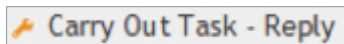




## 5. How do I reply to a communication?

You can open the communication via email, alerts on SRS Home page or via the related communication on the notification.

When the communication is open, within 'Links and Actions' section, click the 'Carry out Task-Reply' icon to respond.



## 6. I have received an alert via the Notifications Manager. How do I forward the alert to a colleague?

You can open the communication via email, alerts on SRS Home page or via the related communication on the notification.

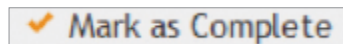
When the communication is open, within 'Links and Actions' section, click on 'View Task (Open)' to view the related task. In the pop-up box that appears, click on 'Manage Assignees' to assign this task to other colleagues. Select the appropriate colleague from the 'Assign Task to' list.

(Please note if the colleague is not listed - 'To' and 'Cc' recipient lists are populated according to the security roles of the same site and/or Company)

## 7. My query has been responded to by the Notifications Manager. How do I close the task?

As an industry user, the response received can be accessed via your email, alerts on SRS Home page or via the related communication on the notification.

If you have received a response from the Notifications Manager and your query is complete, under 'Links and Actions', click on 'Mark Task as Complete' to close the task.



For more detailed information and a help guide on Related Communications (including Alerts and Tasks) refer to the Online Help in SRS.

A screenshot of the Safety Regulation System (SRS) web application. The page has a dark header with the title "Safety Regulation System" and a search bar. On the left is a navigation menu with expandable items like "Contam Sample Record Sheet", "Dangerous Goods Site Licence", and "Safety Regulation System". The main content area is titled "SAFETY REGULATION SYSTEM (SRS)" and contains a description of the system and a bulleted list of sub-systems: Notifications, Approvals, Auditing, Compliance, and Registrations. There is also a link to "Quick Search" and a note about the sub-system selection screen.

For information about Safety Management Systems, contact:

### Resources Safety

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100 Plain Street EAST PERTH 6004  
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Comprehensive work safety and health information provided by the Department of Mines and Petroleum can be found at:

[www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety)