

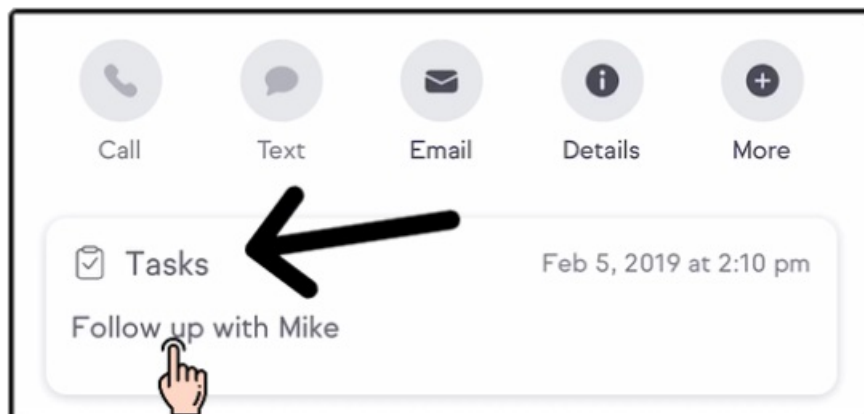
Keap Mobile: Contact task activity

This article applies to:

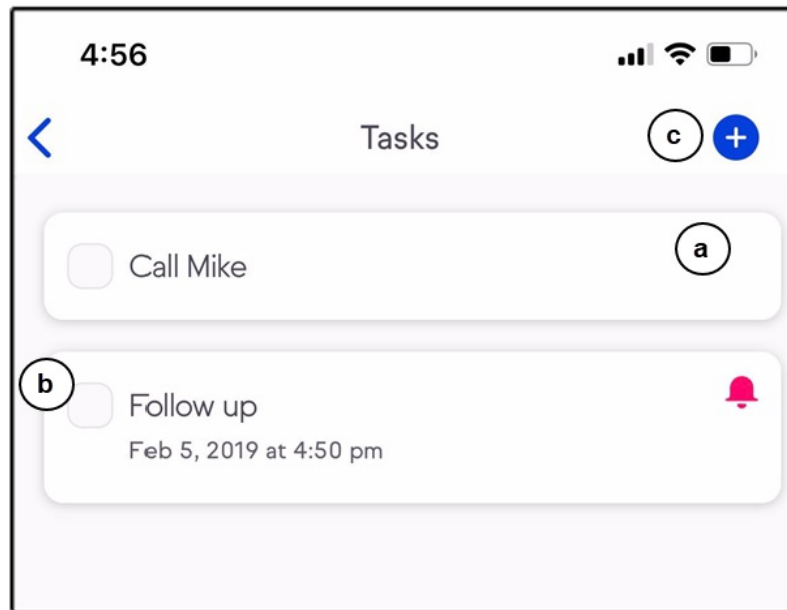
[Install Keap Mobile](#) to your iOS or Android device

