

## DARCI – Enabling Texting and Text Confirmations

This document will show you how to enable your Text Account and setup Text Confirmations. (Please Note: To setup Texting you must email [rates@prosolutionssoftware.com](mailto:rates@prosolutionssoftware.com) and request your account)

- 1.) Once you have received your Texting username and password from us go to the **Darci** screen and click on **Setup Account**. In this screen fill in your username and password where it says **Optional Text Account** then click **Save** and **Exit**.

Transcend Online [500-11111] Version 9.6.6 [Register 2] Monday, 01/23/2017 10:44 AM

Sales Appointments Clients Inventory Reports Other Tools Set-up Info Exit

Sales Book Clients Inventory Reports Payroll Live Chat Online **DARCI**

Setup Darci

Setup Confirmations and Campaigns

EXIT ACCEPT

Email Confirmations Text Confirmations

Email Campaigns Text Campaigns

2 Setup Account

Setup Notifications

Activate and enter run times

Confirmations and Campaigns 11:10 AM

End Day Functions 7:00 PM

Service 'Come Again' 3:55 PM

Retail 'Buy Again' 3:00 PM

SETUP DARCI ACCOUNT INFORMATION

REQUIRED ACCOUNT INFORMATION

Business Name  
Business

Address 1  
10272 foothill blvd.

City State  
Lake View Terrace CA

Zip Phone number  
91342 (800) 710-3879

Business Web Site Address  
http://www.prosolutionssoftware.com

Business Email Address  
email@email.com

Owner's Email Address  
email@email.com

Owner's Email Address 2  
email@email.com

UPLOAD LOGO

OPTIONAL ACCOUNT INFORMATION

Google+  
https://plus.google.com/ProsolutionssoftwareL/

Yelp!  
http://www.yelp.com

City Search  
http://www.citysearch.com/profile/614237660/

Face Book  
https://www.facebook.com/ProsolutionsSoftwa

Pinterest  
https://www.pinterest.com/pin/512777107545E

Twitter  
https://twitter.com/ProsolutionsLA

Instagram  
https://www.instagram.com/prosolutions/

On-line Gift Cards

On-line Scheduling  
https://onlineservices.prosoinc.com/devappson

On-line Retail

3

OPTIONAL TEXT ACCOUNT

Text account user name  
username

Text account password  
password

4 SAVE

5 EXIT

2.) You should be back in the main Darci screen, in here click the **Text Confirmations** button. In this screen create your confirmation text message. (The example email shows words in carrot brackets “<date>”. Where you see this the software will automatically fill in the information specific to your client, to see the carrot codes and what they mean click the blue **i** button at the top right of the screen). With text messaging you are limited to 140 characters including the subject line; if you would like your clients to confirm the appointment through text be sure to write “To confirm reply Y” (they can only confirm through text messaging they aren’t able to cancel).

**Appointment Confirmation Text**

**For Confirmations Via SMS TEXT**



**Subject Line**

<Business Name>

**Greeting**

Your appt is on <date> at <time>. Call 24 hours prior to appt. to reschedule <PH> . To confirm reply Y .

**Active**

**Number of reminders to send**

▼

**# of Days in advance**

▼

**ACCEPT**

**EXIT**

- 3.) Next select how many appointment confirmation reminders you would like to send where it says **Number of reminders to send**. Then select how many days before the client's appointment you would like them to receive the text where it says **# of Days in**

**advance.** Lastly put a check in **Active** then click **Accept** and **Exit**

Appointment Confirmation Text

For Confirmations Via SMS TEXT

**Subject Line**  
<Business Name>

**Greeting**  
Your appt is on <date> at <time>. Call 24 hours prior to appt. to reschedule <PH>. To confirm reply Y.

Active

**Number of reminders to send**  
2

# of Days in advance  
3

# of Days in advance  
1

ACCEPT

EXIT

4.) By default your client's will not be marked to receive appointment confirmations. To mark them to receive them open up your client's file, in this screen make sure they have a cell phone number and click the option **Confirm Text**, then click **Save**. Repeat

for each client you would like to receive text confirmations.

CLIENT INFORMATION FOR TESTER A

4061

Alt. Cust. No. 24

First Name John Last Name Doe

Street Address 123 anywhere street

City sylmar State CA Zip 91342

Occupation Birthday Anniversary

Email Address Mailing Salutation

Credit Card Sv Dscnt 0.00

Drivers License Expires Rt Dscnt 0.00

childs

Cell (800) 710-3879 Extn. VOID  
 Home Extn. Earned 0  
 Work Extn. Used 0  
BALANCE 0

Referred By Rf# 0 Main Operator Clear

X Pay by Check **Confirm Text +** X Confirm Email  
X Email Receipts X Text Promos X Email Promos

Client Image



Attribute	First Visit	Last Visit
	05/05/16	01/06/17

Series OnAcct GC Status  
Rewards Show Appts Goto Appts  
History Set Popup Formulas  
Notes In-Take Tracking  
Print Email Cancel

Look Up **Save**