



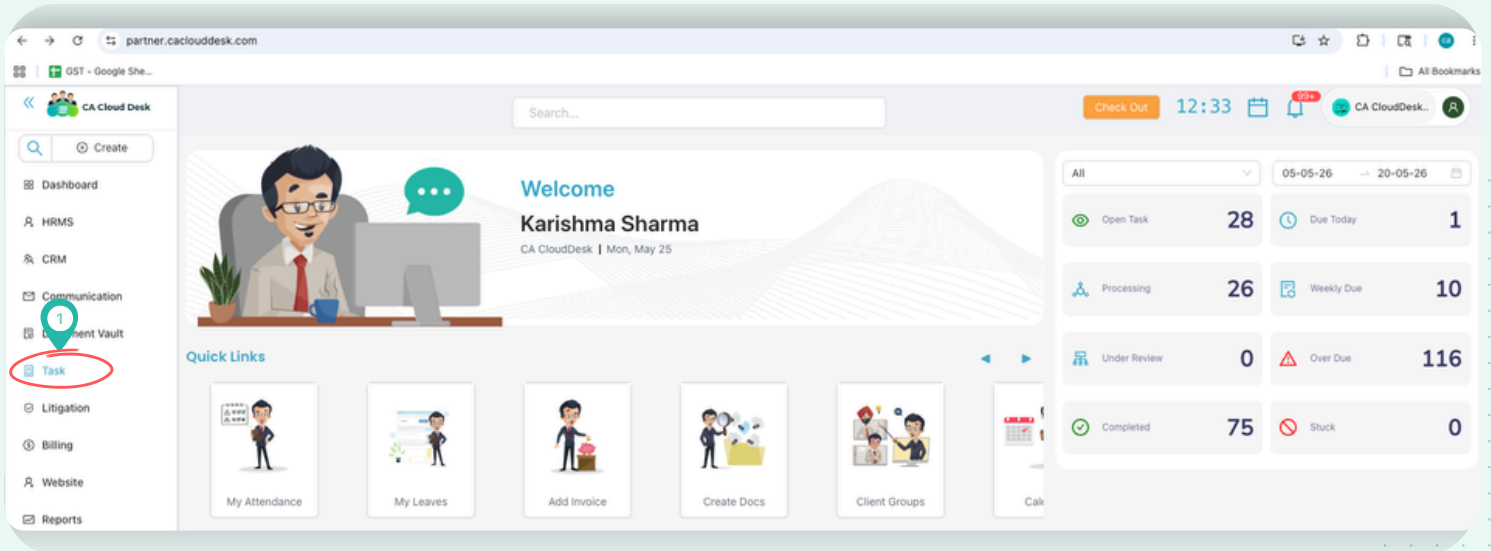
Task Reminders

CA CloudDesk



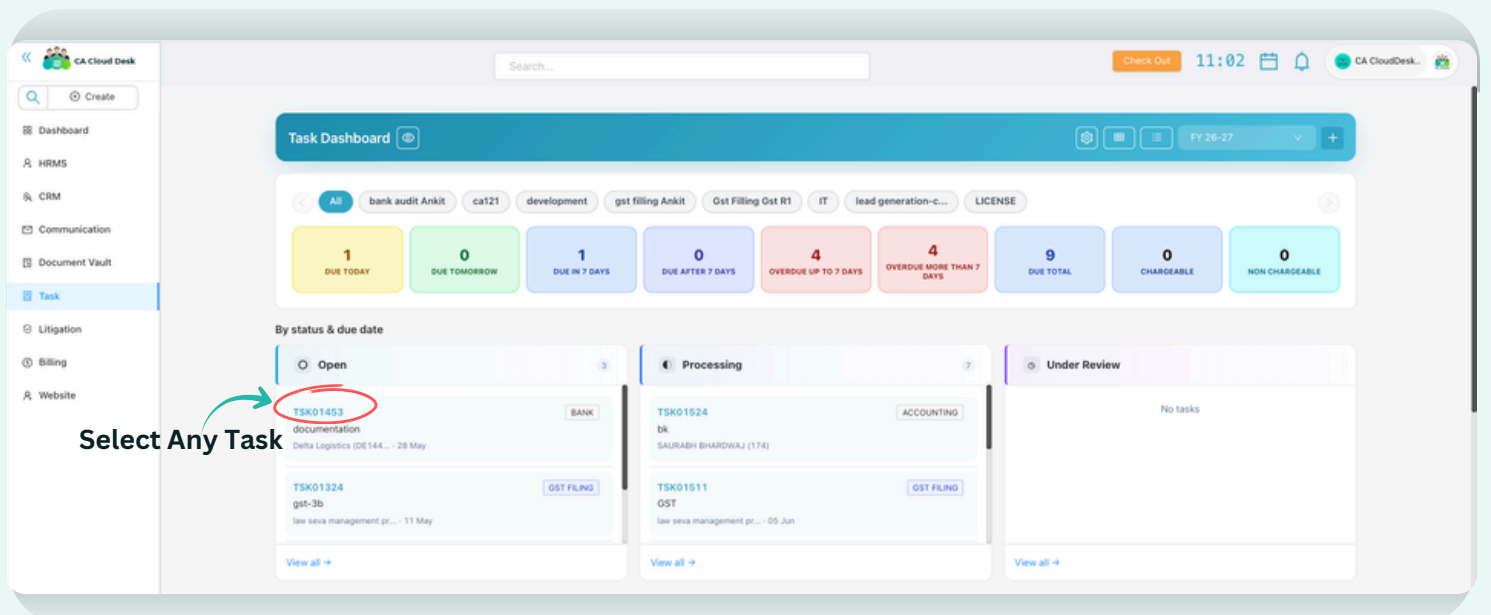
Step 1: Log in to CA CloudDesk.

