Keap Mobile: Contact task activity

This article applies to:

Install Keap Mobile to your iOS or Android device

Task activity

- Once a Task is created for a contact, tap on the Tasks Activity card to see uncompleted tasks for that contact

  a. Click the Task card to edit or delete
  
b. Click the box to complete the task
  
c. Click + to add another Task
View completed task details or edit task

Edit your task or delete
Pro-Tip! Tasks with a Due date will display a bell. Tap the bell to add a reminder time or remove any set reminders.

Completed tasks view
- Click Show completed to view completed tasks

- Click Hide completed to return to the Task activity

a. Uncheck box to reactive the task

b. Click Task card to view details

c. Add another task by clicking +