

Asana User Guide Manual Cheat Sheet by [deleted] via cheatography.com/29245/cs/8592/

How to join ASANA?				
Sign Up	Accept Invite			
1. Visit https://asana.com	1. Open the email invite			
2. Click Get Started for FREE.	2. Click the Join Now button			
3. Verify email address	3. Create account			
4. Create account				
LOGIN:				
Enter your account's email address and password				
LOGOUT:				
Click your profile photo. Click Log Out.				

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1. TOP BAR

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

2. SIDE BAR

My Dashboard, Projects, Favorites, Recents, Team Conversations, Team Calendar in your Workspace or Organization

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 & due time, Heart the task, Identify what project the task is in, Mark the task complete or incomplete, Add a description to give the task more context, Build a list of subtasks, Attach files, Post a comment, Follow or unfollow the task

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How to's - Basics				
Activity	Instructions	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 a Task	Main Pane		
	Edit Task settings	Right Pane		
5. Favorite anything	Click the star icon beside a project name, contact name, etc.	Side Bar		
6. Chat with team mate	Select a Project	Side Bar		
	Click Conversations	Header		
	Post a message and click Post	Main Pane		
7. Book a schedule	Click Calendar	Side Bar		
	Add details to a date	Main Pane		



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