

Setting SMS Default Template

Last Modified on 19/05/2021 11:14 am ACST

Setting the Default Template to use

After adding the Template, you must set the default template for the Message Type. If this is not done, then the SMS will not appear in the list of available SMS messages to send to a patient.

1. Click **Administration**.
 2. Select **Correspondence** from the menu.
 3. Select **Message Types**.
 - a. The Message Types screen will display.
 4. For the Message Type you just created, select **Edit** button.
 - a. The Edit Message type screen will display.
 5. in the field **Default Template**, using the drop down, select the Template you just added from the list.
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