



## Setting Up An E-mail Reminder

If you have Updox administrator rights, you can go to your Red Planet Setup menu and use the option to perform an Updox Single Sign On. Once you are logged into your Updox account, it is a fairly simple process to

set up an e-mail reminder. The center box is where the copy of your reminder is prepared. Notice that a URL-link (shown in blue) is included. The light yellow box on the right shows the macro names of things that can be included from Red Planet in the body of the email. A sample e-mail can then be displayed showing what will be sent to the patient. If you are wanting to send a promotional e-mail, you can exclude the confirm/cancel buttons. The inclusion of the "follow us" buttons is something that can be set up in your Practice Information and include your home page, Facebook URL and/or Twitter URL. You can also change the graphic image by clicking on it and then selecting from one of eight choices. Need help setting things up? Give us a call.