

- Broadcast Emails –

FOR RISKMAN VERSION 2509

Last reviewed October 2025

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)

The screenshot shows the 'Broadcast Email' configuration window. At the top, there is an envelope icon with a green plus sign and the title 'Broadcast Email'. Below this, there are several input fields and buttons:

- Subject :** A text input field with a red circle '1' next to it.
- Message :** A larger text area with a red circle '2' next to it.
- Recipients : Select User(s) :** A dropdown menu with a 'Filter List' button to its right, marked with a red circle '3'.
- Register :** A dropdown menu currently set to 'General', marked with a red circle '4'.
- Select Template :** A dropdown menu with options like '{None}', '{All}', 'Default', 'Default: Acacia', 'Default: Cabell', 'Default: Wattle', and 'Live Message', marked with a red circle '5'.
- in Facility :** A dropdown menu with options like '{None}', '{All}', and 'Acacia Private', marked with a red circle '6'.
- Broadcast Email :** A button at the bottom center, marked with a red circle '7'.

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

The screenshot shows a confirmation dialog box titled 'Broadcast Email' with an envelope icon. The dialog contains the following text:

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) ?

At the bottom, there are two buttons: 'Confirm' (marked with a red circle '8') and 'Cancel'.

