

Creating Auto-Text Entries

Custom auto-text entries can be entered on your BlackBerry® to save time and generate consistent, well-written Work Order History entries and messages with Tenants.

You may want to create auto-text entries for frequently performed tasks such as changing light bulbs or adjusting thermostats. For example, auto-text can be set up so that when you type "rplbulb," the message will read "replaced light out with standard bulb."

To Create Custom Auto-Text Entries:

1. Select the **Options** icon from the main menu on your BlackBerry® device.



2. The Options screen is displayed. Select **Auto Text** from the Options menu.



3. The Auto Text screen is displayed. Press the **Menu** key (⌨) and select **New**.



4. Enter the custom auto-text entry under "Replace:". Enter the substituted message under "With:".
5. Click the track wheel and select **Save**.



6. The Auto Text entry will now display on the **Auto Text** list.

