

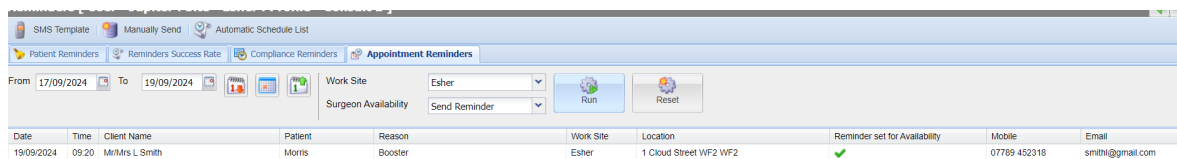
Appointment Reminders Manual Run

23/10/2024 12:40 pm BST

Manually Send Appointment Reminders

To send appointment reminders manually:

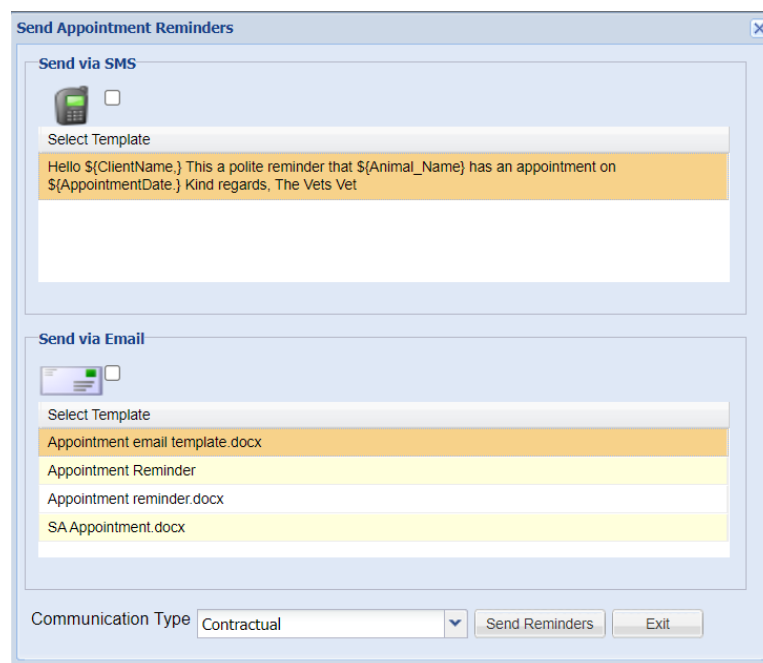
1. Enter the required criteria and select '**Run**'.



The screenshot shows a software window titled 'Appointment Reminders'. It has a menu bar with 'SMS Template', 'Manually Send', and 'Automatic Schedule List'. Below the menu bar, there are tabs for 'Patient Reminders', 'Reminders Success Rate', 'Compliance Reminders', and 'Appointment Reminders'. The 'Appointment Reminders' tab is active. In the center, there are input fields for 'From' (17/09/2024), 'To' (19/09/2024), 'Work Site' (Esher), and 'Surgeon Availability' (Send Reminder). There are 'Run' and 'Reset' buttons. Below these fields is a table with columns: Date, Time, Client Name, Patient, Reason, Work Site, Location, Reminder set for Availability, Mobile, and Email. The table contains one row of data for 19/09/2024 at 09:20 for Mr/Mrs L. Smith, Patient Morris, Reason Booster, Work Site Esher, Location 1 Cloud Street WF2 WF2, and a green checkmark in the 'Reminder set for Availability' column. The Mobile number is 07789 452318 and the Email is smithl@gmail.com.

2. Select the '**Manually Send**' button and select the [SMS](#) and/or [Email templates](#) you wish to send

Note: The merge field **{Appointment Date}** also includes the appointment time.



The screenshot shows a dialog box titled 'Send Appointment Reminders'. It has two sections: 'Send via SMS' and 'Send via Email'. The 'Send via SMS' section has a 'Select Template' dropdown menu with a single option: 'Hello \${ClientName,} This a polite reminder that \${Animal_Name} has an appointment on \${AppointmentDate,} Kind regards, The Vets Vet'. The 'Send via Email' section has a 'Select Template' dropdown menu with four options: 'Appointment email template.docx', 'Appointment Reminder', 'Appointment reminder.docx', and 'SAAppointment.docx'. At the bottom, there is a 'Communication Type' dropdown menu set to 'Contractual', and two buttons: 'Send Reminders' and 'Exit'.

2. Select '**Send Reminders**'.

Note: Any reminders sent will be added into the client communications tab.

