txttools mobile for iPhone v1.0.0

Contents

1. Introduction

1.0 What is txttools mobile for iPhone?

This document is aimed at txttools customers who wish to send SMS text messages to their txttools groups from their iPhone. txttools mobile for iPhone enables users to access their txttools groups, templates and signature to send messages. txttools mobile's emergency sending facility enables users to save the group or groups they would wish to send to in advance, thus speeding up the message sending process in the event of an emergency.

1.1 Prerequisites

To use txttools mobile for iPhone, you will require the following

- A txttools account. Note that message sending is done via txttools and not via your regular network.
- An iPhone.
- txttools mobile, which can be installed from the App Store.

Please note that txttools mobile is also available for android phones. The documentation for this can be found here.

2. Starting Out

2.0 Starting out

Upon starting txttools mobile for the first time, you will be presented with the screen shown here. This is a simple warning that txttools mobile can only be used by existing txttools account holders only. You will only ever see this warning before you successfully create an account on txttools mobile for the first time.

If you are an existing txttools account holder, click Yes to continue. This will pop up the txttools mobile help dialogue welcoming you to txttools. After reading this brief summary of the app, click OK to go to the txttools mobile home page.
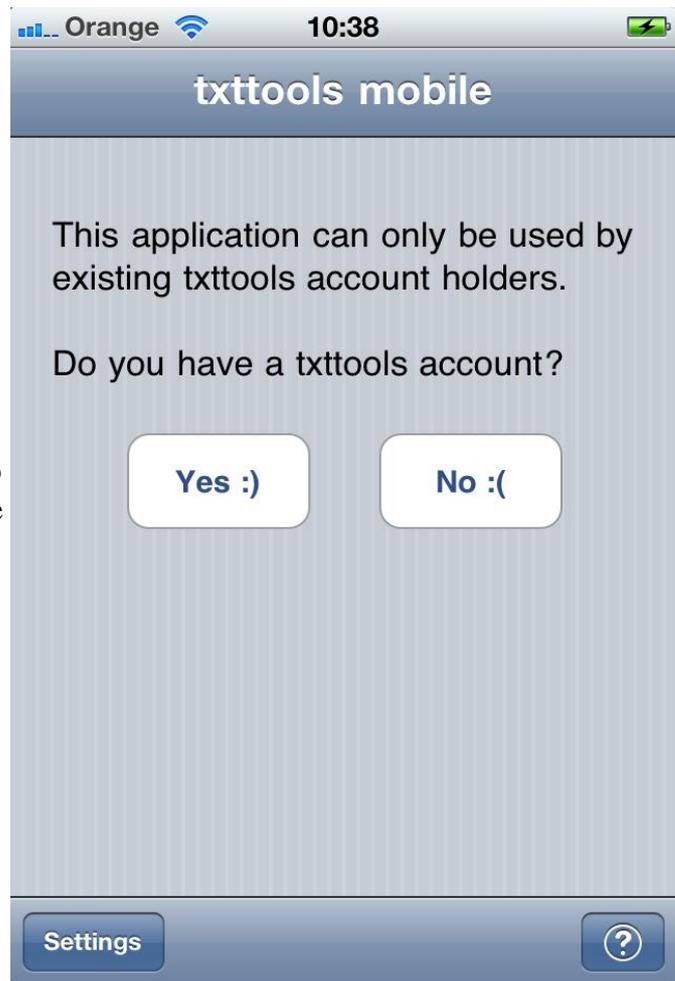
2.1 Home

The txttools mobile home page presents users with two buttons; Standard and Emergency. These will be described in sections 3 and 4 of this document respectively.

