

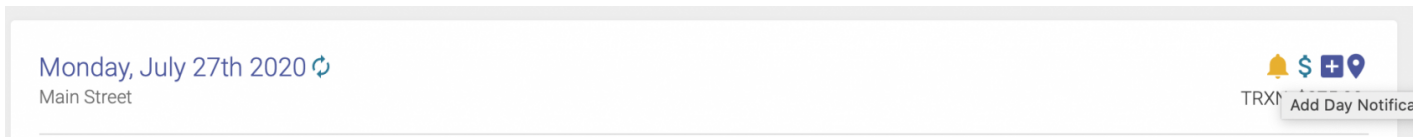
# Day Notification

You can use the Day Notification to alert your patients and staff to any pertinent information that is specific to that day. For example, if the road in front of your clinic will be closed due to an event, use the Day Notification to communicate this.

The Day Notification does two things:

- Creates a banner at the top of the schedule for that day, on both the admin and patient portals
- Sends an email to each patient who is scheduled for this day, the night before

To add a Day Notification, click on the bell icon next to the date on the calendar:



Enter your subject and message:

## Add A Day Notice



This notice will appear on the patient portal for this day. It will also send an email to patient each patient scheduled this day, the night before, but only if a notice exists.

### Subject

Disneyland Marathon 7/27/20

Enter only one character to remove this notice.

### Message

Hello! Please note that roads around the clinic will be closed on 7/27/20 from 7AM - 2PM due to the Disneyland Marathon. We expect heavier traffic than usual, so please allow extra time to get to your appointment. Thank you!

Cancel

Save Notice

Click Save Notice to save your message.

Once you've saved your message, it will appear at the top of the day's schedule:

Monday, July 27th 2020

Main Street

Disneyland Marathon 7/27/20 ...

TRXN: \$275.00

acupuncture

Main Street with Alexa Hulsey

9:00 am to 3:00 pm 10min Slots

Simply click the bell icon next to the notification subject to see the full message.

Revision #1

Created Mon, Jul 27, 2020 9:03 PM by [Alexa Hulsey](#)

Updated Fri, Jul 19, 2024 2:49 PM by [Alexa Hulsey](#)