


How to use Handy Tasks

 This feature is available starting from [Handy Macros 1.11.0](#).

- [Create a new task list](#)
- [Add Handy Tasks in the page view mode](#)
- [Track and filter Handy Tasks](#)
- [See Handy Tasks in the Task Report macro](#)
- [Disable Handy Tasks](#)

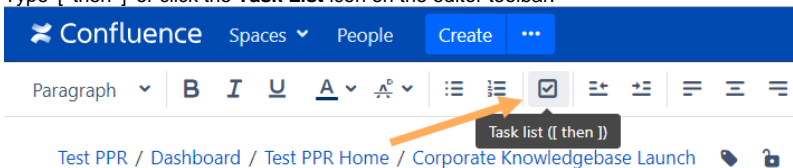
About the feature

The Handy Tasks feature is an **augmentation for Confluence** (you don't need to add any macros to use it). It allows you to view the progress on tasks and to quickly add new tasks to the list without opening the editor. Handy Tasks feature automatically works with existing lists that contain two or more tasks.

The Handy Tasks features allows you to rapidly filter your tasks within the pre-defined list. It is enabled by default and does not require additional configuration from you.

How to create a new task list

1. Edit the page where you want to add a task list.
2. Type '[' then ']' or click the **Task List** icon on the editor toolbar.



3. Add two or more tasks to make Handy Tasks work.
4. Save the page.

How to add new tasks to the list

1. Under the task list, locate the **Click to add a new task** line and click it.

Corporate Knowledgebase Launch

Created by Admin, last modified just a moment ago

Tasks progress 3 / 11

Show tasks: **ALL** INCOMPLETE OVERDUE UPCOMING FUTURE

Assigned to: @Assignee

- ☒ @Carlyle Prissy prepare the list of corporate knowledgebase articles for addition. 02 Nov 2018
- ☐ @Weldon Cy prepare the visual layout for the knowledgebase articles. 19 Nov 2018
- ☐ @Grace Roxie prepare the generic media assets for the knowledgebase portal. 21 Nov 2018
- ☐ @Grace Roxie review the provides knowledgebase articles and group them against three priorities: high, mid, and low. 22 Nov 2018
- ☒ @Weldon Cy prepare the list of tags for different categories. 15 Nov 2018
- ☐ @Jacinth Raeburn populate the knowledgebase with the collected information. 12 Nov 2018
- ☐ @Jacinth Raeburn review the KB section with the team. 12 Nov 2018
- ☐ @Carlyle Prissy go live with the KB Center. 16 Nov 2018
- ☒ @Weldon Cy configure the regular backups of KB data. 19 Nov 2018
- ☐ @Grace Roxie configure Google Analytics for the KB stand. 12 Nov 2018
- ☐ @Jacinth Raeburn create the report on the most popular KB articles. 27 Nov 2018
- ☐ Click to add a new task...

2. Enter the task into the opened editor.

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How to see task statistics and filter tasks

Hover over your task list, then click the **Show the panel** icon.

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- ☐ Click to add a new task...

To filter tasks within the list, select the status type or start typing a username.

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Tasks progress 3 / 11

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- ☐ Click to add a new task...

To hide the panel, click the **Hide the panel** icon.

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How to set the number of tasks per page in the Task Report macro

When the Handy Tasks macro enabled the limit on the number of tasks per page in the [Task Report macro](#) (10, 20 or 40 tasks) is removed. You can set the number manually.

Edit 'Task report' Macro

Only show tasks created on or after this date. Dates must be entered as dd-mm-yyyy.

Task status

incomplete

Number of tasks per page

100

Columns to display

description,duedate,assignee,locati

Allowed columns are description, duedate, assignee, location, completedate, labels

Sort by

due date

☐ Reverse sort

Preview

Description	Due date	Assignee	Task app
<input type="checkbox"/> @Grace Roxie configure Google Analytics for the KB stand. 12 Nov 2018	12 Nov 2018	Grace Roxie	Corporat Knowledge Launch
<input type="checkbox"/> @Jacinth Raeburn populate the knowledgebase with the collected information. 12 Nov 2018	12 Nov 2018	Jacinth Raeburn	Corporat Knowledge Launch
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[Select macro](#)

[Save](#)[Cancel](#)

How to disable Handy Tasks for the user

You can disable the Handy Tasks macro if you do not need it:

1. Navigate to **Profile > Settings > Handy Macros > Handy Tools Settings**.
2. Clear the **Enable Handy Tasks** box.



People

Natalie Paramonova

[Profile](#)[Tasks](#)[Saved for later](#)[Favourite Talks](#)[Watches](#)[Drafts](#)[Quizzes](#)[Courses](#)[Network](#)[Settings](#)

YOUR SETTINGS

Email

Editor

Handy Macros

Favorite Pages

Table Filter and Charts

No Email Storm

GADGETS

View OAuth Access Tokens


Settings

[Handy Statuses](#)[Handy Tools Settings](#)

☒ Enable Handy Page Diff

☒ Enable Handy Heading

☐ Enable Handy Tasks

 The macro can be [enabled or disabled on the instance level](#) in the Confluence Administrator console.

