

Send Job Notifications to Factory

User Guide

Introduction

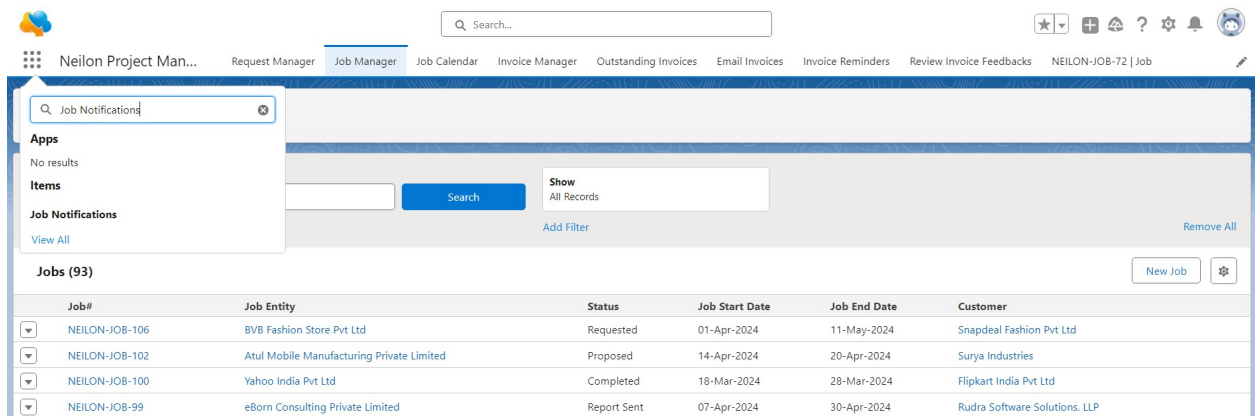
We have a feature in which you can send initial job notifications to the job entity or factory once a job or audit is ready to perform.

Functionality Overview

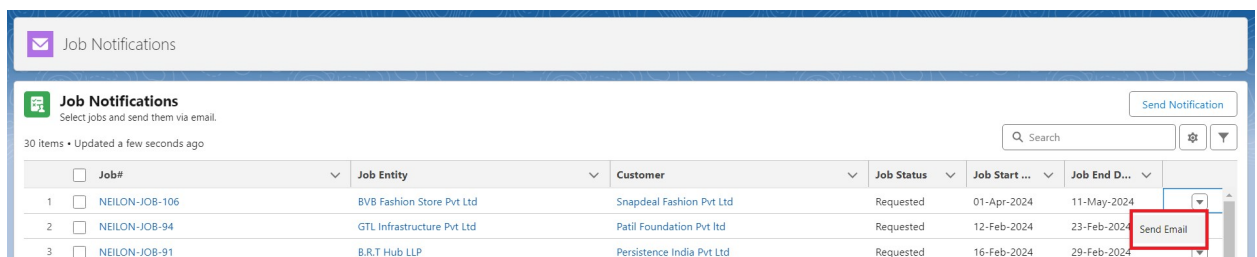
Send single job notification

Follow the below steps to send a notification for the job.

1. Go to the App launcher. Search and open the **Job Notifications** tab.



2. Click on the **Send Email** row-level action of the job for which you want to send a notification.



3. It will open the UI to send the job notification. It will auto-populate the emails, subject, and body as per the notification template applicable to the job. The job notification template will be automatically selected using the notification template's Country, Service, and Customer parameters.

Preview Initial Notification
Select job & provide test email address to send test notification

▼ Send To

Job Entity Contacts apatinge@neilontechnologies.com Program Contacts Licensee Contacts Other Contacts	Vendor Contacts Agent Contacts Other Payer Contacts
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▼ CC To

Job Entity Contacts	Vendor Contacts

4. Here, merge fields are replaced with job field values (highlighted in yellow). You can add merge fields in the subject and body. Select the merge field you want to add from the dropdown. It will show the **Merge Field API Name**. Copy and use it in the subject and body (highlighted in red).

Preview Initial Notification
Select job & provide test email address to send test notification

* Subject

Notification for Upcoming Audit from Royal India Private Limited

Select Merge Field User.Name ▼	Merge Field API Name {User.Name}
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* Body

Salesforce Sans ▼ 12 ▼ B I U

Dear Nitesh Deshpande,

This is **Neilon Admin** from Royal Indi Private Limited.

We have been requested by Snapdeal Fashion Pvt Ltd to perform an audit of your company. We will be auditing your company in the next few days. Below are the audit details. Please prepare your team for the audit.

Job#: **NEILON-JOB-106**

Start Date: **1-Apr-2024**

End Date: **11-May-2024**

User Name: **{User.Name}**

If you have any queries, feel free to reach out. My email is **support@neilontechnologies.com**

Thanks & Regards,

S. S. S.

5. If you want to add additional emails, you can add semi-colon-separated emails in the **Send To**, **CC To**, and **BCC To** sections.

Preview Initial Notification
Select job & provide test email address to send test notification

Send To

Job Entity Contacts

apatinge@neilontechnologies.com;support@amazon.com

Vendor Contacts

Program Contacts

Licensee Contacts

Other Contacts

Agent Contacts

Other Payer Contacts

CC To

Job Entity Contacts

Vendor Contacts

Send

Cancel

6. If you want to edit the user signature then click on **Edit Email Signature**.
7. Set the **Include Sender Signature?** checkbox to true, if you want to add the sender's signature in the job notification email.
8. You can add attachments and code of conduct documents to the job notification emails. Click on the **Upload Files** in the **Attachments** section.

