

Deakin University RiskManager E-mailing Actions

Step 1. Open RiskManager or ComplianceManager as appropriate

Step 2. Go to the "ACTIONS" area, then 'Assign' and choose 'Assign new' or 'Assign existing' as appropriate

Step 3. Complete all fields on the Enter Action Screen including "Start Date" (note - without this, email reminder wont work)

Step 4. In the 'E-Mail Reminder Messages' section, choose yes

Step 5. Click in the 'action description' field

Step 6. Select the date to send reminder

Step 7. Click OK

Note - there is some delay in the system sending the email - it will usually be received on the day following the date selected by you.