


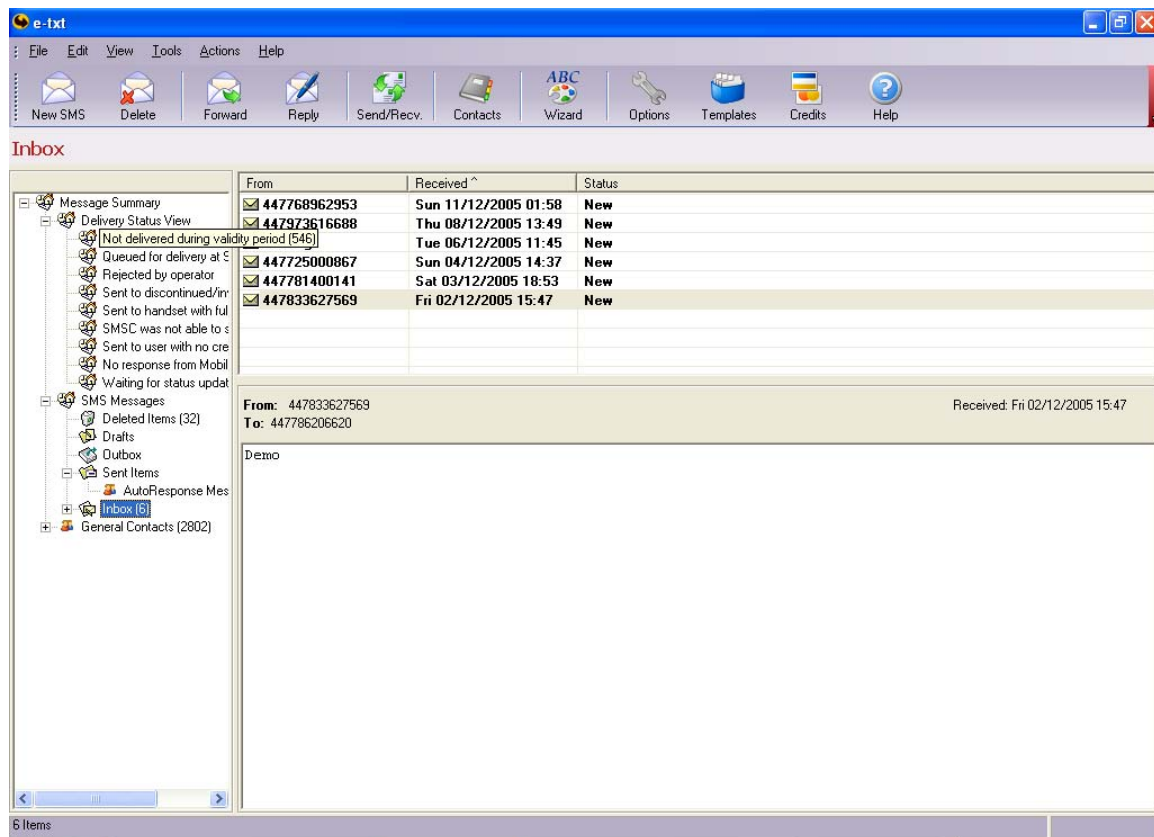
How to set the validity period for a text message

You will find it is often necessary to set a validity period for a text message. For example, if you are running a promotion to get people to your Bar by 8pm, you don't want

