

Additional Questions Notifications

Introduction

New development to include custom notifications for all answerable additional questions. This includes, Yes / No / N/A, Custom Lists, Custom Checkboxes, Number, Date and Time type questions. This has been created as an addition to the distribution list manager, that is already in use for accident and hazards, and includes further options to specify exactly which answers will require a notification.

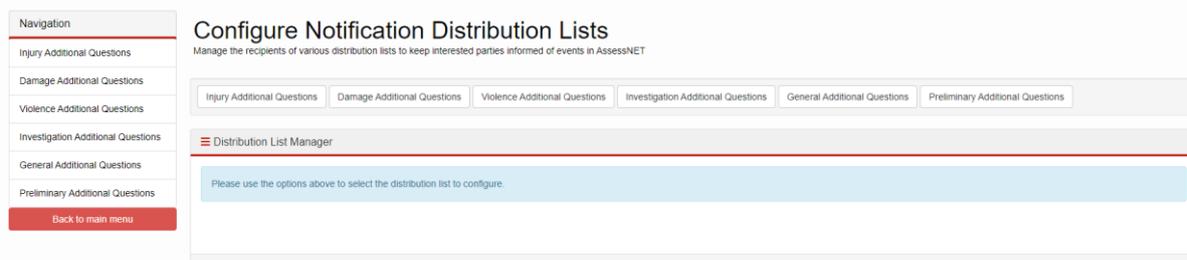
How to access the new feature

The manager can be access via the Administration menu, then by clicking Module Admin and then Accident Admin. At the bottom of this page, you will see the new Additional Questions Notifications button.

 **Accident / Incident Additional Questions Notifications**
Configure the list of recipients for flagged Additional Questions

Start creating your notifications

When accessing the page for the first time, you will be displayed with the different additional questions options that you have.



To begin, click one of the Additional Questions options for injury, violence, etc, to view that specific option. Doing so will display any created distribution lists, as well as provide an option to create more via the Add New Recipient button.



Add New Recipient

User Role
Individual User

Select a Structure Role

Site Manager

Select a Question

Was debriefing to person receiving support:

Title	Trigger
Not Needed	<input type="checkbox"/>
Refused	<input type="checkbox"/>
Given	<input type="checkbox"/>

Add Role
Close

When creating new recipients, you will be prompted to specify a role, or a specific recipient to be notified. You can switch between who should be notified by using the buttons at the top of the window.

You will then be required to select which question the notification relates to, and once selected, the questions that go with that question will appear. Yes / No / N/A and custom lists will allow you to toggle which answer will be linked with the notification.

Numerical, Date and Time questions will require you to enter a value of concern and the threshold options that surround that. For example, for numerical answers, you will be asked to specify the number limit, as well as if the notification will be sent if the entered number is above or below the limit. For dates you will be asked to specify the number threshold and the limits on that. With the below example, a notification will be required if the date entered is over 5 months into the future at the time of answering the question.

Concern Type	Concern Value
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">More Than</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">5.00</div>
	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Months</div>

How notifications are displayed

General Additional Questions

Set the users to be notified of General Additional Questions answers.

[Add New Recipient](#)

Category: Was debriefing to person receiving support: - Not Needed

Recipient	User Location / Role Tier Level	Options
 Adam Prosser	User location not set	Remove

As you start to build your notification lists, you will see the details of each begin to be listed. In the above example, we can see the question that the notification relates to.

Category: Was debriefing to person receiving support: - Not Needed

Recipient

The Answer that will trigger the notification.

Category: Was debriefing to person receiving support: - Not Needed

And the person who will be notified if this answer is selected.

Category: Was debriefing to person receiving support: - Not Needed		
Recipient		Us
 Adam Prosser		Us

General Additional Questions

Set the users to be notified of General Additional Questions answers.

[Add New Recipient](#)

Category: Do you need to do an incident/accident investigation form? - Yes		
Recipient	User Location / Role Tier Level	Options
Adam Prosser	User location not set	Remove

Category: Was debriefing to person receiving support: - Not Needed		
Recipient	User Location / Role Tier Level	Options
Robert Lewin	User location not set	Remove
Adam Prosser	User location not set	Remove

Category: Was debriefing to person receiving support: - Refused		
Recipient	User Location / Role Tier Level	Options
Mike Green	Safe and Sound Management Consultants > Remote Workers > test department	Remove

As you create more notifications, the list will grow to display every question and its related answer, along with who will be notified.

Please note that you can specify multiple people and multiple roles for each notification.

When notifications are sent

When the distribution list has been created, they will immediately become active for any new incidents that are created. Please note that notifications will NOT be processed or sent for any historical records.

Any additional question that is answered, will be queued for processing. Every 10 minutes, the system will check for any additional questions that require processing, if they require a notification, and finally who to send them to.

Therefore, in the below example, If “Yes” is selected for any question that asks if an investigation form is required. Adam Prosser will receive an email containing a link to the record, explaining that an investigation form is required for the linked incident. He will then have a link into AssessNET where he can create that investigation form.

Category: Do you need to do an incident/accident investigation form? - Yes		
Recipient	User Location / Role Tier Level	Options
Adam Prosser	User location not set	Remove