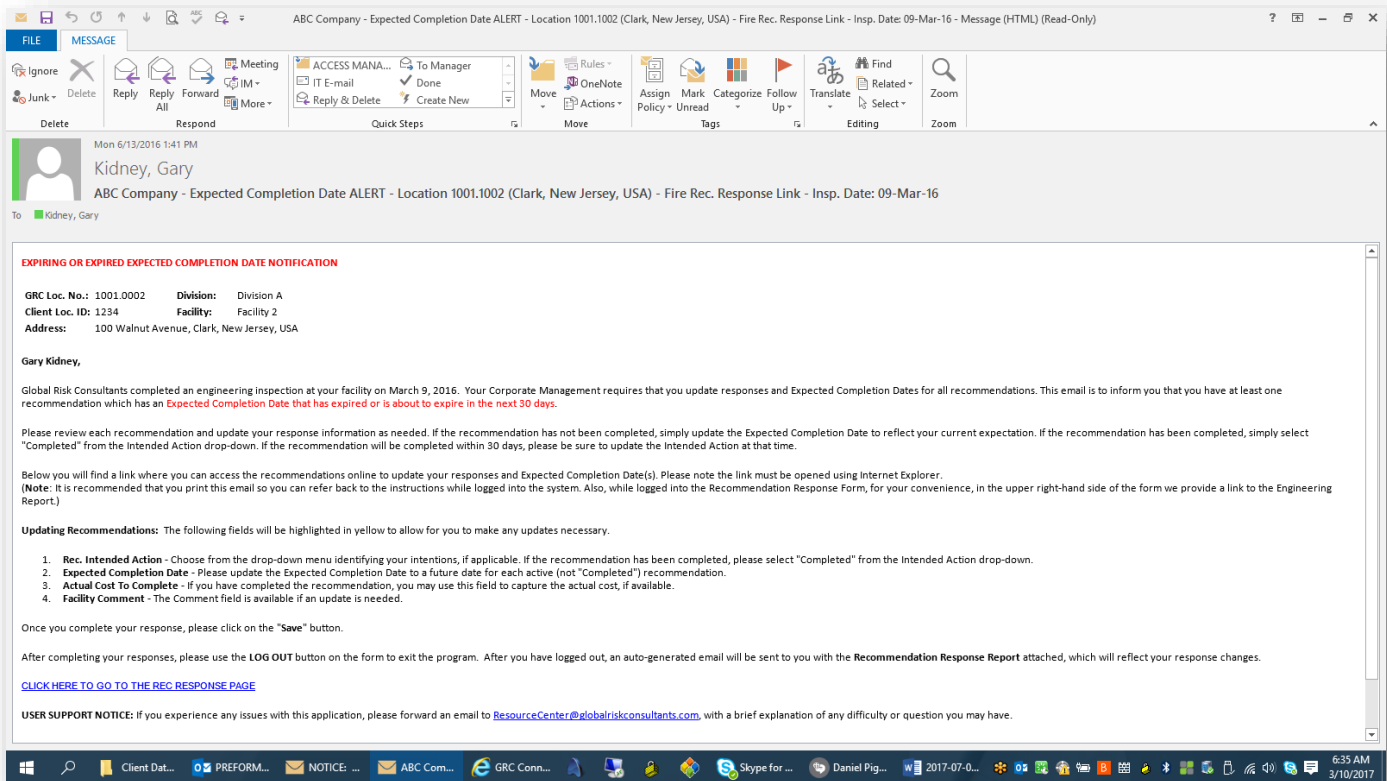


# GRC Connect

## Expired Expected Completion Date Monthly Alert

We have created an additional Auto-Rec Response monthly email alert. This email is to inform the Auto-Rec Recipient that they have at least one recommendation which has an **Expected Completion Date that has expired or is about to expire in the next 30 days**.

Below you will find the email sample that will be sent out on the **1st** of each month. As our system has the three-tier follow-up process today, this new auto-generated email will assist the client in managing these recommendations where these dates are soon to be or are out of date.



ABC Company - Expected Completion Date ALERT - Location 1001.1002 (Clark, New Jersey, USA) - Fire Rec. Response Link - Insp. Date: 09-Mar-16 - Message (HTML) (Read-Only)

Mon 6/13/2016 1:41 PM

**Kidney, Gary**  
ABC Company - Expected Completion Date ALERT - Location 1001.1002 (Clark, New Jersey, USA) - Fire Rec. Response Link - Insp. Date: 09-Mar-16

To: Gary Kidney

**EXPIRING OR EXPIRED EXPECTED COMPLETION DATE NOTIFICATION**

GRC Loc. No.: 1001.0002    Division: Division A  
Client Loc. ID: 1234    Facility: Facility 2  
Address: 100 Walnut Avenue, Clark, New Jersey, USA

**Gary Kidney,**

Global Risk Consultants completed an engineering inspection at your facility on March 9, 2016. Your Corporate Management requires that you update responses and Expected Completion Dates for all recommendations. This email is to inform you that you have at least one recommendation which has an **Expected Completion Date that has expired or is about to expire in the next 30 days**.

Please review each recommendation and update your response information as needed. If the recommendation has not been completed, simply update the Expected Completion Date to reflect your current expectation. If the recommendation has been completed, simply select "Completed" from the Intended Action drop-down. If the recommendation will be completed within 30 days, please be sure to update the Intended Action at that time.

Below you will find a link where you can access the recommendations online to update your responses and Expected Completion Date(s). Please note the link must be opened using Internet Explorer.  
(Note: It is recommended that you print this email so you can refer back to the instructions while logged into the system. Also, while logged into the Recommendation Response Form, for your convenience, in the upper right-hand side of the form we provide a link to the Engineering Report.)

**Updating Recommendations:** The following fields will be highlighted in yellow to allow for you to make any updates necessary.

1. **Rec. Intended Action** - Choose from the drop-down menu identifying your intentions, if applicable. If the recommendation has been completed, please select "Completed" from the Intended Action drop-down.
2. **Expected Completion Date** - Please update the Expected Completion Date to a future date for each active (not "Completed") recommendation.
3. **Actual Cost To Complete** - If you have completed the recommendation, you may use this field to capture the actual cost, if available.
4. **Facility Comment** - The Comment field is available if an update is needed.

Once you complete your response, please click on the "Save" button.

After completing your responses, please use the LOG OUT button on the form to exit the program. After you have logged out, an auto-generated email will be sent to you with the **Recommendation Response Report** attached, which will reflect your response changes.

[CLICK HERE TO GO TO THE REC RESPONSE PAGE](#)

**USER SUPPORT NOTICE:** If you experience any issues with this application, please forward an email to [ResourceCenter@globalriskconsultants.com](mailto:ResourceCenter@globalriskconsultants.com), with a brief explanation of any difficulty or question you may have.