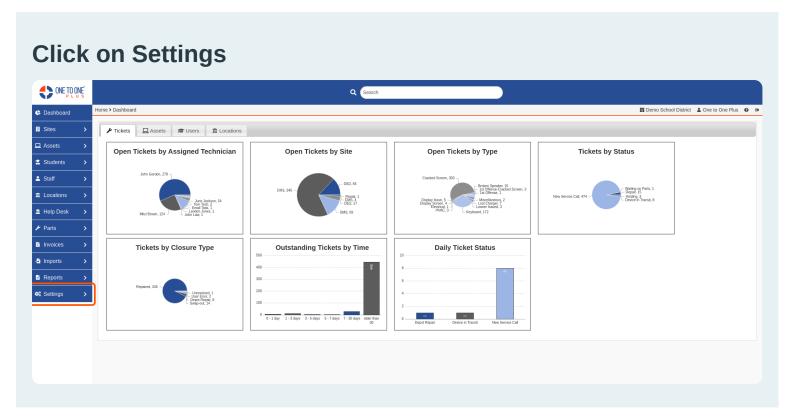
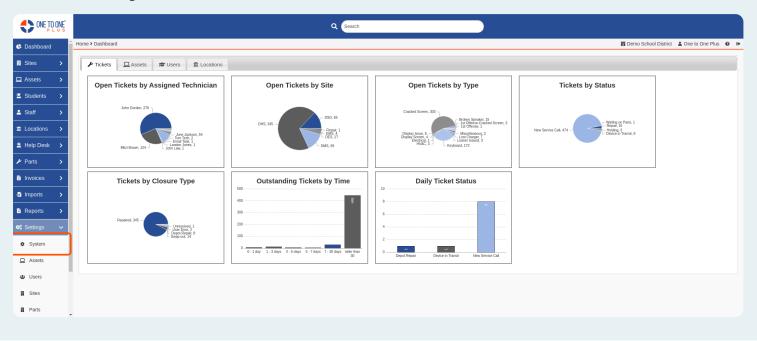
Setup Rules

