

Cheat Sheet: Send SMS

Send a text message

1 Send Message To

Groups Inboxes Contacts Search **Paste List** Single

i Copy and paste a list of numbers in to the box below. Ensure that you enter one number per line.
(All duplicates will automatically be removed)

2 Message Details

Templates
Click to select...

Sender Name
 TXTLCL

Language
English [Show Keyboard Reference](#)

Please select a template from the templates drop-down above to send a message.

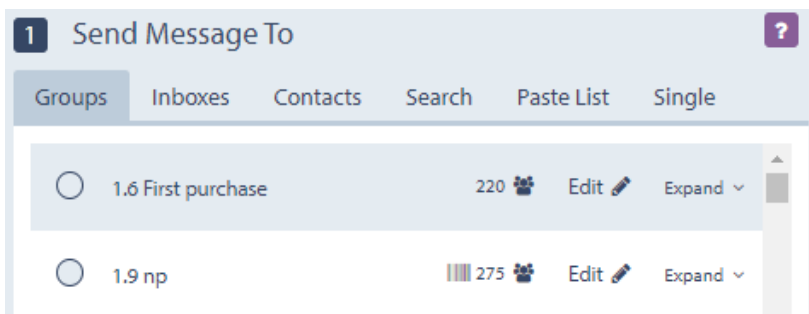
i You have used 0 characters.

Schedule

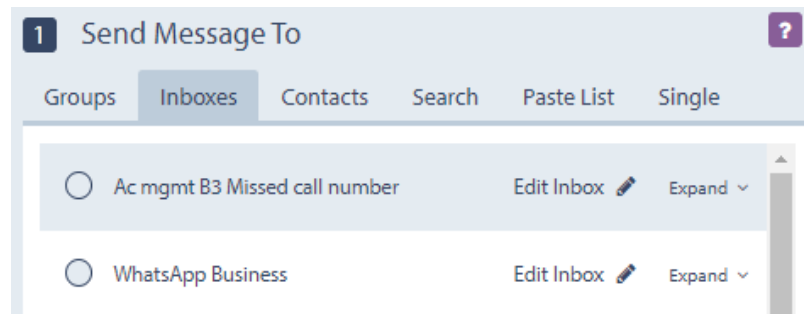
Advanced Options

[Send Message](#)

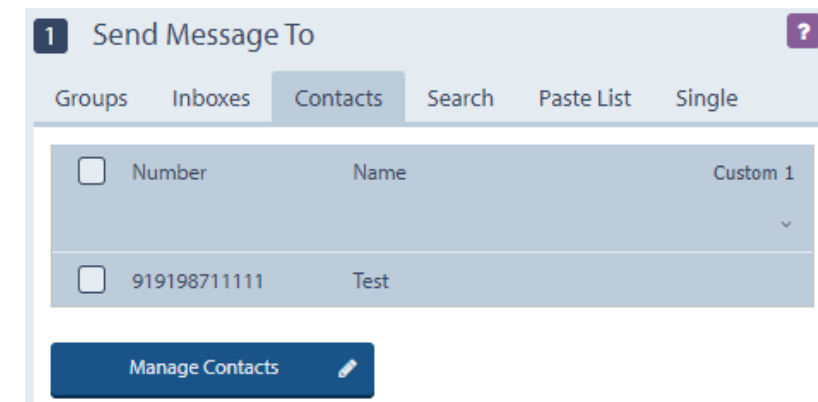
Add recipients in any of the following 6 options



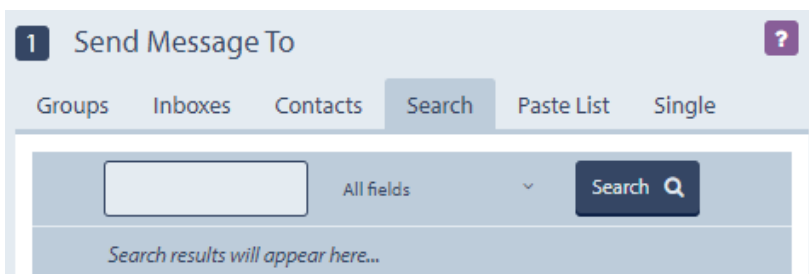
Send to previously created contact groups



