

Send Messages Manually

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Summary

There may be times when a practice needs to send enabled notifications manually. These may include when:

1. The practice has created a new automated notification and wishes to send it today as any newly enabled notification becomes automated on the next calendar day.
2. Automated messaging was interrupted due to Patient Communicator not being connected to the practice management system due to loss of internet, the server was turned off, power failure, etc.


All enabled notifications found in the [Timeline](#) of the [Settings tab](#) are automated. [Birthday notifications](#), if enabled, are also automated but not included in the *Timelines*.


Manually Send an Automated Notification

To manually send automated notifications follow the steps below:

1. Go to [Settings > Advanced Settings > Send Messages Manually](#).
2. Select the delivery method and *notification* to send by selecting **YES** from the selection window on the left side of the screen.
3. Toggle the button to **NO** to prevent an enabled notification from being sent.
4. Click **SEND** at the bottom left.

Please choose delivery methods

 SMS ☒ YES

 Email ☒ YES

You can select which notifications to send out below

[First Confirmation](#)

☒ YES

[Second Confirmation](#)

☒ YES

[Same Day Reminder](#)

☐ NO

[Early Reminder](#)

☐ NO

[Birthdays](#)

☐ NO

[Voice Confirmations](#)


☐ NO

[Family Messaging](#)

[Family Early Reminder](#)

☐ NO

SEND



They may take a few minutes to send out

Manual Message Toggles

Results of the send will be found by accessing the History tab .