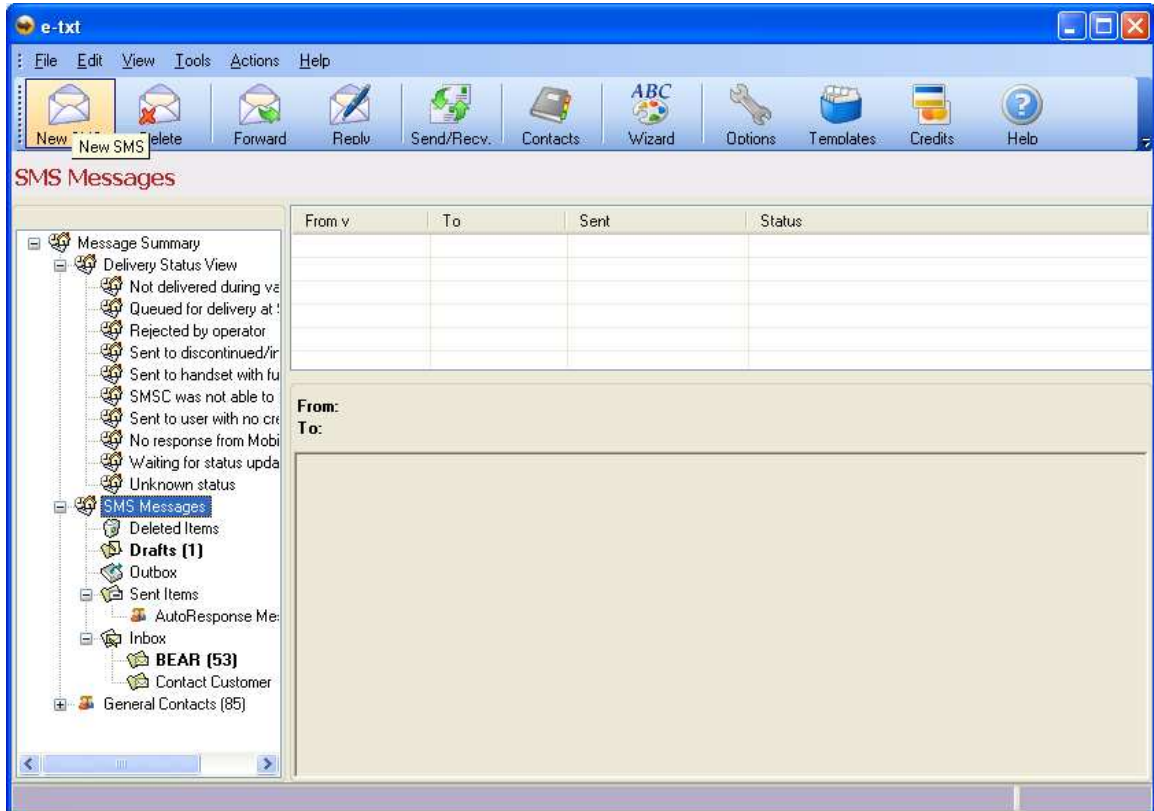


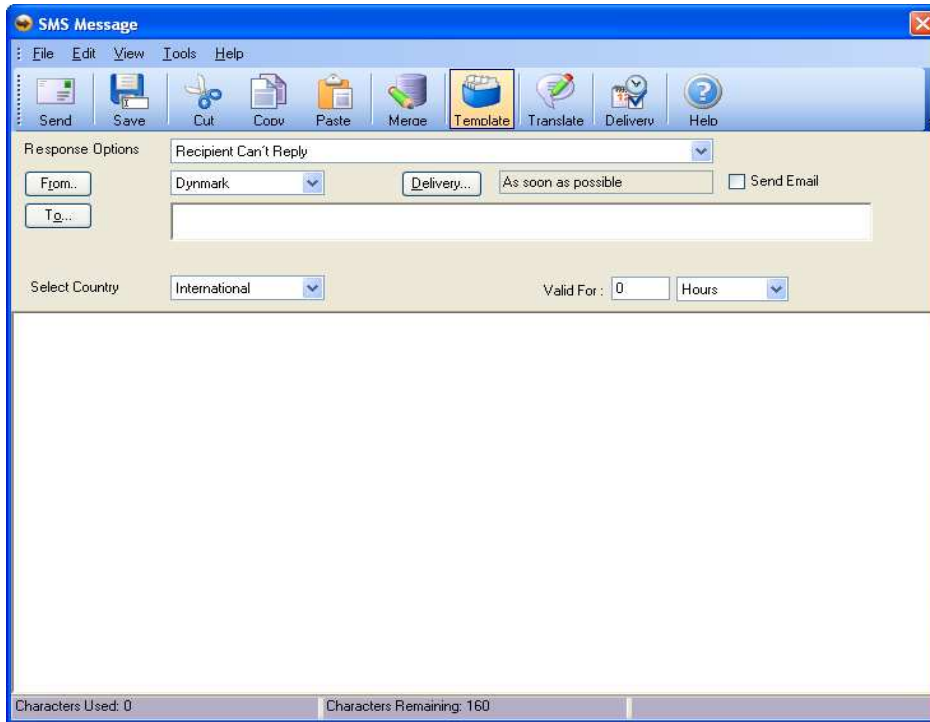
How to set up a Text Message Template

You can write and re-use