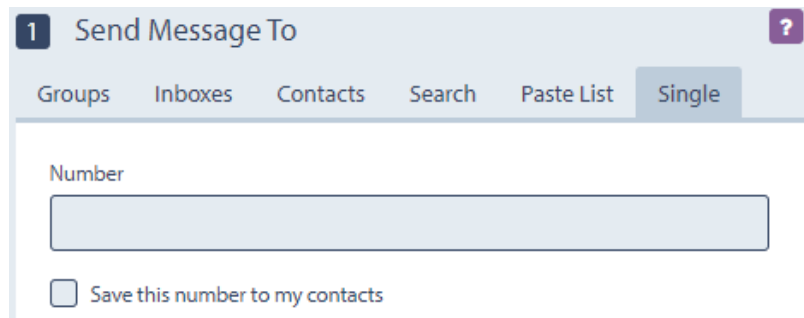
Send to contacts in previously created inboxes i.e., contacts who have sent a text to you.



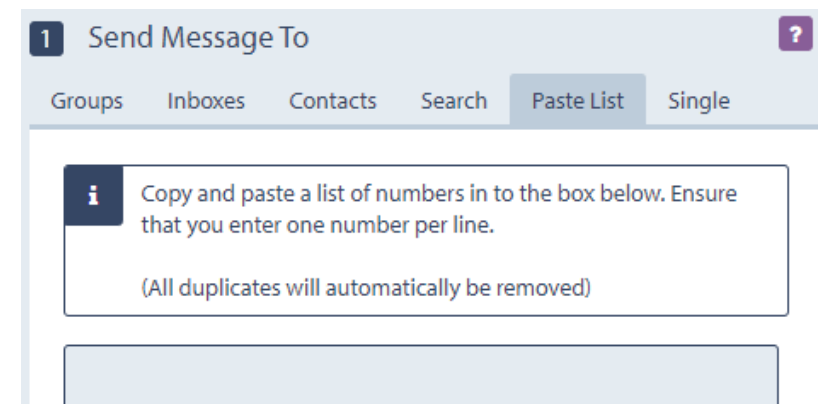
Select one or more numbers from your contact list



Search, select and send to one or more contacts



Send to a new contact. You can even save it.



Send to contacts by pasting their phone numbers

SMS message compose options

The screenshot shows the 'Message Details' interface for composing an SMS. It includes the following elements:

- 1** A dropdown menu for 'Templates' currently showing 'dynamic SI'.
- 2** A dropdown menu for 'Sender Name' currently showing 'TLUSER'.
- 3** A dropdown menu for 'Language' currently showing 'English', with a 'Show Keyboard Reference' button next to it.
- 4** A text area for the 'Message Template' containing 'Hi var' and 'Thanks Textlocal', with an 'Insert Merge Fields' button at the bottom right.
- An information box stating 'Please fill out the boxes below to generate the required message.'
- An information box stating 'You have used 21 characters.'
- A 'Schedule' section with a checkbox and two input fields for time and date.
- An 'Advanced Options' section at the bottom.
- A 'Send Message' button at the bottom right.

- 1) Select any of the approved message templates
- 2) Select DLT-approved Headers (sender IDs)
- 3) Send texts in English or any of the popular regional languages
- 4) Compose your message – Fill any dynamic parameters. Insert short links or merge fields if required in the dynamic parameter.

What can be included in an SMS? Share files, links and more!



Attachments. Upload any of file of upto 10MB and Textlocal will send it as a link in SMS messages. Files are hosted securely on Textlocal servers. Supported formats include PDFs, Docs, PPTs, Excel files, JPEGs, GIFs...



Mobile web pages. Insert any webpage created using Textlocal's simple mobile web page creator.



Shortlinks. Include any webpage as a call-to-action in SMS. Textlocal will send it as a shortlink, saving valuable SMS space and getting detailed click reports.



