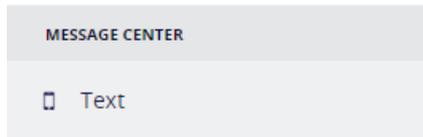


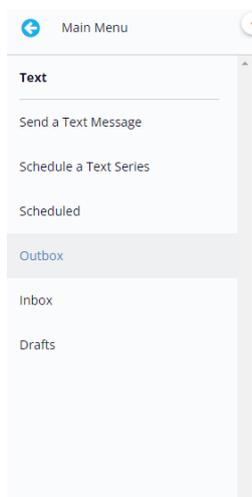
How do I keep track of text messages sent, scheduled and received?

Last Modified on 09/25/2023 1:09 pm PDT

Select **Text** within the Message Center of the left navigation bar.



On the side menu, click **Outbox** to see how many messages were sent when. The number in the sent column shows how many people the message went to. The Stats give you [Text Analytics](#) on the success of your text message.



[← Back to Dashboard](#)



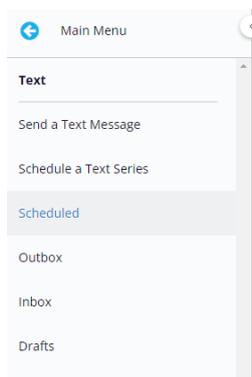
View by Campaign:

All Campaigns

Sent

Campaign	Type	Title	Sent	Stats	Date & Time	Status
GiveSmart Fundraise Academy	Sms	Test for Knowledge Center	1	Survey Click-through rate: 0.0% (0) Conversion rate: 0.0% (0) Collected: -	09/06/2023 02:07 pm (Immediate)	Sent
Fundamentals	Sms	Welcome Survey for Alumni	1	Activity Landing Page Click-through rate: 0.0% (0)	02/08/2023 09:29 am (Immediate)	Sent

Scheduled shows messages that are scheduled to be sent, and the date and time they will be sent. These can still be edited by clicking on the title of the text message.



[← Back to Dashboard](#)



View by Campaign:

All Campaigns

Scheduled

Campaign	Type	Title	Sent	Date & Time	Status	Actions
Fundamentals	Sms	Class Survey	0	09/22/2023 04:00 pm	Pending	

Click on **Drafts** to show messages that were written but not confirmed. After writing up your message and clicking the Schedule button, another screen will pop up to confirm the text. If you leave that screen without confirming, the text will be considered incomplete and saved as a draft.

Main Menu

- Text
 - Send a Text Message
 - Schedule a Text Series
 - Scheduled
 - Outbox
 - Inbox
 - Drafts**

[Back to Dashboard](#)



View by Campaign:

All Campaigns

Incomplete

Campaign	Type	Title	Sent	Date & Time	Status	Actions
Fundamentals	Sms	Donation Link	0	09/21/2023 08:32 am (Immediate)	Draft	

The **Inbox** will show the text messages received through your Keywords.

Main Menu

- Text
 - Send a Text Message
 - Schedule a Text Series
 - Scheduled
 - Outbox
 - Inbox**
 - Drafts

[Back to Dashboard](#)



Inbox

Keyword [Filter](#)

← Previous **1** 2 3 Next →

Keyword	Shortcode	Number of Responses
033432	41444	0
062922	41444	0
101Agenda	41444	1
102AGENDA	41444	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](#)