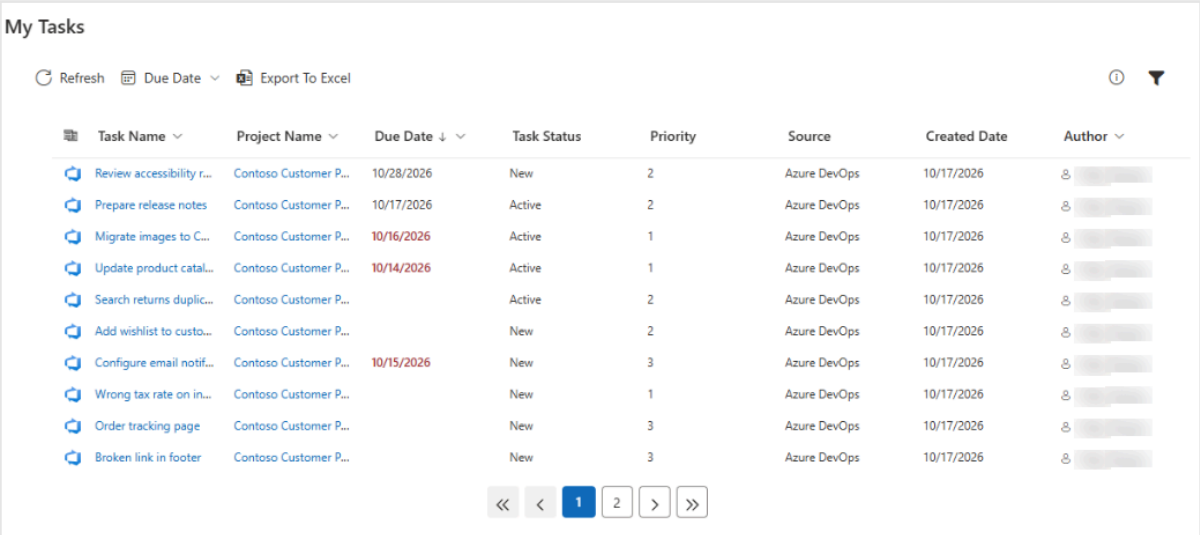
Page size and the pager

The slider **Total number of results** in the **Row Limit** group defines how many tasks are displayed on one page. The range is from 5 to 50. When the value has never been changed, the slider shows 20; a web part that you add to a page from the toolbox is preconfigured with 10.



The Row Limit group in the property pane

When the number of tasks that match the current filters is greater than the page size, a pager appears under the list. It contains the buttons for the first and the previous page, the page numbers, and the buttons for the next page and the last page. When all tasks fit on one page, the pager is not shown.



The pager below the task list

The pager works on the tasks that remain after the filters:

- The number of pages is calculated from the filtered list, that is, after the **Due Date** quick filter and the filter panel are applied.

- When a user changes the **Due Date** quick filter or the filter selection, the list goes back to the first page.
- Sorting is applied to the whole list before it is divided into pages, so page 2 continues exactly where page 1 ends.
- A silent refresh does not change the current page.

Note

Despite its label, the slider sets the number of tasks **per page**, not the total number of tasks that the web part loads. Tasks that do not fit on the first page are available through the pager. The largest page size is 50.

The Enable Paging toggle

The **Row Limit** group also contains the **Enable Paging** toggle, which is on by default. When it is on, the pager appears below the list whenever the filtered list is longer than one page, and users move between pages. When it is off, the pager is hidden and only the first page is shown: the list is limited to the number of tasks set by the slider, and the rest are not displayed. Sorting still applies first, so users see the top tasks of the sorted list.

Warning

Switch **Enable Paging** off only when you want a short, fixed-size list, for example a "top tasks" **view** on a home page. Users cannot reach the tasks beyond the first page, but they can narrow the list with the filters and the **Due Date** menu. To keep the list short without hiding tasks, limit what is loaded instead; see KB10298. My Tasks: Excluding Statuses and Limiting the Task List.

Compact List

The **Compact List** toggle in the **Appearance** group reduces the height of the rows. More tasks are visible without scrolling, which is convenient for narrow columns and for pages with several web parts. The setting is the same for all users of the page.

Auto refresh

When the **Auto refresh** toggle in the **Miscellaneous** group is on, the web part reloads the tasks from all enabled sources every 60 seconds, as long as the page stays open. The interval is fixed and cannot be changed.

- The refresh is silent: while the list already contains tasks, no loading indicator is shown and the rows are replaced when the new data arrives.
- Sorting, filters and the Due Date quick filter chosen by the user are kept.
- Users can also click **Refresh** on the command bar at any time.

Tip

Turn **Auto refresh** on for a task board that stays open all day, for example on a team intranet page or in a **Teams tab**. For a page that people open occasionally it is not needed: the list is reloaded every time the page opens.

Instant loading: the session cache

To make the web part appear without waiting, My Tasks remembers the last loaded list in the browser:

1 When the page opens, the web part checks whether the browser tab holds a saved list for this web part.
2 If it does, the list is shown immediately.
3 At the same moment the web part reloads the data from the sources in the background and replaces the list when the new data is ready.

The saved list is used only if all these conditions are met:

- it was saved less than 15 minutes ago;
- the data-source settings are unchanged since it was saved - the enabled sources, the **Azure DevOps** organization and the **Excluded Statuses** value;
- it is the same browser tab session. The data is kept in the session storage of the browser and is not shared with other tabs or other devices.

If a source setting changes, the new settings are applied immediately without reloading the page, and the saved list is ignored.

Note

Because of the cache, a user may briefly see the list from the previous visit. It is replaced within a few seconds by the current data. Nothing is sent to Vitextra servers; the cache stays in the user's browser.

Limits of the data sources

Source	Tasks loaded
SharePoint	up to 100 tasks
Project	up to 100 tasks
Azure DevOps, **Planner**, **To Do**, **Outlook**	no fixed limit in the web part

The limit of 100 applies to each of the two sources separately. The SharePoint and Project sources are search-based, so the newest tasks may appear only after the next search crawl. The user's own filters and the pager then work on top of what was loaded.

For details of each source, see KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps. If a list looks incomplete or stale, see KB10307. Why Are My Tasks Missing or Not Loading?.

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.

Teams Tab
A tab in Microsoft Teams is a page that is embedded in a channel, chat, or meeting and displays web content or an app, such as a SharePoint page or a custom application, at the top of the conversation.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

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.