CRLDatix[®]

Introduction

This reference guide is aimed at Managers who have the appropriate permissions to view their email log i.e. all emails sent to them from RiskMan

How do I view my RiskMan Email Log?

Emails generated from RiskMan are stored in an Email Log. To view your personal Email Log, select *My Workspace -> My Email Log* from the menu

Note: A user must have the following General Basic User Permission: Can see personal Email log from the menu

To view a list of received/not received emails from RiskMan

1. Check/Uncheck "Unsent only" **1**

Note: Emails that have been sent from RiskMan that you may not have received could be attributed to one of the following: changes to your mail server; change of email address or incorrect email address. If there is a problem with your email that cannot be identified, contact RiskMan Support – <u>https://hub.rldatix.com/SupportHUB/s/</u>

2. Enter a date range 2 of when you received the emails

Note: Global setting may perge records of a certain age. Refer to your RiskMan administrator for details

- Optionally select the type of RiskMan Emails sent to you from the Reason Sent

 Iist e.g. only show alerted emails, journals, distribution lists, all emails
- 4. Press Refresh 4
- A list of emails will display grouped by their subject S.
 Expand to see the emails as appropriate

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	Subject: OVERDUE:	Risk Review/Asse	ssment 1	low Overdue -	Gastro en	teritis outbreak				
	Subject: OVERDUE: Risk Review/Assessment Now Overdue - Patient Falls									
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	Subject: RiskMan J	ournal Alert								
	Subject: RiskMan T	Training								
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0	ge 1 of 2 (18 items)	(Tel 2 2								

- 6. Emails can also be filtered by one or more columns by
 - Selecting a logical test **6** option and then
 - Entering your filter criteria 🕏

	Е	mail Log						
Filtered to I	mail	Address: ahayden@risk	mar	.net.au				
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To view the details of an email sent to you

- 1. Click on the ID O link of the email
- The email with all the details will be displayed in the Email Editor ². If the email was from an Alert there will be 2 Email Body's an HTML and a Plain Text version. Depending on how the alert is set up, the content of the email will appear in the appropriate section

Unsent Only			Filtered	to Emai	l Address: ahayden@ri	skman.net.au		
	From Date 1/09/2	2010	• 1	fo Date	6/04/2011	 Reason Sent 	{All Items}	 Refres
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Date Sent	23 Sep 2010 12:46	(
Recipient Names	Scott D. Esler	
Recipient Addresses	ahayden@riskman.net.au	
C Recipient Addresse		
iubject	Reminder: Risk Review/Assessment Due - Patient Falls	
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	Risk ID: 8 Risk Namei Patient Falls	Î
	This Risk is due for review and/or reassessment by: 30 Sep 2010	
	You have received this notification because you have been allocated Executive or Management responsibility for this risk.	
	To carry out this review, you should consider the following:	-
Isername		
Reply To Address	anne@riskman.net.au	
MTP Server	sde-v-exchg	
iender Name	Riskman Incident Notification	
iender Address	anne@riskman.net.au	_
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