

(Plans: Personal / Basic) Board view with no task limits: Group tasks in projects or My Tasks boards, no matter the number of tasks.

Board view

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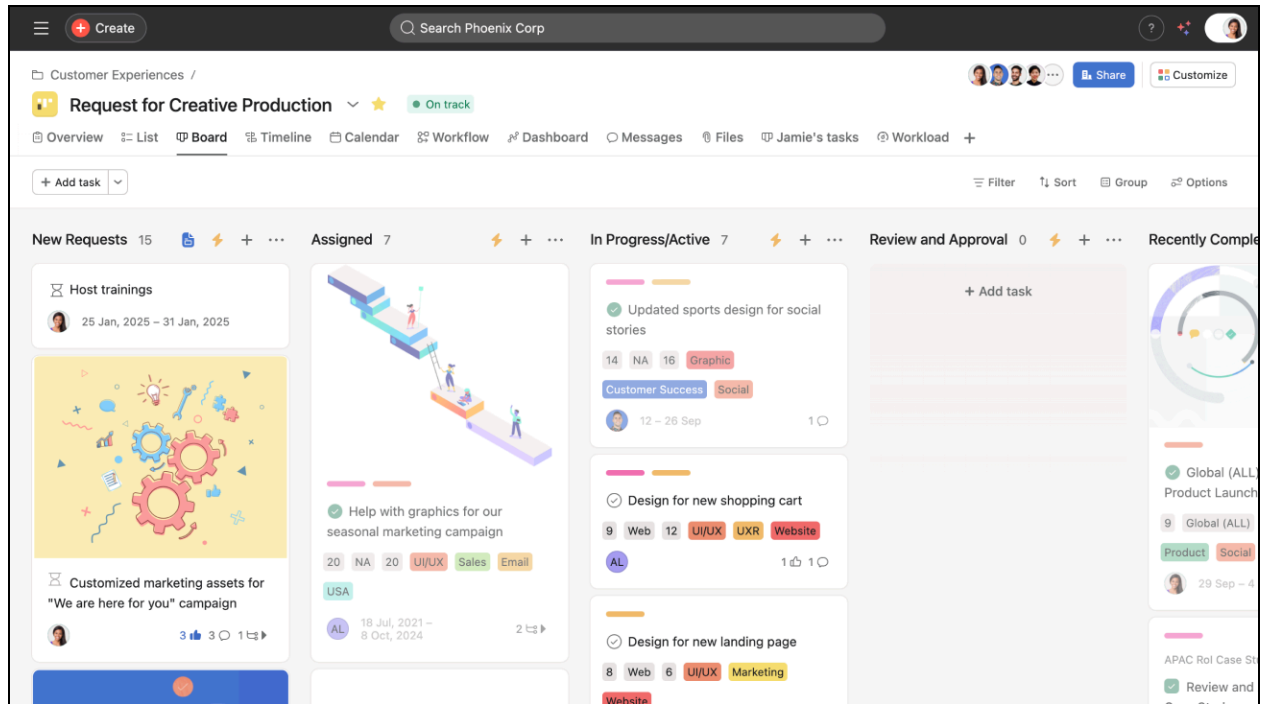
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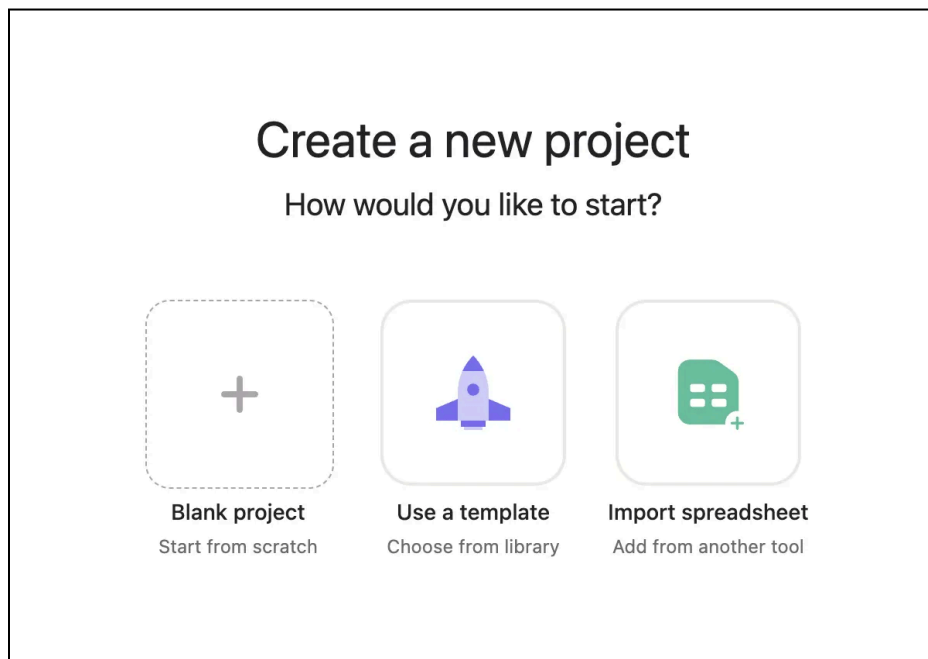
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Boards let you organize your work like sticky notes that you can move across sections. They give you a clean, visual overview with the same power as a project in list view. Add items to your board, then drag and drop to move work around or track it through multiple stages. Tasks can be grouped differently across list and board views.

