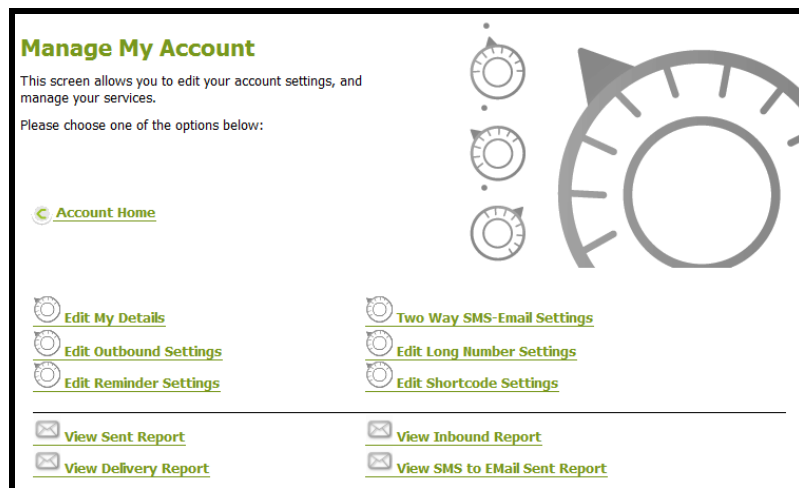


# Reminder SMS – Quick Start User Guide

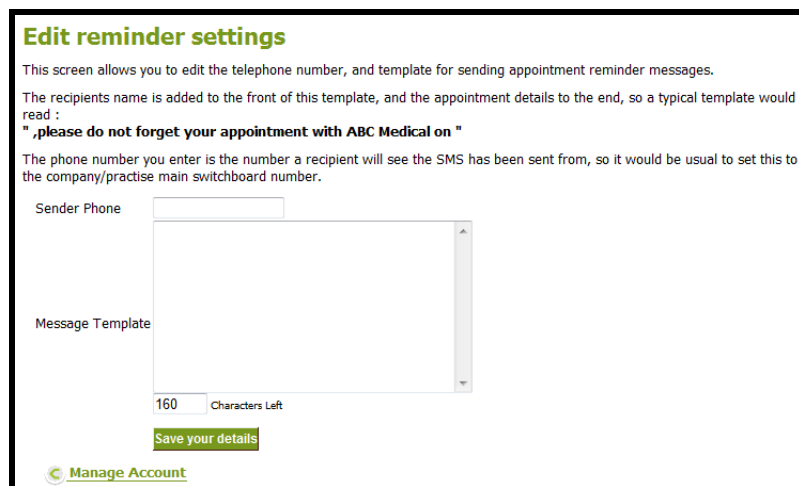


## Getting Started

- The first step is to set up your template.
- To do this you log in to the Account Home Page and select: **Manage Account**
- You will then land on the Account Management page:



- Select 'Edit Reminder Settings'
- You will then land on the Edit Reminder Settings Page:



- Here you can edit your message template, and input the name/number which the messages will appear to have been sent from.

The recipient's name should be appended to the front of the template, and the appointment details to the end e.g:  
*\"Mr John Smith, please do not forget your appointment with ABC Company on 12th June 10:00am\"*

Which would result in messages being sent as:  
*\"Mr John Smith, please do not forget your appointment with ABC Company on 12th June 10:00am\"*

- Once you are happy with your template click on the **Save your details** button.

## Sending Messages



- From the Account Home Page select the option: **Reminder SMS**
- This will take you to the Custom Reminders Page:

### Custom Reminders

To add a new recipient to the system, please enter their details into the fields below, next click onto the 'Add' button. Once you have added all your recipients details, simply click onto the 'Send SMS' button.

<input type="text" value="Contact Name"/>	<input type="text" value="Mobile No"/>	<input type="text" value="Time"/>	<input type="text" value="Date"/>	<a href="#" style="background-color: #8ebf42; color: white; padding: 2px 5px;">Add</a>
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[Account Home](#)

- Here you can enter the details of the appointment.
- Once you have entered the details of an appointments click [Add](#)
- You will then be given the option to send your SMS messages:

### Custom Reminders

To add a new recipient to the system, please enter their details into the fields below, next click onto the 'Add' button. Once you have added all your recipients details, simply click onto the 'Send SMS' button.

The following message will be sent: Fred ,please do not forget your appointment with ABC Company on 12 May 10:00am

<input type="text" value="Contact Name"/>	<input type="text" value="Mobile No"/>	<input type="text" value="Time"/>	<input type="text" value="Date"/>	<a href="#" style="background-color: #8ebf42; color: white; padding: 2px 5px;">Add</a>
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Patient Name	Mobile No	Date/Time	
Fred	0777777777	12 May 10:00am	<a href="#" style="background-color: #8ebf42; color: white; padding: 2px 5px;">Remove</a> <a href="#" style="background-color: #8ebf42; color: white; padding: 2px 5px;">Remove</a>

Queued Messages : 1 ( 1 Credits) [Send SMS messages](#) [Remove All](#)

[Account Home](#)

You will see the number of queued messages, and the number of credits required to send them.

You will also have the option to remove all the recipients, or to remove individual recipients by selecting the 'Remove' button next to their row.

Once you are happy that the appointments are all correct, select the [Send SMS messages](#) button to send the messages.


## Viewing Sent Messages




- From your Account Homepage, go to: [Manage Account](#)
- Then select the 'View sent report' button
- This will take you to the report selection screen:

### Sent Reports

This page allows to view the messages you have sent using your account. Please narrow your search criteria using the options below:


Date From:  

Date To:  

Mobile Number:

[Fetch Report](#)

(To show all messages sent today, just hit "Fetch Report")

 [Manage Account](#)

- Fill in the fields as required and click 'Fetch Report'
- Your Report will now be displayed in HTML format