

Support

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.

👸 Add or Ren	nove Programs			
5	Currently installed programs:	Show up <u>d</u> ates	Sort by: Name	•
C <u>h</u> ange or Remove	🕞 Hyper-Y Guest Components			
Programs	Click here for support information.			
5	To remove this program from your computer, click Remove.			Remove
Add <u>N</u> ew	🔀 Microsoft .NET Framework 2.0 Service Pack 1		Size	187.00MB
Programs	🛃 Microsoft .NET Framework 3.0 Service Pack 1		Size	245.00MB
5	📴 Microsoft Office 2003 Web Components		Size	22.69MB
Add/Remove	🥪 Microsoft Silverlight		Size	4.62MB
<u>wi</u> ndows Components	Alicrosoft SQL Server 2005		Size	606.00MB
	🚦 Microsoft SQL Server 2005 Backward compatibility		Size	26.18MB
	🔒 Microsoft SQL Server 2005 Books Online (English)		Size	123.00MB
	🚦 Microsoft SQL Server Native Client		Size	4.16MB
	🔒 Microsoft SQL Server Setup Support Files (English)		Size	19.92MB
	📒 Microsoft SQL Server VSS Writer		Size	0.66MB
	🙉 Microsoft Visual Studio 2005 Premier Partner Edition - ENU		Size	184.00MB
	🎥 Microsoft Windows SharePoint Services 3.0			
	BXXML 6 Service Pack 2 (KB954459)		Size	1.34MB —
	📶 Nintex Reporting 2008		Size	12.60MB
	🚰 Nintex Workflow 2007		Size	22.89MB 🖵



Click on Add/Remove Windows Components.

Windows Components Wizard	×		
Windows Components You can add or remove components of Windows.	t		
To add or remove a component, click the checkbox. A shad part of the component will be installed. To see what's include Details.	led box means that only ad in a component, click		
<u>C</u> omponents:			
🗹 📻 Accessories and Utilities	4.9 MB 🔼		
Application Server	34.4 MB		
🔲 📴 Certificate Services	1.8 MB		
🗆 🛄 E-mail Services	1.1 MB		
General East Services	7.9 MB 🗾		
Description: Includes Windows Accessories and Utilities for your computer.			
Total disk space required: 12.0 MB	Dataila		
Space available on disk: 90827.7 MB	Details		
< <u>B</u> ack <u>N</u> ext >	Cancel Help		

Select Application Server then click on Details...

Application Server		X	
To add or remove a component, click the check box. A shaded box means that only part of the component will be installed. To see what's included in a component, click Details.			
Subcomponents of Application Server:			
🗹 🚡 Application Server Console	0.0 MB	A	
🗹 🎭 ASP.NET	0.0 MB		
🗹 🙆 Enable network COM+ access	0.0 MB		
Enable network DTC access	0.0 MB		
🗹 🎀 Internet Information Services (IIS)	27.4 MB		
🗌 🚅 Message Queuing	7.0 MB		
Description: IIS Includes Web, FTP, SMTP, and NNTP support, along with support for FrontPage Server Extensions and Active Server Pages (ASP).			
Total disk space required: 12.0 MB	Detaile	1	
Space available on disk: 90828.5 MB		·	
OK	Cancel		



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

Internet Information Services (IIS)	×
To add or remove a component, click the check box. A shaded box me of the component will be installed. To see what's included in a compone	ans that only part nt, click Details.
Sub <u>c</u> omponents of Internet Information Services (IIS).	14 CMD
	14.6 MB
Internet Information Services Manager	1.3 MB
🗆 🍏 Internet Printing	0.0 MB
🗆 🎯 NNTP Service	1.0 MB
SMTP Service	1.2 MB
🗹 🔔 World Wide Web Service	8.0 MB
Description: Supports the transfer of electronic mail	
Total disk space required: 12.1 MB	<u>D</u> etails
Space available on disk: 90828.3 MB	
ОК	Cancel

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

Internet Information Services (IIS)	×		
To add or remove a component, click the check box. A shaded box means that only part of the component will be installed. To see what's included in a component, click Details.			
Subgeniperients of internet information services (no). Image 2002 Server Extensions	14.6 MB		
	12MB		
Internet Information Services Manager	0.0 MD		
	1.0 MB		
	1.U MB		
M III SMTP Service	1.2 MB		
🗹 World Wide Web Service	8.0 MB		
	•		
Description: Includes support for throttling and restarting data transfers, and a BITS management console extension.			
Total disk space required: 12.0 MB	Details		
Space available on disk: 90826.3 MB			
ОК	Cancel		

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**.



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	Outbound SMTP Server:

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

Smtp.example.com.au

From Address:

workflow@peter-test.example.com.au

Reply To Address: workflow@peter-test.example.com.au



Support

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

C Enabled 💿 Oisabled



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	• Enabled C Disabled	
Alias	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:

🚰 Configure Action We	b Page Dialog			? ×
臱 Request	approval			0
Approvers				
Expand groups				
Edit settings for	All Approvers			
Allow delegation Allow LazyApprov	□ al ☑ (only applicable with email de	elivery)		
🛛 Edit Approval	Required Notification			
😻 Edit Approval	No Longer Required Notification			
Approval options*	• All must approve • Only one approval is required	C First response ap C Vote	oplies	
Task name		11		
Priority		<u>1</u> 2		
Store Action ID in		•		
10902			Save	Cancel

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#].