

IRIS Cascade

Email Addresses

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What is the Work Email Address Field?

The **Work Email Address Field** can be found on an Employees **Main Screen** in HR and is used to communicate with the Employee via IRIS Cascade.

Several areas of IRIS Cascade rely on the **Work Email Address Field** being populated as it is the only field that can be used to send an email to the Employee within HR.

What areas of IRIS Cascade use the Work Email Address Field?

The **Work Email Address Field** is used in several different modules. In the table below we explain which modules use this field and how it is used.

Module	Details
Workflows	Any email that is sent from the Workflow Module will be sent to the address specified in the Work Email Address Field . This is the ONLY field that can be used with Workflow to send an email to an Employee.
Training	If the customer uses the Training Module, they can invite their employees to attend a training course. When the invite is generated, it can send an email to notify the employee in the outstanding invitation within IRIS Cascade.
Recruitment	If the customer uses the Recruitment Module, they will be able to use the Vacancy List dashboard chart to publish internal vacancies. When an employee clicks on a vacancy, IRIS Cascade will automatically create or log the employee into their account on the online recruitment site. When doing this it will use the Work Email Address Field .
Payroll	When Payslips and P60s are published from Payroll to HR, an email can be sent to an employee. The system will send it to the address specified in the Work Email Address Field . However, If the employee does not have a Work Email Address you can choose to send it to the employees Home Email Address which is stored on the Home Address Screen. This is the ONLY area of IRIS Cascade where you can choose to use the Home Email Address field.

What if all Employees do not have a Work Email Address?

If there are employees who do not have a **Work Email Address**, then the customer can choose to add the employees **Personal Email Address** into the **Work Email Address** Field.

This then means that any email that is sent from IRIS Cascade will be sent to the address specified in this field.

If the Customer wishes to, they can rename the **Work Email Address** field to be something more generic.

Where can the Work Email Address Field display in IRIS Cascade?

When using a **Personal Email Address** in the **Work Email Address** field it is important to consider the other areas of IRIS Cascade that can display this information.

The following areas can display this information:

- Organisation Chart
- Phone Directory
- Contact Card (MyCascade)

If the customer is going to use the employees **Personal Email Address** in the **Work Email Address** field, then it is essential that we highlight the dangers of doing this and what other areas of the system can be impacted.

We would recommend the following settings for the following areas:

- Organisation Chart – Disable access to this area of IRIS Cascade via the Employee Role.
- Phone Directory – Disable access to this area of IRIS Cascade via the Employee Role or customise the Phone Directory by removing the Work Email Address Field. This can be done by going to Admin > Phone Directory.
- Contact Card (MyCascade) – To stop the Work Email Address field from displaying on the Contact Card in MyCascade you will need to go to Admin > System Properties > Contact Card > Hide Contact Information.