



In the Staging Area, the Status is now In Review.

Note: You can also See Audience and Edit Campaign.

In order to Edit a campaign, it must be unapproved first.



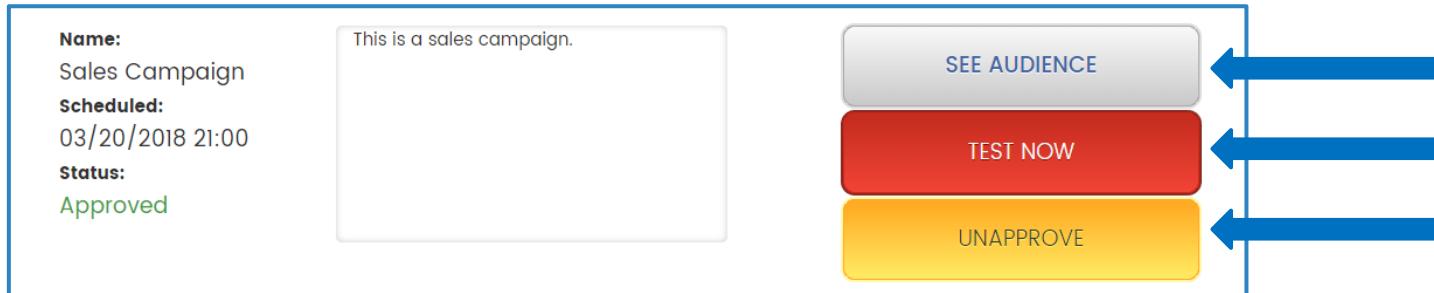
Click/tap Approve button.

The Status is now Approved.

You can Un-approve the campaign if needed. The only way to edit a campaign at this point is to Un-approve it.

See Audience allows you to see your audience.

Test now allows you to enter a phone number to send a test campaign to.



When you're satisfied with your Campaign, there is nothing left to do until it goes out at the scheduled time.

Hint: Add yourself to the campaign so you know when it is completed.

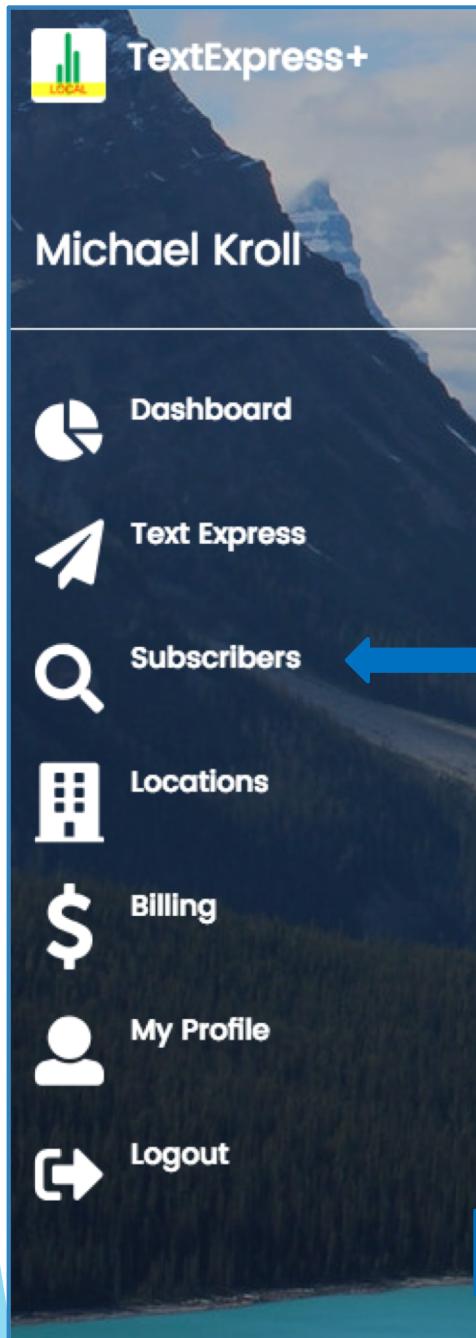
Once the Campaign is completed, the data can be viewed in Archived Campaigns.

Archived Campaigns

Copy CSV Excel Show 10 entries

Id	Status	Name	Scheduled Date	Body
103	Completed	Guide campaign	03/20/2018	This is an example campaign
101	Completed	watching mash campaign, lol	03/15/2018	test testtest
100	Completed	test plan campaign	03/12/2018	test 3/12
99	Completed	Friday 3.9 campaign	03/09/2018	Friday 3.9 1st test.....
98	Completed	Video campaign 1	03/02/2018	This is a test video for training

You can also Inspect the Campaign from here by selecting a campaign and clicking/tapping Inspect.



Under Subscribers you can Search Customers by Date, Location or Phone Number.

Manage Customers

Go Back SEARCH CUSTOMER ADD CUSTOMER IMPORT A FILE

Filter Options

Signup Date From: Signup Date To:
MM/DD/YYYY MM/DD/YYYY

Location:

Phone Number: phone number

Add Customer

Go Back Search Customer Manage Customers

Easy Onboarding

First Name: Last Name:
Phone Number: Email Address:
Location: Opt-In to Text Message Marketing:
unspecified

ADD CUSTOMER

You can Add Customers within Easy Onboarding by entering First and last name, Phone, Email, Location. There is also an Opt-in drop down.

Manage File

Go Back

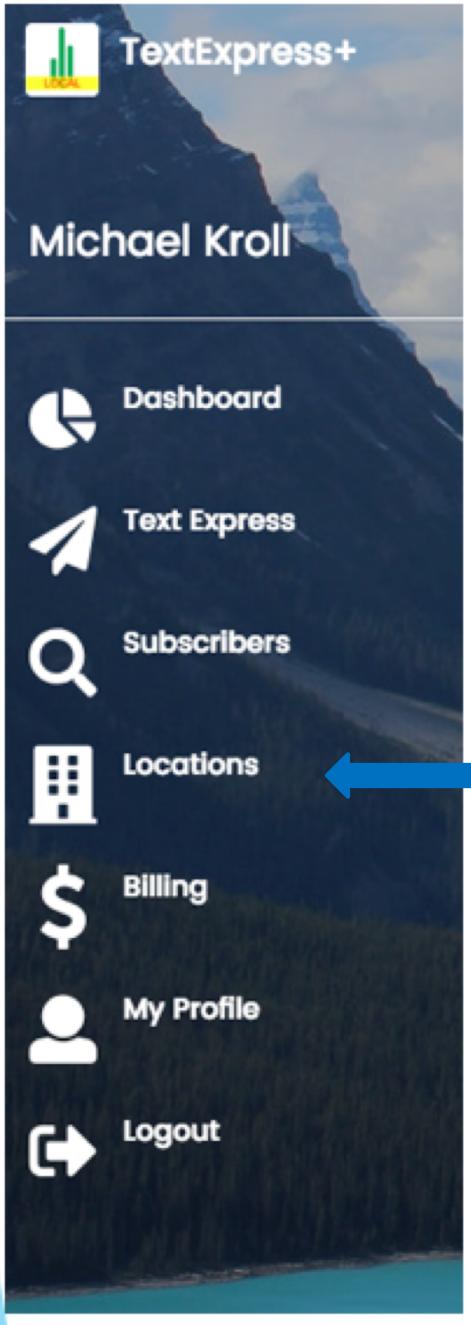
Upload File: File No file chosen

UPLOAD FILE

Under Manage File you can upload your customer contact file. CSV or Excel is acceptable.

Download the model file, [CLICK HERE](#), 5000 max subscribers to be uploaded.

Here you can load an example of the file needed to upload.



