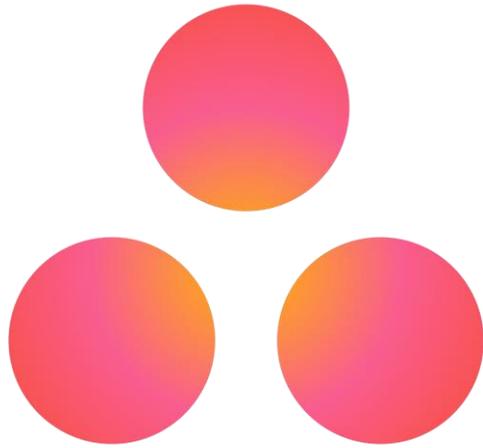


Introduction Manual – ASANA



Draft Written By: Samuel Castaneda 9/25/17

Tutorial: Asana Onboarding

How to use this Tutorial: Asana Onboarding

The tasks in this project will help you learn about key Asana features. As you read and finish each task, keep track of your progress by marking it complete.

To mark a task complete, simply click on the checkmark icon next to the task name in the main or right pane.

Read through each of the sub tasks to gain a thorough understanding of the intended use for Asana. To open a subtask, click on the little commentary bubble below on the right hand side.

When leaving a Sub Task, look above the header "Tutorial: Asana Onboarding>" to return here to the main page/directory.

CHECK OFF "Tutorial: Asana Onboarding" IF YOU HAVE READ THROUGH ALL SUB SECTIONS

The Basics:

- Learn how Asana is structured
- Create or Join a Project
- Create Tasks
- Assign a Task
- Add a follower to a task
- Comment on a task
- Review your My Tasks list
- Check your Inbox

Advanced Features:

- Type a colon at the end of this task to create a section
- Create a subtask
- @mention tasks, projects, conversations, or teammates
- Attach files to tasks
- Likes

Learn how Asana is Structured

Your work in Asana is structured into organizations, teams, projects, and tasks:

- Your **Organization** is the top level of the hierarchy for your business, and is associated with your business's email domain.
- **Teams** are groups of people in your organization who work together. They can be departments (like Engineering, Marketing, Design, etc.) or any group of people who collaborate on projects.

- **Projects** organize your team's work into lists of tasks. Create projects for your team's latest initiative (i.e. Website launch), goals, brainstorming, meeting agendas, or any work that requires many steps.
- **Tasks** break down your project into smaller steps. They can be to-dos, requests for teammates, reminders, or ideas.

Create or join a project

Projects allow you to organize all of the tasks related to a specific initiative, goal, or big piece of work. Once you create a project, you can break it down into smaller tasks.

To create a project, click the + button in the top bar.

If your team is already using Asana, you can **join an existing project**. First, find your team from the left sidebar in Asana. Then, click on the team name to see a list of projects. To join, select a project and click the + button in the top right corner.

Create Tasks

Tasks are the basic unit of work in Asana. They can be to-dos, requests for teammates, reminders, or ideas.

Try creating tasks in two different ways:

1. Select a line in the main pane of this project and just hit [Enter]. You can even drag and drop the task to move it around.
2. Click the orange + button in the top bar and create a task for yourself.

Assign a task

The best way to start collaborating with your teammates is to **assign tasks**.

Give it a try and assign a task to someone on your team (it's okay if they aren't using Asana yet, we'll send them an invitation to join you). Provide details and information they need to complete the task.

A simple way to start: create a task from the orange + button at the top of Asana, and assign it to a teammate.

Add a follower to a task

Add stakeholders as **followers** on a task so they can see any work on the task, communicate about it, and get updates on progress (and don't worry, they can unfollow the task at any time).

You can add or remove followers at the bottom of the right pane.

Try adding a teammate as a follower on one of the tasks you just created.

Comment on a task

You can **comment** on a task to ask questions, respond to teammates, or offer extra information and insight.

Try it by commenting on this task.

Review your My Tasks list

My Tasks is your view of all the tasks that are assigned to you. Use it to plan and prioritize your day.

- When new tasks are assigned to you (or you create one for yourself), they'll appear in the **New Tasks** section.
- Prioritize your tasks into **Today**, **Upcoming**, or **Later** sections. Drag and drop tasks to move them into the right sections or click the blue dot next to any New Task to quickly sort it.

Check your Inbox

Inbox is your notification center in Asana. As you and teammates create, update, comment on and complete tasks, you'll receive notifications in My Inbox for the work you're following.

You can navigate to your Inbox from the top bar, and if you see an orange dot it means that you have new notifications.

Type a colon at the end of this task to create a section

Use **sections** to organize the tasks in your project. Just type a colon at the end of a task name. You can also hover over the "Add Task" button at the top of your project to add a new section.

Create a subtask

Use **subtasks** to break up the work of a task into smaller parts, or to help divide up the work among multiple people by assigning them.

Create one by clicking on the subtask button (next to the paperclip icon) at the top of this task or by typing **Tab+S**.

@mention tasks, projects, conversations, or teammates

Quickly reference an existing task, project, conversation or teammate by **@mentioning** them in a comment or task description.

@mention another task, project, or teammate in either the comment field or description in this task. Type the "@" symbol and then start typing the name of a task, project, conversation, or person you want to reference.

Attach files to tasks

You can also use **attachments** to easily share files related to a task. Attach them to a task by clicking the paperclip icon at the top of the right pane. Or drag and drop files from your computer. You can attach files from:

1. Your computer (you can drag and drop them into the task pane)
2. Box
3. Dropbox
4. Google Drive

Likes

Use a like to express enthusiasm for a task, offer agreement with someone's comment, or express gratitude for a task completion.

Simply click the ?? icon wherever you see it - main pane, task pane, Inbox, etc.!

Tutorial: Project Management

Project Management is a group created to manage/record the overall manufacturing of units per sales order. Through the lens of each sale order issued as a "project" in Asana, an operations que can be developed for every step of the build process and provide focused communication for each deliverable.

The production board found in Lou's office can now be shared in an easy manner throughout the company, with a faster ability to issue updates, rank priorities, and follow up. "Dashboard" is a view ability found next to "My Tasks," allowing a high-level view of progress for each Sale Order/project you are interested in tracking.

Read through each of the sub tasks to gain a thorough understanding of the intended use for this group, "Project Management."

CHECK OFF "Tutorial: Project Management" IF YOU HAVE READ THROUGH ALL SUB SECTIONS

- Tracking Production progress Using Instagantt
- Understanding Task Assignment (From an Executive View)
- Understanding Task Assignment (From an Assignee View)
- Task Assignment – Action Items (Task #xxxx-03)
- Time Sheets (From an Executive View)
- Time Sheets (From an Assignee View)
- Instagantt
- Overview – Project Management

Tracking Production Progress Using Instagantt

Instagantt is a tool that synchronizes with Asana tasks to drive stronger oversight and organization for a project live time. The current formatting procedure for tasks driven within each sale order is intended to deliver clear delegation of essential tasks, while providing important information to drive strategic analytics for future production planning.

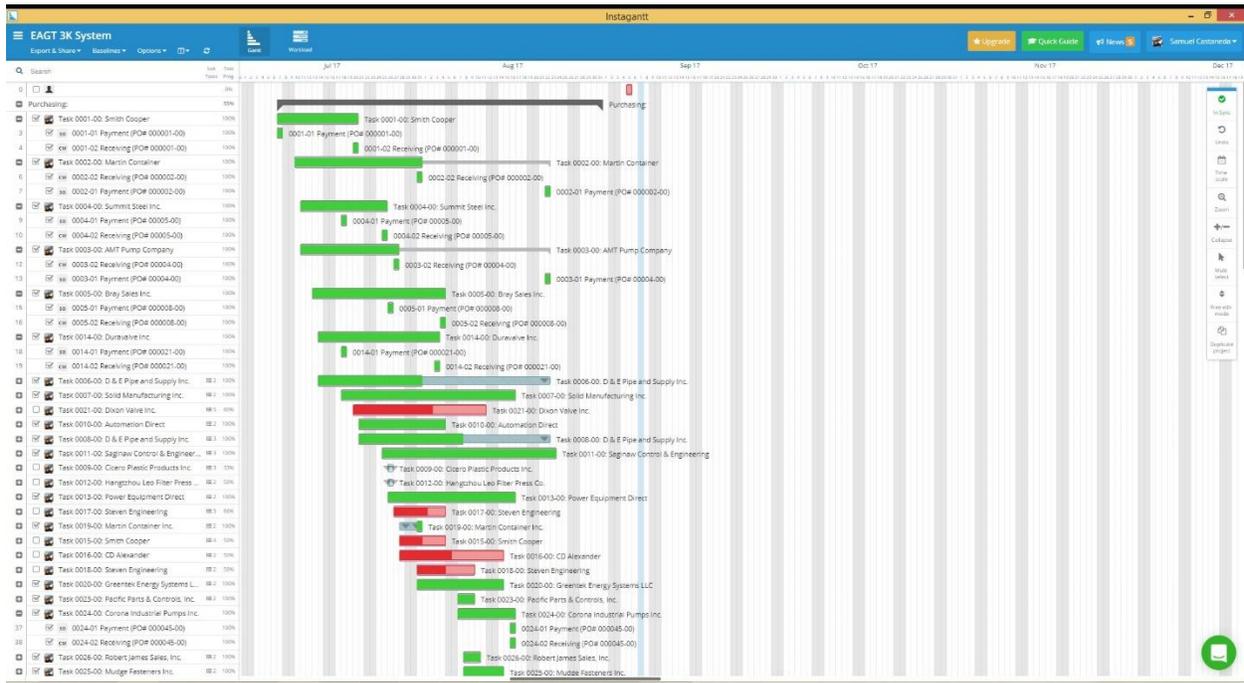
(Screenshot of Instagantt below).

