# Membuat "Rule" Pada Lotus Notes (make rule on lotus notes client)

#### Tahap 1 (step 1)

- Masuk ke dalam lotus notes client (log in to lotus notes client)



# Tahap 2 (step 2)

- Klik tombol "Mail" (click mail button)

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| for Rudy       |                  | Who                    | - Date -     | Time          | Size -             | Subject ^  |
| A Inbox        |                  | Nota Nurendah          | 03/06/2008   | 03.57 PM      | 49,423             | Protes Update HRIS pada tanggal 11 dan 12 Maret 2008   |
| Drafts         |                  | Wely                   | 03/06/2008   | 05 13 PM      | 7,960              | good bye all   |
| CA Sent        | -63              | Nofa Nurendah          | 03/06/2008   | 05.18 PM      | 8,908              | Invitation: Perpindahan Area Kerja (Mar 10 02:00 PM ZE7 in Kampus Syshdan, ruang K2E)  |
| Follow Up      |                  | Wawan Saputra          | 03/10/2008   | 01:41 PM      | 5,459              | Fw: Lupa Password  |
| 🚇 Junk Mail    |                  | Wawan Saputra          | 03/10/2008   | 01:55 PM      | 4,651              | Re: Lupa Password  |
| 🕄 Trash        |                  | Zuffiani Kamil         | 03/11/2008   | 11:04 AM      | 14,156             | Re: Barang sudah diterima  |
| 🗉 🥅 Views      |                  | Teguh Pujianto         | 03/11/2008   | 12:01 PM      | 356,025 @          | Renovasi Ruang BKM   |
| 🗉 🚞 Folders    | 3                | Inti Setiarsih         | 03/11/2008   | 04:33 PM      | 4.318              | Invitation: Individual Development Plan Training (Mar 19 01:30 PM ZE7 in R. Meeting IT)  |
| I f Tools      | 1                | Wihendro               | 03/11/2008   | 06:02 PM      | 4,847              | New Login Binus Maya   |
|                |                  | John Peter<br>Honeyben | 03/12/2008   | 10.57 AM      | 2,599              | University Rankings based on Web/Research presence   |
|                |                  | Inti Setiaraih         | 03/12/2008   | 11:32 AM      | 2,694              | Panggilan tertulis I   |
|                |                  | Meyliana               | 03/13/2008   | 11:39 AM      | 200,635 @          | Fw: Error pada aplikasi Web BiNus  |
|                |                  | John Peter<br>Honeyben | 03/13/2008   | 05:47 PM      | 28,933             | Web-Based Lecture Technologies   |
|                |                  | Yuliyanti ·            | P 03/14/2008 | 11:06 AM      | 1,918              | e-book Outlook   |
|                |                  | Jonathan Indra         | 03/14/2008   | 02:56 PM      | 9,594              | Fw: SEKOLAH GRATIS   |
|                |                  | Handoko Said           | 03/17/2008   | 10:42 AM      | 170,845 @          | BINUS Annual Quality Award 2008  |
|                | 8                | Karyana Hutomo         | 03/24/2008   | 06:31 PM      | 12,535             | Invitation: Undangan Seminar "Peluang dan Tantangan Bisnis Content Provider Dalam Mengembangka<br>Konten Lokal" + XL (Mar 29 09:00 AM ZE7 in Aula It 8, Kampus Anggrek - BINUS UNIVERSITY) |
|                | 4                | Eebriana               | 03/25/2008   | 10:09 AM      | 4,185              | Pemberitahuan  |
|                | 2                | Johan M Kerta          | 03/25/2008   | 11:31 AM      | 6,030              | RE: Pelatihan email Outlook  |
|                | \$               | Iron Sarira            | 03/25/2008   | 11:37 AM      | 82,370             | Persiapan PORSEKARY V  |
| Follow Up*     | 6                |                        |              |               |                    |  |
| on atlas/Binus | 17 No. 19 No. 19 |                        |              |               |                    | Preview A  |

