Function Name:

Check Proof and Inform Only Absence

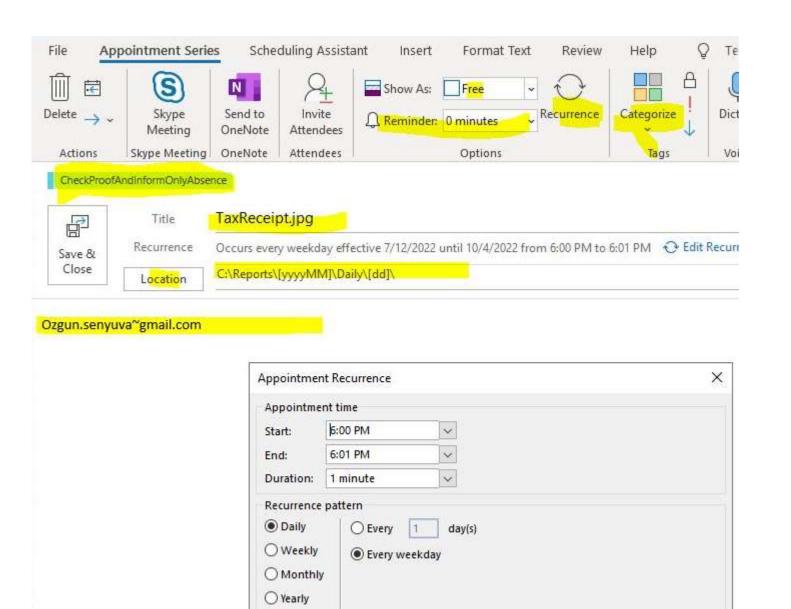
Description:

This function is a slightly different version of Check Proof File function (see related document first). While "check proof file" function informs about both the existence and non-existence of target file, "Check Proof and Inform Only Absence" function only informs the recipients if target file is not available. You can prefer using this function if proofs need to be checked more then one time throughout the day. You will not be informed more than once in a day if proof checking is successful.

How to use:

- You should enter path of proof file into appointment's location field.
- You should enter file name (with suffix like [tax.jpg]) into appointment's title field.
- > You should enter your recipients into appointment's body field
- > Create a new category in Outlook with name "CheckProofAndInformOnlyAbsence" (if you have not created before) and select this category.
- > Turn on reminder. Set recurrence frequency. All done.
- > When the appointment's reminder pops out macro/function will run.
- You should dismiss the reminder after it pops out to avoid possible duplicate e-mail submissions.

Sample appointment entry:



End by:

O End after:

O No end date

Tue 10/4/2022

occurrences

Range of recurrence

Tue 7/12/2022

Start: