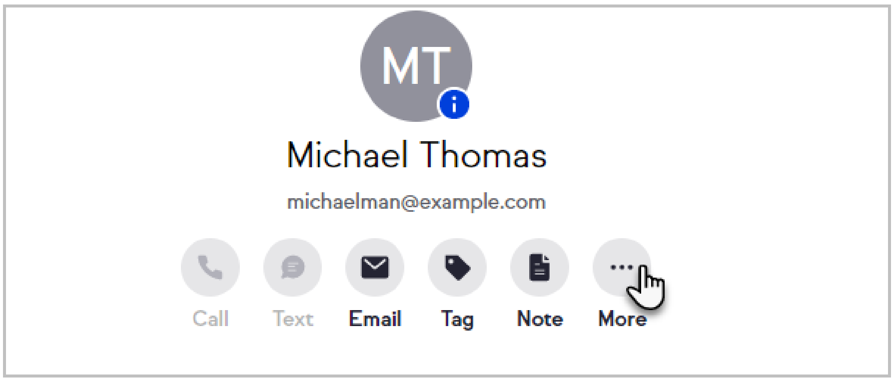
# Add Tasks

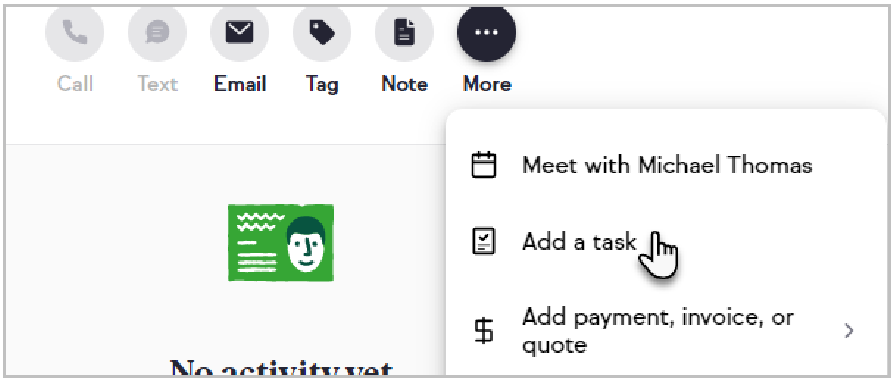
This article applies to:

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

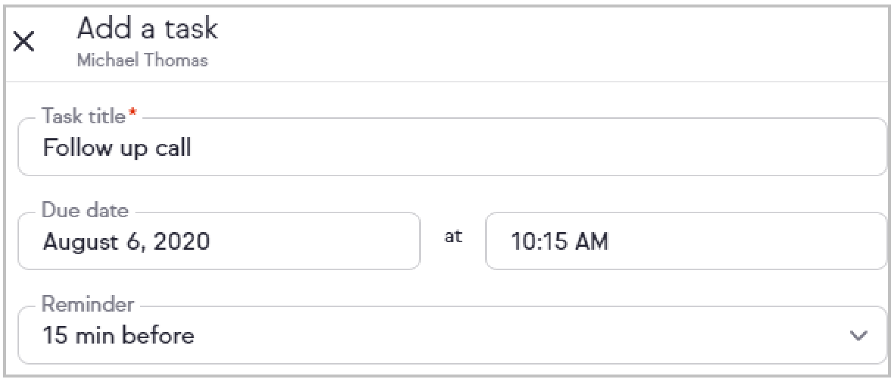
1. Click **More**




2. Select **Add a task**



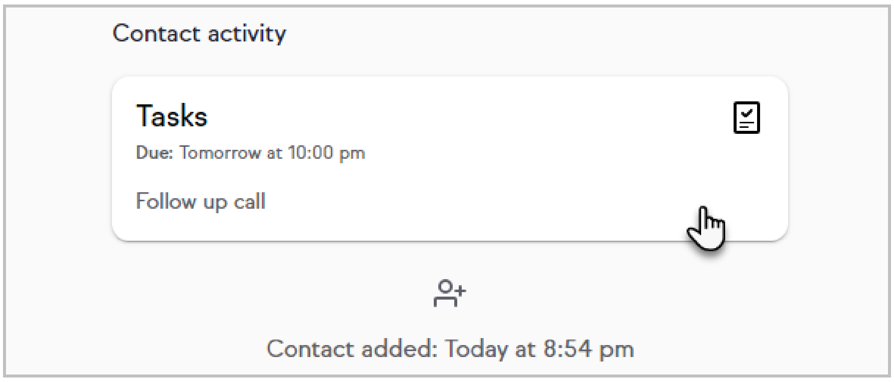

3. Enter details for the task



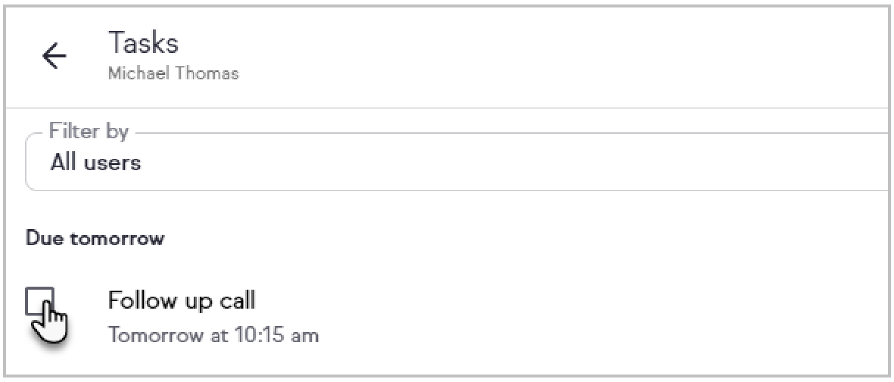

4. Click **Save**

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**