NEW! Supplier Notifications

Description

With this **new** Supplier Notifications functionality you will be able to send an email to your suppliers every time:

- an extra is assigned to them.
- an extra is changed.
- an extra is cancelled.

Benefits

Notifications to suppliers allow us to improve the communication with your service suppliers, to avoid errors in communication and management, and to save the agency time. Your suppliers will always be aware of any updates in the services assigned to them and they will have a better task management experience.

Configuration

To configure notifications to your suppliers, you should access the previously created supplier page.

> In the case that you haven't yet created a supplier page, we recommend that you read our help pages here.

In the supplier page you will find a section *Manage notifications*. This section will show the services the supplier has assigned. You should click on the button *Configure* to create your first configuration rule. The configurations of notifications should be carried out for each service assigned to the supplier, each one independent of the others.

The configuration consists of 3 steps to be able to successfully use the notifications:
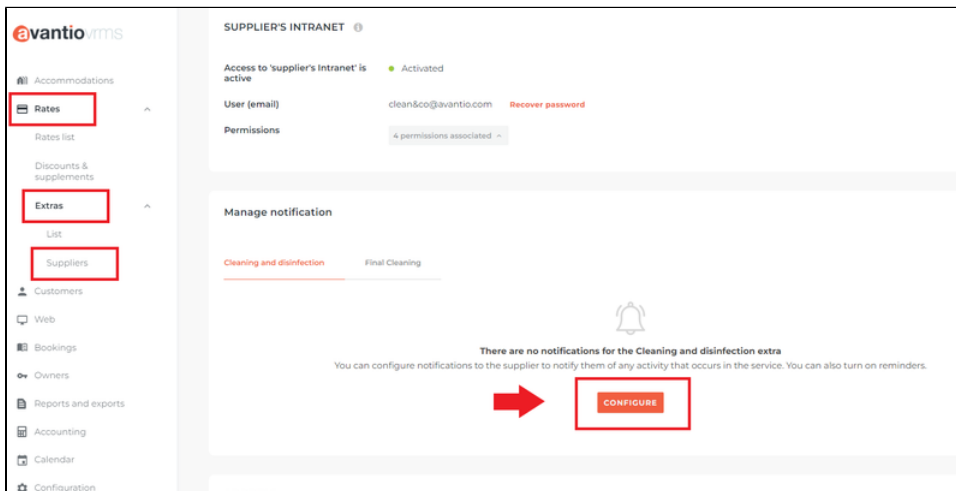
Step 1.

Contenido de esta sección

Contenido relacionado

Content by label
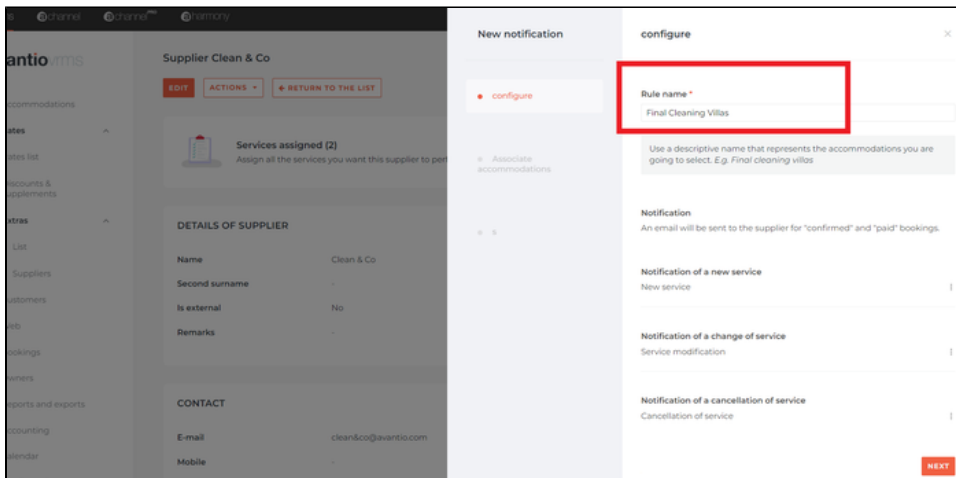
There is no content with the specified labels