From the CA CloudDesk left navigation menu, select **Task**.



Step 2: Select any Particular Task.

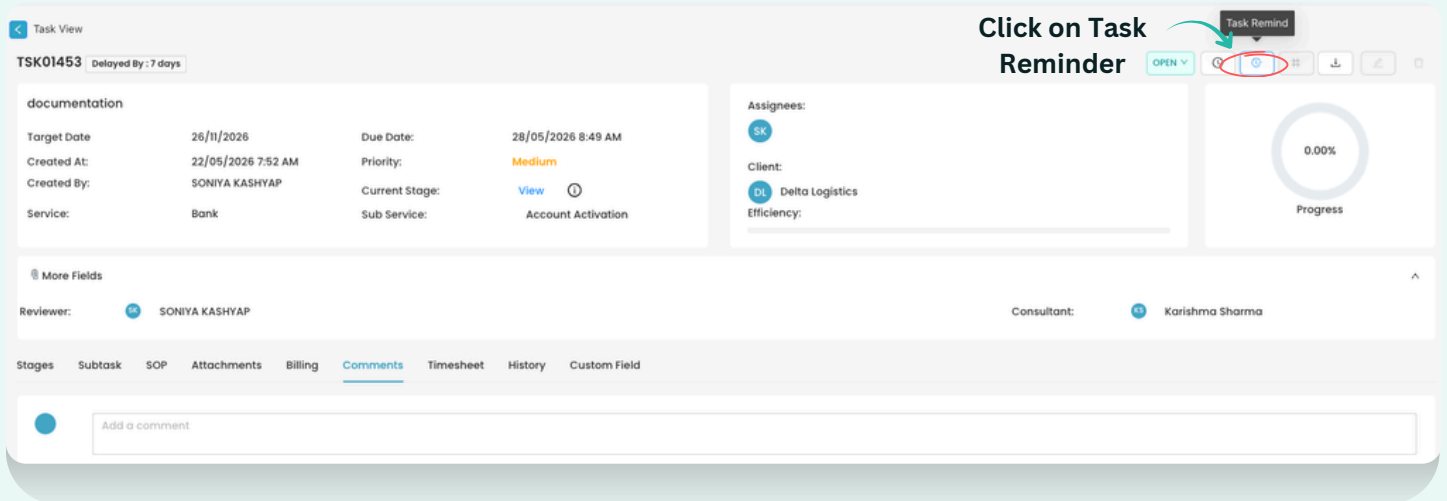
From the Task Dashboard, open any particular **Task**.





Step 3: Click on Task Reminder.

From any particular opened Task, click on the **Task Reminder** option to set or view reminders for the task.



Task View

TSK01453 Delayed By : 7 days

documentation

Target Date: 26/11/2026 Due Date: 28/05/2026 8:49 AM

Created At: 22/05/2026 7:52 AM Priority: Medium

Created By: SONIYA KASHYAP Current Stage: View

Service: Bank Sub Service: Account Activation

Assignees: SK

Client: DL Delta Logistics

Efficiency: 0.00%

Progress: 0.00%

Reviewer: SONIYA KASHYAP Consultant: Karishma Sharma

Stages Subtask SOP Attachments Billing Comments Timesheet History Custom Field

Add a comment

Step 4: Reminder Details.

Enter the reminder duration, select **Days** or **Hours**, and click **Save** to set the task reminder.

Task Reminder
×

Remind me after

Select ...
▼

Days
Hours

from Now

☐ Recurring Notification

Save

Title	Action
 No data	

Step 5: Task Reminder has been set successfully pop up

After clicking Save, a **Task Reminder has been set successfully** pop-up will appear, confirming that the reminder is now active.