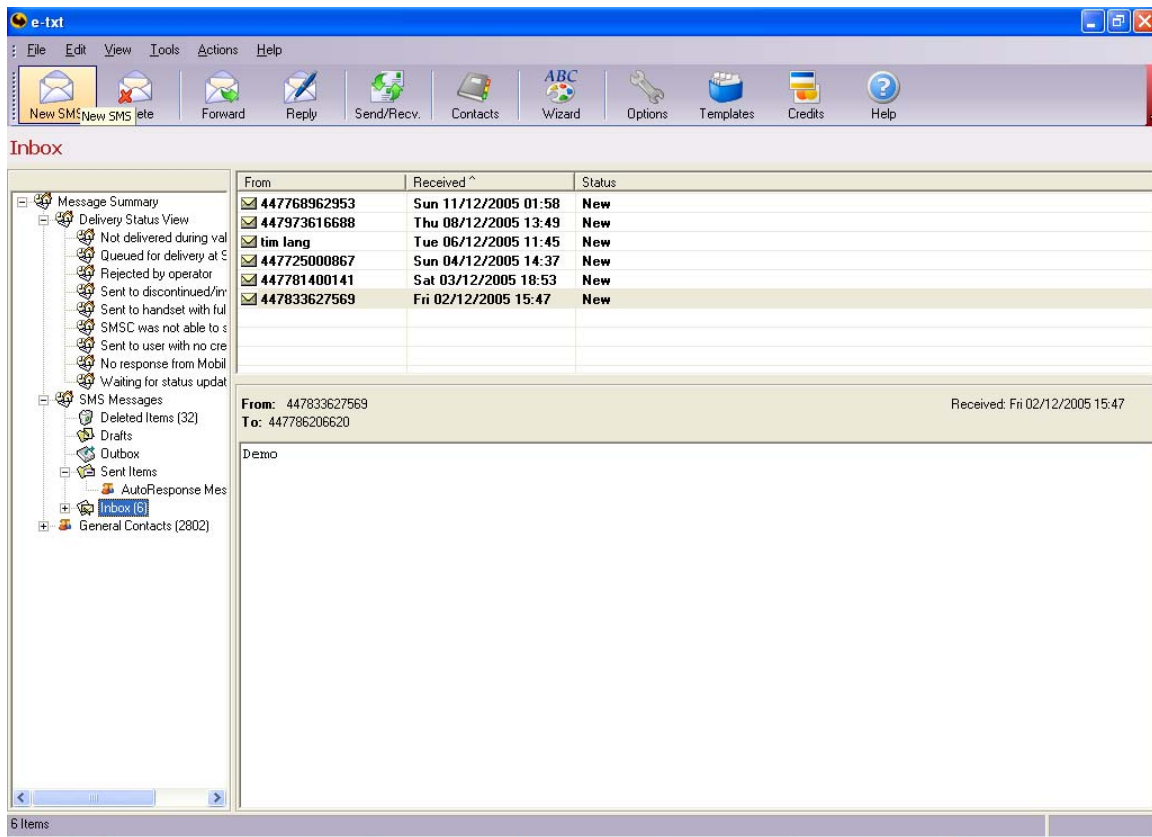
- To pay to send texts to people whose phones are not switched on until after then
- To have the embarrassment of them getting a text the next morning from you.

To set a validity period:

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. Click on **New SMS** (top left icon) to open a new SMS window



4. Write your message

The screenshot shows the 'SMS Message' application window. The title bar is blue with the text 'SMS Message' and a close button. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. Underneath the menu bar is a toolbar with icons for 'Send', 'Save', 'Cut', 'Copy', 'Paste', 'Merge', 'Template', 'Translate', 'Delivery', and 'Help'. The main area of the window is divided into several sections. At the top, there's a 'Response Options' section with a dropdown menu set to 'Response To e-txt'. Below this is a 'From:' field containing the number '447786206620' and a 'Delivery...' button. To the right of the 'From:' field is a dropdown menu set to 'As soon as possible' and a checkbox labeled 'Send Email'. Below the 'From:' field is a 'To...' button and a text field containing 'Tuesday Club (group)'. Below the 'To...' button is a 'Select Country' dropdown menu set to 'International', a checkbox labeled 'Add Signature', and a 'Valid For:' section with a text box containing '6' and a dropdown menu set to 'Hours'. The main text area contains the message: 'Come along tonight for our Vindaloo Curry evening. Get here by 8pm for a 1/2 price pint of Imperial'. At the bottom of the window, there's a status bar with two sections: 'Characters Used: 100' and 'Characters Remaining: 60'.

SMS Message

File Edit View Tools Help

Send Save Cut Copy Paste Merge Template Translate Delivery Help

Response Options: Response To e-txt

From: 447786206620 Delivery... As soon as possible ☐ Send Email

To... Tuesday Club (group)

Select Country: International ☐ Add Signature Valid For: 6 Hours

Come along tonight for our Vindaloo Curry evening. Get here by 8pm for a 1/2 price pint of Imperial

Characters Used: 100 Characters Remaining: 60

In the message above, you will see the promotion is valid till 8pm. To set the time period of the validity of the message, type in the number of hours in the **Valid For** box. If, for example, you sent the offer at 2pm, to make it only valid until 8pm, set it 6 hours as shown.

It is also possible to set the validity period for a number of minutes or days. Simply click on the arrow to the right of the two **Valid For** boxes and select the required measure.

SMS Message

File

Edit

View

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Help

Send

Save

Cut

Copy

Paste

Merge

Template

Translate

Delivery

Help

Response Options

Recipient May Respond To A Mobile Number

From..

447974193782

Delivery...

As soon as possible

☐ Send Email

To..

Select Country

International

☐ Add Signature

Valid For :

6

Days

Minutes

Hours

Days

Characters Used: 0

Characters Remaining: 160