
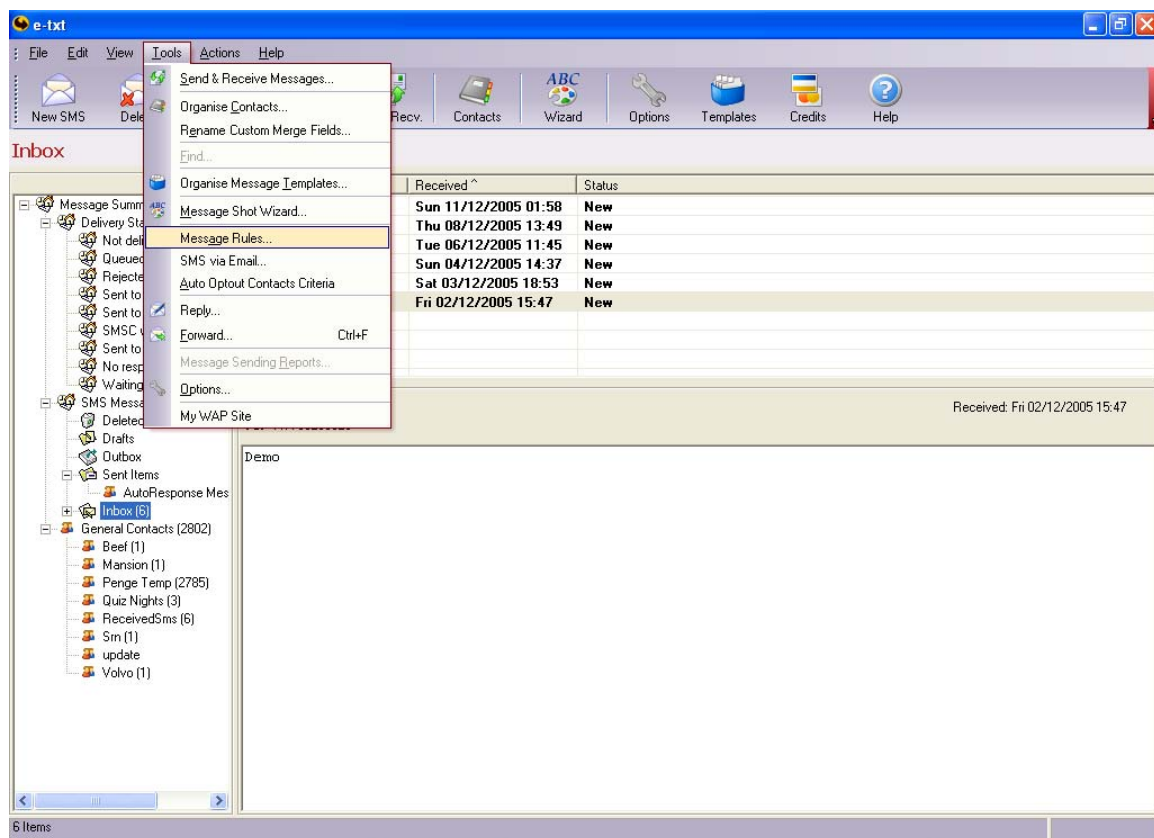


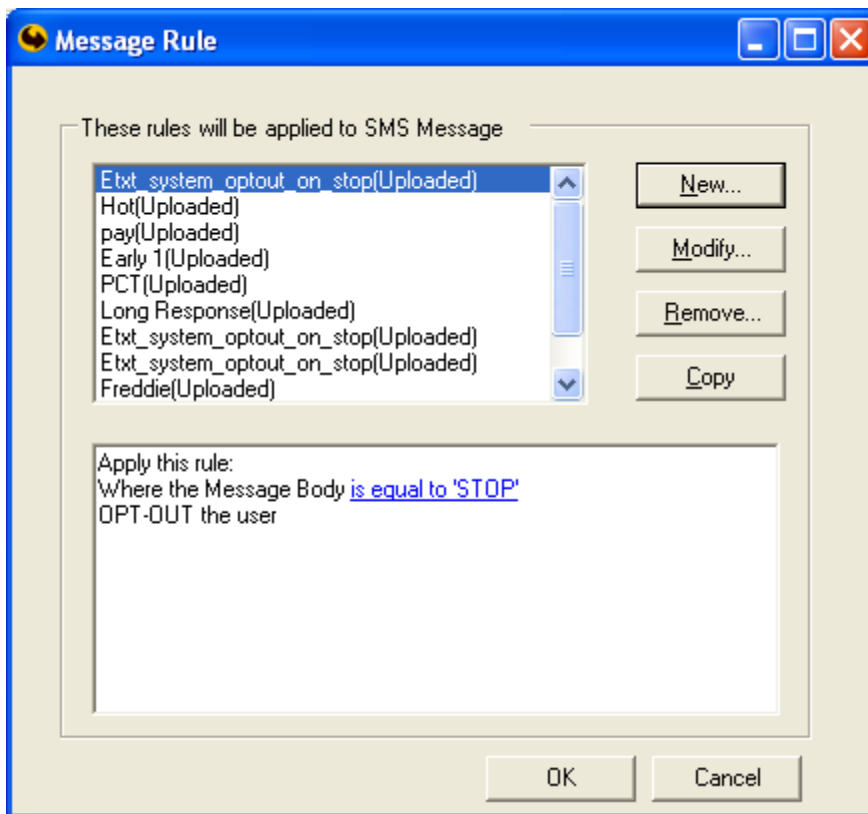
## How to automatically add name and contact number to your list from received text messages

In the section on **mobile list building techniques** you can read about dedicated numbers and how they can help with building your list of mobile numbers. This guide tells you how to set up e-txt™ to add name and mobile numbers.

1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start-> Programs-> e-txt -> e-txt**
2. Ensure that the **SMS Messages** toolbar is displayed by having a messaging folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).
3. Go to **Tools** on the main toolbar and choose **Message Rules**



4. You will get the box shown below.



5. Click on **New**. You will see a box like this:

**Rule**

Select your conditions and Action first, then specify the value in the description

1. Select the condition for your Rule

- ☒ Where the From line contain people
- ☐ Where the Message Body starts with specific words
- ☐ If a message comes outside these hours
- ☐ Where the Message Body is equal to specified text
- ☐ If Message comes on specified MO line

2. Select the Action for your Rule

- ☐ Reply with Message
- ☐ Move it to specified folder
- ☐ Forward it to specified email address
- ☐ Forward it to specified mobile number

3. Rule Description(Click on an underlined Rule Criteria/Action to edit it)

Apply this rule:

4. Name of the rule

Ok Cancel

6. In the first box, tick **If Message comes in on specified Inbound line**
7. In the second box, use the down arrow at the right and tick the rule **ADD Sender to group..**