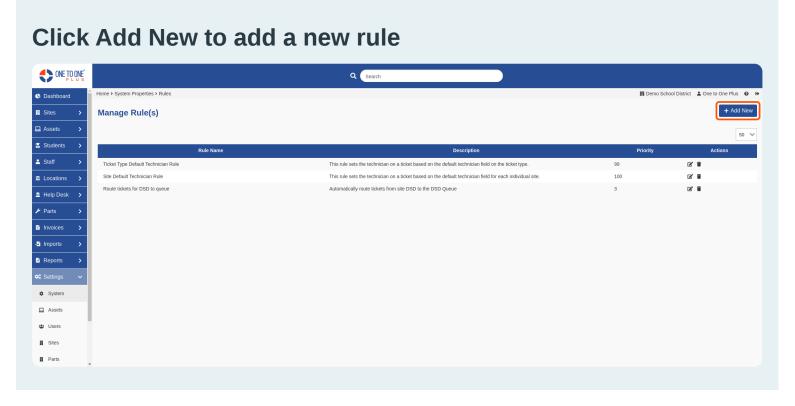
Author: Zac CogginsUpdated: 2 years ago



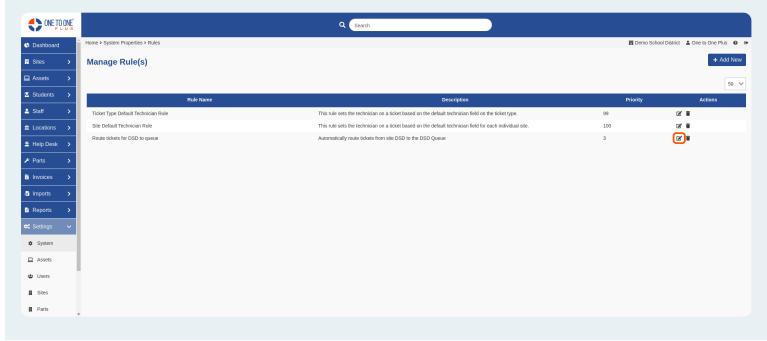




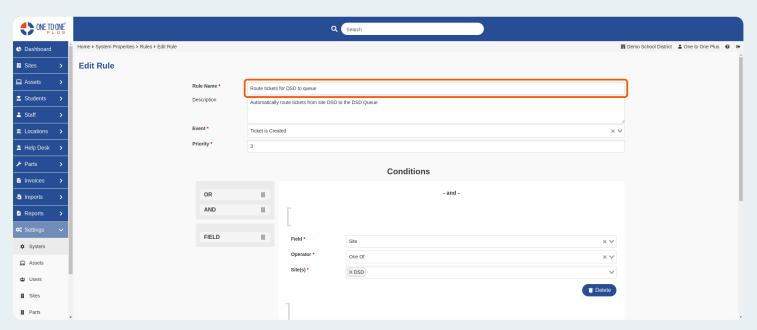
Click on Rules ONE TO ONE ♣ Dashboard **System Properties** ☐ Assets System Settings ≜ Staff Email Groups Student Changes, Asset Changes, etc. User Roles User Groups School Years SMTP Configurations User Logins Gmail, Office 356, etc. ▶ Parts Rules Custom Emails - Imports



