

# What is Workflow Assist?

Think of Workflow Assist as your personal assistant! Workflow Assist receives emailed invoices that come from your creditors and utility suppliers. The email attachments are opened and placed into the Workflow queue for the person in your office who needs to approve the invoice.



## Setting up email inboxes

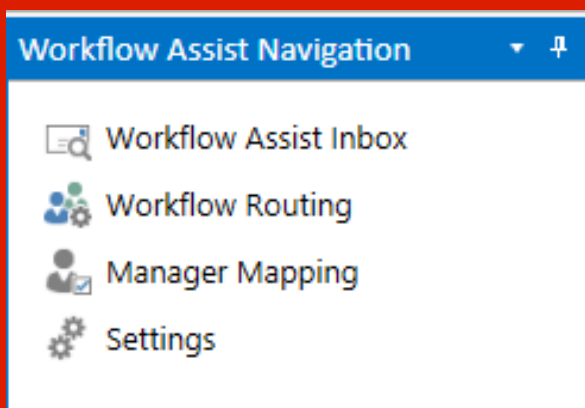
Workflow Assists only job is to receive emailed invoices, so you will need to set up new email addresses for Workflow Assist to monitor.

You might like to set up specific email addresses for your:

- **Council Rates**
- **Water Rates**
- **Strata Levy Notices**
- **Tradespeople**

The person in your office who sets up email addresses for new staff members can easily set up new inboxes for workflow assist to monitor.

## SETTING UP WORKFLOW ASSIST



**Workflow Assists Inbox** displays all emails received and it is where you will find emails Workflow Assisist couldn't process

**Workflow Routing** is telling Workflow Assist what it needs to do with the documents it receives

**Manager Mapping** ensures Workflow Assist knows all the managers set up in REST Professional

**Settings** is where you enter the IMAP details and other technical settings

**Click here to view the Set Up & Use Guide for Workflow Assist**