

HubSpot



HubSpot and Dusk FSM Seamless Integration & Setup Guide

Power Up HubSpot with Dusk FSM: Sync, Automate and Manage Field Work

| | Sync HubSpot Contacts |
|-----------------------------|--|
| U | Sync one, many or all and choose to automatically or manually sync subsequent new Contacts Sync and view Notes and your Contacts Custom Objects in the Dusk FSM |
| | Option 1 - Assign and Dispatch field jobs inside HubSpot using CRM App Cards for Tickets and Deals Create and choose specific predefined Job Types for your business such as Solar Install, Solar Repair, Roof Install See available Staff by Skills and recommendations View live job statuses inside HubSpot from the field for Help Desk View completed field forms inside HubSpot |
| | Option 2 - Automatically Create field jobs from HubSpot Tickets for Assign and Dispatch to the field in the Dusk FSM Send to the Dusk FSM as Unassigned Work for manual Scheduling and Dispatch by changing a Ticket Status e.g. New Close out from the Dusk FSM automatically back to a Ticket Status e.g. Closed Create single task work such as audits, inspections (default if nothing configured) Create multi-task work such as projects for installing solar, roofing, critical infrastructure equipment, construction works |
| | Option 3 - Automatically create field jobs from HubSpot Deals for Assign and Dispatch to the field in the Dusk FSM Send to the Dusk FSM as Unassigned Work for manual Scheduling and Dispatch by moving between a Deal Stage e.g. Closed Won Close out from the Dusk FSM automatically back to a Deal Stage e.g. Ready to Invoice Create single task work such as audits, inspections (default if nothing configured) Create multi-task work such as projects for installing solar, roofing, critical infrastructure equipment, construction works |
| | Sync HubSpot Products Sync one, many or all and choose to automatically or manually sync subsequent new Products |
| | Sync HubSpot Custom Objects Build Forms with Custom Objects from Deals, Tickets and Contacts for Read-only access in the field |
| \bigcirc | Log time to Dusk FSM Jobs from within HubSpot CRM App Cards |
| | Previewing a Deal Stage and creating new field work from the Dusk FSM Apps and automatically pushing it back into HubSpot Deal Stages |
| $\check{oldsymbol{igstar}}$ | Preview a Deal pipeline in Read Only mode in the Dusk FSM for upcoming potential Deals requiring advanced resource planning |

Automate Customer Workflows & Deliver Seamless Service



Setting up your Dusk FSM Account

Sign up for your Dusk FSM account here: <u>https://duskmobile.net/register</u>





Connecting HubSpot to your Dusk FSM Account

Open Dusk FSM and navigate to the left menu.

Go to Admin > System Settings > General.





Connecting HubSpot to your Dusk FSM Account



Click the "+" icon.



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| | Storage Preference: | Dusk IOP Standard | ø |
| | Business Logo: | Dusk Mobile | ø |



Connecting HubSpot to your Dusk FSM Account



Choose your HubSpot Account.

NAME

Connecting Dusk FSM - Service Excellence to Hu...
Dusk FSM - Service Excellence
Choose an account

DETAILS







Configuring your Dusk FSM Account

Customers

- 1. HubSpot as the Source of Truth: Determines which platform updates when changes occur.
- **2.** Auto Synchronize: Enable this to automatically create work in Dusk FSM for new HubSpot Contacts.
- 3. Select Contacts: Choose one or multiple contacts by typing in the field, or sync all.
- 4. Tooltips: Click the "i" icon for additional details.

Products

- 1. HubSpot as the Source of Truth: Determines which platform updates when changes occur.
- 2. Auto Synchronize: Enable this to attach new HubSpot Products to work created in Dusk FSM.
- 3. Select Products: Choose one or multiple products by typing in the field, or sync all.
- 4. Tooltips: Click the "i" icon for additional details.

Deals

- 1. Pipeline & Deal Stages: Select the stages for creating and closing work. Multiple stages can be used.
- 2. Quotes: (Optional) Enable to create Quotes in Dusk FSM, sync them back to HubSpot, then finalize work in Dusk FSM.
- 3. Tooltips: Click the "i" icon for additional details.

