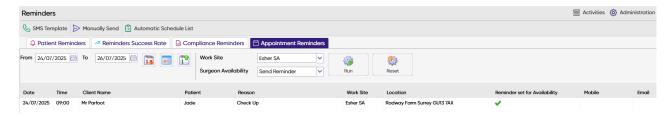
Appointment Reminders Manual Run

24/07/2025 2:55 pm BST

Manually Send Appointment Reminders

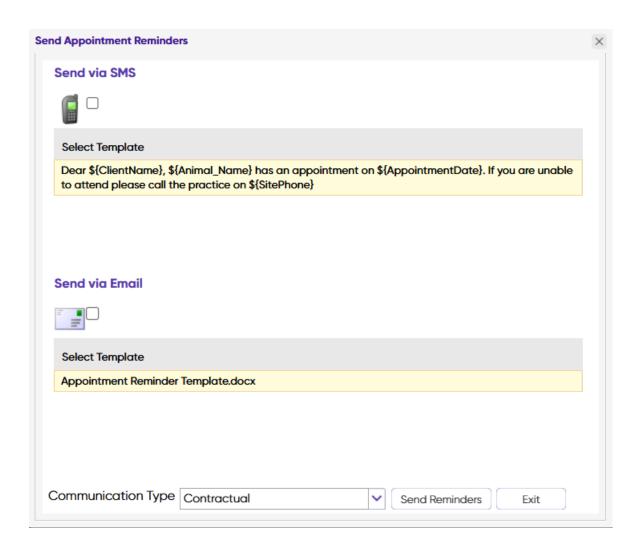
To send appointment reminders manually:

1. Navigate to Comms > Reminders > Appointment Reminders. Enter the required criteria and select 'Run'.



2. Select the 'Manually Send' button and select the SMS and/or Email templates you wish to send

Note: The merge field {AppointmentDate} also includes the appointment time.



2. Select 'Send Reminders'.

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