

Global Human Resources Cloud

How do I configure an email template for ergonomic events in Health and Safety



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Author: Hema Hardikar

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Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

Get Support

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Learn About Accessibility

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Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to oracle_fusion_applications_help_ww_grp@oracle.com.

Thanks for helping us improve our user assistance!

1 Configure Email Template For Ergonomic Events

Scenario

Learn how to configure an email notification for ergonomic event assessments in Oracle Health and Safety.

Scenario

You want to assign a representative for ergonomic events from the Vision Corporation business unit. This ensures that whenever someone in the business unit creates an ergonomic event and requests for risk assessment, the representative receives an email notification. Additionally, you want to customize the text of the email notification.

Assign Ergonomic Event Representative

Assign a representative for ergonomic events from the Vision Corporation business unit. Use the Areas of Responsibility functionality to add a representative.

1. On the **My Client Groups** tab, click **Person Management**.
2. Search for and select the person you want to assign as the representative.
3. In the Tasks pane on the right, select **Areas of Responsibility**.
4. In the Edit Area of Responsibility page, select or enter these values as applicable.

Edit Areas of Responsibility

Field	Value
Responsibility Name	Ergonomic Event Representative
Responsibility Type	Human resources Representative
Business Unit	Vision Corporation
From Date	11/12/24

Verify Representative Assignment

Verify whether the person you added as a representative is appearing in the work contacts list for a person in the Vision Corporation business unit

1. On the **My Client Groups** tab, click **Person Management**.
2. Search for and select a user from the Vision Corporation business unit.
3. Click the **Work Contacts** pane on the right.
4. Verify if the representative you assigned is appearing in the list.

Customize Notification Text

Login with a user ID having the **Access Alerts Composer (HRC_ACCESS_ALERTS_COMPOSER_PRIV)** privilege.

1. On the **Tools** tab, click **Alerts Composer**.
2. Search for and select the alert name **HNS_Worker_Notification_Request_In_Ergonomic_Assessment**.
3. In the **Edit Event Alert** page, **Templates** tab, select **Manage Recipients and Message** in the Edit dropdown.
4. In the **Edit Template** page, customize the email subject and message text as required.

Confirm Email Delivery

To confirm delivery of email to the assigned representative, create and ergonomic event and request assessment.

1. On the **Me** tab, click **Safety Incidents**.
2. In the **Report an Incident** page, select **Ergonomic** event and continue.
3. Enter the event details and enable the **Request an Ergonomic Assessment** checkbox.
4. Click **Submit**.

When the representative logs in with their user ID, they would see an email in the Notifications list informing them about the ergonomic event assessment.