

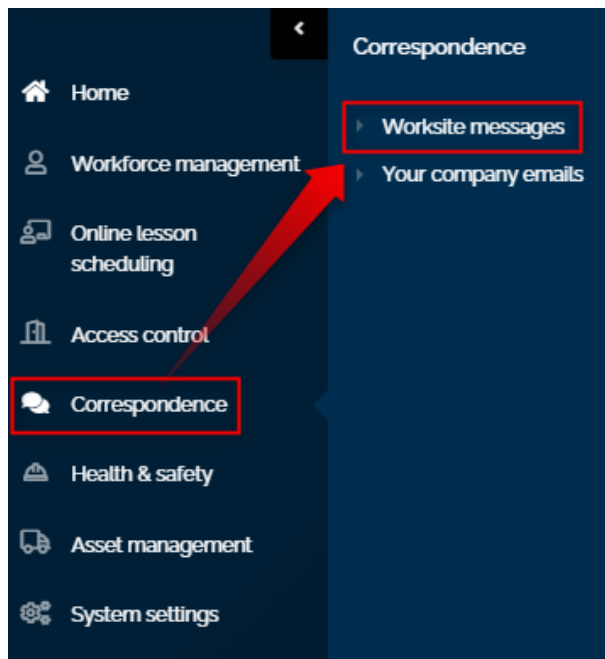
Correspondence -Worksite Messages

Manage your Company

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Product: EPP WFM

Worksite Messages are the messages/emails sent to your company from the worksites. This feature can be accessed via the left side menu of the EPP Contractor Portal, by clicking **Correspondence** → **Worksite Messages**.



Current Messages

These messages are the messages that need attention. You need to open, read, and confirm if confirmation is required. Some messages don't require confirmation and/or response.

Worksite messages ²
Messages sent to your company from worksites

Current messages ¹ | Past messages ¹²

Current messages

Ensure all messages have been opened, read and confirmed, if confirmation is required

■ Action required
 ■ No further action required

Showing 1 - 12 of 12

Received	Worksite	Subject	Opened	Confirmed	
12 Sep 2023	SKIPASS	Origin Energy Mobilisation Requirements - SKIPASS	Not yet opened	Not yet confirmed	Open
12 Sep 2023	SKIPASS	Origin Energy Mobilisation Requirements - SKIPASS	Not yet opened	Not yet confirmed	Open
19 Mar 2024	Hunter Water	Safety Alert 251 - Contact with Overhead Power	Not yet opened	Confirmation not required	Open
19 Apr 2024	Bongalla	Welder Competency	Opened on 20 May 2024 by J-pao De Guzman	Not yet confirmed	Open
20 Apr 2024	Demo Site A	New health and safety policies	Not yet opened	Not yet confirmed	Open
26 Apr 2024	Hunter Water	Safety Alert 252 - Key Learnings Recent Overhead Power Strike	Not yet opened	Confirmation not required	Open
1 May 2024	Bongalla	240429 - IB - Complex Lift	Not yet opened	Confirmation not required	Open
1 May 2024	Bongalla	Falling Objects	Not yet opened	Confirmation not required	Open
10 May 2024	Hunter Water	Safety Alert 253 - Temporary Traffic Changes to North Lambton Depot	Opened on 20 May 2024 by J-pao De Guzman	Confirmation not required	View
20 May 2024	Demo Site A	Sample Company Message	Not yet opened	Not yet confirmed	Open
20 May 2024	Demo Site A	Test number 2	Not yet opened	Not yet confirmed	Open
20 May 2024	Demo Site A	Email Test 3	Not yet opened	Confirmation not required	Open

Sample message that does require confirmation only.

Message details
✕

Sender: J-pee De Guzman 20 May 2024 - 8:00am

Sample Company Message

Test Only



Message action

This message needs to be confirmed that it has been read

Name of person who has read this message

JP

Respond to the sender of this message (optional)

[Back](#)
Confirm

Sample message that does require confirmation and response.

Message details
✕

Sender: J-pee De Guzman 20 May 2024 - 8:00am

Test number 2

Test only with respinse and confirmation

Message action



This message needs to be confirmed that it has been read

Name of person who has read this message

JP

Respond to the sender of this message

Acknowledge

[Back](#)
Confirm

Sample message that does require response only.

Message details
✕

Sender: J-pee De Guzman 20 May 2024 - 8:00am

Email test 3

Test only with response

Message action

Name of person who has read this message

JP

Respond to the sender of this message

Acknowledge

[Back](#) Send response

Sample message that does not require confirmation and response.

