

## KeyTrack®'s PC2TXT Service Quick Guide Real Estate Users



1. Under your **'Text Messaging'** Tab you can TXT your branch staff (Other users at your Agency), any staff at your company nationwide (*other agents in your group*) who are listed in KeyTrack®, or your clients.
2. You can add clients to your database under the **'MSRs'** then **'My Clients'** then **'Add New'** tab.
3. Once you have selected recipients by clicking on those to whom you wish to send a text, you then click **'Add/Remove recipients'**.
4. A list will be displayed showing the recipients you have selected. You are able to remove any person from this list at this time, before entering and sending the text.
5. Scroll down the screen and type your Text message in the **'Your Message'** box then click **'Send Message'**.
6. A pop up box will appear asking **'You are about to send a text to (amount of recipients) recipients. This will cost \$(total cost). Click on 'OK' to proceed or cancel to abort sending message.'** A confirmation message will then appear advising who the text was sent to, how much you were charged and your transaction reference.
7. A copy of your text is also sent to you (via email).
8. An email is returned to you showing recipients text reply.

For any assistance please do not hesitate to call us on  
**0800KeyTrack (0800 539 872)**

