

# - Broadcast Emails –

FOR RISKMAN VERSION 2503

Last reviewed March 2025

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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

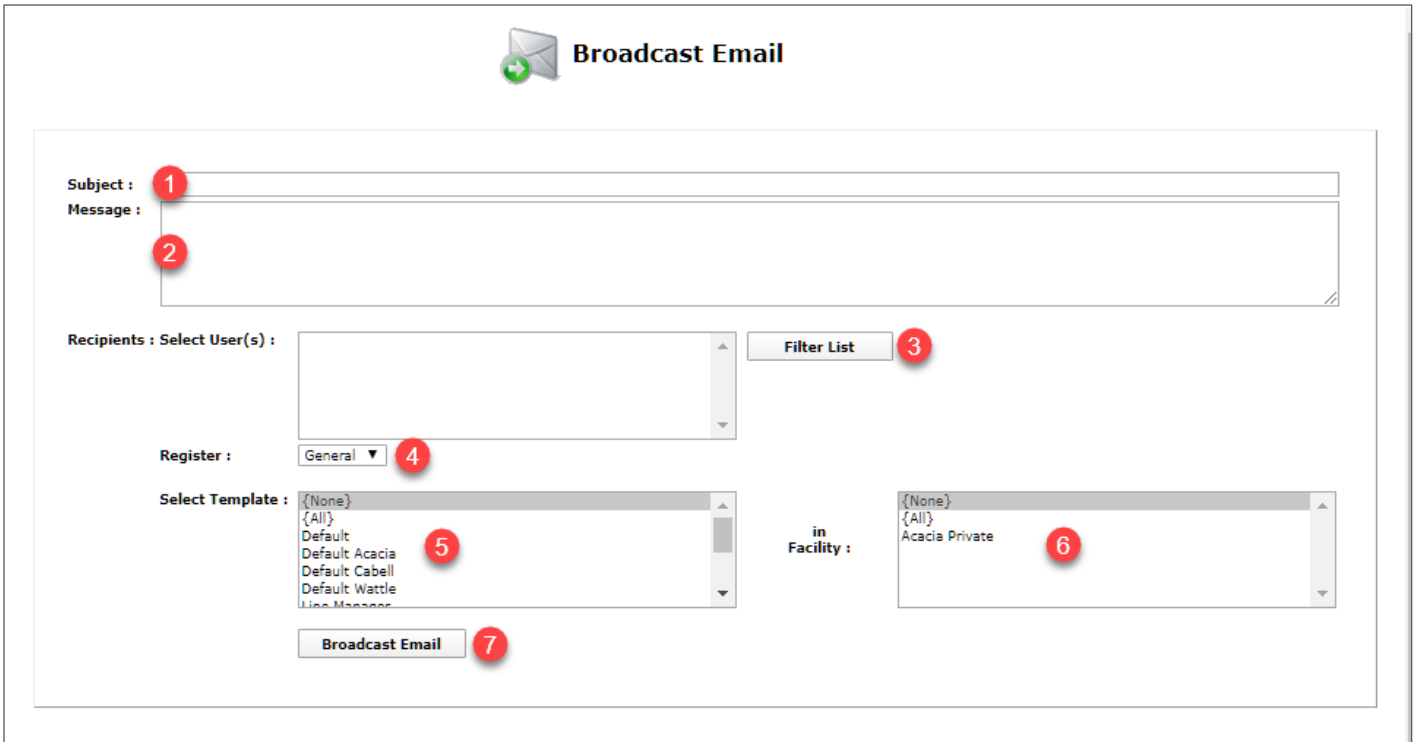
### To access the Broadcast Email page


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 :  **4**


Select Template :  **5**

in Facility :  **6**

**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**