Tickets

1. Ticket Status: Choose the status that triggers work creation in Dusk FSM and marks it as completed when closed.

Sales Pipeline

- 1. One-Way Sync: Displays a read-only view of selected HubSpot Deal Stages (e.g., "Contract Sent") for planning.
- 2. Two-Way Sync: Allows new Deals to be pushed to HubSpot, including work created in the field syncing back to HubSpot.

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Accessing your HubSpot Contacts in the Dusk FSM

- **1.** Select Contacts to Synchronize: Choose one, multiple, or all contacts to sync.
- **2. Navigate to Customers:** Go to **Customers** in the left menu.
- **3. Locate Contact Information:** HubSpot contact details will be available here.
- **4. Find HubSpot-Created Work:** Jobs created from HubSpot can be found under the **Jobs tab**.
- Sync Custom Properties & Notes: Custom HubSpot Contact Properties and Notes can be synced. Setup from Customers->Settings.
- 6. Refresh Data: Press the Refresh with HubSpot button in the bottom right corner to update data from HubSpot.



Powering HubSpot with Field Service Excellence through App Cards

Option 1

Deals & Tickets:

- Send work orders directly from HubSpot App Cards.
- Predefined Job Types: Select from predefined job types, such as Solar Install or Solar Repair.
- Staff Availability & Skill Matching: View available staff based on skills and recommendations.
- Live Job Status Updates: Track real-time job progress from the field, directly within HubSpot.
- Completed Field Forms: Access submitted field forms inside HubSpot for a seamless workflow.

Helpdesk:

View Field Job Statuses: Monitor the status of Jobs Dispatched from Tickets to field teams from within HubSpot.

Time Logging:

Effortless Time Tracking: Log work hours for yourself and your team on jobs and projects in **Dusk FSM**, all within HubSpot.

Field Job Statuses:

Real-Time Updates: View live field job statuses inside HubSpot via Activities and the Work Status Card.

Steps to Configure the Dusk FSM CRM App Cards in HubSpot

Dusk FSM - Service Excellence

- 1. Open Settings: Click the Settings icon in the top right corner.
 - 2. Access Integrations: Navigate to Integrations > Connected Apps.
 - 3. Select Dusk FSM: Click Dusk FSM Service Excellence.
 - 4. Choose the App Cards tab: Select the Deal or Ticket App Card based on your workflow needs. Each of the three card types offers different functionality for Deals, Tickets and Help Desk.
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- 5. Proceed with Setup:
 - Follow the next slide for Deals setup.
 - Follow 2 slides after for Help Desk setup.
 - Follow 3 slides after next for Tickets setup.



Adding the Dusk FSM Dispatch App Card to Deals

- **1.** Customize the Record: Click on Record Customization.
- 2. Edit the Default View: Click on Default View.
- 3. Add the Dusk FSM Tab: Click the "+" tab, type Dusk FSM, then press Done.
- 4. Add the Dispatch Card: Click Add Cards.
 - 5. Enable the Dispatch Card: In the left menu, click Apps, then tick Dusk FSM Dispatch Card and also Dusk FSM Work Summary Card, for an additional summary view.
 - 6. Save & Exit: Click Save and Exit to finalize the setup.



Adding Dusk FSM Field Job Statuses via Ticket Summary in HubSpot Help Desk

- **1. Customize the Sidebar:** Click on Sidebar Customization.
- 2. Edit the Default View: Click on Default View.
- **3.** Click Add Cards: Click the "Add Cards" button.
- Enable the Ticket Summary Card: In the left menu, click Apps, then tick Dusk FSM Ticket Summary Card.
 - Save & Exit: Click Save and Exit to finalize the setup.





Adding the Dusk FSM Dispatch App Cards to Tickets

 Open a Ticket: In HubSpot, navigate to a Ticket.
 Customize the Record: Click on Record Customization.
 Edit the Default View: Click on Default View.
 Add the Dusk FSM Tab: Click the "+" tab, type Dusk FSM, then press Done.
 Add the Dispatch Card: Click Add Cards.
 Enable the Dispatch Card: In the left menu, click Apps, then tick Dusk FSM Dispatch Card.
 Save & Exit: Click Save and Exit to finalize the setup.





