

How do I create an Auto Response?

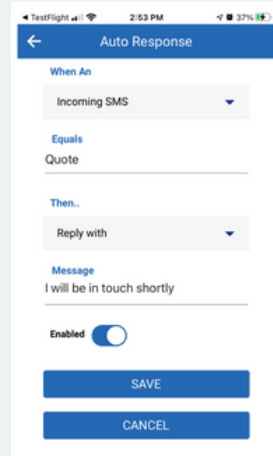
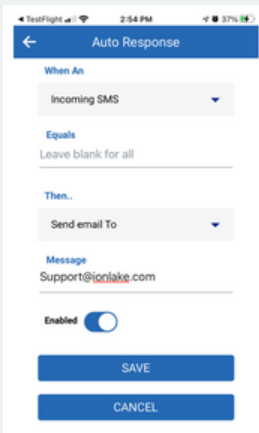


In MyRepChat you can create auto responses when certain key words are received via text.

For example, if a client were to text you the word **'Quote,'** you can set up an auto response that responds back to the client automatically.

How to set up auto-responses

- Tap on **'Auto Response' > 'Create Auto Response'**:
- Enter the **keyword** (that will trigger the auto response) and the message that will go out automatically.
- Move the toggle button to **"enabled"** (green).
- Click **'Save'**.



You can set up an Auto Response that will send you an email for every incoming text.

To do this leave the keyword section BLANK and then change the second dropdown to **"Send Email To."** You can enter up to two emails.

NOTE: If entering two email addresses, separate them with a semicolon.

Need some help on getting started?

Copy and paste these keywords and messages into your account to start using this feature today.

Keyword: RSVP

Message: Thanks for the RSVP to our event! We will be in touch soon with more information.

Keyword: Reschedule

Message: Sorry to hear that you need to change our meeting time. Please call our office to reschedule, or you can schedule a new time on the link below:

[insert your scheduling link, i.e. Calendly etc]

We look forward to seeing you at your new time!

Keyword: Balance

Message: Sure, \${contact.firstname} - I'll get back to you within 24 hours.

Keyword: 1

Message: Great, looking forward to seeing you.

Keyword: 2

Message: Sorry you're unable to make it. To reschedule, please use the link *[insert your scheduling link, i.e. Calendly etc]*

