

SMS Configurations

Last Modified on 26/08/2024 1:13 pm AEST

The **SMS configuration** screen is used to set up SMS schedules and SMS text for reminders and confirmations.

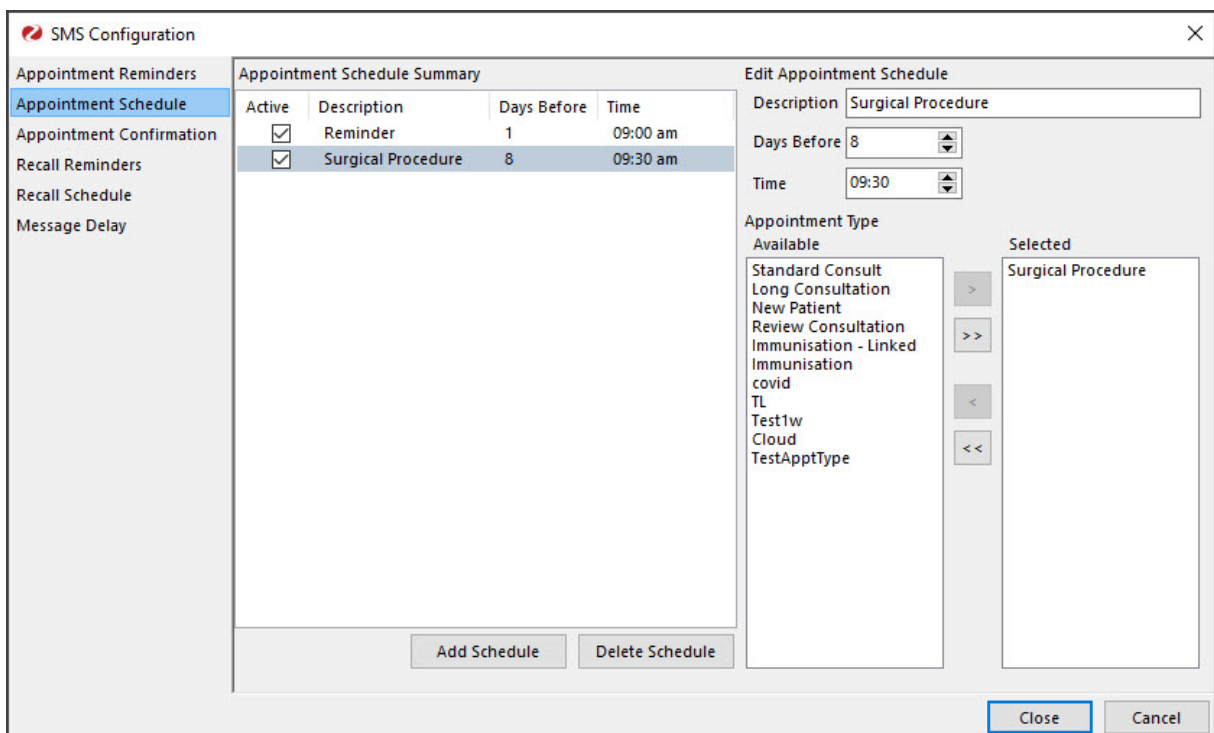
1. Go to Zedmed's **Management** tab.
2. Select **Practice setup** then **SMS Configuration**.

The **SMS Configuration** screen will open.

SMS configuration tabs

Each configuration tab is documented in the relevant guide.

- **Appointment Schedule** - [Schedule reminders](#) guide.
- **Appointment Reminders & Appointment Confirmation** - [Customise SMS text](#) guide.
- **Recall Reminders & Recall Schedule** - [Schedule recalls](#) guide.
- **Message Delay** - To prevent messages from being sent at the same time, enter a value in the **Message Delay** tab. The messages will be broken up into batches and the delay will be applied after each batch is sent.



The screenshot shows the 'SMS Configuration' window with the 'Appointment Schedule' tab selected. The window is divided into several sections:

- Appointment Reminders** (left sidebar): Appointment Reminders, Appointment Confirmation, Recall Reminders, Recall Schedule, Message Delay.
- Appointment Schedule Summary** (table):

| Active | Description | Days Before | Time |
|-------------------------------------|--------------------|-------------|----------|
| <input checked="" type="checkbox"/> | Reminder | 1 | 09:00 am |
| <input checked="" type="checkbox"/> | Surgical Procedure | 8 | 09:30 am |
- Edit Appointment Schedule** (right panel):
 - Description: Surgical Procedure
 - Days Before: 8
 - Time: 09:30
 - Appointment Type: Available (Standard Consult, Long Consultation, New Patient, Review Consultation, Immunisation - Linked, Immunisation covid, TL, Test1w, Cloud, TestApptType) and Selected (Surgical Procedure).
- Buttons**: Add Schedule, Delete Schedule, Close, Cancel.