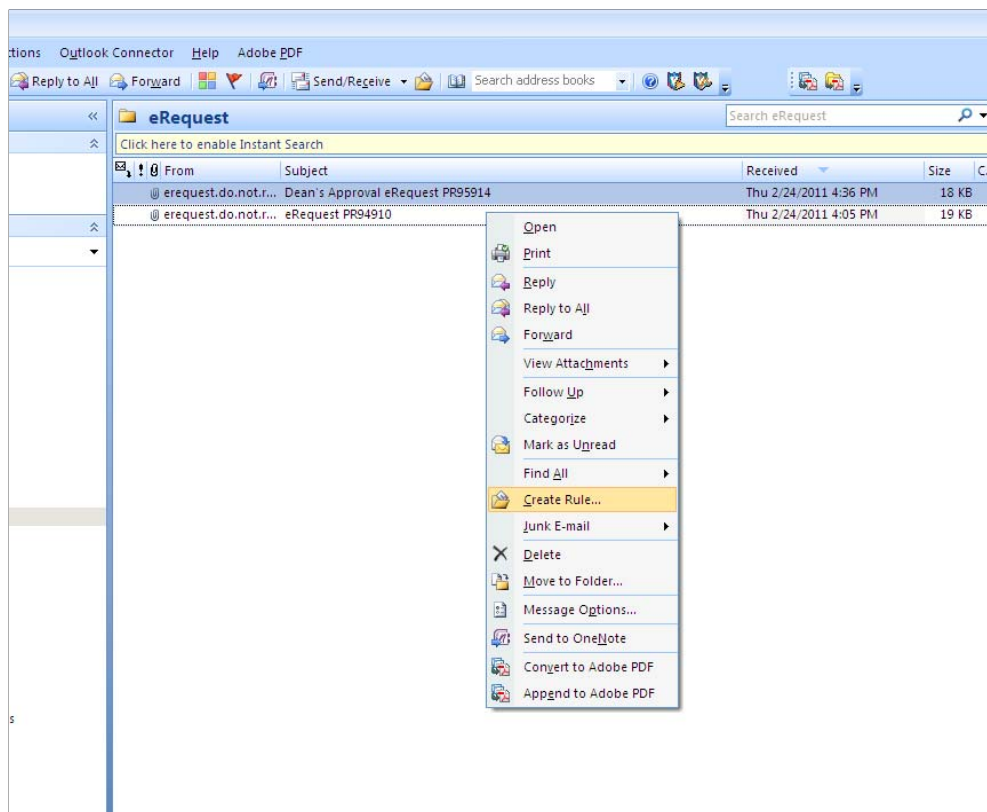


The agility of the online procurement tool, eRequest, allows for several options when approval by chairs or directors is needed. Approvals can be given by forwarding the automatic eRequest e-mail notification to the fiscal officer with approval or by logging into eRequest and electronically approving through the system.

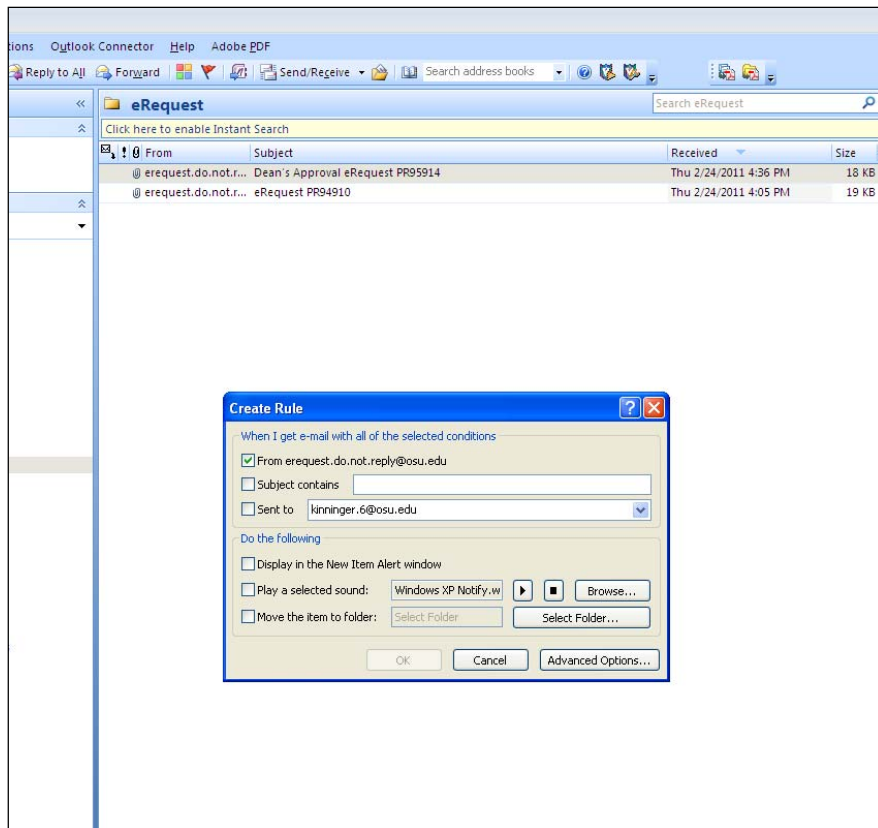
The Office of Finance & Business Services recommends that e-mail notifications requesting approval for eRequest entries be sent directly to a specified folder. By creating an Outlook rule where every notification from eRequest is sent to the specific folder, there will be no need to wade through inbox e-mails to find each notification. Compared to logging in to eRequest, sorting through the worklist for each request, and opening each one to approve, approving by e-mail decreases the time spent on processes.