Surveys and Forms. Insert any mobile-optimized surveys or data collection forms created using Textlocal tools.



Mobile tickets and vouchers. Insert any mobile tickets created on Textlocal platform.





Personalized SMS. Add any custom parameters of contacts easily via mail-merge.

Advanced options: Schedule and stagger deliveries

i You have used **141** characters.




Schedule


22 April 2021   **1**

(Asia/Kolkata)

^ Advanced Options ^

Segmented

12:20  - 17:00  5min  **2**

Send Message 

1) Schedule messages to be sent at a specific date and time

2) Stagger/split large campaigns into smaller segments sent over a time period

Cheat Sheet: Create inbox

The screenshot shows the Textlocal dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Send, Receive (highlighted in dark blue), Contacts, Mobile Pages, Ticketing, Surveys, Reports, Settings, Help, and Wizard. Below the navigation bar, a sub-menu is open under 'Receive', showing 'View Inboxes' and 'Create Inbox' (highlighted in dark blue). The main content area is titled 'Home User Message' and contains several promotional banners:

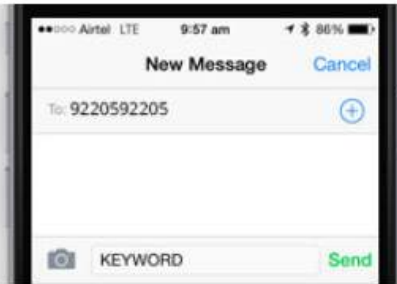
- Downloadable Reports & Guides. [Click here](#) to download our FREE, industry leading expert Insight and studies.
- Love Textlocal? [Refer a Friend](#) today and enjoy one of three great rewards!
- Please take a look at our new Textlocal mobile marketing 'how-to' videos. [click here](#) to see them all, or use the help system to see individual videos on each page.
- Have we got your company details correct? Update your info [here](#), this way we can make sure we send you information and updates which matter to you!

Below the banners, there are two '30 day total stats' sections. The left section shows input fields for 'Sent' (439) and 'Received' (485). The right section shows a line graph with a legend for 'Sent' (yellow) and 'Received' (blue). The graph's y-axis ranges from 300 to 500.

5 ways to receive SMS from customers and prospects

Long Number Keyword

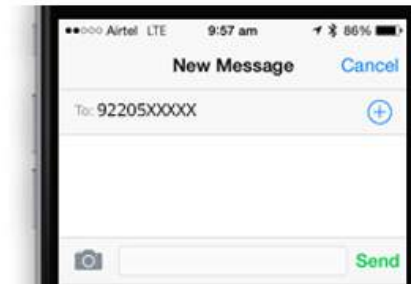
Buy



1) Create inbox with business keyword on a shared longcode

Dedicated Number

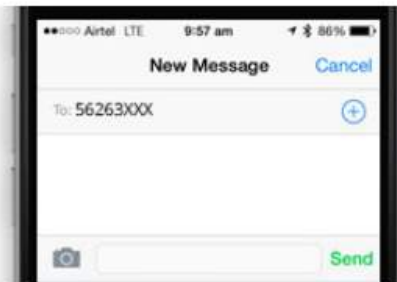
Buy



2) Purchase a dedicated long code and create multiple inboxes with as many keywords as required

Dedicated Short Code

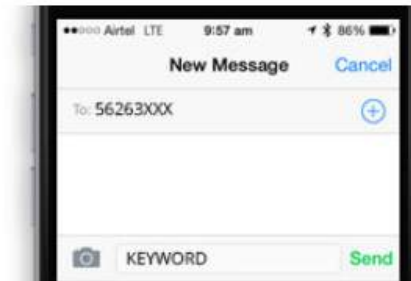
Buy



3) Purchase a dedicated 7/8/9 digit short code and create multiple inboxes with as many keywords as required

Short Code Keyword

Buy



4) Create inbox with business keyword on a shared shortcode

5) To easily test receive SMS feature, setup an inbox with the free keyword (on our longcode number 92205 92205) that comes with every Messenger account