The home page also provides access to the Settings page (explained in section 5 of this document) and the help dialogue via the buttons on the tool bar at the bottom of the screen.
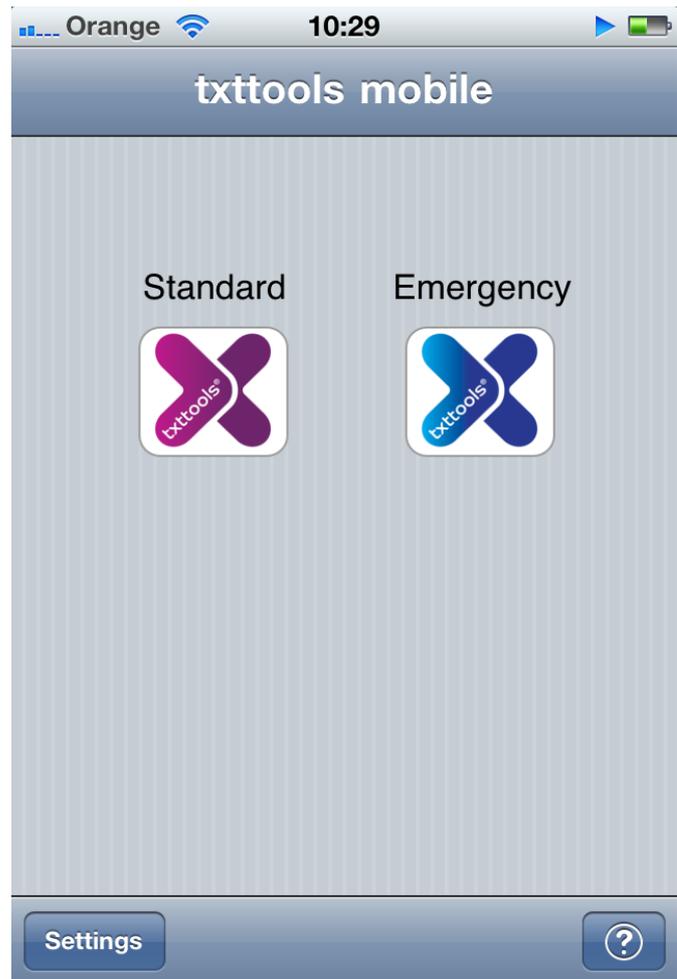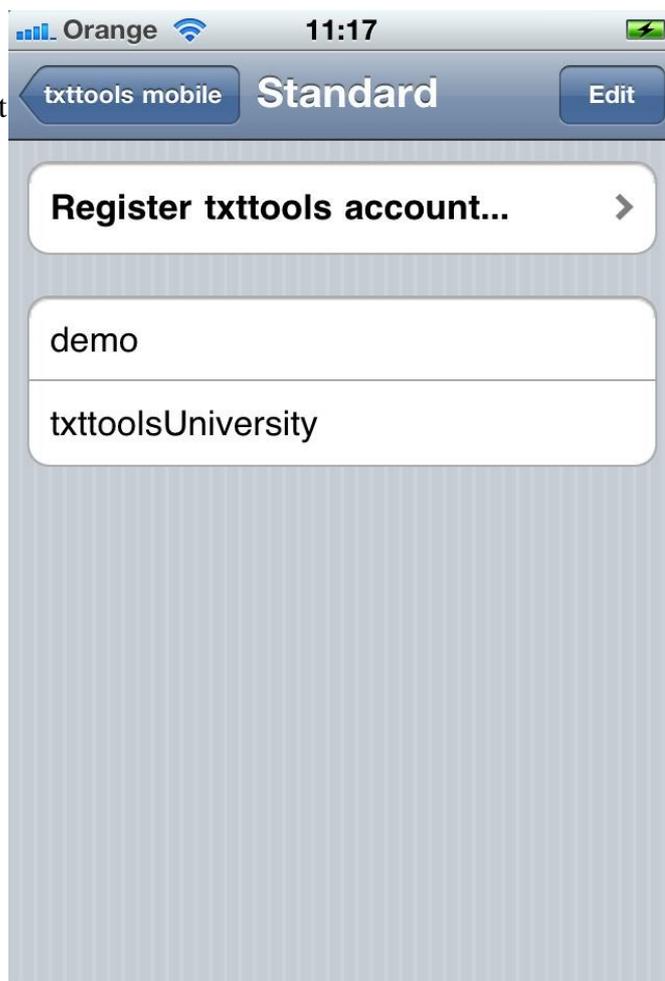
3. Standard

3.0 Standard

The Standard page displays a list of txttools accounts registered on the app. In the screenshot to the right, txttools accounts named 'demo' and 'txttoolsUniversity' have already been set up. Tapping on an account will take you to the Compose page where you can compose your message. Note that when you enter this screen for the very first time, no accounts will have been set up.

