



Alloc8 User Guide

Job Confirmation Email

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Job Confirmation Email

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Overview

You can now send job confirmation emails directly from Alloc8 to your job contacts.

The job confirmation emails are system generated based on all the job booking details. You will be able to edit these before sending.

Sending job confirmation emails

You can send job confirmation emails once you have completed creating a job. The confirmation email can be sent for both single-day and multi-day jobs. The multi-day job email intelligently combines the details of all the jobs into one email.

A new button has been added to the Create Job page. Once you have set-up the job and ready to save the details click on the new button "SUBMIT AND EMAIL"

Don't worry, if you forget to send it you can always send it again for a single job.

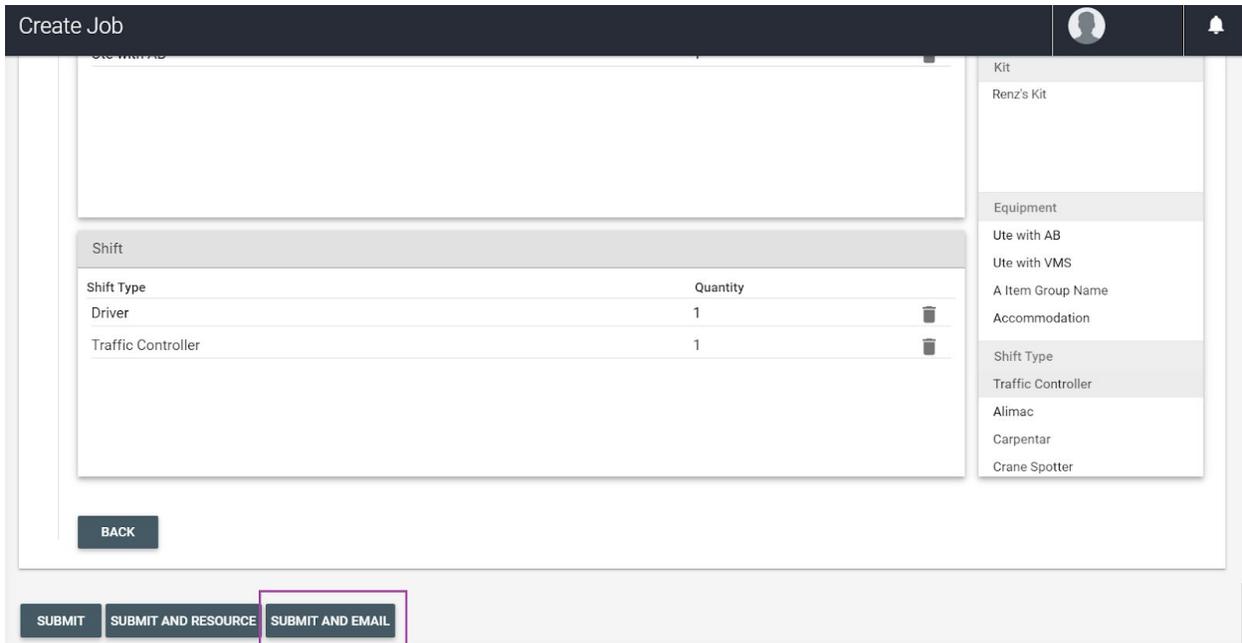


Figure 1. Create Job page

Single day jobs

For a single day job you will be taken to the email composer immediately to review and send.

Multi-day job

On a multi-day job you will be redirected to the Confirm Ticket page. Here you can make last minute adjustments to the jobs before hitting the “CONFIRM AND EMAIL” button. This will take you to the Email Composer.



Figure 2. Confirm Ticket page

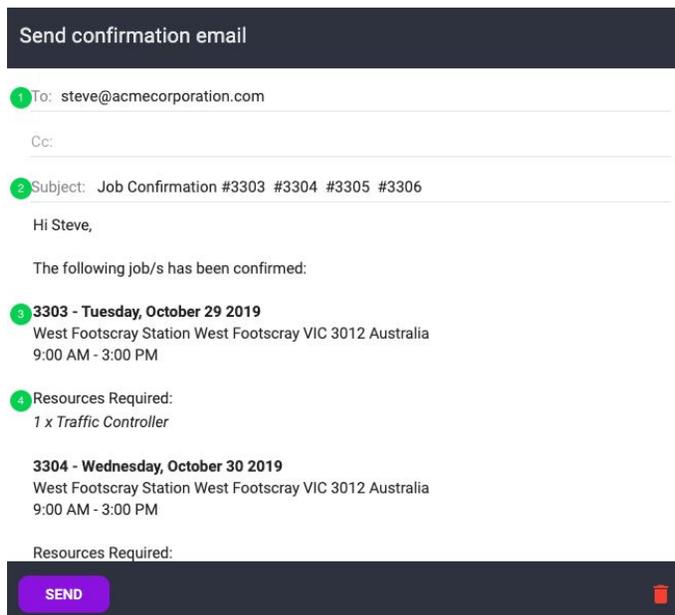
Email Composer

The Email Composer is prepopulated with the following details about the job:

1. To email: {person ordering}
2. Subject Line: Job Confirmation {job number/s}
3. Job number, date and details
4. Resources required

Multi Day jobs will show all of these details for each job and listed in sequential order.

You can edit the body of the email, including adding a Cc address. You can also choose not to send the email by clicking the trash icon.



