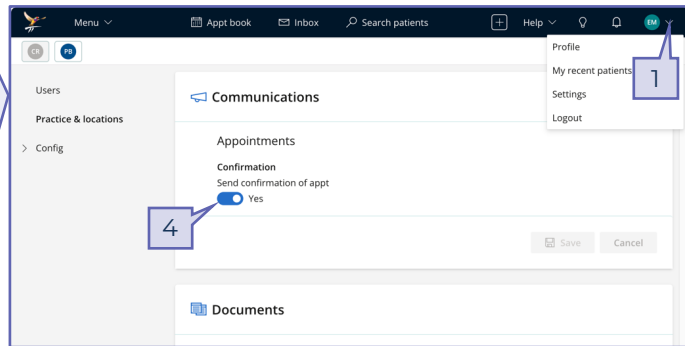


Manage Appointment Reminders

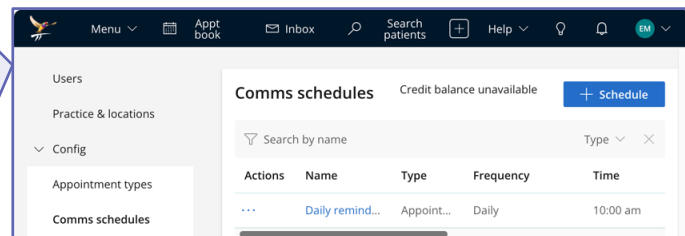
Enable and schedule comms

1. Click your **Profile** icon in the top-right corner of the screen > **Settings**.
2. From the menu on the left of the screen, click **Practice & locations**.
3. Scroll down to **Communications**.
4. Toggle **Send reminders prior to appointment** to **Yes**.
5. Click **Save**.



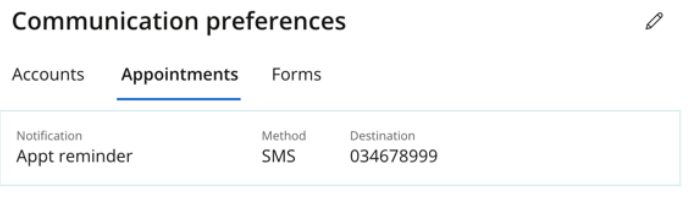
To schedule comms:

1. Go to **Profile > Settings > Config > Comms schedules**.
2. Click **+ Schedule**.
3. Complete the fields and **Save**.



Set consent

1. Go to **Address book > Patients**.
2. Search for and select the **Patient** to open their demographic details.
3. Scroll down to **Communication Preferences** > click **Edit**.



Manage appt reminder replies

1. Select **Appointment book > Appt reminder**.
2. Select the applicable dates.
3. Filter by reminder category.
4. The Patient's reply will appear here.
5. Click the **ellipsis (...)** > **SMS** to resend the reminder.
6. Manage confirmations manually.

