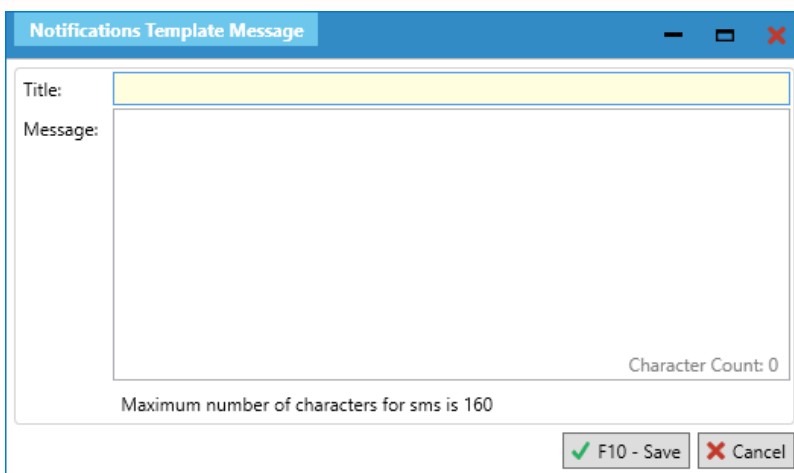


Adding a New Notification Template


 There is a 160-character limit on text messages.

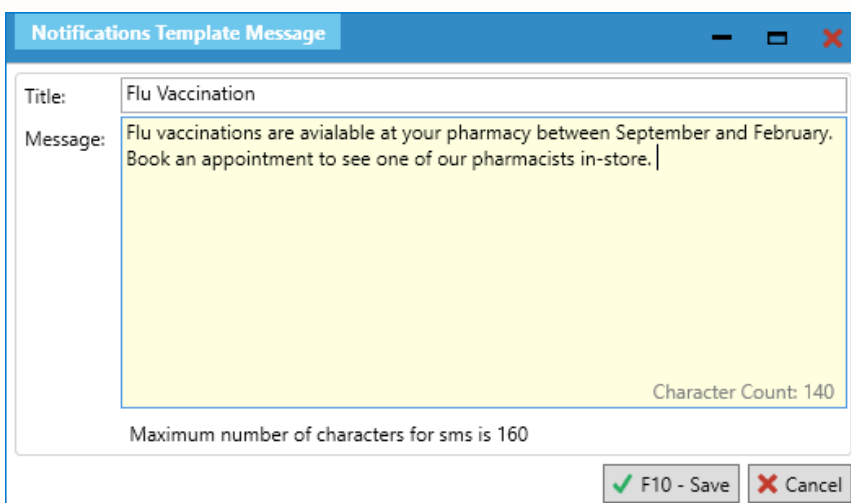
1. To begin, open the Notifications Template Message Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Notifications Template Message Manager* menu item.
2. The Notifications Template Message Manager opens in a new tab. Select the **[F1 – Add Notification Template]** button. A blank Notifications Template Message window displays.



The screenshot shows a window titled "Notifications Template Message" with a blue header. It contains two text input fields: "Title:" and "Message:". The "Message:" field is significantly larger. At the bottom right of the "Message:" field, it says "Character Count: 0". Below the fields, it states "Maximum number of characters for sms is 160". At the bottom of the window, there are two buttons: "F10 - Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

