

SafetyPlusWeb Email Notifications

SafetyPlusWeb will send email notifications to your employees, under the following conditions

- **Company notifications are activated**
 - To activate notifications, log-in as an admin and go to Admin > Company > Manage > Scroll down to the bottom on the “details” tab > check the box next to “Receive Notifications” > Update Company.
- **The employee has an email address listed**
 - Add an email address to an employee by logging in as an admin and going to Admin > Company > Employees > click the employee’s name > Details > enter the email address in the corresponding textbox > Save

There are 2 different groups of notifications that SafetyPlusWeb sends, depending on when the emails are sent.

WEEKLY NOTIFICATIONS

Notifications in this group will be sent every Monday as long as there are items that have not been completed. If an employee fits into multiple categories listed, their weekly email will just include multiple links to satisfy each category of notification. This is a sample of the weekly email including 2 types of notification links.



- PERSONAL- any employee that has an email in SPW will receive a notification of the training that is due to expire in the next 30 days, is already expired, or has not been taken
- SUPERVISORS- will receive an email listing missing training for any employee that they oversee and any open inspections that they are assigned to
- COMPANY WIDE DOT- can be activated for any employee by going to their edit details page > other and selecting that box. This will notify the employee of outstanding DOT course requirements for the entire company.
- COMPANY WIDE- can be activated for any employee by going to their edit details page > other and selecting that box. These notifications include all training that is due, all Dot information, and all open inspections.

IMMEDIATE NOTIFICATIONS

This email will be sent at the time the record is added to the system.

- INCIDENTS- can be activated for any employee by going to their edit details page > other and selecting that box.
- EXAMS- can be activated for any employee by going to their edit details page > other. This will send an email anytime an employee takes an exam in SafetyPlusWeb with a PDF of the test and the score.
- MEETINGS- can be activated for any employee by going to their edit details page > other and selecting that box. The employee completing a meeting can add other recipients at the end of the individual Meeting
- AUDITS- can be activated for any employee by going to their edit details page > other and selecting that box. The Supervisor selected for the individual audit will be notified plus anyone else who is added at the end of the Audit