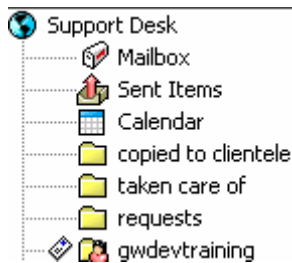


# GroupWise Client

## Rules



### GroupWise Rules

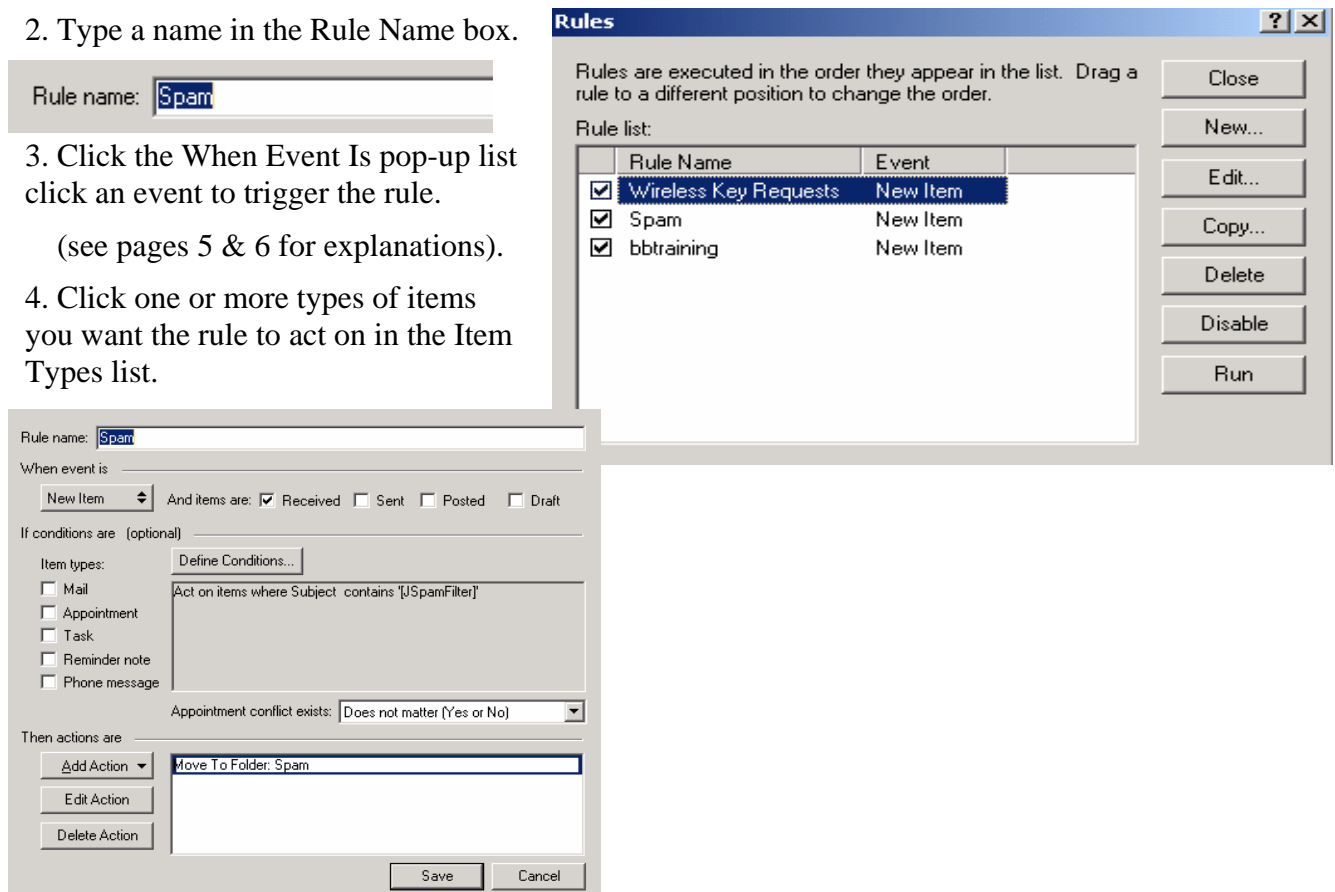
Use Rules to define a set of conditions and actions to be performed when an item meets those conditions.

