

- Broadcast Emails –

FOR RISKMAN VERSION 20.10

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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

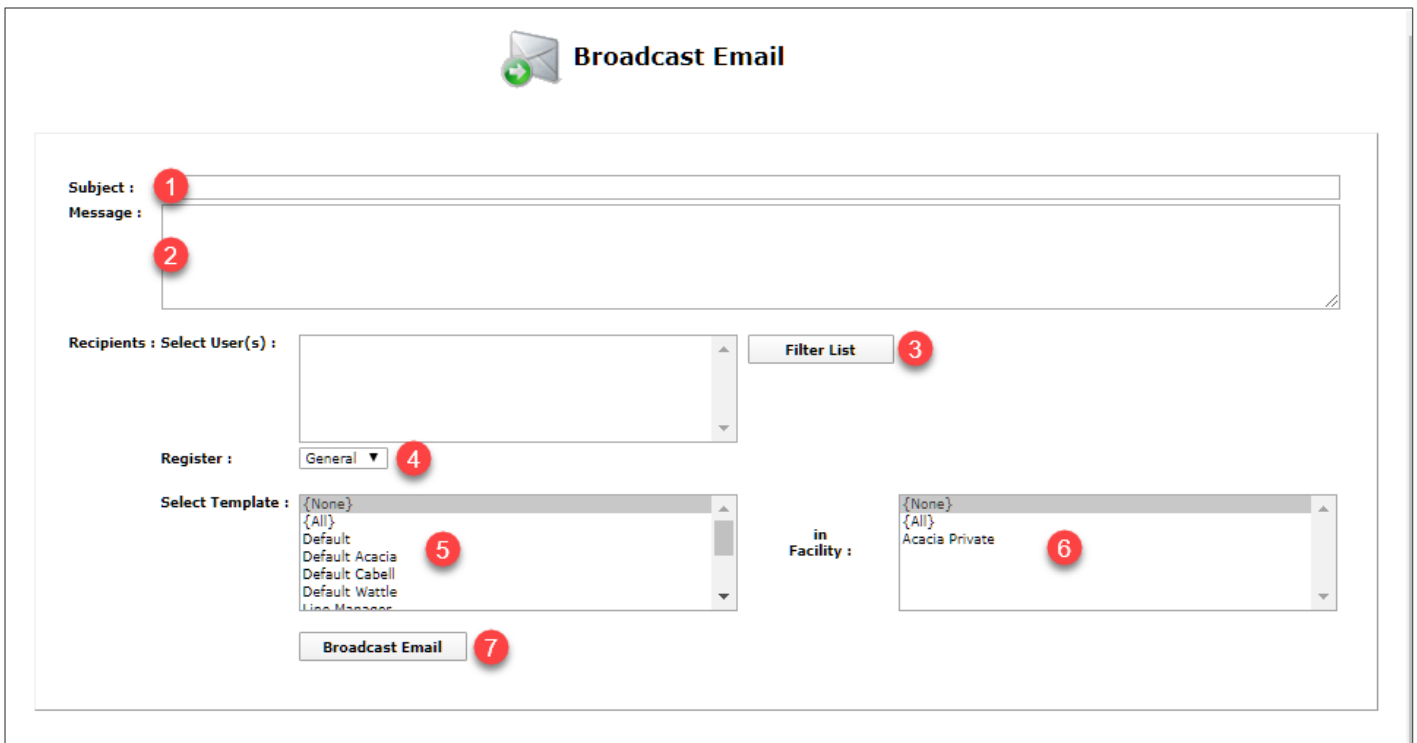
To access the Broadcast Email page

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 an option in **Site** (Facility) ❻ restriction list
- You can select **{None}** if no restrictions are required.
- 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** 7 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)

 **Broadcast Email**

Subject : 1

Message : 2

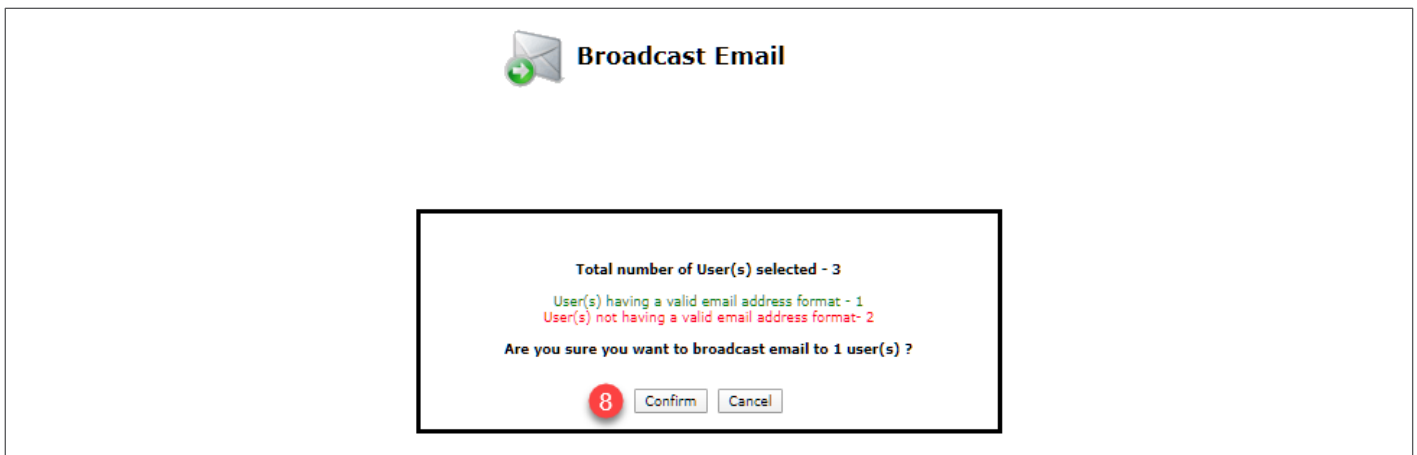
Recipients : Select User(s) : 3 Filter List

Register : 4 General

Select Template : 5 in Facility : 6

7 Broadcast Email

6. Press **Confirm** 8 to continue
 - The email will be sent to the recipients who have an email address in their user profile

 **Broadcast Email**

Total number of User(s) selected - 3

User(s) having a valid email address format - 1

User(s) not having a valid email address format- 2

Are you sure you want to broadcast email to 1 user(s) ?

8 Confirm Cancel