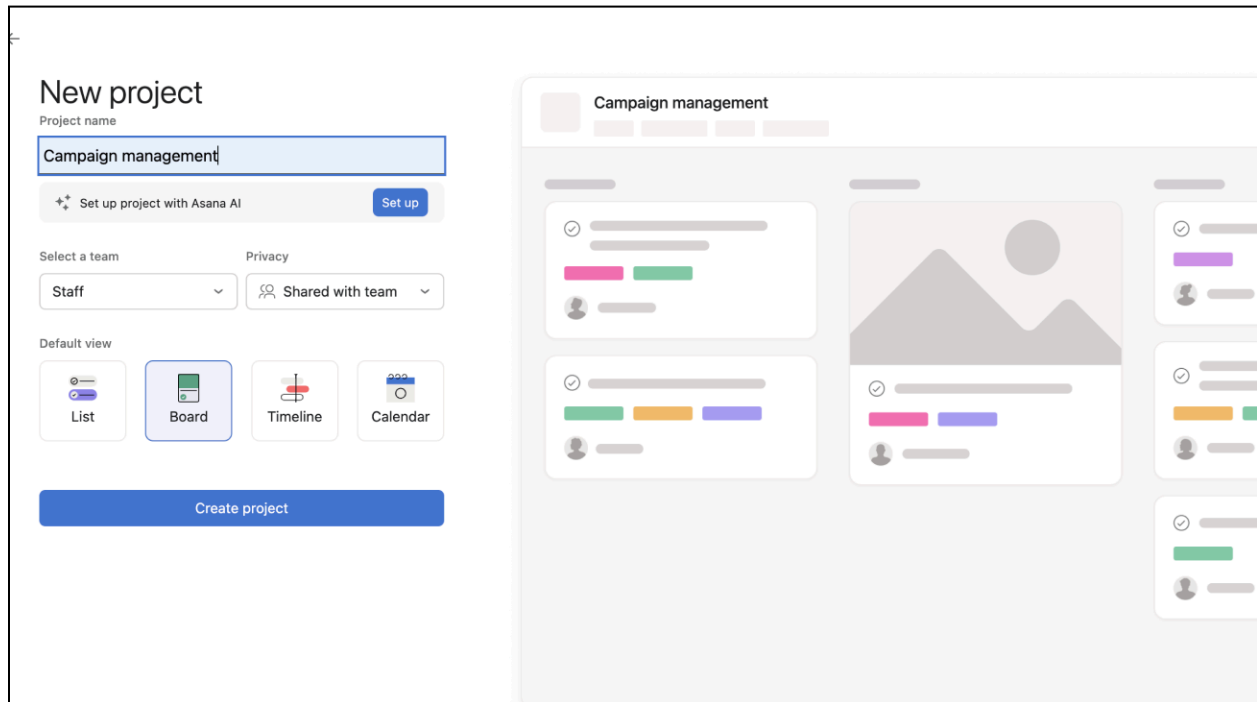


Creating a board project

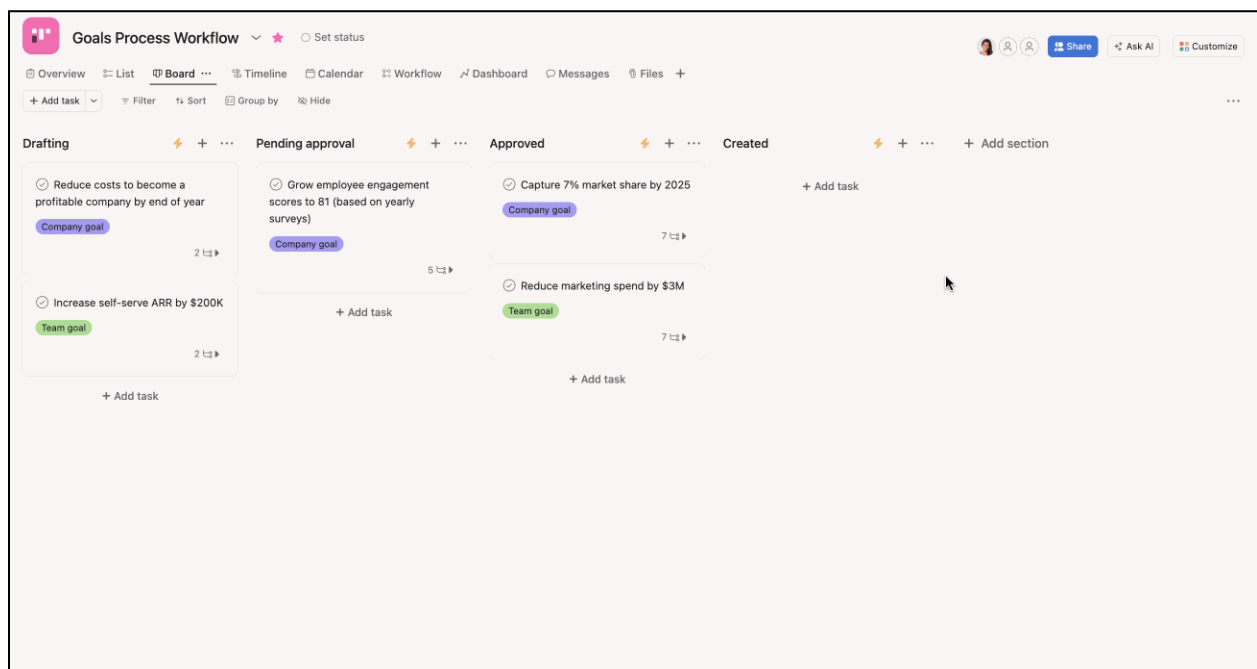


[Create a new project](#) by clicking the Quick Add button in your top bar. Select Project from the drop-down menu. Click +Blank Project.

A pop up window will next give you the option to add your project details. Here you can choose Board as your project layout and default view. Then, click Create project.



