

# Appointment Reminders Administration

22/10/2024 1:20 pm BST

## Summary

Appointment Reminders are reminders automatically generated from Merlin to notify clients of their pets upcoming appointments.





Once a reminder has been sent to a client, this communication is recorded under the Client's Communication tab.

## Details

### Enabling Appointment Reminders in the Diary

1. Navigate to the Diary screen
2. Select the Availability tab
3. Highlight the relevant surgeon
4. Double click on the relevant day
5. The Availability window will now display.

**Availability** [X]

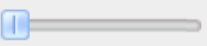

 Save & Close |  Save As New |  Delete |  Close

Surgeon

Day

☒ Send Reminder



**Rota Week**



**Week 1**

Year  Week  Month  Starting on Sunday

**Time**

Start   End   Duration

**Colours**

Background   Foreground  

Tag

Example

6. Ensure 'Send Reminder' is ticked.

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