

Keap Mobile: Managing contacts

This article applies to:

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

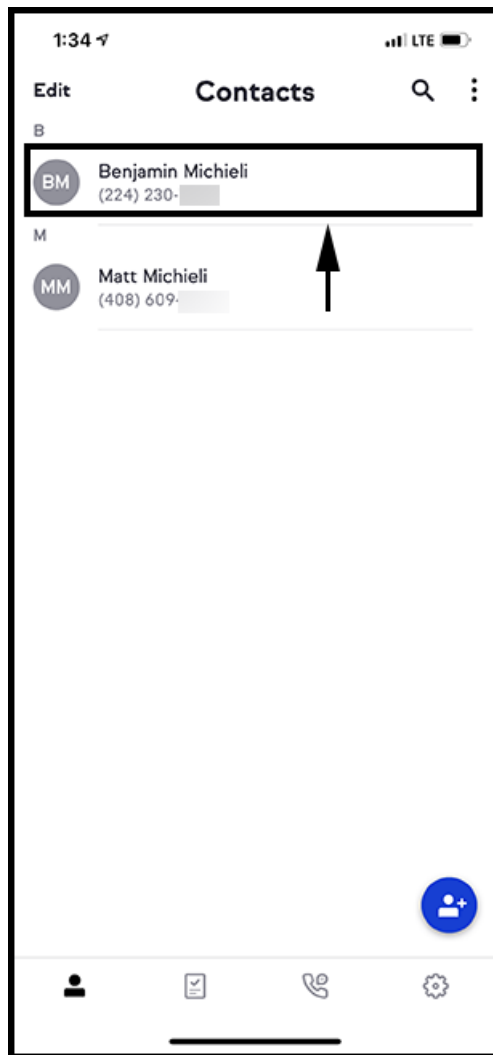
Our mobile app lets users add or access customer info, tasks, and notes on-the-go, keeping you prepared and ensuring you make a winning impression with customers. Mobile reminders and alerts prevent you from missing important to-do's.