During the first step you should fill in the following fields:

- **Rule Name**: this is the internal name to identify the rule. It will not be seen by the supplier.
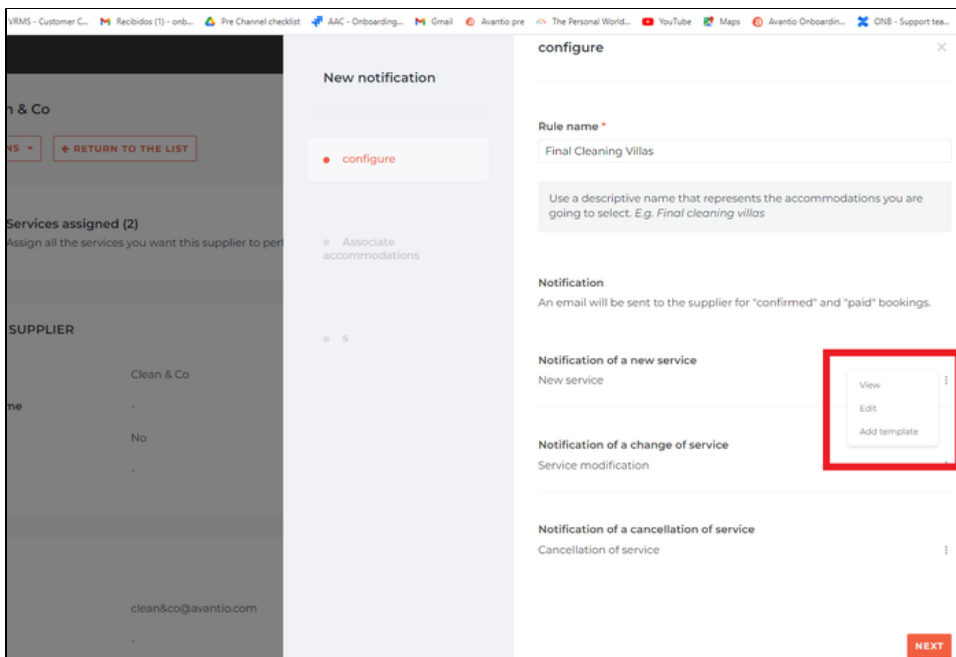

- **Notifications:** you should choose which templates you want to use for the 3 available uses:

New service

Modification of service

Cancellation of service

- **Reminders:** you will be able to configure up to 2 reminders for each configuration. You should indicate how many hours or days before the date of execution of the service you want the reminders to be sent. In this step you will also be able to choose the reminder template you want to send to the supplier.

Templates

In the templates section you will find the default templates that we have created for you to use. However, if you need to, you can modify the template or even create a new one. To edit or create email templates, we recommend that you read our help pages here.

It is important to take into account that, when activating the notifications, all three will be activated. In other words, it is not possible to activate, for example, the new service notification and not activate the modification or cancellation notifications and vice versa.

The same happens with the activation of the reminder notifications.

