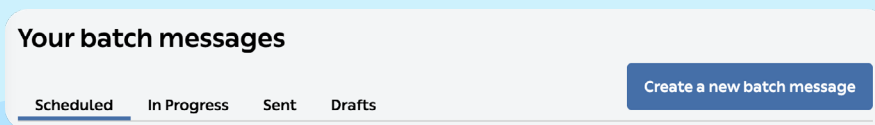


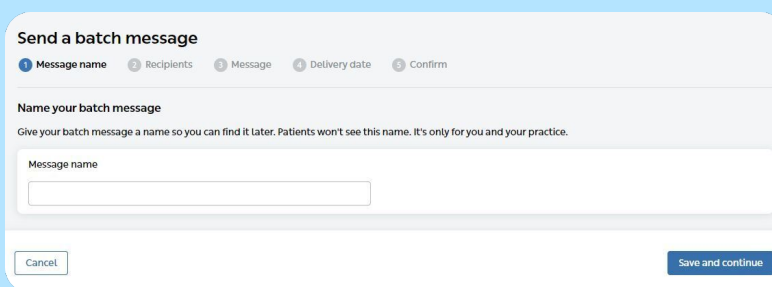
# How to send a batch message

At Mjog, we make patient management easy for our customers. We know 'it's easy when you know how', so we've created a 10-step guide on how to send batch messages to your patients.

- 1** To create a new batch message, first use your clinical system. Search for the message recipients, and save it as a **CSV file**.
- 2** On the Mjog platform, under **Your batch messages**, click **create a new batch message**

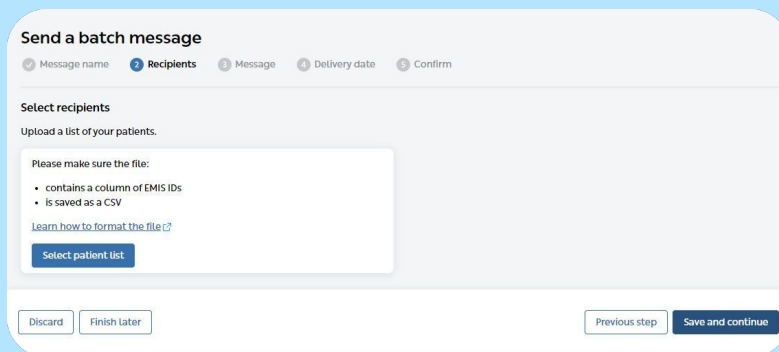


- 3** **Message Name:** Enter a **name** for your batch message and then **click save and continue**

A screenshot of the 'Send a batch message' form. The form has a progress indicator at the top with five steps: 'Message name' (active), 'Recipients', 'Message', 'Delivery date', and 'Confirm'. Below the progress indicator, the section is titled 'Name your batch message' with a sub-instruction: 'Give your batch message a name so you can find it later. Patients won't see this name. It's only for you and your practice.' There is a text input field labeled 'Message name' and two buttons at the bottom: 'Cancel' and 'Save and continue'.

4

**Recipients:** click **Select patient list**



**Hint:** clicking the **Learn how to format the file** link, will provide guidance on how to format your CSV file.

5

Select your batch message CSV file and then click **open**

6

Click **continue**

7

Confirm your patient selection and then click **save and continue**



**Patient list uploaded**

**File:** S1 sites with Mjog ID - Sheet1.csv

**Continue**

8

Select the template you want or write a new message

9

Confirm the delivery date

10

And then confirm

**Batch messaging simply done.**