KNOWLEDGE BASE ARTICLE

My Tasks: Excluding Statuses and Limiting the Task List

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Table Of Contents

Overview 4

Before you start 4

Exclude statuses for everyone 4

- **How the matching works** 5
- **Examples** 6

Switch off the sources that you do not need 7

What every user can do on their own 7

Overview

By default **My Tasks** shows every task that is assigned to the user in each enabled source. In a busy tenant this can include tasks that nobody needs to see any more: finished, cancelled or parked items. This article shows how to reduce the list. There are two levels:

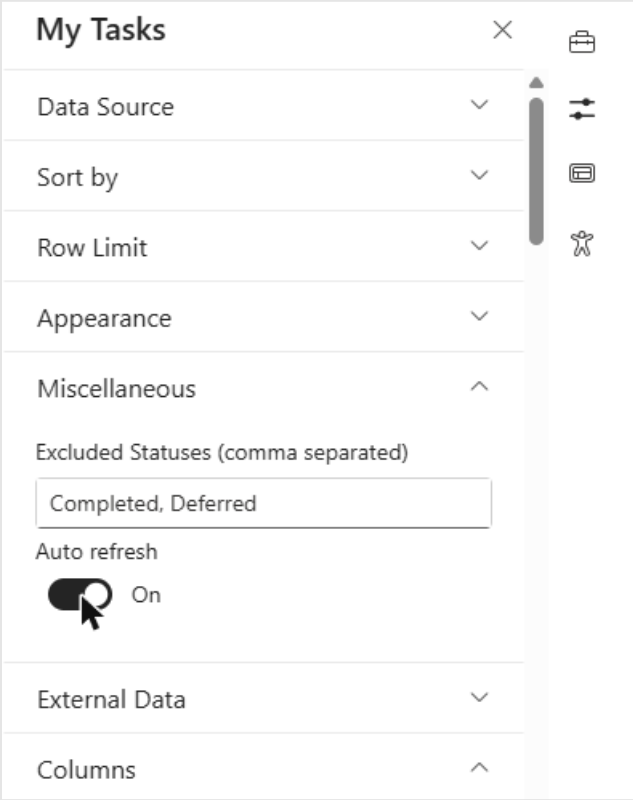
- **for everyone** — the page editor hides statuses with **Excluded Statuses (comma separated)** or switches off sources the team does not use;
- **for one user only** — each person narrows the list with the **Due Date** quick filter and the filter panel. These choices do not affect other people.

Before you start

You need permission to edit the page. Open the page, click **Edit**, then click the **Edit web part** icon next to the My Tasks web part to open the property pane. If the web part is not on the page yet, see KB10289. How to Add and Configure the My Tasks Web Part.

Exclude statuses for everyone

1 In the property pane, expand the **Miscellaneous** group.
2 In the **Excluded Statuses (comma separated)** field, enter the status names that should be hidden, separated by commas, for example `Completed, Deferred`.
3 Press Enter or click outside the field. The list is reloaded immediately; you do not have to reload the page.
4 Save or republish the page.



The Excluded Statuses field in the Miscellaneous group

How the matching works

Rule	Meaning
Separator	A comma. Spaces around each name are ignored.
Comparison	The name must be **exactly** the text that the **Task Status** column shows, including the letter case. `completed` does not match `Completed`.
Scope	All enabled sources, for all users of the page.
When	After the tasks are loaded. The hidden tasks are not shown, not counted by the pager and not exported to Excel.

The status names depend on the source:

Source	Status names
Planner, To Do	**Not Started**, **In Progress**, **Completed** (shown in the language of the user interface)
SharePoint, Project	the value of the **Status** column of the task list, as it is displayed
Azure DevOps	the state of the work item, for example **New**, **Active**, **Resolved**, **Closed**, **Done**

Examples

Value in the field	Result
`Completed`	Hides tasks whose status is Completed (for example from SharePoint lists).
`Completed, Deferred`	Hides Completed and Deferred tasks.
`Closed, Done`	Hides closed and finished Azure DevOps work items.
`Deferred, Completed`	Hides tasks from a SharePoint list that uses a custom status **Deferred**, and the completed ones.
(empty)	Nothing is hidden.

Note

Planner shows only tasks that are not 100 % complete, and To Do and Outlook (flagged e-mails) show only tasks that are not completed. Entering **Completed** therefore matters mainly for SharePoint, Project and Azure DevOps tasks.

Warning

Check the spelling against the **Task Status** column of a real task. Because the comparison is exact and case-sensitive, a misspelled name hides nothing and gives no error. Do not leave a comma at the end of the value (`Completed,`): the empty item after it may hide tasks that have no status at all.

Switch off the sources that you do not need

The most effective way to limit the list is to load fewer sources:

1 In the property pane, open the **Data Source** group.
2 Switch off the toggles for the sources that your team does not use, for example **Outlook** or **To Do**.

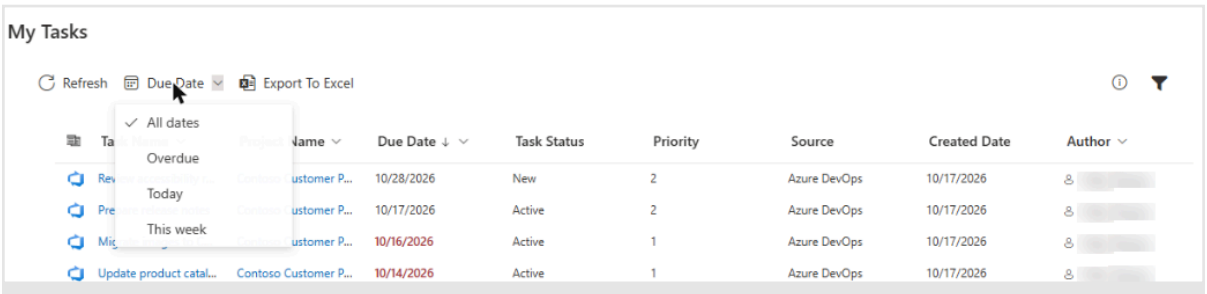
Switching a source off removes its tasks from the list immediately. When all toggles are off, the list is empty. SharePoint and Project sources load at most 100 tasks each. See KB10297. My Tasks: Paging, Row Limit, Auto Refresh and Instant Loading for the limits and the page size, and KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps for the sources.

What every user can do on their own

Each user can narrow the list further. These choices are personal: they are stored in the browser of that user, for that web part, and do not change what other people see.

- **Due Date** menu on the command bar: **All dates**, **Overdue**, **Today** or **This week** (the next 7 days, including today).
- **Filter** button: the **Edit Filter Criteria** panel with the groups **Project Name**, **Source**, **Task Status**, **Priority** and **Author**. Several values in one group are combined with OR; the groups are combined with AND.

When a filter is active, the **Filter** icon is filled. To see all tasks again, choose **All dates** and clear the selections in the panel.



The Due Date menu and the Filter button

Tip

Use **Excluded Statuses** for rules that apply to the whole team (for example, never show completed tasks) and leave everything else to the personal filters. If a user says that tasks are missing, ask them to check the **Filter** icon and the **Due Date** menu first; details are in KB10293. My Tasks: Filtering, Sorting and Personal View Settings and KB10307. Why Are My Tasks Missing or Not Loading?.