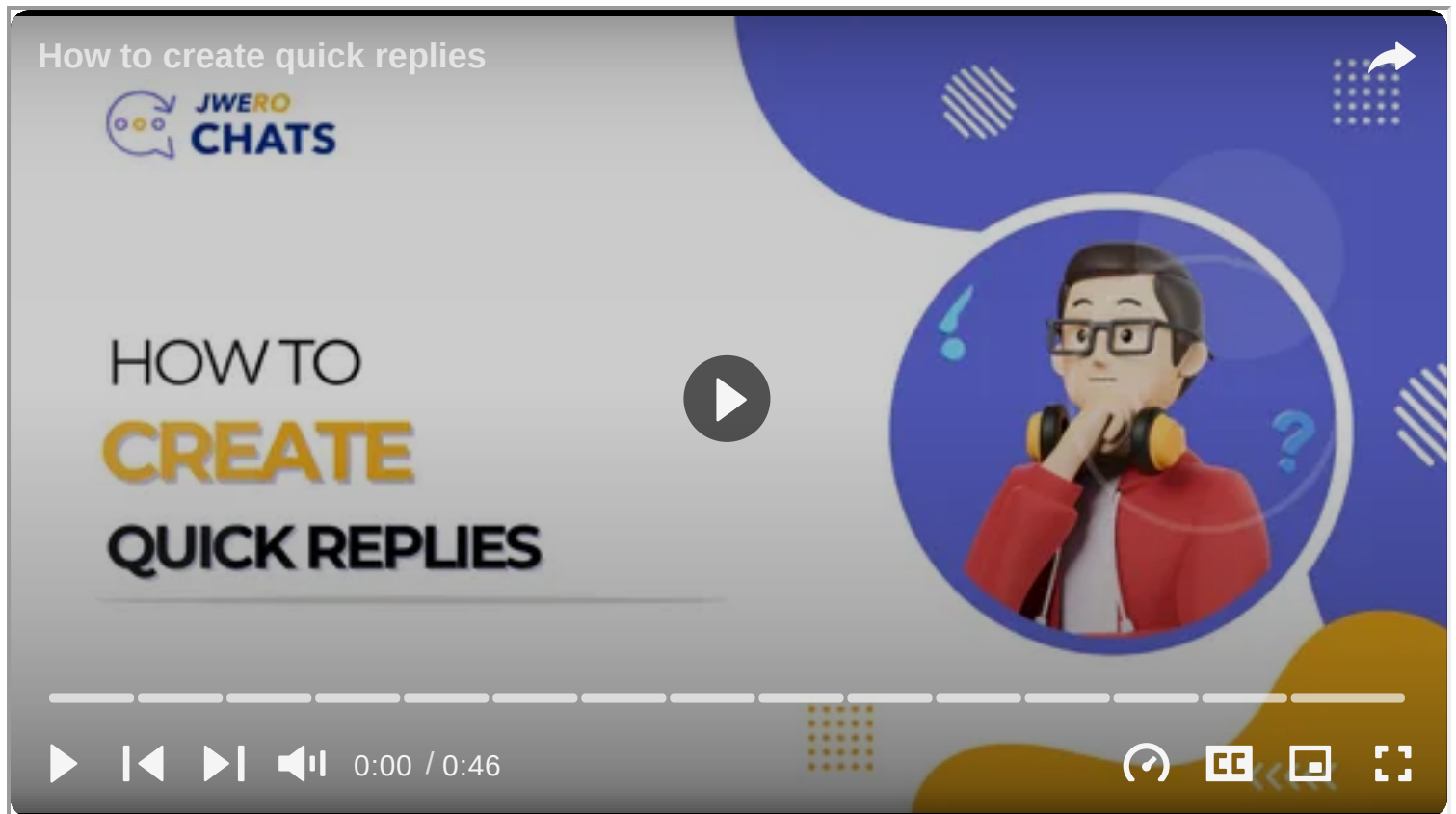# How To Create Quick Replies