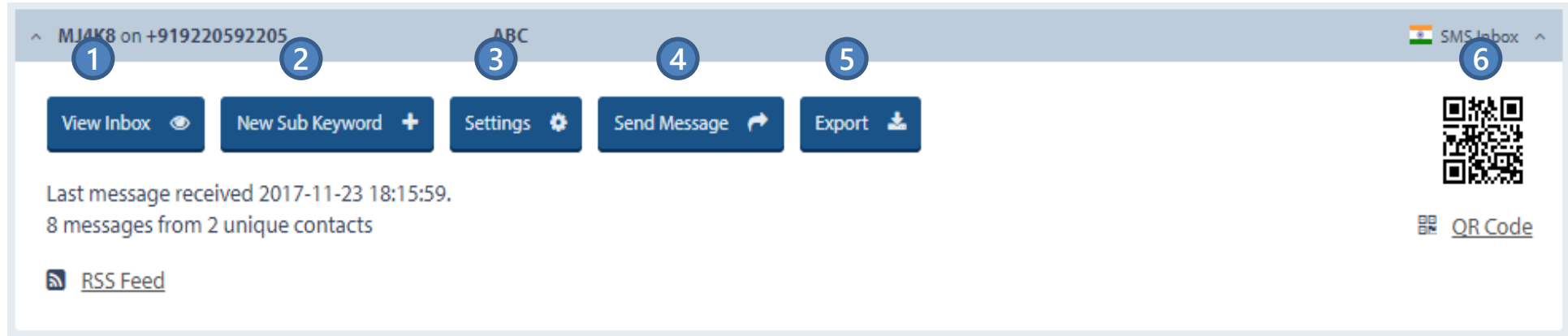
View received SMS messages in the corresponding inbox

The screenshot shows a dashboard with the following navigation tabs: Dashboard, Send, Receive, Contacts, Mobile Pages, Ticketing, Surveys, Reports, Settings, Help, and Wizard. The 'Inboxes' section is active, showing a 'View Inboxes' sub-tab and a 'Create Inbox' button. Below this, a list of inboxes is displayed:

Name	Phone Number	Type
SRINU	+562636433	SMS Inbox
SRINU SRINU	+562636433	SMS Inbox
SRINU	+56263952	SMS Inbox
SRISTART	+919246895522	SMS Inbox
SRISTART START	+919246895522	SMS Inbox
TEST1	+919246895522	SMS Inbox
TXTLOCAL	+919246895522	SMS Inbox
TXTLOCAL TXT12	+919246895522	SMS Inbox
SRINUK	+919248006203	SMS Inbox

All the inboxes are listed under “View Inboxes” tab

Cheat Sheet: Manage inbox



- 1) View all SMS messages sent the inbox along with the sender's mobile number
- 2) Add new sub keywords to the inbox
- 3) View or edit auto response settings and forward reply settings (more on this in following sections)
- 4) Send message to all the contacts who've sent an SMS to the inbox
- 5) Export all the data to a .csv file
- 6) QR code: Promote Inbox QR code directly to customers enabling them to easily send messages to that inbox

Set up auto responses in the following 3 ways

The 'Response Functions' interface shows a toggle for 'Send an autoresponse to each incoming message' which is checked. Below this, there is a 'Sender Name' dropdown menu set to 'opnhse'. A large text area for the 'Message' is currently empty. At the bottom, there is a character count indicator showing '0 characters' and a checkbox for 'Don't send autoresponse repeatedly?' which is unchecked.

Set instant SMS auto responses i.e., this message will be sent to anyone texting into the inbox

The 'New Scheduled Response' interface allows scheduling an auto response. It includes a 'Send after' dropdown set to '1 minute', a 'Sender Name' dropdown set to 'opnhse', and an empty 'Message' text area. It also features a character count showing '0 characters' and a warning that the message must not exceed 765 characters. A dropdown for 'What if this person texts in again?' is set to 'Delete Existing'. At the bottom, there are 'Cancel' and 'Save Autoresponder' buttons.

Schedule SMS auto responses to be sent after a certain time

This interface is for sending an email auto response. It has a checked checkbox for 'Send email to email address contained within message'. The 'From name' is set to 'Ray', and the 'From address' is 'srinivasu.k@imimobile.com'. The 'Subject' is 'Hi', and the 'Message' text area contains 'Test this one'. An 'Upload file attachment' button is located at the bottom.

Send email auto responses if the incoming SMS message has the sender's email address

Forward incoming SMS messages in the following 5 ways

Add sender to a group list

Group

skgrp

Add message to a custom field?

N/A

Add email address to a custom field?

N/A

Directly add all senders to any of the existing contact groups. **Note:** By default a sender gets added to the requested inbox group

Forward incoming messages to an email address

Email addresses

We only allow up to 20 email addresses.

Include previous conversations in email

Forward all inbound messages to one or more email IDs

Forward incoming messages to a URL

URL http://

connect.verticy.com/sms/TextLocal_Receive

Port

Use SSL (https)

Use HTTP security

Forward incoming messages to your application URL

Forward incoming messages to a mobile phone

Mobile Number

Advanced Forward Template

Forward incoming messages to any mobile number

Forward a text message from a number to a group

Mobile Number

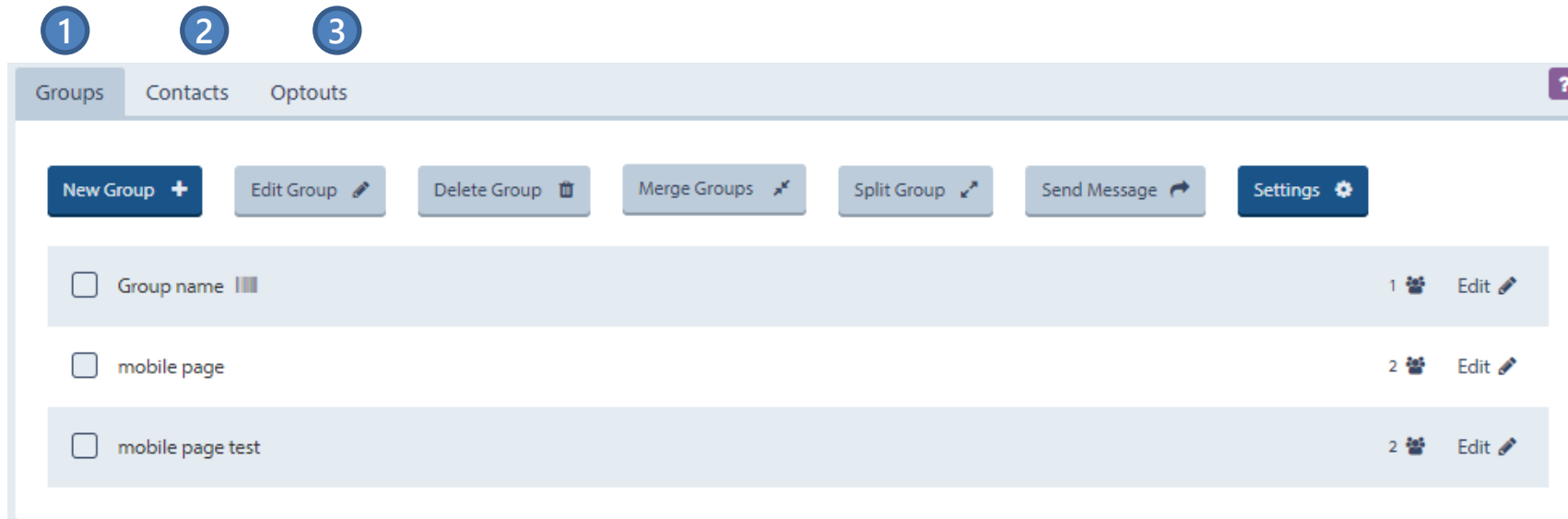
Destination

Group: skgrp

Advanced Group Forward Template

Forward incoming messages to any contact saved in existing contact groups

Cheat Sheet: Manage contacts



Contacts: 4 categories

- 1) Groups: Add new groups or edit the existing ones
- 2) Contacts: Import contacts from a spreadsheet or add them manually
- 3) Opt-outs: View contacts who have opted out from your SMS campaigns or service