To the majority of users in Asana, Instagantt will not be accessible directly. Tasks are released based on important milestones to completing a task and delegated to specific members of a team. Individuals can always find their assigned tasks under "My Tasks."

To demonstrate the intended interface within tasks for a given sale order, I have simulated the most recent purchasing for "SO# EAGT 3K - Economy Polymers."

Please Return to the Tutorial for "Tutorial: Project Management" found under **Team/Work Process Strategy** in the Executive Team group if you choose to skim the example. Otherwise, please click on the header "Tutorial: Project Management," above "Tracking Production Progress Using Instagantt," to return to the main page of the tutorial.

Check Green once you have completed reading



Understanding Task Assignment (From an Executive View)

Task Assignment is critical for maintaining the focus of project documentation. When Issuing a task or receiving one, it is important to leave the header alone. Asana allows a very open interface among all users. A freedom that has to be controlled! Learning to operate within the structure can acquire a much HEALTHIER WORK LOAD FOR EVERYONE. Often, the chase for information is segmented among email strands, phone calls, etc. which are easily cast to the wind.

In Asana, tasks can develop into a Hierarchy concept.

Currently:

Project Management (Group Focused on General Oversight to Specific Sales Orders)

A) SO# EAGT 3K - Economy Polymer

(Sales Order Issued as a Project = "SO#XXX - Customer Name")

A1) Task Catalogue:

(Based on Ideal Task Organizing; Purchasing, Container 1, Container 2, etc.)

A2) Task #xxxx-00

(Master Task: Used to Reference the beginning and end of sub tasks for critical assemblies; Purchasing, Pump Assemblies, PLC's, Tank Arrangement, Piping, Prep work)

A3) Task #xxxx-01 Payment (PO#xxxxxx-00)

(Payment Needed)

A4) Task #xxxx-02 Receiving (PO# xxxxxx-00)

(Receiving Needed)

A5) Task #xxxx-03 XXX

(Action Item "Task #xxx-(02+n)" is for any action item besides purchasing or receiving)

***Typically, the purchasing requirements for an action item on the production side will be handled as a separate task. Within the Purchase order Task, Payments will always start as #xxx-01. And Receiving will always start with #xxx-02. Following payments and or receiving will follow with the next sequenced number xxx-(02+n). ***

Once a task has been created, and includes sub tasks; due dates, attachments, and commentary can be organized based on the master task, and the intended Sale Order from a top view. Assigning tasks within a given hierarchy will transpose into a member's "My Tasks."

For Purchasing:

It is important to issue Payment or Receiving Tasks with a PO reference (*Task #xxx-01 Payment (PO#xxxxx-00)*). If users are involved with more than payments or receiving action items, a PO# reference makes it easy to spot a given task and interact accordingly within "My Tasks."

SO# EAGT 3K - Economy Polymers includes a simulated interaction for purchasing tasks. I have pointed out three specific Task examples to visualize a few important scenarios for delivery of ordered parts.

Task 0021-00: Dixon Valve Inc.

(To see what multiple receivers look like for a purchase order.)

Task 0009-00: Cicero Plastic Products

(To see what multiple payments look like for a purchase order.)

Task 0012-00: Hangzhou Leo Filter Press

(To see how commentary can be used to live updates on a purchase order.)

