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Activate notifications for action items in Process Safety Enterprise®

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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)