

Admin Portal - Cloud Letters - accessing Cloud Letters from portal

875 [TDOKB4](#) December 1, 2025 [Cloud Ribbon Menu](#), [New User resources](#) 5.59K

Overview

TDO users will now be able to access, generate, and email reports through Cloud Letters while on the go. Cloud Letters must be set up for the practice before Cloud Letters can be accessed from the TDO Admin Portal.

Detailed Instructions

Log in to the Admin login area.

Your doctor credentials are the same Username and Password used to log into the TDO software installed at your practice's computers.



The screenshot shows the TDO Admin Doctor's Area login page. At the top left is the TDO logo, a stylized blue and purple flower-like shape next to the letters 'TDO'. To the right of the logo is a navigation bar with links: Home | Admin | Referring Doctors | Patients. Below the navigation bar is the title 'Admin Doctor's Area'. The login form consists of three input fields: 'Doctor ID:' with a text box, 'Password:' with a text box, and 'What is 2 + 1?' with a text box and a small '[?]' link. Below these fields is a blue 'Login' button. At the bottom left is a green padlock icon with the text 'VERIFIED & SECURED' and 'VERIFY SECURITY'. To the right of the padlock is a security notice: 'This area is secured using 256 bit encryption. The same encryption is used by the banking industry. To verify, you should see a padlock to the left or right of the address bar at the top of the browser, or on the bottom right corner of your browser.'

Search for a patient and click on the patient's name.



Admin Doctor's Area

[PATIENT INFO](#) [REFERRING DOCTOR INFO](#) [SCHEDULED PATIENTS](#) [REPORTS AND TOOLS](#) [EMAIL](#) [LOGOUT](#)

Search for a Patient

Search by: [Patient](#) [Last Name](#)

To search for a patient, type the first few letters of the patient's or referring doctor's first or last name.

☐ Search patients of all practice doctors

use * to list all

[Search](#)

Click on the "Final Report" tab.



Admin Doctor's Area

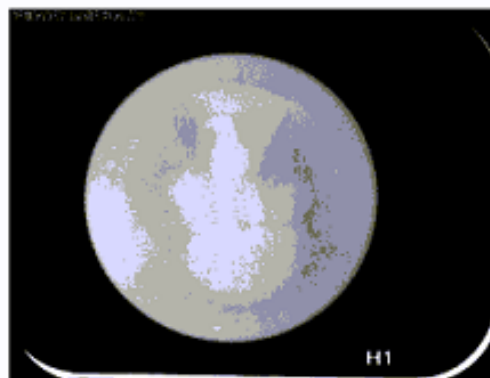
[PATIENT INFO](#) [REFERRING DOCTOR INFO](#) [SCHEDULED PATIENTS](#) [REPORTS AND TOOLS](#) [EMAIL](#) [LOGOUT](#)

[SEARCH](#) [GEN INFO](#) [ADD TOOTH](#) [FINAL REPORT](#) [MED HISTORY](#) [ANESTHESIA](#) [PRESCRIPTIONS](#) [NOTES](#) [RECALL NOTES](#) [IMAGES](#) [REFERRAL HISTORY](#)

[MAKE A PAYMENT](#) [LOGIN SETTINGS](#)

Under "Tooth, Exam Date and Status", select a case.

Patient Name: **Emily Viday**
Patient ID: **120385**



[Click to Enlarge](#)

Tooth, Exam Date and Status:

*** Select ***

*** Select ***

- 10 - 1/25/2019 - Case Completed
- 3 - 4/4/2019 - Case Completed
- 10 - 4/15/2019 - Case Completed
- 27 - 8/27/2019 - No Procedure Performed
- 28 - 11/26/2019 - Undergoing Treatment
- 1 - 7/23/2020 - Undergoing Treatment
- 17 - 1/18/2021 - Undergoing Treatment

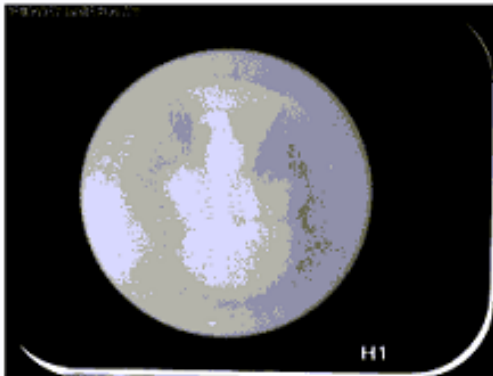
Type	Description
------	-------------



Batch: * Patient
Appointment Confirmation
Letter

Click on the “Launch Cloud Letters” button.

Patient Name: **Emily Viday**
Patient ID: **120385**



Click to Enlarge

Tooth, Exam Date and Status: **17 - 1/18/2021 - Undergoing Treatment** ▼

Launch Cloud Letters

Cloud Letters module will open.

TDOX Letters
Version: 1.1.0

New Letter Template

Patient Information

Name : Emily Viday
Tooth : 17 Date: 01/18/2021

Letter/Report

☒ Template ☐ Mail Sets

Template : Select...
Subject :

Run Batch Letter

Email Print

From : Client Email 324053
To : To
Cc : cc
Bcc : bcc

☐ Attach original image on email
☐ Send Link to Doctor Only
☐ Send Link to Patient Only
☐ Send PDF Attachment Only

Save Save & Send Now

Paragraph : Select... ⚙

Insert note at cursor Insert image at cursor
Reload current template Reload TDOX2 information

File Home Insert Page Layout References View

Calibri 11 A⁺ A⁻ B I U S

1 2 3 4 5 6 7 8 9 10 11 12

Online URL: <https://kb.tdo4endo.com/article.php?id=875>