Action Item Tasks will be discussed in more detail later in the tutorial.

Please Return to the Tutorial for "Project Management" found under **Team/Work Process Strategy** in the Executive Team group if you choose to skim the example. Otherwise, please click on the header "Tutorial:

Project Management," above "Understanding Task Assignment (From an Executive View) ," to return to the main page of the tutorial.

Check Green once you have completed reading

Understanding Task Assignment (From an Assignee View)

Master tasks, and sub tasks are the two assignment types that an Assignee may receive. Each requires a user to accept responsibility of its' completion. Receiving a Master Task (*Task 0001-00*) intends to hold a user responsible for either a single major task, or the deliverable of several sub tasks (*Task 0001-(00+n)*) which may include multiple users.

As the responsible party of a master task, follow up of other members activity and completion of sub tasks is the critical difference between a master and sub task assignee.

Sub tasks are intended to be single executable tasks without additional sub tasks. The creation of Master Tasks and Sub Tasks is to provide macro level optics for task completion, and critical milestones of the completion process (sub tasks). In the case of Purchasing, the master task is the completion of the purchase (*Task 0001-00 - Vendor's Name*) and the sub tasks are designated to track critical milestones (*Ex: payment 1, payment 2, receiving 1*) for the completion of the purchase.

It is important that the Assignee of a master or sub task personally checks off completion of their responsibility. Again, Asana has a very open interface and allows other members to make adjustments to things they aren't necessary responsible for. No member should check off an assignment other then the designated assignee. All activity within a Master task or sub task will be recorded by Asana.

All assignments can be found in "My Tasks," which is specified to each user's assignments.

Check Green once you have completed reading

Task Assignment – Action Items (Task #xxxx-03)

So far, you probably have been able to grasp the work flow concept for tasks by reviewing some of the listed examples found in previous sections of this tutorial. All of the examples have been Master tasks related to purchasing. Ideally, task assignments will also include job orders released onto the shop floor. SO# EAGT 3K is the first of its' kind, meaning that strategic planning for the release of manufacturing work is yet to come. Made2Manage works with Job orders, Routers, and Travelers for managing production. Formatting for task assignment may change to better support Job orders once there is better understanding in managing production for future Sale Orders.

The current formatting for Action Items of a Master Task starts as **Task #xxxx-03** and follows the expected sequence (Task #xxxx-(**03+n**)) for additional action items.

In the case that an Action Item includes the involvement of a 3rd party service, Task #xxxx-01 and Task #xxxx-02 have been reserved for tracking the the 3rd party service. Again, it is assumed that the original procurement of material would be handled as a separate Master Task.

Example of Task Assignment Process:

- AGT Water systems Purchases 6" stainless steel piping from D&E

- Master Task: **Task #0345-00** (*Purchasing*)

- Sub Tasks: **Task #0345-01 Payment (PO# xxxxxx-00)**

Task #0345-02 Receiving (PO# xxxxxx-00)

- AGT Water issues Job Order# X for fabricating a Stainless Steel Filter Housing

- Master Task: **Task #0346-00** (*Job Order# X*)

- Sub Tasks: **Task #0346-03** (*Cutting Pipe, Creating the Filter Housing*)

Task #0346-01 Payment (For TPE Engineering to cut special holes in tubing)

Task #0346-02 Receiving (*For receiving completed work from TPE*)

Task #0346-04 (*Welding filter caps, and half couplings*)

Task #0346-05 (*Completing Assembly*)

Hopefully, the concept can be apprehended from the example above. Master Tasks can be used to reference the beginning and end of sub tasks for: critical assemblies, purchasing, pump assemblies, PLC's, tank arrangement, piping, prep work, etc.

As adjustments to work may occur, it is recommended that production staff are allowed to add additional Sub Tasks which they believe benefit the focus of the documentation. However, three responsibilities remain for anyone when issuing a new Sub Task.

- 1) Posting a comment of your activity within the Master Task to make sure all parties are aware of your action.
- 2) Assignment of the sub task to either oneself or another user.
- 3) Making sure to document the new sub task onto your time sheet.

Time sheets will be explained in the following section.

Check Green once you have completed reading

Time Sheets (From an Executive View)

Behind the scenes of Task assignments issued through Asana, Instagantt will be monitoring the collective activity of all parties connected to a Sale Order and the completion of Master Tasks and Sub Tasks. The Project Manager operating Instagantt for each Sale Order, has the ability to establish a baseline for overall project completion and Task completions.

