



THE LOOKOUT

Newsletters

Forward the supplier news you already get, pick the stories worth sharing, and send a polished weekly newsletter to your contacts — here's the whole loop.

Covers /dashboard/newsletters (+ editor /dashboard/newsletters/[id]) · for rep, dmc

The steps

01 Open The Dispatch

From the sidebar, open Newsletters — RepBud calls it The Dispatch. The Inbox tab holds news forwarded in.

02 Forward your supplier news

Forward the newsletters you already receive to your private @log address. RepBud reads each one and pulls out the stories.

03 Curate the stories

Open a sender to see its stories, tagged News, Offer, Event and more. Tick the ones worth sharing, untick the rest.

04 Build the draft

When you've chosen your stories, generate a draft newsletter in one tap. It lands in the Drafts tab.

05 Edit in the editor

The editor has a live email preview. Edit the title and introduction, nudge the tone (Warm / Professional / Punchy), reorder or trim stories, and add your own.

06 Preview the email

Preview renders the real email exactly as recipients will see it.

07 Choose recipients

Send Dispatch opens your contact list — search, filter by company, or add a whole company at once. Only contacts with an email show.

08 Send and confirm

Confirm the recipient count, then send. RepBud emails it for you — it won't send anything until you confirm.

09 Check the Sent tab

Every dispatch you send is logged under Sent, with the date and how many it reached.

Next: Client reports

Questions

Where do the stories come from?

From supplier newsletters you forward to your private @log address. RepBud reads each one and extracts the stories into your Inbox for you to curate.

Does RepBud send the newsletter automatically?

No. You pick the recipients and confirm the count on a final dialog before anything goes out — sending is a deliberate step you control.

Can I add my own stories or notes?

Yes. In the editor use + Add story for a custom item, and add a personal note to any story so it sounds like you, not a feed.

Who can I send to?

Any of your contacts that have an email address. Use the search and company filters in the recipient picker, or add a whole company in one tap.