regular messages using Templates.

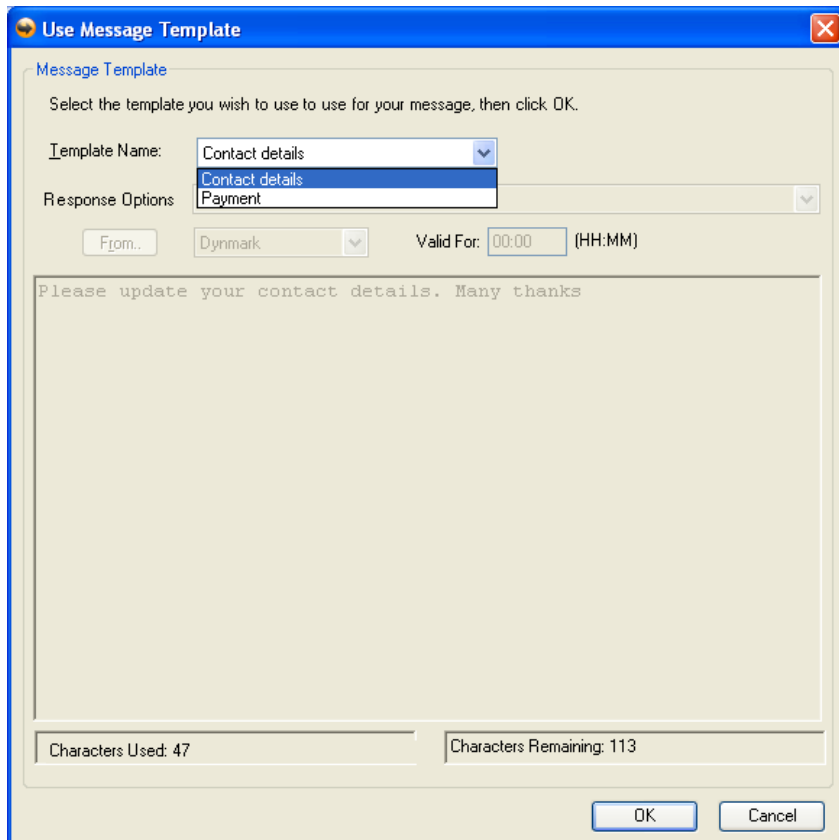
1. To choose an existing template or write a new one, click on **New SMS**



