

Quick User Guide www.promptext.com

1. Sending messages.

Log in to your account and you will see the user's home page:

1. Type your message in this box. Maximum 140 characters.

2. Enter the recipient's numbers here or choose the list you wish to send to by using the drop down.

3. Click Send and the messages will be on their way!

There will be a confirmation that the messages have been sent and there will be an option to save the recipient numbers either to a new list or existing list as applicable. Click **CLEAR** to return to the home page.

2. Checking sent messages.

Sent messages can be checked either using **SENT MESSAGES** or **ACCOUNTS**. Either option will show date/time sent, recipient number(s), list name (if applicable) and the message text. Number of messages sent in a given timeframe will be shown.

3. Changing password.

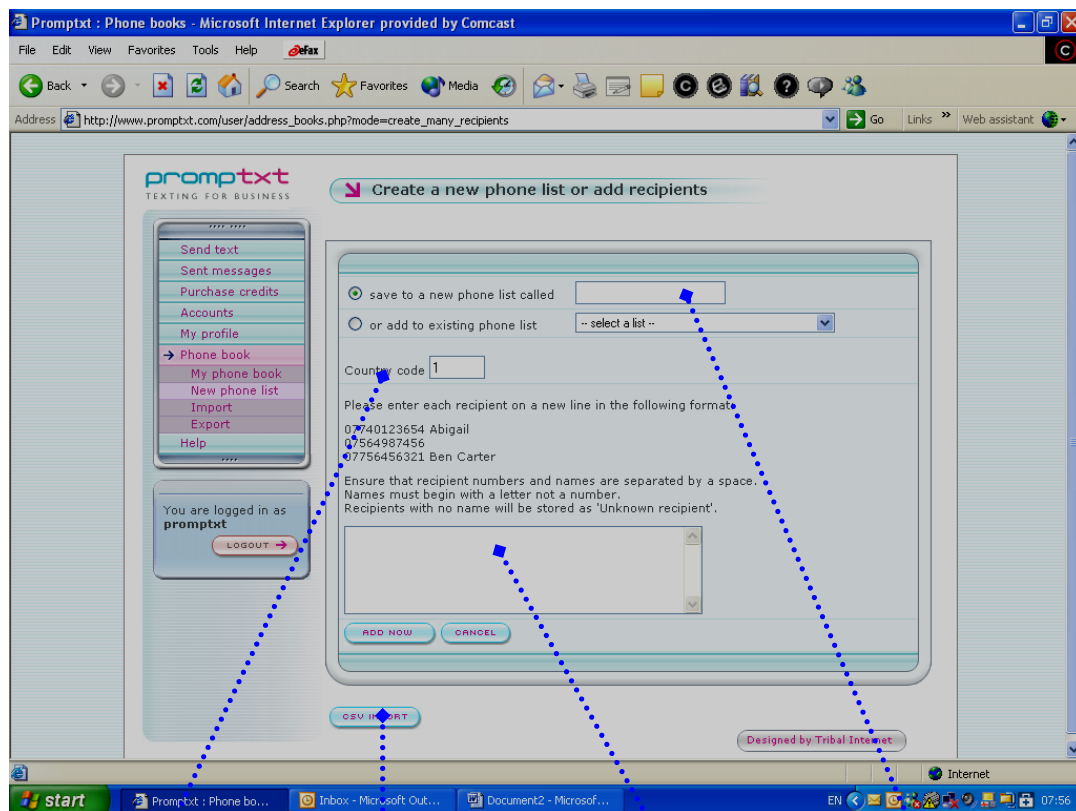
Click on **MY PROFILE** scroll down to the bottom of the page and enter the new password in the appropriate fields and click **SAVE**.

4. Getting help

Click **HELP** in order to send an email, the form will be automatically populated with the user details. Please ensure that the email address is correct before sending.

5. Phone Book.

The phone book is a powerful tool designed to save time and make things easy. The phone book can be set up to meet individual requirements. Lists of recipients can be saved, the lists can be named to suite requirements, names can be stored together with numbers and they can be 1 recipient or thousands. Recipient details may be entered by typing, copying and pasting from a spreadsheet or imported from a CSV file. Select **PHONE BOOK** and **NEW PHONE LIST**.



The format in all cases must be, number, space, name (optional), new number on a new line. Promptxt will strip out () and – and spaces from numbers automatically.

To copy and paste from a spread sheet, first column numbers, second names. Highlight both columns, right click and past into the box.

CSV files may be imported. If the recipient numbers are in an Excel workbook, simply save the work book as a CSV file.

The list may be named as required, alternatively numbers may be added to an existing list.

The country code defaults to 44 and is applied to the total list. Should the need arise to store numbers from other countries the country code must be changed before saving.

Existing lists may be edited as required.

Lists may also be exported to a CSV file to make editing easier.