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# Email of PO Voucher for Approval advice

## OVERVIEW

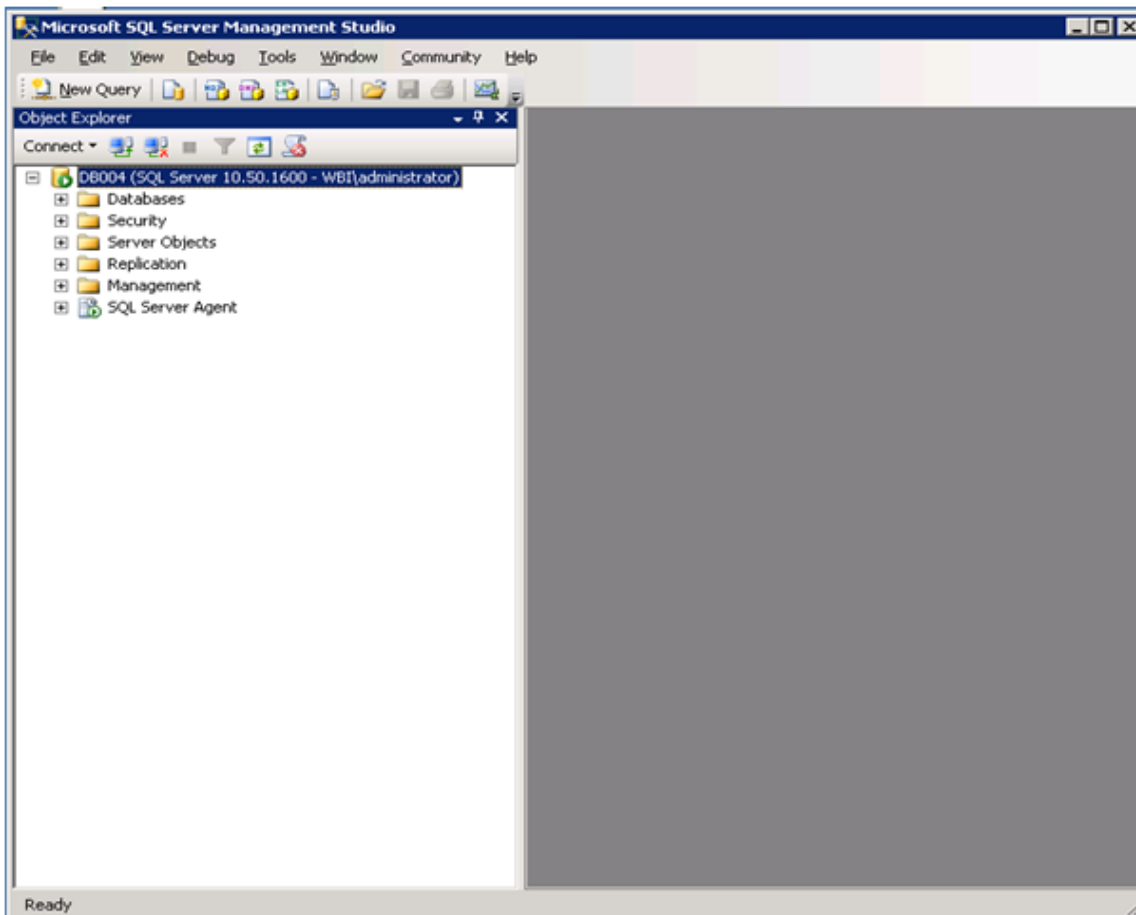
In this guide we will take you through the steps that are required to set up the Emailing of an advice that a PO or a Voucher needs approving by the recipient.

