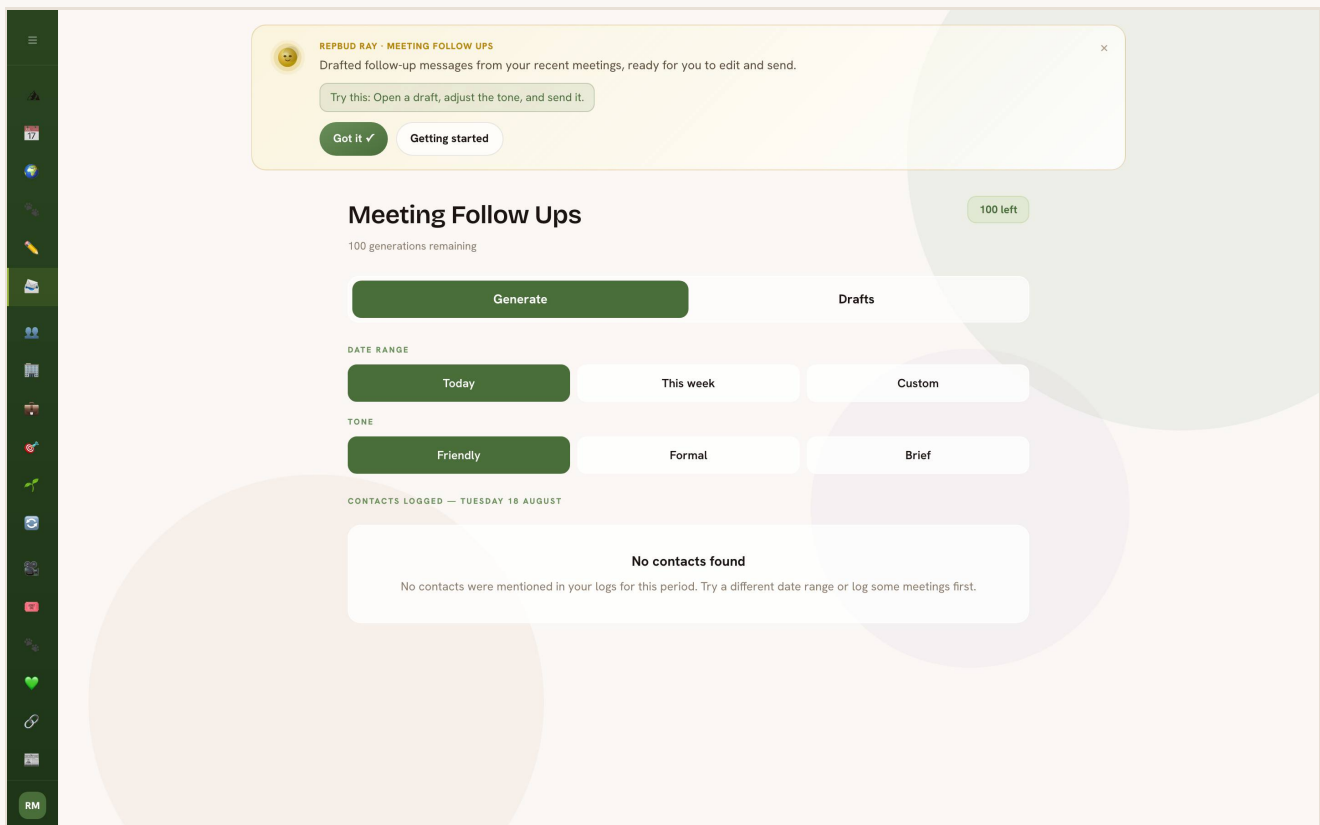


Send meeting follow-ups

Turn this week's meetings into follow-up emails in a couple of clicks — RepBud drafts each one from what you logged, and you stay in control of every word.

Covers `/dashboard/follow-ups` · for rep, dmc



The screenshot shows the RepBud Meeting Follow Ups interface. At the top, a yellow notification box from 'REPBUD RAY - MEETING FOLLOW UPS' states: 'Drafted follow-up messages from your recent meetings, ready for you to edit and send. Try this: Open a draft, adjust the tone, and send it.' It includes 'Got it ✓' and 'Getting started' buttons. Below this, the 'Meeting Follow Ups' section shows '100 generations remaining' and a '100 left' indicator. There are two tabs: 'Generate' (active) and 'Drafts'. Under 'Generate', there are filters for 'DATE RANGE' (Today, This week, Custom) and 'TONE' (Friendly, Formal, Brief). The 'Today' date range and 'Friendly' tone are selected. Below the filters, it says 'CONTACTS LOGGED — TUESDAY 18 AUGUST'. A white box displays 'No contacts found' with the message: 'No contacts were mentioned in your logs for this period. Try a different date range or log some meetings first.'

The steps

01 Open Meeting Follow Ups

From the sidebar, open Meeting Follow Ups. Two tabs: Generate to draft new emails, Drafts for ones you've made. Your remaining generations show top-right.

02 Pick a date range

Choose Today, This week, or a Custom range. RepBud pulls in the contacts you logged a meeting with in that window.

03 Choose a tone

Set how the emails should read: Friendly, Formal or Brief. The same choice applies to everyone you select.

04 Select who to follow up

The Contacts logged list shows everyone from that range. Tick the ones you want, or use Select all.

05 Generate the drafts

Tap Generate and RepBud writes a follow-up for each contact, drawing on what you logged. It then opens the Drafts tab.

06 Review and edit

Open a draft to see its Meeting Summary and the email. Edit the text right there — it's a starting point, not the final word.

07 Set a chase reminder

Tick Remind me to chase in 3 days if no reply and RepBud adds a task so the thread doesn't go cold.

08 Copy, send, mark sent

Copy email, paste it into your email client to send, then mark it Sent so the card tracks where it's at.

Next: Track your tasks (The Trail)

Questions

Which contacts show up in the list?

The people you logged a meeting or note for inside the date range you pick — so set the range to cover when those meetings happened.

Does RepBud send the email for me?

No. It drafts the email and you copy it into your own email client to send — RepBud is designed to assist, not replace, your professional judgement.

What does the chase reminder do?

It adds a task to chase that contact in three days if you haven't heard back, so the follow-up doesn't slip.

Can I change the wording or the tone?

Yes — edit any draft inline before you copy it, or use Regenerate to redraft it.