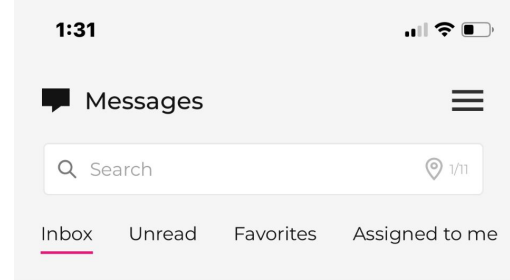


# **Swell Platform Mobile APP**

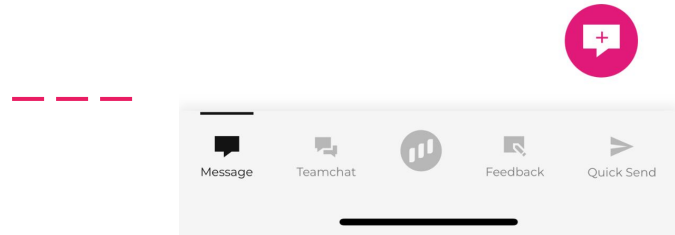
**How to utilize Quicksend in app**

# Opening Screen

Message - Active conversations  
Team Chat - internal messages with others on your Swell account  
Feedback - shows your reviews  
Quick Send - to trigger your review invite

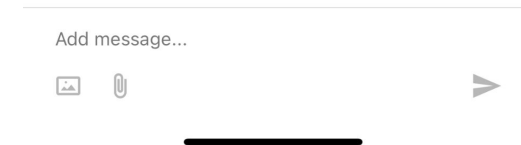
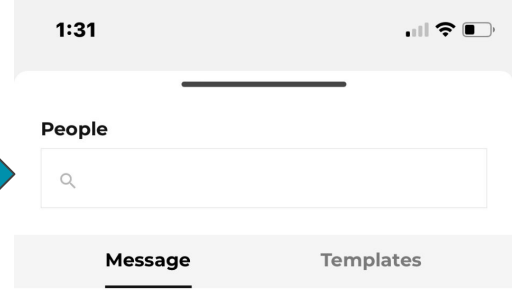


No results found



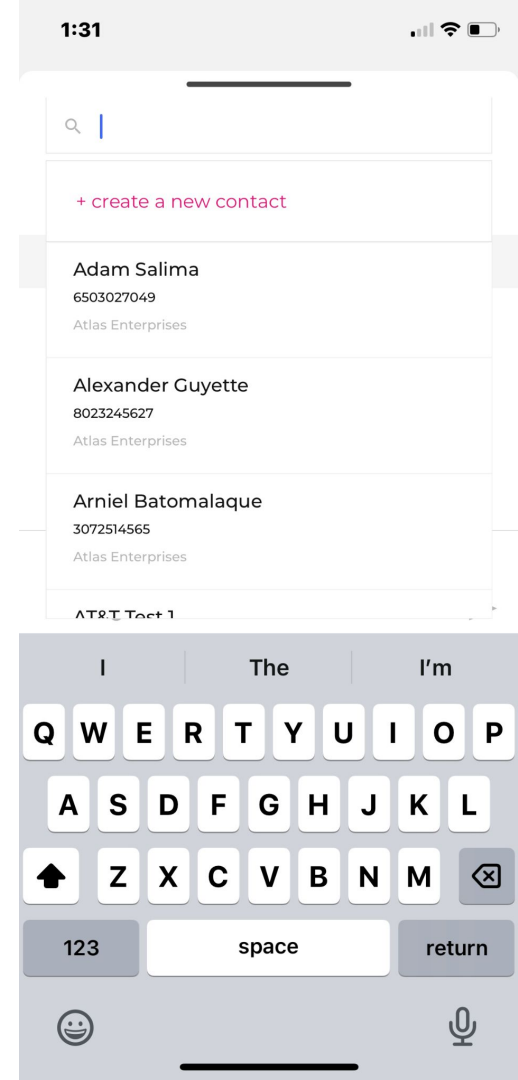
# Quick Send

First screen - select or  
add people to send to



# Quick Send- select or add contact

After tapping the search bar, a list of contacts will show. You can search a name and select from the list or tap “+create a new contact”



# Quick Send - New Contact

Input Name, Phone number,  
and location assignment  
(email field is optional)

1:32



< 👤 New Contact

Name \*

Debi Wilcox

Phone \*

(385) 277 - 7165

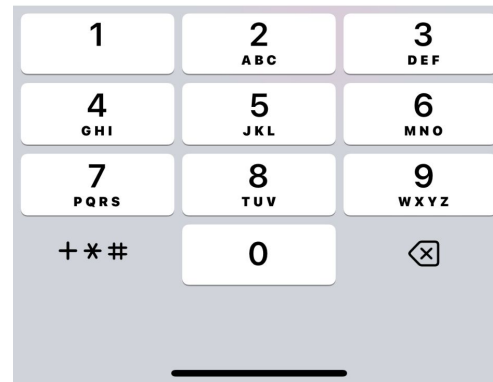
Email

Debi@swellcx.com

Location(s) \*

Another Business X

Q Add Locations



# Quick Send - Create Contact

After filling out the required fields you will be shown the “create” button. Tap Create to add the new contact