### Tahap 3 (step 3)

- Klik tombol "tools" (*click tools button*)
- Pilih menu "mail rules" (choose mail rules menu)

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| A Inbox              |              | Nofa Nurendah          | 03/06/2008   | 03.57 PM | 49,423        | Proses Update HRIS pada tar                                     | Add Sender to Address Book  |   |
| Drafts               |              | Wely                   | 03/06/2008   | 05.13 PM | 7,960         | good bye all  | Block Mail from Sender<br>Create OuickRule                                |   |
| Sent                 | 0            | Nofa Nurendah          | 03/06/2008   | 05:18 PM | 8,908         | Invitation: Perpindahan Area I                                  | Mark/Unmark Document As Expired   | yahdan, ruang K2E)  |
| Follow Up            |              | Wawan Saputra          | 03/10/2008   | 01:41 PM | 5,459         | Fw: Lupa Password   | Out of Office   |   |
| 🚇 Junk Mail          |              | Wawan Saputra          | 03/10/2008   | 01:55 PM | 4,651         | Re: Lupa Password   | Achive Settings   |   |
| 🕄 Trash              |              | Zulfiani Kamil         | 03/11/2008   | 11:04 AM | 14,156        | Re: Barang sudah diterima                                       | New Memo - Using Stationery   |   |
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|                      |              | John Peter<br>Honeyben | 03/12/2008   | 10.57 AM | 2,599         | University Rankings based on V                                  | Web/Research presence   |   |
|                      |              | Inti Setiarsih         | 03/12/2008   | 11:32 AM | 2,694         | Panggilan tertulis I  |   |   |
|                      |              | Meyliana               | 03/13/2008   | 11:39 AM | 200,635 @     | Fw: Error pada aplikasi Web Bi                                  | Nus   |   |
|                      |              | John Peter<br>Honeyben | 03/13/2008   | 05:47 PM | 28,933        | Web-Based Lecture Technolog                                     | pes -   |   |
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|                      |              | Jonathan Indra         | 03/14/2008   | 02:56 PM | 9,594         | Fw: SEKOLAH GRATIS  |   |   |
|                      |              | Handoko Said           | 03/17/2008   | 10.42 AM | 170,845 @     | BINUS Annual Quality Award 2                                    | 800   |   |
|                      | 6            | Karyana Hutomo         | 03/24/2008   | 06:31 PM | 12,535        | Invitation: Undangan Seminar'<br>Konten Lokal' - XL (Mar 29 09: | Peluang dan Tantangan Bisnis Conte<br>00 AM 2E7 in Aula It 8, Kampus Angg | ent Provider Dalam Mengembangka<br>prek - BINUS UNIVERSITY) |
|                      |              | Febriana               | 03/25/2008   | 10:09 AM | 4,185         | Pemberitahuan   |   |   |
|                      |              | Johan M Kerta          | 03/25/2008   | 11:31 AM | 6,030         | RE: Pelatihan email Outlook                                     |   |   |
|                      | 0            | Iron Sarira            | 03/25/2008   | 11:37 AM | 82,370        | Persiapan PORSEKARY V   |   |   |
| Follow Up *          | 1            |                        |              |          |               |   |   |   |
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## Tahap 4 (step 4)

- Klik menu "new rule" (click new rule menu)



Tahap 5 (step 5)

- Pada bagian "Create Condition:" pilih "all documents" (at create condition section choose all documents)
- Klik tombol "Add" (*click add button*)

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| Follow Up *  | 9   | Prester   |  |

Tahap 6 (step 6)

- Pada bagian "Specify Actions" pilih "send copy to" (at specify actions section choose send copy to)
- Pada bagian "to" isi dengan alamat email binus.edu (at "to" section entry binus.edu email address)
- Klik tombol "Add Action" (*click add action button*)

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Tahap 7 (*step 7*) - Klik tombol "OK" (*click OK button*)

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|   |  | OK  | Cancel                                       |