Groups

The screenshot shows a web interface for managing contact groups. At the top, there are tabs for 'Groups', 'Contacts', and 'Optouts', with a help icon (?) on the right. Below the tabs is a row of seven action buttons, each with a numbered callout: 1) 'New Group +' (dark blue), 2) 'Edit Group' (light blue with pencil icon), 3) 'Delete Group' (light blue with trash icon), 4) 'Merge Groups' (light blue with double arrows icon), 5) 'Split Group' (light blue with double arrows icon), 6) 'Send Message' (light blue with arrow icon), and 7) 'Settings' (dark blue with gear icon). Below the buttons is a list of three groups, each with a checkbox on the left and a group name. The first group is 'Group name' with a vertical bar icon, 1 contact icon, and an 'Edit' button. The second group is 'mobile page' with 2 contact icons and an 'Edit' button. The third group is 'mobile page test' with 2 contact icons and an 'Edit' button.

- 1) Add a group with new contacts
- 2) Edit an existing group
- 3) Delete an existing group
- 4) Merge two or more existing groups
- 5) Split a group into multiple groups
- 6) Send message to all contacts in the selected group
- 7) Change the settings of custom fields of the groups

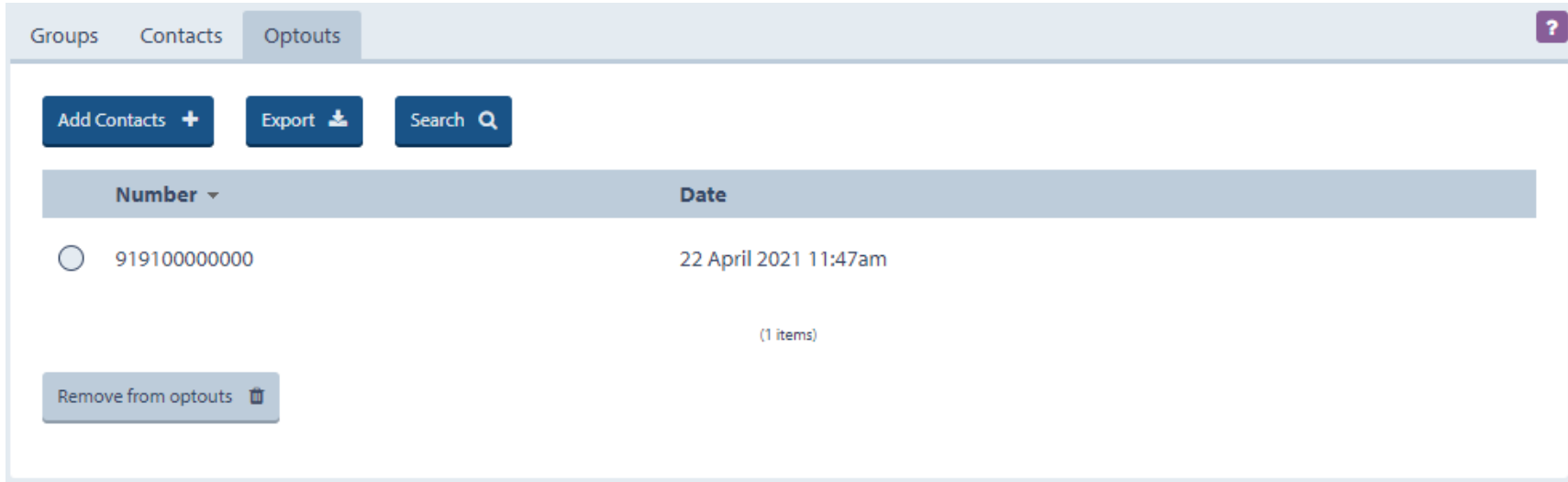
Contacts

The screenshot shows a web interface for managing contacts. At the top, there are tabs for 'Groups', 'Contacts', and 'Optouts'. Below the tabs is a toolbar with buttons for 'Add/Paste/Upload +', 'Export', 'Search', 'Send Message', and 'Save Changes'. A table below the toolbar has columns for 'Number', 'FirstName', 'LastName', 'Custom 1', 'Custom 2', and 'Custom 3'. One contact is listed with the number '919100091000' and the first name 'Test'. Below the table are buttons for 'Delete Selected', 'Delete All', 'Move/Copy to...', 'Move Selected', and 'Copy Selected'. A 'Save Changes' button is also present at the bottom left. Numbered callouts 1 through 4 point to the 'Add/Paste/Upload' button, the 'Export' button, the 'Search' button, and the 'Send Message' button respectively.

<input type="checkbox"/>	Number	FirstName	LastName	Custom 1	Custom 2	Custom 3
<input type="checkbox"/>	919100091000	Test				

- 1) Add, paste and upload new contacts from a spreadsheet or directly from your phone via our mobile app.
- 2) Export the contacts to a .csv file
- 3) Search for a specific contact
- 4) Send message to all the contacts or just the selected ones

Opt outs



