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# PAYSEND

## Macro Manager

User manual

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## 1. Introduction

**Macro Manager** is a desktop application designed for customer support specialists and similar roles where predefined messages (macros) are used frequently.

Instead of typing the same text repeatedly, the application allows users to:

- quickly search macros,
- copy macros with a single click,
- customize text using **placeholders** (e.g. amount, date, country),
- assign macros to keyboard shortcuts,
- import and export the macro database to share with colleagues or create a backup copy.
- look up **bank card BINs** to identify issuing banks and countries,
- search **country names by dialing codes**.

The goal of the application is to speed up communication, reduce typing errors, and make daily work with repetitive messages more efficient.

## 2. Installation

The application does not require a traditional installation process.

It is distributed as a ZIP package containing:

- **macro\_manager.exe** – the executable file that launches the application,
- **config** folder – containing configuration files,
- **assets** folder – containing icons and other resources.

To set up the application:

1. Download the provided ZIP package.
2. Extract the contents to a folder of your choice (e.g., Desktop or Documents).
3. Run **macro\_manager.exe** to start the application.

 **Note:** Python does not need to be installed separately. The executable file includes everything required for the application to run.

## 3. Searching and Applying macros

The main purpose of the application is to help users quickly find and apply predefined text macros.

### Searching for a Macro

- Macros are searched by their name.
- In the main window, type a keyword into the **search bar**.
- The list of macros will automatically update to show results that match the keyword.

### Applying a Macro

- Each macro is displayed inside a box.
- To copy a macro, simply **click on the macro box**.
- When clicked, the full macro text is automatically **copied to the clipboard**, ready to be pasted into chat or email.

### Macros with Placeholders

Some macros contain placeholders (e.g., [AMOUNT], [DATE], [COUNTRY]).

- Such macros will have a Edit button () displayed.
- Selecting this option, the application will display input fields for each placeholder.
- Enter the required values, and the application will generate the final text.
- Button "Done" will copy macro text to the clipboard.

## 4. Managing Macros

The application allows users to add, edit, and delete macros, as well as work with placeholders to customize messages.

## Adding a New Macro

- To add a macro, click on a (+) button.
- Enter the macro name and macro text in the input fields.
- If needed, include placeholders such as XXXXXX, [AMOUNT], [DATE], or [COUNTRY] inside the text.
- Click **Save** to add the macro to the list.

## Editing an Existing Macro

- Right-click on the macro you want to change.
- Click **Edit** .
- Modify the text or placeholders as needed.
- Save the changes.

## Deleting a Macro

- Right-click on the macro you want to delete.
- Click **Delete**  and confirm the action.

## Available Placeholders

Placeholder	Description
[AMOUNT],[REST]	Amount of money with currency
[DATE]	Date picker (auto-filled with today's date)
[DATE1], [DATE2]	Displays 2 date pickers with option to automatically calculate 3 business days
[COUNTRY]	Displays a drop down menu with country names
XXXXXX	Free-text input (commonly used for transaction numbers)
[SENT]	Auto-calculated value: [AMOUNT] - [REST]

 **Note:** 3 business days are calculated only by calendar. National holidays are not taken into account.

## 5. Import/Export and Backup

The application supports importing and exporting macros, as well as creating backups of macros used.

### Importing Macros

- Go to **Settings** (  ).
- Click **Import Macros** (  ) and select a valid macros.json file.
- After confirming, the macros from the file will be loaded into the application.
- If the macros.json already exists it will be updated with macros from imported file.

### Exporting Macros

- Go to **Settings** (  ).
- Click **Export Macros** (  ).
- The application will generate a .json file containing all your current macros.
- Save the file to a location and name of your choice.

### Backup

- Go to **Settings** (  ).
- Click **Create backup** (  ).
- Folder *backup* with macros.json will be created in the apps source folder.
- If the backup already exists it will be overwritten by a new backup file.

## 6. Multi-Copy Function

The **Multi-Copy** option enables users to collect multiple copied items and paste them together in a predefined format.

### How It Works

- When Multi-Copy is enabled, the clipboard is cleared and every copied item is automatically stored.

- Once pasting is triggered, all collected items are joined, formatted, and placed back into the clipboard for easy use.

## Formatting Rules

- Transaction numbers** are joined in a single line, separated by commas:  
transaction1, transaction2, transaction3
- Regular text entries** are separated by two blank lines.

## Activation and Deactivation

- Multi-Copy is activated by clicking the **Multi-Copy button** () in the application.
- It can be deactivated in two ways:
  - Manually:** by clicking the button again.
  - Automatically:** when the collected text is pasted using **Ctrl+V**.

## 7. Keyboard Macros

The **Keyboard Macros** feature allows users to assign specific macros to keyboard keys. When enabled, pressing an assigned key will instantly insert the corresponding macro text, making frequently used replies even faster to apply.

**⚠ Important:** Keyboard macros must be turned **ON** in the settings menu. When OFF, keys work normally. When ON, assigned keys will paste their macros instead of their default function.

### Assigning a Macro to a Key

- Open **Settings** () → **Manage Keyboard Macros**.
- Click the “**Add key**” button.
- Press the desired keyboard key (the application will automatically detect it).
- Enter the macro text in the input field below.
- Confirm to save the assignment.

## Editing or Removing an Assigned Macro

- In the **Manage Keyboard Macros** section, all assigned keys are listed.
- Select the desired key to:
  - **Edit** → change the macro text.
  - **Delete** → remove the assignment.

## 8. Special Commands

The application supports special commands that can be typed directly into the **search bar**. Each command starts with a slash (/).

### BIN Lookup

**Command:**

/binXXXXXXX

- Replace XXXXXXXX with the **card BIN** (the first 6–8 digits of the card number).
- The application returns:
  - **Country** of the issuing bank
  - **Bank name**
  - **Card scheme** (Visa, Mastercard, etc.)
  - **Card type** (Debit, Credit, Prepaid, etc.)

The result is displayed as a macro tile. Clicking the tile clears search bar and returns the app to a default state.

### Country Code Lookup

**Commands:**

/countrycodeXXX  
/ccXXX  
/country\_codeXXX

- Replace XXX with the **country calling code** (e.g., +43, 994).
- The application returns the **country name** associated with the entered code.

The result is shown as a macro tile for quick copying.

### Phone Number Detection (Special Case)

If the user enters a value that resembles a **phone number** (e.g., +123 (456) 789-000), the application automatically detects it as a phone number instead of a macro search.

- The number is **sanitized** → all spaces and special characters (+, -, (, ), /) are removed.
- The clean number (e.g., 123456789000) is displayed as a macro tile.
- Clicking the tile copies the formatted number to the clipboard.

 This feature helps customer support agents quickly copy phone numbers without manual formatting.