RISKMAN REFERENCE GUIDE TO **BROADCASTING EMAILS TO RISKMAN USERS**

Introduction

This reference guide is aimed at Managers who have permission to broadcast emails to one or more RiskMan Users from the RiskMan system

How do I send general emails from RiskMan?

Messages via email can be sent to specific users or users on a particular Register template and/or Site restriction e.g. all users on the Incident "Managers" template at Acacia Private, can be sent from RiskMan via the Broadcast Message

*Note: A user **must** have the following **General Administrative User Permission: Can Broadcast Email***

Suggested uses for the Broadcast Message feature

- Policy Reminders – Investigations to be done within 5 working days of receiving an incident; Risk Reviews are required by the end of the month

- Training schedules

- Shifts to fill

- Scheduled downtime of VHIMS

- Meeting schedules

To access the Broadcast Email page

1. Select *My Workspace -> Broadcast Message*

2. Enter a **Subject** ❶ and **Message** ❷ for your email

3. **EITHER:** Select specific **recipients** ❸

    - Click on the **Filter List** button

    - Enter your search criteria e.g. the surname of the user and press the **Filter List** button

    - Highlight the recipients in the list that you wish to send the email to *(hold the CTRL key to select more than one)*

    - Repeat above steps if you wish to select more than one user

4. **OR:** Send an email to all users on a specific template

    - Select the Register the template refers to from the **Register** list ❹. The list of templates will change to reflect those that users are assigned to in that Register

      *Note: Select **"General"** for Feedback templates as the list of templates will be the same for General and Feedback*

    - Highlight the **templates** ❺ that are to receive this email *(hold the CTRL key to select more than one)*

- When selecting templates, you **MUST** select a **Site** ❻ restriction

- If the email is to be sent to all users on a particular template then highlight **{All}** in the Site list

5. Once you have setup your email, press the **Broadcast Email** ❼ button

    - You will be informed of the users who will be sent an email and those that won't (if they do not have an email address in their user profile)

6. Press **Confirm** ❽ to continue

    - The email will be sent to the recipients who have an email address in their user profile
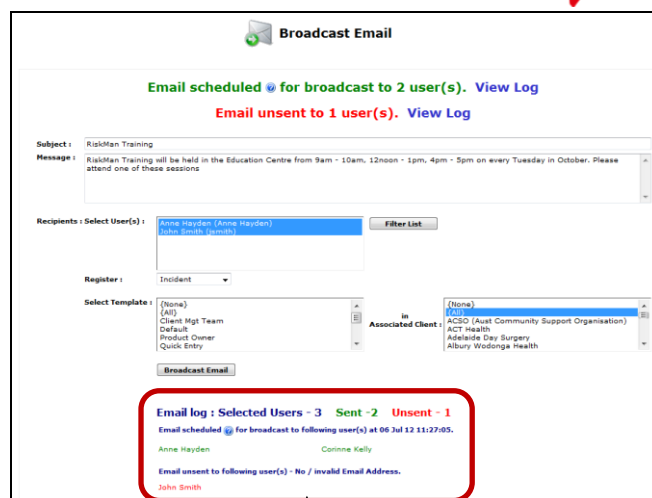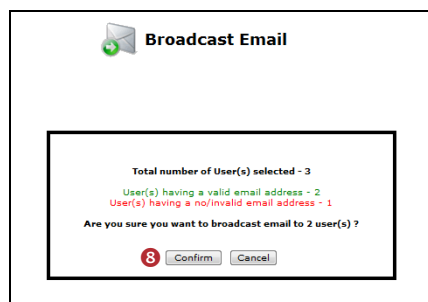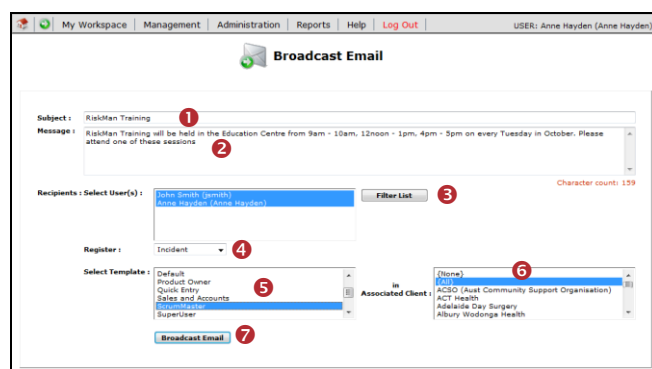
Email Log: Tells you who has been sent the email and who hasn't