



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).

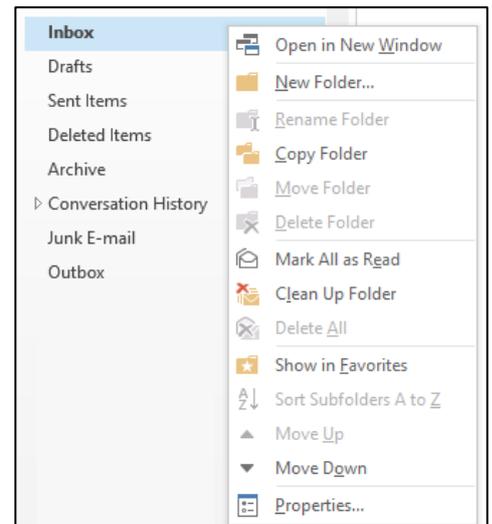
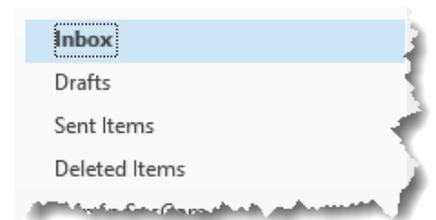
For heavy iProcurement users, these emails can start to overwhelm you email Inbox, so you may find it useful to setup rules in your email system to move CUFS emails to a specific folder.

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

Creating a folder for the iProc emails

1. In Outlook, 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.

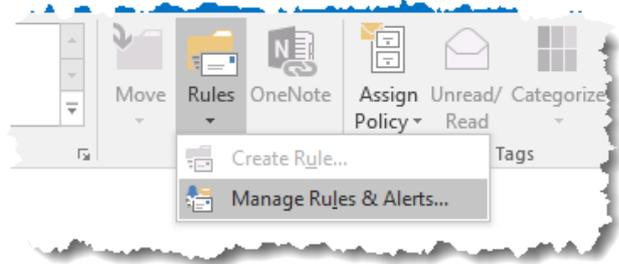


3. Click **OK** and the new folder will be listed under your inbox folder.

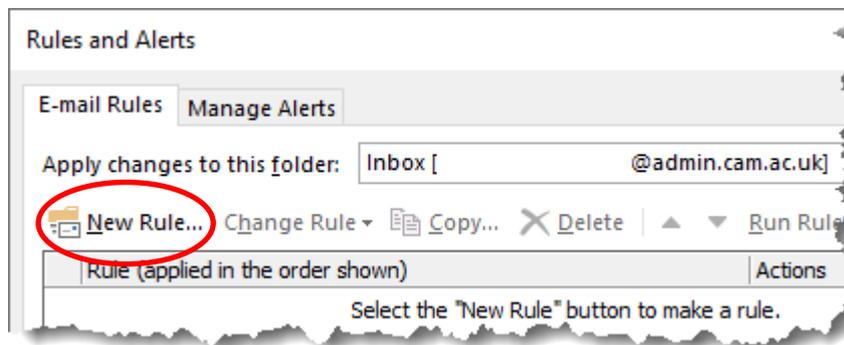


Creating the rules

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



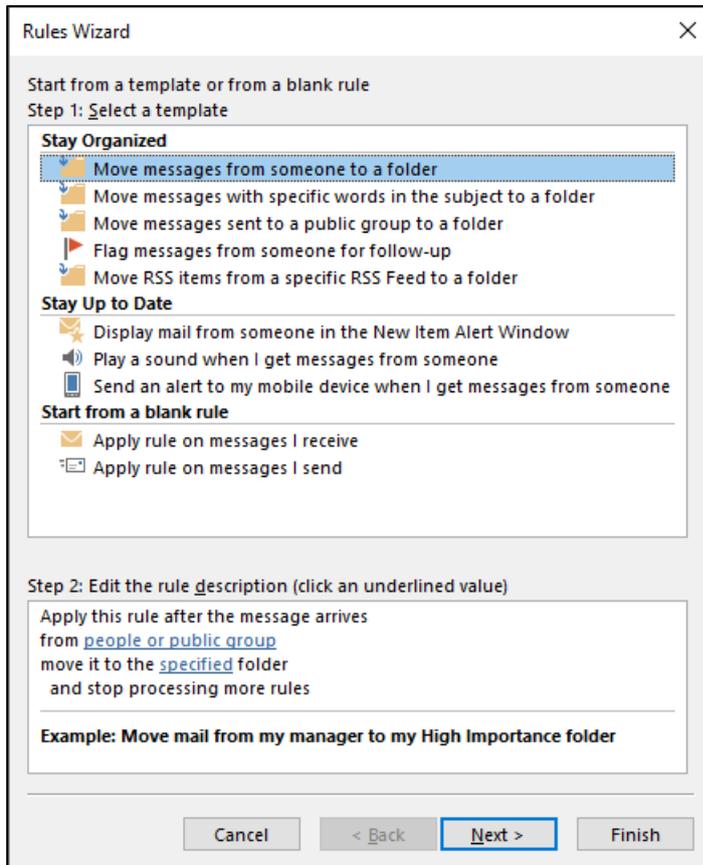
5. The **Rules and Alerts** screen displays, click **New Rule**.



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



Move messages from someone to a folder



7. Ensure that the relevant rule is highlighted

8. Click on **people or public group** link, and the address book will display. All iProcurement related emails come from UFS_Notifications@admin.cam.ac.uk Enter this in the **From** box and 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 do not move 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 the 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

- All other Outlook versions – [Manage email messages by using rules](#)
- Mozilla Thunderbird – [Organize Your Messages by Using Filters](#)
- Apple Mail – [Use rules to manage emails you receive in Mail on Mac](#)
- Gmail – [Create rules to filter your emails](#)