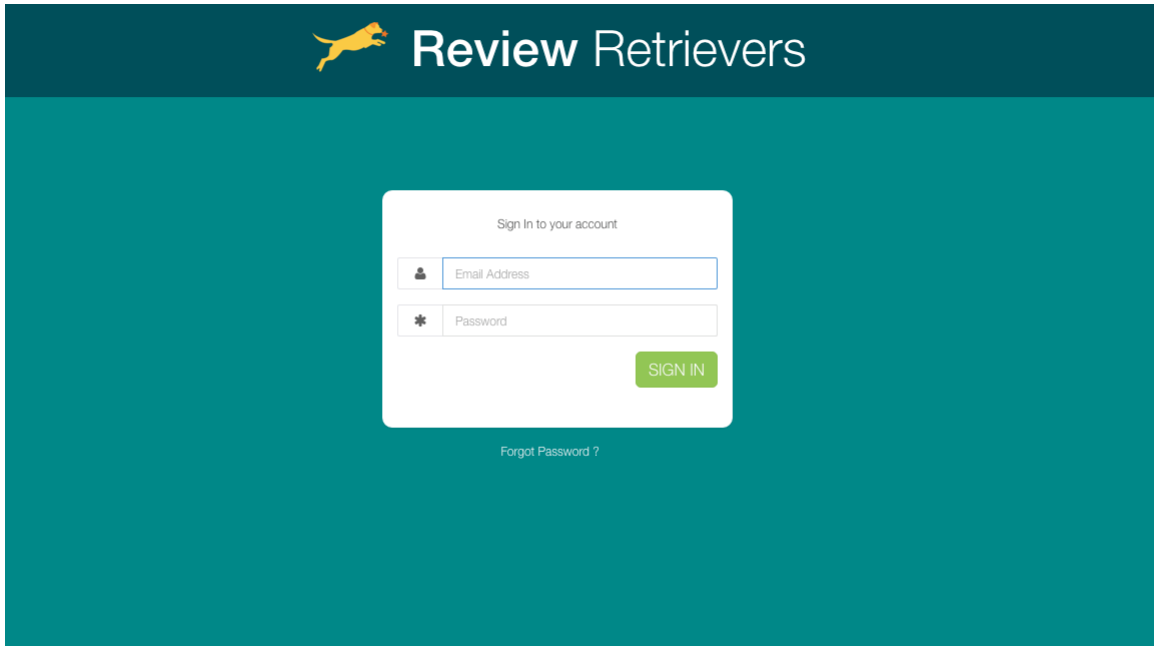
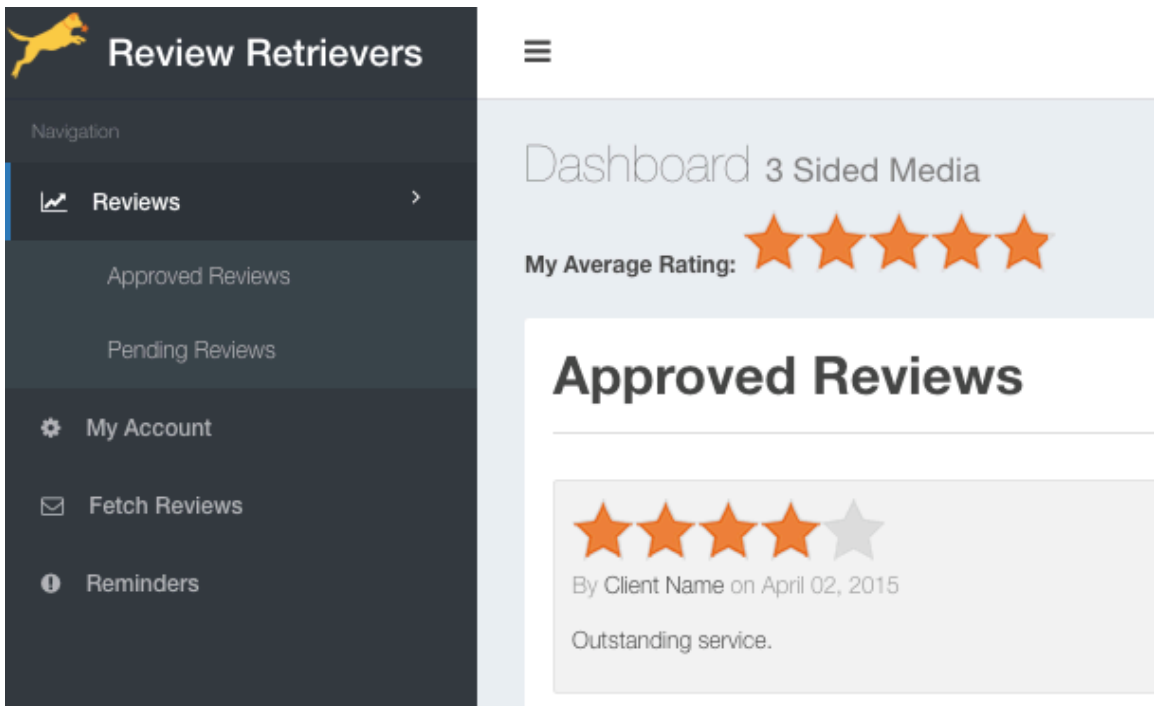