Using Time Sheets in conjunction to assignments can unlock the ability to fairly assess action items found in production. The importance of time sheets rises significantly if production is driven by execution of organized tasks (*Via. Job Order, Master Tasks, Sub Tasks*). Asana may be an effective way of transforming the work processes of AGT because of the open platform that accommodates communication and adjustments well. Made2Manage is much more structured and requires an enormous amount of effort to correct errors and regulate detailed steps based on the interconnected program components.

Starting with Asana, each Sale Order can be tracked, and the optics during the building process can be easily adjusted/maintained. Once a baseline is established for a build, Made2Manage could be used to designate Macro Level Task assignments (*Master Tasks*). While Asana could still drive the communication of sub task completion between production staff.

Filling a time sheet can be more valuable if critical work tasks of each Sale order is confined to a Master Task and Sub Task.

The Interactive use of Asana will be explained in a later section.

Check Green once you have completed reading

Time Sheets (From an Assignee View)

Time sheets are very important for management to understand the realities of task burdens on personnel. Current work flow processes don't exist in a formal manner, which reduces the most efficient means of production and puts in question the expectations of the production floor. Ideally, Time Sheets are intended to tell the story of what really happened on the shop floor so management can adjust accordingly for future builds.

Part of the problem currently with Time Sheets is judging the value of task groupings to describe what an individual may have done during a single hour. The other problem is incentive to document time sheets in a quality manner.

The goal with Asana is to initiate organized work processes, while maintaining an easy means of communication. Successfully developing organized work processes requires management's theories of work flows to be tested, and feedback to be given directly from the production floor.

Using Asana, time sheets are the best way of production members being able to document, share, and involve themselves in planning/establishing expectations. Of course, management will have to initiate the opportunity by releasing Master Tasks and Sub Tasks, however, Production staff can add additional Sub Tasks and interact through Asana on matters related to each task.

From each pay period, the hours represented on time cards will be cross referenced with Time sheets to evaluate the amount of billable time allocated to projects and their task lists.

With several projects, a baseline for realistic executable tasks can be established.

(Incentives will be shared in an separate tutorial.)

Check Green once you have completed reading

Instagantt

The information collected on each sale orders can develop baselines, and establish dependencies for specific tasks to occur and be released to the floor.

The gantt chart created can become a critical tool for directing future work processes.

Check Green once you have completed reading

Overview – Project Management

"Project Management" is intended to catch a massive amount of information for each sale order. In return, each story line of a product can cultivate stronger production and better use of resources.

With the concordance between management and production staff on Asana, the historical information for builds can create effective job orders, and baselines for how long things should take.

With development of quality Job Orders, a product can be released to the floor with effective delegation and expectation for completion. "Dashboard" will become more and more important for oversight of multiple projects moving through the production floor. With enough historical data for several builds, a default release of job orders throughout a build can drive effective oversight to how and when something will be completed and ready for shipment.

You have completed the Tutorial. Please mark this green and mark the Master Task "Tutorial: Project Management."

Tutorial: Engineering

The Engineering group is dedicated to the design and production planning of anything released to the production floor. Rules of formatting are more abstract for the Engineering group than what is found in Project Management. Project Management is intended to drive the production of what is produced from the Engineering group. Historical information cultivated in Project Management will also be analyzed in the Engineering Group.

Some formatting is required for the Engineering group. The example for this tutorial has been simulated from SO# EAGT 3K.

Read through each of the sub tasks to gain a thorough understanding of the intended use for this group, "Engineering."

CHECK OFF "Tutorial: Engineering" IF YOU HAVE READ THROUGH ALL SUB SECTIONS

- Exploring Product and Engineering Workflows
- Macro Level Guidance
- Task Allocation (Engineering Developing Action Items)

Exploring Product and Engineering Workflows

The Engineering group can use Asana to coordinate efforts and hit launch dates. Once a product ships or is released to the production floor, Asana can help monitor feedback, track bugs, and prioritize work to iterate on and ship the best version of a product.

Between engineers, Asana can create a focused environment to carry dialogue and file sharing. Often there may be several revisions that occur for an assembly or part. Within Asana, the macro level of a project can be outlined and assemblies/parts can be issued underneath.

SO# EAGT 3K - Engineering has been simulated to display this interaction.