Viewing contact details

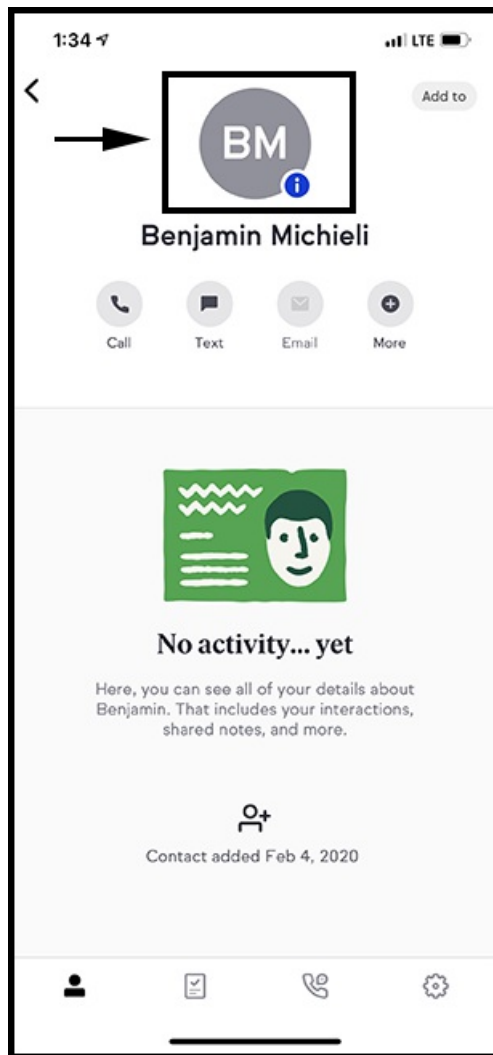
- Navigate to **Contacts**



- Tap on a contact

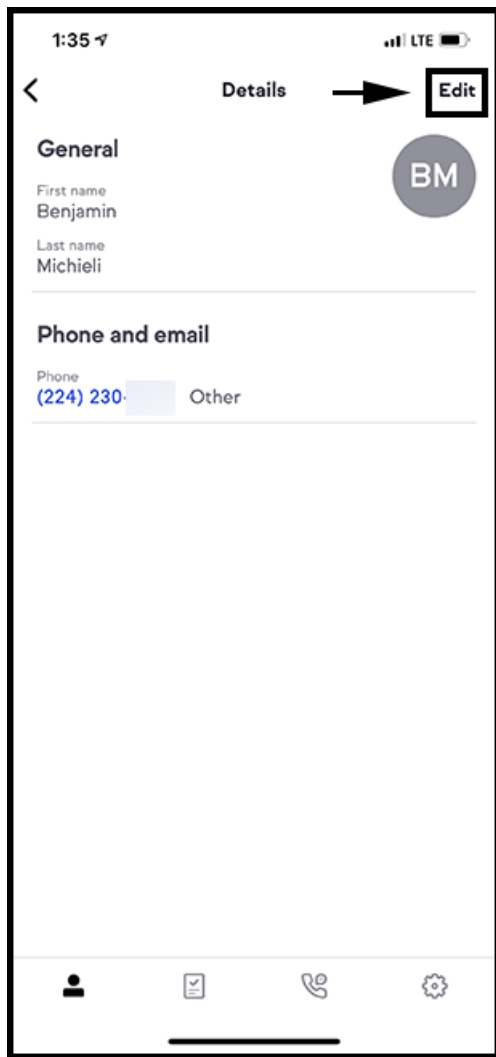


- Tap the contact's avatar or initials



Editing contact details

- Tap on "Edit" on the contact detail screen



- Edit contact details as desired

Cancel Edit contact Done

BM

General

First name Benjamin

Last name Michieli

Company

Job title

Assigned to

Tags

+ Add a field

Phone and email

Phone (224) 230- Type Other

Adding Contact Details

You can add:

- General Information

Cancel Edit contact Done

BM

General

First name Benjamin ✕

Last name Michieli ✕

Company Apple ✕

Job title ✕

Assigned to ✕

Tags ✕

- Phone & email

Cancel Edit contact Done

Phone and email

Phone (224) 230 Type Other ✕

+ Add a phone

Email ✕

+ Add an email

Fax Type ✕

- Billing address

Billing address ✕

Address 1

Address 2

City

Country ▼

[+ Add an address](#)

- Additional information

Additional info

Birthday ▼ ✕

Website ✕

[+ Add additional info](#)

- Tapping on the "Add additional info" will allow you to add LinkedIn, Facebook, Twitter, and Spouse fields to the contact record

Additional info

Birthday ▼ ✕

Website ✕

[+ Add additional info](#) ←

[+ Add an address](#)