How to Send Client Reminders AVImark



To Send Client Reminders with Review Retrievers go to <http://reviews.reviewretrievers.com> and login with your email address and password



Click the **Reminders** tab in the sidebar



Send Reminders 3 Sided Media

Practice Software Type

Select File

```
First, Last, Phone, Em  
"Trevor", "Shurtz", "  
"Trevor", "Shurtz", "  
"Allegra", "Weldon",
```

Reminders.CSV Delete Select File

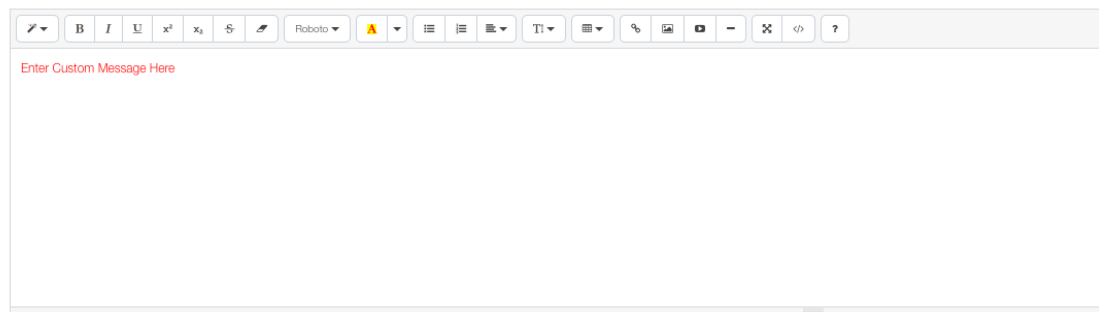
Notification Preference

Email Template: Type a custom message below, we will take care of the greeting and closing for you.

Custom Message Here

1. Select **Avimark** in the **Practice Software Type** drop-down
2. Click the **Select File** button and browse to your CSV file from your recent search
3. Select your **Notification Preference**

Email Template: Type a custom message below, we will take care of the greeting and closing for you.



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, font size, and help. Below the toolbar is a text area with the placeholder text "Enter Custom Message Here".

Preview Email Message

SMS Template: Type your message below, it will be sent via SMS text message to the recipient. Please do not edit the text inside double brackets.

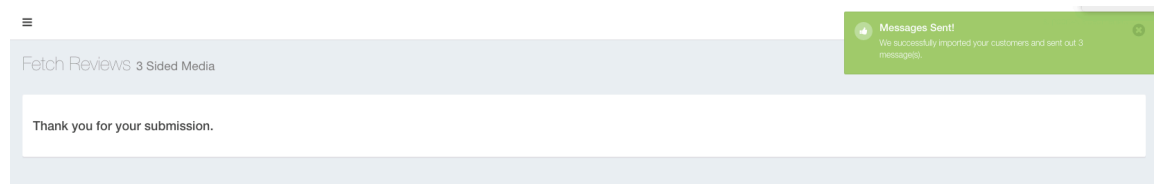
Thank you for your visit to [[ClientName]]. Please take a moment to let us know how we did. [[ReviewLink]]

Send Notifications

The **Email Template** and **SMS Template** sections above allow you to customize your messages if you desire.

- **Email Template** custom message will be placed between the standard message and can be previewed by clicking the **Preview Email Message** button
- **SMS** message will go out exactly like the **SMS Template** above with your name and custom review link filled in. Keep in mind; an SMS is limited to 160 characters per message including your link.

Only click the **Send Notifications** button once



Once sent successfully, you will be redirected to the page above and see a pop-up message with the # of messages successfully sent.

Thank you for using Review Retrievers!