When you create a rule, you must do the following:

- Name the rule.
- Select an event. The event is the trigger that starts the rule.
- Select the types of items that will be affected by the rule.
- Add an action. The action is what you want the rule to do when it is triggered.
- Save the rule.
- Make sure the rule is enabled.

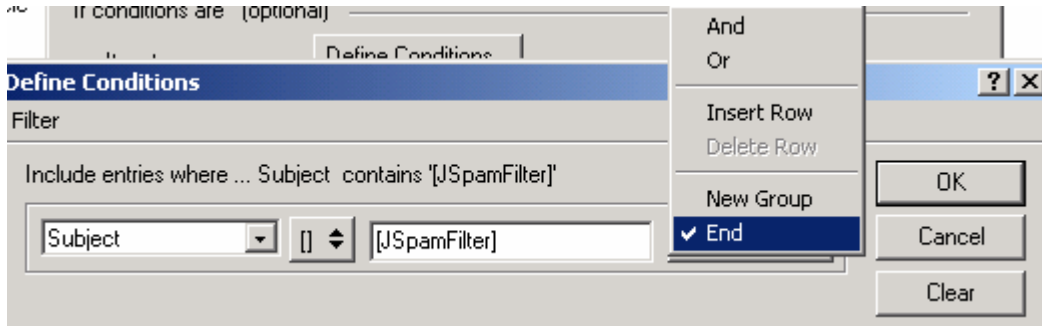
### Create a rule

1. Click Tools > Rules > New.
2. Type a name in the Rule Name box.
3. Click the When Event Is pop-up list click an event to trigger the rule.  
(see pages 5 & 6 for explanations).
4. Click one or more types of items you want the rule to act on in the Item Types list.

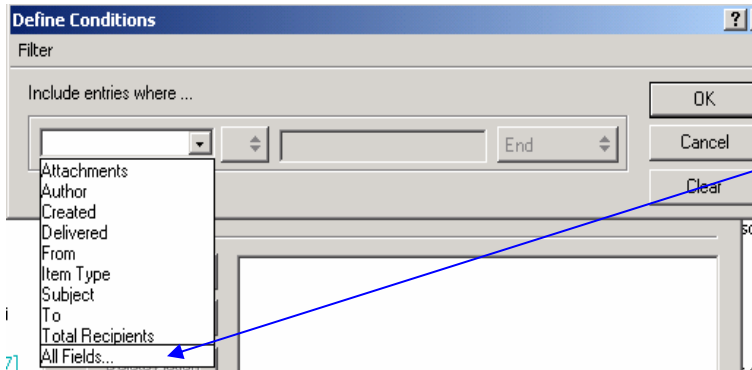


If you want to further limit the items affected by the rule, click **Define Conditions**.

In this example we are creating a Rule for Spam mail. This rule triggers the emails found and then moves them to another folder we created.



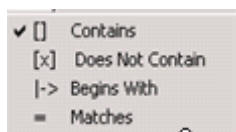
1 Include entries where...select the appropriate conditions OK



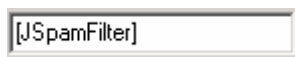
below is a complete list if you click on All Fields,

All Filter Fields		
Fields:		
Account	Due / End Date	Send Options
Annotation	Filename Extension	Size
Assigned Date	From	Started
Attachment List	Item Status	Subclass
Attachments	Item Type	Subject
Author	Library	Task Category
Caller's Company	Message	Task Priority
Caller's Name	My Subject	Thread State
Caller's Phone Number	Nexic Note	To
Category	Number Accepted	Total Recipients
Cc	Number Completed	Version Created Date
Copy Type	Number Deleted	Version Creator
Created	Number Opened	Version Description
Date Opened	Number Replied	Version Number
Delivered	Opened By	Version Status
Document Created Date	Place	View Name
Document Creator	Posted By	
Document Number	Priority	
Document Type	RecordID	