The screenshot displays the 'Send confirmation email' interface. At the top, there is a dark header with the text 'Send confirmation email'. Below this, the email fields are populated:

- To:** steve@acmecorporation.com
- Cc:** (empty)
- Subject:** Job Confirmation #3303 #3304 #3305 #3306

The body of the email contains the following text:

Hi Steve,

The following job/s has been confirmed:

- 3303 - Tuesday, October 29 2019**
West Footscray Station West Footscray VIC 3012 Australia
9:00 AM - 3:00 PM
- Resources Required:**
1 x Traffic Controller
- 3304 - Wednesday, October 30 2019**
West Footscray Station West Footscray VIC 3012 Australia
9:00 AM - 3:00 PM
- Resources Required:**

At the bottom of the form, there is a dark bar containing a purple 'SEND' button and a red trash icon.

Figure 3. Email Composer

How do I know an email was sent?

You will see an email icon on the job card in the resource whiteboard, you will also be able to go into the job's history log and see when emails were sent.

Email sent icon on Whiteboard

So you can tell at a glance if a job email has been sent or not we have introduced an email icon on the job ticket.

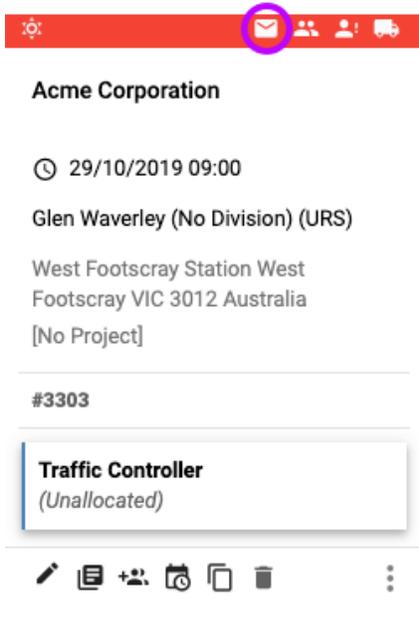


Figure 4. Whiteboard

Sent email in Job History

Sent email is logged to the job's history log each time a confirmation email is sent.

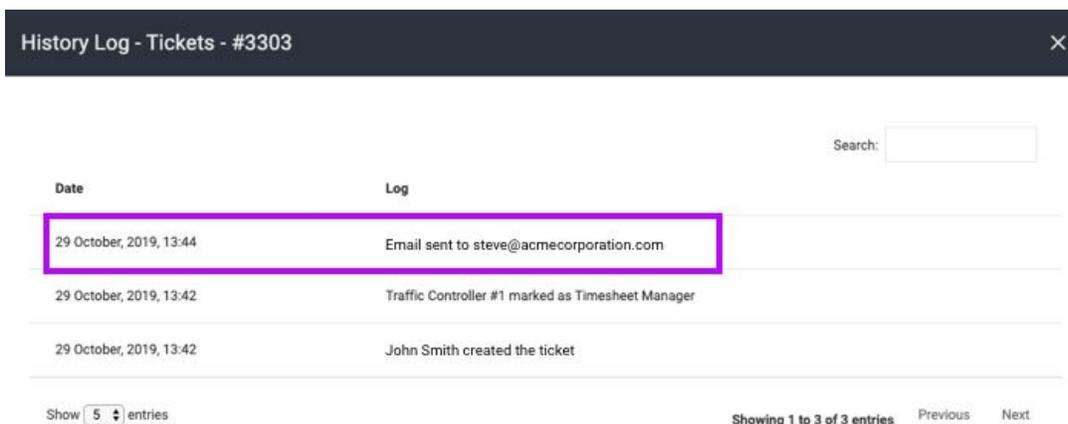


Figure 5. Job History Log

How do I resend an email?

You can resend emails on any job by simply clicking edit and then “SUBMIT AND EMAIL”

Any edits to the job will be pre populated in the new email for you to review and edit before sending.

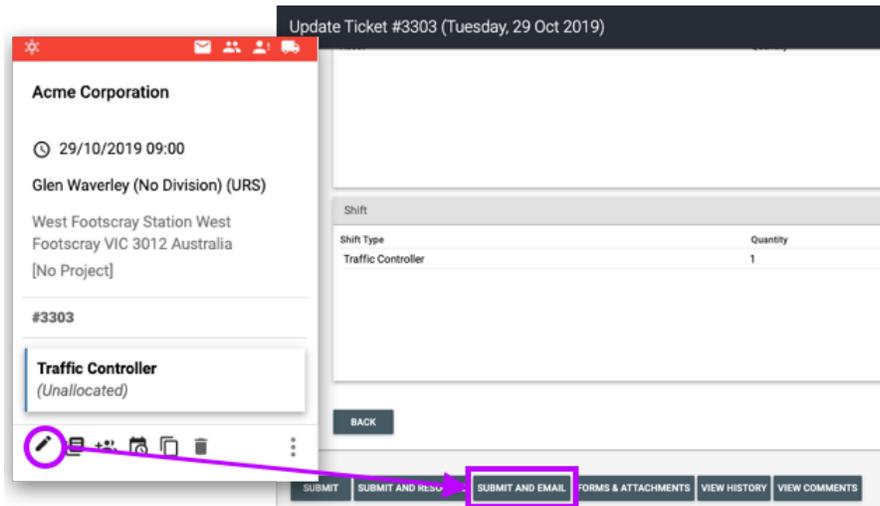


Figure 6. Edit Job

Note: You cannot resend emails for multi-day jobs once you have confirmed them.