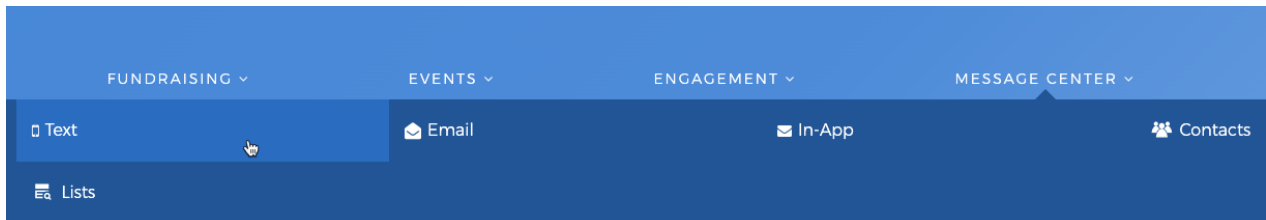


# How do I keep track of text messages sent, scheduled and received?

Last Modified on 06/02/2022 8:26 am PDT

From the homepage, you can see the number of outbound message sent in the current month as well as the total number of your subscribers.

From the **Message Center** menu, you can click **Text**, get to the Text Messages side menu.



On the side menu you can click to view the **Outbox** to see how many messages were sent when. The number in the sent column shows how many people a specific message went to.

## Messages

Send a Text Message

Schedule a Text Series

Send an Email Message

Scheduled

**Outbox**

Inbox

Drafts

### Sent

Campaign	Type	Title	Sent	Stats	Date & Time	Status
MCAcademy	Sms	Class Demo	103	SURVEY FOR CREATIVE TEXT Click-through rate: 86.4% (89) Conversion rate: 62.5% (60) Collected: -	06/06/2018 11:40 am (Immediate)	Sent
MCAcademy	Sms	Test	1	SURVEY FOR CREATIVE TEXT Click-through rate: 100.0% (1) Conversion rate: 100.0% (2) Collected: -	06/05/2018 04:15 pm (Immediate)	Sent

Scheduled shows messages that are scheduled to be sent, and the date and time they will be sent.

## Messages

Send a Text Message

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Send an Email Message

**Scheduled**

Outbox

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### Scheduled

Campaign	Type	Title	Sent	Date & Time	Status	Actions
MobileCause Fundamentals	Sms	Welcome New Alumni	0	02/25/2020 01:55 pm (Immediate)	Pending	

The **Inbox** will show text messages received through your keywords.

# Messages

Send a Text Message

Schedule a Text Series

Send an Email Message

Scheduled

Outbox

**Inbox**

Drafts

## Inbox

Filter

← Previous 1 2 3 4 **5** 6 7 Next →

Keyword	Shortcode	Number of Responses
CF93	71777	0
CF94	71777	0
CF95	71777	0
CFEXAMPLE	71777	5
CLASS	51555	19
CLOTHES17	41444	12
CROWD2FUND	71777	0

Click on a keyword to show the messages. This is useful for Events, where donors text more than just the keyword, they also text their pledge and name, etc.

### Responses for CLOTHES17 on 41444

Phone #	Name	Message	Status	Added
[REDACTED]	[REDACTED]	Clothes17 hello	Subscribed	03/29/2018 10:59
[REDACTED]	[REDACTED]	Clothes17 1500 me	Subscribed	03/29/2018 10:55
[REDACTED]	[REDACTED]	Clothes17	Subscribed	03/22/2018 10:24
[REDACTED]	[REDACTED]	Clothes17	Subscribed	02/19/2018 10:44
[REDACTED]	[REDACTED]	Clothes17 2000 Me	Subscribed	02/15/2018 10:32
[REDACTED]	[REDACTED]	Clothes17 120 Marie Curie	Subscribed	11/28/2017 14:58
[REDACTED]	[REDACTED]	Clothes17 40 Albert Einstein	Subscribed	11/28/2017 14:57
[REDACTED]	[REDACTED]	Clothes17 100 Betsy Ross	Subscribed	11/28/2017 14:56
[REDACTED]	[REDACTED]	Clothes17 120 Martha Washington	Subscribed	11/28/2017 14:55
[REDACTED]	[REDACTED]	Clothes17 80 Baby New Year	Subscribed	11/28/2017 14:54
[REDACTED]	[REDACTED]	Clothes17 120 Father Time	Subscribed	11/28/2017 14:52
[REDACTED]	[REDACTED]	Clothes17 100 George Washington	Subscribed	11/28/2017 14:52

← Back to the list [Export](#)

You can also see how many messages have been sent in a given campaign by going to [Reporting > Campaigns](#).

# Campaigns

[+ Create New](#)

Name	# Messages	Pledged	Collected	Actions
onlineg000005bp	0	\$5.15	\$92.09	
MCAcademy	92	\$642.46	\$29,944.00	
MobileCause Fundamentals	111	\$360.00	\$57,684.00	
A Toast to the Future	7	\$2,651.28	\$0.00	