



# Notification Type

There are a broad range of notifications covering varies areas within Safetyminder.  
Changes can be made as follows:

From Administration/Company Set up/Notification Type

Double click an item or click

1. General it is better to leave the Email Subject.
2. Set the Email Trigger Point e.g. 1 Week Before.
3. Set the Email Frequency e.g. 1 per day.
4. Change the text in Email Template if required.

**NOTE:** When editing the email templates provided please do not delete the words shown in brackets.

The same changes can be made to the SMS Notifications.

HSEQ DIGITAL / Home / Administration / Company Set up / Notification Type

Title  
Staff Birthday

Email

Email Subject  
Staff Birthday

Email Trigger Point  
3 Day Before

EmailFreqFrame  
12 Month

Email Template  
Hi [StaffName],  
Just a reminder that [Firstname] [Lastname] has a birthday coming up on the [BirthDayStr]  
Regards  
[SafetyminderAdministrator]

- 1
- 2
- 3
- 4

Notifying Others - You are able to select anyone who is listed under a Key Roles & Responsibilities to receive notifications

5. Use the drop down to select other key roles and click +.
6. To delete a role from the list click

If there are no roles selected then the email will only go to the individual.

Key Roles & Responsibilities

Officer / Manager

Title

Administrator(s)

Officer / Manager



There are also daily & weekly summary notifications that will be sent to Administrators and other key roles that are nominated as per above:

7. Daily ones are sent for items that have expired.
8. Weekly ones cover items that are due to expire in the next 3 months.

Hi Heidi Thonig ,  
The following Staff Licences have expired: **7**

Staff	Date	Description
David AASign	25/07/2021	Electrical License : ELEC895623

**Renewals should be arranged immediately**

Hi Heidi Thonig ,  
The following Training Register items are expiring in the next 3 months: **8**

Training Type	Training Course / Subject	Date	Staff	Description	Supplier
Fire Saftey Training Register	Fire - Chief Fire Warden Training	07/10/2021	David Bowie	Fire extinguisher training	Any First Aid company

**Please arrange for refresher course to completed**

Summary notifications are sent for the following:

- Onsite Inductions
- Staff Birthdays – if dates of birth have been added to Staff Details.
- Staff Licences
- Training Registers – as per #8 above these are combined into one email.

Contd/..

## NOTES:

- You can use the [filters and search](#) fields to find a specific notification.

