



# myMPS

## Enhancements guide

### Sending Bulk messages

To send Bulk SMSes,

1. Go to the '**Admin**' screen, and
2. Select '**Bulk communications**' on the left.

This will bring up the '**Bulk Email and SMS**' page.

Here you will be able to filter your patients and create the SMS that you would like to send.

### Filtering recipients

To filter who you are going to send SMSes to, make use of the '**Patient Details**' at the top of the page.

You are able to filter by:

- Time since last visit,
  - Branch last visited,
  - Age range,
  - Gender, and
  - Account type.
- You are then able to choose to only send to the account holders or all patients on file.

If you click on the '**Patient count**' button, you will then be shown the count of the number of patients that match your filter criteria.

**Note:** If you want to send a message to all of your patients, select the '**Any time**' option in the '**Last visit within**' dropdown list before searching.

### Sending a Bulk SMS

To send Bulk SMSes, fill in what you would like sent in the message and click '**Send SMS**'. myMPS will then prompt you with the number of SMSes being sent and ask you to confirm.



Your remaining SMS count is displayed above the message block to ensure you are always aware of how many SMS credits you have remaining.

Should you wish to send out more SMSes than you have available, you will receive a message prompting you to buy more SMS credits.

**Note:** The '**Dear <first name>**' that appears at the start of the message cannot be removed and is not editable.