Creating the Outlook rule, self set-up:

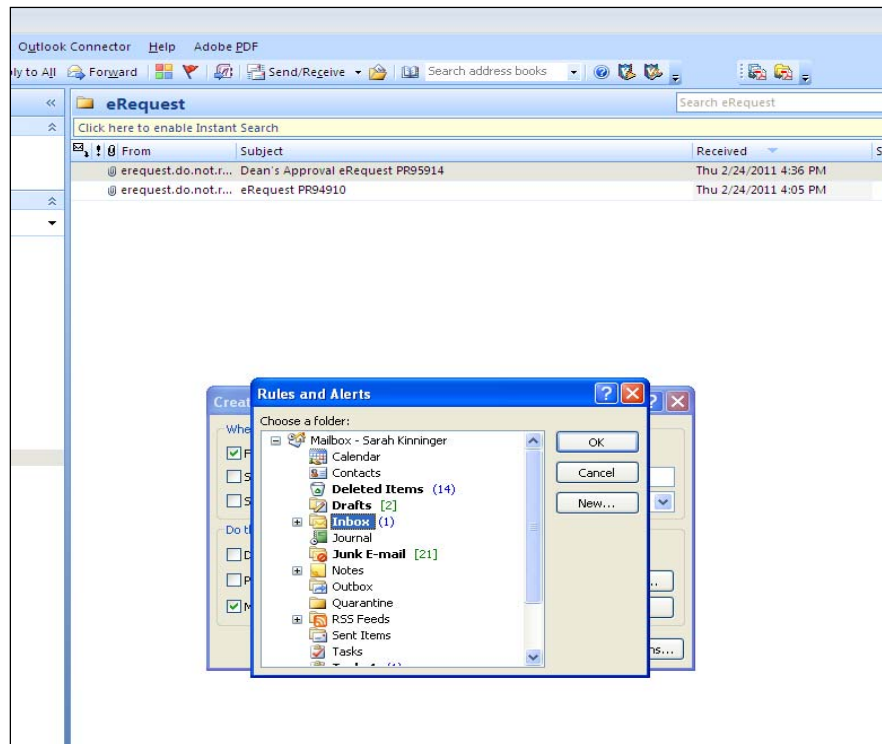
- Right click on any eRequest notification e-mail in your inbox. Select “Create Rule”



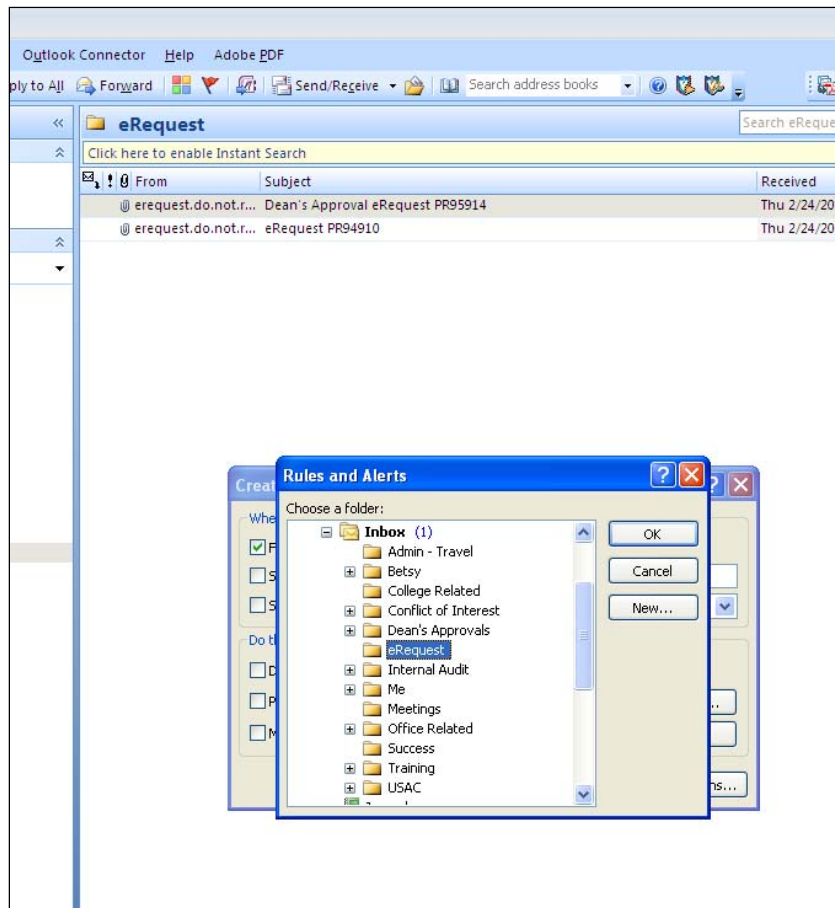
- On the subsequent pop-up window, from the top half of options “When I get e-mail with all of the selected conditions,” select “From erequest.do.not.reply@osu.edu. You do not need to select any of the other options at the top. The two other options can contain text (i.e. the subject or the e-mail address) and will not affect the rule.



- From the bottom half of options, “**Do the following**,” select “Move the item to folder” – a new box will appear with “Inbox” highlighted (click on “Inbox” if not to highlight), select “new” from the options on the right side.



- The new folder can be entitled “eRequest.”
- Select “OK” to return to the previous window. Here you will see the new folder has been created in your inbox.



- Select “OK” to finish creating the folder and return to the beginning window. Select “OK” again to finish creating the rule.

From this point on all e-mail notifications coming from eRequest will be sent directly to the eRequest folder in your inbox instead of the main inbox. If there are new messages in the eRequest folder, the font of the eRequest folder title will be in bold, just like the Inbox title font (along with the number of unread messages).