

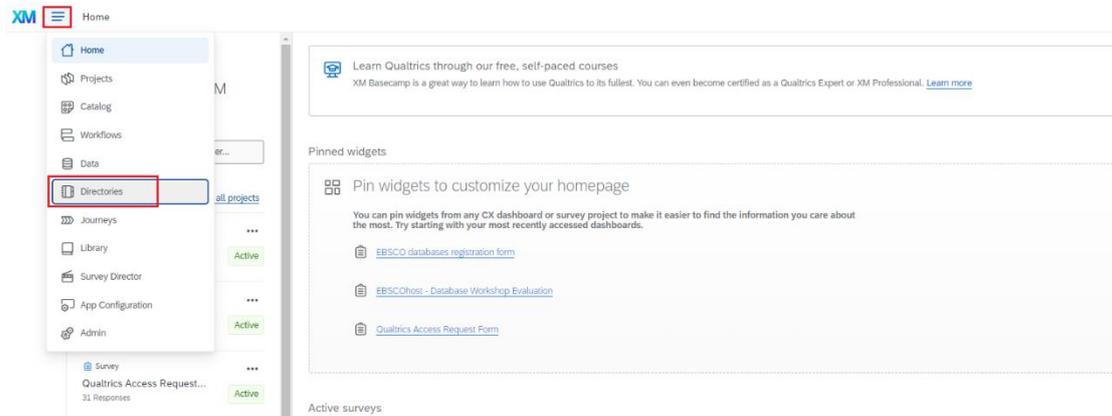


SMS Distribution on Qualtrics

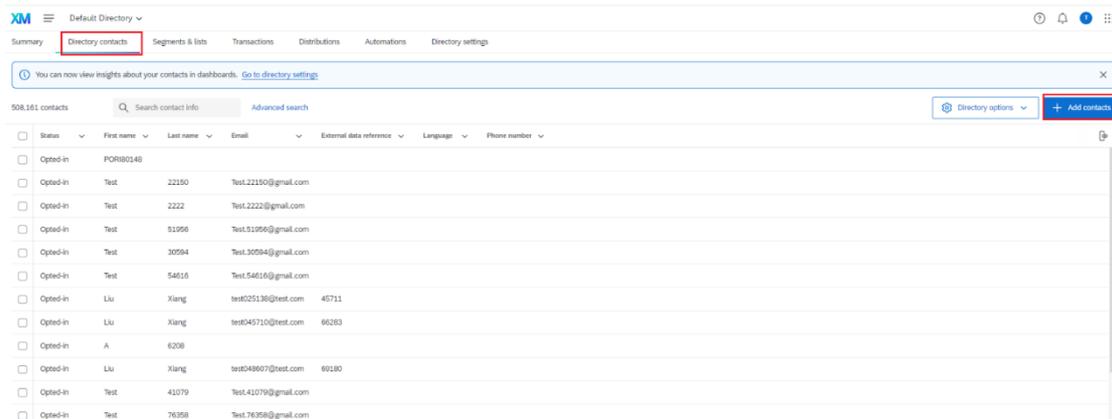
Step by Step

Before preparing to send the SMS distributions, please add the necessarily contact information under XM setting:

Directories



Directory contacts > Add contacts



Upload a file **OR** Manual Input

Add contacts to Default Directory



Upload a file

Add contacts by uploading a file from your computer.



Manual input

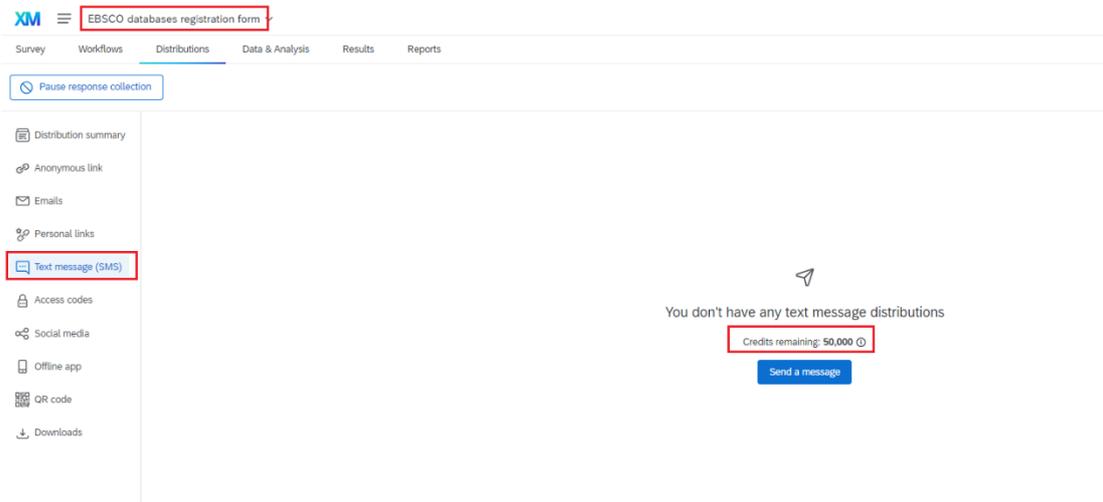
Enter contacts manually or copy and paste from spreadsheet.

