txttools mobile for android v1.0.0

Contents

1. Introduction

1.0 What is txttools mobile for android?

This document is aimed at txttools customers who wish to send SMS text messages to their txttools groups from their android mobile phones. txttools mobile for android 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 android, you will require the following

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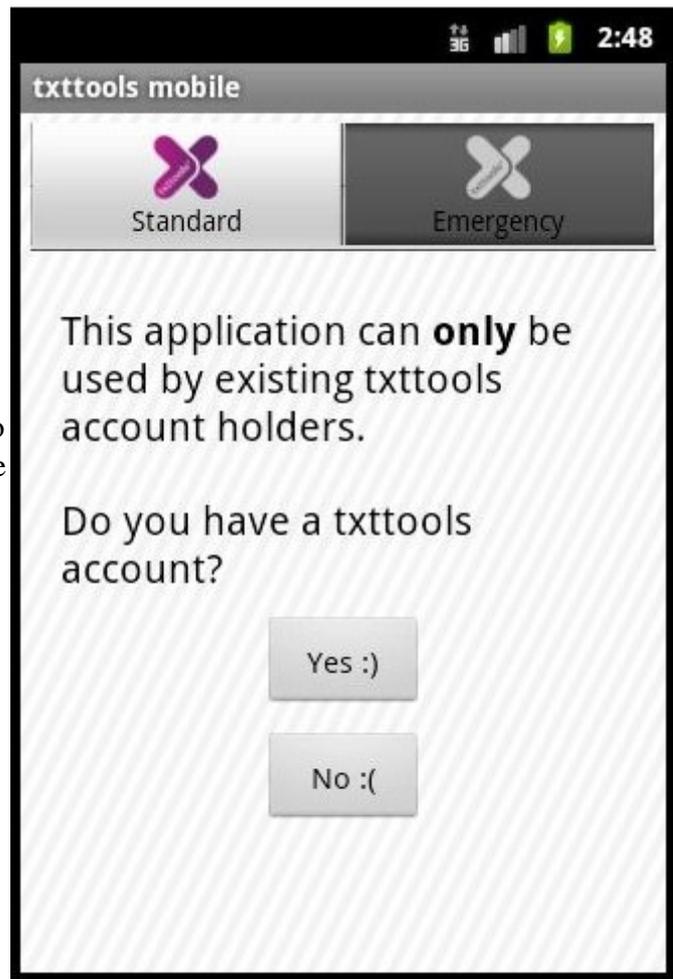- txttools mobile, which can be installed from the android market.

Please note that txttools mobile is also available on the iPhone. The documentation for this can be found here.

2. 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 application, click OK to go to the txttools mobile home page.

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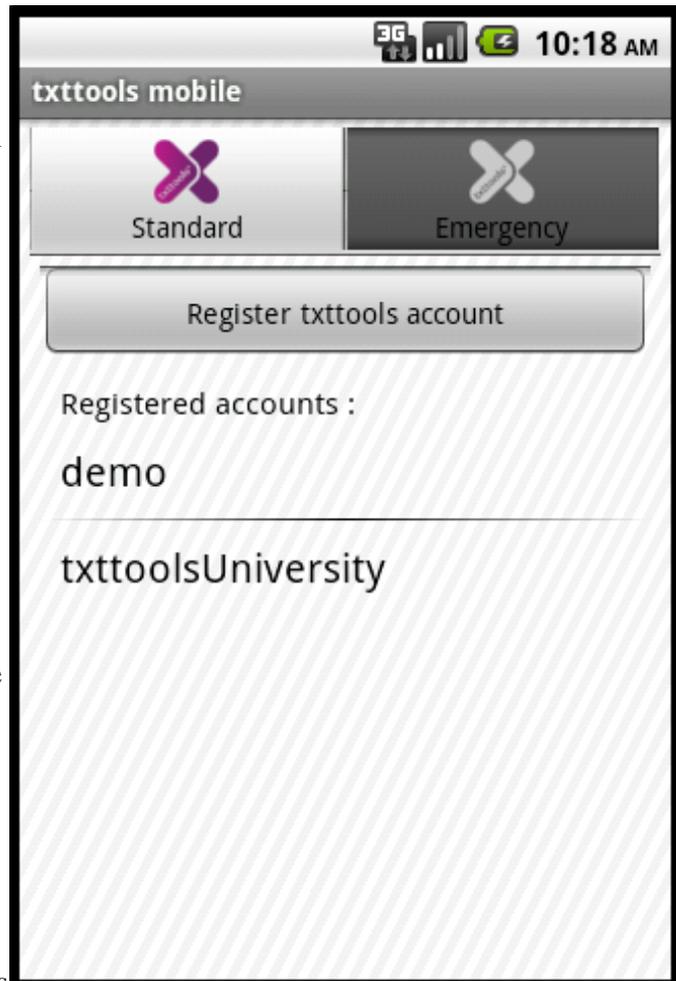
3. Standard

3.0 Standard Home

txttools mobile always defaults to the Standard tab within the home page. The Standard tab displays a list of txttools accounts registered on the application. In the screen shot 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. Holding down on an account will provide you with options to edit the account details or forget the account from the application. Note that when you enter this screen for the very first time, no accounts will have been set up.