Add middle column cards

Card type

Powerful Field Job Management inside HubSpot

- Assign & Dispatch Field Jobs: Instantly send work orders from HubSpot App Cards to the right team.
 - **Predefined Job Types:** Create and select from **Dusk FSM predefined job types**, such as **Solar Install** or **Solar Repair**, for fast dispatch with the appropriate field forms.
 - Al-Powered Staff Availability & Skill Matching: Get intelligent staff recommendations based on skills, location, availability, and capacity for optimized job assignments.
 - Live Job Status Updates: Monitor realtime job progress directly within HubSpot via the Activity Feed and the Dusk FSM Work Summary Card.
- Completed Field Forms: Instantly access all completed field forms as PDFs inside HubSpot for seamless reference and documentation.



Viewing Dusk FSM Field Job Statuses via Ticket Summary in HubSpot Help Desk

- Go to Help Desk: Navigate to Workspaces > Help Desk.
- 2. Filter Tickets: View your Tickets on the left and apply filters as needed.
- Check Dusk FSM Statuses: View realtime Dusk FSM Job Statuses in the Dusk FSM Helpdesk App Card on the right.
 - This card may appear further down the list depending on its placement during setup.



How to Automatically Create field jobs from HubSpot Tickets

Option 2

Instantly Create Field Jobs: Generate work in Dusk FSM directly from HubSpot Tickets.

Seamless Ticket Status Integration: Change a Ticket Status (e.g., New) to send work as Unassigned for scheduling & dispatch.

Automated Close-Out: Completing work in Dusk FSM updates the **Ticket Status** (e.g., **Closed**) in HubSpot. **Work Type Options:**

Fingle Task Jobs: Ideal for audits, inspections, and service work (default if nothing is configured).

Multi-Task Projects: Perfect for solar installations, roofing, infrastructure, and construction projects.



Sending Customer Tickets to the Field

- Navigate to a Ticket in HubSpot: Open a Ticket and click View all properties.
- 2. Create a New Property: Label it Work Type.
- **3.** Assign to a Group: Select Ticket Information, then click Next.
- 4. Set the Field Type: Choose Single-line Text.
- 5. Enable Visibility: Tick Show in forms, pop-up forms, and bots

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How to Automatically Create Field Jobs from Deals

Option 3

Instantly Create Field Jobs: Generate work in Dusk FSM directly from HubSpot Deals.

Seamless Deal Stage Integration: Move a Deal Stage (e.g., Closed Won) to send work as Unassigned for scheduling & dispatch.

Automated Close-Out: Work completion in Dusk FSM updates the Deal Stage (e.g., **Ready to Invoice**) in HubSpot.

Work Type Options:

- **Fingle Task Jobs:** Ideal for audits, inspections, and service work (default if nothing is configured).
- ጅ Multi-Task Projects: Perfect for solar installations, roofing, infrastructure, and construction projects.



Using HubSpot Deals to Create Field Service Work in the Dusk FSM

- Navigate to a Deal in HubSpot: Click View all properties.
- 2. Add a New Property: Name it Work Type.
- 3. Add to View: Click Add to view until you see the green tick.
- 4. Save Changes: Click Save.

Steps to Use:

- Create a Single Task: In the Deal, type Single Task to create a single field service job in the Dusk FSM.
 - Best for installs, inspections, repairs, deliveries, service work, maintenance types.
 - Create a Multi-Task Project: In the Deal, type Multi Task to create a project with multiple tasks.
 - Ideal for complex work requiring multiple site visits such as solar installs, roofing, asset builds.