LinkedIn

Facebook

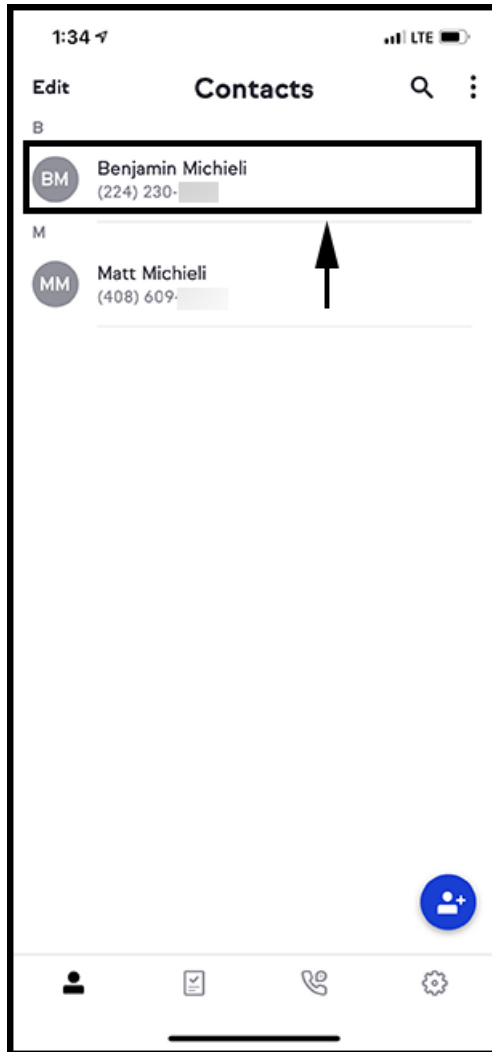
Twitter

Spouse name

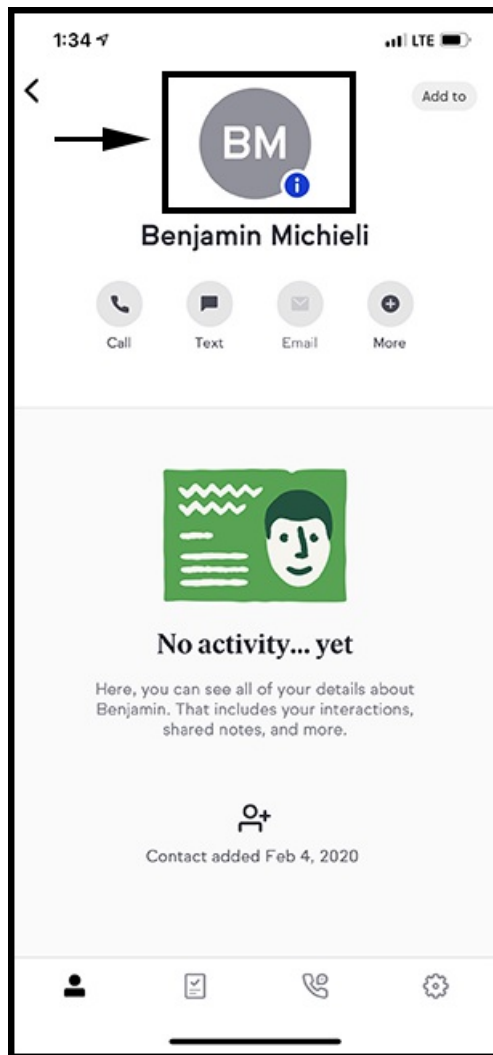
Cancel

Company field

- Tap on the contact in the Contacts screen



- Tap on the contacts **avatar or initials**



- Tap the "Company" field located under "General"

