

Text2reach manual

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TEXT2REACH - LOG IN:

The screenshot displays the Text2reach website interface. At the top left is the 'text2reach' logo. To its right is the tagline 'The best way to reach your clients'. Further right are links for 'Sign Up', 'Sign In', and a flag icon. Below this is a horizontal navigation menu with items: HOME, SERVICES, PRICING, API & DOCS, FAQ, CONTACTS, and GET STARTED NOW. A green arrow points to the 'GET STARTED NOW' button. In the foreground, a login modal is open, featuring the Text2reach logo, a text input field containing 'xxxxxxx@text2reach.com', a password input field with dots, a blue 'SIGN IN' button, and links for 'Recover password' and 'Sign Up' at the bottom.

PROFILE SETTINGS:

text2reach

SEND SMS CONTACTS REPORTS

Profile

Reports

Terms

LOGOUT

Password, profile settings

TO Select group MANUAL

FROM Text2reach MANAGE

WHAT Message text

Settings Templates Custom fields Short-link

- Use Blacklist filter
- Allow unicode characters
- Multipart message (up to 7 parts)
- Use text from uploaded file

Left 160/160 symbols Messages: 1

WHEN Immediately

Default country – if you have added phone numbers without country code, then this particular country code will be added automatically by the system.

E-Mail liene.berzina@text2reach.com

Language English

Timezone +03:00 Riga

Latvia (Republic of) (+371)

Custom field enclosure type {...}

Change password:

New password

Confirm

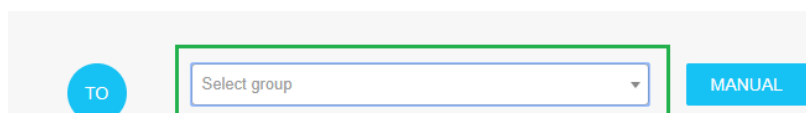
SAVE PROFILE

SEND SMS

TO - recipients, phone numbers.

- 1) Can be added from previously made Contact group – select group:

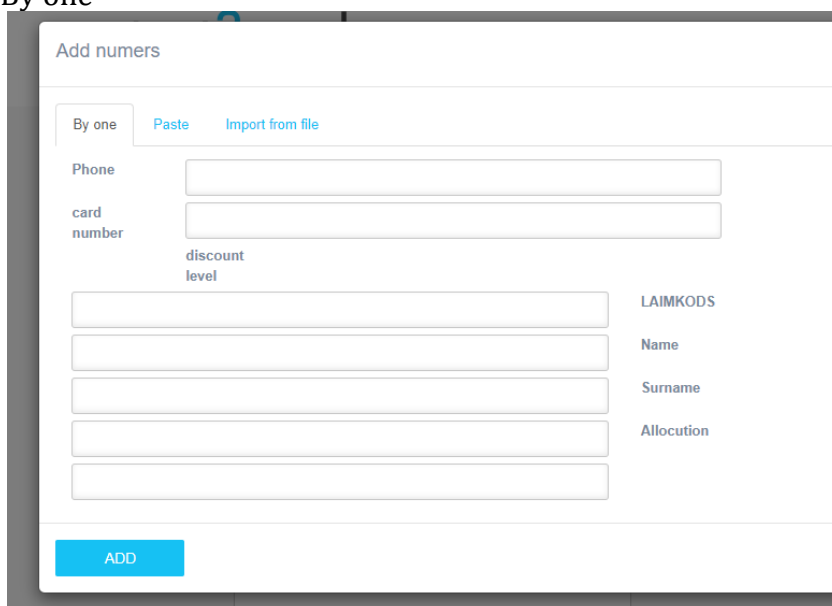
text2reach



TO MANUAL

- 2) Manual

a. By one



Add numbers

By one [Paste](#) [Import from file](#)