New accounts can be created by pressing the Register txttools account button. This will take you to the Register txttools account screen, explained in section 3.1 of this document.
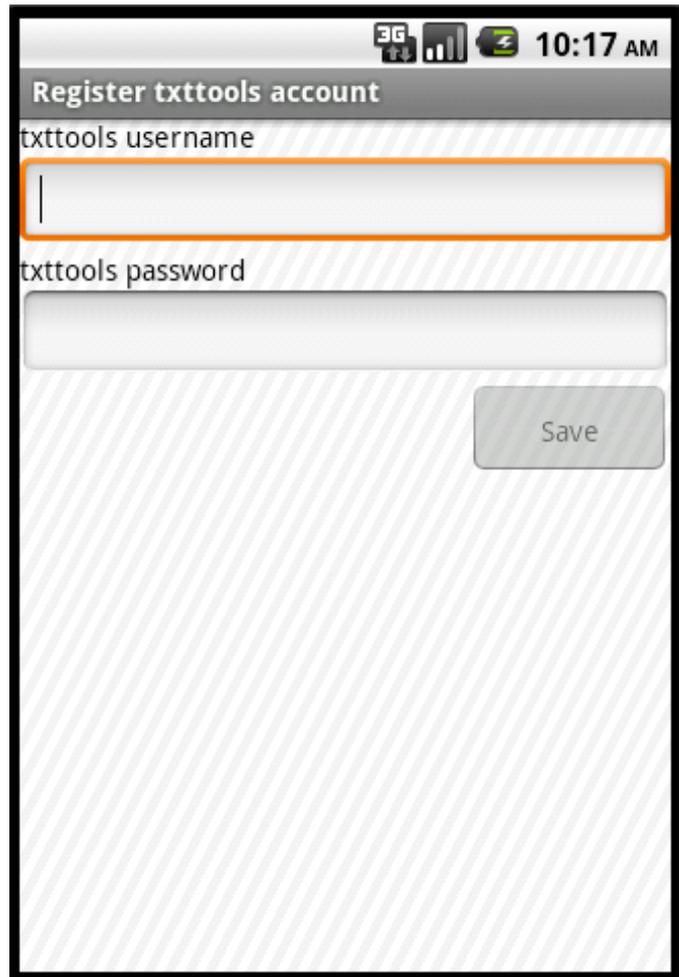
Pressing the menu button on your phone will bring up the home page menu options. Tap Settings (explained in section 5 of this document), Help or About to display the corresponding screen. Tap Close to quit txttools mobile.

3.1 Register txttools account

The Register txttools 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 tab on the home page.

Simply enter your existing txttools username and password into the boxes provided and click Save. If successful, you will return to the home page where 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 auto-complete text box at the top of the screen to 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 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 5.2 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 hold down on the group for a moment and select Remove group.
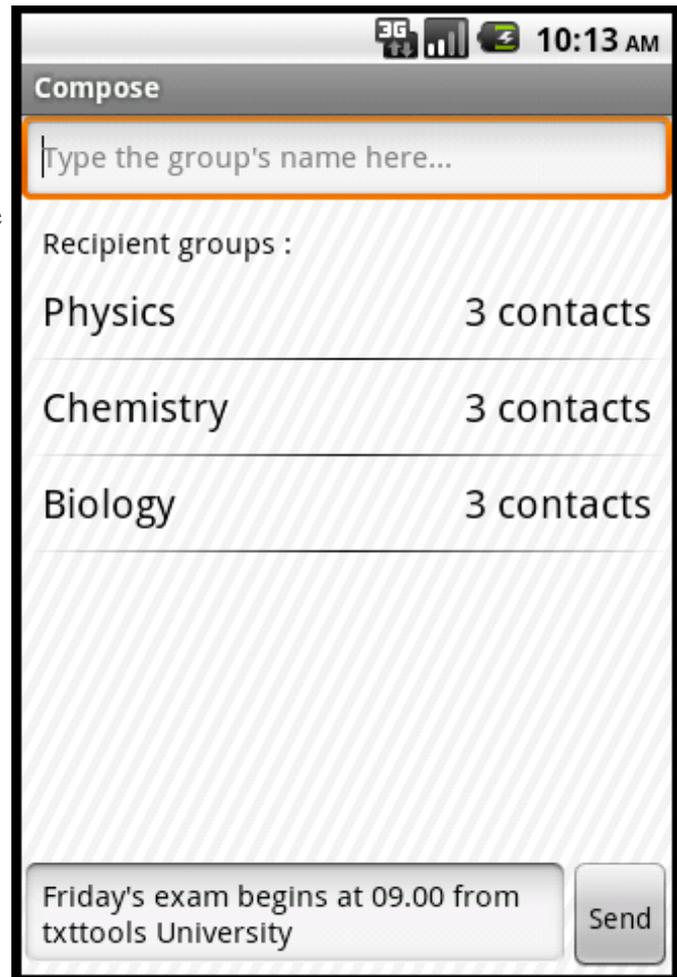
Type in the text box at the bottom of the screen to compose your message. Once you are ready to send your message, tap Send. If the Send button is not enabled, check that at least one group has been chosen and some text exists in the lower text box.

