DataTec EasyDent


Electronic Appointment Reminders

If you have the Internet in your office, you can send email reminders directly from EasyDent.

In addition, you can send **voice**, **text**, and/or **email** appointment reminders via an inexpensive reminder service. Contact us for a list of preferred services. EasyDent generates a standard format text CSV Export file that contains all the required appointment information for each patient. Almost all services can use this file.

Creating the Export File:

1) You may run the export program manually as follows or automatically as described on page 2. To run the Export manually start from the top of the **Schedule** screen select the top toolbar "**Tools**" option, then "**Export**", next select "**CSV Appt File for Common Interfaces**".
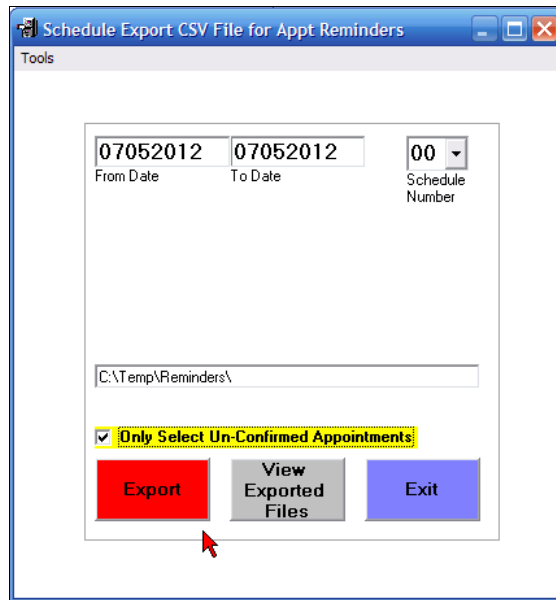
- Set the date range to any range you want.
- Select any schedule you or use "**00**" all schedules.
- Eliminate patients that have been confirmed on the schedule by checking the option "**Only Select Un-Confirmed Appointments**".
- Use the top "**Tools**" option to specific where the export file should be placed.
- Create the Export file by pressing the red "**Export**" button.
- Once the file is created you may optionally view it by using the "**View Exported Files**" button.

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2) You may have your reminder service provider run this process from a Windows Command Line Batch file or directly under their program control as follows.

C:\Ezw\Sched\Pgms\ReRemind.exe   00/Auto/Dates:mmddyyyymmddyyyy/All

The date range is indicated by the mmddyyyymmddyyyy Both dates must be in this 8 digit format.   An example covering the dates of June 1, 2014 through December 31, 2015 would be:

C:\Ezw\Sched\Pgms\ReRemind.exe   00/Auto/0601201412312015/All

This will cause the program to create an export file containing all appointment information for the dates specified for all schedules.

If you wanted to specify a specific Schedule change the **00** to the 2 digit number of the desired schedule, otherwise the **00** indicates all schedules.

If you specify the keyword "**All**" then both confirmed and un-confirmed appointments will be exported, regardless of the setting you have on the export screen.

The exported CSV file has 2 header lines and includes a column indicating if the appointment was confirmed or not.

The reminder service will show you how to send the Exported CSV file to them.