

# - Broadcast Emails –

FOR RISKMAN VERSION 2103

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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)

The screenshot shows the 'Broadcast Email' interface. At the top, there is an envelope icon and the title 'Broadcast Email'. Below this, there are two text input fields: 'Subject:' (callout 1) and 'Message:' (callout 2). Underneath the message field is a 'Recipients: Select User(s):' dropdown menu (callout 3) with a 'Filter List' button next to it. Below the recipients menu is a 'Register:' dropdown menu set to 'General' (callout 4). To the right of the register menu is a 'Select Template:' dropdown menu with options like '{None}', '{All}', 'Default', 'Default Acacia', 'Default Cabell', 'Default Wattle', and 'Linc Manager' (callout 5). To the right of the template menu is an 'in Facility:' dropdown menu with options like '{None}', '{All}', and 'Acacia Private' (callout 6). At the bottom center of the form is a 'Broadcast Email' button (callout 7).


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


The screenshot shows a confirmation dialog box titled 'Broadcast Email' with an envelope icon. The dialog contains the following text: 'Total number of User(s) selected - 3', 'User(s) having a valid email address format - 1', and 'User(s) not having a valid email address format - 2'. Below this, it asks 'Are you sure you want to broadcast email to 1 user(s) ?'. At the bottom of the dialog are two buttons: 'Confirm' (callout 8) and 'Cancel'.

## Email Log

The Email Log tells you which addresses are valid; who has been successfully sent the email and who hasn't.

The Email Log is found at the bottom of the Broadcast Email page.

 **Broadcast Email**

**Email scheduled**  **for broadcast to 1 user(s).** [View Log](#)

**Email not sent to 2 user(s).** [View Log](#)

**Subject :** Broadcast Email Test

**Message :** This is a test


**Recipients : Select User(s) :**

**Register :** General ▼

**Select Template :**   
  
Default  
Default Acacia  
Default Cabell  
Default Wattle  
Line Manager

**in Facility :**   
  
Acacia Private

**Email log : Selected Users - 3 Sent -1 Not Sent - 2**

Email scheduled  for broadcast to following user(s) at 18 Mar 20 11:52:48.

Default User

Email not sent to following user(s) - valid Email Address not found.

System Manager                      test\test