## ASSUMPTIONS

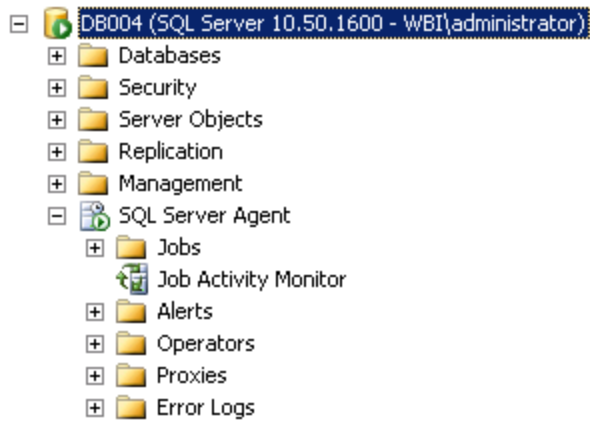
This guide assumes that the SQL Server instance is not an express version and that the version of Workbench is greater than 7.12. If you do have an Express version of SQL server, please see the article on how to create an automated job in SQL express. You are able to use the same stored procedures as explained in this guide. This guide also assumes that the SQL Mail on the SQL server instance has also been configured and tested.

## Set up Procedure

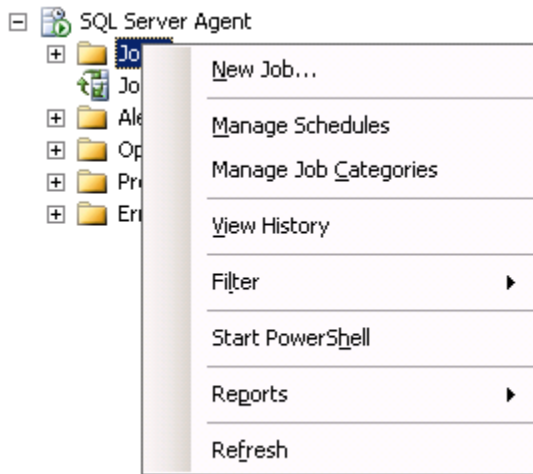
Open SQL Server Management Studio and connect to the required SQL Instance