Phone

card number

discount level

LAIMKODS

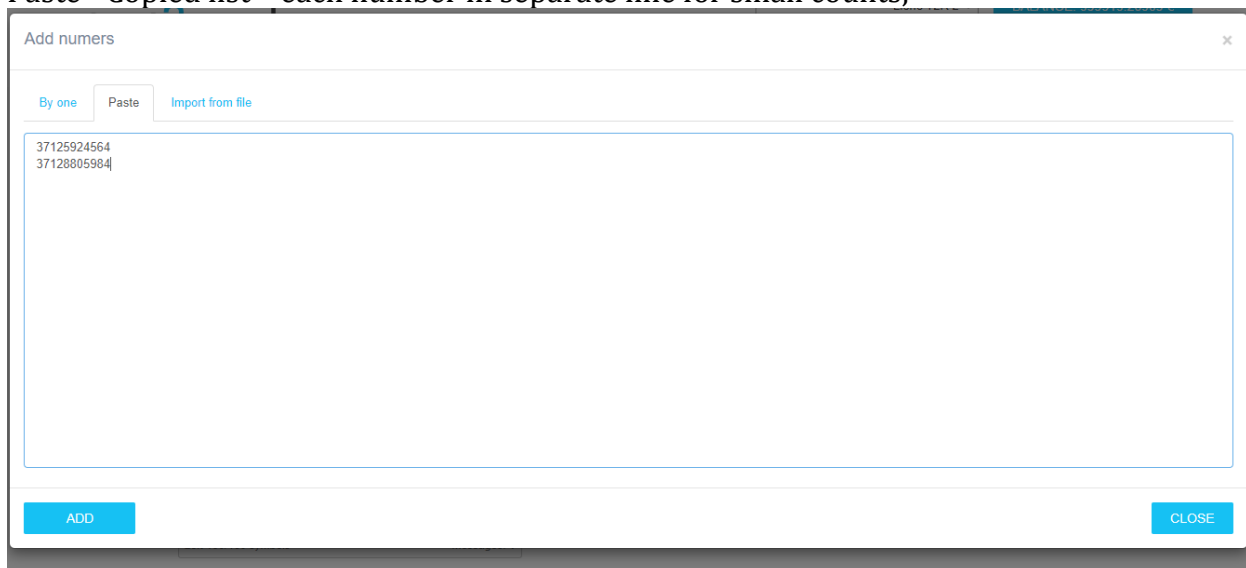
Name

Surname

Allocation

ADD

b. Paste - Copied list – each number in separate line for small counts;



Add numbers

By one [Paste](#) [Import from file](#)

37125924564
37128805984

ADD CLOSE

c. Importing from file - Adding list – excel (.xls, xlsx, .txt, .csv files)

The system has read first rows of your file, please specify in which column are phone numbers provided.

The screenshot shows the 'Add numbers' interface. At the top, there are three tabs: 'By one', 'Paste', and 'Import from file'. Below the tabs is a blue 'UPLOAD FILE' button. Underneath is a table with columns for phone numbers. The first row has a dropdown menu with a hyphen, a dropdown menu with 'Phone n', and several other dropdown menus with hyphens. The second row contains the name 'Liene' and the phone number '25924564'. The third row contains the name 'Kristaps' and the phone number '29127172'. At the bottom of the interface is a blue 'ADD' button. The footer of the interface shows 'Left 160/160 symbols' and 'Messages: 1'.

If you are adding phone numbers without country codes, the system will add country which is specified by default in your profile settings.

Numbers can be added in all ways simultaneously for one campaign. Below is an example of how the added contacts are displayed:

The screenshot shows the contact list interface. On the left is a blue circular button with 'TO'. To its right is a dropdown menu labeled 'Select group'. Further right is a blue 'MANUAL' button. Below these elements is a list of contacts. The first contact is a phone number '37125924564,37128805984 (2)' with a trash icon to its right. The second contact is a file name 'tests.xlsx (2)' with a trash icon to its right.

FROM – sender’s name, usually company name or brand name. Max. length -11 symbols, no special characters, space is also considered a character.

- iPhone automatically will remove space in sender’s name.

Under Manage –new sender’s names can be added, and it can specified in web interface, which is the default sender’s name.

The screenshot shows the messaging interface with the following elements:

- TO:** Select group (dropdown), MANUAL (button)
- FROM:** Text2reach (dropdown), **MANAGE** (button, highlighted with a green box)
- WHAT:** Message text (text area), Settings (tab), Templates (tab), Custom field (tab)
- Settings:**
 - Use Blacklist filter
 - Allow unicode characters
 - Multipart message (up to 7 parts)
 - Use text from uploaded file
- WHEN:** Immediately (dropdown), calendar icon (button)
- Bottom status: Left 160/160 symbols, Messages: 1

Sendername **ADD**

User shall not transmit any messages and data using the Service which contain copyright trademarks or other intellectual property without the written permission of the holder of these rights.

