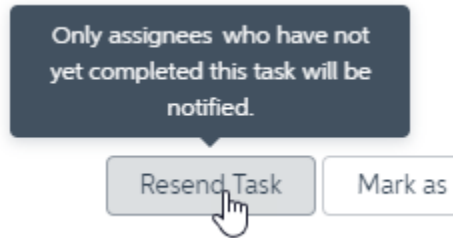


Send a task reminder

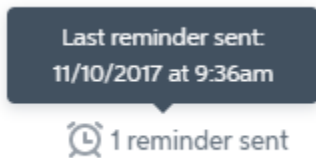
If you've assigned a task to a client, but you haven't heard back from them, try sending a reminder.

Click the **Resend task** button in the **Task details** page and an email will be sent to the assignees who haven't completed the task or approved the documents.



You can send a reminder at any time - whether a task is overdue or not. And you can send a reminder more than once if you need to (don't worry if you accidentally double-click the **Resend task** button - it won't send multiple reminders to the same person in one go).

You can see the reminders you've sent for a task in the activity stream on the **Task details** page. You'll also see an alarm clock icon in the **Tasks** page for all tasks that you have resent as a reminder. Hover over the icon to see the date and time of the most recent reminder.



Related topics
Set a task as complete
Reopen a completed task
Delete a task