Review this Example:

316-05-0003 found in **SO# EAGT 3K - Engineering** under Clarifier Tank:

Please Return to the Tutorial for "Tutorial: Engineering" found under **Team/Work Process Strategy** in the Executive Team group if you choose to skim the example. Otherwise, please click on the header "Tutorial: Engineering," above "Tracking Production Progress Using Instagantt," to return to the main page of the tutorial.

Check Green once you have completed reading

Macro Level Guidance

Often, engineering breaks down finished products by class codes: plumbing level, electrical panel, etc.

Creating "Section Groups" can create the same sort of organization for file sharing and general discussions. To Create a "Section Group," create a sub task and at the end of its' name add a colon + ENTER.

The following Sub Tasks are not intended to be additional tutorial pages. They are a representation of how an overall Sale Order may be presented for Engineering purposes.

Check Green once you have completed reading

800534 - RRD IT 290: <hr/>
<input checked="" type="checkbox"/> Part 1
<input checked="" type="checkbox"/> Part 2
606455-RF: <hr/>
<input checked="" type="checkbox"/> Part 3
<input checked="" type="checkbox"/> Part 4
606456-PL: <hr/>
<input checked="" type="checkbox"/> Part 5
<input checked="" type="checkbox"/> Part 6
606457-EP: <hr/>
<input checked="" type="checkbox"/> Part 7
<input checked="" type="checkbox"/> Part 8
606458-EL: <hr/>

Task Allocation (Engineering Developing Action Items)

When it comes to finalizing a design, Engineering has its' own privilege to organize in the best fit seen. However, creation of Action Items has formatting rules that need to be held firm.



My Tasks in agt-usa.com

List Calendar Files

Add Task

New Tasks

- Task 0096-00: California Controls LLC SO# EAG... >
- Task 0095-00: DuraValve Inc. SO# EAG... >
- Schematic Overview of Project SO# EAG... >
- Request to Order < 316-05-00002 - Tank; OWS; 100GPM; WWT - 28-09-C Sep 8 >
- Task 0094-00: D & E Pipe and Supply Inc. SO# EAG... >
- Task 0093-00: Automation Direct SO# EAG... >
- Task 0092-00: Dwyer Instruments Inc. SO# EAG... >
- Task 0091-00: Webber Automation Inc. SO# EAG... >
- Task 0090-00: Mean Well USA SO# EAG... >
- Task 0089-00: D & E Pipe and Supply Inc. SO# EAG... >
- Task 0088-00: Mid America Water Treatment SO# EAG... >
- Task 0087-00: MTH Pumps SO# EAG... >
- Task 0086-00: Mid America Water Treatment SO# EAG... >

The screenshot shows the Asana web interface. On the left is a dark sidebar with the Asana logo and navigation options: Executive Team, Team Conversations, Team Calendar, PROJECTS (Team/Work Process Strategy, Team Meeting - Simulation), Project Management, and Engineering. The main content area displays the 'Team/Work Process Strategy' project with a task list:

- Tutorial: Asana Onboarding
- Tutorial: Project Management
- Tutorial: Engineering
- ****PENDING****Tutorial: Production
- ****PENDING****Tutorial: Asana Mobile
- ****PENDING****Tutorial: Reward System

☆ **SO# EAGT 3K - Engineering** ▾

List Conversations Calendar Progress Files

- [Add Task](#)
- 302-03-00006
 - 302-03-00007
 - Container 2:**
 - Container 3:**
 - Clarifier Tank:**
 - 316-05-00003
 - 316-05-00003 EAGT ASSY
 -
 - Separator Tank:**
 - 316-05-00001 - Tank; SEP; 100GPM; 27-09-13
 - Oil Water Separator Tank:**
 - 316-05-00002 - Tank; OWS; 100GPM; WWT - 28-09-C
 - MISC:**
 - EC Unit 20 GPM; AGT 36-09-3

Paul Engla... Due Date X

SO# EAGT 3K - Engineering Clarifier Tank ▾

316-05-00003

100 GPM Clarifier Tank
IPS Quote# 29-09-04

- 2D Draft Upload: 316-05-00003 Sep 6
- First Draft Upload: 316-05-00003 Sep 4
- Revised Draft Upload: 316-05-0003-01 Sep 8

[IPS Edits on 316-05-00003.pdf](#)
 [Clarifier photo.pdf](#)

[2 more comments](#)

Samuel Castaneda Tuesday at 4:24pm

Write a comment...

