



I.- INTRODUCTION

- [1.- What is SmartDentist](#)
- [2.- System Requirements](#)
- [3.- Installation SmartDentist](#)

II.- START SMARTDENTIST

A.- MAIN WINDOW

- [1.- FILE](#)
 - [a\) Close Window](#)
 - [b\) Personal Information](#)
 - [c\) Print](#)
 - [d\) Exit](#)
- [2.- EDIT](#)
 - [a\) Cut](#)
 - [b\) Copy](#)
 - [c\) Paste](#)
- [3.- TOOLS](#)
 - [a\) Status Bar](#)
 - [b\) Import / Export](#)
 - [Import](#)
 - [Export](#)
- [4.-VIEW](#)
 - [a\) Patient Archive](#)
 - [b\) Calendar](#)
 - [Appointments](#)
 - [Follow ups](#)
 - [c\) Options](#)
 - [Language](#)
 - [Automatic Erase](#)
- [5.- WINDOW](#)
 - [a\) About SmartDentist](#)
 - [b\) Payment](#)
 - [c\) License](#)
 - [Get License](#)

B.- PATIENT ARCHIVE

- [1.- Command Bar](#)
 - [a\) New](#)
 - [b\) Print](#)
 - [c\) Search](#)
 - [d\) Delete](#)
 - [e\) Save](#)
 - [f\) Appointments](#)
- [2.- Patient Archive](#)
- [3.- Diseases](#)
- [4.- Stomatology](#)
- [5.- Evolution](#)
- [6.- Payments](#)

I.- INTRODUCTION

This manual presents SmartDentist. It will allow you to learn the most common tasks, find suggestions and an easy introduction to the system.

1.- What is SmartDentist?

SmartDentist is a system that allows you to manage a database with the information of your clients. With SmartDentist you will be able to take better control of the general information of clients: as personal data, diseases, stomatology, evolution notes and payments.

2.- System Requirements

Windows 95

Minimum space in Hard Disk of 5 MB

32 MB en RAM

Mouse

3.- Installation SmartDentist

- If you downloaded the program from the Internet:
 1. Extract the file with WinZip or other similar program.
 2. Locate to the Setup.exe program and run making double click in the icon.
 3. Follow the instructions of installation that will appear in the screen
- If you are installing from a CD:
 1. Locate to the Setup.exe program that it found in C and run making double click in the icon.
 2. Follow the instructions of installation that will appear in the screen.

II.- START SMARTDENTIST

The first time that SmartDentist is run, it will be necessary to select the desired language to use. The following windows will appear:



Select in which language wants that SmartDentist begins. It will be able to change the language once initiated the system.



Capture the full name of the person who will use SmartDentist.



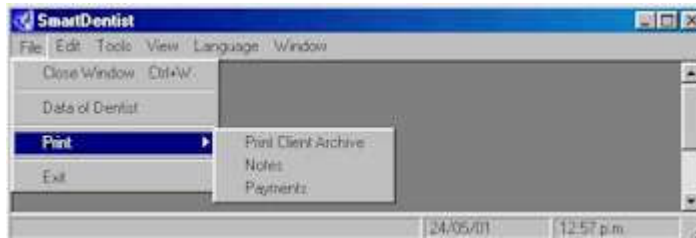
The previous screen will appear whenever it initiates SmartDentist, which the basic information of the program, like: the version number you are running, the days left of free license or acknowledgement if the program has already a valid license.

A.- MAIN WINDOW

The main window contains the follow options:

1.- FILE

The File Menu with 3 options:



a) Close Window This option is available only when any window is opened in the program. windows like the Patients File Window, Agenda Window.

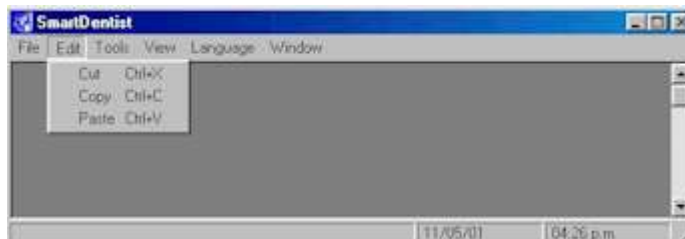
b) Data of Dentist In this option you will be able to introduce your personal data, which could be modified every time you need. These data will appear in the reports, evolution Notes and Payments.

A screenshot of the 'Data of Dentist' dialog box. It contains the following text: 'Data of Dentist', 'Provide the following data which will appear in the reports of payments and notes of evolution'. There are four input fields: 'Name: Peter Russell', 'Address: 1245 Street', 'Telephone: 93124587', and 'Fax: 95245878'. An 'OK' button is at the bottom.

c) Print Contains the options to print Files, Notes and Payments. This option is unavailable until you select a patients file.

d)Exit Exit SmartDentist.

2.- EDIT

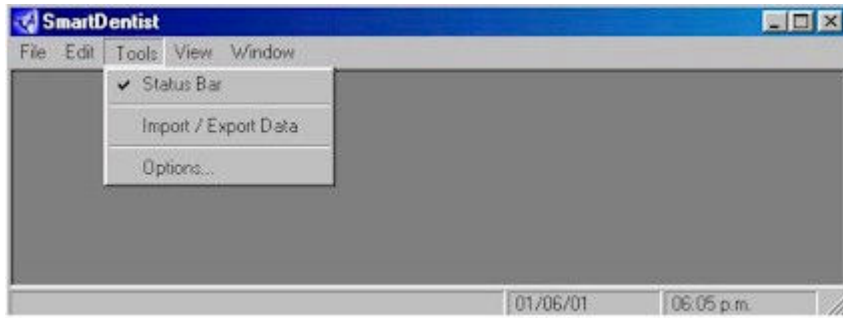


a) Cut Eliminate the selection of the active document and locates it in the memory for pasting the data in any other program.

b) Copy Copy the selection in memory to paste it in any other program.

c) Paste Insert the content of memory in the insertion point, replacing any existing selection.