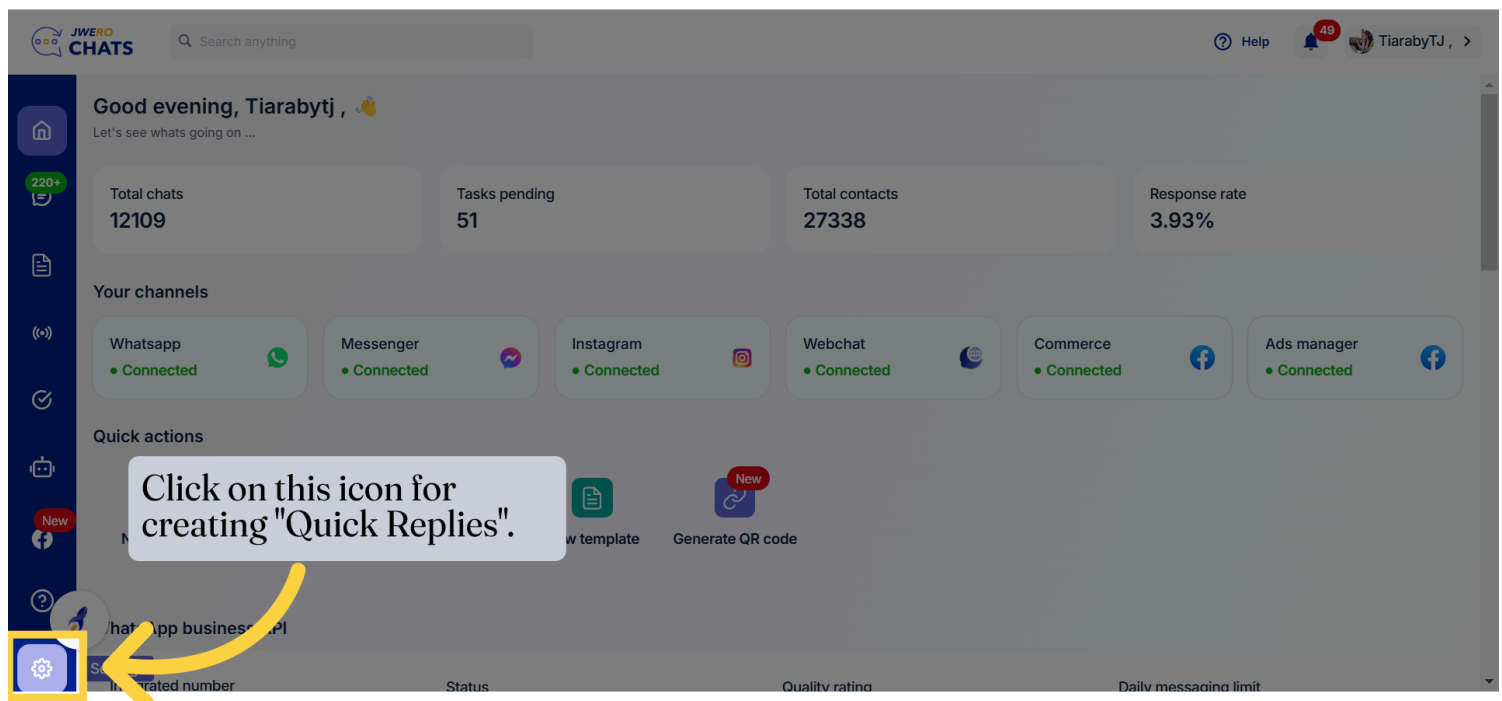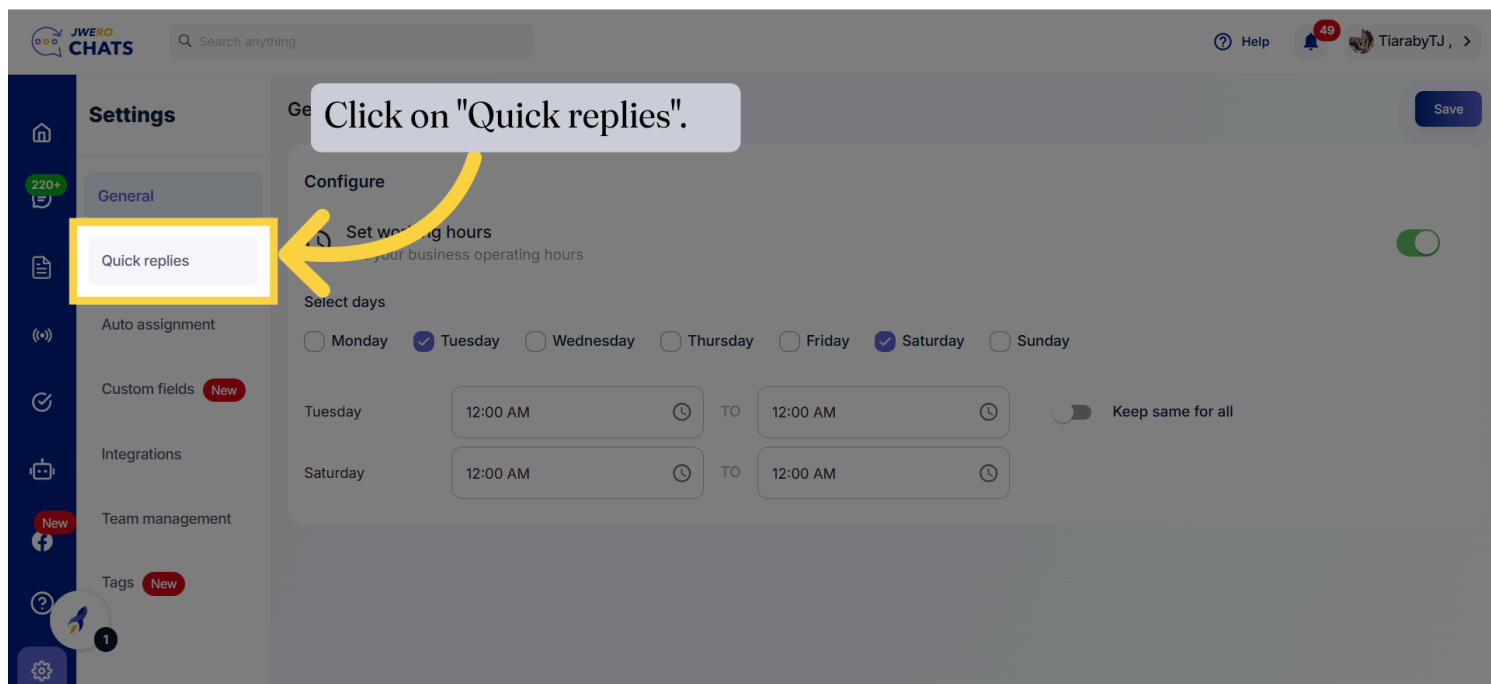