Cancel Edit contact Done

BM

General

First name Benjamin

Last name Michieli

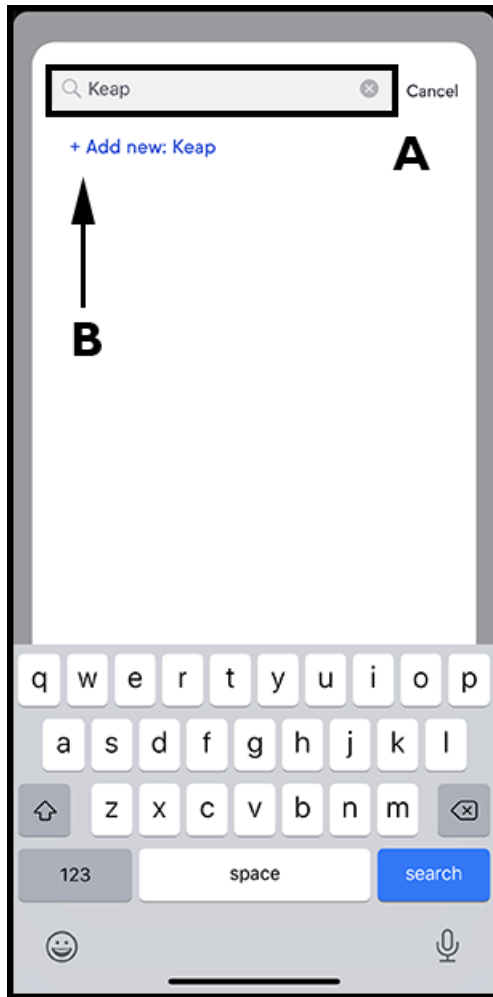
Company

Job title

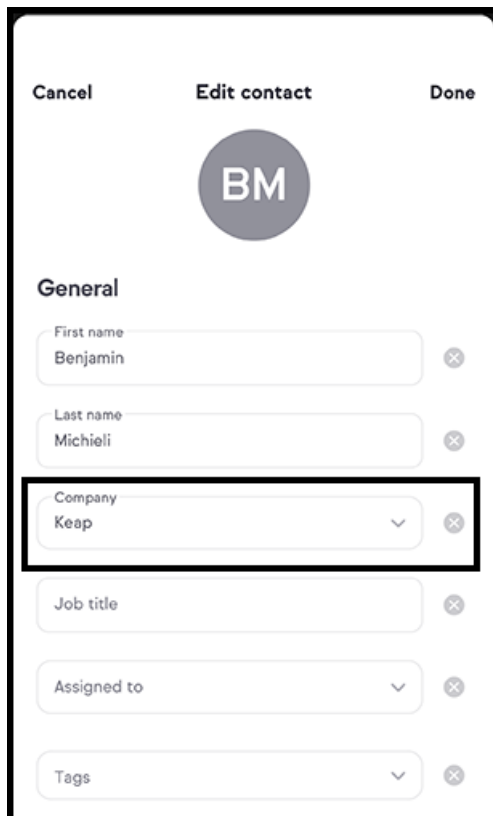
Assigned to

Tags

- A) Type the companies name in the text entry field and B) tap "Add New"



- The company field in the contact record will now reflect the update



- I made a typo and need to edit the company name. how do I do that?

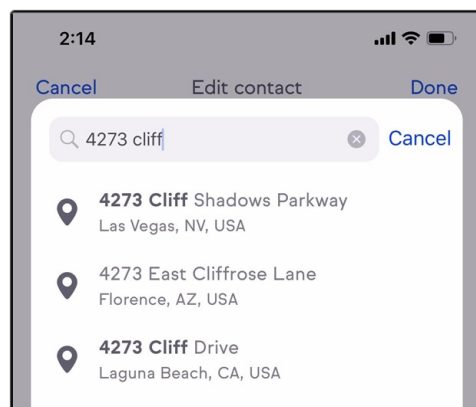
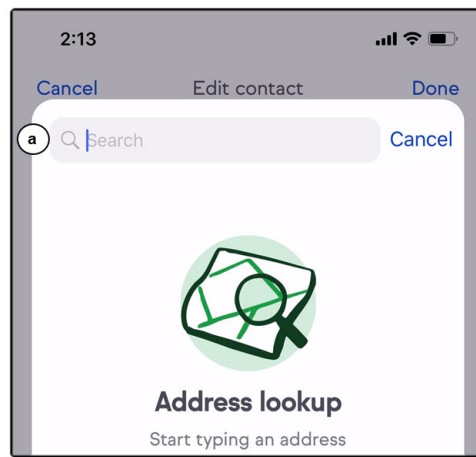
...type and need to save the company name, then go to the next

Simply follow the above process again and retype the company name with the correct spelling