If you press the 'menu' button on your phone, you will be presented with 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 holding down on a template and selecting Delete template. Note that this will *permanently* remove the template from your txttools account!

The second menu option on the Compose page is Save message 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 menu option.

The third menu option is Append Signature. This will append your txttools signature (if you have one) to the end of your message.

The final menu option is Help, which is used to pop up the Compose help dialogue box.
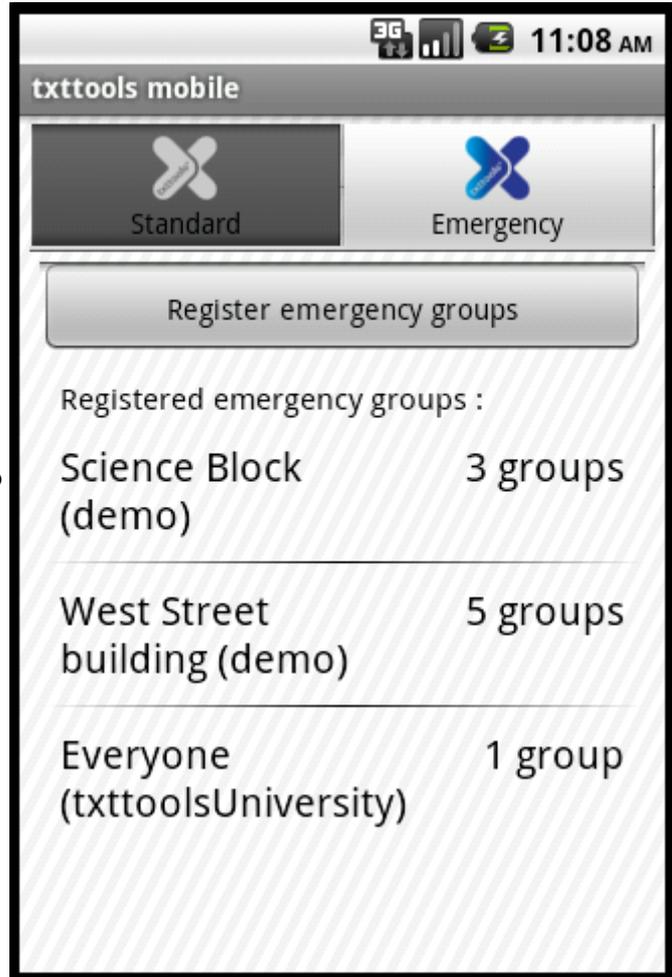
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4. Emergency

4.0 Emergency Home

By using the tabs at the top of the home page, you can use the txttools mobile emergency sending facility. This 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 tab home page closely resembles the Standard tab home 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 screenshot 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 the Standard tab. This is explained in Section 4.3 of this document.

If you tap on an entry with no groups, or if you hold down on an entry and select Edit emergency groups, you will be taken to the Choose emergency groups screen. This is explained in Section 4.2 of this document.

