

SMS - How to order credits

Need to order SMS credits? Read on to learn how!

There are two places where you may order SMS credits. The first is through the *settings*, and the other is through the *SMS sending* screen. We will first explore ordering through the SMS sending screen. If you wish to order through the settings screen, please scroll down to - **Ordering credits - through the settings screen**

Ordering credits - through SMS sending screen

Start off by going to Appointments > Select an action > Send bulk SMS

The screenshot shows the 'Send bulk SMS' interface. On the left sidebar, a red circle with the number '1' highlights the calendar icon. Below the calendar, there are filters for 'Locations' (All Locations), 'Departments' (All Departments), 'Doctors/Theatres' (1 items checked), and 'Filter' (All Appointments). At the bottom of the sidebar, a red circle with the number '2' highlights the 'Send Bulk SMS' option in the 'Action' menu. The main area displays a table with columns 'Time' and 'Name'. The table contains several rows of data, with some rows highlighted in yellow and others in blue. A search bar is visible at the top right of the main area.

From there, you may click on the Order more SMS credits button to order additional credits.

[SETTINGS](#) > BULK SMS

[Back to Appointments](#)

Send Bulk SMS

Template

Text

Send with delay ☐

Credits remaining 49 [Order more SMS credits](#)

	Name	Mobile	Appt Date	Appt Type	Confirmed	Cancelled	Action
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	-	
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	-	
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	-	
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	-	
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	-	
<input checked="" type="checkbox"/>	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	-	