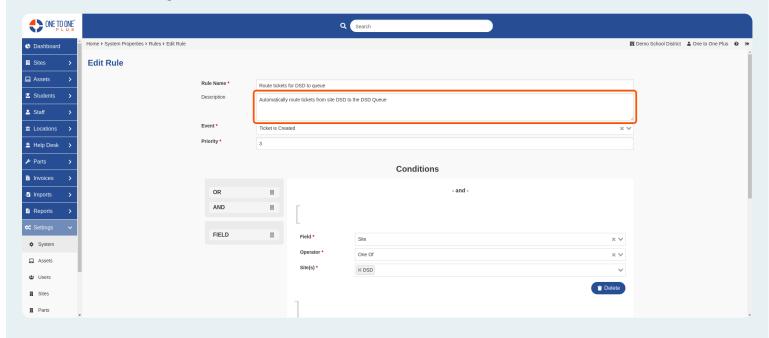
Click on Edit to edit an existing rule



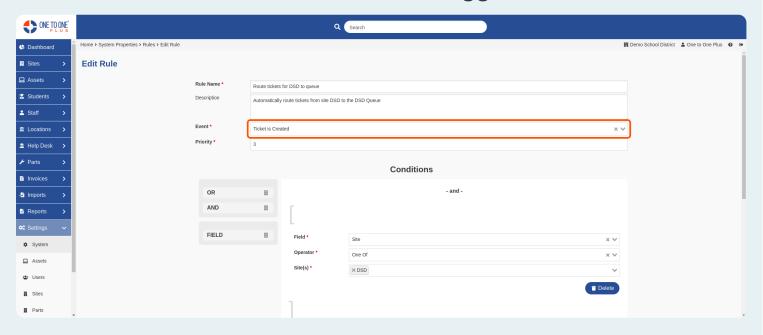
Enter a name for the rule



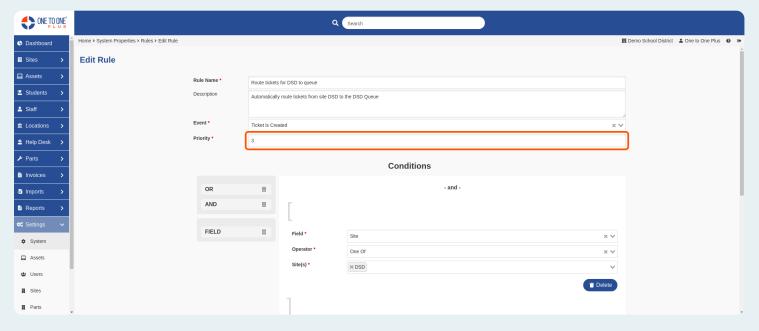
Add a description of the rule



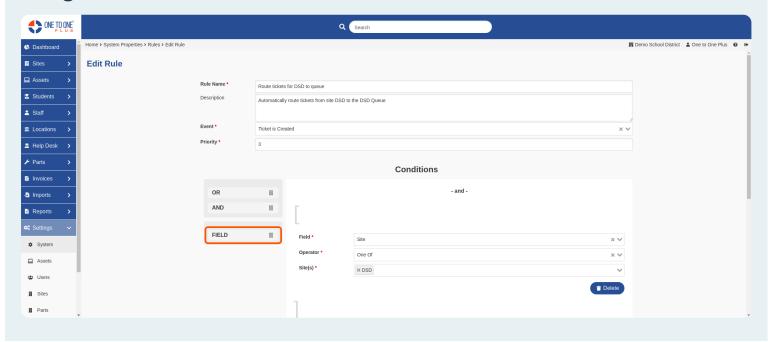
Select an event from the list that will trigger the rule



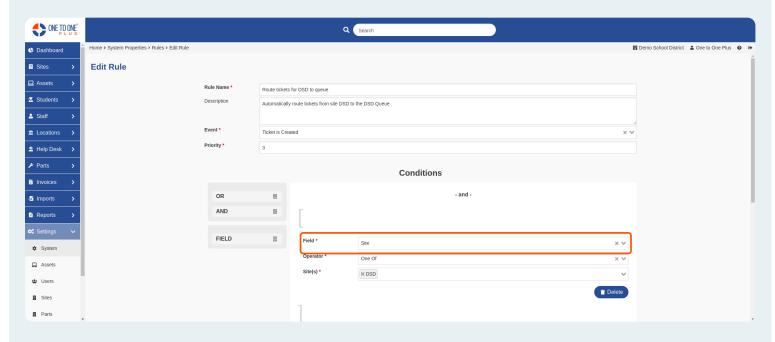
Add a priority for the rule as they will process in priority order (#1 being the highest priority)