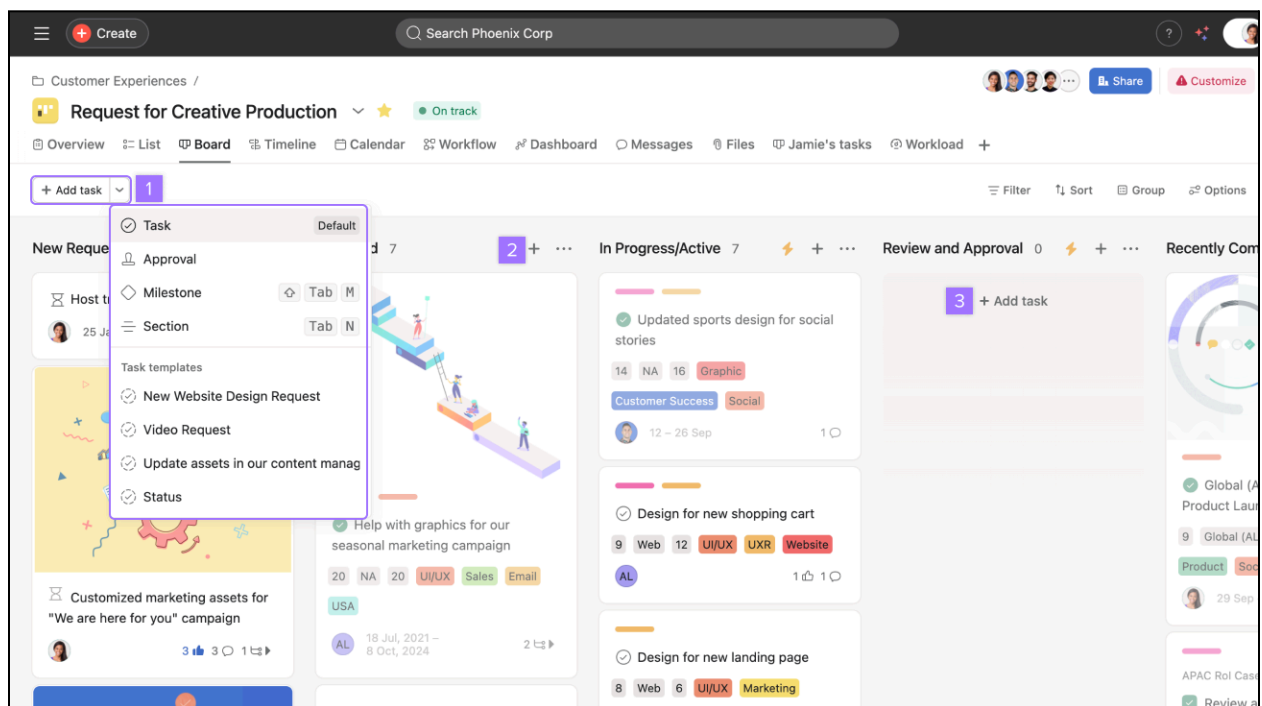
Creating a section



Click **+ Add section** or the section placeholder. A new section will appear as soon as you name it in the header field. You can also drag and drop a task to the section placeholder to create a new section.

Use sections as categories to group related work or as stages like "Ready," "In Progress," and "Done" to track a specific workflow.

