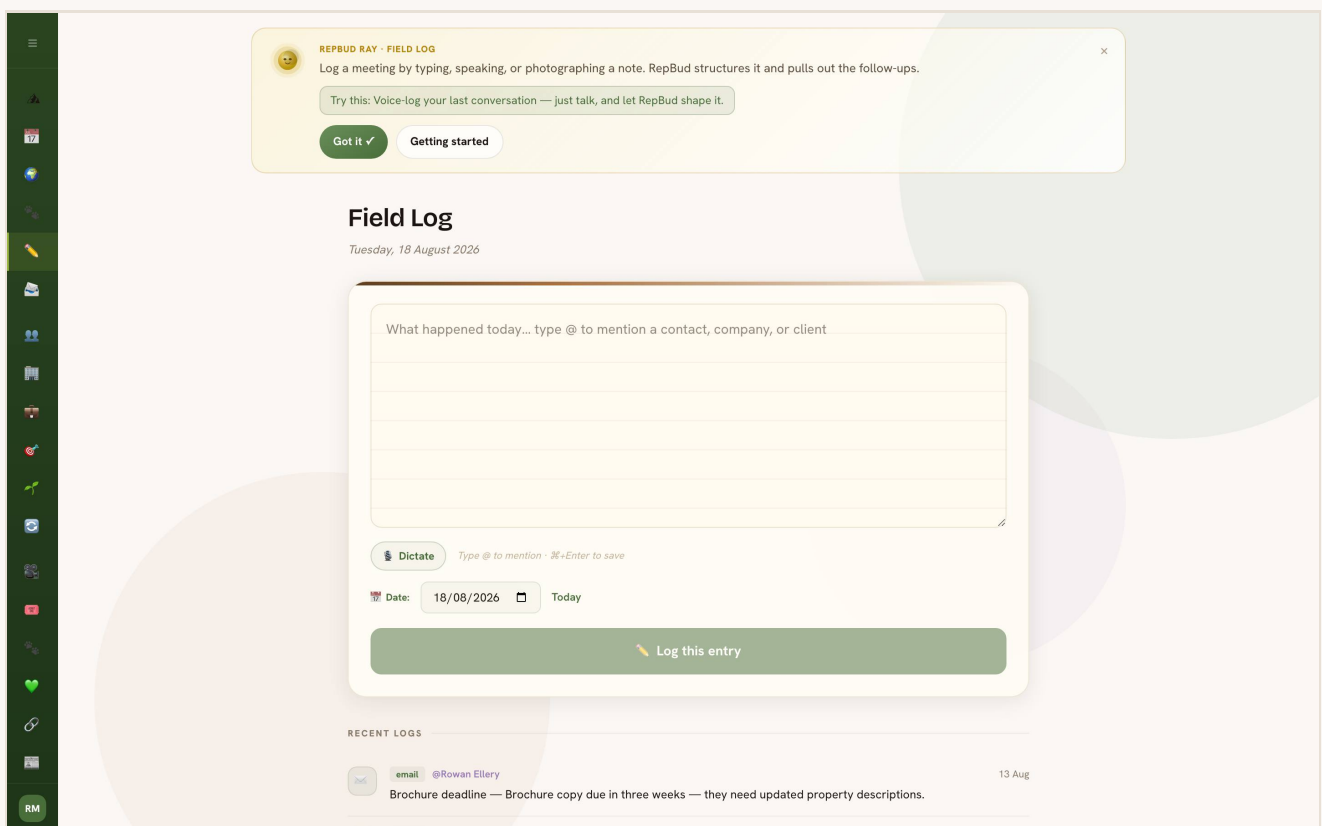


Log a meeting

Just out of a meeting? Field Log lets you jot a few lines, tag who was there, and RepBud turns it into a tidy log with action items — here's how.

Covers `/dashboard/quick-log` · for rep, dmc



The screenshot shows the RepBud Field Log interface. At the top, a yellow notification box titled "REPBUD RAY · FIELD LOG" explains the feature: "Log a meeting by typing, speaking, or photographing a note. RepBud structures it and pulls out the follow-ups." It includes a "Try this: Voice-log your last conversation — just talk, and let RepBud shape it." prompt and two buttons: "Got it ✓" and "Getting started".

Below the notification, the "Field Log" section is titled "Tuesday, 18 August 2026". It features a large text input area with the placeholder "What happened today... type @ to mention a contact, company, or client". Below the input area are a "Dictate" button and a "Date" selector set to "18/08/2026" with a "Today" option. A green "Log this entry" button is at the bottom of the input area.

At the bottom, a "RECENT LOGS" section shows a log entry: "Brochure deadline — Brochure copy due in three weeks — they need updated property descriptions." with a date of "13 Aug".

The steps

01 Open Field Log

Field Log is your quick journal for meetings, calls and notes. Open it whenever you've just spoken to a partner.

02 Write the note

Type what happened in plain language — a couple of lines is plenty.

03 Mention who was there

Type @ to tag a contact, company or client so the log files against the right person.

04 Let RepBud spot names too

If you type a name without an @, RepBud quietly suggests it as a one-tap chip under "Mentioned in your note?".

05 Dictate hands-free

Short on time? Tap Dictate and speak the note instead of typing.

06 Set the date and log it

Set the date if it wasn't today, then log the entry — or press +Enter.

07 What happens next

RepBud reads your note and drafts a log plus any action items, ready in The Lantern to review and approve. It's there to assist, not replace, your professional judgement.

Next: Review your inbox (The Lantern)

Questions

What's the difference between Field Log and The Lantern?

Field Log is where you write a note; The Lantern is where RepBud's draft log and action items wait for you to review and approve. A note you log here arrives in The Lantern.

How do @mentions work?

Type @ and start a name to tag a contact, company or client. The log files against the tagged contact so it shows up on their timeline. RepBud will also suggest names it spots in your note even without the @.

Can I dictate instead of typing?

Yes — tap Dictate and speak your note. Voice capture uses your browser's speech recognition, so it appears in Chrome, Edge and Safari.

Is there a length limit?

Field Log is built for short notes. If a note gets long, RepBud offers to forward it as an email to your @log.repbud.app address instead, where there's no length limit.