Tapping the Edit button in the upper-right corner of the screen toggles edit mode on. Tapping an account in edit mode enables you to edit the account details. Edit mode also allows you to delete an account from the app.

New accounts can be created by tapping Register txttools account. This will take you to the Register account screen, explained in section 3.1 of this document.

3.1 Register account

The Register account screen enables you to register your txttools account onto txttools mobile. This only needs to be done once; the account can subsequently be accessed from the Standard page.

Simply enter your existing txttools username and password into the boxes provided and tap Save. If successful, you will return to the Standard page and your account will have appeared. If your credentials are invalid, you may attempt to re-type them. Note that the same txttools account cannot be registered twice from this screen.
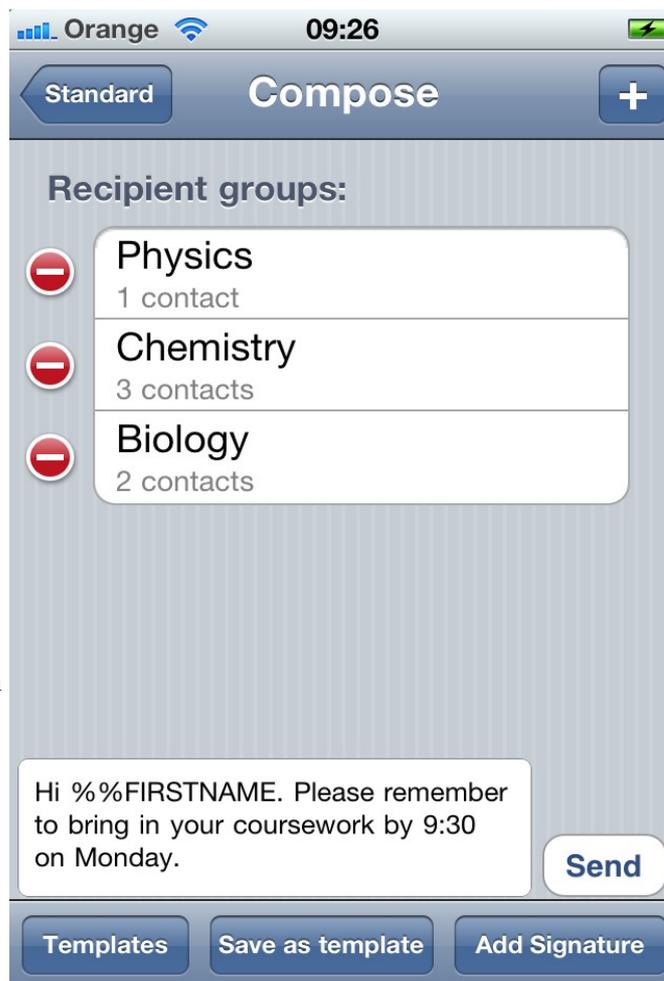
3.2 Compose

The Compose page enables you to compose your message and send it to your txttools groups.

Use the add button in the upper-right corner of the screen to move to the Search page. This is where you can choose the groups you wish to send to. Enter the opening character or characters of your desired txttools group into the search box; you will be provided with up to 100 selectable suggestions. The number in brackets at the end of the group name is the number of contacts within the group. Note that by default, any groups in your txttools account which do not contain any contacts will *not* appear in the list as a selectable group. If you wish for empty groups to be selectable, you can toggle this on within the Settings screen (See section 5.1 of this document).

Selected groups will be placed in the list of Recipient groups. If you wish to remove a group from the list, simply use the delete icon to the left of the group and tap Delete.

Type in the text box at the bottom of the screen to compose your message. Once you are ready to send your message, tap Send. If the Send button is not enabled, check that at least one group has been chosen and some text exists in the text box.

The tool bar at the bottom of the screen offers a series of further options. Tap Templates to access your txttools templates. Selecting a template will place it in the compose text box. The Templates screen can also be used to remove a template from txttools. Do this by toggling on edit mode via the Edit button in the upper-right corner of the screen. Note that deleting a template *permanently* removes the template from your txttools account!

