Email Notifications Generated by Workflow

Email notifications for workflow have been activated. The Spectrum+ System will generate an email notification to the Approver for every transaction (purchase order, voucher, journal) that will need to be approved in their worklist. The email address that the notification is generated from is ‘PeopleSoft@gsu.edu.’ If you approve a considerable number of transactions on a regular basis, you may prefer not to see these emails. In this case, you may send them to your junk mail. Instructions for setting your Junk Mail Options in Groupwise to send workflow notifications are as follows:

**Method 1:**
1. Select the email you received from PeopleSoft@gsu.edu
2. Click on Actions > Junk Mail > Junk Sender

**Method 2:**
1. Select the email you received from PeopleSoft@gsu.edu
2. Right click on PeopleSoft@gsu.edu
3. Select Junk Mail > Junk sender
4. Select Junk e-mail from this address
5. Check Box ‘Move item to the Junk Mail folder
6. Press OK