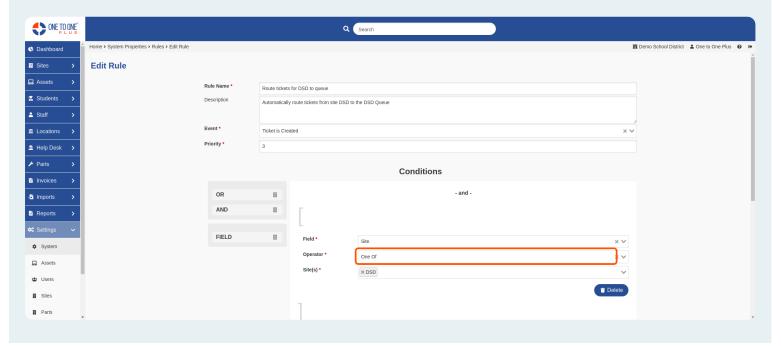
Drag a field into the Conditions area



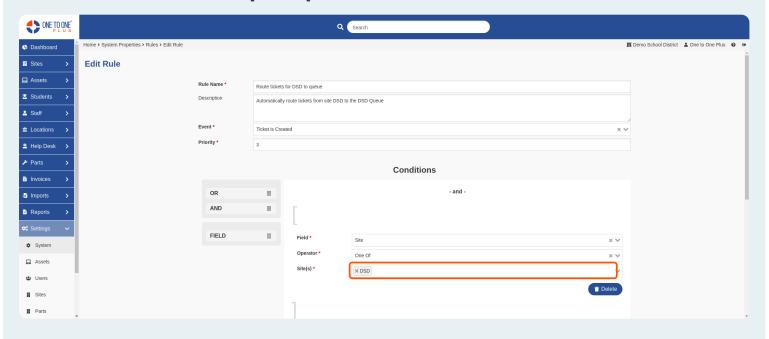
Select a field from the list



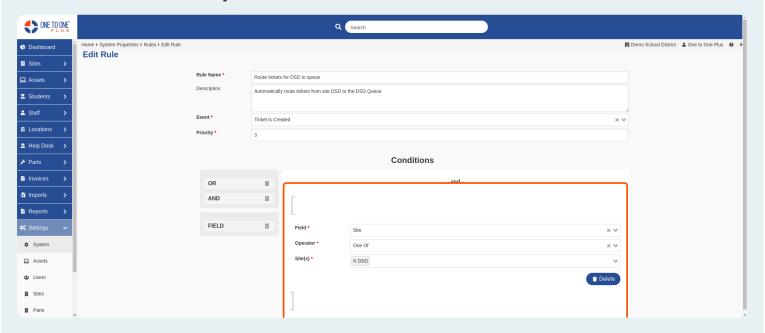
Choose whether the field is "one of" or "not one of" from the list



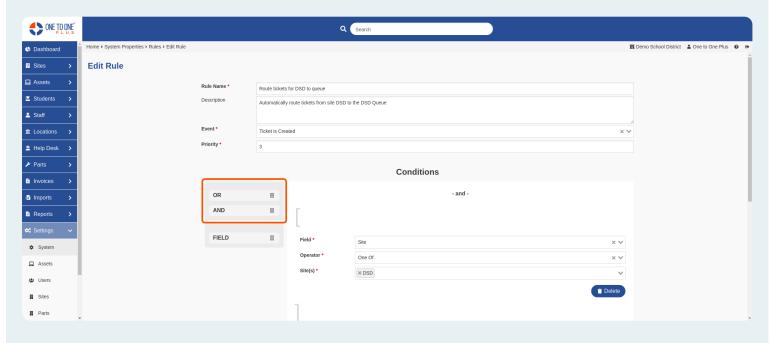
Select the options that you wish to include in the condition. You can select multiple options.



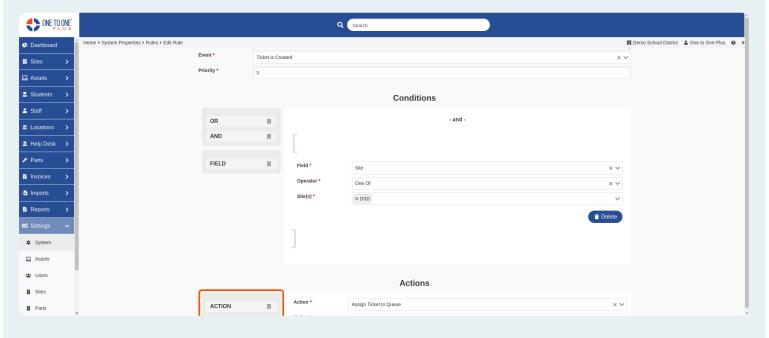
You can add multiple conditions.



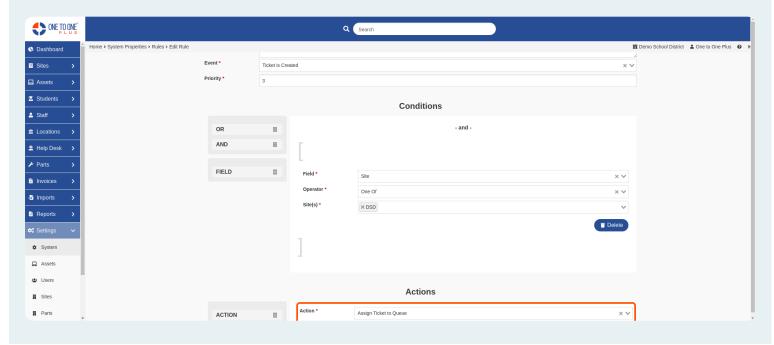
You can select whether you want multiple conditions to be meet an "and" conditions as well as "or" conditions



