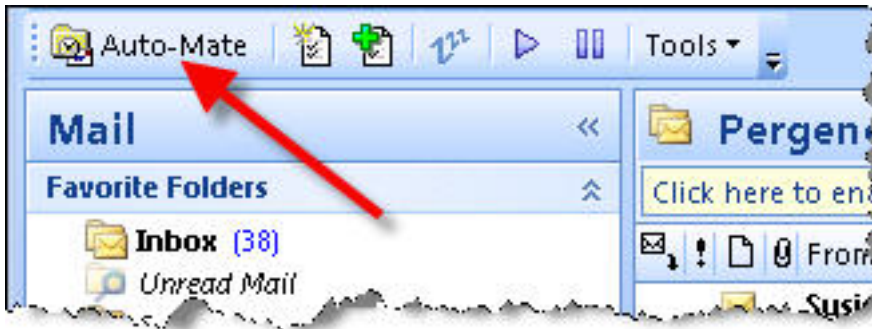
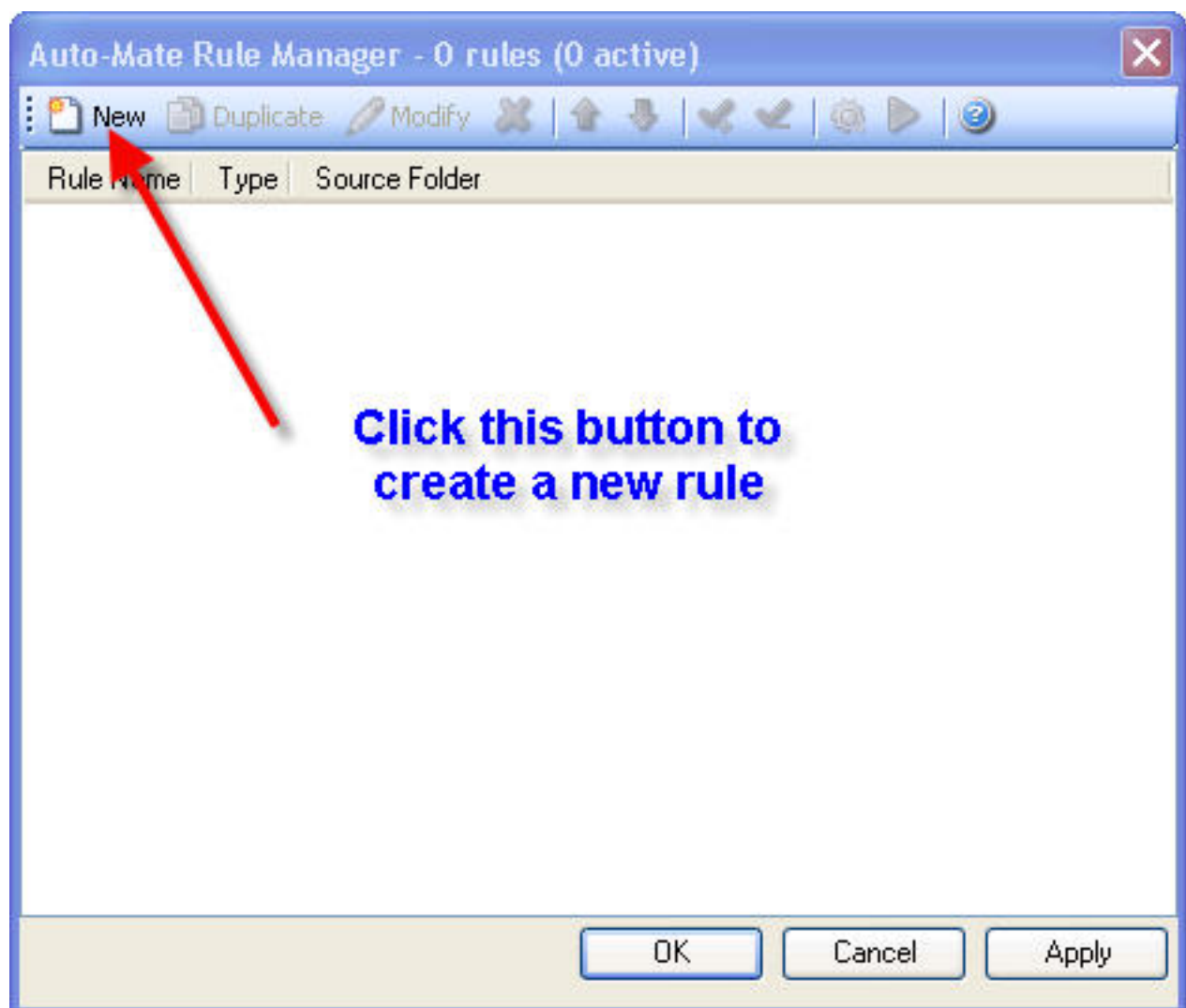