Followers

☆ **SO# EAGT 3K - Economy Polymers** ▾

List Conversations Calendar Progress Files

- [Add Task](#)
- Purchasing:**
- Task 0001-00: Smith Cooper Jul 20
 - Task 0002-00: Martin Container Jul 31
 - Task 0003-00: AMT Pump Company Jul 27
 - Task 0004-00: Summit Steel Inc. Jul 25
 - Task 0005-00: Bray Sales Inc. Aug 4
 - Task 0006-00: D & E Pipe and Supply Inc. Jul 31
 - Task 0007-00: Solid Manufacturing Inc. Aug 16
 - Task 0008-00: D & E Pipe and Supply Inc. Aug 7
 - Task 0009-00: Cicero Plastic Products Inc.
 - Task 0010-00: Automation Direct Aug 4
 - Task 0011-00: Saginaw Control & Engineering Aug 23
 - Task 0012-00: Hangtzhou Leo Filter Press Co.
 - Task 0013-00: Power Equipment Direct Aug 16

Samuel Cast... Jul 27 X

SO# EAGT 3K - Economy Polymers Purchasing ▾

Task 0003-00: AMT Pump Company

PO# 00004-00 (AGT Water)

- 0003-01 Payment (PO# 00004-00) Aug 22
- 0003-02 Receiving (PO# 00004-00) Jul 27

Samuel Castaneda created task. Aug 28
Samuel Castaneda added to SO# EAGT 3K - Economy Polymers. Aug 28
Samuel Castaneda assigned to you. Aug 28

Chris MorganTest Aug 28 at 12:32pm

Arrived 7/27/2017. Receiver# 000012

Write a comment...

Followers

My Tasks Inbox Dashboard + Search Help Upgrade agt-usa.com

☆ **SO# EAGT 3K - Engineering** 🔒 👤 👤 +

List Conversations Calendar Progress Files

Add Task 👤 ⚙️

Overview Docs:

- ✓ BOM 440-3K-00001-004M Schedule and Priority Items PE >
- ✓ Cabling Overview Container 1 & 2 PE >
- ✓ Digital Completed Project Overview | PE >
- ✓ Schematic Overview of Project 👤 >
- ✓ 👤 >

Container 1:

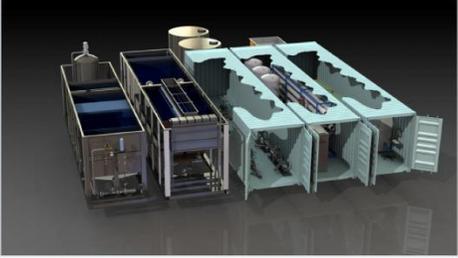
- ✓ 302-01-00005 - Station Pump P2-A-B PE >
- ✓ 302-01-00007 - Station Pump P11-A-B PE >
- ✓ Station - Pump P13-A-B PE >
- ✓ 302-01-00008 - Station Pump P12 PE >
- ✓ 302-03-00003 IR >
- ✓ 302-03-00004 IR >
- ✓ 302-03-00005 IR >

📎 [3000 BLD System Photo 2 c081304f-1a48-41e2-9f75-a056c4fa5abe.jpg](#)

Paul Engram created task. Wednesday
 Paul Engram added to SO# EAGT 3K - Engineering. Wednesday
 Paul Engram assigned to Paul Engram. Wednesday

PE **Paul Engram** attached Wednesday at 9:45am 👍

[3000 BLD System Photo 2 c081304f-1a48-41e2-9f75-a056c4fa5abe.jpg](#)



👤 Write a comment...

Followers PE + [Follow task](#)

asana My Tasks Inbox Dashboard + Search Help Upgrade agt-usa.com

Inbox - Notifications on work I'm following

Activity Archive

Archive All Email Notifications: Off

✓ Task

Please add a profile picture

👤 **Mike Cornejo** Saturday at 2:32pm 👍

Done

✓ **Mike Cornejo completed this task.** Saturday at 2:32pm 👍

[Unfollow Task](#)

✓ Task

Request to Order < 316-05-00002 - Tank; OWS; 100GPM; WWT - 28-09-C

👤 **Paul Engram assigned to you.** Wednesday at 9:35am

Paul Engram changed the due date to **Sep 8.** Wednesday at 9:35am

You have a task due **Sep 8.** Friday at 12:43am

[Unfollow Task](#)

