ATS - Group Email Notice Overview

In some organizations there is a need to send notices to a group of people when an injury is entered. The process outlined in this document shows how this may be accomplished using our ATS Software.

Step 1 is to turn on the group email option under the \Admin\Site Info screen—Option (1) tab.

Turn on the function and then select the type of entries that will trigger a group email notification: Injury Entry, Limitation Entry, Note Entry.

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Step 2 is to indicate which of the users will receive group email notices, and which group they will be apart of.

Open the desired user and click on the Modules tab. Check off the box marked "Group Emails Allowed".

Then click on the Email Groups tab and select the teams he/she should receive the group emails about. *This should match what they have been given access too in the Teams tab.*
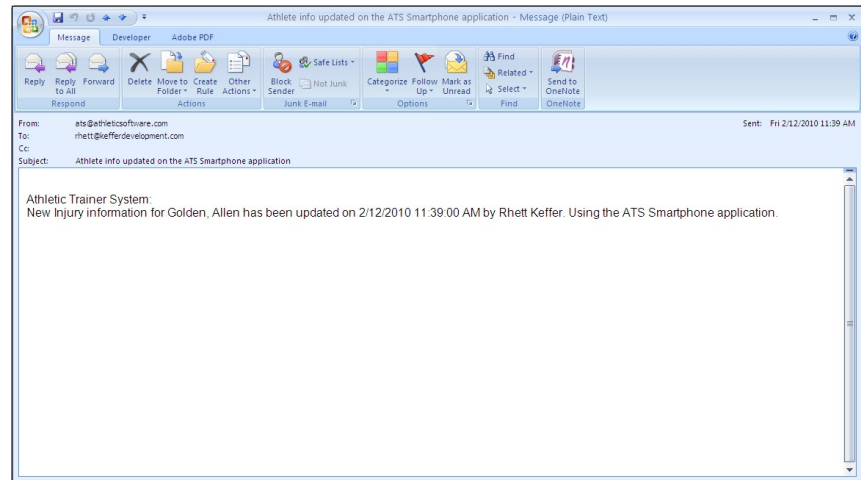
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When a new injury or limitation is entered through the ATS Smartphone, and the auto-email is enabled, those users marked to be notified will receive an email similar to the one shown below.

When a new injury is entered through the ATS Core, and the auto-email is enabled, those users marked to be notified will receive an email notification.