

# - Broadcast Emails –

FOR RISKMAN VERSION 2406

Last reviewed June 2024

## CONTENTS

Introduction .....	2
How do I send general emails from RiskMan? .....	2
Suggested uses for the Broadcast Message feature .....	2
To access the Broadcast Email page.....	2
Email Log .....	4

## 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

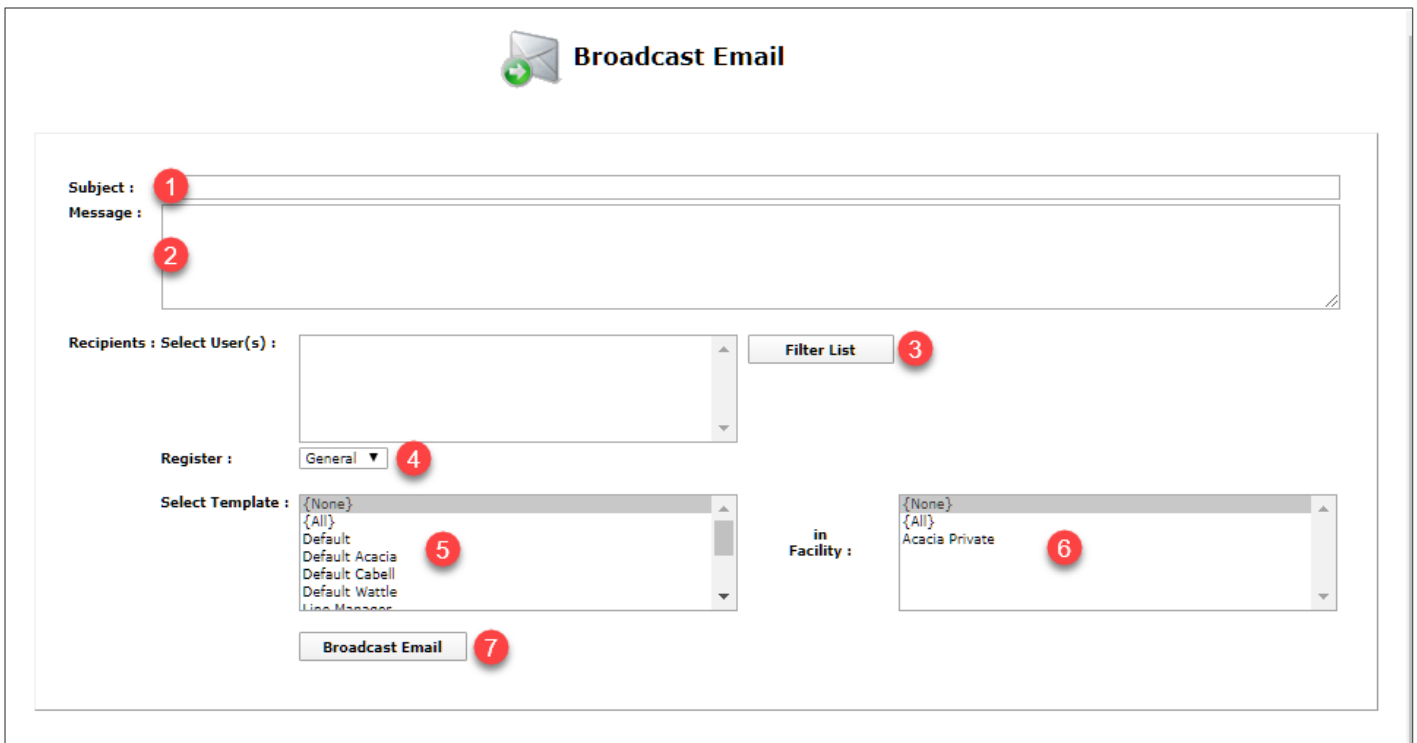
### To access the Broadcast Email page

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) :**

**Register :** General 4

**Select Template :**

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

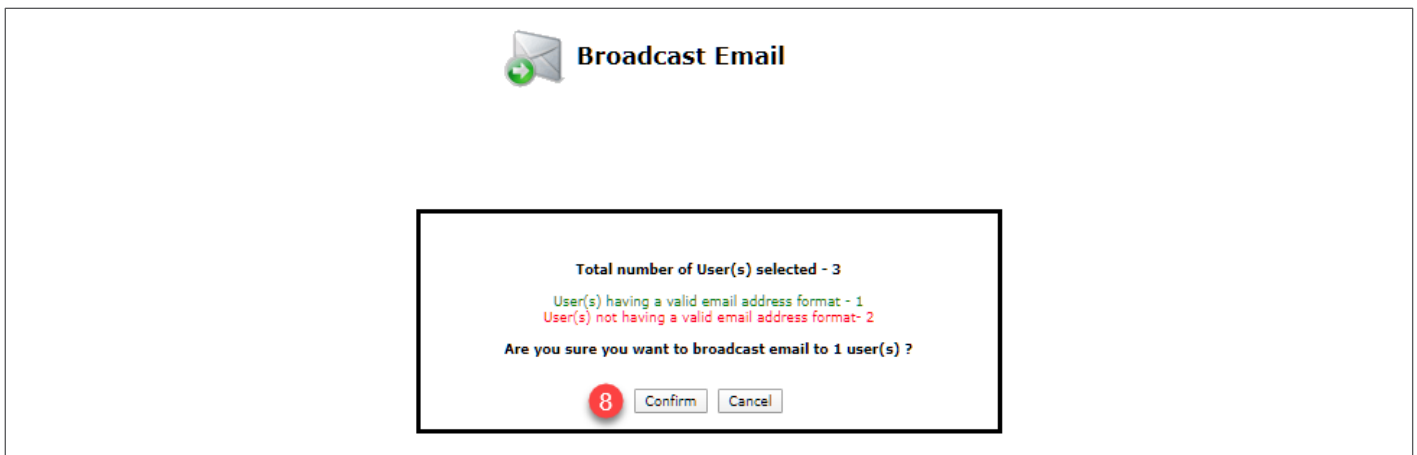
**Filter List** 3

**in Facility :**

{None}  
 {All}  
 Acacia Private 6

7

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


## 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 :**

This is a test

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

{None}

{All}

Default

Default: Acacia

Default: Cabell

Default: Wattle

Line Manager

**Register :**

**Select Template :**

{None}

{All}

Default

Default: Acacia

Default: Cabell

Default: Wattle

Line Manager


**in Facility :**

{None}

{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

RLDatix

Page 4 of 4