

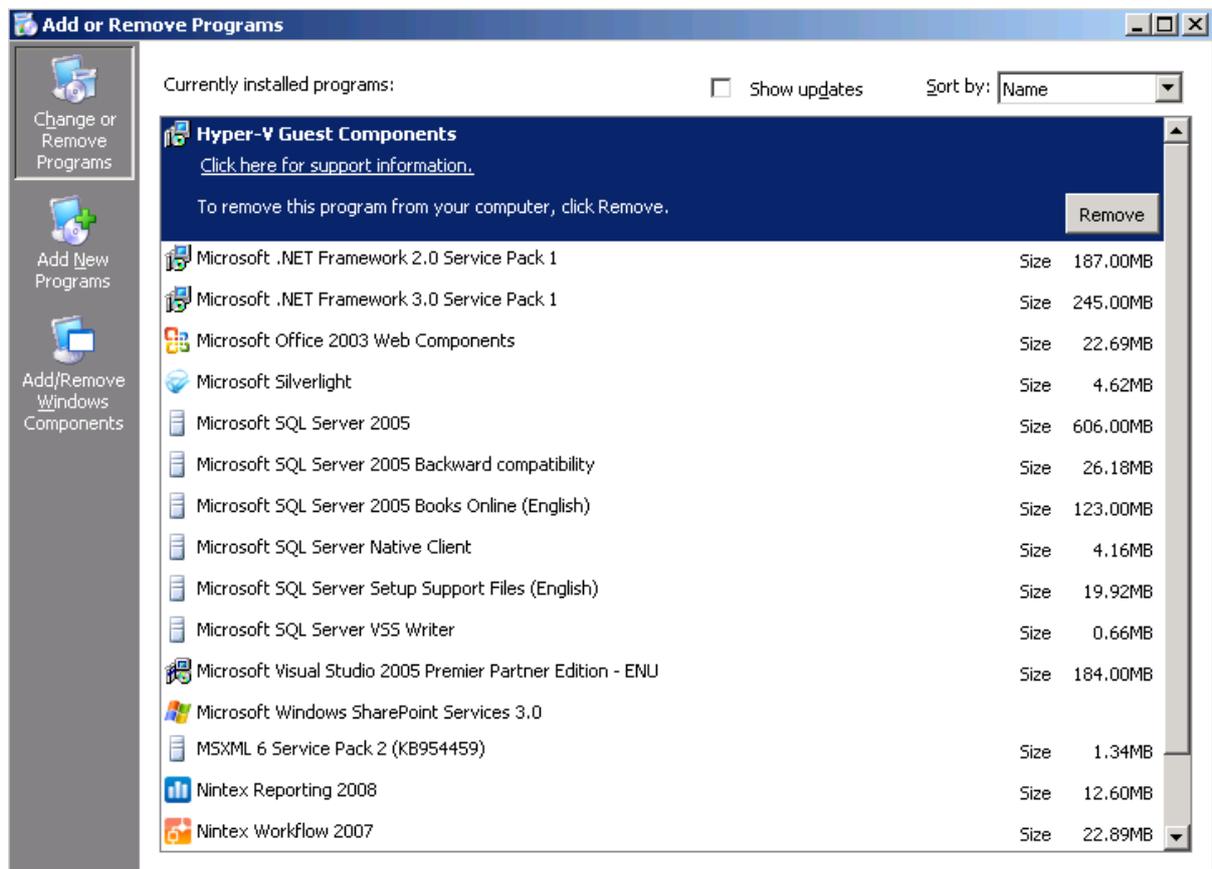
Configuring LazyApproval

Prerequisites:

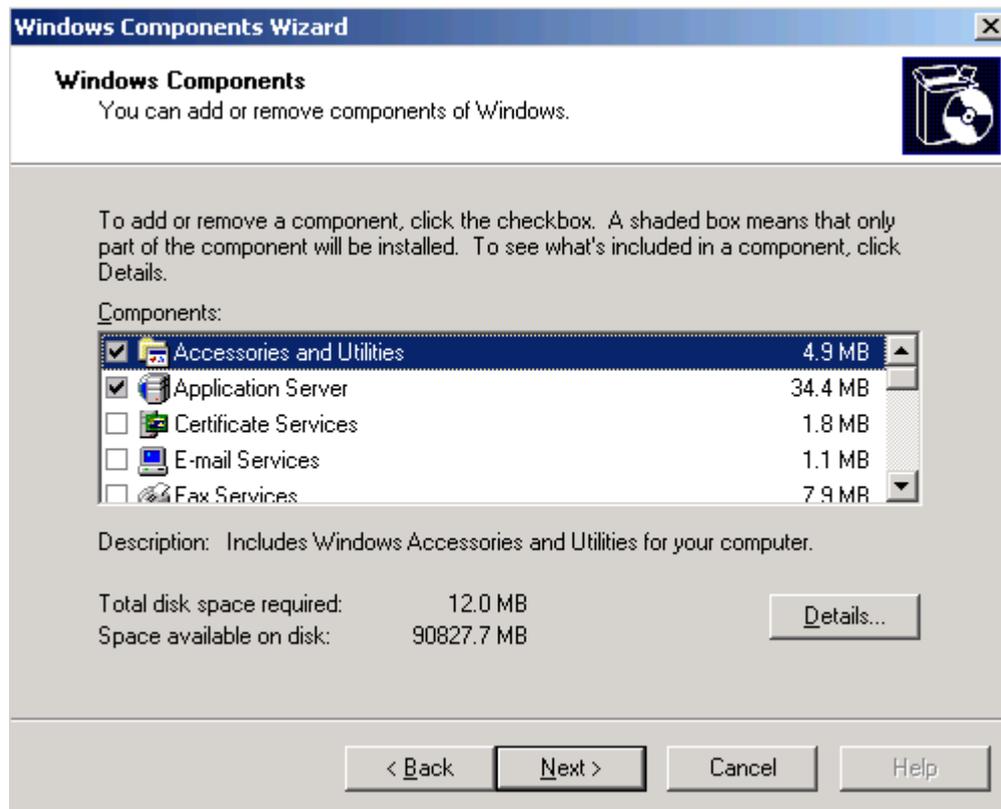
- Incoming email settings must be configured in SharePoint. A part of configuring this is having the SMTP service installed.
- Global Settings for Nintex Workflow must be correctly configured within Central Administration.

Installing SMTP Service (Windows Server 2003)

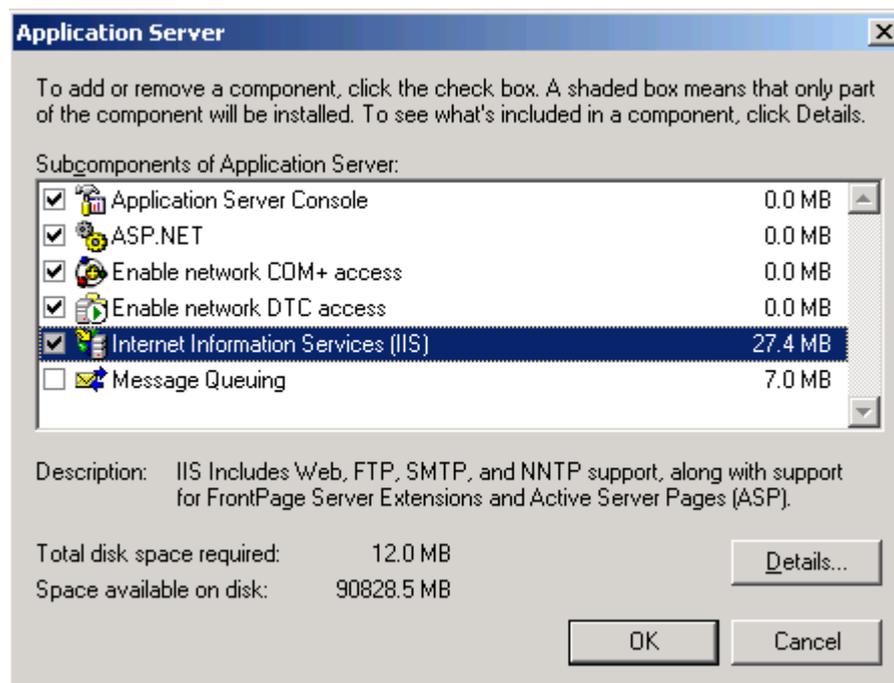
Navigate to **Add or Remove Programs**.