1. Quick Replies

Quick Replies in chat are predefined responses that allow users to reply faster and more efficiently.
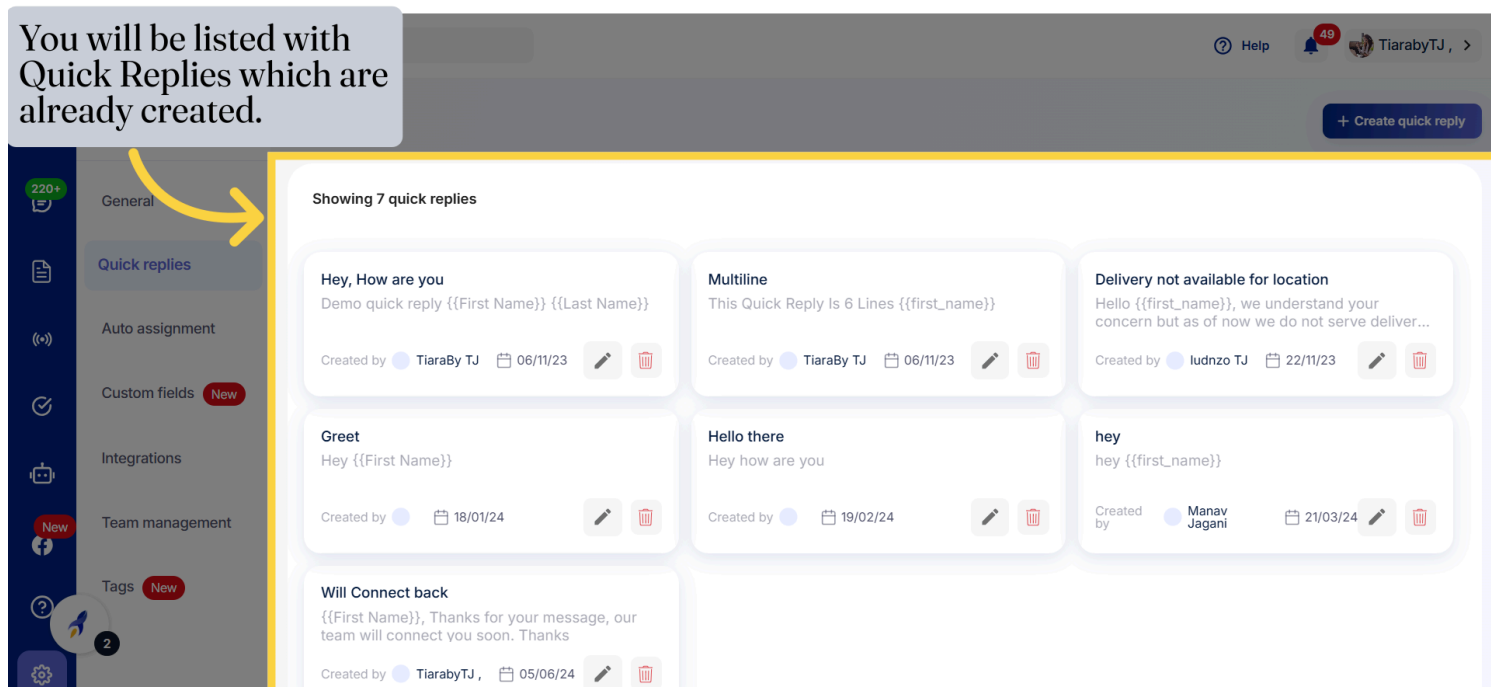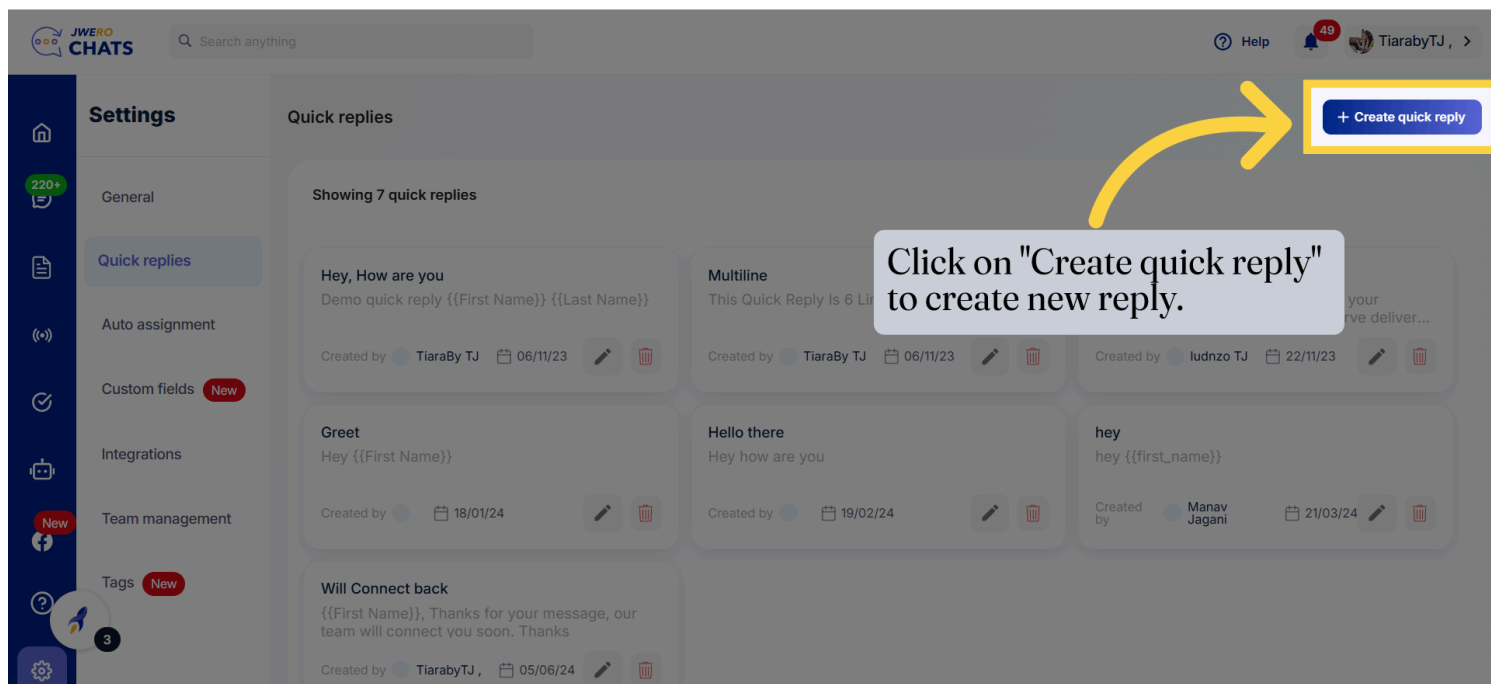
2. Click on this icon for creating "Quick Replies".