Task activity

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

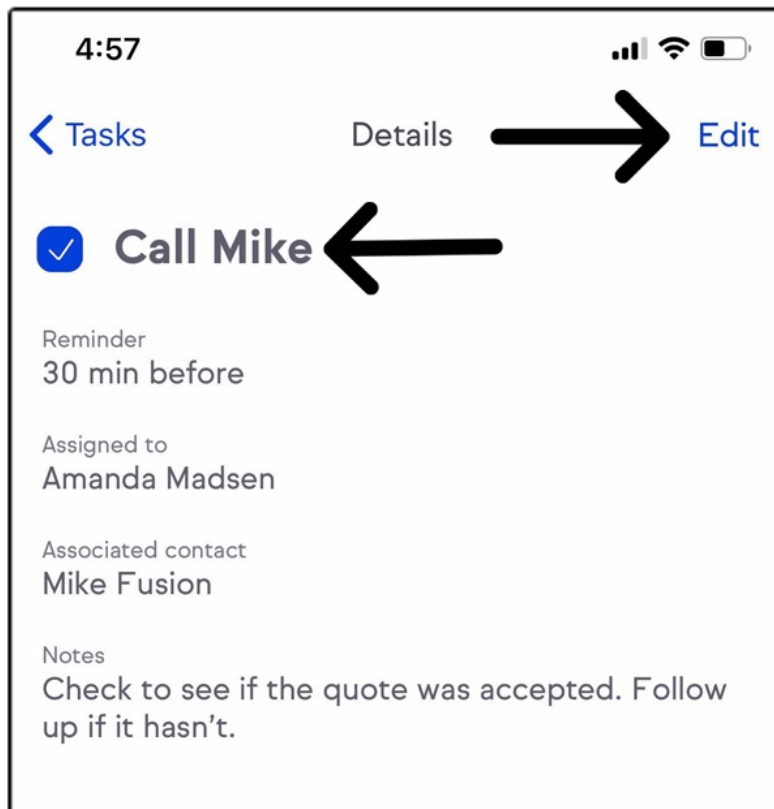


- a. Click the Task card to edit or delete
- b. Click the box to complete the task
- c. Click + to add another Task

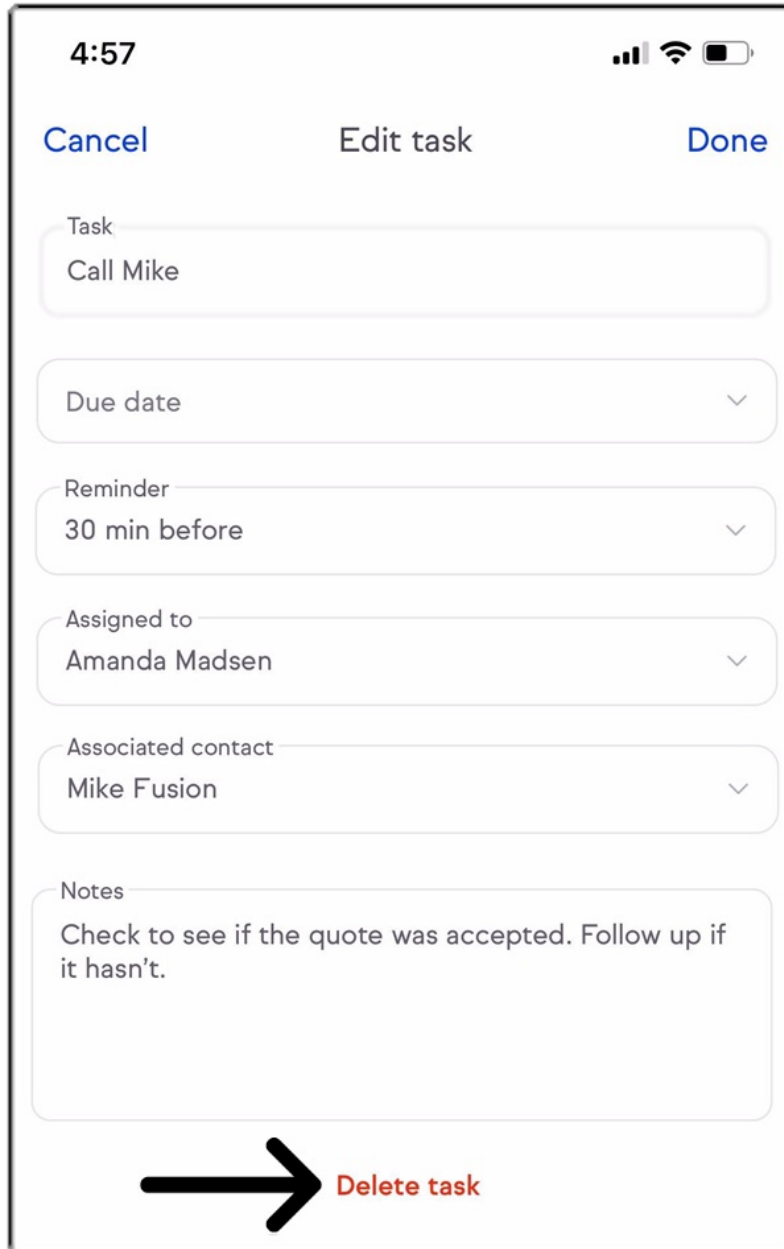


View completed task details or edit task

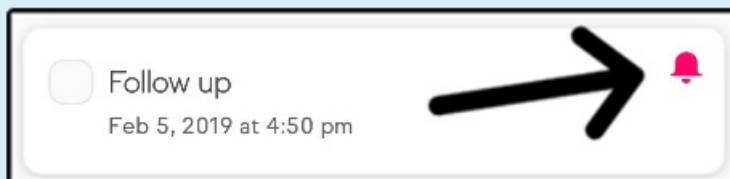
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Edit your task or delete

