Activate notifications for action items in Process Safety Enterprise®

Corporate Communications - 2019-04-01 - Comments (0) - Process Safety Enterprise®

Activating the notification functionality for existing action items in Process Safety Enterprise® is easy by following these steps:

1. Go to Tasks-> [User Name] Specific-> "Assigned to Me" or "Assigned by Me"
2. You will receive a list of action items, click on “Edit”
3. Then click “Activate Notification” in the Notification section
4. Select your desired start date and the frequency you wish to receive the notification (once, daily, or weekly)