Adding tasks

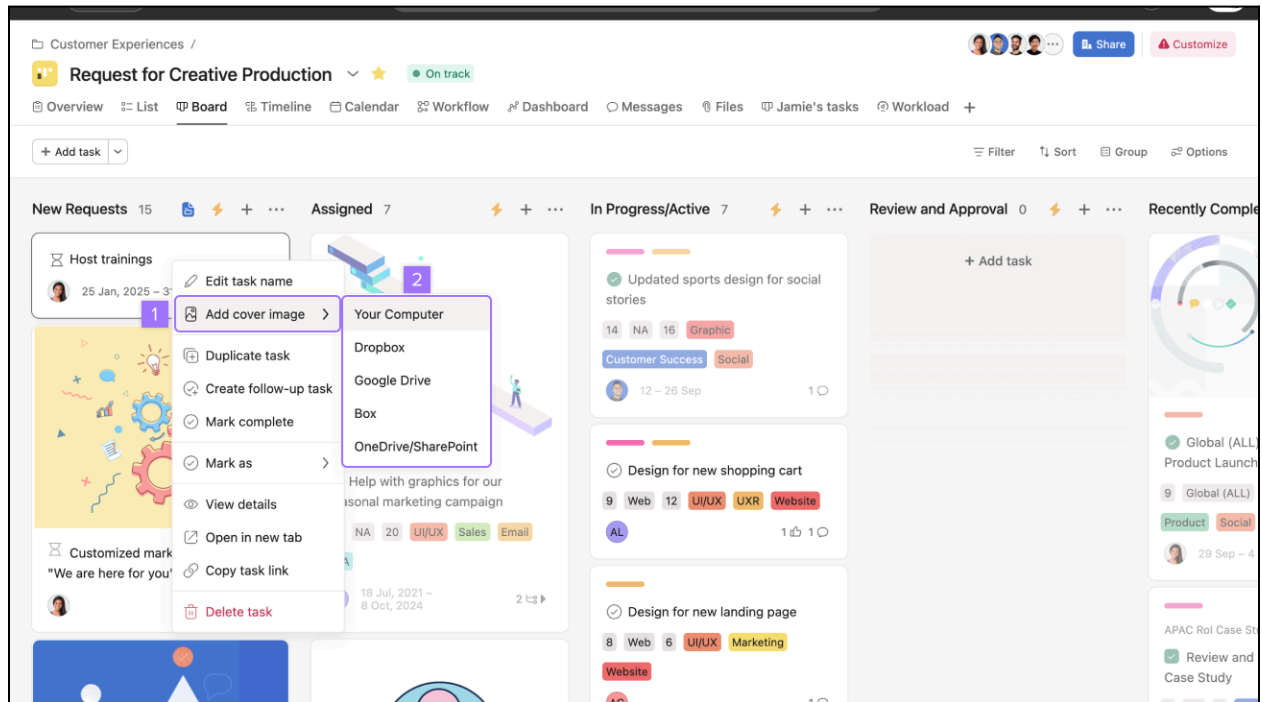


To add tasks to your board view, you can:

1. Click the **+Add task** button and select the type of task you want to add
2. Click the **+** button next to the section name
3. Click **+Add task** at the bottom of the section

Adding a cover image and more options

You can add a cover image to your task by right clicking on the the task. From there, choose Add cover image and select where you'd like to upload the image from.

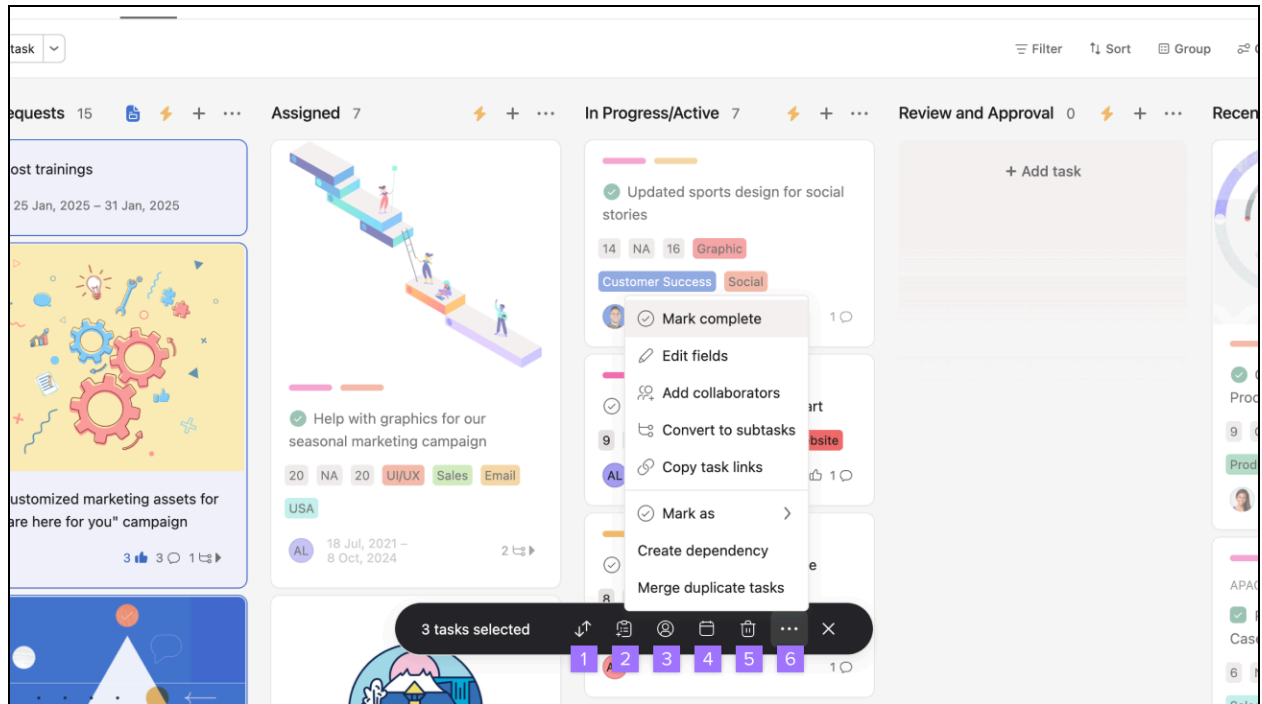


After uploading your image, you can show the most recent image, show no image, or add a new cover image.