Default	Sendername	Created	
<input type="radio"/>	Atgadinu	21.06.2016 11:58	
<input type="radio"/>	STATEMENT	10.05.2019 18:09	
<input checked="" type="radio"/>	Text2reach	30.10.2018 09:50	

Showing 1 to 3 of 3 entries

default sender name

CLOSE

WHAT – message text, content.

Standard message length is 160 symbols with Latin letters. In our web interface, if you try to compose a message using special characters, for example: "āēš", which are available in some languages, those will be removed automatically.

If you would like to compose messages with special characters, please mark field Allow Unicode characters.

Please note that if a message contains special characters, the message length is 70 symbols for the first part and 63 symbols for the following parts.

Message can be composed of up to 7 parts, and the user's phone will combine all parts in one message; costs will be charged for each part individually.

For sending multipart messages, please mark down field: Multipart message (up to 7 parts)

!!! Please note that costs are charged for each message part.

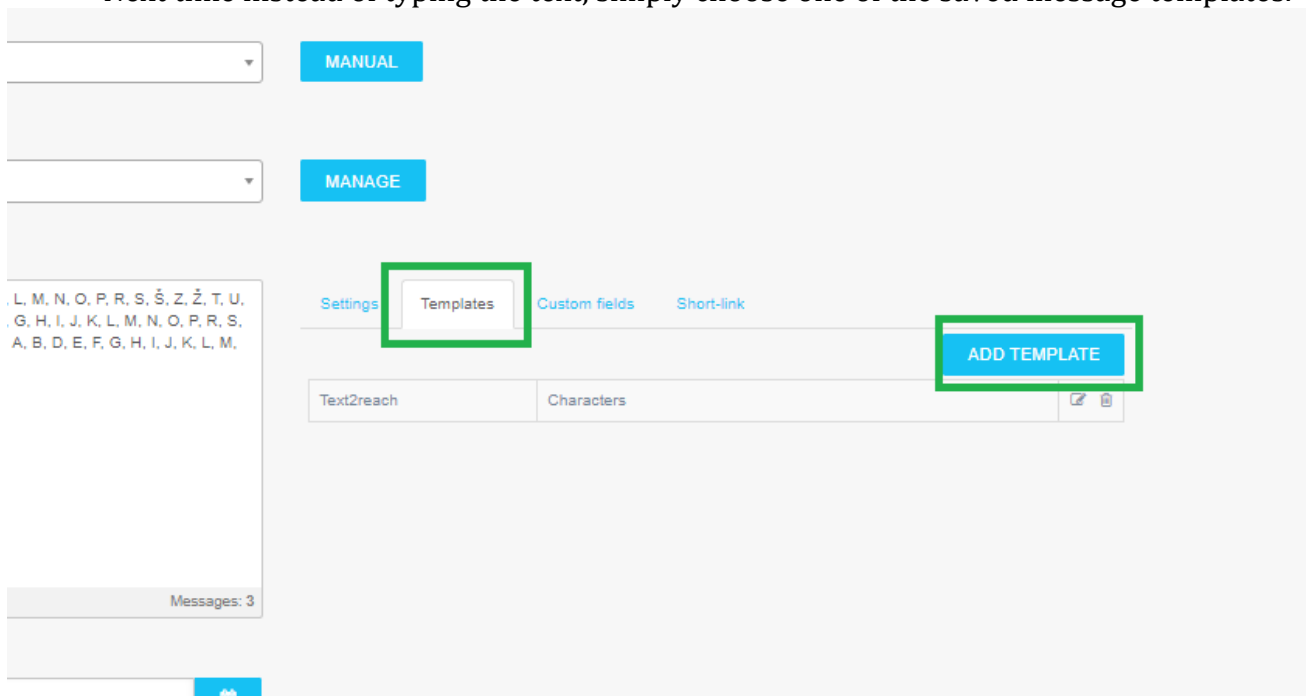
If you would like to send a different text to each user, then it is possible to prepare a file with numbers and texts and send it all in one campaign. In such case, when adding file, please specify, in which column are phone numbers provided and which – the texts.