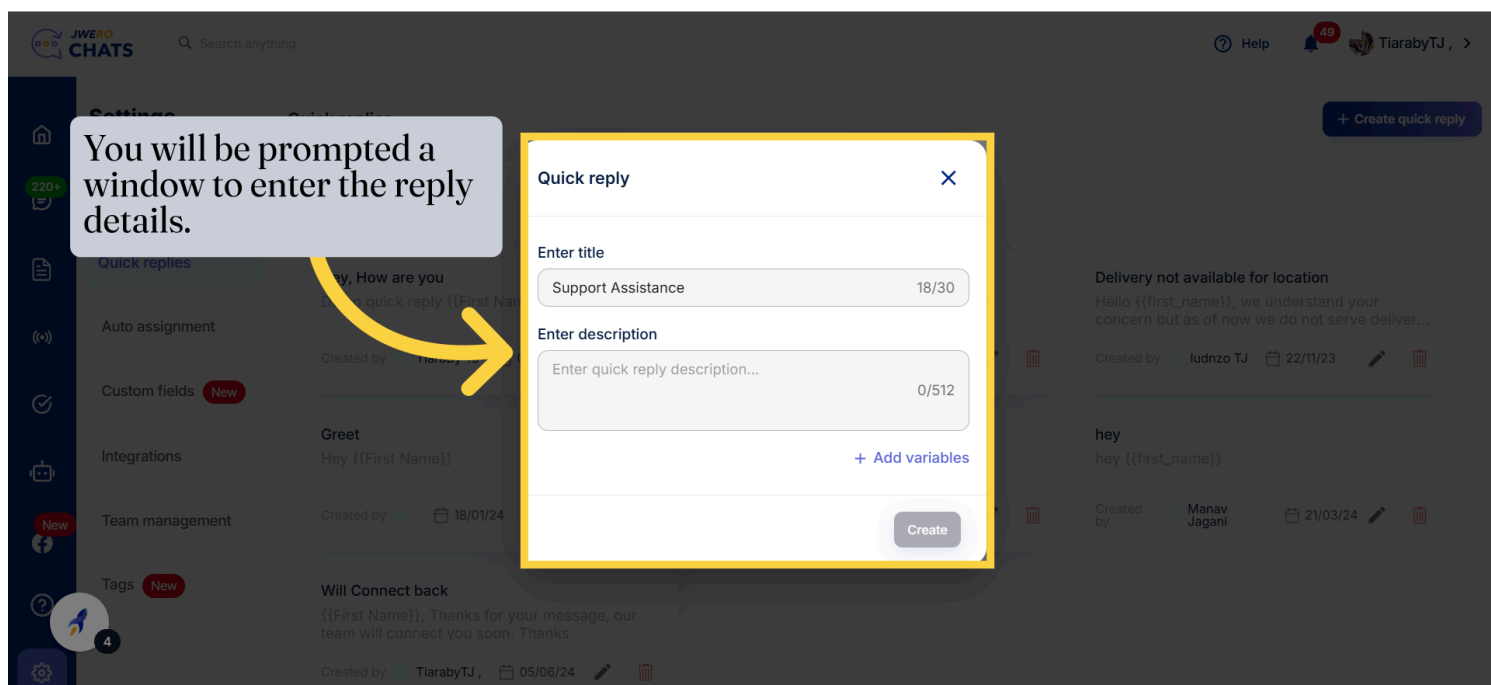Click on this icon for creating "Quick Replies".

