BruinPost Assumptions

1. Plain/formatted text
2. No attachments, use web links
3. Pre-defined lists
4. Sender responsible for message content and quality
5. Weekly Digest for non “official” Emails
6. Scheduled distribution
Deans and Directors List Attributes

**Before BruinPost**
- Deans, Directors, Chairs & Administrators & Designees
- List had designees with various payroll titles.
- List maintained by MDDS
- List updated semi-annually with volunteer survey response
- Potential for duplication if names, departments and/or titles varied

**With BruinPost**
- Only properly classified EDB payroll titles matching the category
- Recipients can use local email rules to auto forward to designees
- List generated from EDB
- List updated nightly
- No duplicate entries are allowed in the payroll or BruinPost system