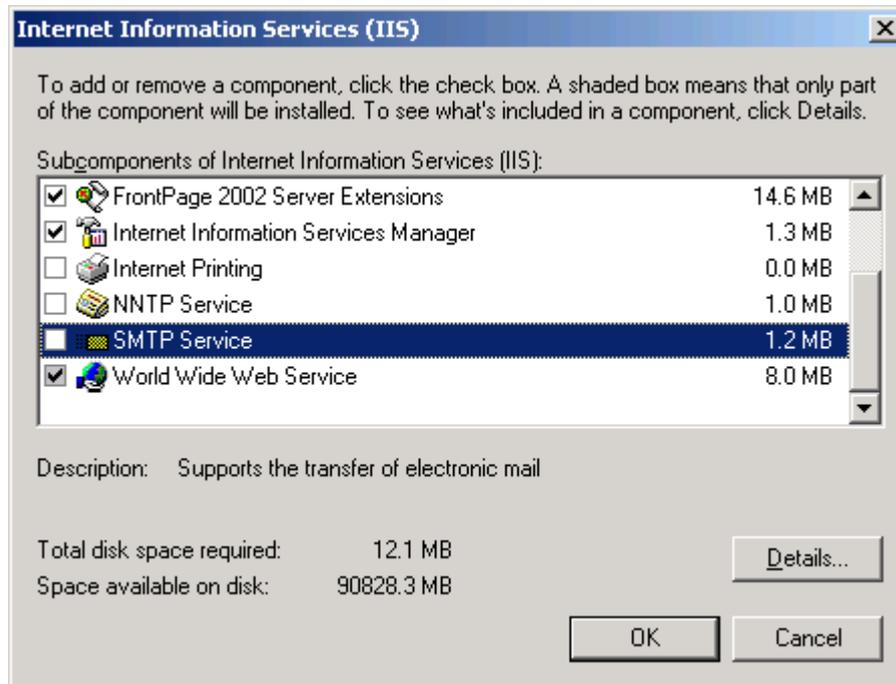
Click on **Add/Remove Windows Components**.



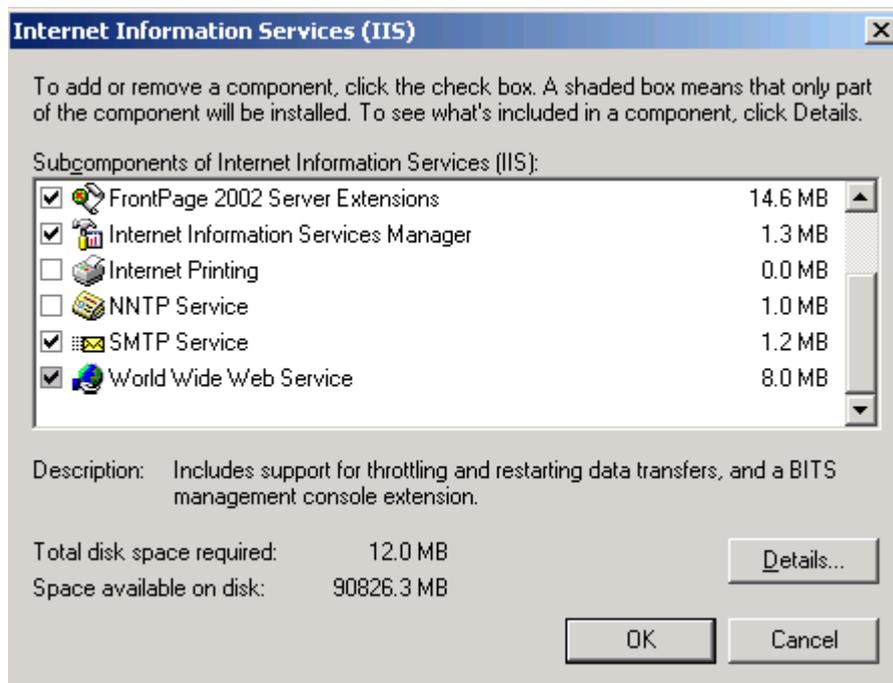
Select **Application Server** then click on **Details...**



Select **Internet Information Services (IIS)** then click on **Details...**



Ensure **SMTP Service** is checked and click **OK** twice and then **Next**.



After the installation is complete, click **Finish**.

Configuring Nintex Workflow Global Settings

The Email settings within Global settings must be setup and configured before enabling LazyApproval.

