

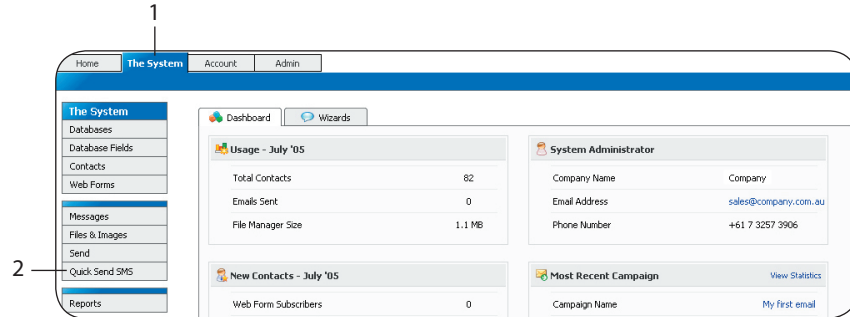
10.0 Quick Send

This section of the User Guide will explain the process for using the *Quick Send* function to quickly compose and send an *SMS* campaign.

To go to the *Quick Send* section of **The System**:

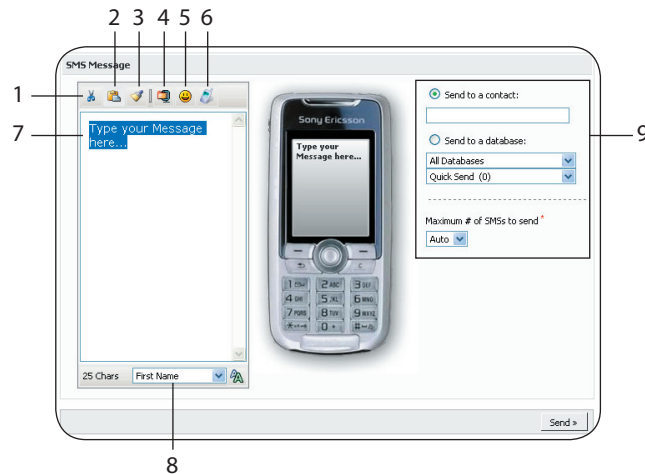
Step 1 Click on the *System* tab

Step 2 Click on the *Quick Send* button



This will bring you to the *Quick Send* page.

10.1 About the Quick Send Page Functions

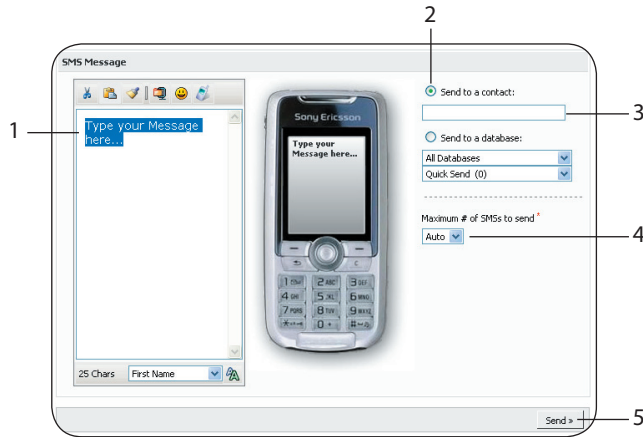


Function	What it Does	Steps
1. Cut	Cut selected text and copy to clipboard	Step 1 Select text Step 2 Click the <i>Cut</i> button
2. Copy	Copy selected text to clipboard	Step 1 Select text Step 2 Click the <i>Copy</i> button
3. Paste	Paste text from clipboard	Step 1 Place your cursor at insertion point Step 2 Click the <i>Paste</i> button
4. Compress Text	Opens function to set level of text compression	Step 1 Click the <i>Compress Text</i> button Step 2 Select desired compression level from new window Step 3 Click the <i>Apply Compression</i> button
5. Insert a Smilie	Dropdown menu of common Smilie characters	Step 1 Place your cursor at insertion point Step 2 Click the <i>Insert a Smilie</i> button Step 3 Click on preferred Smilie from menu
6. Switch Phone	Dropdown menu of preview display phones – shows you what your message will look like on different phones	Step 1 Click the Switch Phone button Step 2 Click on preferred phone from menu
7. Message Text Box	Space for entering message text	Step 1 Enter text
8. Insert Wildcard	Dropdown menu of Wildcards (Database Fields) that can be inserted in your message to personalise it	Step 1 Select Wildcard from dropdown menu Step 2 Click the <i>Insert a Wildcard</i> button next to the dropdown menu
9. Send Options	Functions for selecting how you want to send your campaigns	See Sections 10.2 and 10.3

10.2 Create and Send to One Contact

To create and send your *SMS* message to one contact:

- Step 1** Enter the text of your message in the Message text box
- Step 2** Click the *Send to a contact* radio button
- Step 3** Enter the mobile number of the contact in the text box
- Step 4** Select *Auto* from the *Maximum # of SMSs to send* dropdown
- Step 5** Click the *Send* button



Note: Quicksend Reports

You can view the results of your *Quicksend* campaigns by viewing your *Quicksend* Reports. See section 11.4 View *Quicksend* Reports.

10.3 Create and Send to a Database

To create and send your *SMS* message to one of your database:

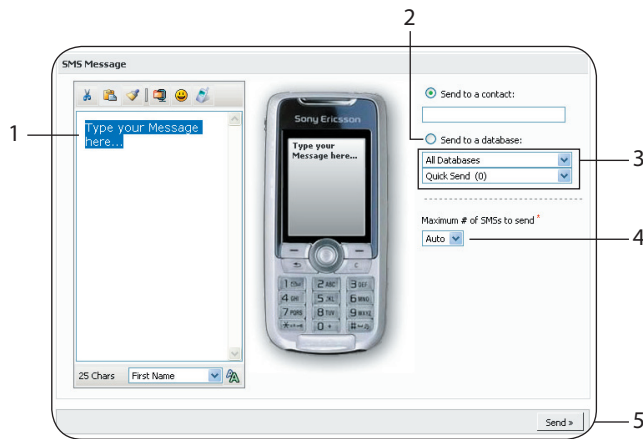
- Step 1** Enter the text of your message in the Message text box
- Step 2** Click the *Send to a database* radio button
- Step 3** Select the database from the Database Folder and Database dropdown menus



Hint: Database Folders

Database Folders allow you to sort your different databases into groups for easier management. A number of functions within the system require you to select a specific database from a dropdown menu (eg Sending an Email). Sorting your databases into folders makes it easier to find the database you are looking for. For instruction about setting up Database Folders, see Section 3.4 Managing Database Folders.

- Step 4** Select *Auto* from the *Maximum # of SMSs to send* dropdown
- Step 5** Click the *Send* button



Note: Quicksend Reports

You can view the results of your *Quicksend* campaigns by viewing your *Quicksend* Reports. See section 11.4 View *Quicksend* Reports.