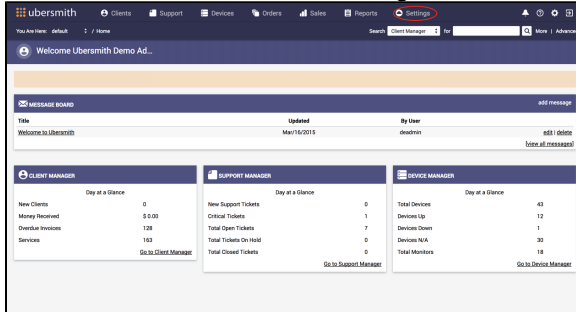


# Adding Order Queues

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.

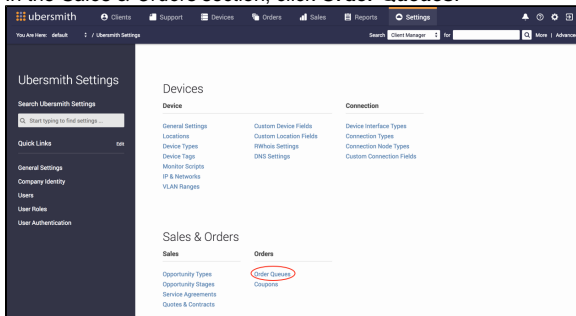
## Access the Order Queues Page

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



The *Ubersmith Settings* page appears.

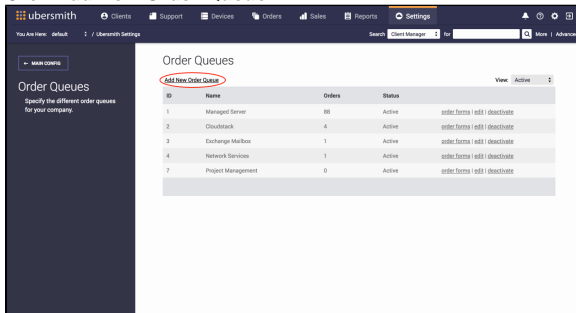
2. In the *Sales & Orders* section, click **Order Queues**.



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](#)