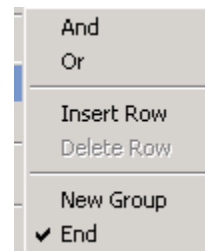
2. How this entries handles



3. Type in the wording needed to filter successfully.



4. If you are ready to end this conditioner select End.



Click OK.

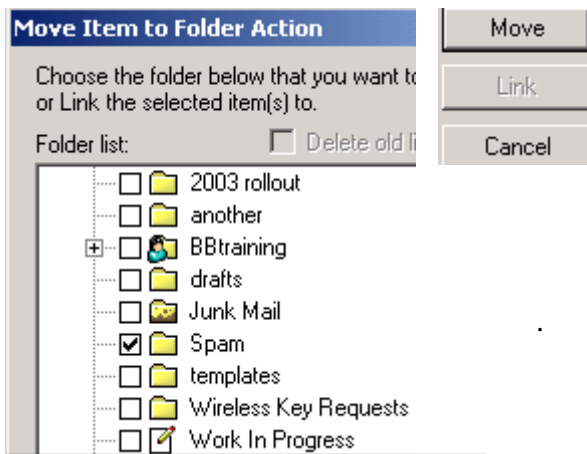
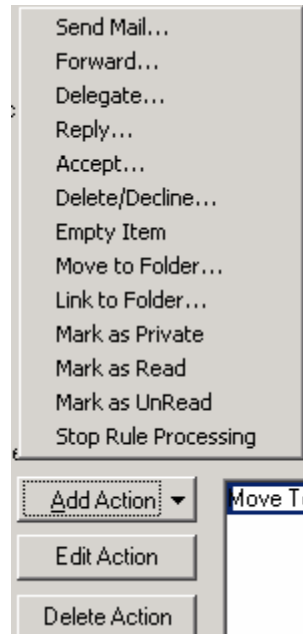
5. Click Add Action



This will pop up a box for you to select the action you want the rule to perform

In our example we are going to select Move to Folder, We have created a folder called Spam before starting this rule.

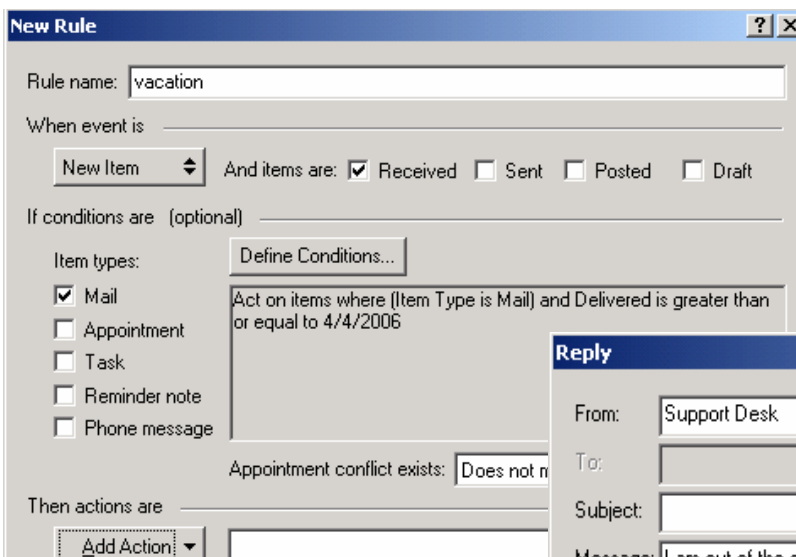
6. Find the folder you want to use, click the box to add a checkmark..



