Sendana Date

Instructions
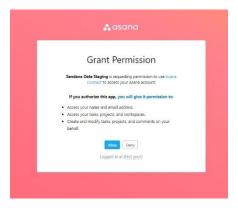
HOSTING WEBSITE FOR SENDANA DATE

https://www.sendanatools.com/

WHAT CAN YOU DO WITH SENDANA DATE?

Sendana Date is a hosted utility to allow the user to change the date of existing projects or templates either forward or backwards by a fixed number of days in addition to the option to fill blank due dates with a fixed date.

GRANTING PERMISSION FOR SENDANA DATE

The first time you attempt to use Sendana Date you will be required to Grant Permission to this integration with your Asana account. The screenshot will be as follows:

You must click Allow in order to Grant Permission to integrate with your Asana account. The authentication will only be required once for Asana account.
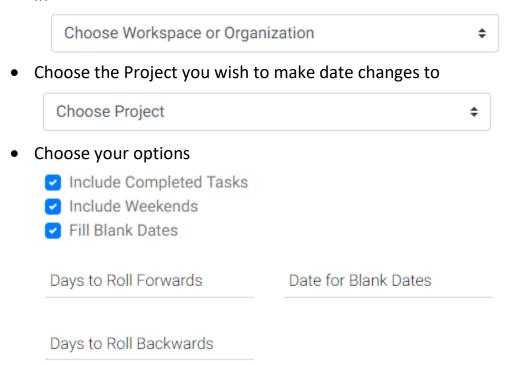
IMPORTANT INFORMATION REGARDING SENDANA DATE AND YOUR ACCOUNT

- **SENDANA DATE** will always default to the last Asana account that you last used the utility
- If you have multiple Asana accounts that you wish to Grant Permission for **SENDANA DATE** to use, you must log out of your current Asana account as well as exiting Sendana Date and close its tab.
- To Grant Permission to an additional Asana Account to be used with **SENDANA DATE** you must then log into your additional Asana Account and then go to **SENDANA DATE**. You will then be asked to Grant Permission to the additional Asana account to use Sendana Date.
- After you have followed this procedure for all Asana accounts you desire to be the signed in account in **SENDANA DATE** each will have granted the permission to use **SENDANA DATE**. Generally, most people do not have multiple Asana accounts and will only need to Grant Permission to their main account. This process serves as the log-in account for Sendana Date
- **SENDANA DATE** can change date from your main account log-in for any Organizations/Workspaces that you are a member or guest and you have the authority to change the start date or due date on a project.
- **SENDANA DATE** will show you which of your accounts you are logged into at the top of the screen beginning with Hello combined with the email address you have created your Asana account with.

LET'S GET STARTED

Once you have granted permission to use **SENDANA DATE** and you are now logged into your main account you are ready to make your date changes as follows:

- Select the Organization or Workspace that the project you wish to change is in

Choose Workspace or Organization	⇕

- Choose the Project you wish to make date changes to

Choose Project	⇕

- Choose your options

  ☑ Include Completed Tasks
  ☑ Include Weekends
  ☑ Fill Blank Dates

  Days to Roll Forwards   Date for Blank Dates

  Days to Roll Backwards

- **Include Completed Tasks:** Check this box if you desire the date changes to be applied to Completed Tasks for Start Date (Paid Subscriptions) or Due Dates
- **Include Weekends:** This is a very critical assumption for changing your dates. **SENDANA DATE** assumes by default when you change a Start Date or Due Date that you desire the date to not fall on a week-end day. If this box is not checked and the date count falls on a weekend **SENDANA DATE** will move the date forward to the next weekday if Days to Roll Forwards are chosen or move the date back if Days to Roll Backwards are chosen.

If you desire that Start Dates and Due Dates can fall on a weekend day **you must check the box Include Weekends**

- **Fill Blank Dates:** Sendana Date has a unique feature that allows you to put a fixed date in for any Due Date that it finds blank. If you check this box, you will see **Date for Blank Dates** and you will be required to enter a single date that will be populated when you **PROCESS** the date changes
- **Days to Roll Forward:** You will decide one of two options but only one, either Roll Forward your dates or Roll Backwards your dates. You will enter a fixed number of days for one of the options you choose
- **Date for Blank Dates:** If you choose Fill Blank Dates you will select from a pop-up calendar the date you want to fill when Sendana Date finds a blank due date
- **Days to Roll Backward:** You will decide one of two options but only one, either Roll Forward your dates or Roll Backwards your dates. You will enter a fixed number of days for one of the options you choose

PROCESS

You are now ready to click the **PROCESS** button and let **SENDANA DATE** do the work.

- **You will be making changes to your project with Sendana Add so we remind you with a final confirmation that you desire to proceed**

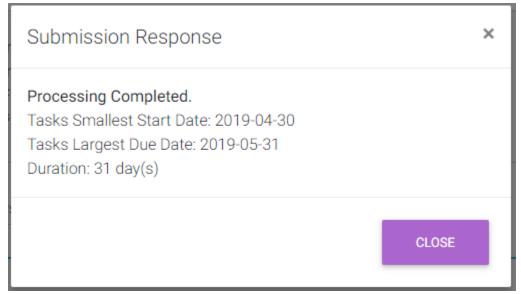- You will see a circle turning while your request is processing

DURATION OF YOUR PROJECT

- Once Sendana Date has completed your work you will be given the vital duration statistics of your project evaluated by the Due Dates of your tasks

Submission Response ✕

Processing Completed.
Tasks Smallest Start Date: 2019-04-30
Tasks Largest Due Date: 2019-05-31
Duration: 31 day(s)

CLOSE

We hope you find Sendana Date a helpful tool to manage your template use as well as other date changes to your Projects.

TECHNICAL SUPPORT

- **Should you require technical support feel free to email Support@stratelyze.com**