Cloud Letters - token matching structure

934 TDOKB3 May 8, 2024 Cloud Ribbon Menu, TDO software, Troubleshooting 6.50K

Overview

This article goes over how to properly structure token matching because the structuring is different compared to the old letters module (Microsoft Word). The structure changed because of natural limitations when the infrastructure moved from Microsoft Word to Web Based.

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Structuring

Example

The screenshot below displays an example of the matching tokens for the Patient Sex token. The token generator can automatically create the structure in the section below.

Expected sentence output:
"He agreed to the treatment plan prior to the surgery."

Template Token Structure:
<<Sex>><<Match:Male>>**He**<<Match>> <<Sex>><<Match:Female>>**She**<<Match>> agreed to the treatment plan prior to the surgery.

As you can see in green and pink, a token structure was generated for each gender option then placed together in the sentence.

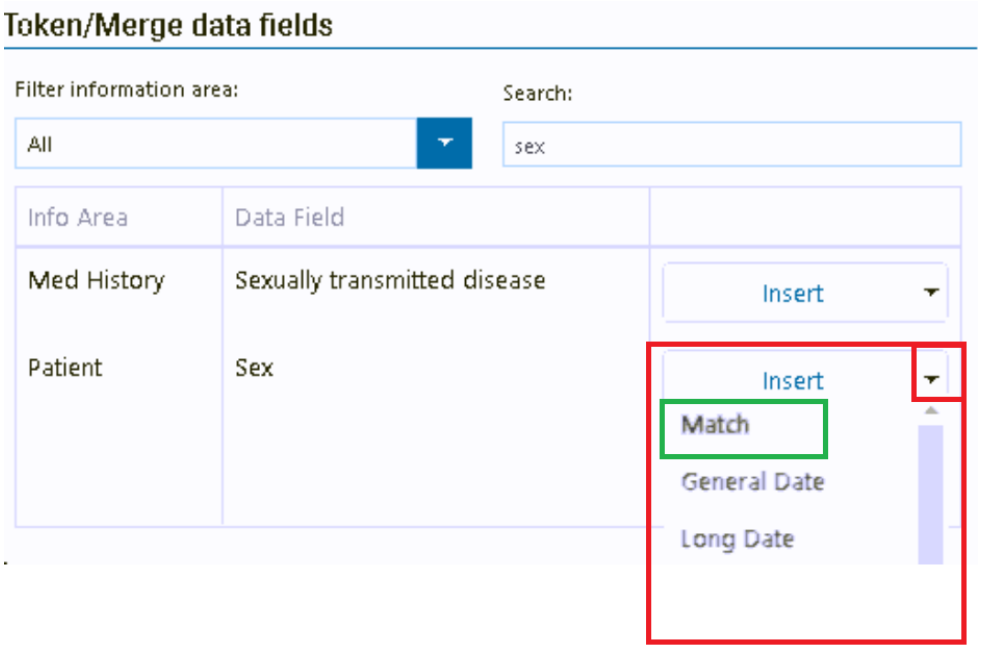
If the example were to include the gender option labeled as "Other" :

<<Sex>><<Match:Male>>He<<Match>>
<<Sex>><<Match:Female>>She<<Match>> <<Sex>><<Match:Other>>The patient<<Match>> agreed to the treatment plan prior to the surgery.

Steps to build token structure

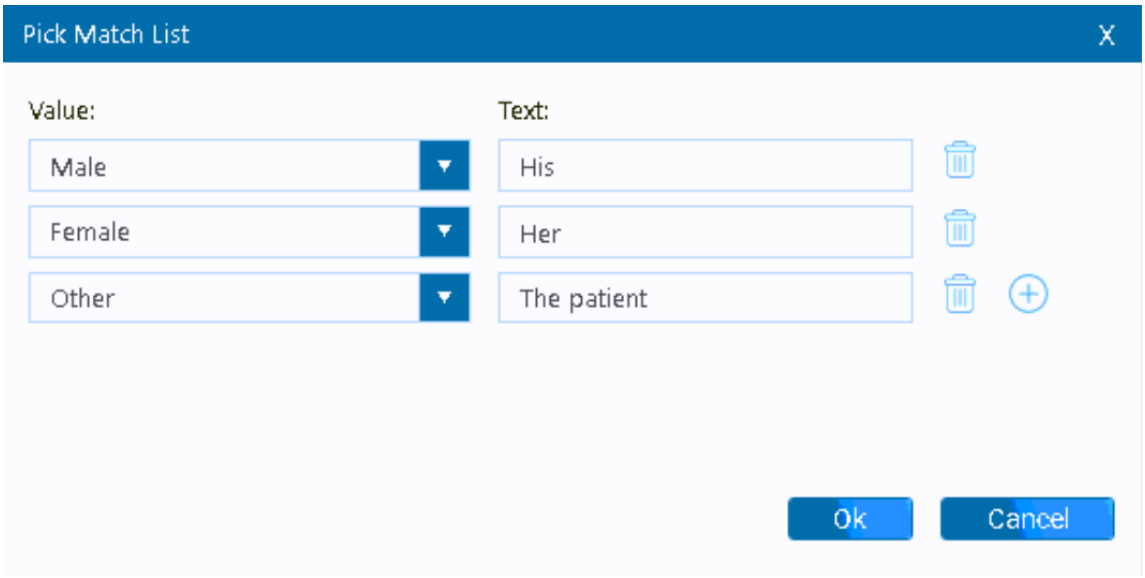
The token generator will automatically structure the tokens for you

- Go to the template editing section of Cloud Letters
- Select the "Patient" category in the token category list on the left-hand side
- Scroll to see the far right of the token then click on the down arrow to the right of the insert button



- Click on "Match" > select "Male" for the value box > Type in "His" in the "Text" Box > click OK
- Click on the plus sign to add another line > select "Female" for the value box > Type in "Her" in the "Text" Box > click OK
- Click on the plus sign again > select "Other" for the value box > Type in "The patient" in the "Text" Box > click OK

    - repeat this for every matching option associated with the token that you want to include in your sentence



- Click OK to automatically generate the multi-matching tokens. It will be placed wherever the mouse cursor is in the body of your template.

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