

# 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'.

Reminders

ActivitiesAdministration

SMS Template

Manually Send

Automatic Schedule List

Patient Reminders

Reminders Success Rate

Compliance Reminders

Appointment Reminders

From

24/07/2025

To

26/07/2025

Work Site

Esher SA

Surgeon Availability

Send Reminder

Run

Reset


Date	Time	Client Name	Patient	Reason	Work Site	Location	Reminder set for Availability	Mobile	Email
24/07/2025	09:00	Mr Parfoot	Jade	Check Up	Esher SA	Rodway Farm Surrey GU13 7AX	✓		

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.

Send Appointment Reminders


Send via SMS

☐

Select Template

Dear \${ClientName}, \${Animal\_Name} has an appointment on \${AppointmentDate}. If you are unable to attend please call the practice on \${SitePhone}

Send via Email

☐

Select Template

Appointment Reminder Template.docx

Communication Type 

Contractual

▼

Send Reminders

Exit

2. Select 'Send Reminders'.

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