The second tool bar button is Save as template. Tap this to save the contents of the compose text box as a template on txttools. This template can subsequently be accessed again via the Templates button.

The final tool bar button is Add Signature. This will append your txttools signature (if you have one) to the end of your message.

4. Emergency

4.0 Emergency

txttools mobile's emergency sending facility enables you to pre-select groups ready for use in the event of an emergency. Emergency groups can be thought of as a group of groups within txttools mobile.

The Emergency page closely resembles the Standard page. However, note that the same txttools account can be registered more than once. This is to allow more than one set of emergency groups to be saved against an account. The name of the txttools account is shown in brackets after a description of the groups that have been saved. In the screen shot to the right for example, the user 'demo' has registered their account twice; once to represent the three groups who are situated in the science block, and once to represent the five groups who are situated at West Street building. An account called 'txttoolsUniversity' has also been set up on the phone, but only one emergency account entry has been made, and it contains just one group. All of the groups within each entry have been pre-selected, thus saving valuable time in the event of an emergency.

The groups against each entry would typically have been selected straight after the account entry was created. In this case, a simple tap of the account entry will take you to the Compose screen, just like it would from within Standard. This is explained in Section 4.3 of this document.

If you tap on an entry with no groups you will be taken to the Choose groups screen. This is explained in Section 4.2 of this document.

Tapping the Edit button in the upper-right corner toggles edit mode on. This allows you to delete an account from the app. Tapping on an account in edit mode allows you to either edit the account details or edit the chosen groups as explained in Section 4.2 of this document.

Tapping Register emergency groups allows you to register a txttools account for emergency groups. This is discussed in the next section.

4.1 Register groups

The Register groups screen enables you to register your txttools account onto txttools mobile in preparation for emergency sending.

Simply enter your existing txttools username and password into the boxes provided. Since duplicate sets of emergency groups can be saved against a single txttools account, you are also required to provide a description. If your login credentials are valid, you will be forwarded to the Choose groups screen to pre-select the groups against this account entry. If your credentials are invalid you may attempt to re-type them.
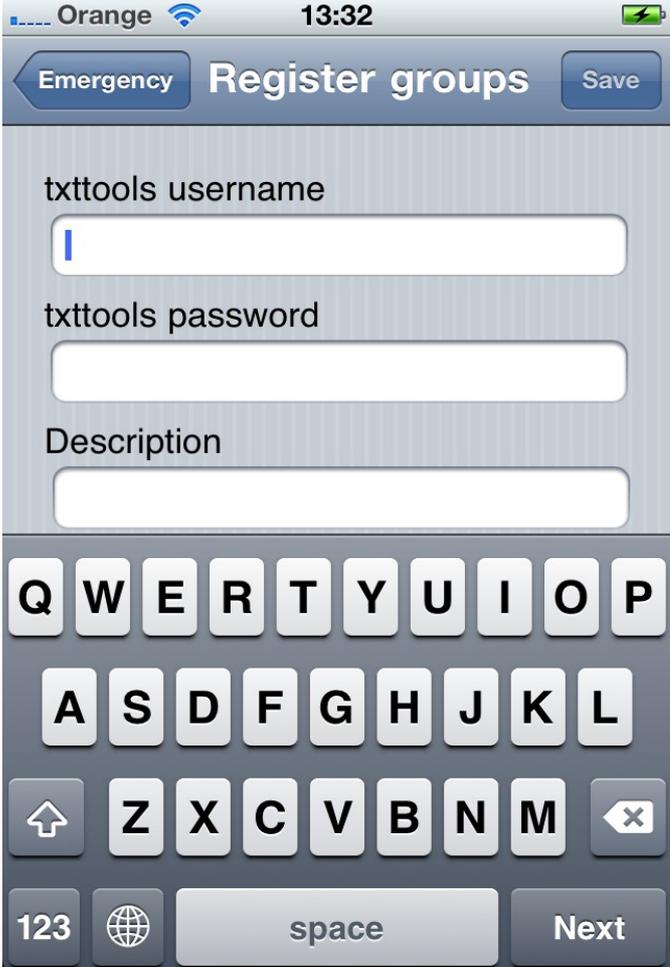
4.2 Choose groups

The Choose groups page enables you to pre-select the txttools groups you wish to set against this emergency account entry. This is done in a similar way to the Compose page.

