

# - Broadcast Emails –

FOR RISKMAN VERSION 2403

Last reviewed September 2023

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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

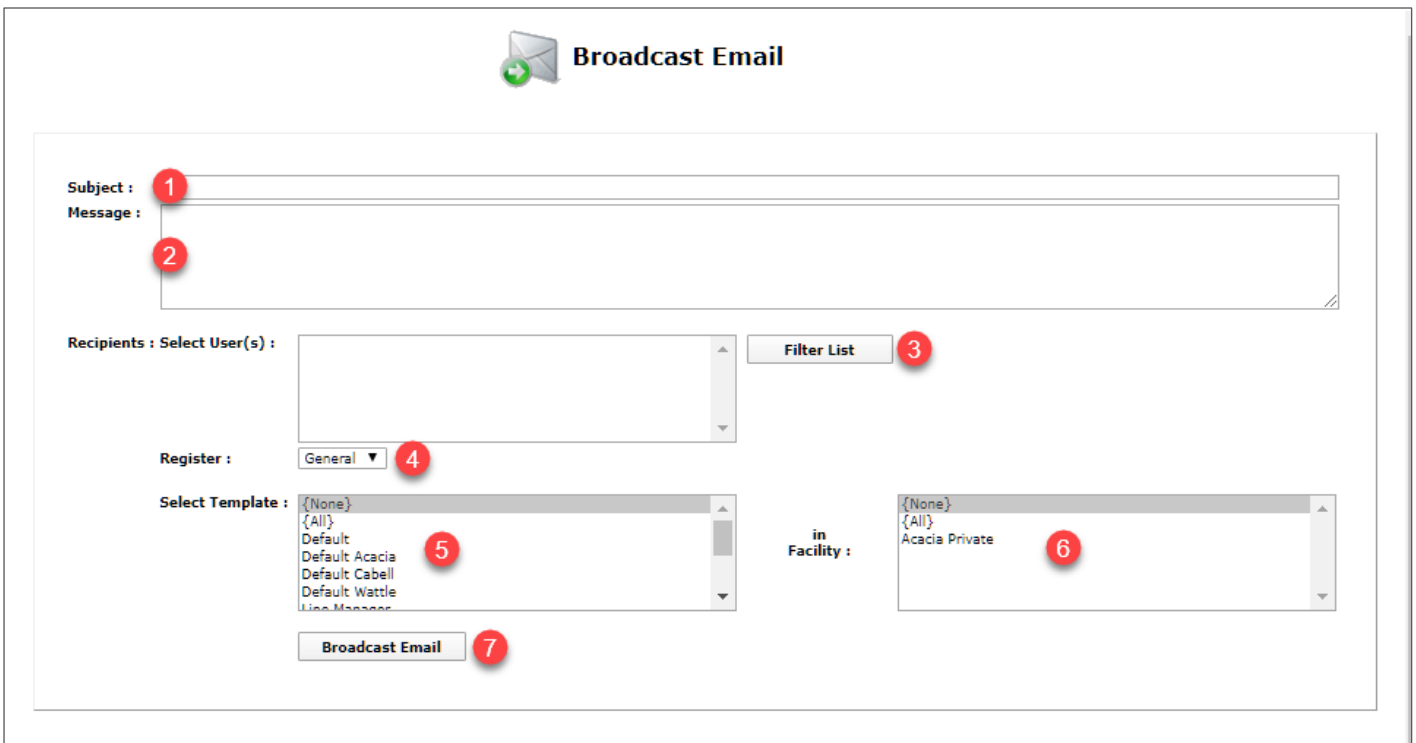
### To access the Broadcast Email page


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**  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 : General 4


Select Template : 

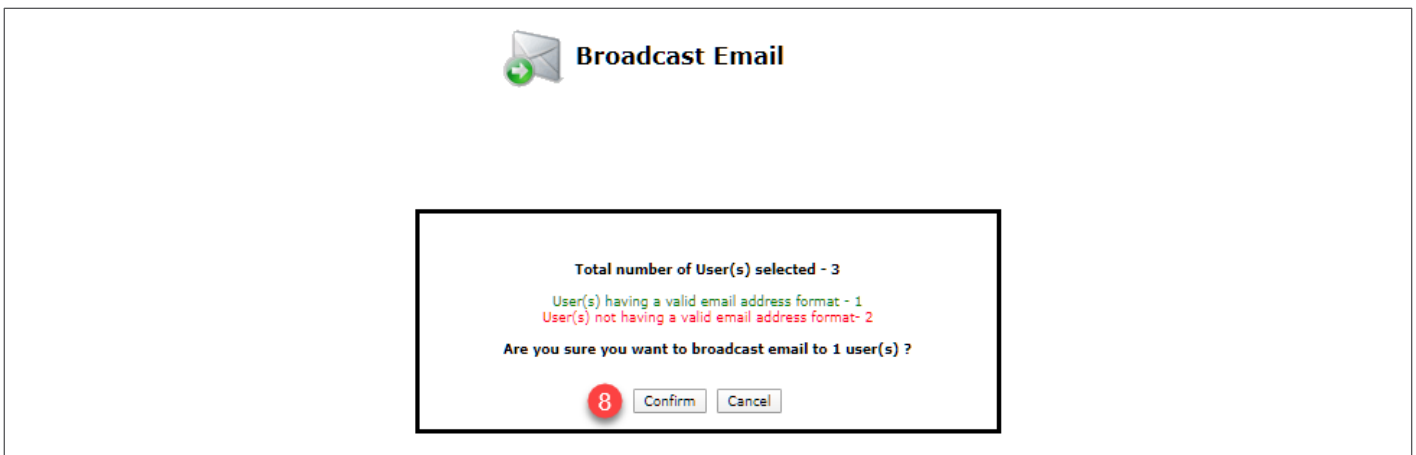
{None}  
 {All}  
 Default 5  
 Default Acacia  
 Default Cabell  
 Default Wattle  
 Live Message


in Facility : 

{None}  
 {All}  
 Acacia Private 6

Broadcast Email 7

6. Press **Confirm**  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


## 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 :**

**Message :**

**Recipients :**

**Register :**


  

**Select Template :**   
(All)  
Default  
Default Acacia  
Default Cabell  
Default Wattle  
Lite Manager

**in Facility :**   
(All)  
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