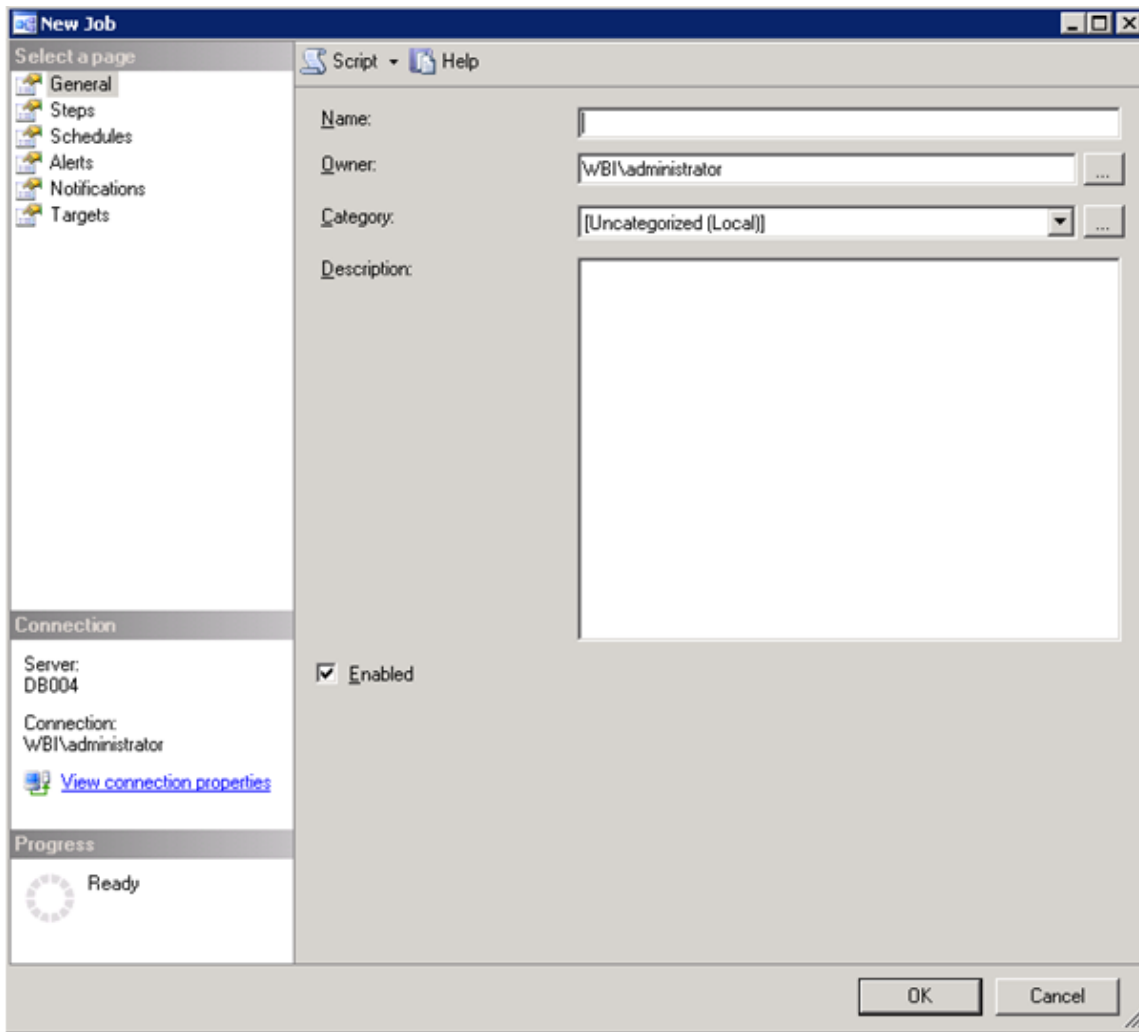
Expand the SQL Server Agent



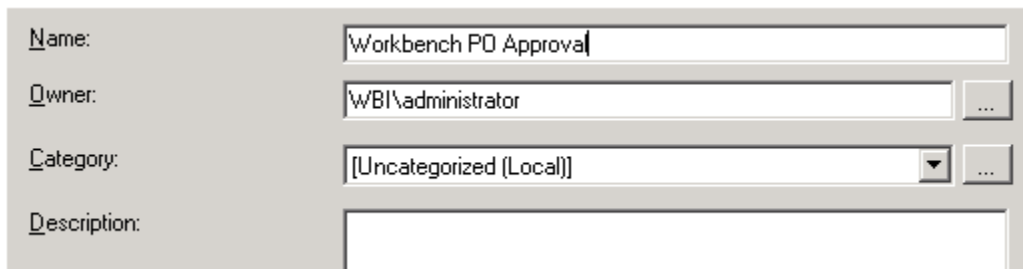
Select Jobs and Right mouse click



Select New Job



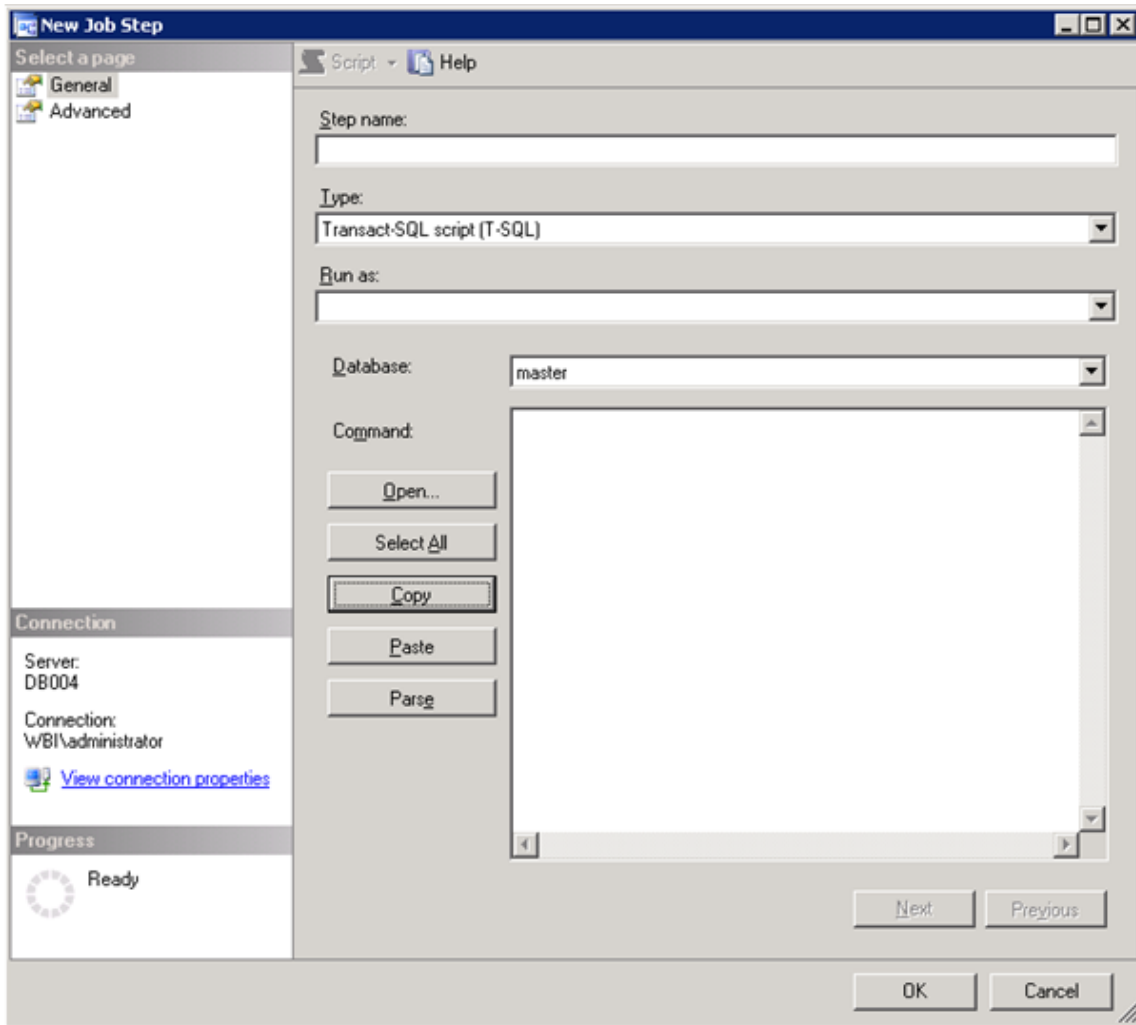
Type in the Name of the Job



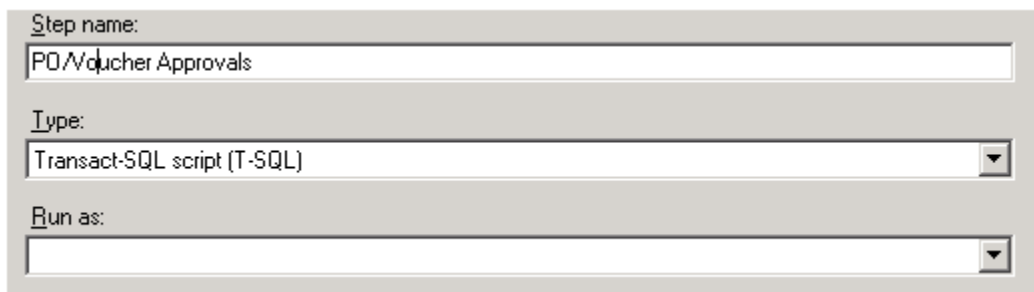
Select Steps



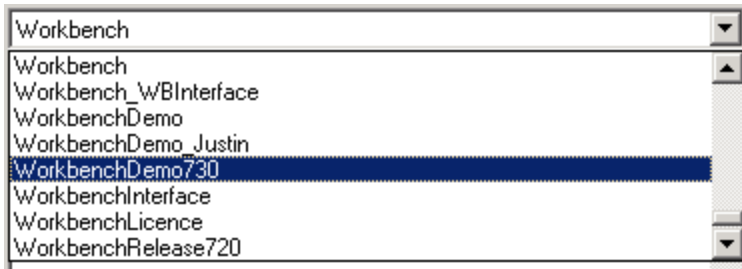
Click the New Button



Type In the Step Name

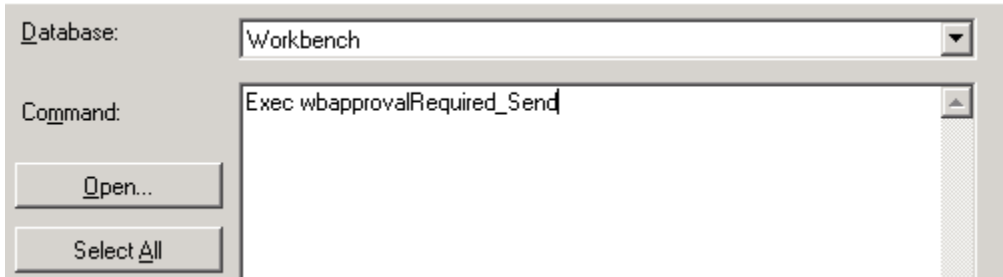


Change Database name to the Workbench Database you wish this to run on from the drop down List



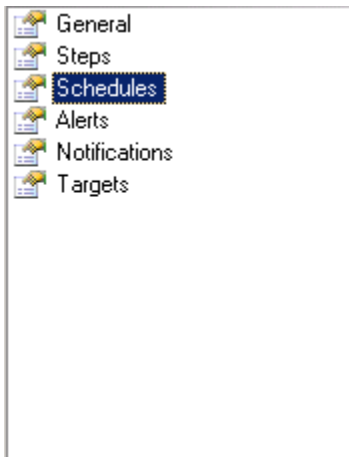
Type the following Statement into the Command Box:

Exec wbapprovalRequired\_Send



Click OK

Select Schedules



Click New and Fill out the form as below

