Voucher Created Email Notification Instructions
October 8, 2018

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Requested By Notification Center

1. Beginning October 8, 2018 the person listed as “Requested by” is the person requesting the order for the goods/services. This person will only be receiving the Voucher Created email notifications for this order.

2. If you need to make a change to the Requested by person after the order is workflow complete, please contact preqs@uiowa.edu. The team will need the Purchase Order number, full name and HawkID of the Requested by person that the order is changing to.
Requested By Outlook Rule (Optional)

1. If you are the Requested by person, and you would like to have your Voucher Created Emails forwarded to another individual(s) you will need to create a Microsoft Outlook rule. This functionality has replaced the Maintain your requestor relationships that used to exist in APPO which has been disabled.

2. Open a Voucher Created Email and click on “Rules” in the Outlook Ribbon.

3. Click “Create Rule”.

4. Create Rule pop-up window displays.
   a. Check the box, “From Accounts Payable”
   b. Check the box, “Subject contains”
   c. IMPORTANT! Remove the reference in the email subject line ‘on mm/dd/yyyy’. This step is needed so that this rule is not dependent on the specific date in the subject line.
d. Check the box “Sent to” me only

e. Click “Advanced Options…”

5. Rules Wizard pop-up window displays.
   a. Click “Next”
b. Check the box, “forward it to people or public group”.

c. Under Step 2, click the underlined text “people or public group” to add people from the directory you wish to have your Voucher Created email forwarded to.
d. Use the Search box to find the person you would like to add.

![Screenshot of the Rule Address window with search bar and address book]

e. Click “To” to add the person.

![Screenshot of the Rule Address window with the selected person added to the To field]

f. If you wish, repeat the search to add multiple people to this rule.

g. Click “OK” when you are done adding people to the rule.

![Screenshot of the Rule Address window with the OK button highlighted]
h. Click “Next”.

![Image of Rules Wizard window]

i. Click “Next”.

![Image of Rules Wizard window with additional options selected]

![Image of Rules Wizard window with rule description and next button highlighted]
j. Specify a name for this rule.
   i. Example…”Voucher Created Email”

k. Verify the Step 3 information and if it looks good, click “Finish” to complete the rule.
6. If you need to make changes to the Outlook rule, click “Rules” in the Outlook Ribbon.

7. Click “Manage Rules & Alerts…”

8. Rules and Alerts pop-up window displays.