

## Reminder List Bulk Clean Up - Summary Sheet

## **BP Premier**

To access the Reminder List clean up facility;

1. From the Main screen of BP Premier, open the Setup> Configuration

B A	Reminder reason		A.	Add
d	"Flesult		100	Eat
General	12ndti Immunisation			Barrent
	After immunisation			1000010
Page 1	4mth Immunisation		1	Anna a
	F. H. A		-	Clean op
Results report	Alow free text reminder	m.		
	Reids to be printed on Re	ninder lat.		
	Name	Size (mml)	~	Add
Database	Name	50		Mudfy
0	Reason	40		
	Date Due	20		Delete
2	Ductor	45		
Lata	Phone	25	· •	
	Send as Mail m	erge:		
	Check 'Mark as sent's	tox as default		
Farmedan	Default reminder list interv	o. I week		
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Care clares				
(127)				
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Email				
			Sav	<ul> <li>Cancel</li> </ul>

- 2. Select the 'Reminders' icon in the colum on the left.
- 3. After editing the list of available reminder reasons in the list, select the **Clean Up** button.
- 4. **Highlight the entries in the left hand column** that you want to merge with an entry in the right hand column.
- 5. Select the **'Change'** button to effect the merge.

Teminders	2	Reasons	1
3P Check		Influenza Immunisation	
iteast check		Mamnogram	
Care plan		PAP - Recall	
Saecal Occuit Blood		Page strengt	
luvax		Pathology test	
Health assessment		Pneumovax Immunisation	
mmunisation		Prostate check	
nfluenza Vaccination		Rotavirus Immunisation	
Marrynogram		.Semen analysis	
Pap smear		Skin check	
PAPP		Tetanus Immunisation	
neumovila		Weight review	
	*		4

**Please note**: It is possible to merge multiple entries at once. This can be done by Holding down the Shift or Control keys while selecting the entries with the mouse.