



BlackBerry Hub+ Tasks

Help

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About BlackBerry Hub Tasks

With BlackBerry Hub Tasks, you can stay organized by creating a list of tasks with due dates and reminders.

You can save your tasks locally on your device, or synchronize them with an account that uses Microsoft Exchange ActiveSync, such as Microsoft Outlook. To add an account to your device, in the Tasks app, tap  > , and then complete the instructions on the screen.

If you want to import tasks from a BlackBerry device, you can use the BlackBerry Content Transfer app. For more information, see the help for [BlackBerry Content Transfer](#).

Create a task

1. In the Tasks app, tap .
2. Enter the information for the task.
3. If you added one or more accounts to your device, to synchronize the task with a different account or to save the task to your device instead, tap the text beside . Tap the new account or tap **Local tasks**.
4. Tap .

Edit a task

1. In the Tasks app, tap a task.
2. Make your changes.
3. When you're done, tap .

Tip: To discard your changes, in a task, tap  > **Discard changes**.

Mark a task as complete

When you mark a task as complete, it stays in your task list but is marked with a strikethrough.

In the Tasks app, tap the checkbox next to the task.

Tip: To hide all completed tasks, in the upper-right corner of the screen, tap  > **Hide completed tasks**.

Categorize your tasks

Tags help you categorize your tasks. For example, you can add the tag "Alex's birthday" to any task associated with a party that you're planning for Alex's birthday. When you want to see all of the tasks for the party, you can filter your tasks by that tag.

1. In the Tasks app, in a new task or an existing task, do one of the following:

- If the task doesn't have any tags, tap **No tags**.
- If the task has a tag, tap to the right of the tag.

2. Enter a tag name, and then do one of the following:

- If your device has a touch screen keyboard, tap  on the keyboard.
- If your device has a physical keyboard, press the **Enter** key.

3. Tap .

Tip: To filter your tasks by a tag, tap , and then tap a tag.

After you finish: To remove all tags from a task, tap .

Sort or filter your tasks

In the Tasks app, do any of the following:

- To sort your tasks by creation date, due date, title, or priority, at the top of your task list, tap , and then tap an option.
- To filter your tasks by an account or a tag, tap , and then tap an account or a tag.

Search for a task

You can search for any content that is added to the Tasks app. When you perform a search, the results that match your search are highlighted.

1. In the Tasks app, tap .
2. Type a search term.

Tip: If no search results are found and you want to create a new task for the search term, tap  or, if your device has a physical keyboard, press the **Enter** key.

Delete a task

In the Tasks app, do any of the following:

- Swipe left on a task.
- To delete multiple tasks, touch and hold a task. Tap each additional task that you want to delete, and then tap .
- To delete completed tasks that appear on the screen, tap  > **Delete completed tasks**.

Move local tasks to an online account

If you clear BlackBerry Hub+ Services app data, or if you uninstall updates for BlackBerry Hub+ Services, local tasks are deleted.

BlackBerry recommends that you move your local tasks to an online, synced account that supports tasks. Your tasks will be stored and available on any device that can access your online account.

1. Add an online account (for example, Outlook) that supports tasks as an account in BlackBerry Hub+.
2. In BlackBerry Hub+ Tasks, edit a local task.
3. In the title bar, tap the drop-down arrow beside **Local Tasks**.
4. Select an online account to move your tasks to.
5. Tap the save checkmark in the top right corner.
6. Repeat steps 1-5 as needed for each local task.