To alert users and approvers to various activities, the CorePersonnel system generates various notifications. For some departments/individuals these may not all be useful. We recommend you set up an Outlook rule to delete or move notification alerts you are not interested in.

In OUTLOOK Navigate to: File > Info > Rules and Alerts...

1. Click on New Rule to open the Rules Wizard:

2. Select Move messages with specific words in subject to a folder.

3. Click on specific words.
4. Set the specific words to be "has been submitted and is awaiting approval". Click then.

5. Click :

6. Click on specified folder.

7. Select the folder to move the items to e.g. Deleted Items. Click OK.

8. Click :

9. Select ‘move it to the specified folder’.

10. Click :
11. Select ‘except if the body contains specific words’.

12. Click on specific words.

13. Set the specific words as required e.g., your name, ‘Academic’ etc.

14. Click Add after each word/set of words, then OK when your exception list is complete.

15. Click Next >.
16. Select to turn on the rule and whether to run the rule on items in your in box already.

17. Click Finish.