

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 than 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:

File Appointment Series Scheduling Assistant Insert Format Text Review Help Te

Delete → Skype Meeting Send to OneNote Invite Attendees Show As: Free Reminder: 0 minutes Recurrence Categorize Tags

Actions Skype Meeting OneNote Attendees Options Tags Voi

CheckProofAndInformOnlyAbsence

Save & Close

Title TaxReceipt.jpg

Recurrence Occurs every weekday effective 7/12/2022 until 10/4/2022 from 6:00 PM to 6:01 PM Edit Recur

Location C:\Reports\[yyyyMM]\Daily\[dd]\

Ozgun.senyuva@gmail.com

Appointment Recurrence

Appointment time

Start: 6:00 PM

End: 6:01 PM

Duration: 1 minute

Recurrence pattern

☒ Daily ☐ Every 1 day(s)

☐ Weekly ☒ Every weekday

☐ Monthly

☐ Yearly

Range of recurrence

Start: Tue 7/12/2022 ☒ End by: Tue 10/4/2022

☐ End after: 61 occurrences

☐ No end date