



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.

**Name:**  
Sales Campaign  
**Scheduled:**  
03/20/2018 21:00  
**Status:**  
In Review

This is a sales campaign.

SEE AUDIENCE

EDIT CAMPAIGN

APPROVE



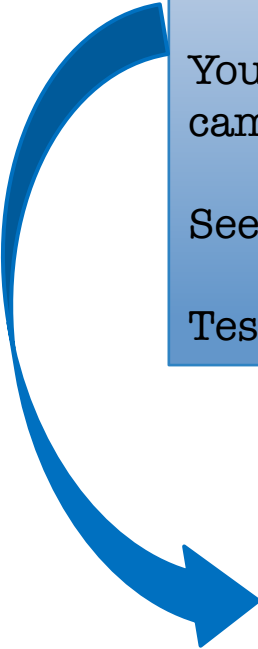
Click/tap Approve button.

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.



<b>Name:</b> Sales Campaign	<div>This is a sales campaign.</div>	<a href="#">SEE AUDIENCE</a>	←
<b>Scheduled:</b> 03/20/2018 21:00		<a href="#">TEST NOW</a>	←
<b>Status:</b> Approved		<a href="#">UNAPPROVE</a>	←

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.

x 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.


 **TextExpress+**


Michael Kroll


 Dashboard


 Text Express

 Subscribers

 Locations

 Billing

 My Profile

 Logout

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:

MM/DD/YYYY

Signup Date To:

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.

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

Manage File

[Go Back](#)

Upload File:

File

[Choose File](#) No file chosen

UPLOAD FILE

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

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



TextExpress+

Michael Kroll



Dashboard



Text Express



Subscribers



Locations



Billing



My Profile



Logout

### Active Locations

Show 5 entries

Location Number	Name	Note
1	deerfield	
0	( none )	

Previous 1 Next

ADD NEW LOCATION

### Inactive Locations


Show 5 entries

Location Number	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 how ever many you need when you have multiple locations.


You can also deactivate locations, and reactivate as needed.


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


 TextExpress+


Michael Kroll


 Dashboard


 Text Express

 Subscribers

 Locations

 Billing

 My Profile

 Logout

### 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

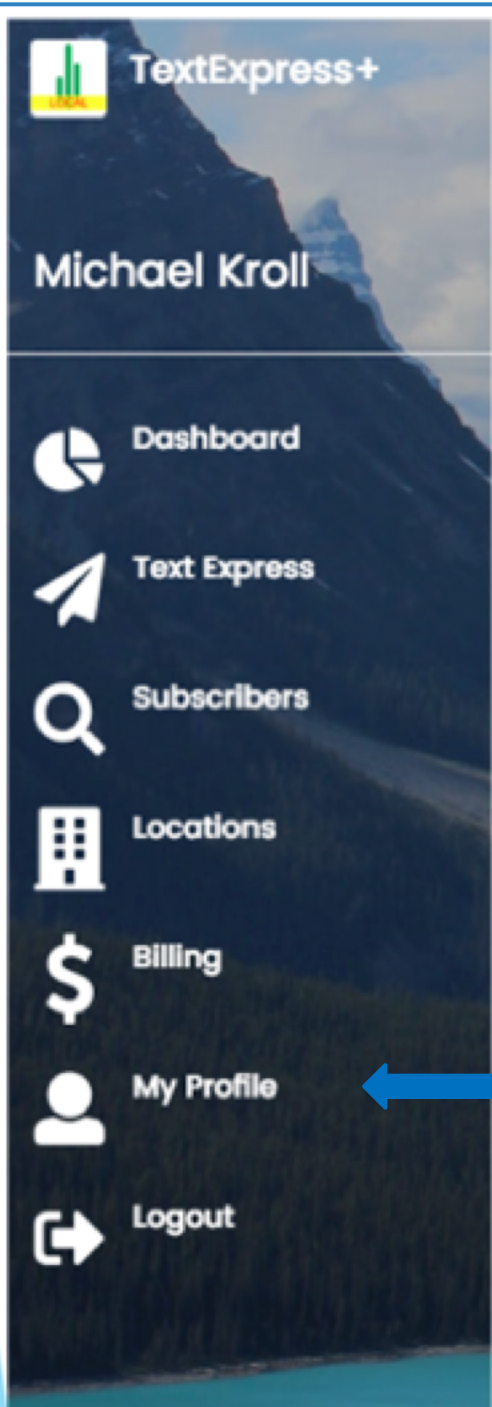
Showing 1 to 1 of 1 entries

Previous

1

Next





My Profile

**Profile Info** [Edit](#)

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

**Address** [Edit](#)

...

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**