Step 2

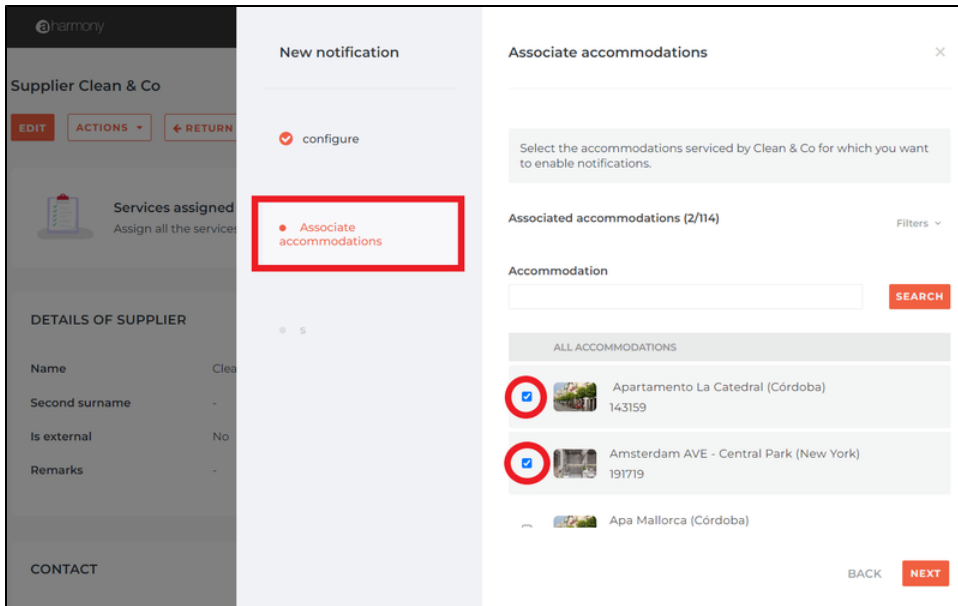In this second step, you should select the accommodations that you want to include in the previously created configuration. In this section you will see all the accommodations, including those that are assigned to other suppliers. The system will display a warning when an accommodation already already has a rule assigned.

Step 3.

In this last step, the system will show you a summary of all previously created configurations. You should verify that everything is correct and click on the button *Finish* to complete the configuration of your rule.
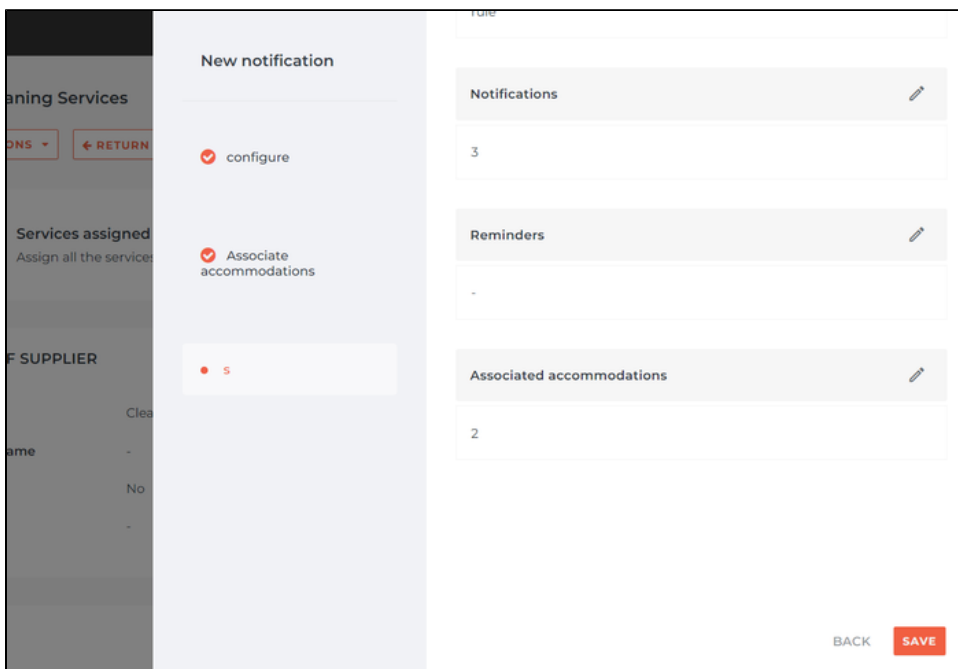
Once the configurations are finished you will find your configured notifications in the supplier page.

Manage notification

Cleaning and disinfection   **Final Cleaning**

Settings   1 rule ⌄

RULE NAME	NUMBER OF ACCOMODATIONS	SETUP	ACTIONS
Villa Rule	2	Notification	✏️ 🗑️

⊕ **Add rule**