3. Click on "Quick replies".

Click on "Quick replies".

Settings

Configure

Set working hours
your business operating hours

Select days

Monday ☑ Tuesday Wednesday Thursday Friday ☑ Saturday Sunday

Tuesday 12:00 AM TO 12:00 AM Keep same for all
Saturday 12:00 AM TO 12:00 AM

4. You will be listed with Quick Replies which are already created.

You will be listed with Quick Replies which are already created.

+ Create quick reply

Showing 7 quick replies

Hey, How are you
Demo quick reply {{First Name}} {{Last Name}}
Created by TiaraBy TJ 06/11/23

Multiline
This Quick Reply Is 6 Lines {{first_name}}
Created by TiaraBy TJ 06/11/23

Delivery not available for location
Hello {{first_name}}, we understand your concern but as of now we do not serve deliver...
Created by ludnzo TJ 22/11/23

Greet
Hey {{First Name}}
Created by 18/01/24

Hello there
Hey how are you
Created by 19/02/24

hey
hey {{first_name}}
Created by Manav Jagani 21/03/24

Will Connect back
{{First Name}}, Thanks for your message, our team will connect you soon. Thanks
Created by TiarabyTJ , 05/06/24

5. Click on "Create quick reply" to create new reply.

https://support.jwero.com/portal/en/kb/articles/how-to-create-quick-replies
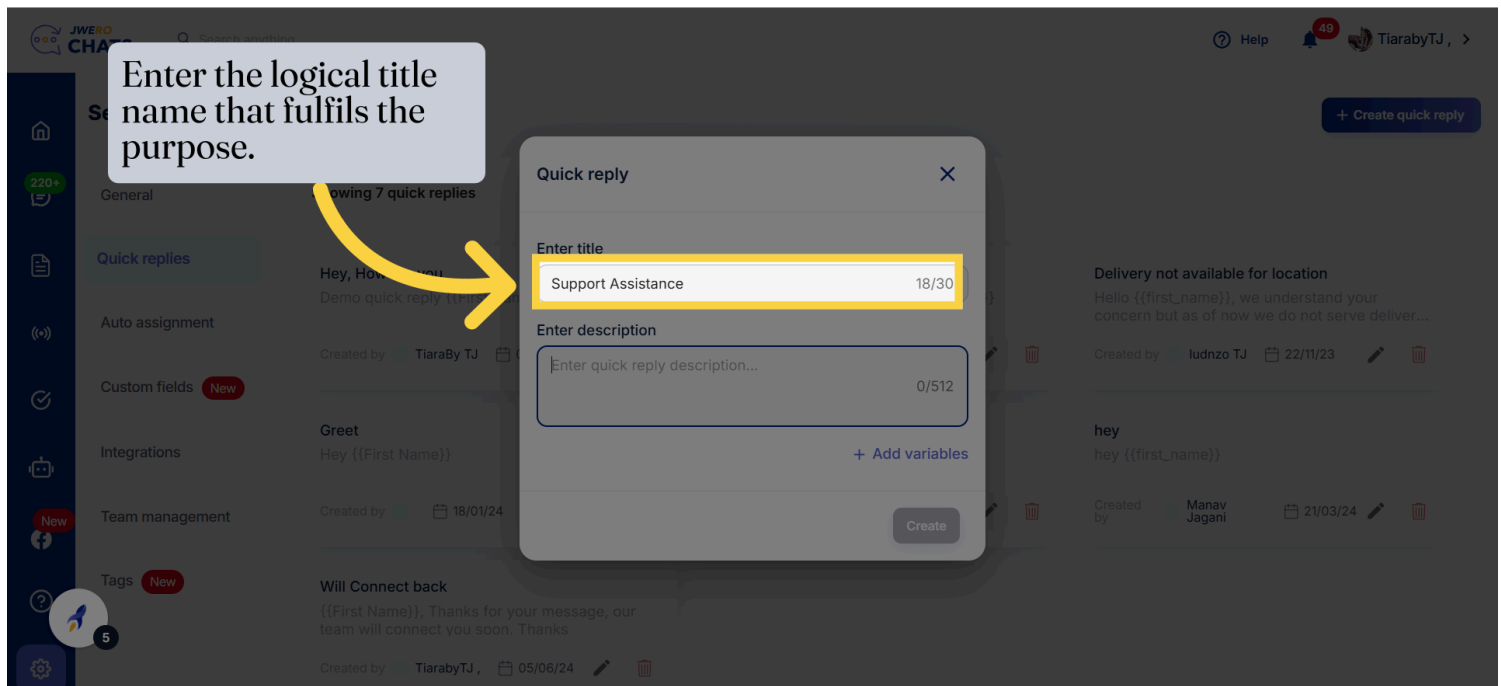
Click on "Create quick reply" to create new reply.