**New Job Schedule**

Name: WBApproval Schedule Jobs in Schedule

Schedule type: Recurring  Enabled

One-time occurrence

Date: 7/ 6/2012 Time: 11:08:23 AM

Frequency

Occurs: Weekly

Recurrs every: 1 week(s) on

Monday  Wednesday  Friday  Saturday  
 Tuesday  Thursday  Sunday

Daily frequency

Occurs once at: 12:00:00 AM

Occurs every: 20 minute(s) Starting at: 12:00:00 AM  
Ending at: 11:59:59 PM

Duration

Start date: 7/ 6/2012  End date: 7/ 6/2012  
 No end date:

Summary

Description: Occurs every week on Sunday every 20 minute(s) between 12:00:00 AM and 11:59:59 PM.

OK Cancel Help

Click Ok

Click Ok

Repeat Steps 3 -15 with the following Changes:

- Step 5 Name the job Po Approval Summary
- Step 8 Name the Step Po/Voucher Approval Summary
- Step 10 Type this in to the command box Exec wbapprovalRequired\_Send 'Summary'

Step 13 Make Sure the form is filled out as below.

*Note You can change the day the summary runs to suit your requirements.*

**Job Schedule Properties - WBApapproval Schedule**

Name:

Schedule type:   Enabled

---

One-time occurrence

Date:  Time:

---

Frequency

Occurs:

Repeats every:  week(s) on

Monday  Wednesday  Friday  Saturday  
 Tuesday  Thursday  Sunday

---

Daily frequency

Occurs once at:

Occurs every:  minute(s) Starting at:   
Ending at:

---

Duration

Start date:   End date:   
 No end date:

---

Summary

Description:

Change the Control parameter 'SMTP Mail' in the Workbench Database to SQL 2005.