

TDO Messenger

268 [TDO KB](#) October 30, 2023 [Messaging Ribbon Menu](#) 3.57K

Overview

The Messenger system in TDO is a wonderful way to quickly send messages to another person in the office. These messages are not saved, once they are viewed they are deleted forever. They are also not designed to be long, just quick messages like **‘Pt Ready’** or **‘Phone.’**

Detailed Instructions

Any message that requires more detail, or that can be read at leisure, should be sent via the internal email KB- [How to use Internal Email and Instant Messenger](#).

All computers must be running and have the messenger open to be able to receive messages.

To start messenger click ‘Messages’ on the top menu bar and select ‘View Messages.’ You may move the messenger bar to where it is most convenient for you. You may also minimize it and the bar will maximize automatically when a message comes in.

If you plan on using the messenger application all the time, you should set the messenger to start automatically when TDO opens. This is done under ‘Administrative’ – ‘Edit Control Table’ – ‘Application Settings

To send a message, click the envelope button on the top of the messenger application. Select who the message is to go to, who it is from (If your login name is the same as one of the messenger names, the ‘From’ field will fill in automatically with your name), your message, and then which machine(s) you want to send it you. Only machines running messenger will show on the list.

Finally if you need to put additional information you may type it in the ‘Popup Message’ field at the bottom.

The message will show on all computers it was sent to automatically. When the recipient clicks on the message with their mouse, the message goes away.

If there is a popup message, the you must place or hover your mouse over the first name an the popup message will show.

Configuring Messenger

Before you start [using Messenger](#), it is good to configure it to meet the needs of your office. There are

two items to configure, the 'To and From Setup' and the 'Message Setup.'

Click 'Messages' on the top menu bar, and then select 'To and From Setup.' These will be the names you can send message to. We recommend that you add all of the people in your office, using the same names as the login namesAdd_Edit_User_Names_and_Passwords used to log into TDO. By having the same names, TDO will know who the message is from and automatically fill that in for you. The other option is not to use names and simply set it up as Doctor, FD, Assistant or general terms like that.

It is good to select a different color combination for each user. That way, when glancing at a computer you know who the message is for. You may customize both the foreground and background colors. If you have speakers at all workstations, you may also link a sound file to each user. When this is done, a sound will play when a message is received.

Next, let's customize the messages. Click 'Messages' on the top menu bar, and then select 'Message Setup.' Enter the main basic messages you will be using. Some examples are Pt Ready, Phone, Yes, No. Keep them very short. You may setup an icon to go with a message, or to replace a message.

Both of these can be edited as often as you wish.

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