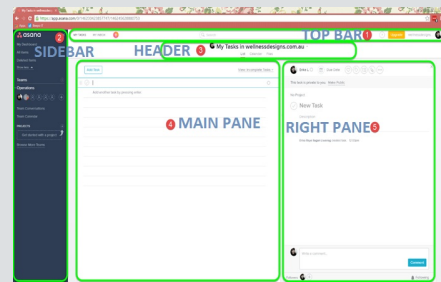


How to's - Basics

Activity	Instruction	Location
1. Edit Profile	Click your profile photo	Top Bar
	Click Profile Settings	Top Bar Dropdown
2. Enter a WORKSPACE	WORKSPACE - This is where all the project tasks with a team are stored	
	Click your profile photo	Top Bar
	Click on a Workspace	Top Bar Dropdown
3. Quick Add anything	Click Quick Add button (+)	Top Bar
4. Edit a Task	Click My Task	Header
	Click a Task	Main Pane
	Edit Task settings	Right Pane
5. Search Anything	Click into the search bar , type anything, then Enter	Header
6. Favorite Anything	Click the star icon beside a project name, contact name, etc.	Side Bar
7. Chat with team mate	Select a Project	Side Bar
	Click Conversations	Header
	Post a message and click Post	Main Pane
8. Book a schedule (task deadline, meeting, etc.)	Select a Project	Side Bar
	Click on calendar	Main Pane

How to navigate?



Where to find?

1. TOP BAR

My Tasks, Inbox, Quick Add, Search, Profile Settings, Workspace or Organisation Settings

2. SIDE BAR

My Dashboard, Projects, Favorites, Recents, Team Conversations, Team Calendar,

3. HEADER

Options for a Project, My Tasks, or Search views

4. MAIN PANE

Search results, Inbox notifications, Dashboard project cards, Task lists, and Conversation posts

5. RIGHT PANE

Assign a Task, Set a due date & time, Heart a Task, Identify what project a task is in, Mark a task complete or incomplete, Add a description to a task, Build a list of subtasks, Attach files, Post comments, Follow or Unfollow tasks