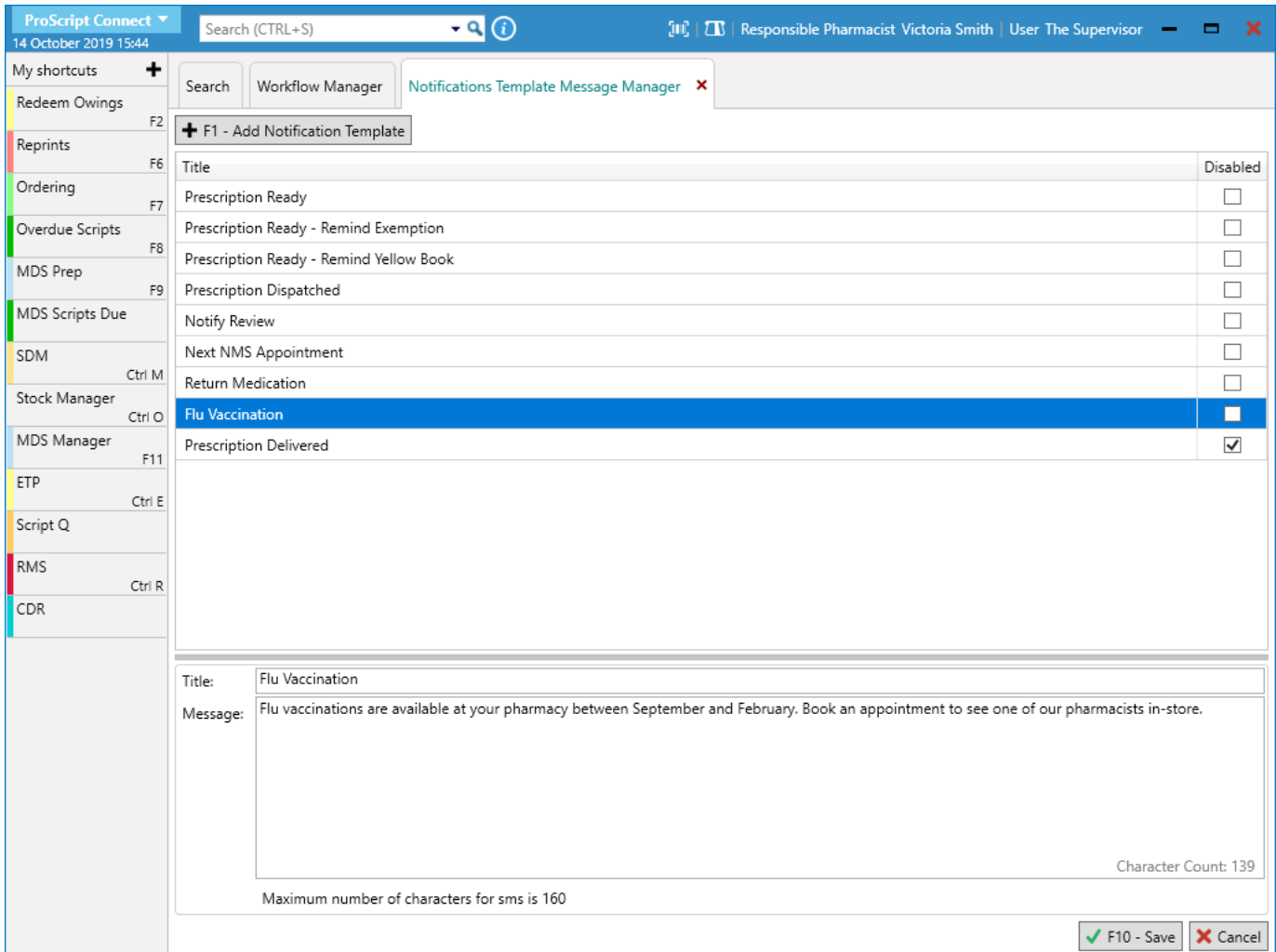
3. Complete the *Title* and *Message* fields as required and select the **[F10 – Save]** button once complete.

 The *Title* is used as an internal name for your message, and is visible within the *Type* drop-down menu in the Send Notification window when selecting which notification to send. The *Message* is what will be sent to your patients.



The screenshot shows the same "Notifications Template Message" window, but now with content. The "Title:" field contains the text "Flu Vaccination". The "Message:" field contains the text "Flu vaccinations are available at your pharmacy between September and February. Book an appointment to see one of our pharmacists in-store." At the bottom right of the "Message:" field, it says "Character Count: 140". Below the fields, it states "Maximum number of characters for sms is 160". At the bottom of the window, there are two buttons: "F10 - Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

4. You are returned to the Notifications Template Message Manager, where your newly-added notification template displays in the grid. Select the **[F10 - Save]** button to save your changes and close the tab.



The screenshot shows the ProScript Connect application window. The title bar indicates the user is 'User The Supervisor' and the date is '14 October 2019 15:44'. The main window is titled 'Notifications Template Message Manager'. On the left, there is a sidebar with various shortcuts like 'Redeem Owings', 'Reprints', 'Ordering', etc. The main area contains a table of notification templates. The 'Flu Vaccination' template is selected and highlighted in blue. Below the table, there is a form to edit the template details, including a title and a message. The 'Flu Vaccination' template has a 'Disabled' checkbox that is checked. At the bottom right, there are buttons for 'F10 - Save' and 'Cancel'.

Title	Disabled
Prescription Ready	<input type="checkbox"/>
Prescription Ready - Remind Exemption	<input type="checkbox"/>
Prescription Ready - Remind Yellow Book	<input type="checkbox"/>
Prescription Dispatched	<input type="checkbox"/>
Notify Review	<input type="checkbox"/>
Next NMS Appointment	<input type="checkbox"/>
Return Medication	<input type="checkbox"/>
Flu Vaccination	<input checked="" type="checkbox"/>
Prescription Delivered	<input checked="" type="checkbox"/>

Title: Flu Vaccination
 Message: Flu vaccinations are available at your pharmacy between September and February. Book an appointment to see one of our pharmacists in-store.
 Character Count: 139
 Maximum number of characters for sms is 160

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	31 March 2020		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

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