Create a rule to move messages older than 1 week to another folder.

To create a message to move messages older than 1 week to another folder, start by opening the Auto-Mate Rule Manager window:



Then click the New button to create a new rule:



Give the rule a name, and select the following options on the **Rule Basics** tab:

Auto-Mate Rule Properties

Rule Name:

Rule Basics | Message Properties | Actions | Scheduling

Select how or when your rule should be applied

Rule Types

Type:

Older Than:

Source Folder:

1. Select the following Rule Type.
2. Choose how old the messages should be to move.
3. Choose the Source Folder to Scan.

Description

Scan messages after a period of time in a folder for the characteristics on the Message Properties tab, then apply the selected actions on the Actions tab.

If you want to add some restrictions on what messages get filtered, select options on the **Message Properties** tab:

Auto-Mate Rule Properties

Rule Name:

Rule Basics | **Message Properties** | Actions | Scheduling

Only consider messages that have the following properties

Addressing

From: ...

To: ...

Cc: ...

Other properties

Subject: All

Message: All

Category: All

Header: All

Status: Read Only Items:


Importance: Any Attachments: Ignore

Flag Status: Don't Care

Message Size

☐ Consider Size Greater than: KB

Choose any other restrictions on the messages to move on this tab. For example, you may only want to move messages that have already been read.



Then finally, on the **Actions** tab, select the destination folder you want to move the messages to:

Auto-Mate Rule Properties

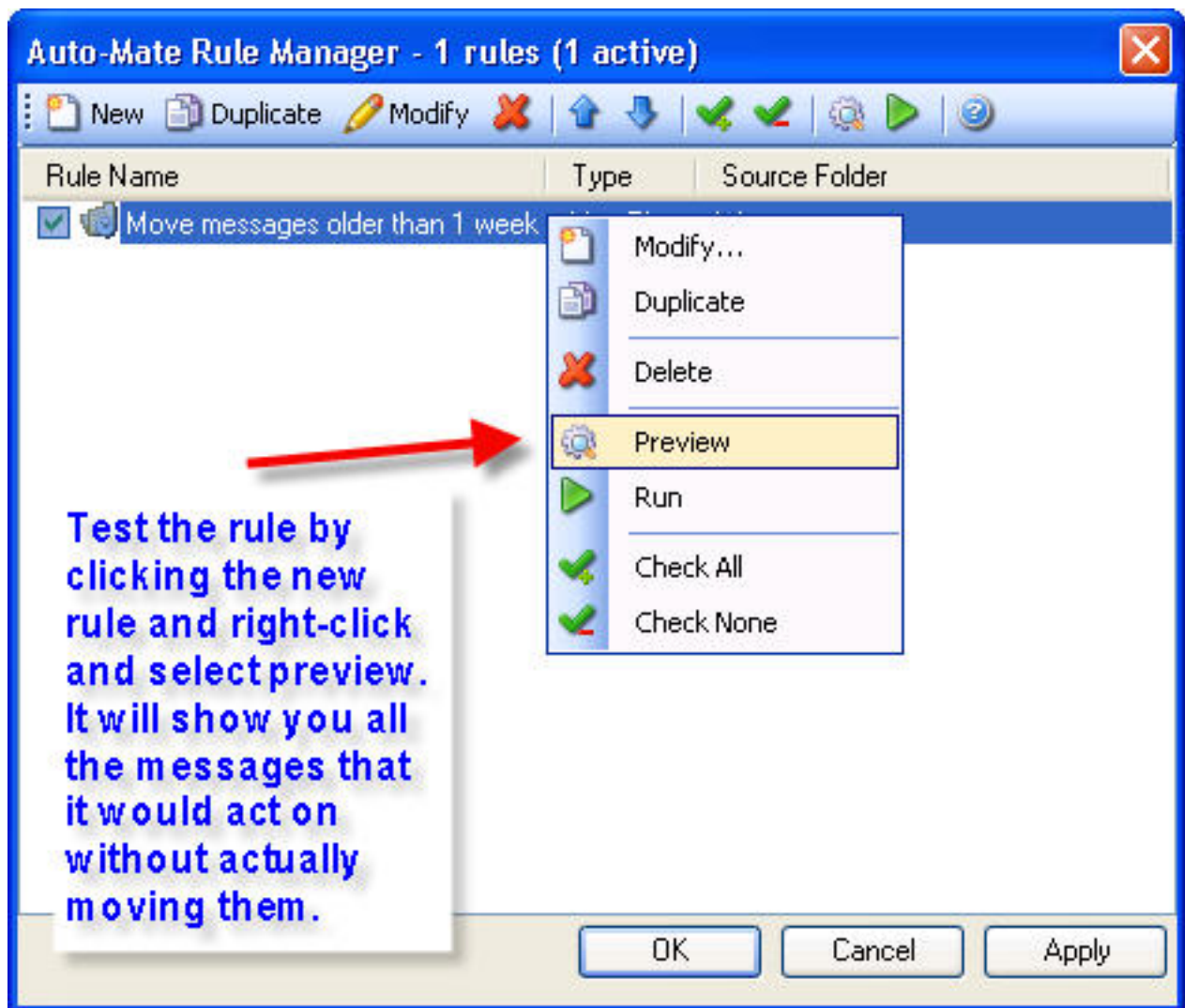
Rule Name:

Rule Basics | **Message Properties** | **Actions** | **Scheduling**

Perform the following actions in sequence from top to bottom

<input type="checkbox"/> Status	<input type="text" value="Set to Unread"/>	
<input type="checkbox"/> Importance	<input type="text" value="Set to Normal"/>	
<input type="checkbox"/> Flag Status	<input type="text" value="Follow-up Complete"/>	
<input type="checkbox"/> Categories	<input type="text" value="Add To"/>	<input type="text"/>
<input type="checkbox"/> Subject	<input type="text" value="Prefix with"/>	<input type="text"/>
<input type="checkbox"/> Forward	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Reply	<input type="text" value="To Sender"/>	<input type="text"/>
<input type="checkbox"/> Export As	<input type="text" value="Text(.TXT)"/>	<input type="text"/>
<input type="checkbox"/> Attachments	<input type="text" value="Detach/Save To"/>	<input type="text"/>
<input type="checkbox"/> Print	<input type="text" value="hp psc 1310 series (from FERGENEX-DT4)"/>	
<input type="checkbox"/> Copy To	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Move To	<input type="text" value="Deleted Items"/>	<input type="text"/>
<input type="checkbox"/> Delete	<input type="text" value="Delete - move to Deleted Items folder"/>	
<input type="checkbox"/> Play sound	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Show Alert	<input type="text"/>	<input type="text"/>

To test your new rule before using it, select it and run a Preview:



Make sure the check mark next to the rule name is checked so the rule is activated to execute. Auto-Mate will execute this rule once an hour and move the messages that it matches.

Article ID: 15

Last updated: 31 Mar, 2008

Revision: 1

Auto-Mate 3.x -> How to's -> Create a rule to move messages older than 1 week to another folder.

<http://www.pergenex.com/kb/index.php?View=entry&EntryID=15>