



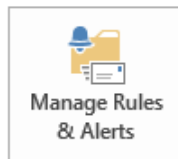
Automatic Notifications

Setting up email filters in outlook

Your outlook client has email filter rules that can be applied to the Akari notifications to move them into a separate folder, which will help keep your inbox clear, and allow you to easily find the relevant notification. The following instructions apply for Outlook 2013, please google alternate instructions if you are using a different email program.

1. In Outlook 2013, select **File** from the top banner
2. Click on **Manage Rules & Alerts** to bring up the Rules & Alerts pop-up
3. In the **E-mail Rules** tab, select **New Rule...** to bring up the Rules Wizard

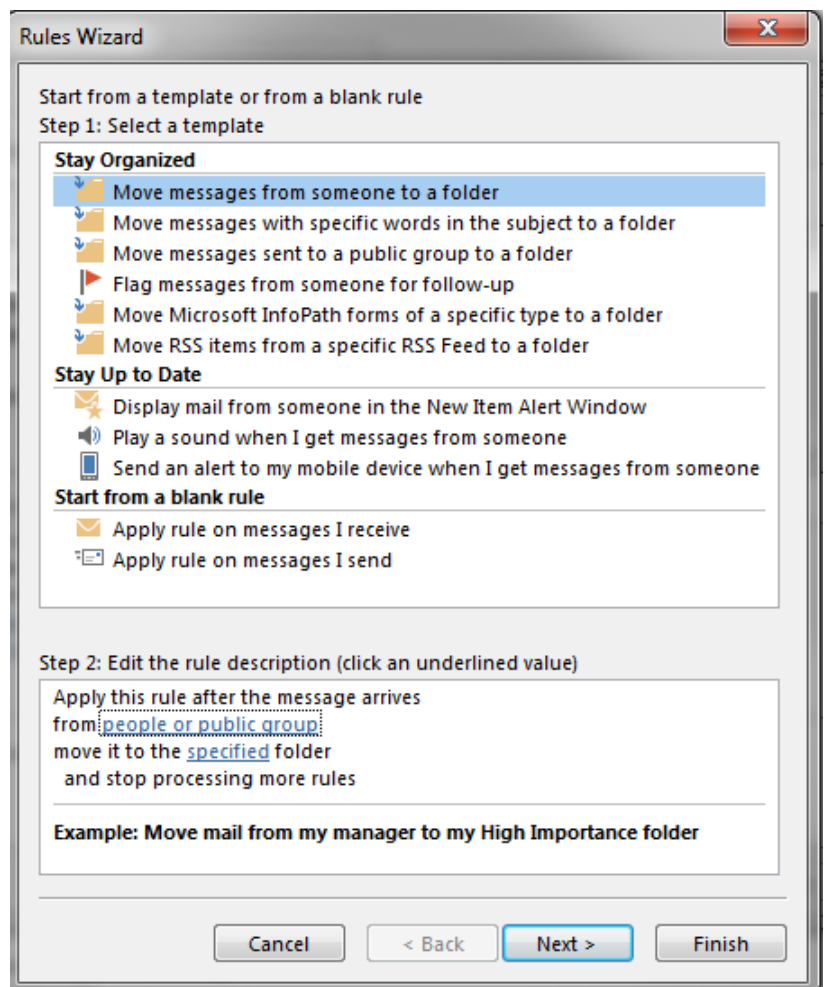
4. Under step 1 select the **Move messages from someone to a folder** template



Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

5. Under step 2, click on the underlined **people or public group**, which will bring up the global address book. Enter the following email address into the **From** field: noreply@eduxio.com
6. Under step 2, click on the underlined **specified** folder, which will bring up a list of all of your inbox folders. Click **New** to create a new folder, and enter the name **Akari Emails**
7. Click **Next**
8. Add in additional conditions if desired (not required) and click **Next**
9. Add in additional actions if desired (not required) and click **Next**
10. Add in any exceptions if desired (not required) and click **Next**
11. Add a name for the rule in step 1, and select both **Run this rule now on messages already in Inbox** and **Turn on this rule**
12. Click **Finish** to exit the **Rules Wizard** and **Apply** to apply the email rule in the **Rules and Alerts** pop-up. Close the pop-up by clicking **OK**



Interpreting the Digest Email

The five-minute, daily and weekly email digests will present summary information in a table format about relevant study package changes. The following columns are found in the table summary

- **Entity Type**
 - The entity type is either course, component or unit
- **Code**
 - The user defined code for the study package being changed. Changes are sorted by study package code, to ensure that multiple notifications about the same study package are easy to identify
- **Title**
 - The full title of the study package is included in this column, along with a link to the report in system
- **Date**
 - The date and time that the change was made
- **Initial Status and End Status**
 - If the notification has been triggered by a change in workflow, the initial and end status will be recorded in these columns
- **Actioned By**
 - The Akari user who made the change
- **Comment**
 - This comment field is populated with the text provided in the status log
- **Reason**
 - The following are the reasons for notifications being sent:
 - **Owner:** You have access to this study package as the study package coordinator
 - **Owner Added:** You have been made coordinator of this study package
 - **Owner Removed:** You are no longer listed as coordinator of this study package
 - **PE Owner:** You are the study package coordinator for a course/component that has this study package in its structure
 - **Coordinator:** You are listed as a coordinator of this study package
 - **PE Coordinator:** You are listed as a coordinator for a course/component that has this study package in its structure
 - **Has Access:** You have access to this study package
 - **Access Added:** You have been given access to this study package
 - **Access Removed:** Your access has been removed from this study package
 - **Notify Owner Access Added:** A user has been given access to this study package
 - **Notify Owner Access Removed:** A user has had their access removed from this study package
 - **PE has Access:** You have access to a course/component that has contains this study package in its structure
 - **Domain:** You can action this study package
 - **Permission:** You can action this study package on behalf of others