Bulk actions on tasks

You can perform bulk actions on tasks by holding down the command key on your device and selecting the desired tasks.

Once you've selected the tasks, a toolbar will appear.



From the toolbar, you can:

Move the tasks to a different section

Edit a project or section

Assign the tasks

Add a due date

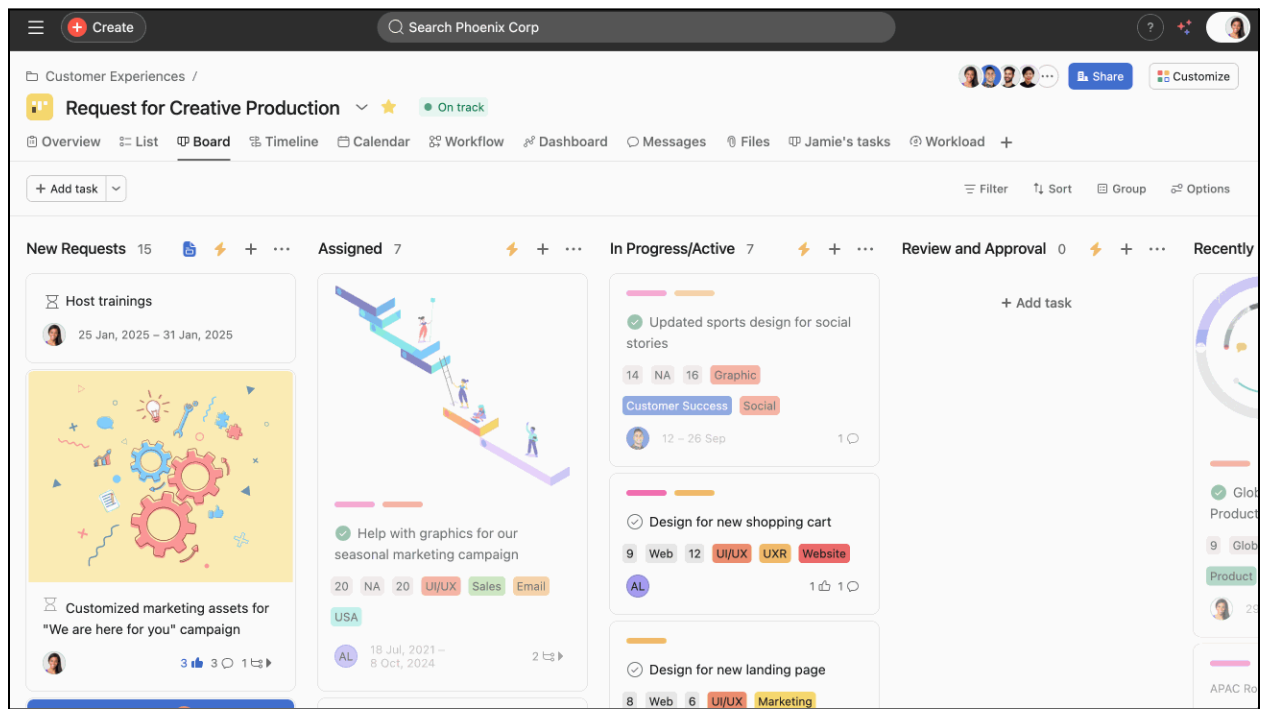
Delete tasks

Click to view more options

Drag and drop

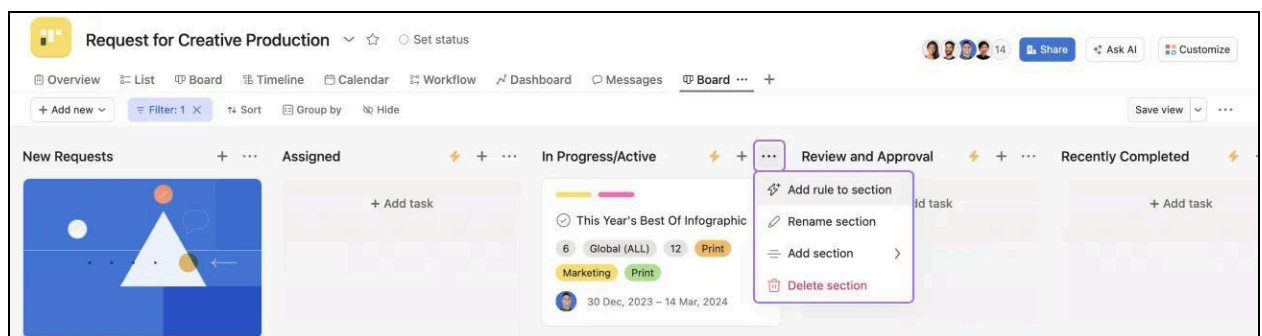
You can drag and drop tasks and sections to reorganize your work or move it through stages. Project members can rearrange tasks as needed, and

collaborators will get updates when tasks move sections, so all members stay on the same page.