6:05



<  New Contact

Name \*

Phone \*

Email

Location(s) \*

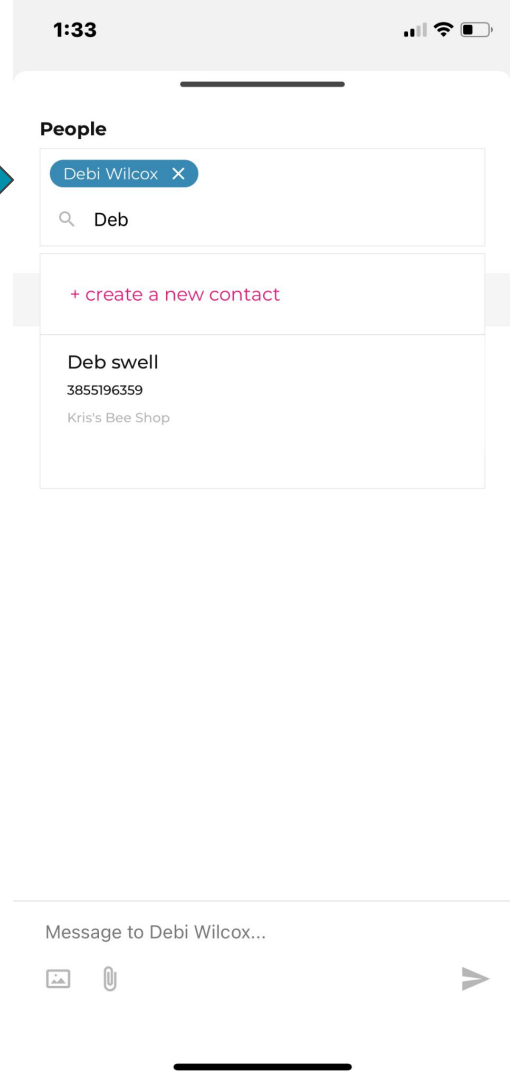
X's location X  
Q Add Locations

Cancel

Create

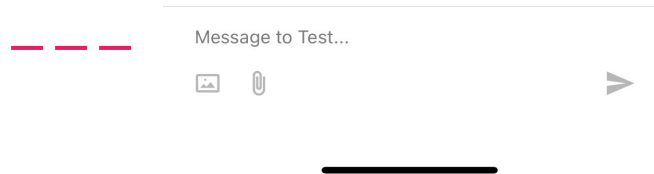
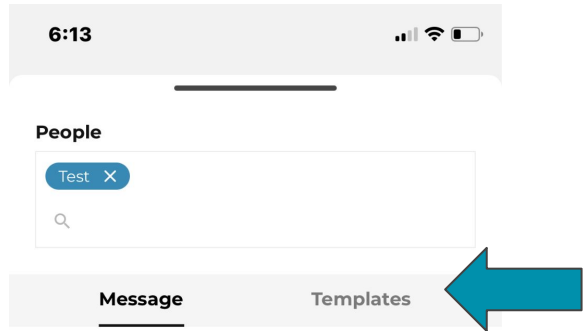
# Quick Send - Contact Selection

Now that you have created a new contact, they will show in the search bar for sending a message to. Tap the search bar to access templates.



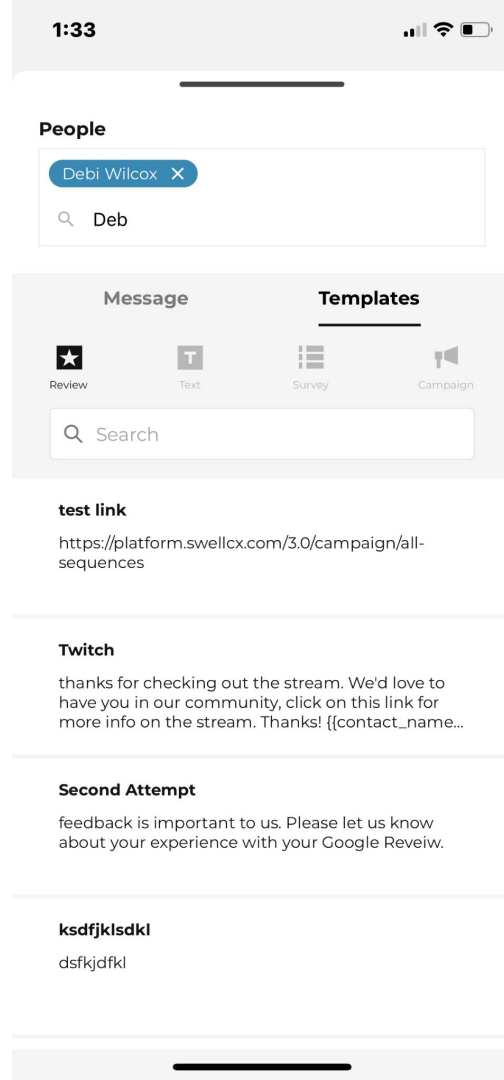
# Quick Send - after selecting people

Now that you have the contact(s) that you wish to send the review invite to, tap templates



# Quick Send - Templates

You can now scroll through the templates at the bottom of your screen by swiping up and down with your finger, tap the template you want to send



# Quick Send - Sending the message

Once you've selected a template, the title will show below "message" and "templates" - If contact under "People" and template are correct, click "Send Template"

