Cloud Training Outline

625 TDO KB October 9, 2025 Cloud Ribbon Menu, New User resources 23.70K

Topics Covered Include

Services panel in TDO

- Processes Running on Server
- VPN connection and email for notifications
- Offsite backup, which runs daily

Patient Web Registration

- Patient Web Registration template
- Check Edit Control, Network Settings (email/smtp settings)
- Ask the patient to register online
- Add the patient's email to their record
- Generate Web ID and Password
- Open Letters
- Open Web Registration template and click "Save and Send" now
- Add note to patient's appointment about "Web Reg"

Email Notifications and Appointment Confirmation

- Check Edit Doctor Information, email addresses for notifications
- Should receive 3 email notifications per patient registration
- When confirming appointments, make sure web registration has been done

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Referring Doctor's Area

- Verify the referring doctor's Web ID and Password in the Doctor's area in TDO
- Log in as a referring doctor to verify the information they see online
- Ability to refer patients online
- Web Share category for images
- Share notes to the referring doctor on the web

Admin Doctor's Area

- Admin doctor's Web ID and Password in Edit Doctor Information
- Log in as the admin doctor to verify the information they can see online
- Can viewthe schedule, call list of patients, and much more

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