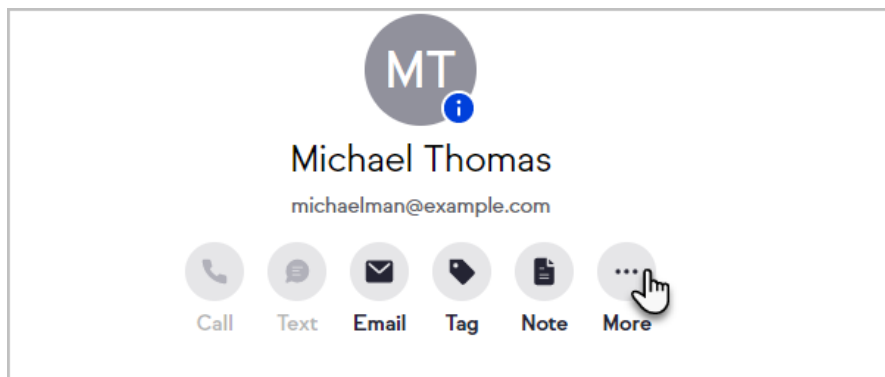


Add Tasks

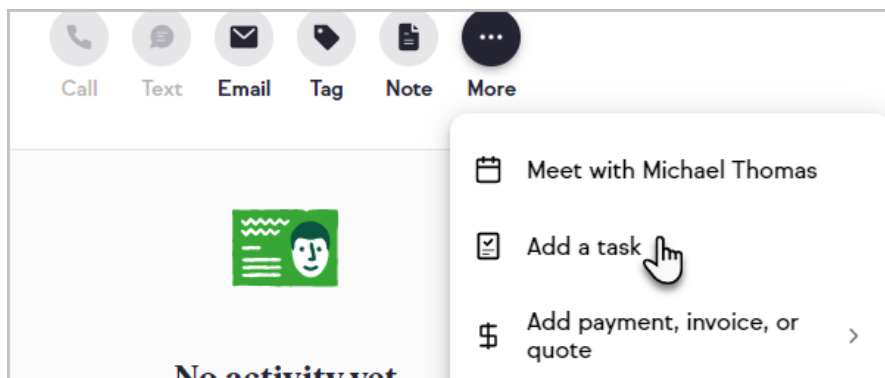
This article applies to:

You can add a task on the contact record and it will show up in your [task list](#) on the home page dashboard.

1. Click **More**



2. Select **Add a task**



3. Enter details for the task

Add a task
Michael Thomas

Task title*
Follow up call

Due date
August 6, 2020

at
10:15 AM

Reminder
15 min before

4. Click **Save**

To view tasks or mark a task as completed from the contact record:

1. Click the **Tasks** card

Contact activity

Tasks

Due: Tomorrow at 10:00 pm

Follow up call

Contact added: Today at 8:54 pm

2. Check the box next to the task

Tasks
Michael Thomas

Filter by
All users

Due tomorrow

Follow up call
Tomorrow at 10:15 am

3. To view completed tasks, click **Show completed**

M

Show completed