6. You will be prompted a window to enter the reply details.

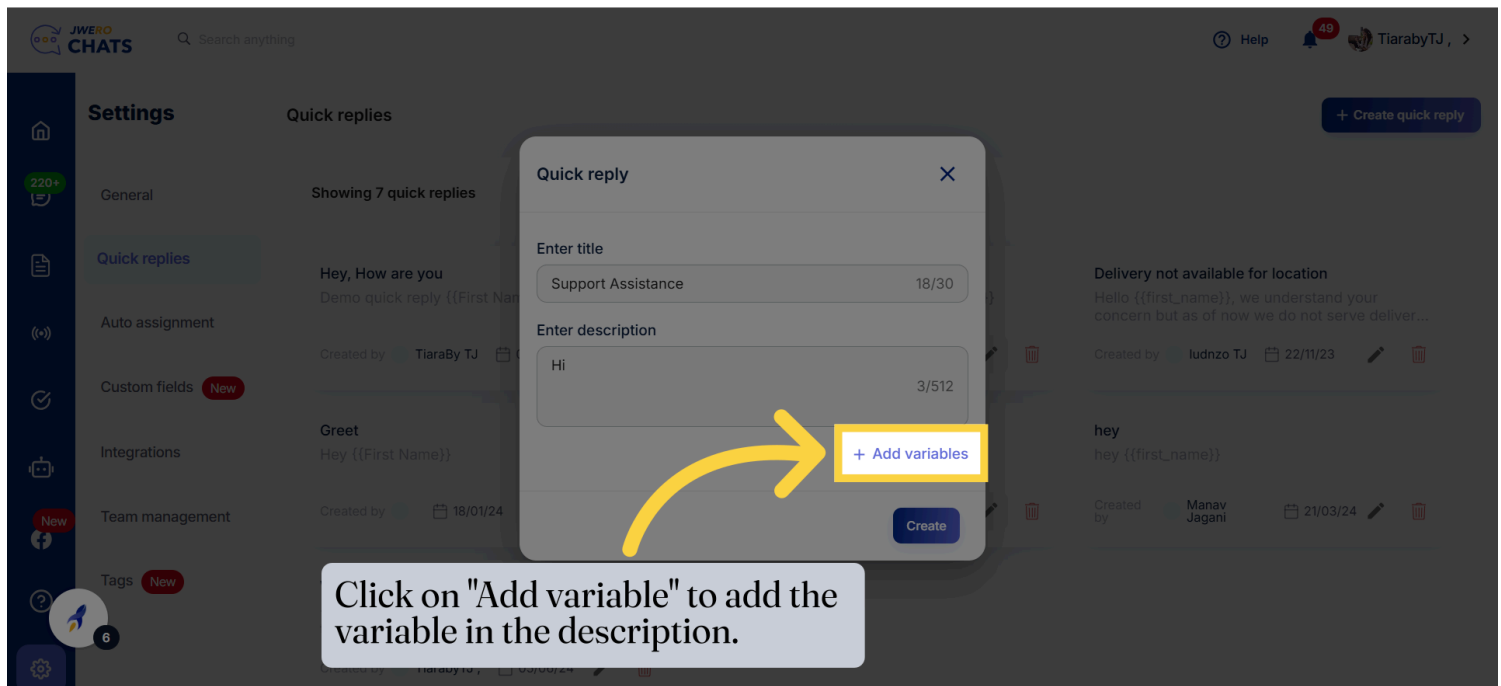You will be prompted a window to enter the reply details.

Quick reply ✕

Enter title

Support Assistance   18/30

Enter description

Enter quick reply description...
                            0/512

+ Add variables

Create

7. Enter the logical title name that fulfils the purpose.

Enter the logical title name that fulfils the purpose.

Quick reply

Enter title

Support Assistance   18/30

Enter description

Enter quick reply description...   0/512

                                            + Add variables

                                                  Create

8. Enter the description of the reply.

Enter the description of the reply.