You can drag multiple tasks at once to another section by using the **Ctrl/Cmd + Click** command.

Manage sections



To edit the section:

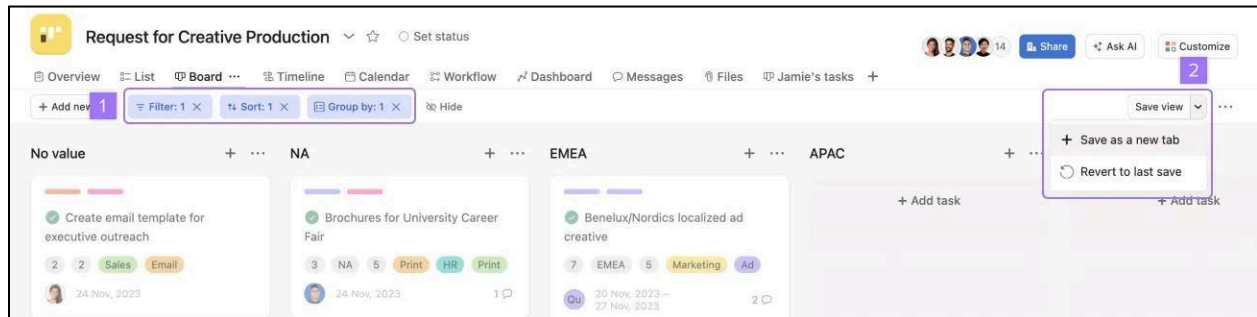
Click the three dot icon to the right of the section's title

From here you can add a rule, rename, delete, or add a section

Sections need to be empty to delete them. Move tasks to other sections or delete them in order to clear a section.

Filtering, sorting, and grouping tasks

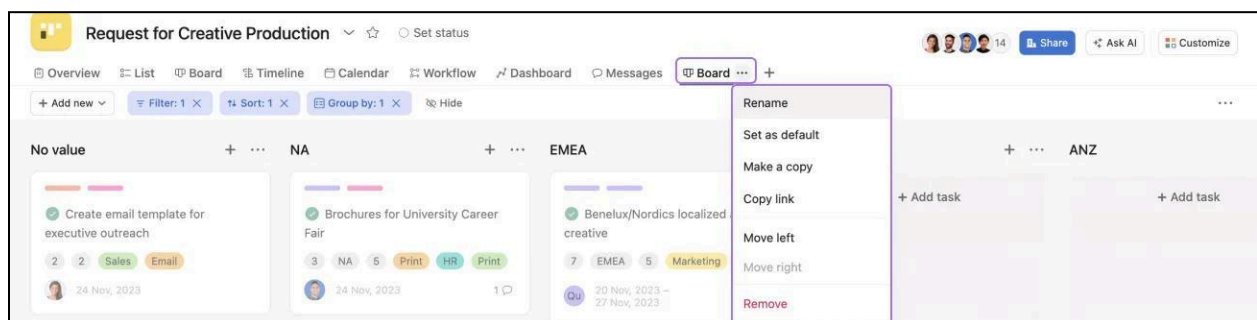
Saved views



You can filter, sort, and group tasks using the options on the top left of each project

Click Save view to save the view for everyone, or click + Save as a new tab

Clicking Save view will save this project view for everyone you're collaborating with. Read more about [saved views](#).

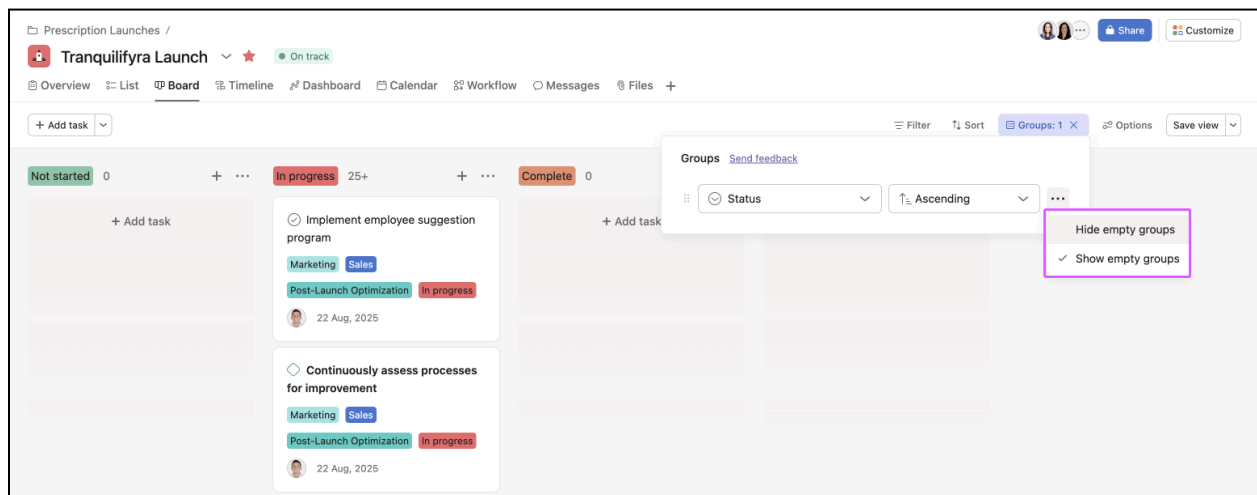


To save Board as your default view, right click the Board tab and click Set as default.

