



Distribution Of Emails

Responsibilities

Responsibilities

Super Visor

Office Team Leader

Direct Super Visors

Katie Evans

Role Title

Office Processes

Role Employees

Emily Hanson Katie Evans Sarah Walton Sarah Hawker Sophie Lines Zoey Teal

Training Course

Office Procedures

Meeting agenda

VIAMED Sales And Marketing VIAMED Sales And Marketing

Relates To Companies

☒ Human Med

☒ Vandagraph

☒ Viamed

☐ Viamed Properties

☒ VST

Scope and Risks

Process Scope and Risks	Notes
Scope/Definition of Process	Distribute Emails
Input to the Process	Gmail Global inbox
Outputs to the Process	End users Gmail
Risks to the Process	Sent to incorrect person
Steps to Minimise Process	Any email landing in the wrong box can simply be redirected to the correct user. Limited risk
Update	Update Notes

Rolling Tasks and Audits

Rolling Tasks

Rolling Audits

Target User: Derek Lamb

1 Month(s) 0 Week(s) 0 Day(s)

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

Associated Documents

Search Document

Document

[VM3COP27.02 Collecting Emails and Distributing](#)

History

Issue ID	Date Created	Action By	Date Completed	Completed by
92879	18 Apr 2017	Derek Lamb	24 Apr 2017	Derek Lamb

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

24 Apr 2017 Derek Lamb

emails distribution is upto date 23GB used

Issue ID	Date Created	Action By	Date Completed	Completed by
91139	17 Mar 2017	Derek Lamb	23 Mar 2017	Derek Lamb

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

21 Mar 2017 Derek Lamb

Only todays emails outstanding,

Issue ID	Date Created	Action By	Date Completed	Completed by
89493	17 Feb 2017	Derek Lamb	23 Feb 2017	Derek Lamb

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

17 Feb 2017 Derek Lamb

All upto date

Issue ID	Date Created	Action By	Date Completed	Completed by
87178	17 Jan 2017	Derek Lamb	18 Jan 2017	Derek Lamb

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

17 Jan 2017 Derek Lamb

done appears to be working as intended

Issue ID	Date Created	Action By	Date Completed	Completed by
85624	19 Dec 2016	Derek Lamb	19 Dec 2016	Derek Lamb

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

19 Dec 2016 Derek Lamb

box is upto date

Issue ID	Date Created	Action By	Date Completed	Completed by
83723	17 Nov 2016	Derek Lamb	23 Nov 2016	Derek Lamb

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17 Nov 2016 Derek Lamb

upto date

Issue ID	Date Created	Action By	Date Completed	Completed by
81673	17 Oct 2016	Derek Lamb	20 Oct 2016	Derek Lamb

System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also not size of space used in Global inbox

17 Oct 2016 Derek Lamb

all upto date

Issue ID	Date Created	Action By	Date Completed	Completed by
79303	19 Sep 2016	Derek Lamb	20 Sep 2016	Derek Lamb

System Generated
Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

19 Sep 2016 Derek Lamb

checked 17.4Gb Used

Issue ID	Date Created	Action By	Date Completed	Completed by
77009	17 Aug 2016	Derek Lamb	17 Aug 2016	Derek Lamb

System Generated
Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

17 Aug 2016 Derek Lamb

all upto date,

Issue ID	Date Created	Action By	Date Completed	Completed by
75173	18 Jul 2016	Derek Lamb	20 Jul 2016	Derek Lamb

System Generated
Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

18 Jul 2016 Derek Lamb

All upto date

Issue ID	Date Created	Action By	Date Completed	Completed by
73092	17 Jun 2016	Derek Lamb	21 Jun 2016	Derek Lamb

System Generated
Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

20 Jun 2016 Derek Lamb

Done

Issue ID	Date Created	Action By	Date Completed	Completed by
71476	17 May 2016	Derek Lamb	19 May 2016	Derek Lamb

System Generated

Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

17 May 2016 Derek Lamb

done

Issue ID	Date Created	Action By	Date Completed	Completed by
70008	18 Apr 2016	Derek Lamb	21 Apr 2016	Derek Lamb

System Generated

Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

18 Apr 2016 Derek Lamb

its clear

Issue ID	Date Created	Action By	Date Completed	Completed by
68775	17 Mar 2016	Derek Lamb	22 Mar 2016	Derek Lamb

System Generated

Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

17 Mar 2016 Derek Lamb

done asll upto date

Issue ID	Date Created	Action By	Date Completed	Completed by
67539	17 Feb 2016	Derek Lamb	25 Feb 2016	Derek Lamb

System Generated

Check the global mailbox,
there should be no mails more than a Day old.

Give allowance for Monday mornings, there should be no emails older than Friday afternoon.

24 Feb 2016 Derek Lamb

List is being dealt with ok