Cancel

Start the SMS distribution with your survey

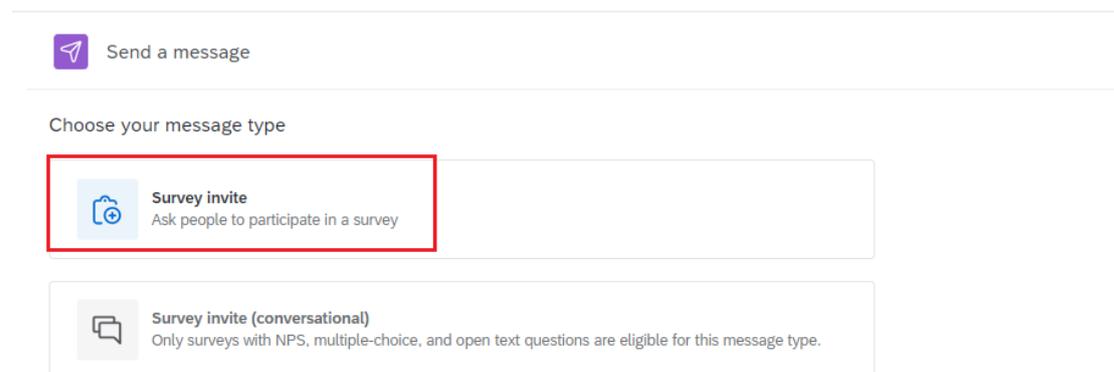
Step 1:

Under the survey > Distributions > “Text message (SMS)” > Send a message



Step 2:

Survey invite > Next



Step 3:

Select the list which you want to send to the groups of people.

 Send a message

Choose who you want to invite Credits remaining: 50,000

Source: Type:

Contact field:

Name	Created by	Last modified	Contacts
QSup	Me	9 Jun 2022, 7:00 PM	0 ...
EBSCO survey	Me	14 Mar 2024, 2:26 PM	3 ...
Survey 2022	Me	10 Jun 2022, 8:56 AM	0 ...
Survey 2022	Me	10 Jun 2022, 9:08 AM	3 ...

< 1 of 1 >

Step 4:

Edit your message contents > Next

 Send a message

Compose your invite message Credits remaining: 49,970

Customize your survey URLs with vanity, brand, and division details to enhance response rates. [Learn more about survey URLs](#)

Message library: [Preview message](#)



Hi participants,

To improve the quality of the workshop, please share your feedback on this survey via the following link:
https://hkysyu.syd1.qualtrics.com/jfe/form/SV_eeqoVcJ2KglYpro

Thank you very much for your kind attention!

HKSYU Library

Encoding: GSM-7

Step 5:

Choose the time which you prefer to send the SMS messages

Option 1: Send Now

 Send a message

Choose when to send your invite Credits remaining: 50,000 

One time

Send now
 Schedule for later

Multiple times

Set up recurring invite

[Hide advanced options](#)

Survey link expiration
The link will remain active as long as the survey is active.
[Set survey link expiration](#)

Delivery window
Setting a delivery window will ensure recipients receive messages during a defined time period.
[Set delivery window](#)

[< Back](#) Cancel [Next >](#)

Option 2: Schedule later (choose timeslot)

 Send a message

Choose when to send your invite Credits remaining: 50,000 

One time

Send now
 Schedule for later

Multiple times

Set up recurring invite

Date: Time: Time zone:

[Hide advanced options](#)

Survey link expiration
The link will remain active as long as the survey is active.
[Set survey link expiration](#)

Delivery window
Setting a delivery window will ensure recipients receive messages during a defined time period.
[Set delivery window](#)

[< Back](#) Cancel [Next >](#)

Step 6:

Review the details again before sending the messages. If all the information are correct, click on “**Schedule**”

 Send a message

Review details of your invite

Delivery	Text message (SMS) ⓘ	
Type	Survey invite	
Send to Contact field	EBSCO survey (list) Phone number	Edit
Survey	EBSCO databases registration form	
Message	Hi participants, To improve the quality of the workshop, please share your feedback on this survey via the following link: https://fksyu.syd1.qualtrics.com/jfe/form/SV_eeqoVcJZkGvYpro Thank you very much for yuor kind attention! Show full message	Edit
Send time	Immediately after completing these steps	Edit
Description (optional)	Empty	Edit

[< Back](#)

[Cancel](#)

[Schedule](#)

Step 7:

You will see the status would be changed from “**In Progress**” into “**Sent**”.

