Notifications

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Global Tasks includes the function to notify you about a task or section. To do this, please open the edit menu for your task or section.



You will then need to make sure your task/section has a Due date (this can be added in the edit menu)

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٩		🔁 Due date
Add a description		ආ Notification
☆ Help me break this down		III Effort
∧ Tasks		• Move to
The basics	E 0/4	🗞 Hide until
+ Add a task		Comments

You will then be able to use the notification option to set the time and date you would like to be notified.

The notification will be sent to your computer through your browser and also your mobile (if you have the mobile app installed)

To ensure you receive the notifications, please make sure that Global Tasks is allowed to send notifications in your browser

Chrome

In your address bar, click on the **Site Information** icon.

5 global-tasks.texthelp.com/Overview

You can then check that the **Notifications** are enabled here with the toggle.

Edge

In your address bar, click on the **Site Information** icon.

https://global-tasks.texthelp.com/Overview

You can then check that the **Notifications** are enabled using the drop down menu.

Firefox

In your address bar, click on the **Additional Permissions** icon.

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You can then check that **Notifications** are enabled.

If they are not enabled (or do not appear here), please click on the message icon in the web address bar and allow notifications.



On your computer, you will also need to make sure that the browser is allowed to send notifications.

<u>Windows</u>

You will need to open your Windows settings and click on **System**.

Then, you should see **Notifications** on a list in the right hand side.

After opening the **Notifications** settings, you will need to make sure that Notifications are enabled with the toggle switch and that **Do not disturb** is toggled off.

Syst	em > Notifications	
¢	Notifications Get notifications from apps and other senders	On 💶 ^
	Allow notifications to play sounds	
	Show notifications on the lock screen	
	Show reminders and incoming VoIP calls on the lock screen	
	Show notification bell icon	
Ę,	Do not disturb Notifications will be sent directly to notification centre	Off •
\odot	Turn on do not disturb automatically	~
↑õ	Set priority notifications	>
٢	Focus Session duration, hide badges on apps	>

Then, in the list of apps below, find your browser and/or Global Tasks and make sure the toggle is set to **On**.

Mobile

On your mobile device, you will need to make sure that your notifications are enabled in the mobile device system settings for Global Tasks.

<u>iOS</u>

You will need to open the device Settings and then scroll down to Apps. In this list, you will need to scroll down to Global Tasks. In Global Tasks, tap on Notifications and choose how you would like to be notified. If you do not receive the notifications on your iOS device, please make sure you are not in Focus Time or

Do Not Disturb.

<u>Android</u>

In your device settings, you will need to open the Apps settings. Then, find Global Tasks and make sure notifications are enabled. If you do not receive notifications on your Android device, please make sure that Do not disturb is not enabled.

If you have any issues with notifications that cannot be solved with the steps above, please email support@texthelp.com.