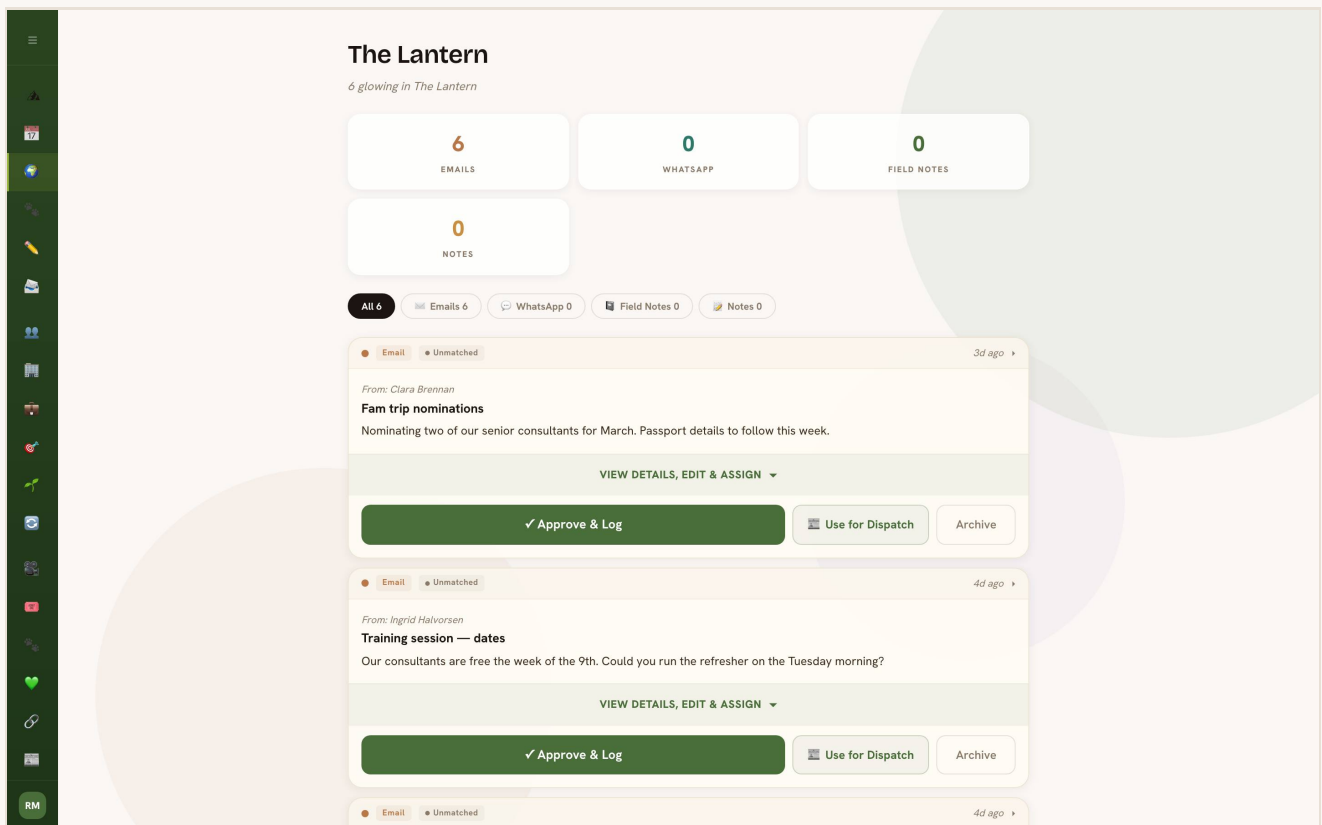


Review your inbox

Everything you forward to RepBud lands in The Lantern — here's how to check what it picked out, fix anything off, and file it as a log with action items in seconds.

Covers `/dashboard/to-review` · for rep, dmc



The steps

01 Open The Lantern

The Lantern is your review queue. Forwarded emails, WhatsApp messages and quick field notes arrive here once RepBud has read them.

02 Open an item

Each card shows who it's from, a short summary, and a source tag. Open one to see what RepBud pulled out.

03 Check who it's about

RepBud suggests the contact and a confidence badge — Matched, Likely or Unmatched. Confirm it's the right person before you file it.

04 Assign or create a contact

If nobody matched, search your contacts and pick the right one — or create a new contact from the note in a tap.

05 Edit the log and action items

RepBud drafts a tidy log entry plus any action items, each with a priority and due date. Edit the wording, untick anything you don't want, or set a date.

06 Approve & Log

Approving files the log under the contact and adds the ticked action items to your tasks. The item leaves The Lantern.

07 Clear the easy ones in bulk

When several items are already matched, the banner lets you approve them together — unmatched ones stay behind for you to check.

08 A clean Lantern

An empty Lantern means you're caught up. RepBud is designed to assist, not replace, your professional judgement — you approve everything before it's filed.

Next: Log a meeting (Field Log)

Questions

What turns up in The Lantern?

Anything you forward to your private @log.repbud.app address — emails and WhatsApp messages — plus quick notes you write in Field Log. RepBud reads each one, drafts a log entry and suggests action items for you to review.

What do the Matched, Likely and Unmatched badges mean?

Matched = RepBud linked a saved contact; Likely = it found a full name but no saved match; Unmatched = only a first name or no people, so you'll want to assign the contact yourself.

What does "Approve X matched" do?

It approves the items that already have a matched contact in one go. Unmatched and likely items are left in place so you can check who they belong to before filing.

Can I fix the contact or wording before approving?

Yes. Reassign the contact, edit the log text, and adjust each action item's wording, priority and due date — nothing is filed until you press Approve & Log.