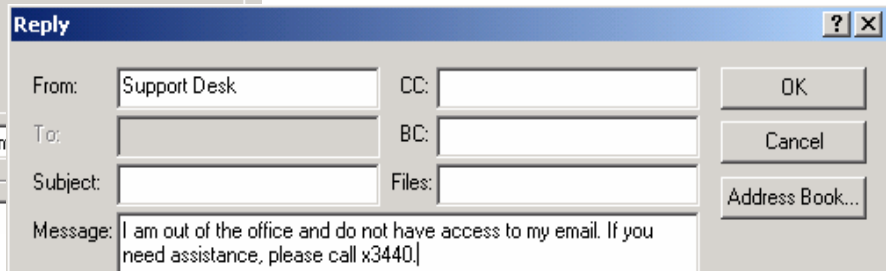
8. Click Move  
9. Click Save.

Here is an example of a **Vacation Rule**. This person will be away from the office on 4/4/06 with no access to their email:

Click Tools > Rules > New. Type a name in the Rule Name box - vacation.

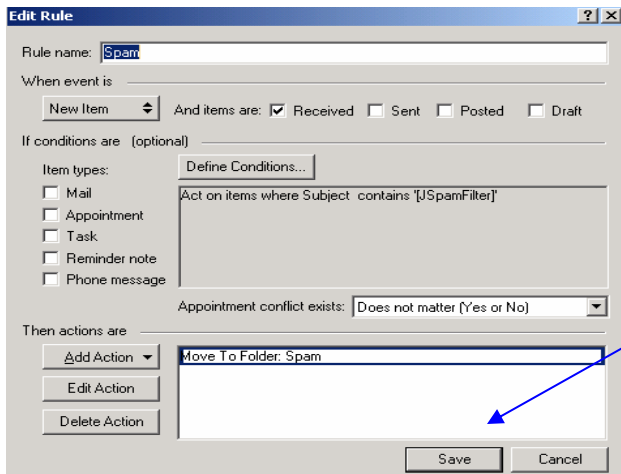
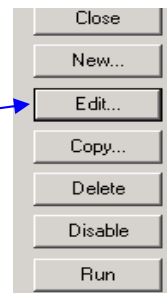


Make sure you check the box to enable. When you come back, uncheck the box. Next time you need to use it, select Edit and make your changes in the date.



## Edit a rule

1. Click Tools > Rules
2. Click the rule you want to edit
3. Click Edit
4. Make changes to the rule



this is where you can edit the condition of the rule, change the action that takes place, etc

5. Click Save

## Enable or Disable a rule

A rule must be enabled before it can be triggered.

When a rule is enabled it is marked with a check. When you disable a rule, the rule cannot be triggered. However, the rule is still listed in the Rules dialog box so you can enable the rule when you need it again.

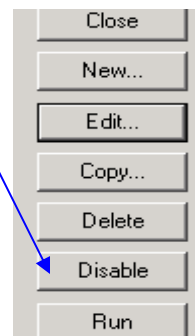
1. Click Tools > Rules.
2. Click the rule you want to enable or disable.
3. Click Enable or Disable.

An enabled rule has a check mark in the box.

## Run a rule manually

1. Click the items or folders that you want affected by the rule
2. Click Tools > Rules
3. Click the rule you want to run manually.
4. Click Run > Close.

Rule list:	
Rule Name	Event
<input checked="" type="checkbox"/> Wireless Key Requests	New Item
<input checked="" type="checkbox"/> Spam	New Item
<input checked="" type="checkbox"/> bbtraining	New Item



## Delete a rule

1. Click Tools > Rules.
2. Click the rule you want to delete
3. Delete
4. Yes



## Events That Trigger a Rule

- **New Item**

The rule is triggered when a new item is placed in your GroupWise® Mailbox. Clicking Received lets incoming items trigger the rule. Clicking Sent lets items you send trigger the rule. Clicking Posted triggers the rule each time you create a posted appointment, reminder note, or task. Clicking Draft lets items marked as unfinished or draft trigger the rule.

