



## STARS Application E-Mail Message Filters

### Filters for Staff Requisitions

- 1) Req routing – These e-mail require ACTION from the recipient

When your approval is needed on a Staffing Requisition, it will come via an e-mail. The email will contain an “e-link” that will link you to the req for review or approval.

Req routing e-mails contain “Req routing: ” in the subject line. The sender will be the previous approver on the req or the req creator if you are the first level approver.

#### Sample filter (Thunderbird e-mail)

A screenshot of the "Filter Rules" dialog box in Thunderbird. The "Filter name" field contains "Staff Req Approvals - PRC". Under "For incoming messages that:", the "Match any of the following" radio button is selected. A single rule is defined: "Subject" contains "Req routing:". Under "Perform these actions:", two actions are listed: "Move Message to" with the folder "Staffing Req Approvals on alh24@em..." and "Mark As Flagged". "OK" and "Cancel" buttons are at the bottom right.

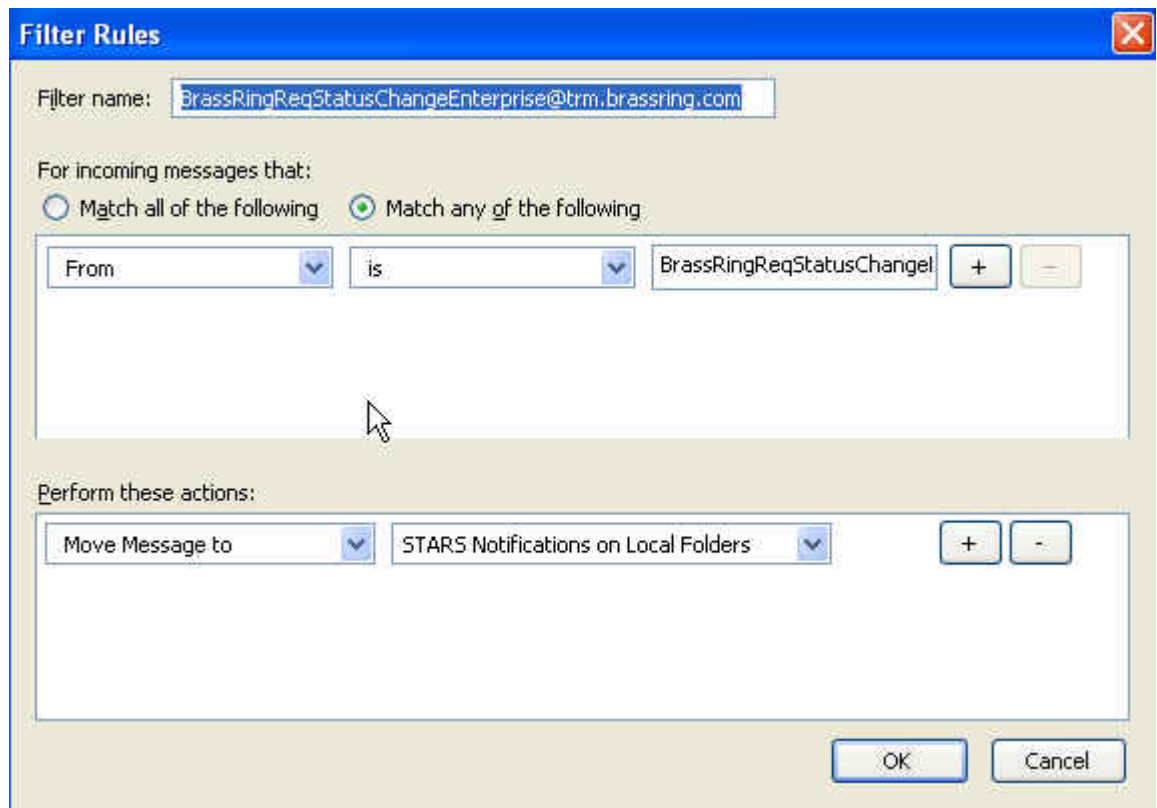
This filter automatically moves the message to a separate e-mail folder.

2) Req Status Change – informational e-mail

Approvers on a req: the hiring manager, supervisor, and members of the req team receive notifications as the status on a req changes (e.g., Approved, Open, Declined, Cancelled, etc.)

Req status change e-mails are sent from  
"BrassRingReqStatusChangeEnterprise@trm.brassring.com"

Sample filter (Thunderbird e-mail)



This filter moves the messages to a separate e-mail folder.