100 Records/Page
Records 1-6 of 6 (Page 1 of 1)

Ordering credits - through the settings screen

Start off by going to Settings > System Configuration

SETTINGS

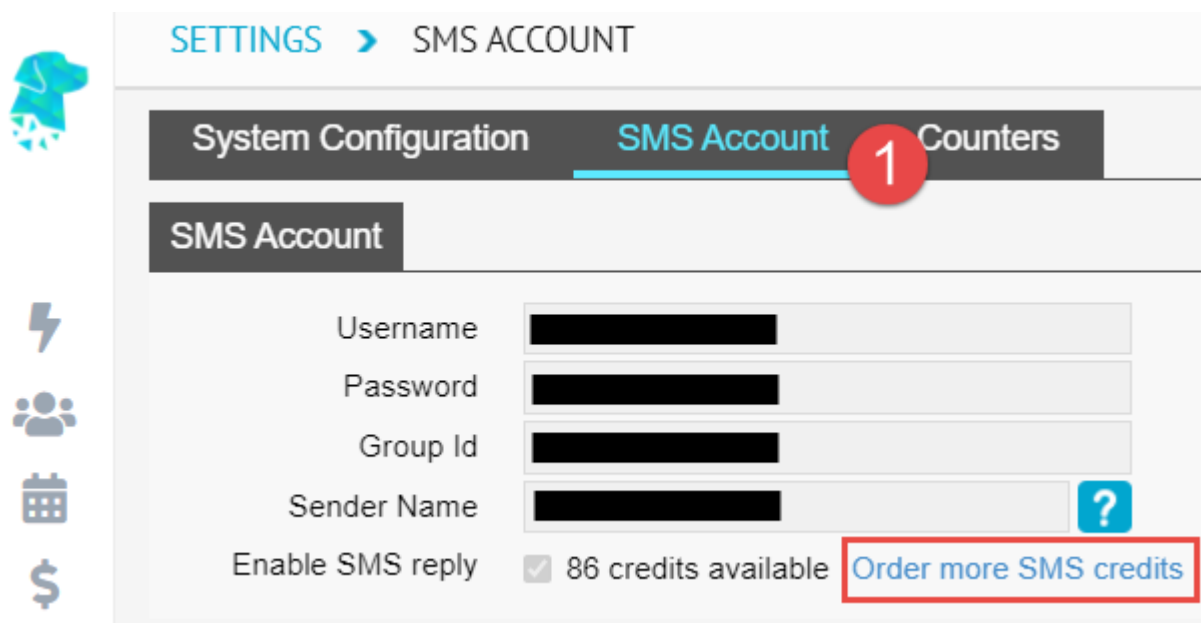
General

- > Accommodation Categories
- > Appointment Types
- > Area Codes
- > Booking Codes
- > Cancelled Reasons
- > Checkers - Letters
- > Departments
- > Deposit Types
- > Doctors
- > Doctor Specialities
- > Document Types
- > ECLIPSE Mapping
- > End of Day Banking
- > Health Funds
- > Health Fund Participants
- > Hospitals
- > Invoice Messages
- > Items
- > Item Types
- > Locations
- > Logs
- > Nurse List
- > Practices
- > Printer and Scanner Configuration
- > Program Numbers
- > Recall Reasons
- > Referral Types
- > Referring Doctors
- > SMS History
- > Staff Roles
- > System Configuration 2
- > Templates
 - Clinical Note Template
 - SMS Templates
 - Templates
- > Third Parties
- > User Groups
- > Users
- > Webhooks

Clinic

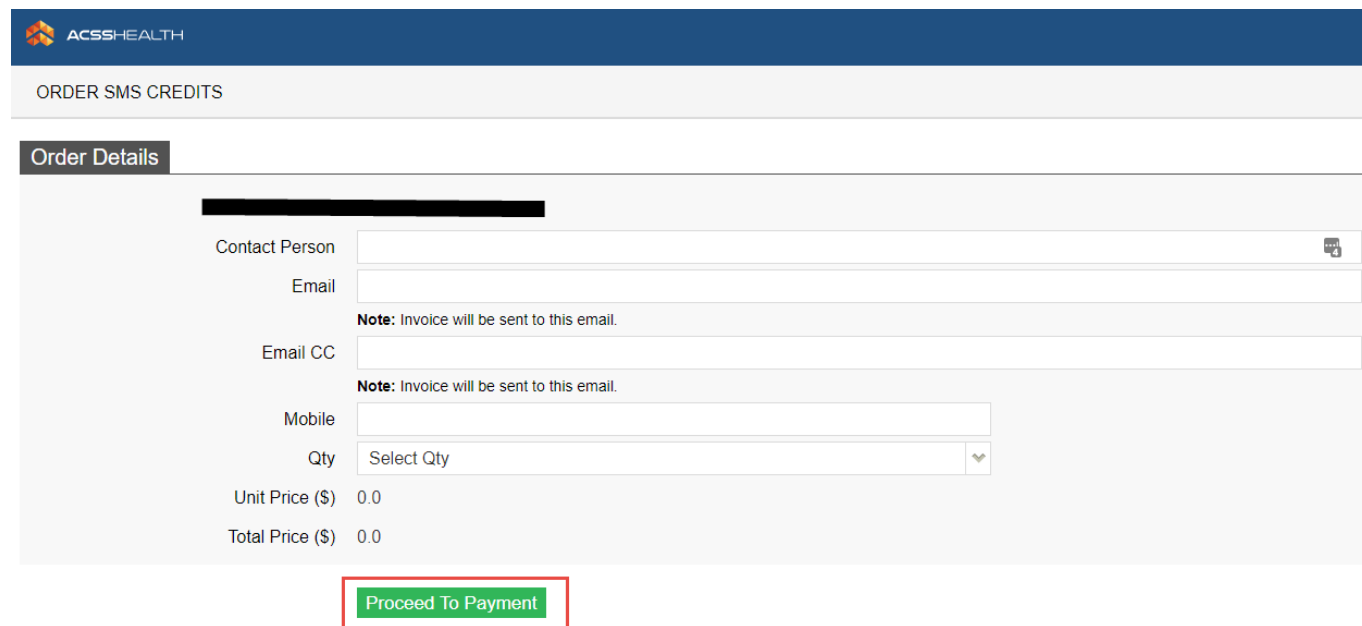
- 1 > Appointments Setup
- > Rooms
- > Fee Management
 - Bulk Fee Update

Then, tab over to the **SMS Account** tab and click on the **Order more SMS credits** link.



From there, complete the form and proceed to payment.

Note: the more credits you order, the lower the cost per credit.



That's it! Once your order is complete, the credits will be applied to your account nearly instantly.

Should you have any issues or questions regarding your order, please do not hesitate to contact us at support@alturahealth.com.au or on **(02) 9632 0026**.