

How to Sync Tasks in Asana

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This article describes how to synchronize tasks between Asana and other systems.

Tasks in Asana: Tasks are the primary work items in Asana containing name, description, assignee, due date, and custom fields.

Outgoing sync (Asana → Remote system)

To send task information from Asana to the remote system:

```
replica.key = entity.key
replica.summary = entity.summary
replica.description = nodeHelper.stripHtml(entity.description)
replica.assignee = entity.assignee
replica.due = entity.due
replica.status = entity.status
replica.comments = nodeHelper.stripHtmlFromComments(entity.comments)
replica.attachments = entity.attachments
replica.customFields = entity.customFields
```

Incoming sync (Remote system → Asana)

To receive task information from the remote system and create/update Asana tasks:

```
entity.summary = replica.summary
entity.description = replica.description
entity.due = replica.due
entity.comments = commentHelper.mergeComments(entity, replica)
entity.attachments = attachmentHelper.mergeAttachments(entity, replica)
```

Assignee handling

To assign tasks by email or clear assignee:

```
// Assign by email
entity.assignee = nodeHelper.getUserByEmail("user@example.com")

// Clear assignee
entity.assignee = null
```

Status handling

To mark tasks as complete or incomplete:

```
// Mark task complete
entity.setStatus("completed")

// Mark task incomplete
entity.setStatus("incomplete")
```

More information

- [How to Sync Assignee in Asana](#)
- [How to Sync Status in Asana](#)
- [How to Sync Attachments in Asana](#)
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