



D A M S T R A

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# Skills Matrix - Scheduling

**PRODUCT:** Damstra Workforce Management

**VERSION:**

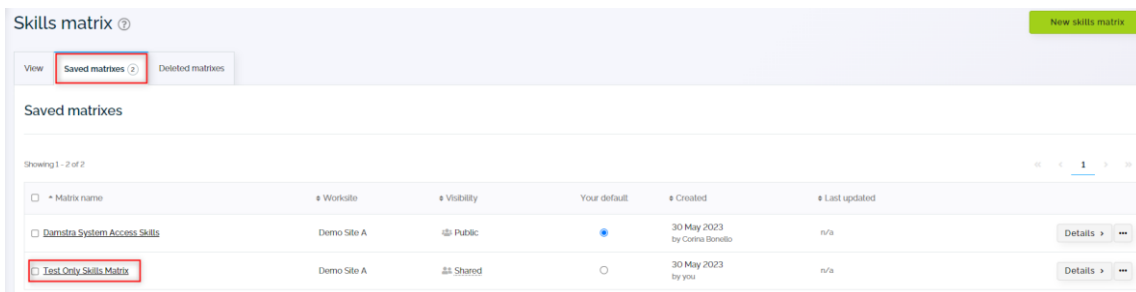
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**APPROVED BY:**

## Schedule a Skills Matrix

You can schedule the saved Skills Matrix to be emailed out regularly regardless of visibility if you were added as a recipient. Recipient must be an EPP user for the worksite.

1. From the **Skills Matrix**, select **Saved matrixes** and click the **Matrix name** you want to schedule.

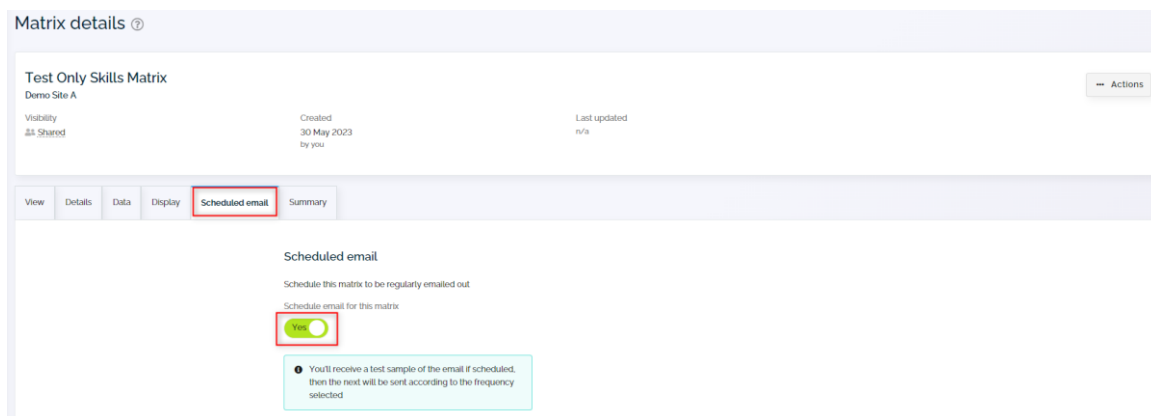


The screenshot shows the 'Skills matrix' interface. At the top right, there is a 'New skills matrix' button. Below the header, there are two tabs: 'Saved matrixes' (highlighted with a red box) and 'Deleted matrixes'. The 'Saved matrixes' section displays a table with the following columns: Matrix name, Worksite, Visibility, Your default, Created, and Last updated. Two matrixes are listed:

Matrix name	Worksite	Visibility	Your default	Created	Last updated
Damstra System Access Skills	Demo Site A	Public	<input checked="" type="radio"/>	30 May 2023 by Corina Bonello	n/a
Test Only Skills Matrix	Demo Site A	Shared	<input type="radio"/>	30 May 2023 by you	n/a

The 'Test Only Skills Matrix' row is highlighted with a red box. Each row has a 'Details' button and a three-dot menu icon.

2. Select **Scheduled email** and enable Schedule email for this matrix into **Yes**.



The screenshot shows the 'Matrix details' interface for 'Test Only Skills Matrix'. The matrix is associated with 'Demo Site A'. It shows 'Created: 30 May 2023 by you' and 'Last updated: n/a'. The visibility is 'Shared'. Below the matrix information, there are tabs: 'View', 'Details', 'Data', 'Display', 'Scheduled email' (highlighted with a red box), and 'Summary'. The 'Scheduled email' section contains the following text:

**Scheduled email**  
Schedule this matrix to be regularly emailed out.  
Schedule email for this matrix

Yes

**•** You'll receive a test sample of the email if scheduled, then the next will be sent according to the frequency selected

3. Put a **Description** for the Matrix Schedule you are creating, set the **Frequency**, **Time** the email will be sent and select the **Recipients**.

## Scheduled email

Schedule this matrix to be regularly emailed out

Schedule email for this matrix

Yes

**i** You'll receive a test sample of the email if scheduled, then the next will be sent according to the frequency selected

Description

Test Skills Matrix

Frequency

Daily  
 Weekly  
 Monthly



Day email is sent

Friday

Time email is sent

10:00 am

Recipients

 Training Team   
 Configuration Test

Update

- Click the **Update** button to save the details. You will receive a **test sample** of the email scheduled, then the next will be sent according to the frequency selected.