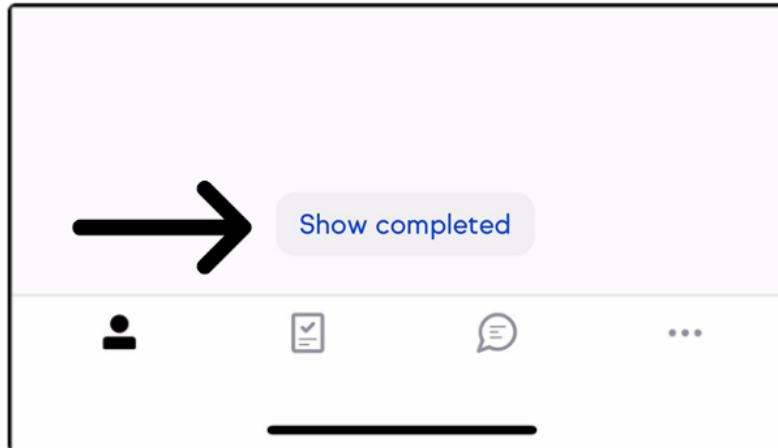


Pro-Tip! Tasks with a Due date will display a bell. Tap the bell to add a reminder time or remove any set reminders.

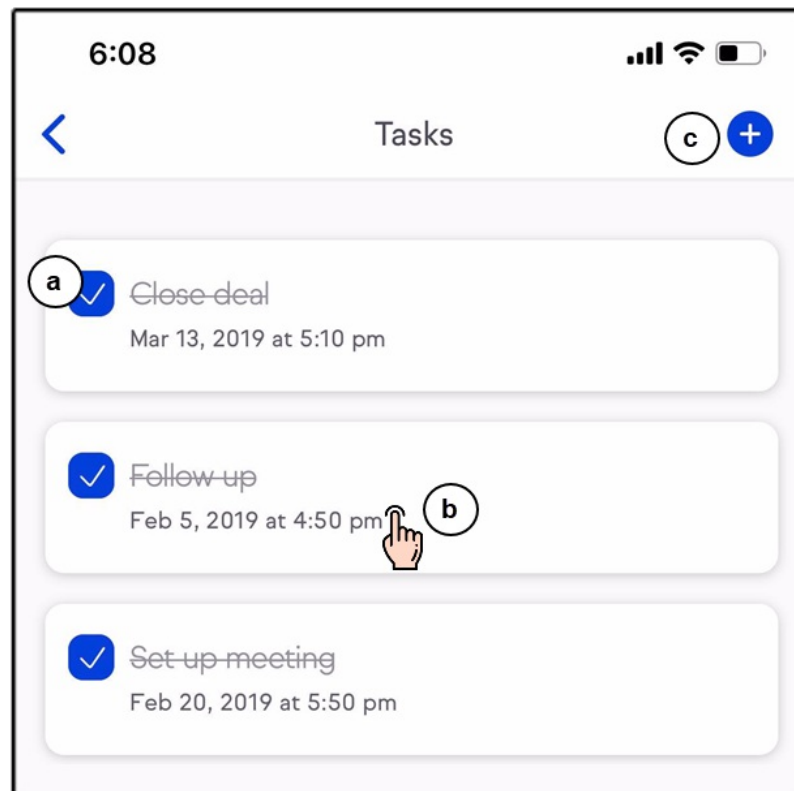


Completed tasks view

- Click Show completed to view completed tasks



- a. Uncheck box to reactive the task
- b. Click Task card to view details
- c. Add another task by clicking +



- Click Hide completed to return to the Task activity

