How to Reassign your Notifications (Create Rule)

From your “IP Home Page”, under your “To-Do List”, next to “Going Away? Select “Click here to reassign your notifications”.

(Delete): If you have previous notification rules here you can delete them by clicking on the garbage can icon in the “Delete” column that will be visible. See page 5 below.

Click on “Create Rule”
You can select various notification types to forward by clicking on the down arrow, but is recommended to leave the default value “All”. Then click on “Next”.

Click on the calendar icon for the “Start Date” (required) and then the “End Date”, to select the date for each. (See next screenshot for calendar.) You will automatically be brought back to the Rule Response page.
After selecting the Start and End dates, select the person the notifications will be forwarded to.

To select the person the notifications will be forwarded, click on the flashlight.
In the “Search By” click down arrow and select “Display Name”. Type in the last name and the “%” and click “Go”. In the “Select” column, select the correct person, if more than one is listed. Then click on the “Quick Select” icon.

After clicking “Quick Select” icon you will be brought back to this page. Check that all the information is correct the click on the “Submit” button.
Your notification forwarding is now complete. **Notice** under the “Status” column it shows “Inactive”, this **will** change to “Active” on the start date you specified.

If you need to update or delete the notification rule, you can access this screen using the same method as described on page 1.

To update the notification rule, click on the icon in the “Update” column and update the appropriate areas.

To delete the notification rule, click on the “Garbage Can” icon in the “Delete” column.