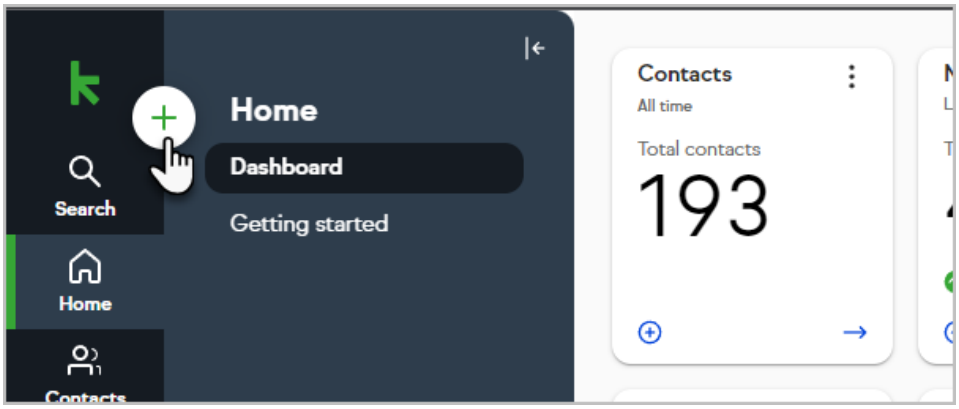
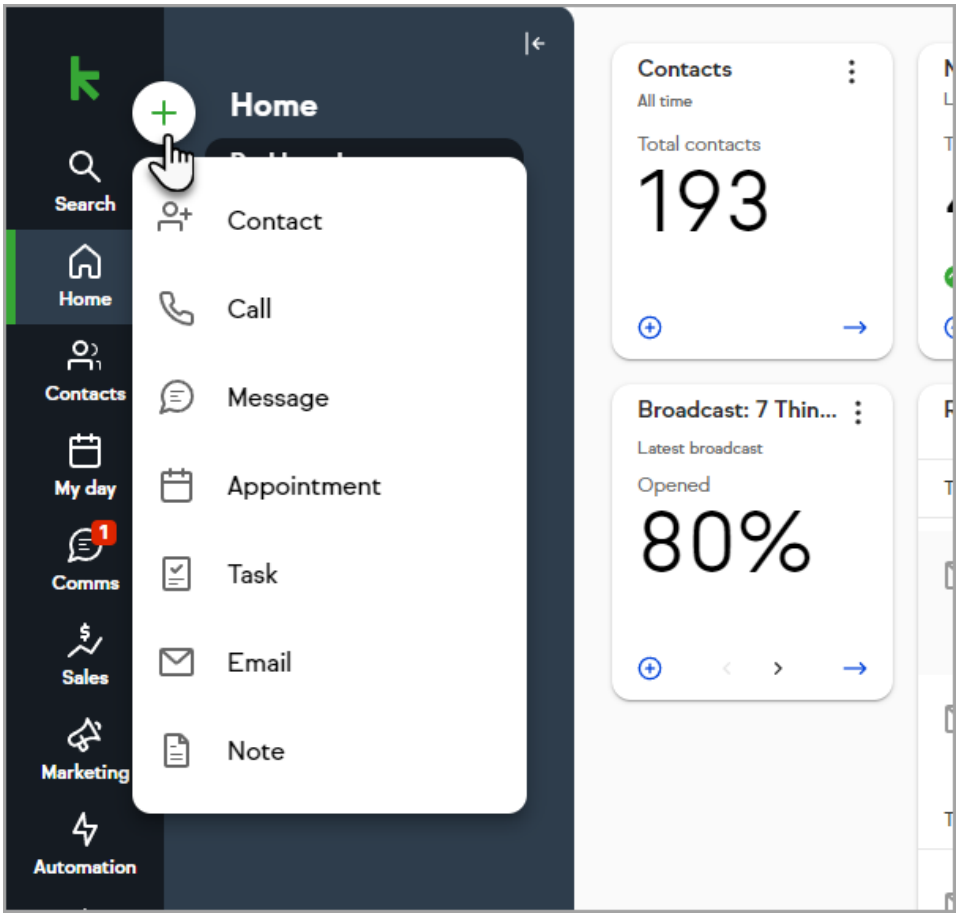
Global Action Button

This article applies to:

The global action button on the Dashboard allows access to key actions from anywhere in the Keap application. Use the button to add contacts, create a task, send an email, or add a note to a contact record. You may also see options to use Smart Forms you have created or send messages if you have set up Keap Business Line.

1. Click the **Plus icon** in the left-hand navigation panel



2. A drop-down appears below with a list of actions that include: Contact, task, Email, and Note.