How to configure triggers in Asana

Last Modified on 10/03/2025 1:45 pm EDT

How to Configure Triggers in Asana

This article describes how to configure triggers in Asana to control which tasks and projects are synchronized.

Triggers in Asana: Triggers use field-based queries to filter tasks and projects. You can use project names, user emails, tags, and status types without needing Asana GIDs.

Task triggers

Filter tasks by project, assignee, tags, or completion status:

```
projects="Development"
tags="urgent"
completed=false
assignee="john.doe@example.com" AND completed=false
projects="Support" AND tags="external"
```

Project triggers

Filter projects by status, owner, or state:

```
status="at_risk"
```

Status Types: Supported project status types include at_risk, on_track, off_track, on_hold, complete, achieved, partial, missed, and dropped.

Syntax rules

- String values use quotes: `status="at_risk"`
- Boolean values no quotes: `archived=false`
- Use AND for combinations: `status="at_risk" AND owner="me"`

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