Quick reply

Enter title

Support Assistance   18/30

Enter description

Hi   3/512

                                            + Add variables

                                                  Create

9. Click on "Add variable" to add the variable in the description.
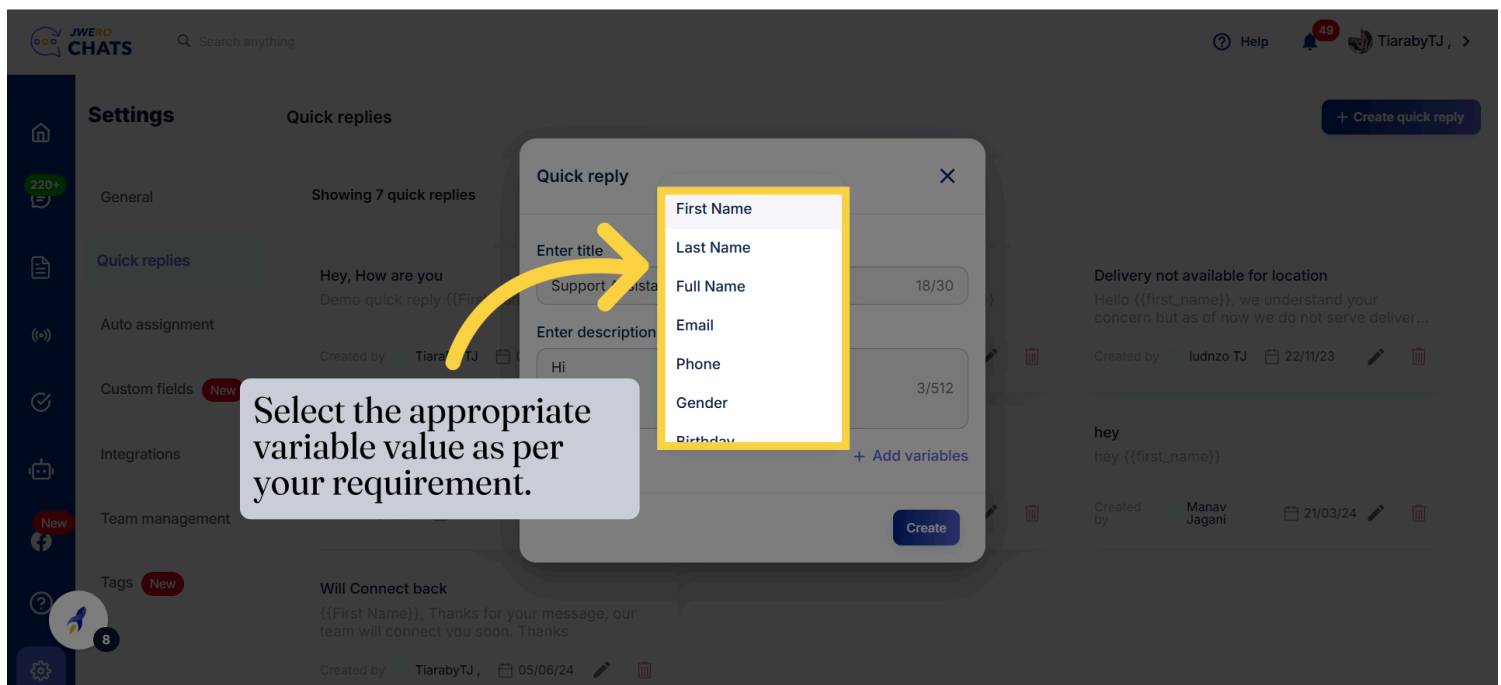
Click on "Add variable" to add the variable in the description.

10. Select the appropriate variable value as per your requirement.

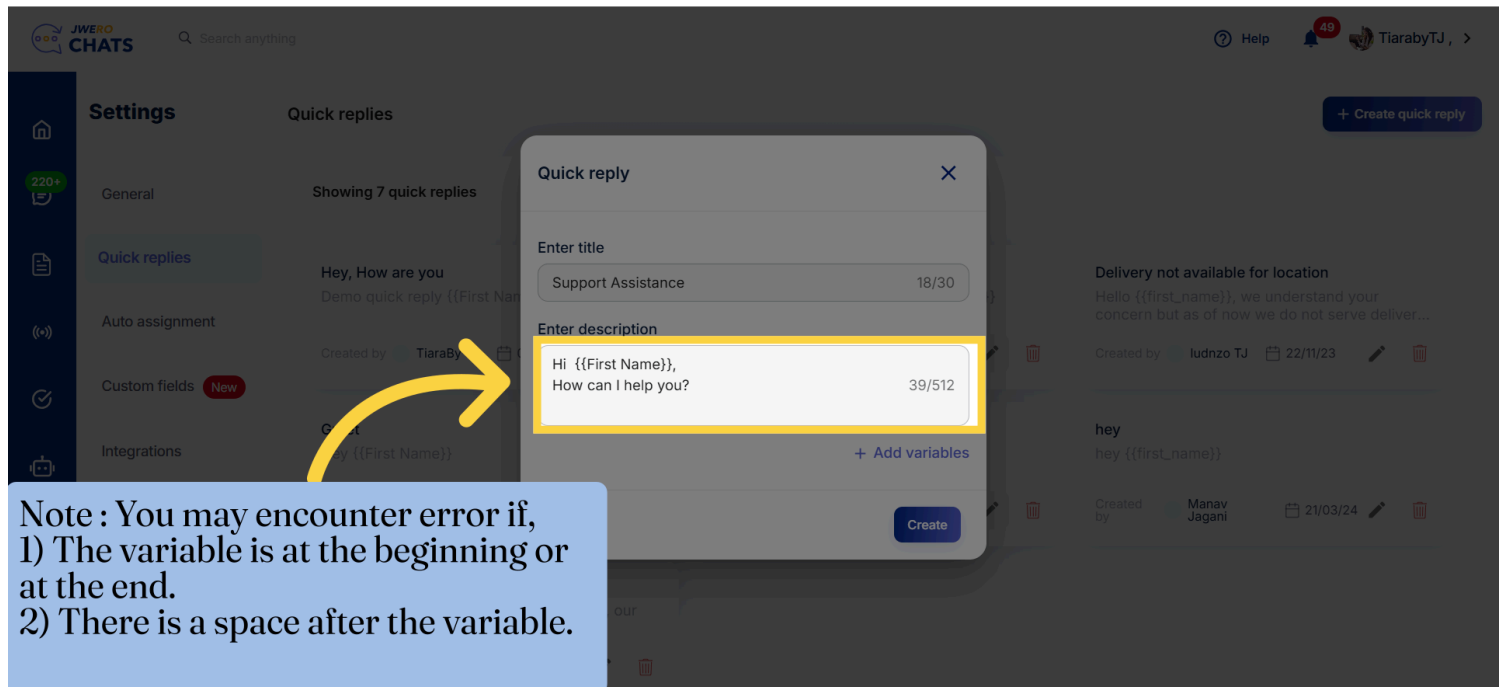Select the appropriate variable value as per your requirement.