Use the add button in the upper-right corner of the screen to move to the Search page. This is where you can choose the groups you wish to send to. Enter the opening character or characters of your desired txttools group; you will be provided with up to 100 selectable suggestions. The number in brackets at the end of the group name is the number of contacts within the group. Note that unlike on the Compose page, any groups in your txttools account which do not contain any contacts *will always* appear in the list, thus enabling you to pre-select groups that are empty now, but may contain members in the future.

Selected groups will be placed in the list of Recipient groups. If you wish to remove a group from the list, simply use the delete icon to the left of the group and press Delete. Once you are ready to save your groups, tap Save. Your groups will now be set against the account entry you created on the Emergency page.

4.3 Compose

The Compose page for an emergency group account is almost identical to the regular Compose page. The main difference is that the pre-selected groups attached to the account entry will appear on screen by default, leaving you to simply compose the message itself. Further groups may be added or removed if you so wish, but note that these will not be saved against the account entry for when you return to the Compose page again. Any changes you wish to make to the group set must be done on the Choose groups screen.

5. Settings

By clicking the Settings button in the lower-left corner of the home page, you can access the Settings page. In addition to the settings described below, the Settings page displays the version of txttools mobile you are currently using.

5.0 Vibrate on error
If a problem occurs on txttools mobile, your phone will vibrate to alert you of the on screen issue. The vibration can be toggled on or off via this setting. The default is 'on'.

5.1 Hide empty groups
Use this to set whether groups which contain no members are hidden from the group search on the Compose page. By default, empty groups are hidden.
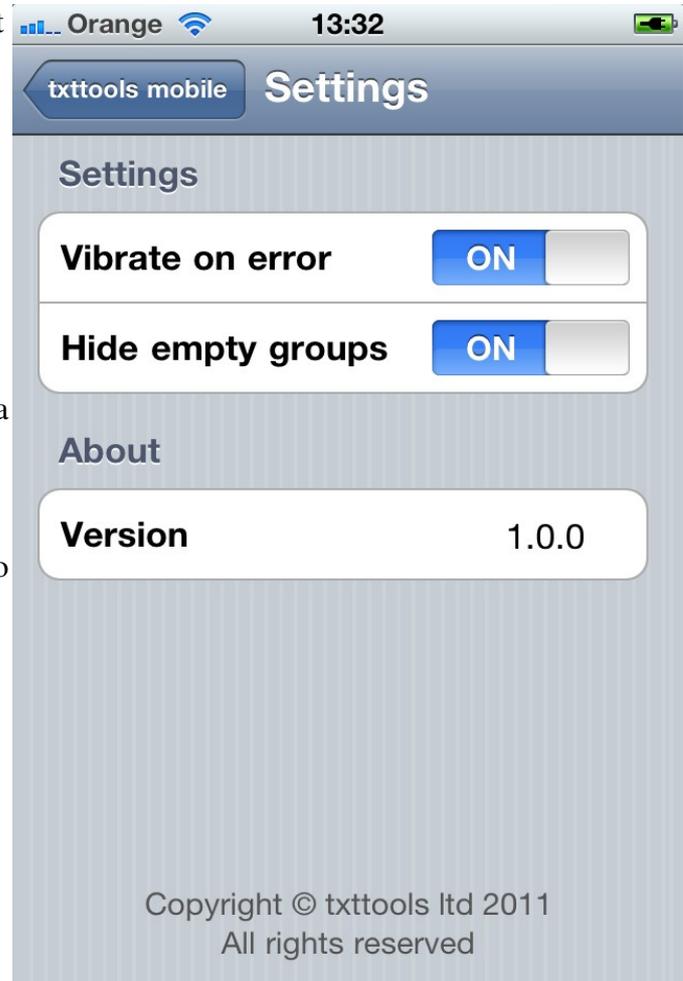
6. Help!

If you require further assistance with this document or any of the information covered in this document, please contact the txttools team on 0113 2342111, or email support@txttools.co.uk