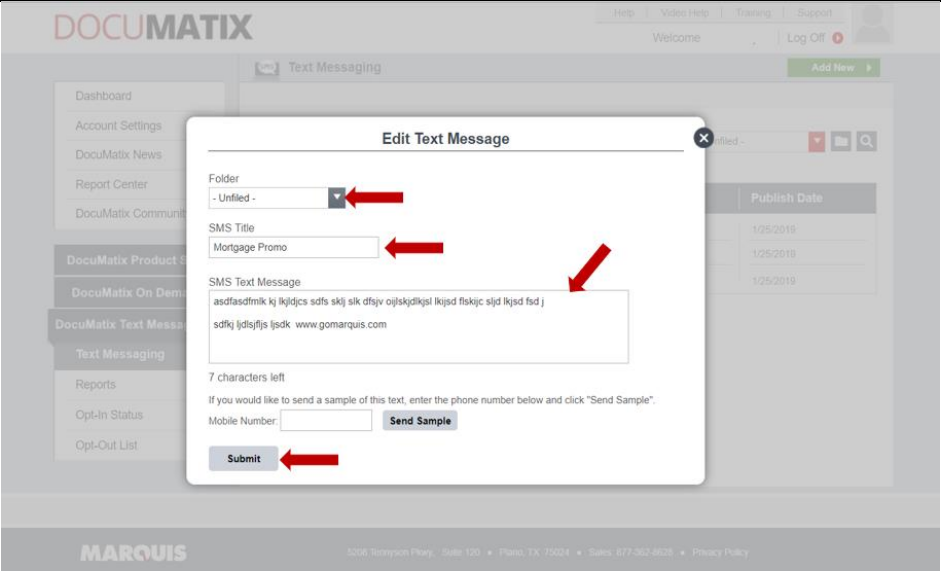
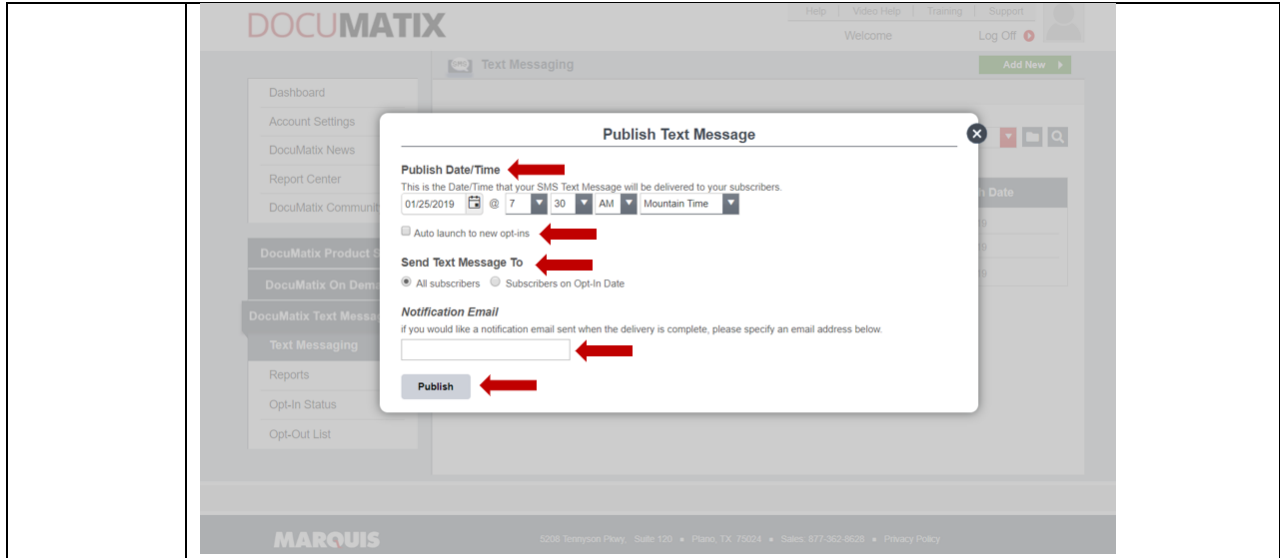


MARQUIS

DMX331	Opt-In Text Messaging
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Click on " DocuMatix On Demand " on left side of the menu
Step 3	Click Text Messaging
Step 4	Click the green Add New button
Step 5	Click the drop -down arrow by Folder to select one (optional)
Step 6	Type in an SMS Title
Step 7	Type in a message in the SMS Text Message box
Step 8	To send a sample, type in a Mobile Number and click Send Sample
Step 9	Click Submit once setup is complete
	
	It'll bring up the main Text Messaging items
Step 10	Click on the Text Message just created
Step 11	Click Publish
Step 12	Make the Publish Date/Time selections:
	<ul style="list-style-type: none"> • Calendar date • Time • Time Zone
Step 13	Enable to Auto launch to new opt-ins (optional)
Step 14	Select to Send Text Message To :
	<ul style="list-style-type: none"> • All Subscribers • Subscribers on Opt-in Date
Step 15	Type in a Notification Email (optional)
Step 16	Click Publish

MARQUIS

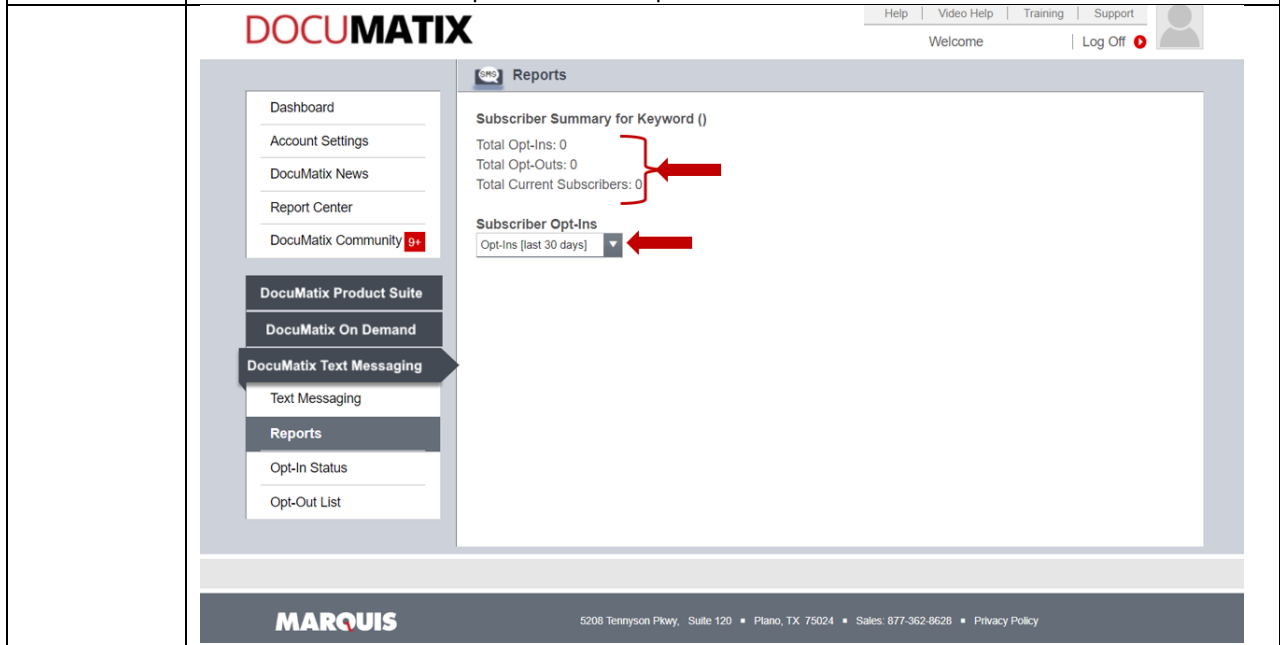


Note: Whoever has Opted-in will receive the text message.

Step 17 To see the current total subscribers, click **Reports**

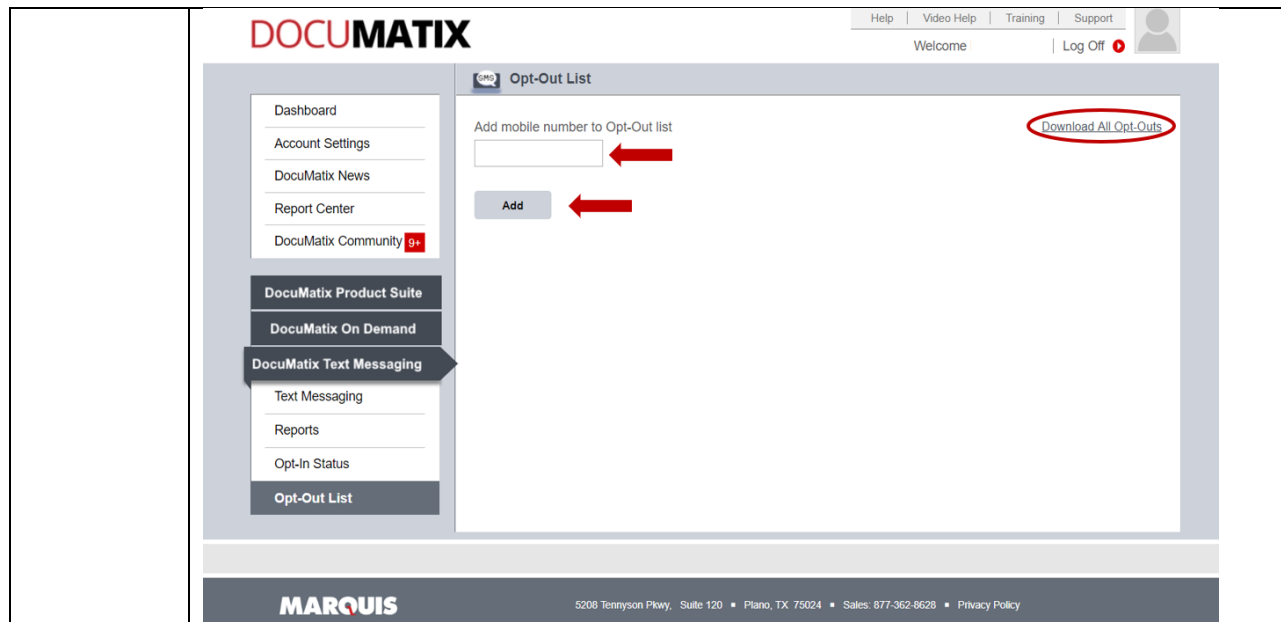
Step 18 Click the drop-down arrow for **Subscriber Opt-Ins**. This will determine how far back to show opt-ins

The information will update at the top of the screen



To manually Opt-out an individual, move to the next step

MARQUIS



Step 19	From the DocuMatix Text Messaging ribbon, click Opt-Out List
Step 20	Type in a mobile number
Step 21	Click Add
Step 22	To see a list of the Opt-Outs, click Download All Opt-Outs