

USER GUIDE v 3.0

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1. ACCOUNT SET UP

Click on My Profile in the menu to change account settings.

The screenshot shows the account setup form for Promptxt. The form is divided into several sections: Personal Information, Contact details, Service set-up, Time Zone Settings, and Email forwarding. A 'CANCEL' button is at the top left, and a 'SAVE' button is at the bottom left. Callout boxes provide instructions for specific fields:

- Change the password here**: Points to the Password field in the Service set-up section.
- Set the low credit level here. When the level is reached an email will be sent to the email address in contact details**: Points to the Low credit level field in the Service set-up section.
- Set the time zone here. This is important to schedule sends accurately**: Points to the Time zone region dropdown in the Time Zone Settings section.
- Enter the email address here for forwarding replies to**: Points to the Email address field in the Email forwarding section.
- Click SAVE to save changes**: Points to the SAVE button at the bottom left.

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2. Sending Messages

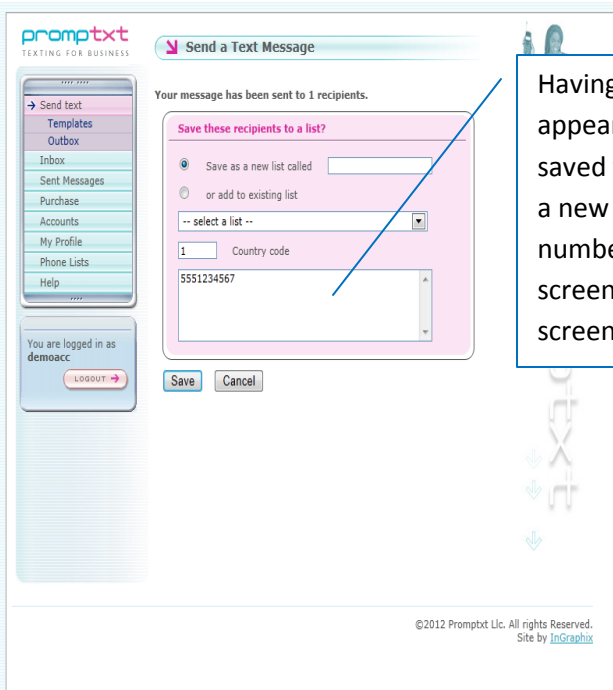
The screenshot shows the 'Send a Text Message' interface. On the left is a navigation menu with items: Send text, Templates, Outbox, Inbox, Sent Messages, Purchase, Accounts, My Profile, Phone Lists, and Help. Below the menu, it says 'You are logged in as demoacc' with a 'LOGOUT' button. The main content area has a header 'Send a Text Message' and 'Credits available: 1242.00'. There are three main sections: 'Enter your text message' with a template dropdown and a character counter (0 characters sent as 1 message); 'Select your recipients' with radio buttons for 'Send to following mobile numbers (each on a new line)' (selected) and 'or send to this list of active recipients', plus a country code field and a list dropdown; and 'Sending schedule' with radio buttons for 'Send immediately' (selected) and 'Choose when to send'. At the bottom are 'Send' and 'Clear' buttons. Three callout boxes provide instructions: the first points to the message entry field, the second points to the recipient list, and the third points to the 'Send' and 'Choose when to send' options.

Type the message here. Text messages are limited to 160 characters, if more than 160 characters are used, the message will be split into two or more messages. The character counter shows how many characters have been used.

Type or paste the recipient numbers here. One number per line in the format:
5551234567

To send immediately, click Send. To schedule when to send click choose when to send to set the date and time

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Having clicked send, this screen appears. The numbers can be saved to an existing list or saved as a new list. By clicking cancel the numbers will not be saved and the screen reverts to the send message screen.

3. Setting Up Phone Lists.

Click on Add New List

Phone lists can be added as a new list or added to an existing list.

Cell numbers can be added by typing or pasting.

Cell numbers can be imported from a csv file

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4. Using Message Templates

Click on Templates

The screenshot shows the 'Message Templates' page in the Promptxt interface. On the left is a navigation menu with options like 'Send text', 'Inbox', 'Sent Messages', 'Purchase', 'Accounts', 'My Profile', 'Phone Lists', and 'Help'. Below the menu, it says 'You are logged in as demoacc' with a 'LOGOUT' button. The main content area is titled 'Message Templates' and includes an explanatory paragraph: 'When sending to a list you can insert the special merge tag, [NAME] to merge your recipient names into your text messages, for example: Hi [NAME], we have a job opportunity for you, please call to discuss.' Below this is a 'Message Template' form with a 'New template' label, a text input field containing '[Hi NAME] This is a new template for message', and a character count '45 characters used out of 160'. There are 'SAVE' and 'RETURN TO LISTS' buttons. A 'Further notes' section explains that the merge tag should be followed by a space and a comma. Two callout boxes are present: one pointing to the 'New template' label with the text 'Name the template', and another pointing to the text input field with the text 'Type the message here. To use the merge facility type: [Hi NAME]. Everything inside the brackets will be omitted if there is no name in the list, avoiding the message reading: Hi Don't forget... Click SAVE'. At the bottom right of the interface, there is a copyright notice: '©2012 Promptxt Llc. All rights Reserved. Site by InGraphix'.

5. Receiving Replies

Replies to messages are always available in the inbox.

Replies can be forwarded as an email to a designated email account, set this up in My Profile