Create Work by moving between HubSpot Deal Stages

Deals - \Xi iii Demo Pipeline All deals Navigate to Your Deal 1. Pipeline: In HubSpot, go to Search name or descript Q Deal owner * Create date * Last activity da... * Close date * # All filters (0) Board actions - 🛛 Save view the **Deal Pipeline(s)** that APPOINTMENT SCHEDULED 1 C QUALIFIED TO BUY 1 C PRESENTATION SCHEDULED 1 C DECISION MAKER BOUGHT-CONTRACT SENT 2 CLOSED WON < CLOSED LOST 0 < READY TO INVOICE you configured in the Site Audit Light Pole Installation Aerial Survey Project Pest Control Visit Amount: AU\$15.000 Amount: AU\$2.000 Amount: AU\$900 Amount: AU\$10,000 Close date: 31/05/2023 Close date: 20/04/2023 Close date: 04/04/2023 Close date: 04/04/2023 **Dusk FSM** connector 00 00 () Meeting a month ago Meeting a month ago No activity for 6 days previously. Meeting in 4 months Meeting in 4 months 1 No activity sched ! No activity sched EV Charger Install Amount: AU\$4,500 Close date: 31/03/2023 Move the Deal: Drag the 2. 00 No activity for 19 days Deal to the **Deal Stage** that ! No activity scheduled was selected for work creation in Dusk FSM. Trigger Work Creation: Or 3. you can also change the Deal Stage directly within the Deal to trigger work creation in Dusk FSM. The Total: AU\$1 Total: AU\$2,000.00 Total: AU\$900.00 Total: AU\$0.00 Total: AU\$14.500.00 Total: AU\$0.00 Total: AU\$0.00 Total: AU\$0 Dusk FSM Settings can be Weighted: AU\$800.00 (40%) Weighted: AU\$540.00 (60%) Weighted: AU\$0.00 (80%) weighted: AU\$13.050.00 (90%) Won (100%) @ Lost (0%) 0 Won (100% found here. Deals 0 ▲ Sales Pipeline HubSpot Deal stage to create Job in FSM HubSpot Deal stage to update Job from the FSM Example: The image shows Contract sent Closed won dragging a Deal from Contract HubSpot Deal stage to create Quote in FSM HubSpot Deal stage to update Quote from FSM - Select HubSpot deal stage --- Select HubSpot deal stage Sent to Closed Won.

Assign & Dispatch Single Task Jobs in the Dusk FSM

- Jobs sync automatically to Dusk FSM.
- New jobs appear as **Unassigned** with a **pink label on the Jobs tab**.

Steps to Dispatch a Job to Field Staff:

- 1. Open the Job: Click on the job to begin assignment.
- 2. Details Tab Set Job Time: Allocate the job's scheduled time.
- **3.** Add Pre-Job Activities (Optional): Include any necessary steps before dispatch.
- 4. Select Job Type: Choose from the Job Type dropdown.
- 5. Confirm Scheduling: Review and update the Start and End Date & Time if needed.
- 6. Summary Tab Assign a Field Staff Member: Select an Assignee for the job.
- 7. Dispatch the Job: Click Dispatch Now.
- 8. Confirm Dispatch: Finalize by confirming the dispatch action.





Assign & Dispatch Multi Task Jobs in the Dusk FSM

• Jobs sync automatically to Dusk FSM.

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• New jobs appear as **Unassigned** with a **pink label on the Jobs tab**.

Steps to Dispatch a Multi Task Job to Field Staff:

- 1. Open the Job: Click on the job to begin assignment.
- 2. Select the Task: Choose the Task within the Job.
- **3.** Assign a Field Staff Member: Select an Assignee for the job.
- 4. Confirm Scheduling: Review and update the Start and End Date & Time if needed.
- 5. Click the Truck icon on the right: This converts it from an office task to a field task for dispatch.
- 6. Select Job Type: Choose from the Job Type dropdown.
- 7. Dispatch the Job: Click Dispatch Now.
- 8. Confirm Dispatch: Finalize by confirming the dispatch action.





How to Automatically Sync Products

Seamless Product Sync: Keep your HubSpot Products up to date in Dusk FSM.

S Flexible Options: Sync one, multiple, or all products with ease.

Set & Forget Automation: Choose automatic sync for hassle-free updates or manual sync for full control.



Accessing your HubSpot Products in the Dusk FSM

- Select Products to Synchronize: Choose one, multiple, or all products to sync.
- Navigate to Materials: Go to Materials in the left menu.
- **Locate Product Information:** HubSpot product data will be available here.
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- Link to Finance Software: Materials can be connected to finance software for inventory and revenue allocation.



How to View Custom Objects in Read-Only Mode from the Field

Access Custom Objects Anywhere: View Contacts, Deals, and Tickets from HubSpot in Dusk FSM in Read-Only mode.

