Using Mail Sets

443 TDO KB February 23, 2026 New User resources 5.12K

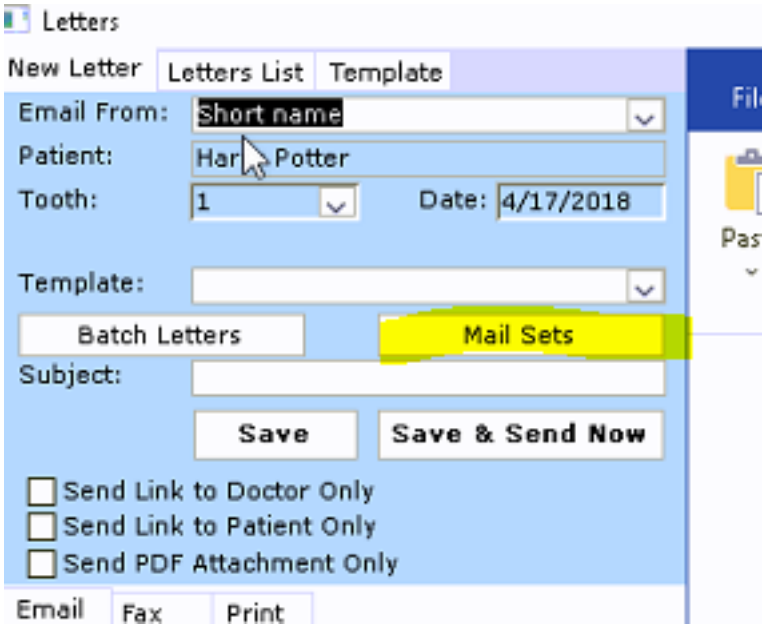
Overview

TDO allows for a group of letters to be created in one instance, for one patient, and to be sent out at the same time

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Detailed Instructions

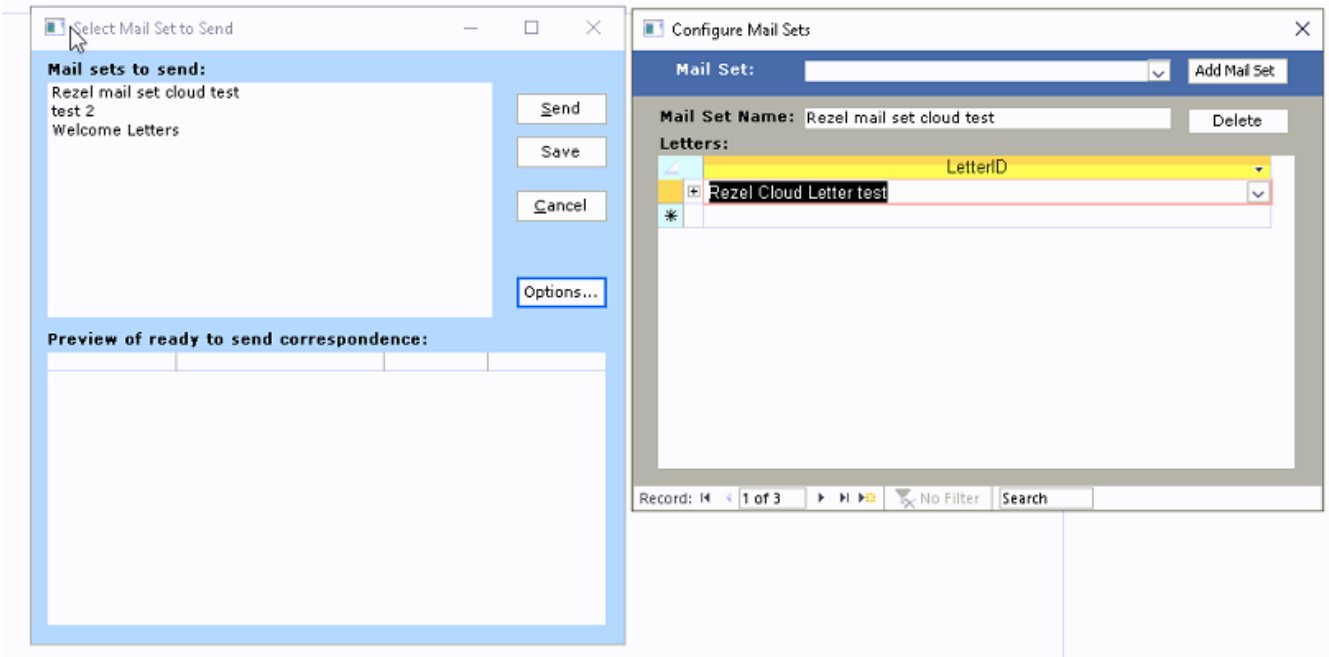
How to accomplish this task: open your Letters Module



