

Log Job via Email

Introduction

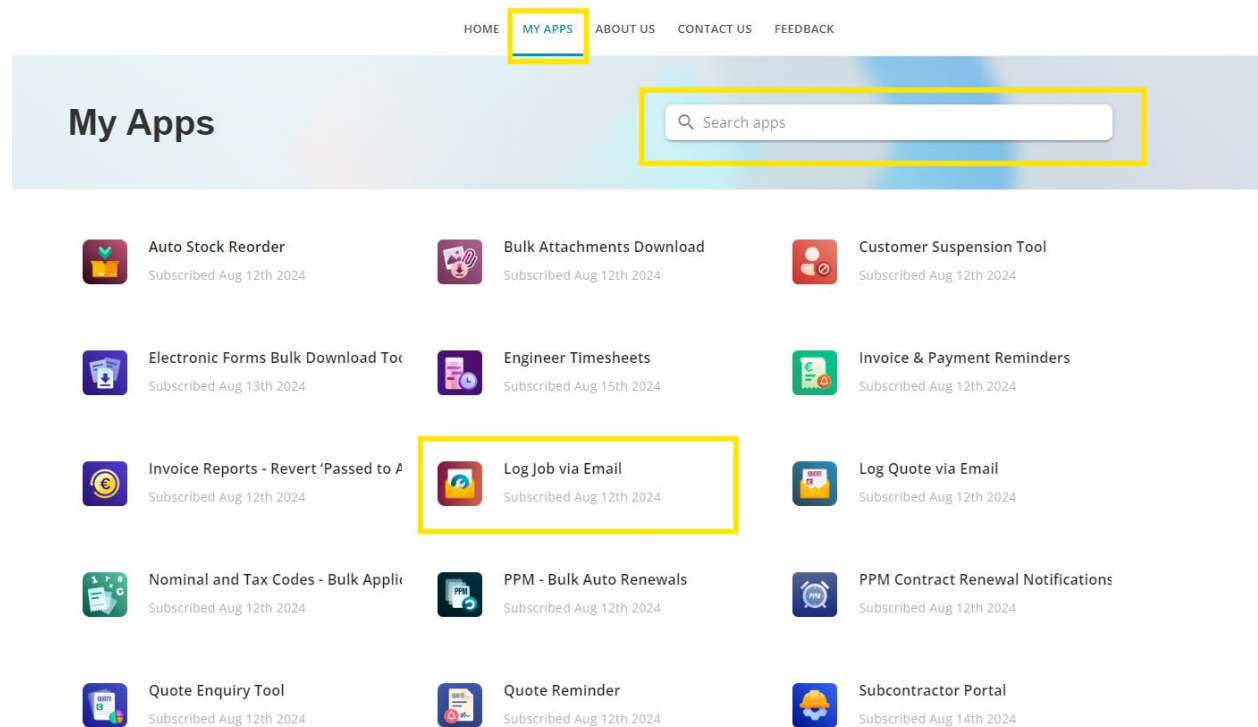
Log Job via Email is a great tool which allows you to easily convert Emails into jobs by automating the process for you.

This guide will walk you through how to set up the configuration to make this possible.

Accessing the app

Click My Apps

Either Search for 'Log Job via Email', or simply click the relevant button.



Configuring your template

Here, you'll be able to configure the template, along with who can send emails in this format to log jobs automatically.

Enter your Sender(s) by manually typing or pasting email addresses into the box.

You can add more than one.

This will mean that when these email accounts send you an email in the right format, a Job will be logged automatically in Joblogic.

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Log Job Via Email

Sender * ⓘ

kirstyh@joblogic.co ⓘ

kirstyc@joblogic

kirstyh@joblogic.co

Email Template ▼

Email Subject

Email subject

Email Body

Email Body

Cancel

Configuration List

Configuration ID	Sender	Template ID	Subject	Body	
5eddc6c-e5f8-47ef-8516-8785fdc639fa	kirstyh@joblogic.co	2a087983-b130-41b9-b942-41de42ccca8e	TEST	{ "CustomerName": "<Customer Name>", "SiteName": "<Site Name>", "Description": "<Job Description>", "JobType": "<Job Type>", "OwnerEmail": "<Job Owner Email>", "DateLogged": "<Job Date Logged format should be 2024-07-31>" }	<div><div></div><div></div></div>

Choose your Email Template from the dropdown menu. There is currently a default Template which includes Customer Name, Site Name, Description, Job Type, Owner Email and Date Logged.