Adding Addresses

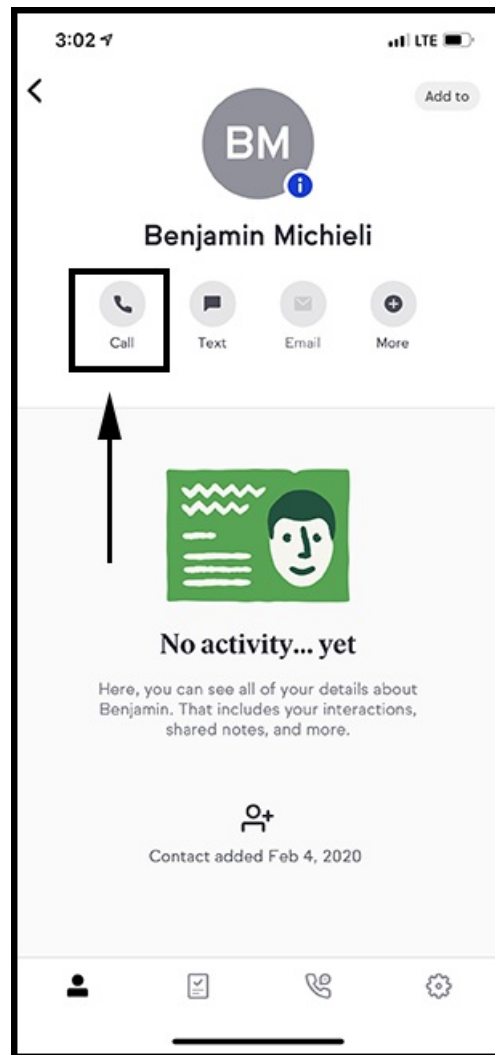
Address will auto complete as you type using Google's Auto Address Complete feature.

- Tap on Address field 1 in any of the address types (Shipping, Billing, Optional)
- Start typing the address you would like to save

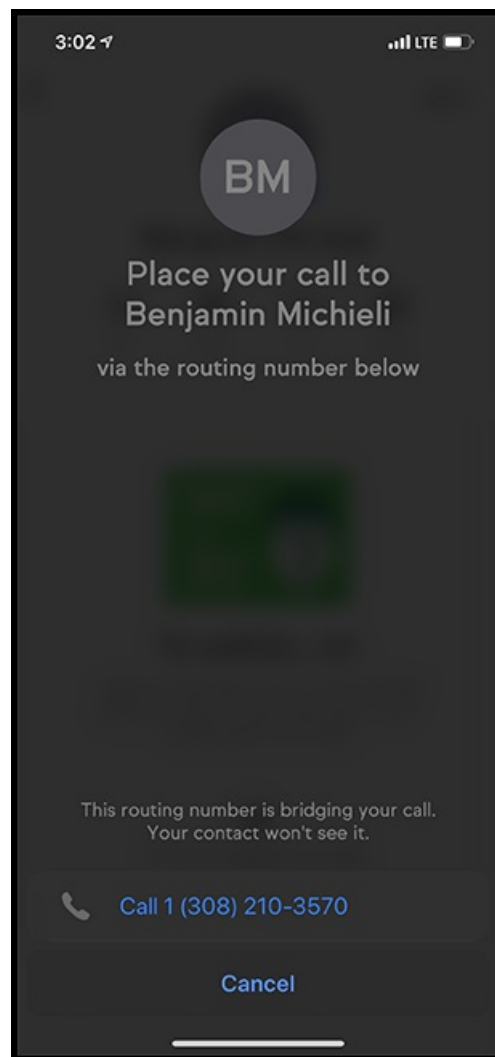


• Calling a contact

- Navigate to Contacts
- Tap on a contact
- Tap on the Call button

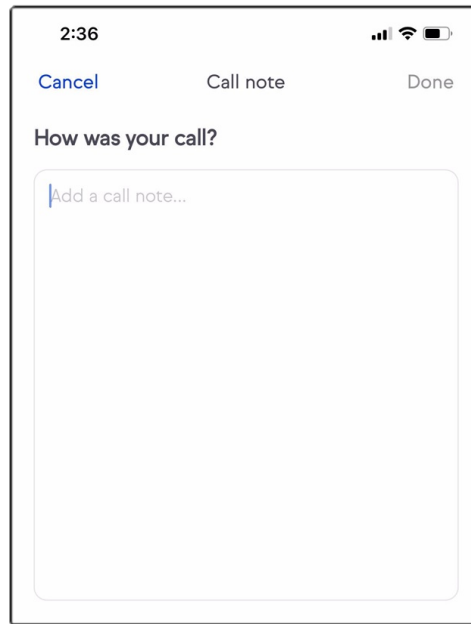


- If contact has multiple phone numbers, select the phone number you would like to call
- Tap on Call