The screenshot shows a web interface for managing contacts, specifically the 'Opt outs' section. At the top, there are tabs for 'Groups', 'Contacts', and 'Optouts', with 'Optouts' being the active tab. A purple question mark icon is in the top right corner. Below the tabs, there are three buttons: 'Add Contacts +' (dark blue), 'Export' (dark blue with a download icon), and 'Search' (dark blue with a magnifying glass icon). The main content area features a table with two columns: 'Number' and 'Date'. The 'Number' column has a dropdown arrow. The table contains one row with the number '919100000000' and the date '22 April 2021 11:47am'. Below the table, there is a '(1 items)' label and a 'Remove from optouts' button with a trash icon.

Number	Date
919100000000	22 April 2021 11:47am

(1 items)

Remove from optouts

This shows the opted out numbers from your campaign/service.

Cheat Sheet: Reports



1. View delivery reports of all scheduled messages
2. View detailed opt-out activity
3. View click activity report for all web links (sent as shortlinks) in SMS messages. How many clicked, recipients who clicked, time of the click, their device and browser characteristics.
4. SMS report history for a specific mobile number
5. SMS report for messages sent to groups
6. Report for Email to SMS campaigns
7. SMS history of all SMS campaigns to paste list numbers
8. Report history for messages sent via API
9. View a history of all SMS forwarder messages
10. History of payments and invoices
11. The complete credit usage history

12. The advanced report tab has detailed report of all invalid numbers, email reporting, API tests and also by searching reports by group IDs

Sample Reports

Number	FirstName	Screen Resolutions	Mobile Devices	Browser	Date
918876123456	Pavan	800x600	google_chrome_4	Mozilla/5.0 (Windows NT 6.3; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/44.0.2403.107 Safa	7/27/2015 14:22
917799549372	Atri	800x600	google_chrome_4	Mozilla/5.0 (Windows NT 6.3; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/44.0.2403.107 Safa	7/27/2015 14:22
918008725353	Abishek	480x800	samsung_gt_i8262_ver1_sub u3k8	Mozilla/5.0 (Linux; Android 4.1.2; GT-I8262 Build/JZO54K) AppleWebKit/537.36 (KHTML, like Gecko) Chr	7/28/2015 13:43

number	status	firstname	lastname
917799549372	delivered	atri	ray
918008713232	delivered	srinivasu	k
918105072643	pending	prasanth	mInp
918886141155	delivered	ankit	k
918978878701	delivered	abishek	one
919177899992	delivered	pavan	ch
919490352301	delivered	divakar	j
919573101649	delivered	umakant	s
919885681979	delivered	abishek	two
919985601422	delivered	ram	a

id	Number	date/time	Message	Origin	Status	Cost
266013588	918008713232		test temp	txtlcl	D	1
266013589	918008713232		your bike	txtlcl	D	1
266013590	918008713232		your bike	txtlcl	D	1
266013591	918008713232		your bike	txtlcl	D	1
266013629	918008713232		test temp	txtlcl	D	1
266013631	918008713232		test temp	samard	U	1