

Keap Mobile: Adding tasks

This article applies to:

[Install Keap Mobile](#) to your iOS or Android device

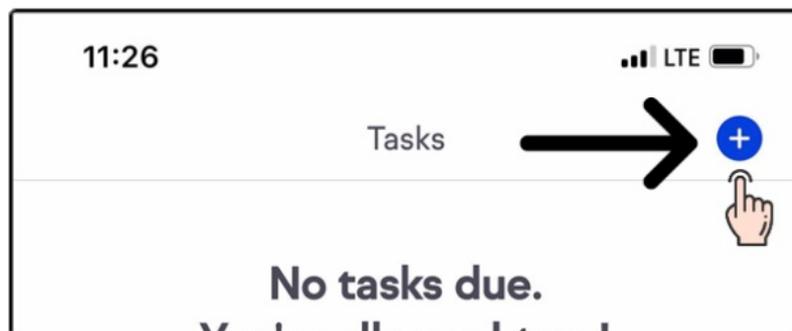
Our mobile app lets Keap users add or access customer info, tasks, and notes on-the-go, keeping you prepared and ensuring you make a winning impression with customers. Mobile reminders and alerts prevent you from missing important to-do's. [Click here](#) for mobile app information.

How to add a task

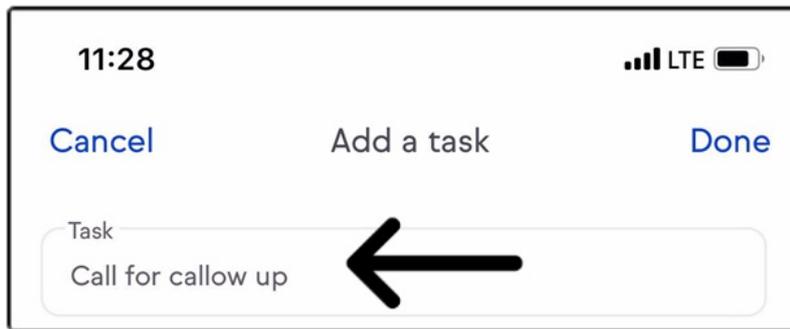
- Navigate to Tasks



- Tap on Add a task

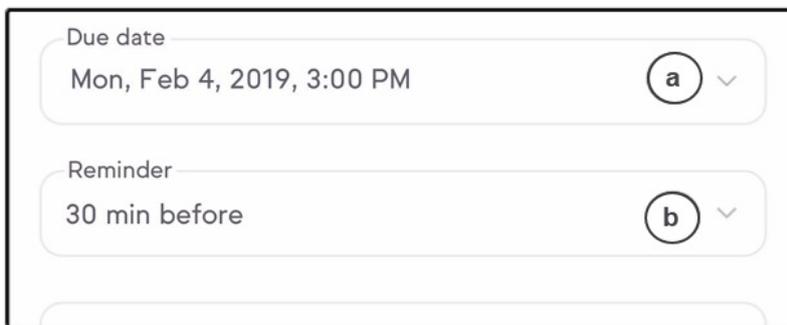


- Name task

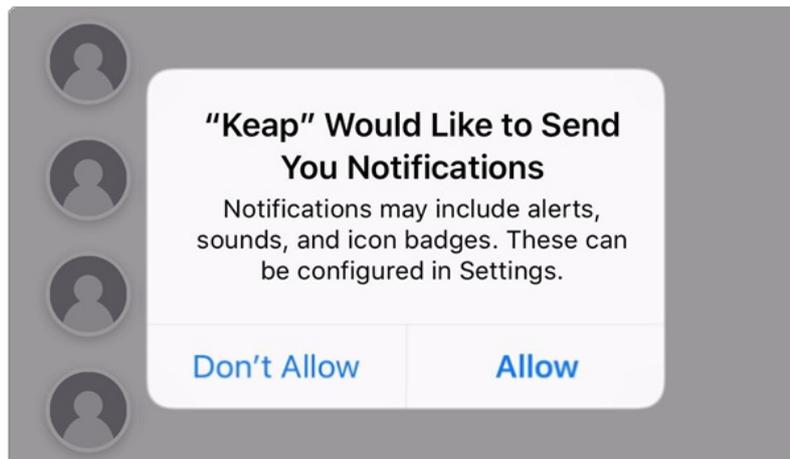


Adding Tasks with due dates and push notification reminders

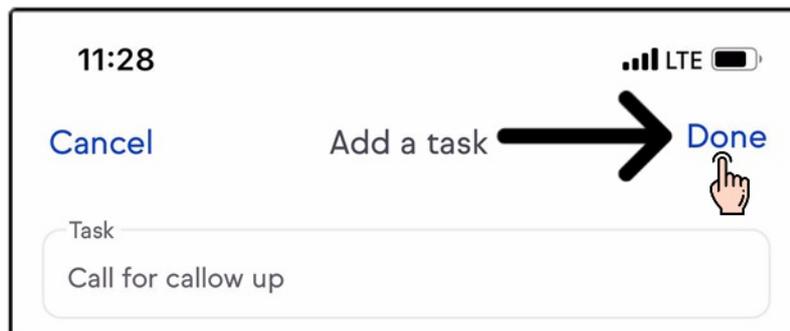
- a. Set a Due date
- b. Set reminder



- c. Setting a reminder will enable a push notification



- d. Tap Done



Pro Tip! If account has more than one user, reminders will only be set once user is selected