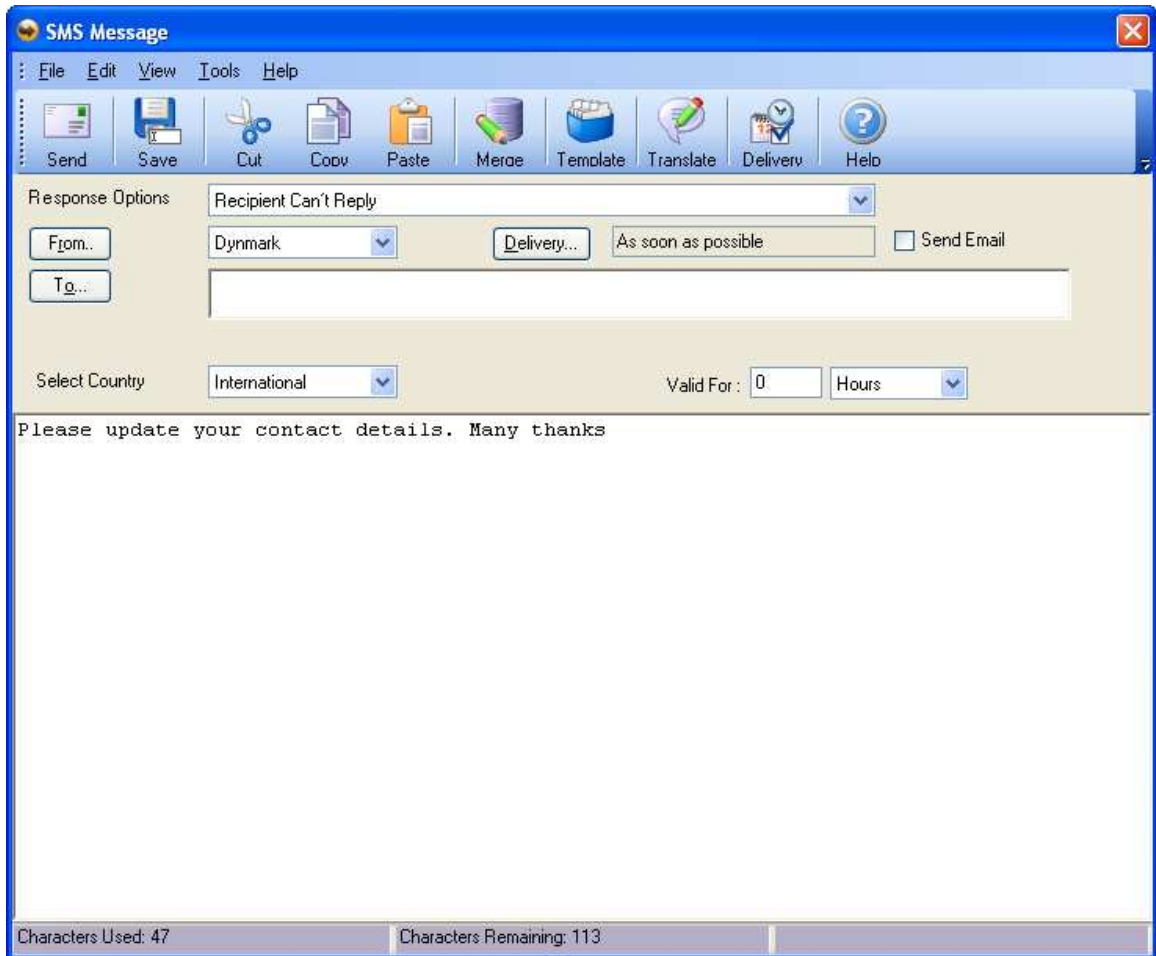
2. To choose an existing template, click on the **Template** icon (as shown below)



