

# SMS pre-defined messages

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Practices can create predefined SMS templates to quickly send common messages to patients.

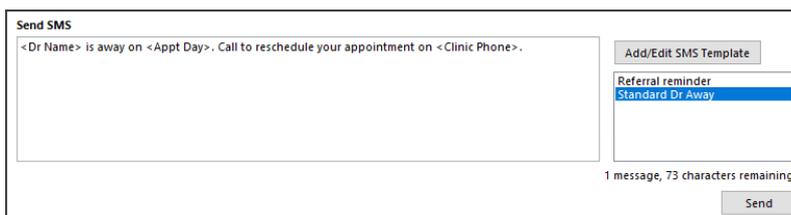
Requires ZedSMS and Zedmed v39 or later.

## To send a predefined (template) SMS

### From a Patient record:

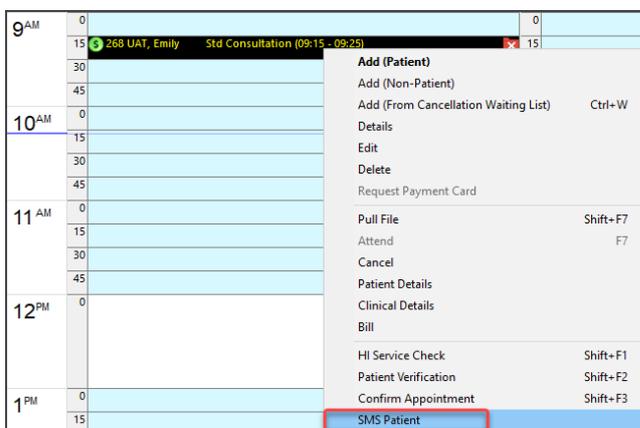
1. Open the Patient Record and select the **Messages** tab.
2. Select the template.
3. Select **Send**.

Use the **Add/Edit SMS Template** button to add or edit a template.



### From the Appointment Grid:

1. Right-click a patient booking.
2. Select **SMS Patient**.
3. Opens the **Message** tab.
4. Select the template.
5. Select **Send**.



## To create an SMS template

You can add and edit SMS templates in the Messages Tab, as shown above, or in the SMS configuration screen. These templates can be used and updated by anyone at the practice.

1. Select **Practice Setup > SMS configuration** to open this screen.
2. Select the **Patient Templates** tab.
3. Select **Add Message**.
4. Enter a **Template Name**.
5. Enter the **Message Text** and add any merge fields.
6. Select **Close** to save and exit.