📎 Project in Engineering

SO# EAGT 3K - Engineering

My Tasks | Inbox | Dashboard | Search | Help | Upgrade | agt-usa.com

Engineering

Conversations | **Calendar**

Membership by Request

Today | Aug 27 - Sep 16, 2017 | Refresh

MON	TUE	WED	THU	FRI
27	28	29	30	31
			<ul style="list-style-type: none"> IR ✓ 1st Draft Upload: 30... < 302-01-00005 - S... 	Sep 1
3	4	5	6	7
<ul style="list-style-type: none"> IR ✓ 1st Draft Upload: 30... < 302-01-00008 - S... IR ✓ Draft Solidworks Up... < 301-05-00002 - ... NC ✓ First Draft Upload: ... < 316-05-00003 	<ul style="list-style-type: none"> PE ✓ 301-01-00001_REV_A < EC Unit 20 GPM; ... 	<ul style="list-style-type: none"> IR ✓ 2nd Draft Upload: 3... < 302-01-00007 - S... IR ✓ 301-05-00001_REV_A < 301-05-00001 - C... PE ✓ 2D Draft Upload: 31... < 316-05-00003 	<ul style="list-style-type: none"> Request to Order < 316-05-00002 - Tank; ... NC 301-01-00001_REV_B < EC Unit 20 GPM; AGT ... KK Revised Draft Upload: 31... < 316-05-00003 	8
10	11	12	13	14
<ul style="list-style-type: none"> IR ✓ 301-03-00003 < 302-01-00001 - A... IR ✓ Completing Solidwo... < 301-05-00001 - C... 			<ul style="list-style-type: none"> NC 301-03-00002_REV_A < 302-01-00001 - Asse... IR ✓ 301-03-00004 < 302-01-00001 - A... 	15
				16

My Tasks | Inbox | Dashboard | Search | Help | Upgrade | agt-usa.com

SO# EAGT 3K - Engineering

List | Conversations | Calendar | **Progress** | Files

Update Status

What's new with this project? Is there an update that all members should know about?

0 people will be notified. Add more project members.

Remind me to update the status every Friday

Progress

17 Tasks Remaining | 5 Tasks Completed

The progress chart shows a linear increase in completed tasks from Sep 1 to Sep 10. The x-axis represents dates from Sep 1 to Sep 24. The y-axis represents the number of tasks. A blue line represents the total number of tasks (17), and a green shaded area below it represents the number of completed tasks (5). The chart shows that 5 tasks were completed by Sep 10, and the remaining 12 tasks are still pending.

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My Dashboard

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SO# EAGT 3K - Econo...

Production is back into action
All Purchasing is current.

SO# 10760 - Golden St...

Finishing Installation in the Field

SO# 11448 - Konica 6 ...

What's the status of the project?

As tasks are added you'll see progress here.

Safari File Edit View History Bookmarks Window Help 23% Mon 9:33 AM

instagantt.com

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- EAGT 3K System

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EAGT 3K System

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Task	Sub Tasks	Task Prog.
Task 0006-00: D & E Pipe and Supply Inc.	2	100%
Task 0007-00: Solid Manufacturing Inc.	2	100%
Task 0021-00: Dixon Valve Inc.	5	60%
Task 0010-00: Automation Direct	2	100%
Task 0008-00: D & E Pipe and Supply Inc.	3	100%
Task 0011-00: Saginaw Control & Engineer...	3	100%
Task 0009-00: Cicero Plastic Products Inc.	3	33%
Task 0012-00: Hangtzhou Leo Filter Press ...	3	33%
Task 0013-00: Power Equipment Direct	2	100%
Task 0017-00: Steven Engineering	3	66%
Task 0019-00: Martin Container Inc.	2	100%
Task 0015-00: Smith Cooper	4	50%
Task 0016-00: CD Alexander	2	50%
Task 0018-00: Steven Engineering	2	50%
Task 0020-00: Greentek Energy Systems L...	2	100%
Task 0023-00: Pacific Parts & Controls, Inc.	2	100%
Task 0024-00: Corona Industrial Pumps Inc.	2	100%
Task 0026-00: Robert James Sales, Inc.	2	100%
Task 0025-00: Mudge Fasteners Inc.	2	100%
Task 0022-00: International Production Sp...	3	33%
Task 0029-00: Mid America Water Treatm...	2	50%
Task 0030-00: D & E Pipe and Supply Inc.	2	50%

