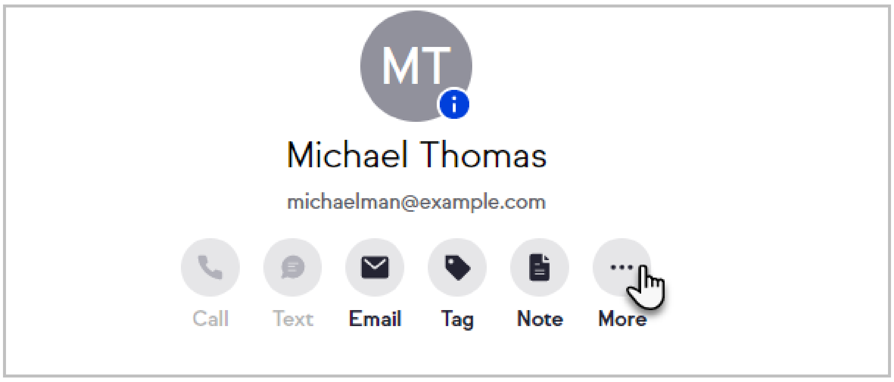
Add Tasks

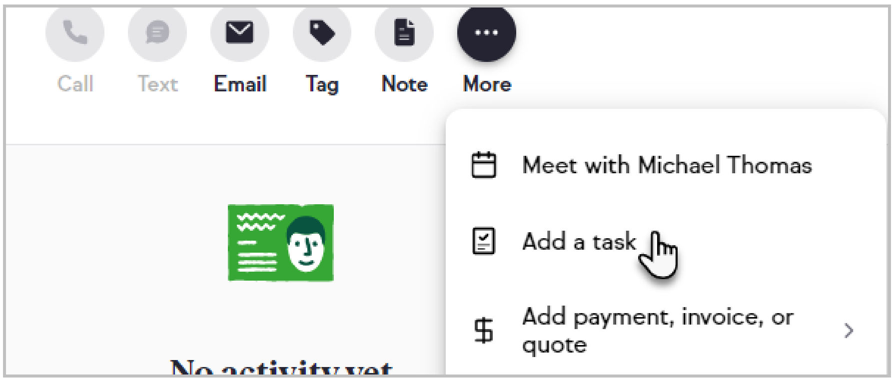
This article applies to:

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

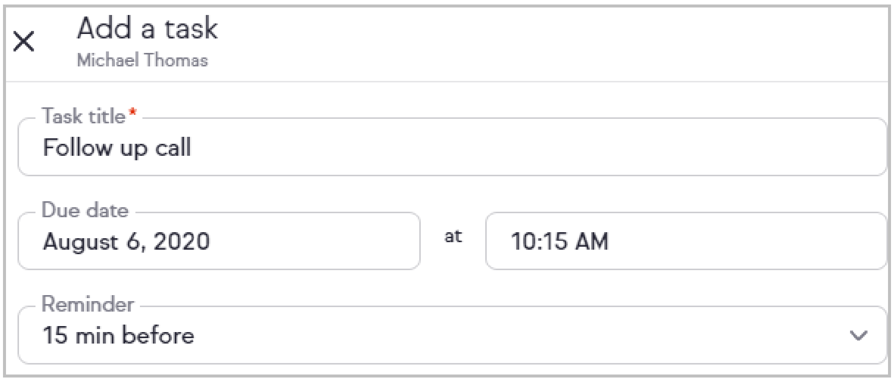
1. Click **More**



2. Select **Add a task**



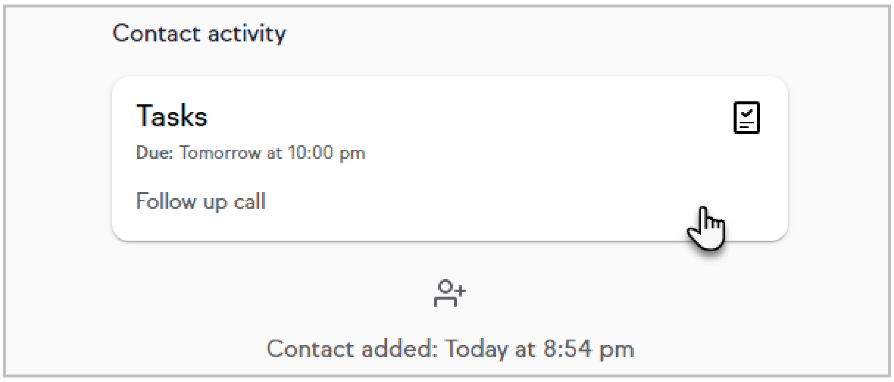
3. Enter details for the task



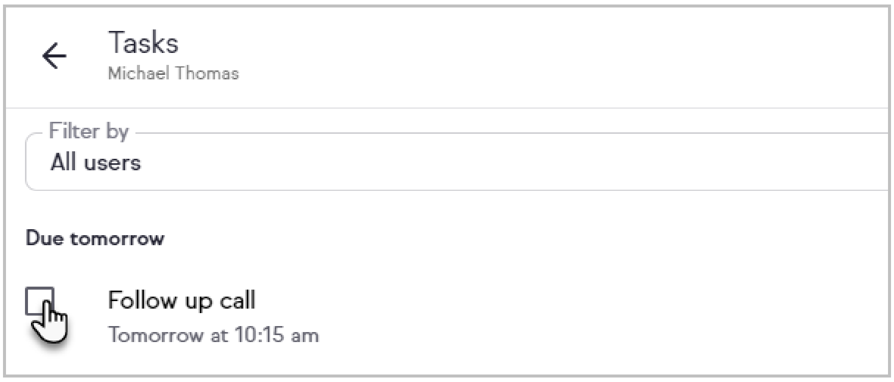
4. Click **Save**

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**