



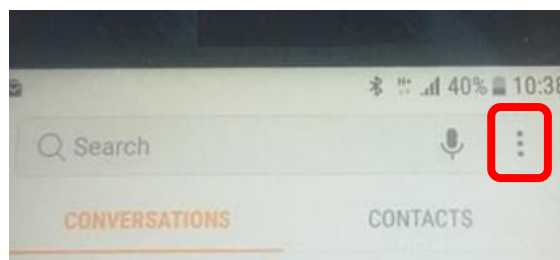
Create Quick Response Template on Phone with Waiting Room Link

Android (eg Samsung) – Create Template

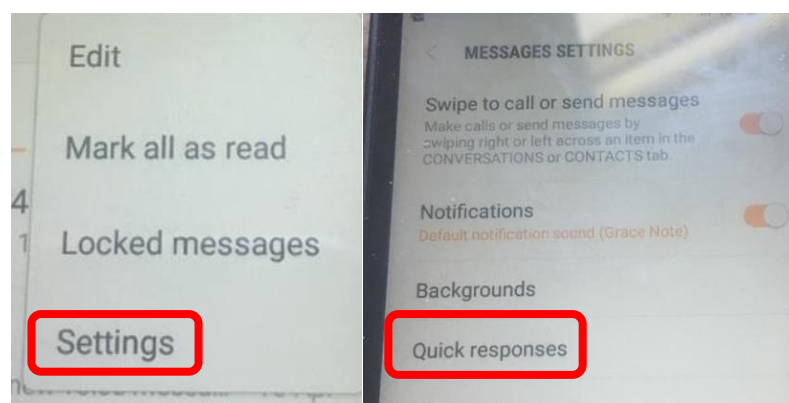
- Firstly, you will need to have the Waiting Room Website Link to hand that you wish to send to patients. You will be typing this into the template.
- Then, get your HSE Smart phone and follow the directions below.
- Click on the 'Messages' icon on your Home screen.



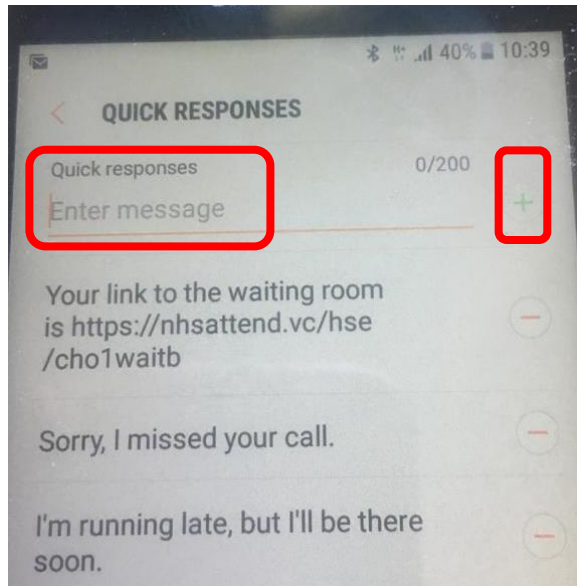
- Click on the Ellipsis (three dots) or 'More' in the top right corner.



- Select 'Settings' and then 'Quick Responses'



- Click into space where you see 'Enter message'.
- You must now type the message which you want your patients to receive, making sure you specify the waiting room website in the message. Once you have finished your message click on the green +



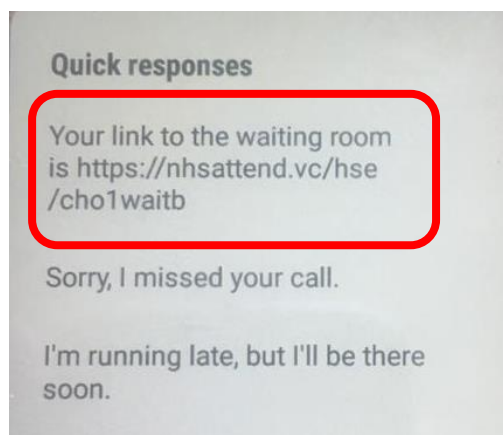
- This message is now available as a template each time you choose to send a new message.

Android (eg Samsung) – Sending Message Using Template

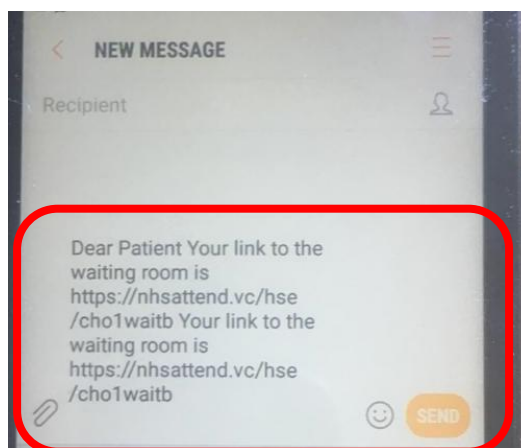
- Click on the 'Messages' icon on your Home screen.



- Open a New Text Message.
- In the 'Enter Recipients' box type the Patients Mobile No.
- Click down to the 'Enter Message' box. Now click on the Ellipsis (three dots) or 'More' in the top right corner.
- Select 'Quick Responses'
- Choose the new template you created from the list.



- The text will pop into the body of the text message.



- Click on Send