From within Central Administration select **Application Management** then under the **Nintex Workflow** heading click on **Global settings**.

Central Administration > Application Management > Global Settings

Global Settings

Use this page to set Nintex Workflow global settings. These settings apply to all sites in the farm.

Note: You must reset IIS for these changes to take effect.

Email settings

The SMTP server address to use when sending email in Nintex workflows.

Outbound SMTP Server:

From Address:

Reply To Address:

Configure your **SMTP Server**, **From Address** and **Reply To Address** with appropriate values for your environment.

Central Administration > Application Management > Global Settings

Global Settings

Use this page to set Nintex Workflow global settings. These settings apply to all sites in the farm.

Note: You must reset IIS for these changes to take effect.

Email settings

The SMTP server address to use when sending email in Nintex workflows.

Outbound SMTP Server:

From Address:

Reply To Address:

Enabling/Configuring LazyApproval

From within Central Administration select **Application Management** then under the **Nintex Workflow** heading click on **LazyApproval settings**.

Central Administration > Application Management > Manage LazyApproval Settings

Manage LazyApproval Settings

Use this page to manage the LazyApproval settings for this server farm.

LazyApproval has not been enabled in your environment.

[Enable / Disable LazyApproval](#)

Click on **Enable / Disable LazyApproval**

Central Administration > Application Management > Manage LazyApproval Settings

Manage LazyApproval Settings

Use this page to manage the LazyApproval settings for this server farm.

LazyApproval has not been enabled in your environment.

Note: You must reset IIS for these changes to take effect.

You must set up your Nintex Workflow Global Settings before LazyApproval can be enabled.

Enable or Disable LazyApproval

Enabled Disabled

Select **Enabled** and ensure the **Alias** entered is unique.

[Central Administration](#) > [Application Management](#) > [Manage LazyApproval Settings](#)

Manage LazyApproval Settings

Use this page to manage the LazyApproval settings for this server farm.

LazyApproval has not been enabled in your environment.

Note: You must reset IIS for these changes to take effect.

You must set up your Nintex Workflow Global Settings before LazyApproval can be enabled.

| | |
|---------------------------------------|---|
| Enable or Disable LazyApproval | <input checked="" type="radio"/> Enabled <input type="radio"/> Disabled |
| Alias | <input type="text" value="workflow"/> @PETER-TEST.example.com.au |

After successfully configuring LazyApproval you should see a screen similar to the following:

[Central Administration](#) > [Application Management](#) > [Manage LazyApproval Settings](#)

Manage LazyApproval Settings

Use this page to manage the LazyApproval settings for this server farm.

- [Enable / Disable LazyApproval](#)
- [Create a new LazyApproval term for the current server farm.](#)
- [Edit the LazyApproval notification footer.](#)

| Phrase | Outcome |
|--------------------------|---------|
| approve | Approve |
| approved | Approve |
| decline | Deny |
| declined | Deny |
| no | Deny |
| ok | Approve |
| reject | Deny |
| rejected | Deny |
| yes | Approve |