Preview Initial Notification
Select job & provide test email address to send test notification

Start Date: 1-Apr-2024

End Date: 11-May-2024

User Name: {!User.Name}

If you have any queries, feel free to reach out. My email is support@neilontechnologies.com.

Thank & Goodbye

Email Signature

No email signature configured

Edit Email Signature

☐ Include Sender Signature?

Attachments

Upload Files

Or drop files

Send

Cancel

9. Select the files from your local storage. Once a file is uploaded, It will show in the list. Select the files that you want to include in the job notification email.
10. Now click on the **Send**. The job notification email will be sent to the factory or job entity.

Preview Initial Notification
Select job & provide test email address to send test notification

Start Date: 1-Apr-2024
End Date: 11-May-2024
User Name: {User.Name}
If you have any queries, feel free to reach out. My email is support@neilontechnologies.com

Email Signature

No email signature configured

[Edit Email Signature](#)

☐ Include Sender Signature?

▼ Attachments

[Upload Files](#) Or drop files

Send Cancel

Send multiple job notifications

1. Select the multiple Jobs for which you want to send notifications in one go.

Job Notifications
Select jobs and send them via email.

30 items • Updated 5 minutes ago

[Send Notification](#)

Job#	Job Entity	Customer	Job Status	Job Start ...	Job End D...
1 ☒	NEILON-JOB-106	BVB Fashion Store Pvt Ltd	Snapdeal Fashion Pvt Ltd	Requested	01-Apr-2024 11-May-2024
2 ☒	NEILON-JOB-94	GTL Infrastructure Pvt Ltd	Patil Foundation Pvt Ltd	Requested	12-Feb-2024 23-Feb-2024
3 ☒	NEILON-JOB-91	B.R.T Hub LLP	Persistence India Pvt Ltd	Requested	16-Feb-2024 29-Feb-2024

2. Click the **Send Notification** button. A background job will be started to send notifications for selected jobs.
3. You can find the upcoming jobs using the start date or using any other filter. Click on the filter icon. Provide filter values and click on **Apply**.

Job Notifications
Select jobs and send them via email.

30 items • Updated a minute ago

[Send Notification](#)

Job#	Job Entity	Customer	Job Status	Job S
1 ☐	NEILON-JOB-106	BVB Fashion Store Pvt Ltd	Snapdeal Fashion Pvt Ltd	Requested
2 ☐	NEILON-JOB-94	GTL Infrastructure Pvt Ltd	Patil Foundation Pvt Ltd	Requested
3 ☐	NEILON-JOB-91	B.R.T Hub LLP	Persistence India Pvt Ltd	Requested
4 ☐	NEILON-JOB-77	Patil lubricants LLP	Haldiram Foods International Pvt Ltd	Requested
5 ☐	NEILON-JOB-75	eBorn Consulting Private Limited	Persistence India Pvt Ltd	Proposed
6 ☐	NEILON-JOB-456-71	TV9 Pvt Ltd	India Today Pvt Ltd	Requested
7 ☐	NEILON-JOB-67	B.R.T Hub LLP	Mobile Hub Pvt Ltd	Proposed
8 ☐	NEILON-JOB-64	Atul Mobile Manufacturing Private Limited	Amazon India Private Limited	Requested
9 ☐	NEILON-JOB-62	Patil lubricants LLP	Patil Foundation Pvt Ltd	Proposed
10 ☐	NEILON-JOB-61	Patil lubricants LLP	Patil Foundation Pvt Ltd	Proposed

* Customer
Snapdeal Fashion Pvt Ltd

* Job Entity
BVB Fashion Store Pvt Ltd

Job Status
Requested

Prepaid
Yes

Start Date From
29-Apr-2024

Start Date To
03-May-2024

[Apply](#)

4. The Jobs will be displayed in the table as per the filter applied.
5. If you want to see additional job fields, then click the settings icon. Select job fields and click on **Apply**.


Job Notifications


Job Notifications
Select jobs and send them via email.

[Send Notification](#)

30 items • Updated 9 minutes ago

☐ Job#	Job Entity	Customer	Job Status	Job Start ...	☒ Location ☒ Primary Service ☒ Total Required Staff Days ☒ Priority ☐ Proposed Date ☐ Not Before Date ☐ Job Due Date ☐ Initial Payment Received?
1 ☐ NEILON-JOB-106	BVB Fashion Store Pvt Ltd	Snapdeal Fashion Pvt Ltd	Requested	01-Apr-2024	☐ Proposed Date ☐ Not Before Date ☐ Job Due Date ☐ Initial Payment Received? Apply
2 ☐ NEILON-JOB-94	GTL Infrastructure Pvt Ltd	Patil Foundation Pvt Ltd	Requested	12-Feb-2024	
3 ☐ NEILON-JOB-91	B.R.T Hub LLP	Persistence India Pvt Ltd	Requested	16-Feb-2024	
4 ☐ NEILON-JOB-77	Patil lubricants LLP	Haldiram Foods International Pvt Ltd	Requested	14-Apr-2024	
5 ☐ NEILON-JOB-75	eBorn Consulting Private Limited	Persistence India Pvt Ltd	Proposed	01-Feb-2024	
6 ☐ NEILON-JOB-456-71	TV9 Pvt Ltd	India Today Pvt Ltd	Requested	04-Dec-2023	
7 ☐ NEILON-JOB-67	B.R.T Hub LLP	Mobile Hub Pvt Ltd	Proposed	16-Nov-2023	