Message details
✕

Sender: J-pee De Guzman 20 May 2024 - 8:00am

Test Email 4

No response and confirmation needed

Message action

Respond to the sender of this message

Acknowledge

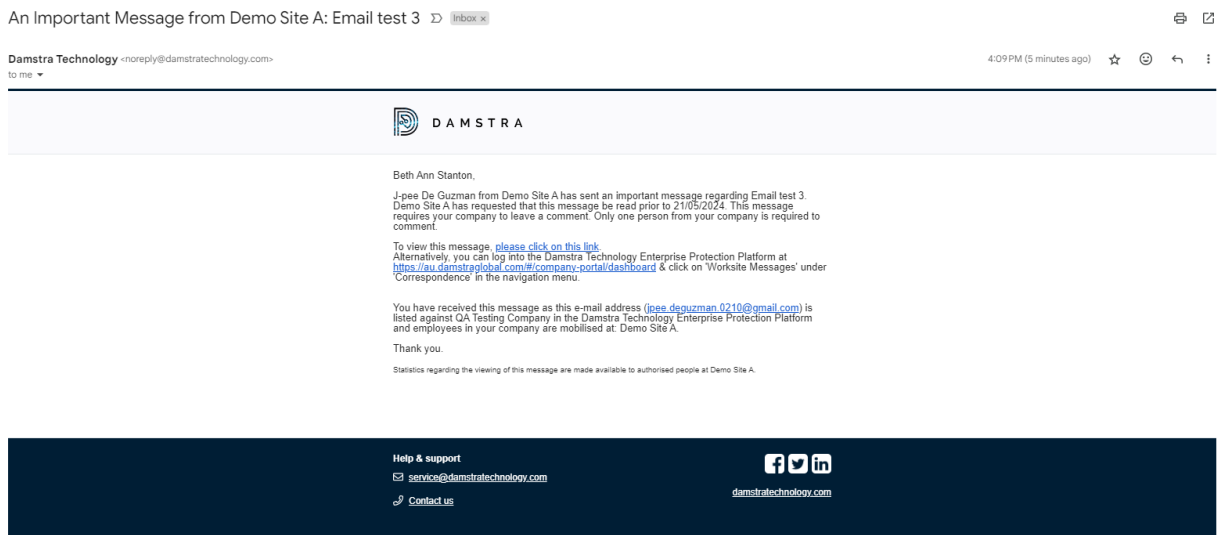
[Back](#) Send response

Once messages are opened and a response/confirmation is sent, this will turn green which means no further action is required.

20 May 2024	Demo Site A	Sample Company Message	✓ Opened on 20 May 2024 by JP	✓ Confirmed on 20 May 2024 by JP	View
20 May 2024	Demo Site A	Test number 2	✓ Opened on 20 May 2024 by JP	✓ Confirmed on 20 May 2024 by JP	View
20 May 2024	Demo Site A	Email test 3	✓ Opened on 20 May 2024 by JP	Confirmation not required	View
20 May 2024	Demo Site A	Test Email 4	✓ Opened on 20 May 2024 by J-pee De Guzman	Confirmation not required	View

All email addresses listed against your company will receive an email regarding the message the worksite will be sending out to your company. If your account is limited to a certain site/client, you'll only receive it if it was sent by that worksite.

Below is the sample email received via email address:



Past Messages

These are the messages that have passed the expiry date set for the message sent by the worksite as the messages will appear here regardless of the actions done or not done by the company. Once the message is expired you can no longer send a response or confirmation to it, though you can still open the message to view the content.

Worksite messages ⓘ
Messages sent to your company from worksites

Current messages ⓘ **Past messages ⓘ**

Past messages

Showing 401 - 408 of 408

Received	Worksite	Subject	Expired	
2 Apr 2024	Demo Site A	CPB Mel Apt	9 Apr 2024	View
10 Apr 2024	Bengalla	Memo - Valves and Minsup Couplings on Flexible Hose	10 May 2024	View
20 Apr 2024	Demo Site A	Changes in procedure	30 Apr 2024	View
20 May 2024	Demo Site A	Sample Company Message	21 May 2024	View
20 May 2024	Demo Site A	Test number 2	21 May 2024	View
20 May 2024	Demo Site A	Email test 3	21 May 2024	View
20 May 2024	Demo Site A	Test Email 4	20 May 2024	View
20 May 2024	Demo Site A	Test Email 4	21 May 2024	View