## Log Quote via Email

## Introduction

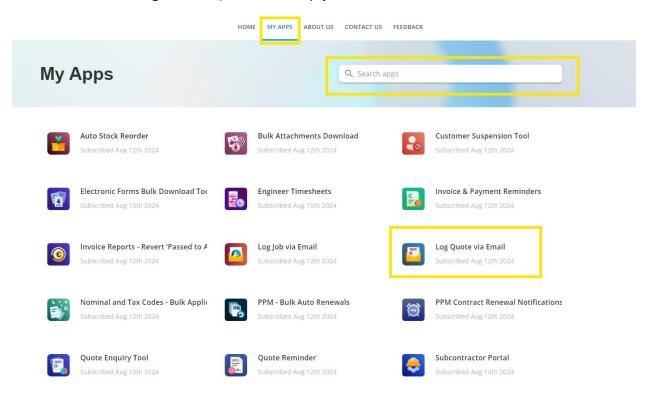
Log Quote via Email is a great tool which allows you to easily convert Emails into quotes by automating the process for you.

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 Quote', or simply click the button.



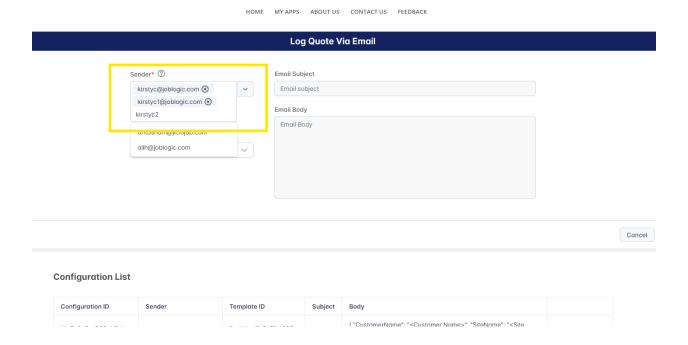
## **Configuring your template**

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

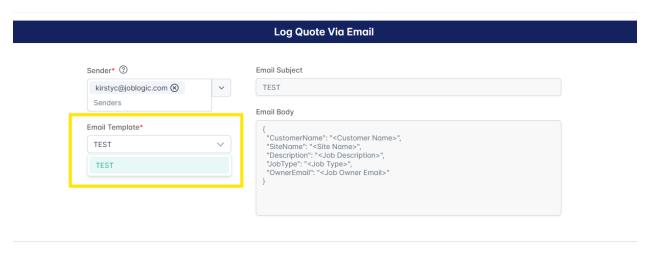
Enter your Sender(s) by manually typing or pasting email addresses into the box.

You can add more than one.

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

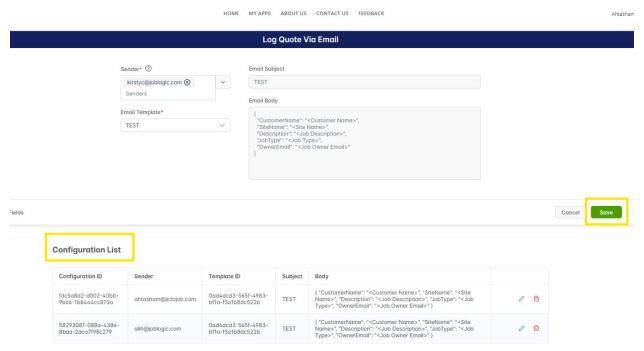


Choose your Email Template from the dropdown menu. There is currently a default Template which includes Customer Name, Site Name, Description, Job Type and Owner Email.

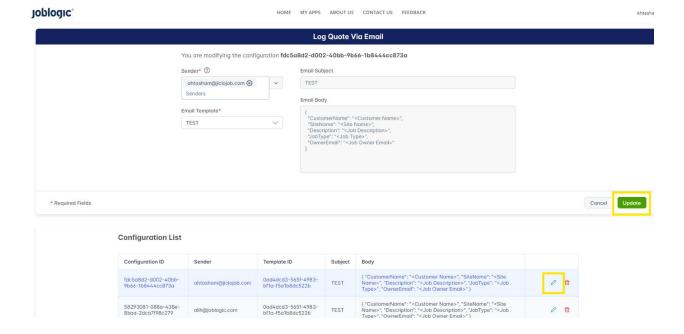


Note: Your customer will need to know this format. They will need to send their emails in the right format for it to be logged into Joblogic.

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



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



To delete a configuration, click the red bin icon.

You'll then need to confirm the deletion too.