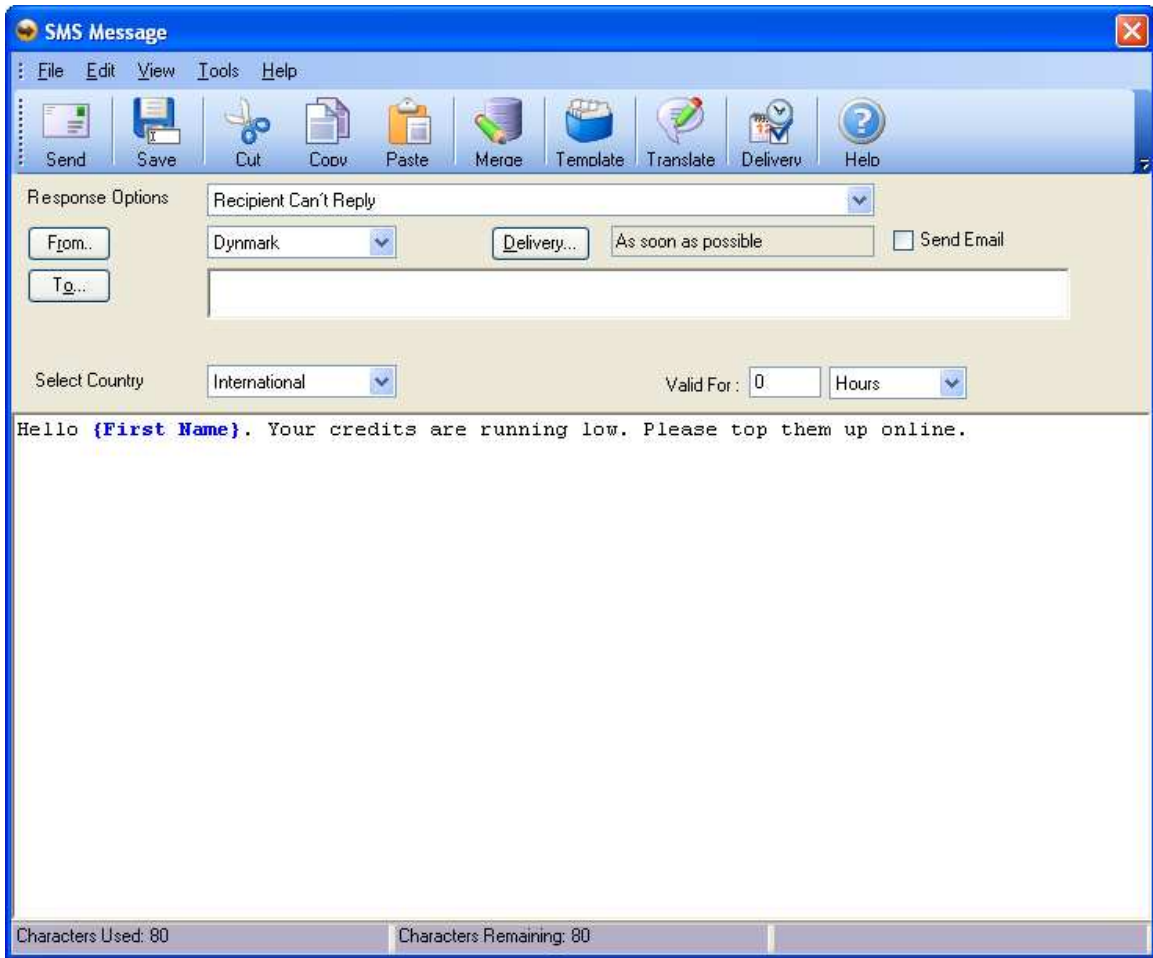
3. The **Organise Message Templates** window will appear. Click on the arrow to the right of template name to choose your template from the drop-down menu if templates have already been created.



4. To create a new template, write your message in the New SMS window.



5. To save your template, click on **File -> Save As Message Template** as shown below:



6. The New Message Template window will appear (see below)

New Message Template

Message Template

Create your new message template using the boxes below, then click OK to save the template.

Template Name:

Response Options:

From: Valid For: (HH:MM)

Hello {First Name}. Your credits are running low. Please top them up online. |

Characters Used: 80 Characters Remaining: 80

OK Cancel

7. Enter a template name of your choice.

New Message Template [Close]

Message Template

Create your new message template using the boxes below, then click OK to save the template.

Template Name:

Response Options: [v]

[v] Valid For: (HH:MM)

Hello **{First Name}**. Your credits are running low. Please top them up online.

Characters Used: 80 Characters Remaining: 80

8. Click **OK**