For near text field please mark: Use text from uploaded file

The screenshot shows the Text2Reach web interface for composing an SMS campaign. The interface includes fields for 'TO' (Select group), 'FROM' (Text2reach), 'WHAT' (message text), 'WHEN' (Immediately), 'RATE' (1 sms/min to Unlimited), and 'TEST' (Phone for test). A 'SEND' button is at the bottom. The 'Settings' section is expanded, showing options: 'Use Blacklist filter' (checked), 'Allow unicode characters' (checked), 'Multipart message (up to 7 parts)' (checked), and 'Use text from uploaded file' (unchecked). The 'WHAT' field shows a character count of 'Left 2/07 symbols' and 'Messages: 6'. Annotations with green boxes explain: 'This is always marked by default, that means that messages to numbers from blacklist wouldn't be sent.' (pointing to 'Use Blacklist filter'), 'Allow messages with special characters.' (pointing to 'Allow unicode characters'), 'If you gone use message texts from file and have them uploaded, please mark there.' (pointing to 'Use text from uploaded file'), and '!!! Please note that costs are for each message part. Please follow part count there.' (pointing to 'Messages: 6'). A red box highlights the 'Messages: 6' field.

Templates

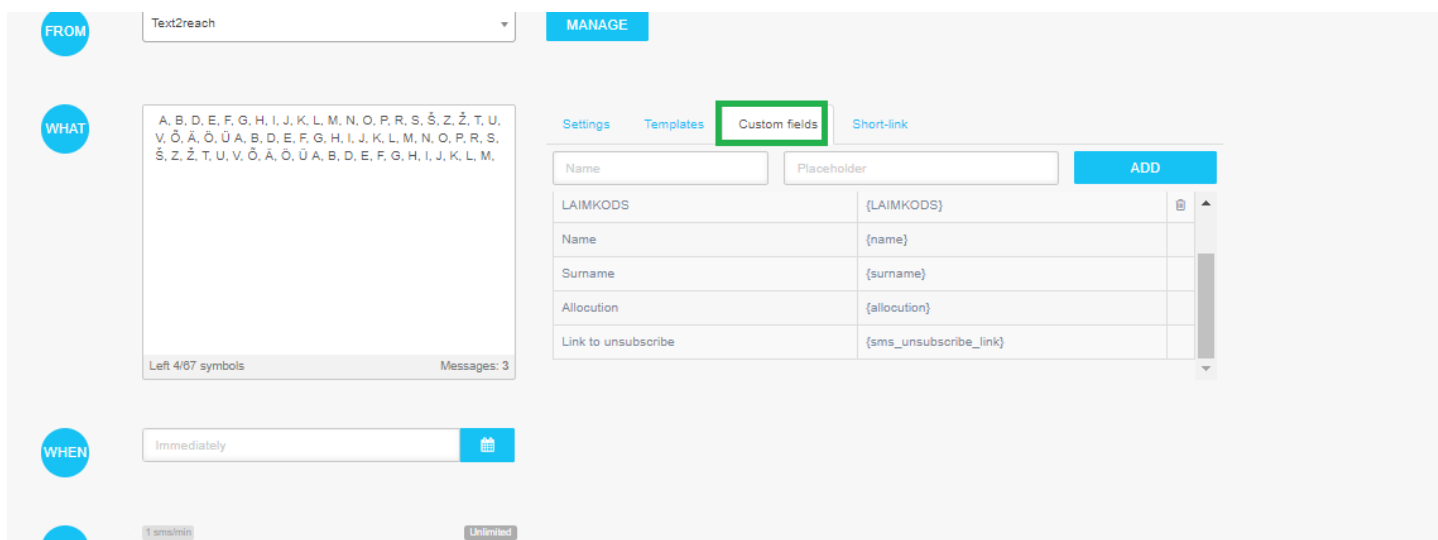
- If you often use the same text quite, there is an option to make Message text templates.
- Next time instead of typing the text, simply choose one of the saved message templates.



Custom fields:

If you need to compose message texts with individual information, like customer number, card number, this can be done in custom field section. Before you should uploaded a file with specific parameter data.

You can create your own custom fields.



There is an option to add in message texts for [unsubscribe link](#). Compose the message text and then click where the link should be inserted. Please don't remove space at the end.
Maximum link length is 21 symbol, for each user a separately generated/different link.
Link is valid for 3 hours. If the user opens the link and clicks “unsubscribe”, the number will be automatically added to the blacklist and messages will not be sent to these numbers in further SMS campaigns .