Active Locations		
Show 5 entries		
Location Number	Name	Note
1	deerfield	
0	(none)	

ADD NEW LOCATION

Inactive Locations

Show 5 entries

Location Number

Location Number (Cannot be changed)

1

A numeric "Store Number" or similar value that identifies the specific location to the merchant. Ideally this is a number that is meaningful to the business already and not something artificial that we come up with.

Location Name

deerfield

How the location will be displayed to the users in a transaction history as well as to the merchant in some reports. (E.g. "East Hillsboro" or "Delray")

Location Notes (eg address)

DEACTIVATE LOCATION

SAVE

In Active Locations, you can add and edit locations and add however many you need when you have multiple locations.

You can also deactivate locations, and reactivate as needed.



TextExpress+

Michael Kroll



Dashboard



Text Express



Subscribers



Locations



Billing



My Profile



Logout

Below you can see your Billing History, Successes and Failures. This data can be exported to CSV or EXCEL format.

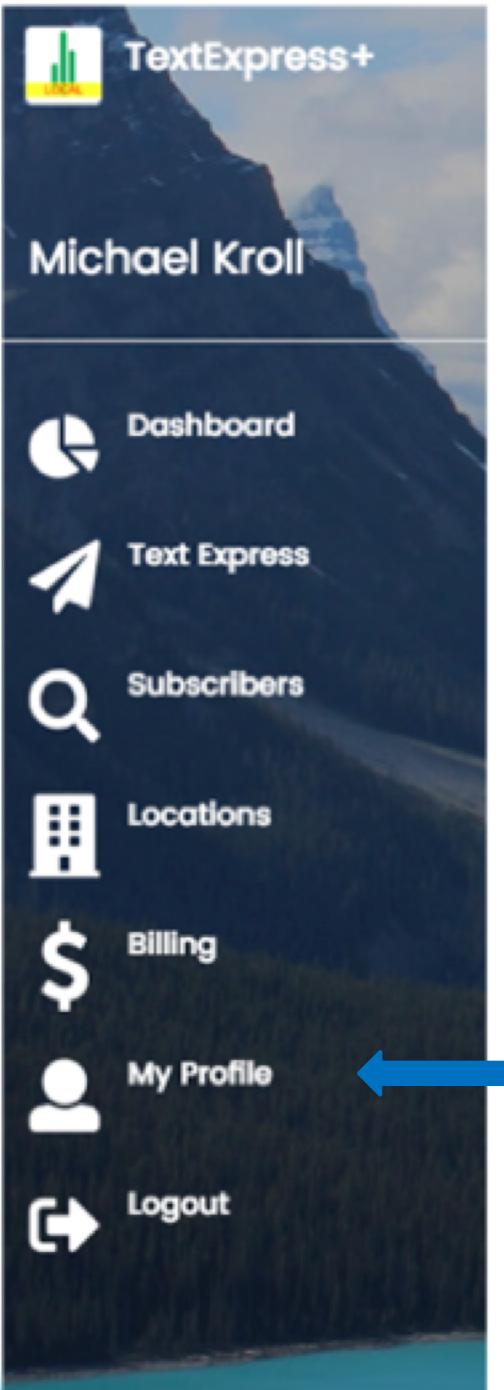
Billing History

[Copy](#) [CSV](#) [Excel](#) Show 10 entries

ID	Detail	Amount	Date	Note	Status
53	Initialize Card	1.00	05/19/2018	Initialize credit card	Success

Showing 1 to 1 of 1 entries

Previous [1](#) Next



x My Profile

Profile Info 

Name: Michael Kroll
Username: Kroll
User ID: 495
Email: mikesoccer@yahoo.com
Phone:
Member since: 19 May 2018

Address 

...

Under My Profile you'll see Name, Username, User ID, Email, Phone, Member Since, and Address. All this is editable.

Below you can update your password at anytime.

Change Password 

Current Password

New Password

Confirm New Password

SUBMIT