Seamless Form Builder Integration: Add HubSpot data to custom forms with a simple drag-anddrop process.

Select & Display Key Information: Choose specific properties from Contacts, Deals, or Tickets to display in the form.

+ Customize as Needed: Add multiple HubSpot widgets to the form to include additional fields.



Viewing your HubSpot Custom Objects in Read Only mode from the Field

- Access Form Builder: Navigate to Operations > Forms > Form Builder.
- 2. Create a New Form: Click +Form on the right.
- 3. Add HubSpot Data:
 - Locate the HubSpot widget and drag it onto the canvas.
 - From the **Object menu** on the left, select **Contacts, Deals, or Tickets**.
 - Choose a **Property field** associated with the selected Object.
- Repeat as Needed: Drag additional HubSpot widgets onto the form to include multiple properties.



How to Log Time from a HubSpot Deal in the Dusk FSM

Log Time Directly from HubSpot: Push time entries into Dusk FSM straight from a HubSpot Deal.

Capture All Work Time: Record billable and non-billable hours, including travel time, tool time, and job-related activities.

Seamless Reporting & Invoicing: Access **detailed reports** and **invoice logged time** directly from **Dusk** FSM.



Logging Time for Deals and Tickets from HubSpot

- Log Time from a HubSpot Deal: Push time directly into the Dusk FSM from within a HubSpot Deal.
 - Capture All Time: Ensure all time is recorded, including time beyond travel and tool time on jobs.
 - **View Reports & Invoice:** Access reports and invoice logged time directly from Dusk FSM.



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How to Preview a Deal Pipeline in Dusk FSM & Create New Deals for HubSpot

One-Way Sync (Read-Only Preview): View **new Deals from HubSpot** in **Dusk FSM** as **Read-Only** for visibility and planning.

Two-Way Sync (Full Integration): Sync Deals and Jobs between Dusk FSM and HubSpot:

- Jobs created in **Dusk FSM Scheduling** or the **Dusk FSM apps** are **pushed back to HubSpot** to initiate the Sales cycle.
- Once confirmed, jobs **sync back** to Dusk FSM at the configured stage, ready for **dispatch to the field**.

Sales Pipeline Visibility: Preview **potential jobs** in **Dusk FSM without financial or customer details** to assist in **staff planning and resource allocation**, especially for large-scale projects.

Previewing a Deal Pipeline in the Dusk FSM and Creating New Deals for HubSpot



Disconnecting your HubSpot Account from the Dusk FSM

- 1. Navigate to Settings: Go to Admin > System Settings > General.
 - Access HubSpot Configuration: Click the HubSpot icon to open the configuration screen.
 - 3. Disconnect Account: Scroll down and click Disconnect Account.

For more details, refer to HubSpot's knowledge article: https://knowledge.hubspot.com/integrations/connect-apps-tohubspot#uninstall-an-appfrom a HubSpot account

Important: Disconnecting HubSpot from the Dusk FSM will delete synced records in the Dusk FSM, including:

- HubSpot Contacts in Dusk FSM.
- HubSpot Products in Dusk FSM.
- HubSpot Deal Stages used in the Dusk FSM Sales Order module for readonly views and sending Quotes to HubSpot.

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Get the Most out of the Dusk FSM and HubSpot Integration

- Best Practice Setup & Walkthroughs: Watch on our YouTube channel: <u>https://youtube.com/duskmobile</u>
- HubSpot Specific Tutorials: Explore our dedicated playlist: <u>https://www.youtube.com/playlist?list=PLebhTp_KgyRfLsfIne32uOXQX-wfyZj9z</u>
- HubSpot Academy Video: Learn from our official HubSpot guide: <u>https://app.hubspot.com/academy/23429752/shortvideo/5446284?ruid=68998387</u>
 - Access our AI driven Knowledge Base: <u>https://help.duskmobile.com</u>



Dusk FSM is the AI-powered field service management platform that seamlessly integrates with HubSpot, enabling your business to automate job scheduling, optimize workforce efficiency, and deliver real-time, AI-driven insights.

We help your business scale smarter and faster in the Al-first era.







