

SMS Configurations

Last Modified on 11/10/2024 2:50 pm AEDT

The **SMS configuration** screen set's up SMS schedules and messages for reminders and confirmations.

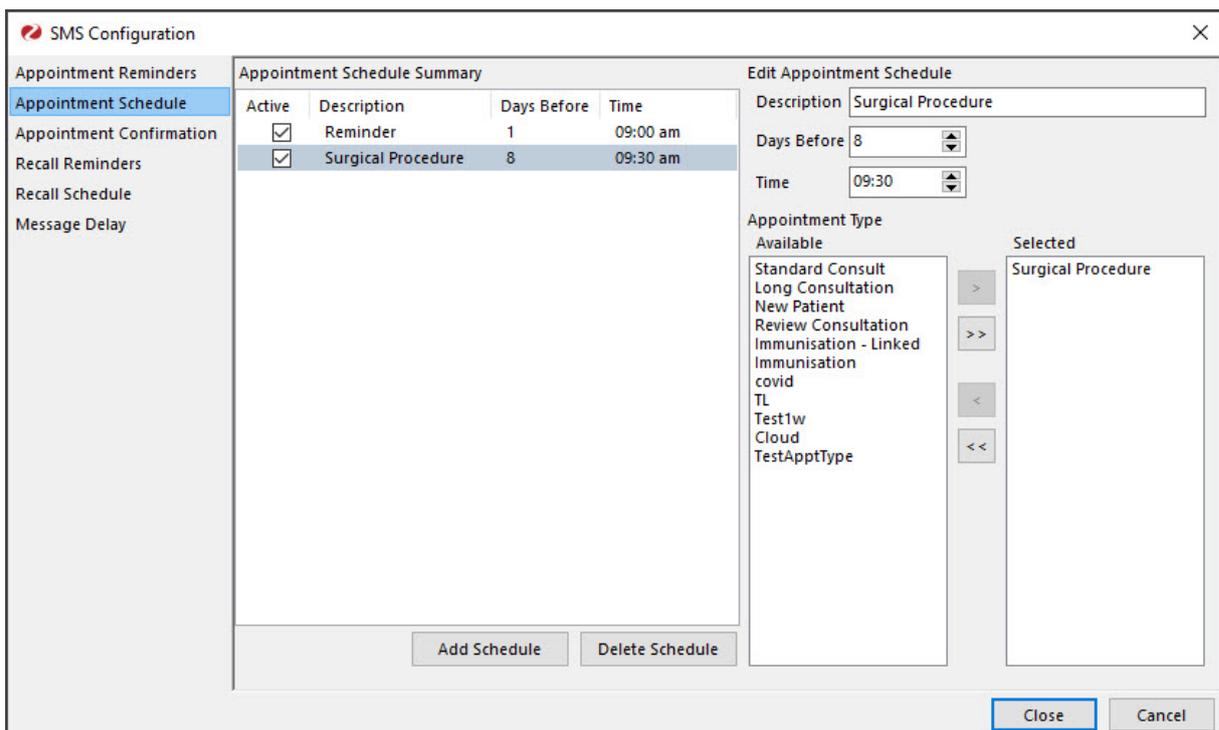
1. Go to Zedmed's **Management** tab.
2. Select **Practice setup** then **SMS Configuration**.

The **SMS Configuration** screen will open.

SMS configuration tabs

Each configuration tab is documented in the linked 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 simultaneously, 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** (center 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** (bottom): Add Schedule, Delete Schedule, Close, Cancel.