Phrases to ignore

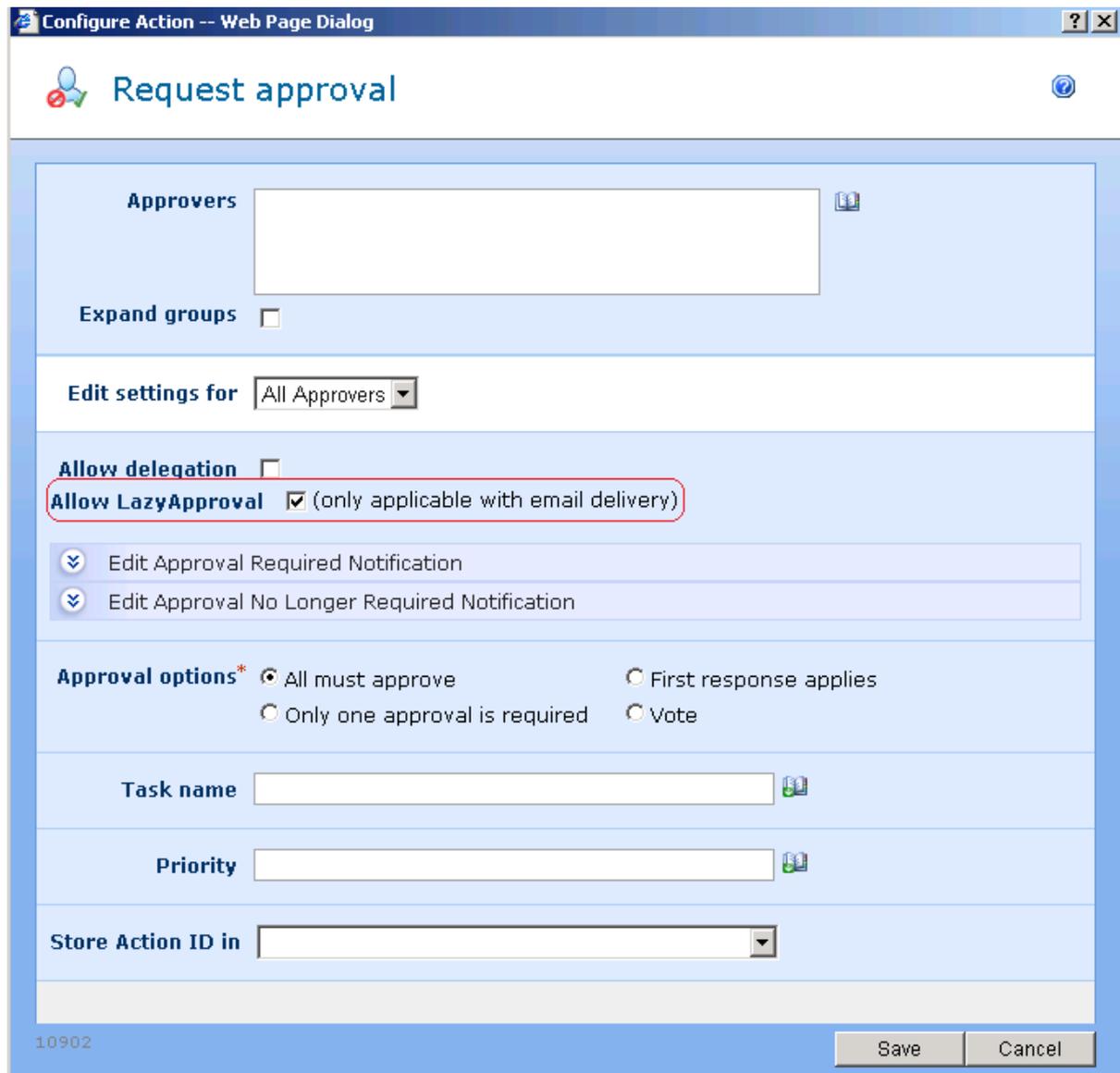
LazyApproval responses that include any of these phrases in the subject will be ignored.

- [Create a term to ignore](#)

Phrase

Out of office [Delete](#)

Check the **Allow LazyApproval** checkbox in the request approval action configuration to allow it to use LazyApproval:



Troubleshooting LazyApproval

If LazyApproval is not working, use the following steps to troubleshoot it.

If nothing happens, test incoming email settings

As LazyApproval uses the incoming email SharePoint function, this must be running correctly. To test it, find a test library and configure it to accept new items from email. Complete the following steps to allow a document library or list to accept email.

1. Navigate to the desired document library or list and click Settings, Document Library Settings, and Incoming E-mail Settings.
2. Select Yes to allow the Document Library to receive e-mail.
3. Assign an email address to the document library.
4. Select an Option for Attachments. You can save attachments in the root folder, in a sub-folder grouped by email subject, or a sub-folder grouped by sender.
5. Select an option to overwrite files with the same name.
6. Select an option to save the original email. If you select Yes, and you send a message with an attachment, the message and the document will be stored as two separate items in the document library. I suggest initially selecting Yes for this option until you verify that the document library is properly accepting emails.
7. Select an option to save meeting invitations.
8. Select an Email security policy to accept messages based on document library permissions (recommended) or to accept messages from any sender.

If this does not work, your incoming email settings may be configured incorrectly.

If incoming mail works, but still nothing happens

Check the application event log on the server for any error messages regarding EmailDropReceiver. Send any messages to support@nintex.com.

You receive a reply from LazyApproval indicating your email could not be matched to a running workflow

Check that the notification you receive from the approval task has the LazyApproval token in the subject. The LazyApproval token will look similar to [#DD7FGH#].