

iProcurement: Managing e-mails

The iProcurement system generates a lot of emails providing you with information about the status of your requisitions and prompting you when action is necessary from you regarding an order (e.g. to approve or receipt a requisition).

For heavy iProcurement users, these emails can start to overwhelm you email Inbox, so you may find it useful to setup rules in your email system to move CUFS emails to a specific folder.

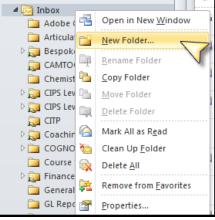
This document guides you on how to setup mail filtering rules in Microsoft Outlook 2010. Links to generic guides for other email systems are provided at the end.

Creating a folder for the iProc emails

- 1. In Outlook 2010, make sure you have your email pane selected
- 2. The first step is to create the folder for the CUFS emails to move to.

Right click on your *Inbox,* select **New Folder** and enter a suitable name for the folder e.g. iProc Emails.

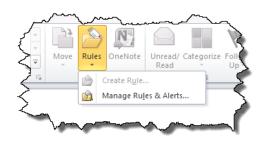




3. Click **OK** and the new folder will be listed under your inbox folder.

Creating the rules

4. From the Office Ribbon, select **Rules** and **Manage Rules and Alerts...**



5. The *Rules and Alerts* screen displays, click New Rule.



6. The *Rules Wizard* pop up window is where the type of rule is created.

Move messages from someone to a folder

Rules Wizard	7. Ensure that the relevant rule is
Start from a template or from a blank rule	highlighted
Start non a compare of non a blank rule	
Stay Organized	
A Move messages from someone to a folder	
A move messages with specific words in the subject to a folder	
A move messages with specific words in the subject to a folder	
Flag messages from someone for follow-up	
Move Microsoft InfoPath forms of a specific type to a folder	
Move RSS items from a specific RSS Feed to a folder	
Stay Up to Date	
Normal Strength Stren	
Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from someone	
Start from a blank rule	
Apply rule on messages I receive	
Apply rule on messages I send	
Step 2: Edit the rule description (dick an underlined value)	
Apply this rule after the message arrives	8. Click on people or public
from people or public group	group link, and the address book
move it to the <u>specified</u> folder	• •
and stop processing more rules	will display. All iProcurement
Example: Move mail from my manager to my High Importance folder	related emails come from UFS_Notifications@admin.cam.ac.uk
	Enter this in the From box and
Cancel < Back Next > Finish	click OK

9. Click on the **Specified** link to input which folder the message is to go too. A list of your folders will display (you may have to expand some of these), scroll down till you find the folder created in step 3 and click **OK**.

- 10. Click **Next** as this is where we specify what conditions need to be checked. In this scenario the tick will have populated for *from people or public group.*
- 11. Click **Next**, this is where we specify what to do with the message, and the relevant actions will default with a tick.

- 12. Click **Next** to display the *Exceptions* screen. It is important that email notifications which require an action from you <u>do not move</u> to the new folder, these are commonly:
 - a. Requisitions that have been rejected
 - b. Requisition that needs actioning (if you are an approver of other colleagues requisitions)

Tick the box except if the subject contains specific words.

In the bottom part of the screen click on *specific words* and enter **Rejected**, click **Add**, enter **Action Required**, click **Add**, enter **Received**, click **Add**. Finally click **OK**.

Search Text	×
Specify words or phrases to search for in t	ne subject:
	Add
Search list:	
"Rejected" or "Action Required" or "Received"	Remove
	OK Cancel

13. Click Next. The Finish rule setup screen displays summarising your rule.

14. Click Finish, Apply.

The end result is that any system generated iProcurement email that is sent from UFS_Notification, unless it has the words rejected, received, action required in the subject, will go to the new folder.

Other Guides to Mail Filtering

- Outlook 2007 Managing messages by using rules
- Mozilla Thunderbird Message Filters
- Apple Mail <u>How to Create Apple Mail Rules</u>
- Googlemail <u>Using Filters</u>