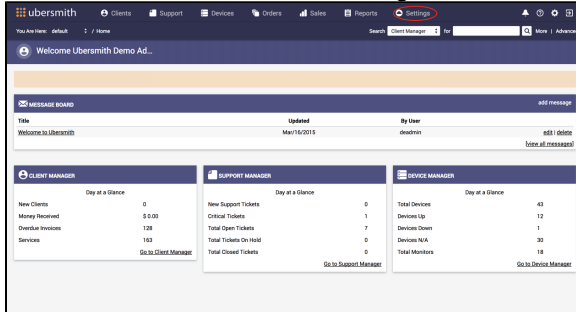


Adding Order Queues

Once you sell a service, and the quote has been electronically signed by the client, the quote is transferred to the order queue. Order queues follow predefined steps to facilitate getting the order provisioned.

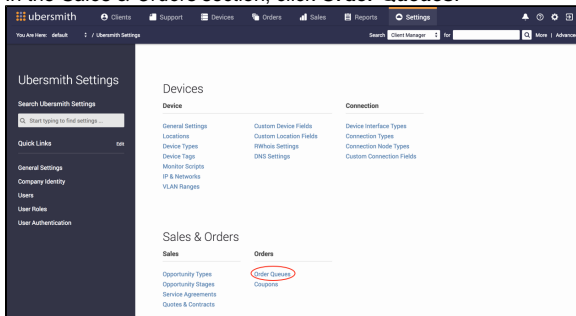
Access the Order Queues Page

1. From the *Ubersmith Dashboard*, click **Settings**.



The *Ubersmith Settings* page appears.

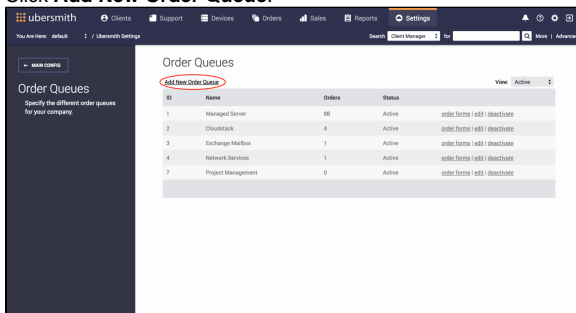
2. In the *Sales & Orders* section, click **Order Queues**.



The *Order Queues* page appears.

Complete the Add Order Queues Page

1. [Access the Order Queues page.](#)
2. Click **Add New Order Queue**.



The *Add Order Queue* page appears.

3. In the **Order Queue Name** field, enter the name for the order queue.
4. In the **Allow Sales Quotes** field, select **Yes** if you want the order queue to be able to be selected in the *Add Opportunity* section on the *Sales Dashboard*. When the quote is signed, the order will be created in the selected order queue.
5. In the **From Address** field, enter the from email address to send to your sales lead.
6. In the **Subject** field, enter the subject of the email to send to your sales lead.
7. In the **Template** field, enter the body of the email to send to your sales lead.



Note

The email section is used to send an email to a potential client, or lead, that does not complete the order process.

Click **View Variables** to display the *View Variables: Order Email* page that lists all the system variables you can use to customize your emails.

On this page:

On this page:

- [Access the Order Queues Page](#)
- [Complete the Add Order Queues Page](#)
- [Related Topics](#)

8. In the **Confirmation Type** field select one of the following:
- Default Text** to display the text set up in the order form
 - Custom Text** to display text fields to enter custom messages to display for automated payment successes, automated payment failures, and manual payments
 - Redirect to External URL** to enter a web address to load.



Note

The *Confirmation* section is used to display an online message after the order has been submitted.

9. Click **Save** or **Save & New**.

The screenshot shows the 'Add Order Queue' form in the ubersmith interface. The form has a dark blue header with the 'ubersmith' logo and the title 'Add Order Queue'. Below the header, there are several sections:

- Order Queue Name:** A text field containing 'Professional Services'.
- Allow Sales Quotes:** Radio buttons for 'Yes' (selected) and 'No'.
- Email:** A section with three fields:
 - From Address:** 'camille@ubersmith.com'
 - Subject:** 'Can we help you with your service order?'
 - Template:** A text area containing 'We notices you did not complete your order. Is there anything we can do to help you?'. Below the text area is a '[View Variables]' link.
- Confirmation:** A section with a 'Type' dropdown menu set to 'Default Text'.

At the bottom right of the form, there are three buttons: 'Save', 'Save & New', and 'Cancel'. The 'Save' and 'Save & New' buttons are circled in red.

Related Topics

[Working With Order Queues](#)

[Configuring Order Queues](#)

[Managing Order Queues](#)

[Adding Order Forms](#)

[Managing Order Forms](#)

[Using the Order Manager](#)