The screenshot shows the 'WHAT' section of the Text2Reach interface. On the left, there is a list of characters: A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, Š, Ž, Ź, T, U, V, Ů, Ā, Ō, Ū, A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, Š, Ž, Ź, T, U, V, Ů, Ā, Ō, Ū, A, B, D, E, F, G, H, I, J, K, L, M, (sms_unsubscribe_link). Below this list, there is a text area with 'Left 47/67 symbols' and 'Messages: 4'. On the right, there is a table with columns 'Name' and 'Placeholder'. The table contains the following rows:

Name	Placeholder
LAIMKODS	{LAIMKODS}
Name	{name}
Surname	{surname}
Allocation	{allocation}
Link to unsubscribe	{sms_unsubscribe_link}

The 'Link to unsubscribe' row is highlighted with a green box. Above the table, there are tabs for 'Settings', 'Templates', 'Custom fields', and 'Short-link'. The 'Custom fields' tab is selected. Below the table, there is an 'ADD' button.

Short-link

There is an option to add in message text links to specific web campaigns. Link will be shortened via bit.ly

Compose the message text, click, where the link should be inserted in the text. Copy link in shorten form & click ADD.

Later is available, click stats, to specific bit.ly link (which was used in message texts). To see stats, copy link with “+” at the end in a web browser.

The screenshot shows the 'WHAT' section of the Text2Reach interface. On the left, there is a list of characters: A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, Š, Ž, Ź, T, U, V, Ů, Ā, Ō, Ū, A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, Š, Ž, Ź, T, U, V, Ů, Ā, Ō, Ū, A, B, D, E, F, G, H, I, J, K, L, M, http://bit.ly/2V084dS. Below this list, there is a text area with 'Left 46/67 symbols' and 'Messages: 4'. On the right, there are tabs for 'Settings', 'Templates', 'Custom fields', and 'Short-link'. The 'Short-link' tab is selected. Below the tabs, there is a form with a text input field containing 'URL to add into message' and an 'ADD' button. The 'Short-link' tab and the 'ADD' button are highlighted with green boxes.

WHEN

Send-out time. If you don't specify any date & time, send-out time is immediate. Campaigns can be scheduled up to a month in advance.

RATE

Message send-out speed. If users after receiving a message will call you back. This is an option to specify slower message send-out speed to avoid overloading call centres. Approximate calculated message send-out end time is shown, if you **move** with mouse cursor to the "SEND" button.

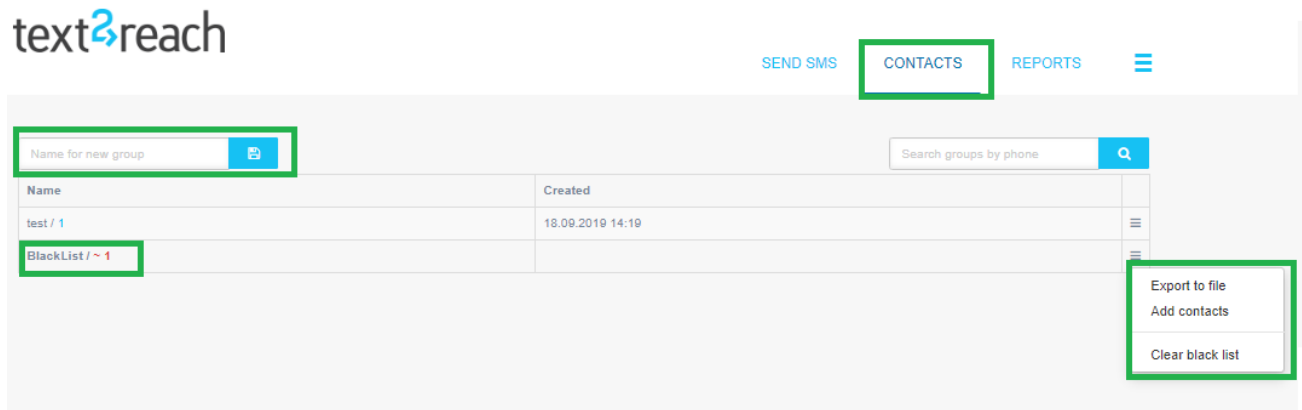
The screenshot shows the text2reach web interface for configuring an SMS campaign. The interface includes the following elements:

- TO:** A dropdown menu for selecting a group, currently showing "Outlet_Sigulda_LV.xlsx (5167)". A "MANUAL" button is next to it.
- FROM:** A dropdown menu for the sender name, currently showing "Text2reach". A "MANAGE" button is next to it.
- WHAT:** A text input field for the message content. It contains a list of characters: "A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, Š, Z, Ž, T, U, V, ū, ā, ū, A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, R, S, Š, Z, Ž, T, U, V, ū, ā, ū". Below the input, it shows "Left 4/67 symbols" and "Messages: 3".
- Settings:** A panel on the right with tabs for "Settings", "Templates", "Custom fields", and "Short-link". It contains several checkboxes:
 - Use Blacklist filter
 - Allow unicode characters
 - Multipart message (up to 7 parts)
 - Use text from uploaded file
- WHEN:** A date and time selector showing "18.09.2019 13:10".
- RATE:** A slider control for message send-out speed. It ranges from "1 sms/min" to "84 sms/min" (with "Unlimited" also visible). The slider is currently positioned at approximately 84 sms/min.
- TEST:** A text input field for a phone number for testing, with a "SEND" button next to it.
- Summary Box:** A blue box at the bottom containing the following information:
 - FROM: TEXT2REACH
 - RECIPIENTS: 5167, MESSAGES: 15501
 - SENDOUT: 18.09.2019 13:10 ~ 18.09.2019 16:14

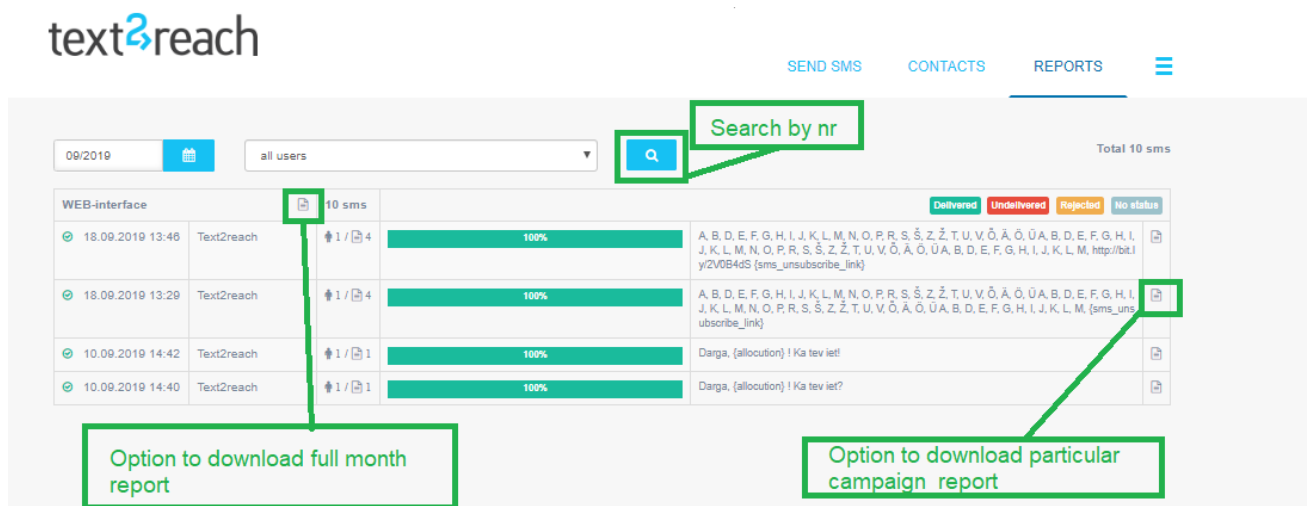
TEST

- An option to send a test message before launching the campaign and checking if all info is correct.
- Are the sender's name and content correct.
- **We suggest testing always to make sure that everything is as it should be.**

CONTACTS – in this section contacts can be stored in contact groups.
Available blacklist – to add, remove contacts , download blacklist.



REPORTS – sent message/campaign reports.
Search by number, report download in xlsx, csv formats.



If you have any questions or comments, please don't hesitate and contact us!
Phone: +37167502789
Support tickets: support@text2reach.com

Have a nice day! 😊