

# Notifications

## Getting started

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# Notifications

See alerts about mentions, assignments and approvals, and control what you are told.

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## Overview

The **bell** icon in the top bar tells you when something needs your attention: a document assigned to you, a comment that mentions you, or an item waiting for your approval.

## Steps

1. Click the **bell** icon. A list of recent notifications opens.
2. Click a notification to open the document it is about.
3. Use **Mark all as read** to clear the list.

### Choose what you are notified about

1. Search for **Notification Settings** and open it.
2. Turn notification types on or off, and choose whether to also receive an **email** for them.
3. Click **Save**.

## Practical example

The accountant assigns a purchase invoice to the owner for approval. The owner sees a number on the bell, opens the invoice from the notification, and approves it.

## Important notes

- An administrator can create automatic alerts, such as an email when an invoice becomes overdue. See Workflows and notifications.
- Email notifications need email to be set up for your workspace. See Email and regional settings.

## Common mistakes

- Turning off all notifications and then missing approvals.

## Next steps

Read Using the global search.

## Related documentation

- Workflows and notifications
- Updating your profile and password