8. The third box shows the description of what the Rule will do, in simple English. The fourth box is for the Rule Name. Enter whatever name you would like.

**Rule**

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- ☐ If a message comes outside these hours
- ☐ Where the Message Body is equal to specified text
- ☒ If Message comes on specified Inbound line

2. Select the Action for your Rule

- ☐ Reply with Message xxx to first n senders and Message yyy to other
- ☐ Remove sender from group as given in the 2nd word of message
- ☐ Reply with message returned by executing specified URL
- ☒ ADD sender to group (1st word of message is groupname, 2nd word is firstname, 3rd word is lastname)

3. Rule Description(Click on an underlined Rule Criteria/Action to edit it)

Apply this rule:  
 If Message comes on specified Inbound line  
 ADD sender to group (1st word of message is groupname, 2nd word is firstname, 3rd word is lastname)

4. Name of the rule

Add Name and Number

Ok Cancel

The key to making this work, is for your marketing material to tell people to enter a keyword like 'Yes', 'Bud', 'Fri', or even just a one letter keyword like 'A', 'Y'. When they follow this with their name, and text e.g. 'Yes John Dobson', e-txt™ will add their mobile number and name to e-txt as members of the group called 'Yes'.

If they mis-spell Yes as e.g. 'Yis', their name will be added to a new group called Yis. You will easily be able to identify and fix these later.

Normally this rule is used in conjunction with another Rule that sends a reply. (see **How to set up automatic Replies**)