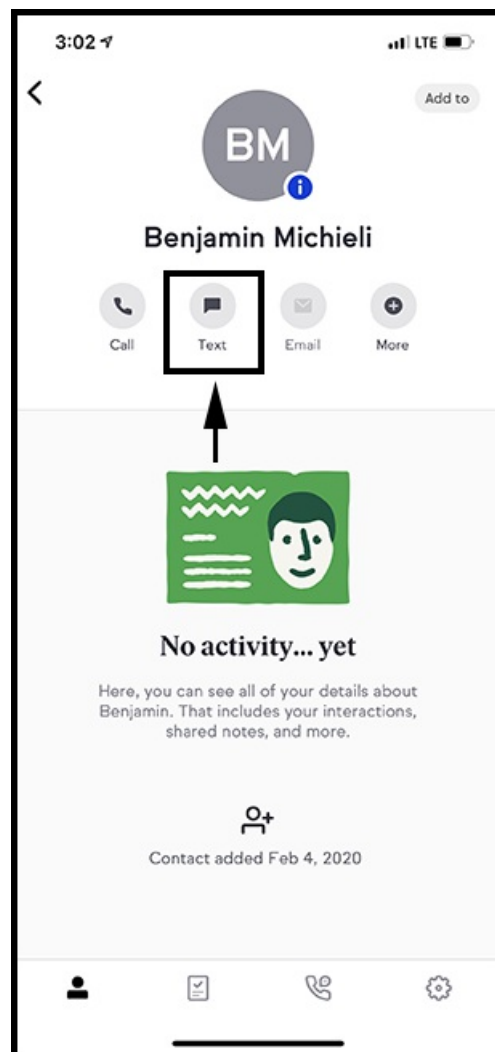
- Creating a call during or after a call

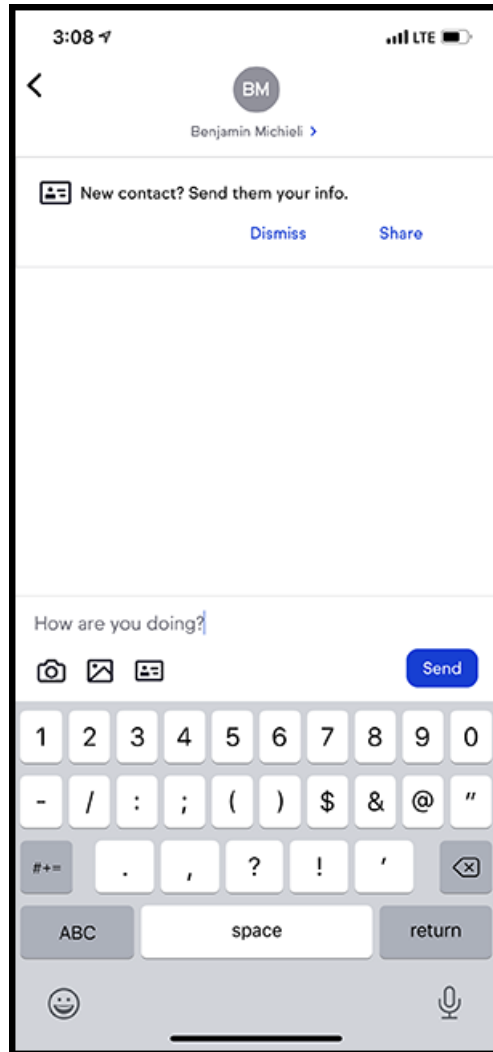
- Navigate to Contacts
- Tap on a contact
- Tap on the Call button
- If contact has multiple phone numbers, select the phone number you would like to call
- Tap on Call
- When call is made the Keap app will automatically bring up a new note. You can write this during or after your call



- Texting a contact

- Navigate to Contact
- Tap on the Text button





Note: when a phone number has been selected, your text will go out of your phone's native text messaging app.