

WORKFLOW GUIDE —

Update Deal Stage to Closed Won After e-sign or Payment



You will need:

To be using HubSpot quotes or invoices

Trigger

Type: Deal

Conditions:

- · Quote esigned date is known
- · Quote payment date is known
- Invoice payment date is known

Type: Branch

Options: And/Or Criteria

If you have multiple pipelines, branch on those

pipelines

Tip:

These are associated options you need to select from the drop-down: Add Criteria > Filtering on: Deal (Current Object) > Quote



Type: Edit Record

Update deal stage to correct stage

Pipeline B

Type: Edit Record

Update deal stage to correct stage

None Met (for tracking errors)

Send email to HubSpot admin(s) to alert of errors

Tip:

Use "go to action" to go from one branch into another.

Type: Internal communications Send internal emails, slacks, or team messages to celebrate the win

Tip:

Use personalization tokens to insert:

- Contact owner
- Company name
- Contact info like email and phone



