

- Broadcast Emails -

FOR RISKMAN VERSION 2206

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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 0** and **Message 2** for your email
- EITHER: Select specific recipients 6
 - 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 4. The list of templates will change to reflect those that users are assigned to in that Register

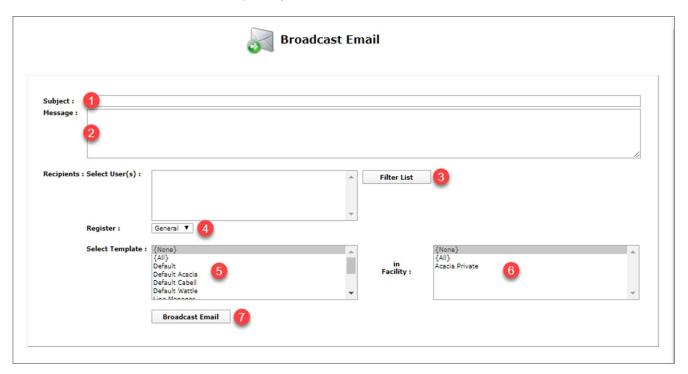
Note: Select "General" for Feedback templates as the list of templates will be the same for General and Feedback

- Highlight the templates 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) of 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

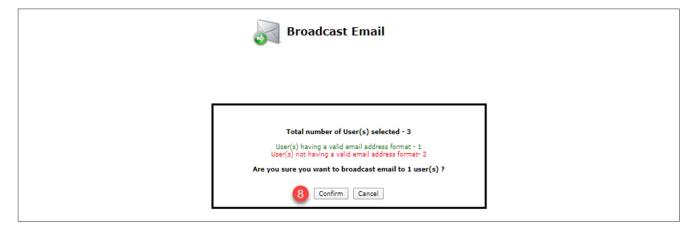
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- 5. Once you have setup your email, press the **Broadcast Email** button
 - You will be informed of the users who will be sent an email and those that won't (if they do not have an email address in their user profile)



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



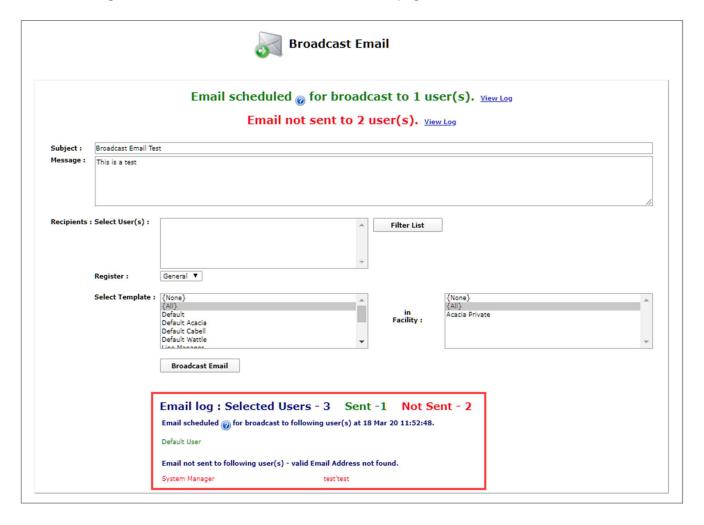
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Email Log

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.



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