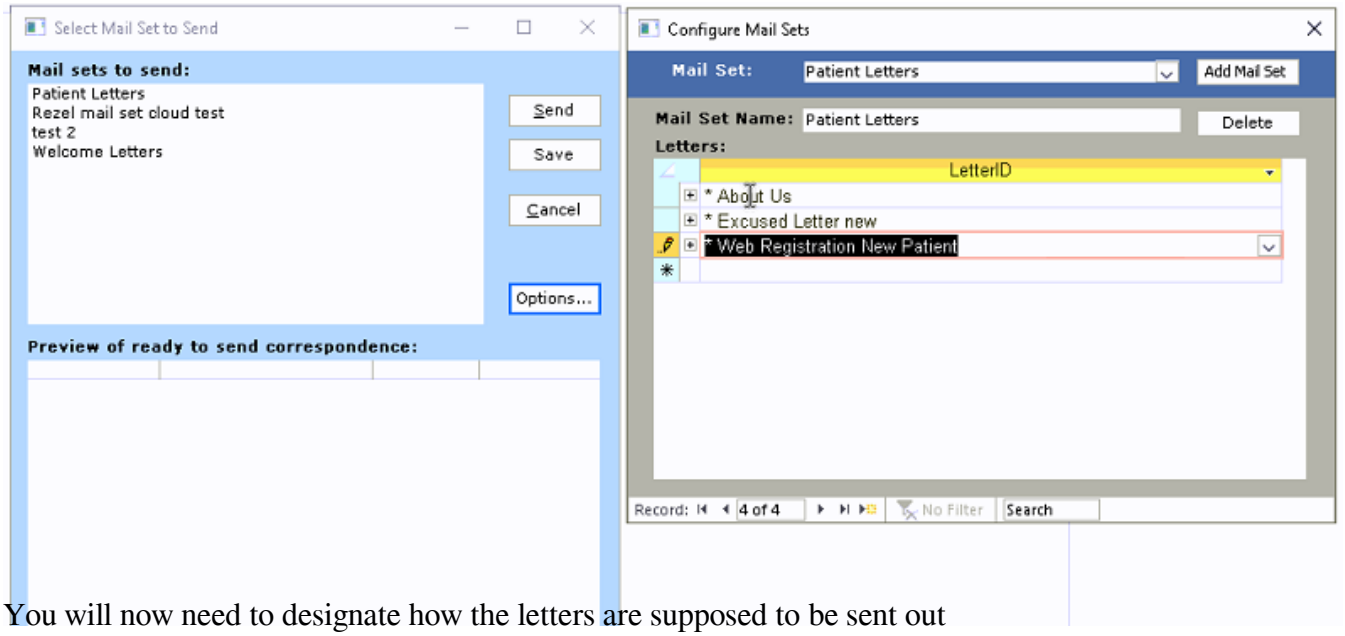
Different Mail Sets will show here that have been created



Options> Add Mail Set

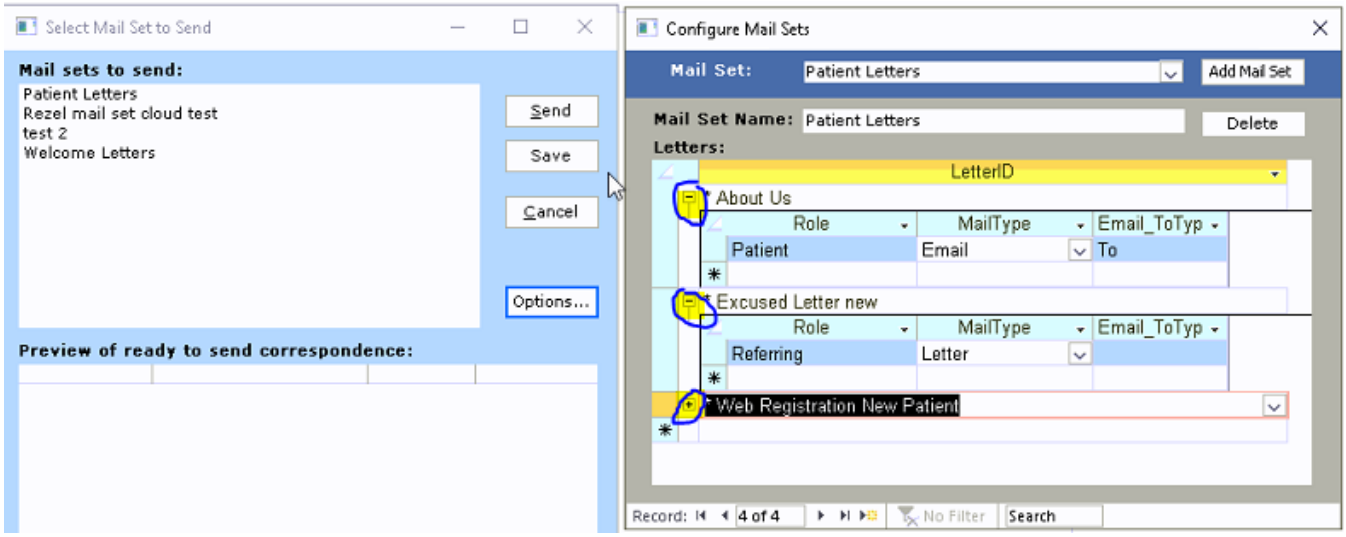


Create your Mail set name> and add in the desired templates



You will now need to designate how the letters are supposed to be sent out

Click on the "+" sign and designate its send method



Mail Sets are now complete, and instead of clicking and sending multiple letters individually, one click will generate several letters at once to be sent individually with fewer clicks.

Reference

For further info, this Video outline similar steps

Online URL: https://kb.tdo4endo.com/article.php?id=443