

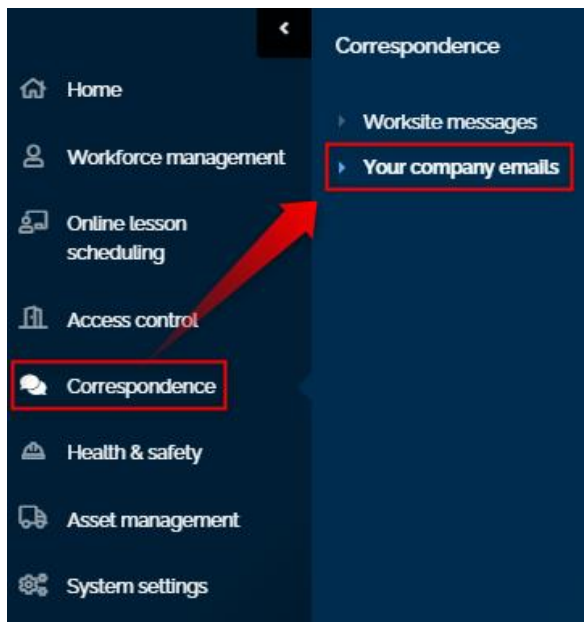
Correspondence – Your Company Emails

Manage your Company

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Product: EPP WFM

Company Messages are email correspondences sent to your company from Damstra such as alerts, company documents, expiries, health & safety sessions, mobilisations, and questionnaires. This feature will give you visibility of all the correspondence emails sent to your company and the ability to track the trend of paperwork decline. Company users can access this via the left side menu of the EPP Contractor Portal, by clicking **Correspondence** → **Your Company Emails**.



Types of Email Correspondence Received:

1. Alerts

- ▶ BAC Alerts
- ▶ Exceeded Shift Hours
- ▶ Too many days worked
- ▶ Too many hours worked
- ▶ Not worked in days error
- ▶ Rejection letter
- ▶ Confirmation letter

2. Company Documents

- ▶ Insurances

3. Expiries

- ▶ Automated monthly expiries

4. Health & Safety Sessions

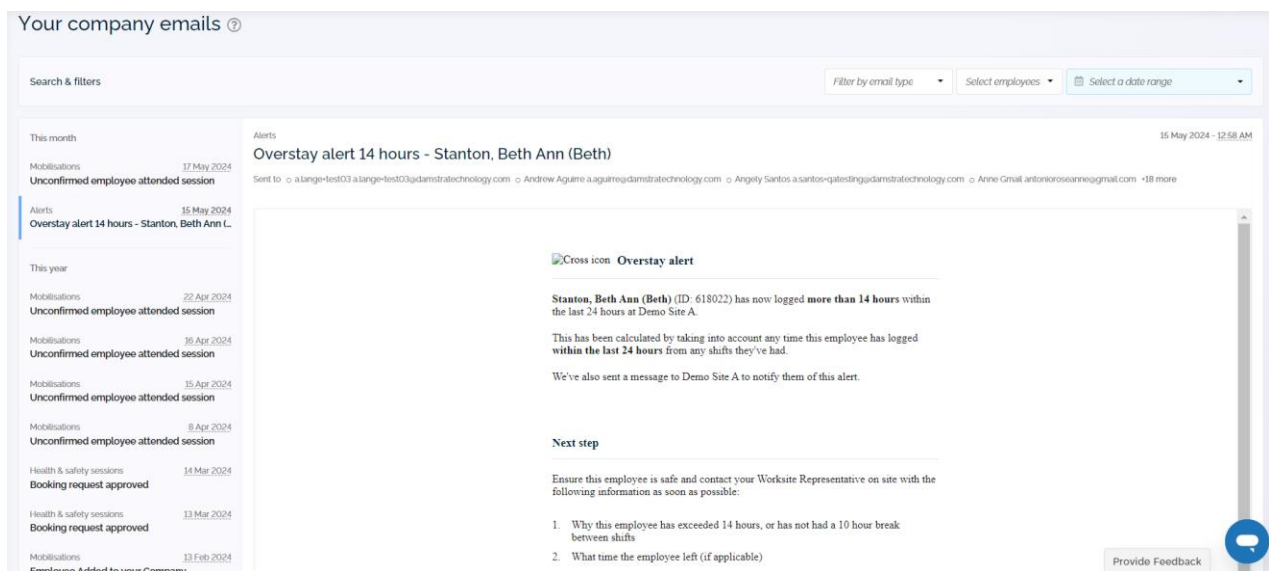
- ▶ Session request approved

5. Mobilisations

- ▶ Bookings
- ▶ Mobilisation Extensions
- ▶ Mobilisation errors
- ▶ Online Booking system
- ▶ Unconfirmed employee attended session

6. Questionnaires

- ▶ Questionnaire error



The screenshot shows the 'Your company emails' interface. At the top, there is a 'Search & filters' section with dropdowns for 'Filter by email type', 'Select employees', and 'Select a date range'. Below this is a list of emails categorized by date: 'This month', 'This year', and 'Employee Added to your Company'. The selected email is 'Overstay alert 14 hours - Stanton, Beth Ann (Beth)' dated 15 May 2024. The email content includes a 'Cross icon Overstay alert' header, a subject line, a recipient list, and a detailed message body. The message body states: 'Stanton, Beth Ann (Beth) (ID: 618022) has now logged more than 14 hours within the last 24 hours at Demo Site A. This has been calculated by taking into account any time this employee has logged within the last 24 hours from any shifts they've had. We've also sent a message to Demo Site A to notify them of this alert.' Below the message is a 'Next step' section with the instruction: 'Ensure this employee is safe and contact your Worksite Representative on site with the following information as soon as possible:' followed by a numbered list: 1. Why this employee has exceeded 14 hours, or has not had a 10 hour break between shifts; 2. What time the employee left (if applicable). A 'Provide Feedback' button and a chat icon are visible at the bottom right of the email view.

You can use the **Search & filters** to narrow down the email you are looking for. Filter the search by email type, employee or select a date range.

The letter will also display the email addresses of all the recipients for the selected email correspondence.

Downloading the email correspondence is not available.