Hide empty groups

When grouping tasks by certain attributes, some groups may appear empty. For a more focused view, you can choose to hide empty groups.

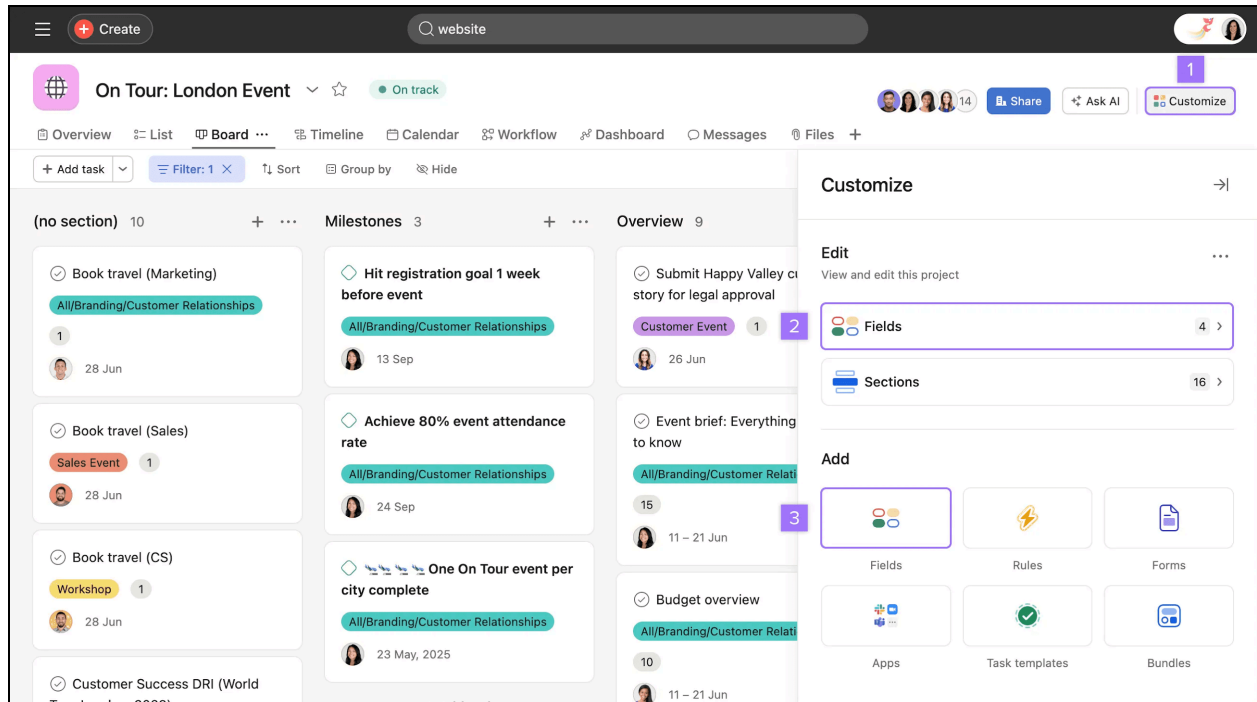
In the below example, tasks are grouped by their status. There aren't any tasks in the project with status Not started or Complete, so their groups are empty.



Custom fields

Custom fields are the first step toward tracking all types of work in Asana. You can provide even more information on each task and track it in a way that suits your team's needs.

Manage custom fields



To access and manage a board project's custom fields:

Click on the **Customize** button

Click on **Fields** under the **Edit** section to edit an existing custom field

Click on the **Fields** button under the **Add** section to add a new field

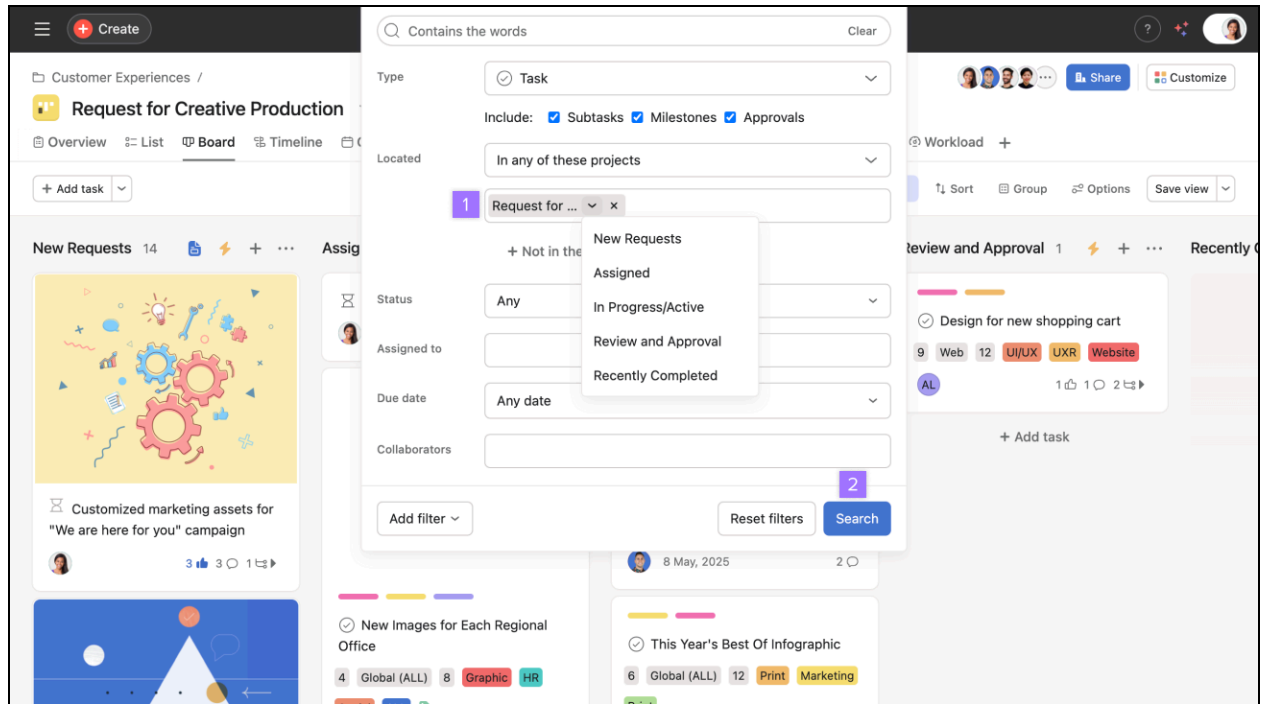
To view a task's custom fields, click any task on your board project to reveal its [task details](#).

Note

[Custom fields](#) are the best way to tag, sort, and filter work. See them in action with a free Asana trial. [Try for free](#).

Searching for board sections

You can search for tasks in specific sections of board projects using the **advanced search tool**.



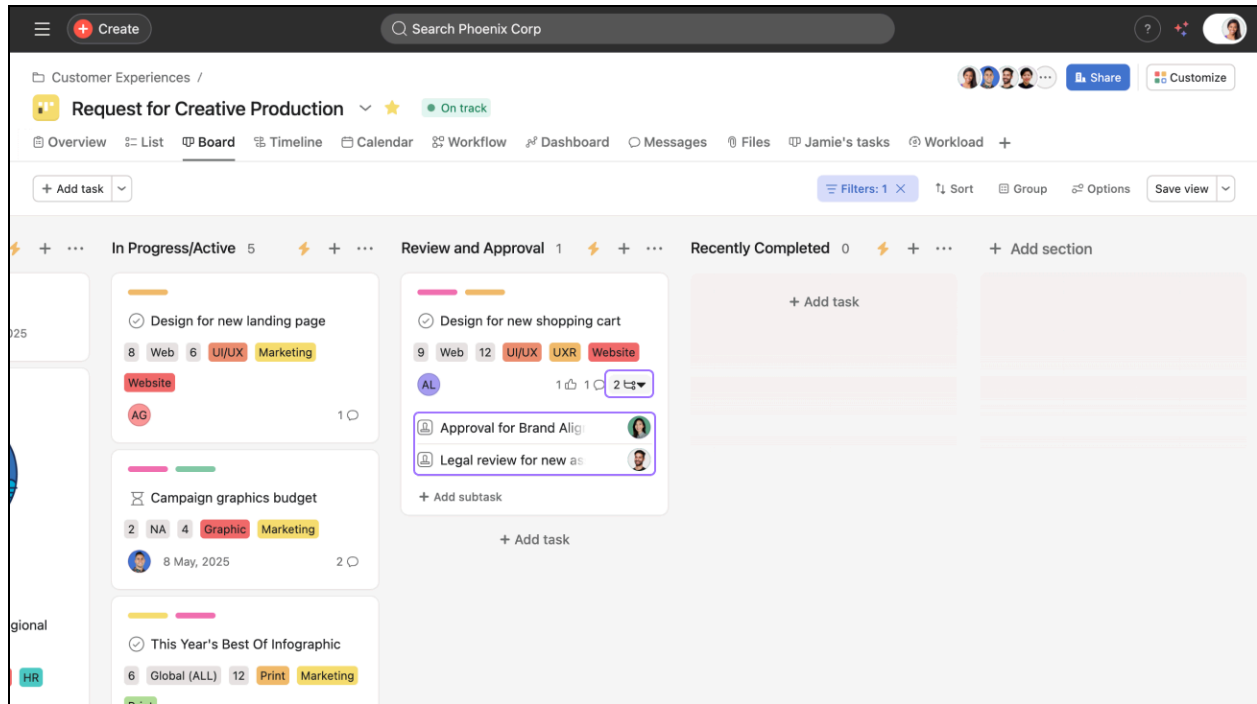
Once you've opened advanced search and selected a project(s):

Click on the drop-down next to the project's name and select a section

Click Search

Subtask count on boards

You can view the amount of subtasks on a particular task directly from your board project.



The subtask count will appear next to the task name on your board project.

Click on the arrow next to your subtasks from your board view to expand and view them.