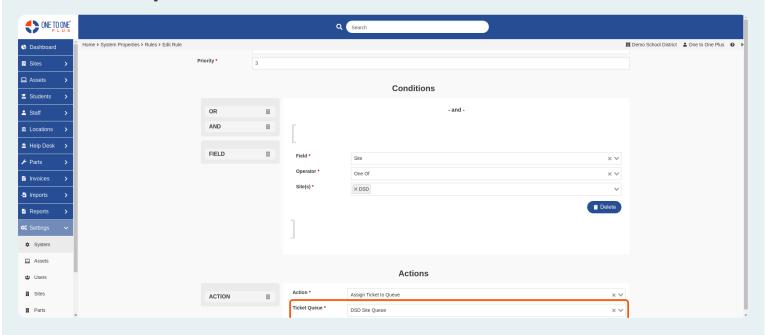
Drag the action button into the Action area



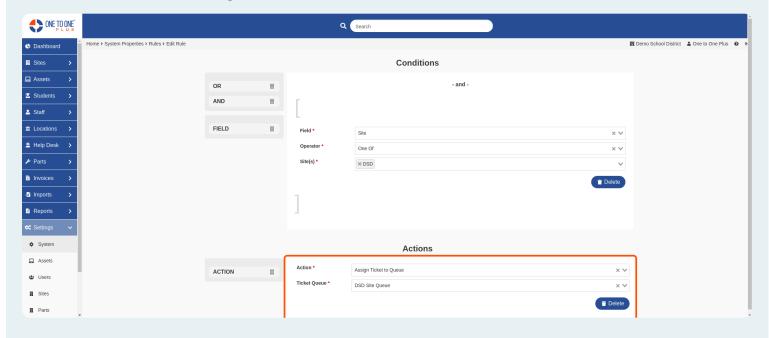
Select an Action from the list



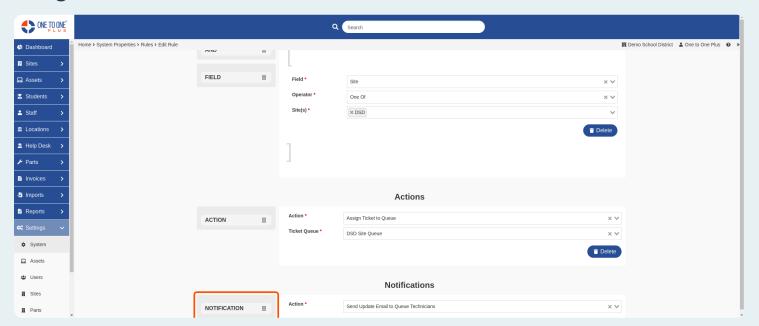
Select the options that meet the desired action from the list



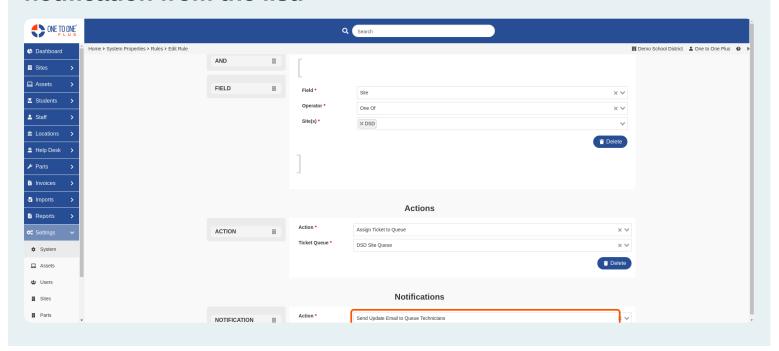
You can add multiple actions to a rule



Drag a notification box into the Notifications area



Select the type of notification and the users to receive the notification from the list.



Click Save