XM EBSCO databases registration form

Survey Workflows **Distributions** Data s. Analysis Results Reports

[Pause response collection](#)

Text message distributions Credits remaining: 48,970 ⓘ [Send a message](#)

View messages from
Select date range

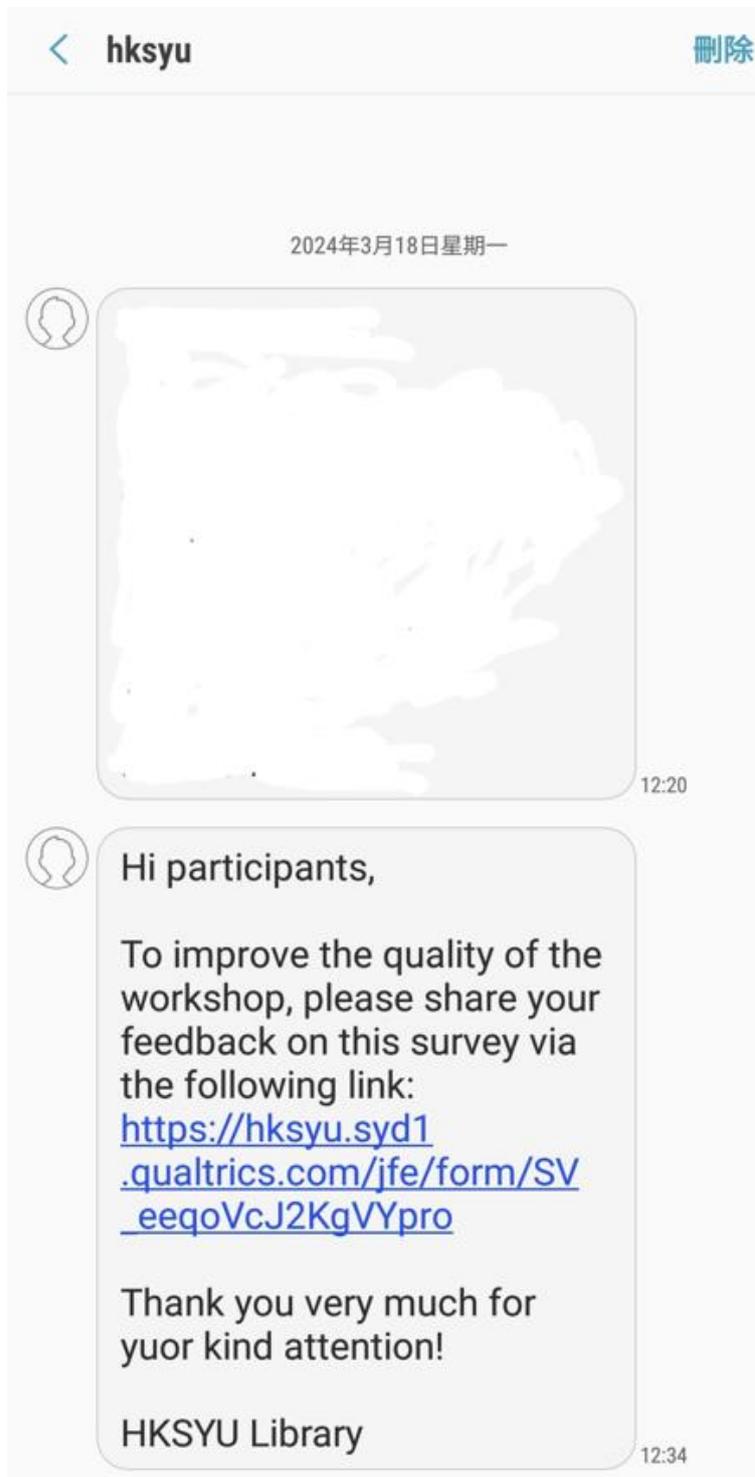
Type	Send to	Send time	Status	
Survey invite	EBSCO survey (list)	03/17/2024 10:19 PM	Sent	...

< 1 >

Left sidebar: Distribution summary, Anonymous link, Emails, Personal links, **Text message (SMS)**, Access codes, Social media, Offline app, QR code, Downloads

Step 8:

Finally, the participants should be able to receive the SMS messages



If you have any questions, please contact us at libinfo@hksyu.edu Thank you!

The End