Add Tasks

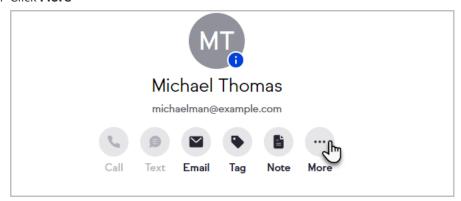
Last Modified on 09/25/2024 2:45 pm MST

Tags: Keap-Pro Keap-Max

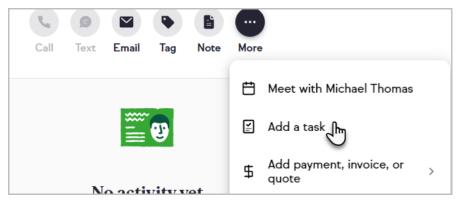
You can add a task on the contact record and it will show up in youtask list on the home page dashboard.

Your browser does not support HTML5 video.

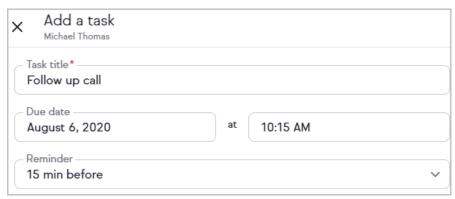
1. Click More



2. Select Add a task



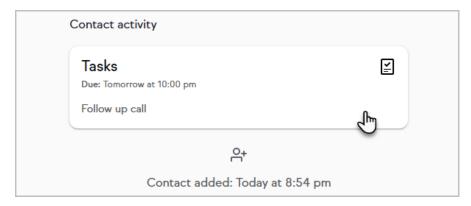
3. Enter details for the task



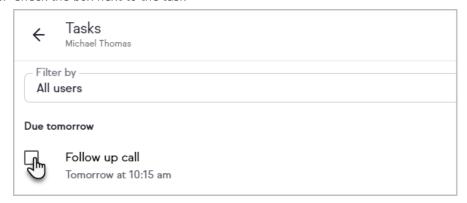
4. Click Save

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

1. Click the Tasks card



2. Check the box next to the task



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