Configuration of Notifications – Types of Change

Notifications have been configured as followed:

Unit Changes & Approvals

Type of Change	Who will be notified
New draft unit is created	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Systems Administrator
Additional staff are added to the unit or removed	<ul style="list-style-type: none"> • Unit Coordinator • Staff member added/removed
Draft unit is submitted	<ul style="list-style-type: none"> • Unit Coordinator and anyone listed in “other staff” • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted unit is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed unit is reviewed	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Reviewed unit is recommended	<ul style="list-style-type: none"> • Systems Administrator
Endorsed unit is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Systems Administrator
Recommended unit is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Systems Administrator
Unit is reverted back to draft during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Unit is rejected during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator

Unit Deactivations

Type of Change	Who will be notified
Approved unit is submitted for deactivation	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted deactivation is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	<ul style="list-style-type: none"> • Systems Administrator
Unit is deactivated	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Request for deactivation is rejected, and unit is returned to approved status	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator

Component Changes & Approvals

Type of Change	Who will be notified
New draft component is created	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Systems Administrator
Draft component is submitted	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted component is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed component is reviewed	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Reviewed component is recommended	<ul style="list-style-type: none"> • Systems Administrator
Endorsed component is approved	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Systems Administrator
Recommended component is approved	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Systems Administrator
Component is reverted back to draft during approval process	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator
Component is rejected during approval process	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator

Component Deactivations

Type of Change	Who will be notified
Approved component is submitted for deactivation	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted deactivation is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	<ul style="list-style-type: none"> • Systems Administrator
Component is deactivated	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator
Request for deactivation is rejected, and component is returned to approved status	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator

Course Changes & Approvals

Type of Change	Who will be notified
New draft course is created	<ul style="list-style-type: none"> • Anyone listed in "other staff" • Systems Administrator
Additional staff are added to the course	<ul style="list-style-type: none"> • Anyone listed in "other staff"



Type of Change	Who will be notified
Draft course is submitted	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Head of School (or nominee) for that owning area • Systems Administrator
Submitted course is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed course is reviewed	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Reviewed course is recommended	<ul style="list-style-type: none"> • Systems Administrator
Endorsed course is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Recommended course is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Course is reverted back to draft during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Course is rejected during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator

Course Deactivations

Type of Change	Who will be notified
Approved course is submitted for deactivation	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Head of School (or nominee) for that owning area • Systems Administrator
Submitted deactivation is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	<ul style="list-style-type: none"> • Systems Administrator
Course is deactivated	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Request for deactivation is rejected, and course is returned to approved status	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator

Configuration of Notifications – User Role

Notifications have been configured as followed:

User Role	When you will be notified
Unit Coordinator	<ul style="list-style-type: none"> • Creation of a new draft • Adding users to “Other staff” • Removing users from “Other staff” • Submission of draft • Unit reverted to draft during approval process • Unit rejected during approval process • Unit approved • Unit submitted for deactivation • Deactivation of unit approved

User Role	When you will be notified
Member of Other staff (units)	<ul style="list-style-type: none"> • Creation of a new draft • When you are added to “Other staff” • When you are removed from “Other staff” • Submission of a draft • Unit reverted to draft during approval process • Unit rejected during approval process • Unit approved • Unit submitted for deactivation • Deactivation of unit approved
Component Coordinator	<ul style="list-style-type: none"> • Creation of a new draft for a unit in the structure • Submission of a new draft for a unit in the structure • Approval of a change to a unit in the structure • Unit in structure submitted for deactivation <p>-----</p> <ul style="list-style-type: none"> • Creation of a new draft component • Submission of draft component • Component reverted to draft during approval process • Component rejected during approval process • Component approved • Component submitted for deactivation • Deactivation of component approved
Course Coordinator	<ul style="list-style-type: none"> • Creation of a new draft for a unit/component in the structure • Submission of a new draft for a unit/component in the structure • Approval of a change to a unit/component in the structure • Unit/Component in structure submitted for deactivation <p>-----</p> <ul style="list-style-type: none"> • Creation of a new draft course • Adding users to “Other staff” • Removing users from “Other staff” • Submission of draft course • Course reverted to draft during approval process • Course rejected during approval process • Course approved • Course submitted for deactivation • Deactivation of course approved



User Role	When you will be notified
Member of Other staff (courses)	<ul style="list-style-type: none"> • Creation of a new draft for a unit/component in the structure • Submission of a new draft for a unit/component in the structure • Approval of a change to a unit/component in the structure • Unit/Component in structure submitted for deactivation <p>-----</p> <ul style="list-style-type: none"> • Creation of a new draft course • When you are added to "Other staff" • When you are removed from "Other staff" • Submission of draft course • Course reverted to draft during approval process • Course rejected during approval process • Course approved • Course submitted for deactivation • Deactivation of course approved
Head of School (or nominee)	<ul style="list-style-type: none"> • Submission of draft course, component or unit • Approved course, component or unit submitted for deactivation
Dean of Learning & Teaching (or nominee)	<ul style="list-style-type: none"> • Course, component or unit is endorsed • Course, component or unit is endorsed for deactivation
Secretary of CC (or nominee)	<ul style="list-style-type: none"> • Course, component or unit is reviewed • Course, component or unit is requested for deactivation
Systems Administrator	<ul style="list-style-type: none"> • Creation of a new draft unit, component or course • Submission of a unit, component or course • Study package is reverted to draft during approval process • Study package is rejected during approval process • Study package is endorsed • Study package is reviewed • Study package is recommended • Study package is approved • Study package is submitted for deactivation • Deactivation of study package is requested • Deactivation of study package is recommended • Deactivation of study package is approved