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Handy
guides

Lead notifications

Settings

As a Sales manager or Aftersales manager I can set up lead e-mail notifications for myself & my team.

Setting up lead email notifications to be sent to a generic/group mailbox.

You can set-up different email addresses to receive notifications for sales leads and for Aftersales leads.

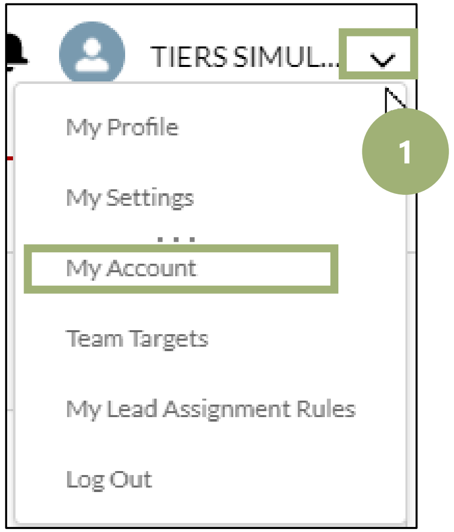
1. Select **My account** from the drop list at the right of my name in the top right hand corner of the screen.

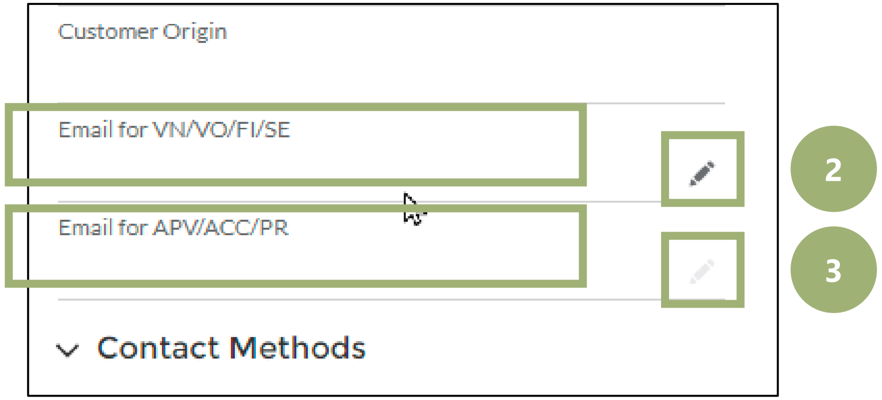
2. In the Account information section, click on the pencil to edit the **Email for VN/VO/FI/SE** field and enter the **generic mail box address** which you want to receive Sales leads notifications.

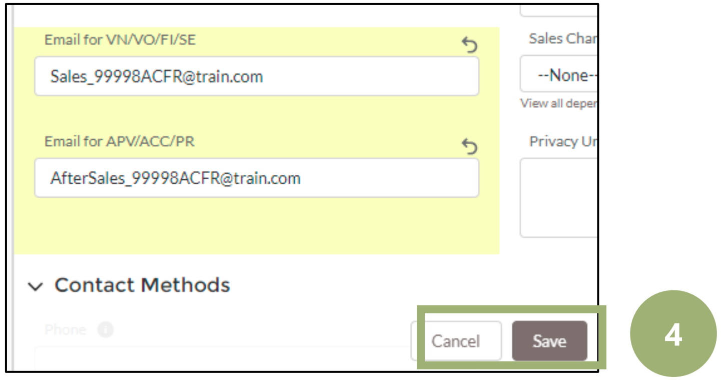
and/or

3. In the Account information section, click on the pencil to edit the **Email for APV/ACC/PR** field and enter the **generic mail box** which you want to receive Aftersales leads notifications.

4. Click on **Save**.







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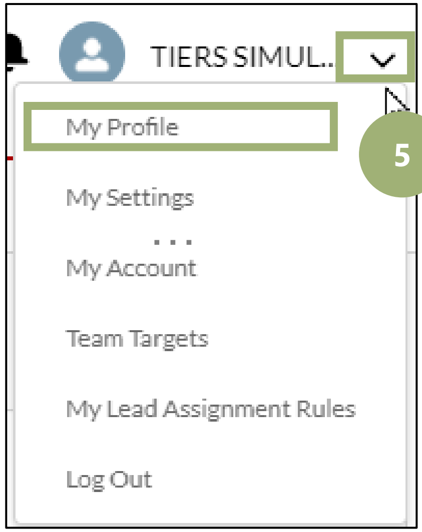
Setting up lead email notifications to be sent to a personal mailbox.

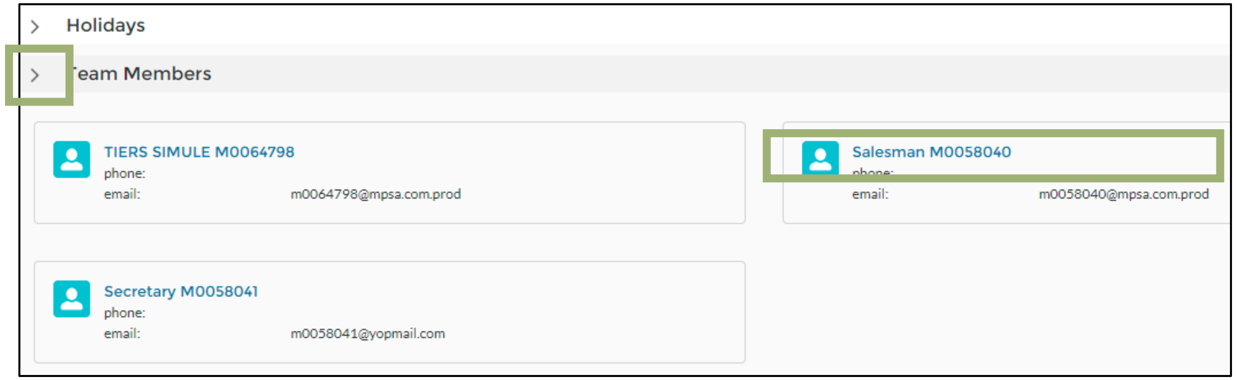
Leads notifications can be sent to **individual mailboxes**, for any member of the team.

5. Click on **My Profile** in the drop list at the right of my name.

6. Expand the team's members list by clicking on the drop down arrow and check that the e-mail addresses are correct. (corrections to e-mail addresses must be done in ADM Partner).

7. Click on the User ID of the user you want to update.



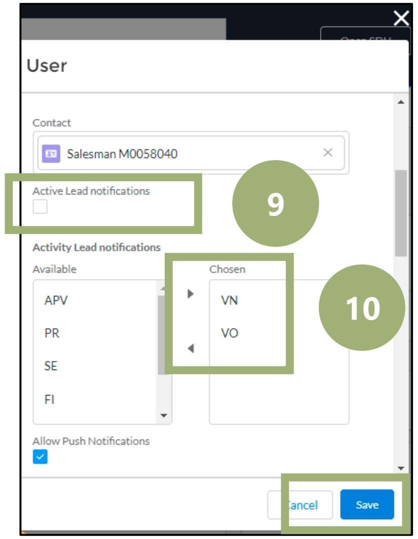


8. Click on **Edit**.

9. Tick the **Active Leads notifications** box if this person needs to receive e-mail lead notifications.

10. Select which lead types the user wants to receive notifications for by moving the relevant selections from the 'available' box to the **Chosen** box, using the arrows.

11. Click on **Save**.



Customer FIRST