- **Filed Item**

The rule is triggered when an item is placed in a specific folder. If you do not specify a folder, the rule is triggered when an item is moved to any folder.

- **Open Folder**

The rule is triggered when you open a specific folder. If you do not specify a folder, the rule is triggered when you open any folder.

- **Close Folder**

The rule is triggered when you close a specific folder. If you do not specify a folder, the rule is triggered when you close any folder.

- **Startup**

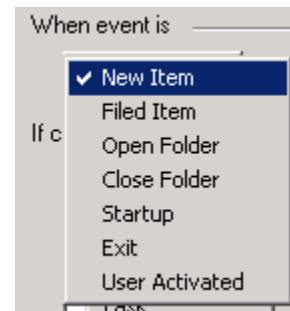
The rule is triggered when you start GroupWise.

- **Exit**

The rule is triggered when you exit GroupWise.

- **User Activated**

The rule can only be triggered manually by selecting the rule in the Rules dialog box, then clicking Run. For example, instead of a rule always moving certain items into a folder, you may want the items to accumulate in your Mailbox until you're ready for them to be moved all at once. To trigger a rule manually, you must first select the items or folders the rule will affect in your Mailbox or Calendar view.



**Note** -The rule actions occur after you close the Rules dialog box.

## Actions a Rule Can Perform

- **Send Mail**

Sends a prepared mail message to the recipients you specify when the rule conditions are met. For example, if you need to inform your boss each time you receive a monthly report from another group of people, you can have a rule send a message as soon as you receive the report.

- **Forward**  
Forwards items to one or more users when the rule conditions are met. For example, if you are on a core team, you can have a rule forward meeting minutes to extended team members.
- **Delegate**  
Delegates an appointment, reminder note, or task to another user when the rule conditions are met. For example, if someone is covering for you while you're away from the office, your rule can delegate appointments, tasks, or reminder notes to that person.
- **Reply**  
Sends a prepared reply to the sender when the rule conditions are met. For example, if you need to be out of the office for several days, your rule could send a reply to incoming items indicating when you'll be back. You might want to use Define Conditions to prevent replies going to mail list servers and other large groups.
- **Accept**  
Accepts an appointment, reminder note, or task when the rule conditions are met. For example, your rule could accept all appointments from a specific individual.
- **Delete/Decline**  
Deletes or declines any item when the rule conditions are met. For example, your rule could decline any appointment scheduled for a certain day of the week if you are always unavailable for meetings on that day.
- **Empty Item**  
Deletes items from the Trash when the rule conditions are met. For example, your rule could empty items received from a company that routinely sends you junk mail.
- **Move to Folder**  
Moves items to a folder when the rule conditions are met. For example, you may want all items with certain words in the Subject box moved to a common folder.
- **Link to Folder**  
Links items to one or more folders when the rule conditions are met. Linking an item to a folder lets you view the item from more than one folder. For example, if you have an item that relates to Marketing and Personnel, you can place it in the Marketing folder, then link it to the Personnel folder. You can then open the item from either folder.
- **Mark as Private**  
Marks all items matching the rule conditions as Private. When an item is marked Private, you can restrict your proxies from having access to the item. For example, your rule could mark Private all items from your family members.
- **Mark as Read**  
Marks all items matching the rule conditions as if they have been read. For example, if you are skimming a reply thread in a shared folder and don't want to follow the thread anymore, your rule could mark all the items in the thread as if they had been read so they wouldn't sort at the top of the Item List.
- **Archive**  
Archives items when the rule conditions are met. For example, your rule could archive all items regarding a certain subject. Archive is not available to use as an action when the triggering event is New Item or Filed Item.
- **Mark as Unread**  
Marks all items matching the rule conditions as if they have not been read. For example, you could create a user-activated rule to mark as unread all items you have opened from your manager to remind yourself to re-read or act on them.