Log Job Via Email

Sender* ?

kirstyh@joblogic.co

kirstyc@joblogic

Email Template*

TEST

Email Subject

TEST

Email Body

```
{
  "CustomerName": "<Customer Name>",
  "SiteName": "<Site Name>",
  "Description": "<Job Description>",
  "JobType": "<Job Type>",
  "OwnerEmail": "<Job Owner Email>",
  "DateLogged": "<Job Date Logged format should be 2024-07-31>"
}
```

Note: Your customer will need to know this format. They will need to send their emails in the right format for it to be logged into Joblogic.

Click Save and it will be added to your Configuration list.

Log Job Via Email

Sender* ?

kirstyh@joblogic.co

kirstyc@joblogic

Email Template*

TEST

Email Subject

TEST

Email Body



```
{
  "CustomerName": "<Customer Name>",
  "SiteName": "<Site Name>",
  "Description": "<Job Description>",
  "JobType": "<Job Type>",
  "OwnerEmail": "<Job Owner Email>",
  "DateLogged": "<Job Date Logged format should be 2024-07-31>"
}
```

ids

Cancel

Save

Configuration List

Configuration ID	Sender	Template ID	Subject	Body	
5eddc6c-e5f8-47ef-8516-8785fdc639fa	kirstyh@joblogic.co	2a087983-b130-41b9-b942-41de42ccca8e	TEST	{ "CustomerName": "<Customer Name>", "SiteName": "<Site Name>", "Description": "<Job Description>", "JobType": "<Job Type>", "OwnerEmail": "<Job Owner Email>", "DateLogged": "<Job Date Logged format should be 2024-07-31>" }	 
c16de448-fba5-		2a087983-b130-		{ "CustomerName": "<Customer Name>", "SiteName": "<Site Name>",	

Click the Edit icon to add further email addresses. Click Update to confirm the changes.

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Ahtashan

Log Job Via Email

You are modifying the configuration **5eddc6c-e5f8-47ef-8516-8785fdc639fa**

Sender* ⓘ

kirstyh@joblogic.co ⓘ

▼

kirstyc@joblogic

Email Template*

TEST

▼

Email Subject

TEST

Email Body

{
 "CustomerName": "<Customer Name>",&br/> "SiteName": "<Site Name>",&br/> "Description": "<Job Description>",&br/> "JobType": "<Job Type>",&br/> "OwnerEmail": "<Job Owner Email>",&br/> "DateLogged": "<Job Date Logged format should be 2024-07-31>"
}

is

Cancel

Update

Configuration List

Configuration ID	Sender	Template ID	Subject	Body	
5eddc6c-e5f8-47ef-8516-8785fdc639fa	kirstyh@joblogic.co	2a087983-b130-41b9-b942-41de42ccca8e	TEST	{ "CustomerName": "<Customer Name>","SiteName": "<Site Name>","Description": "<Job Description>","JobType": "<Job Type>","OwnerEmail": "<Job Owner Email>","DateLogged": "<Job Date Logged format should be 2024-07-31>" }	<div><div></div><div></div></div>
c16de448-fba5-4ea2-9d7a-	kirstyh@joblogic.co	2a087983-b130-41b9-b942-	TEST	{ "CustomerName": "<Customer Name>","SiteName": "<Site Name>","Description": "<Job Description>","JobType": "<Job Type>","OwnerEmail": "<Job Owner Email>","DateLogged": "<Job Date Logged format should be 2024-07-31>" }	<div><div></div><div></div></div>


To delete a configuration, click the red bin icon.

You'll then need to confirm the deletion too.

Log Job Via Email

You are modifying the configuration **5eddc66c-e5f8-47ef-8516-8785fdc639fa**

Sender* 

kirstyh@joblogic.co 

kirstyc@joblogic

Email Subject

TEST

Email Template*

TEST

Email Body

```
{
  "CustomerName": "<Customer Name>",
  "SiteName": "<Site Name>",
  "Description": "<Job Description>",
  "JobType": "<Job Type>",
  "OwnerEmail": "<Job Owner Email>",
  "DateLogged": "<Job Date Logged
format should be 2024-07-31>"
}
```

Danger Zone



Do you want to delete this record?



Cancel

Delete

Cancel

Update

Log List

ID	Sender	Template ID	Subject	Body	
f8-47ef-639fa	kirstyh@joblogic.co	2a087983-b130-41b9-b942-41de42ccca8e	TEST	{ "CustomerName": "<Customer Name>", "SiteName": "<Site Name>", "Description": "<Job Description>", "JobType": "<Job Type>", "OwnerEmail": "<Job Owner Email>", "DateLogged": "<Job Date Logged format should be 2024-07-31>" }	 
5-		2a087983-b130-		{ "CustomerName": "<Customer Name>", "SiteName": "<Site Name>",	