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

4.1 Register emergency groups

The Register emergency 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 emergency groups' screen to pre-select the groups against this account entry. If your credentials are invalid you may attempt to re-type them.
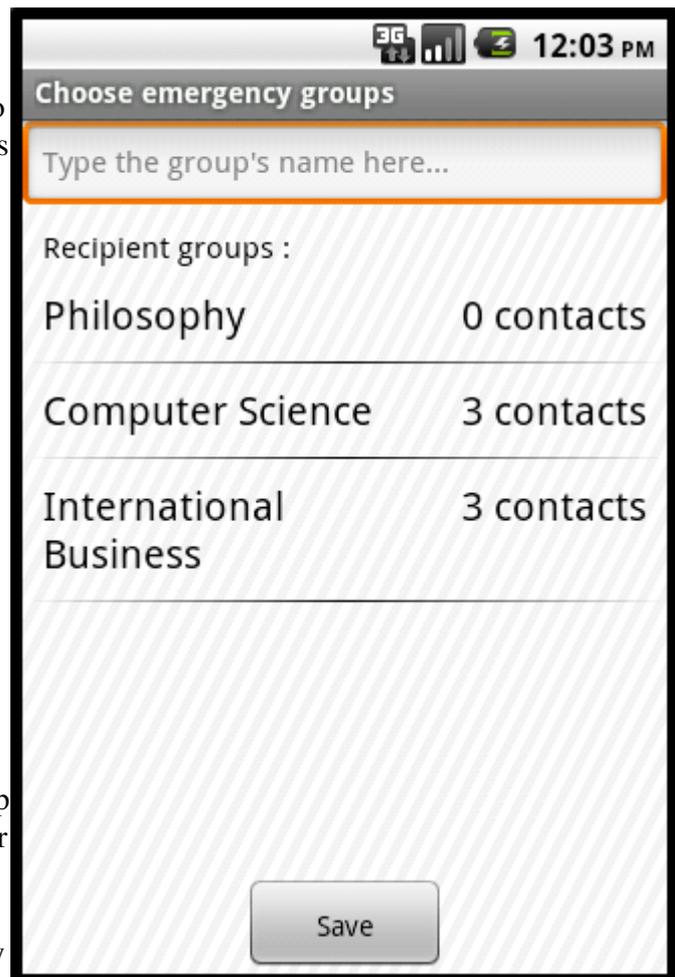
4.2 Choose emergency groups

The Choose emergency 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 auto-complete text box to 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 hold down on the group for a moment and select Remove group. 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 tab.

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 emergency groups screen.

5. Settings

By clicking the menu button whilst on the Standard or Emergency home page and tapping Settings, you can access the Settings page. The settings are as follows.

5.0 Theme

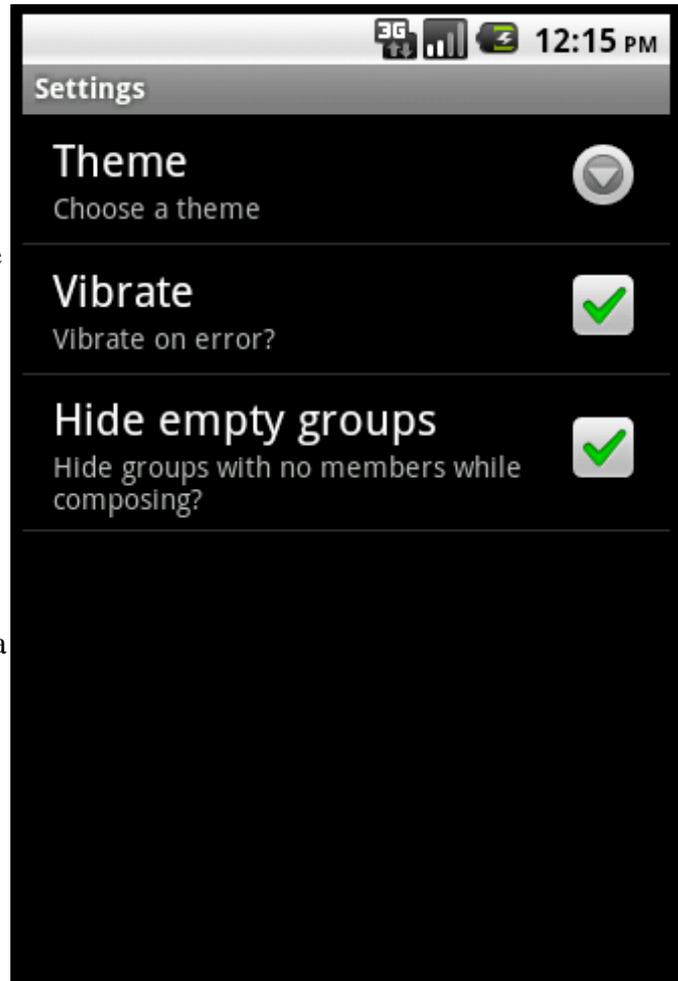txttools mobile provides two themes to alter the look of the application; Light and Dark. By default, txttools mobile is set to 'Light'. Different themes may look better or worse on different devices, so try choosing 'Dark' for an alternative look! :)

5.1 Vibrate

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'.

5.2 Hide empty groups

Use this checkbox to toggle whether groups which contain no members are hidden from the auto-complete text box 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