Function Name:

Check Proof File

Description:

There might be some tasks need to be completed by cut-off times throughout a day. Missing any of these cut-offs could lead some troubles with counterparties or penalties imposed by regulators. Therefore, saving a proof (a screenshot in jpg format) after completion provides kind of an insurance against possible incidents.

"Check Proof File" function looks for these jpg files at specific times of day. If it does not find the proof file, sends an e-mail to recipients (team members in most cases) with a text message of *"… file not found, task may not be completed*".

If it finds the file, attaches it to an e-mail and sends to recipients with a text message of *"… task is completed. Click to see proof / screenshot."*

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 "CheckFileProof" (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

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

Actions | Skype Meeting | OneNote | Attendees | Options | Tags

CheckFileProof

Save & Close

Title: TaxReceipt.jpg

Recurrence: Occurs every weekday effective 7/12/2022 until 10/4/2022 from 1:26 PM to 1:27 PM | Edit Recu

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

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Appointment Recurrence

Appointment time

Start: 1:26 PM

End: 1:27 PM

Duration: 1 minute

Recurrence pattern

- (●) Daily
- ( ) Weekly
- ( ) Monthly
- ( ) Yearly

( ) Every 1 day(s)

(●) Every weekday

Range of recurrence

Start: Tue 7/12/2022

(●) End by: Tue 10/4/2022

( ) End after: 61 occurrences

( ) No end date