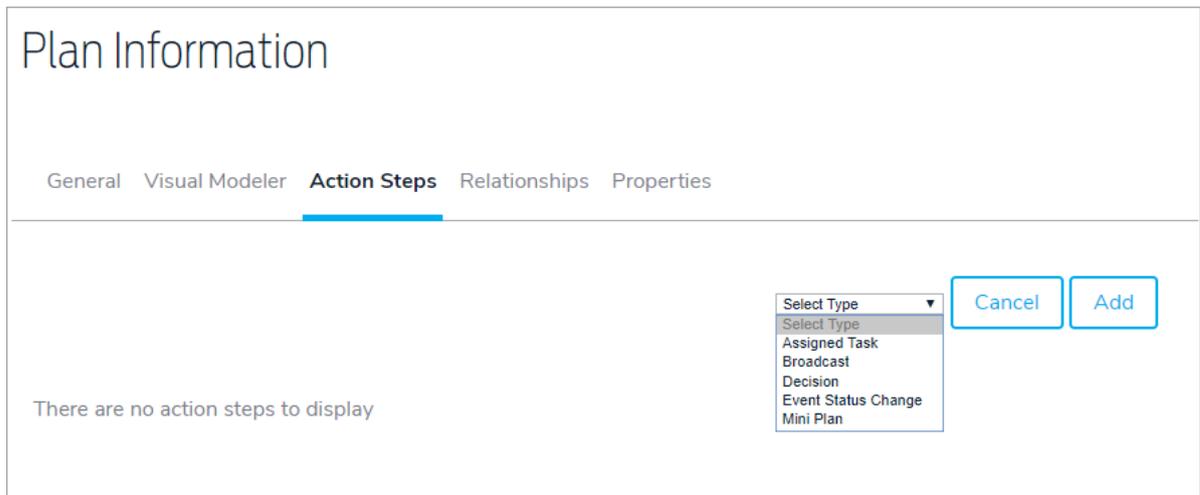


## Add a Task Action Step

1. To add a task action step, click the Plans icon in the navigation bar, then click to open the plan you wish to edit.
2. Click the Action Steps tab.
3. Click Add.
4. Select Assigned Task in the Select Type dropdown menu.



5. Enter the title and any descriptions.
6. Choose a user or role responsible for the task in the Assigned To field. If you wish to send a notification to the assigned user or role, select the Automatically Notify Assignee When Assigned? checkbox.
7. Enter a number in the Due (After Event Activation) field, then select a period of time from the dropdown menu.
8. Click Add & Exit or Add & Continue.

The flowchart below demonstrates how GAL notifies assignees of tasks when a plan is activated.

### Global AlertLink Plan Component Decision, Task, or Mini Plan Automatic Notification of Assignee