11. Error

You may encounter error if,
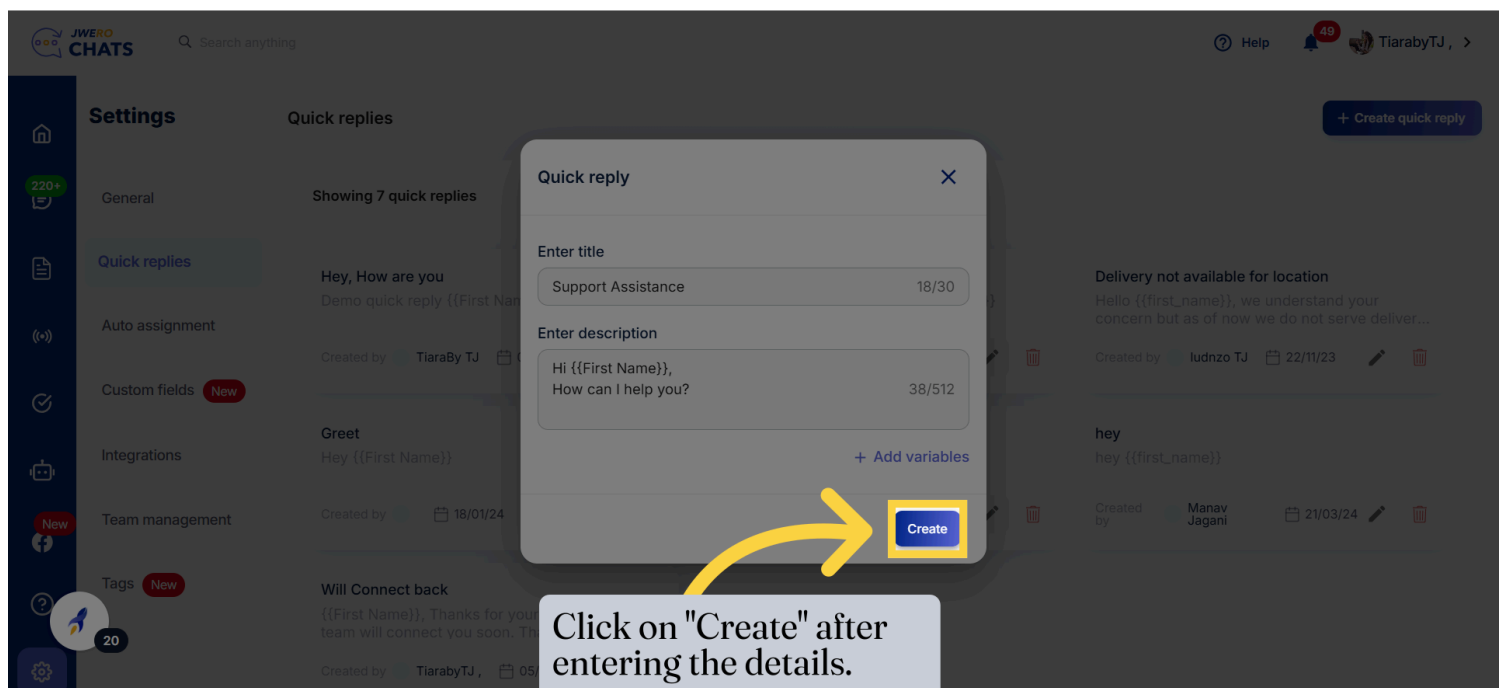
1) The variable is at the beginning or at the end.

2) There is a space before the variable.

Note : You may encounter error if,
1) The variable is at the beginning or at the end.
2) There is a space after the variable.

12. Click on "Create" after entering the details.

Click on "Create" after entering the details.

13. You will receive this message after successfully creating the Quick Replies.