3.- TOOLS



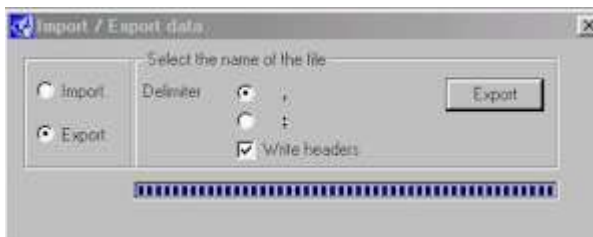
a) Status Bar Bar located at the bottom of the main window of SmartDentist, this bar shows additional information about the date and present hour. Press click to eliminate the bar of state.

b) Import / Export / These options allow to import or export data of SmartDentist.



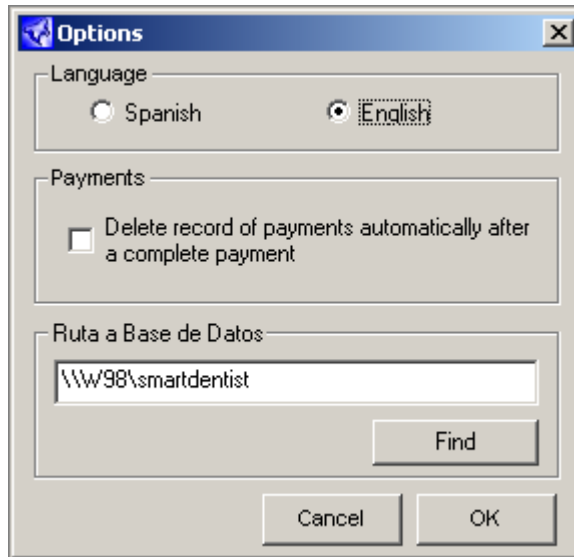
- **Import.-** Imports information of a database of another origin into SmartDentist.

If you have a database in any other program, with the information of your patients, and you can convert it to a file with the fields separated by commas (.CSV). This option will allow you to read the file, and enter the data into SmartDentist. There is an example archive in the folder of SmartDentist, that shows how to create this file. Usually with Excel, you have to save the file with the option "Save As.." and select the type of file with extension .CSV



- **Export. -** This option allows you to transfer all the data of Smart Dentist to a text file with comma separated fields. This format is very useful to transfer the data to a Spreadsheet or data base program.

c) Options Allows you to modify the language of use of the program.

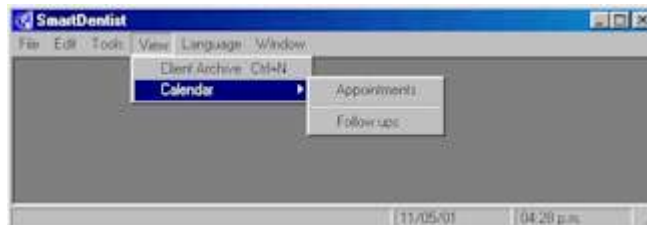


- **Language.-** You may select Spanish or English.
 - a) **Spanish.-** Show SmartDentist in Spanish.
 - b) **English.-** Show SmartDentist in English.

Note.- To change from English to Spanish you need to exit the program and run it again.

- **Automatic Erase.-** If the check box this activated this option, the payment records and budgets will be eliminated automatically when a balance \$0.00 is reported.
- **Path to DataBase :** You may install several copies of SmartDentist in different computers and share one database for client data. For this you need to have all computers connected thru a network. After you install a copy on all computers. You must select which of the computers will work as a server. Then you share the Folder where SmartDentist is installed in the server computer. Then on the other computers click on Find, search for the shared folder, and select the db.mdb database on that computer. Click Ok. And you are ready to add, delete, and modify data and share Patients File Histories on all the computers.

4.- VIEW



a) Patient File

This option shows the patients file.

b) Appointments

Shows a calendar to choose a date and add appointments to the program.

- **Appointments. -** Click on any date to add an appointment



| Appointments 24/5/2001 | |
|------------------------|--------------|
| 07:00 | |
| 07:30 | |
| 08:00 | |
| 08:30 | Maria Diaz |
| 09:00 | |
| 09:30 | |
| 10:00 | |
| 10:30 | Ana Flores |
| 11:00 | |
| 11:30 | |
| 12:00 | |
| 12:30 | |
| 13:00 | Jesús Pérez |
| 13:30 | |
| 14:00 | |
| 14:30 | |
| 15:00 | |
| 15:30 | |
| 16:00 | Maria Acosta |
| 16:30 | |
| 17:00 | |
| 17:30 | |
| 18:00 | |
| 18:30 | |
| 19:00 | |
| 19:30 | |
| 20:00 | |
| 20:30 | |

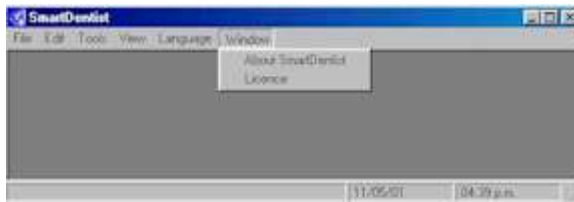
Now click on any available hour of the day that is free and add the name of the person which will be in that hour for treatment, if you need to give him more hours, you may copy the name for several contiguous hours.

- **Follow ups.** - If there are patients in this month which are marked by the program, as follow up, they will appear in this window, so you may call them back to remember to continue a treatment.



5.- WINDOW

This menu shows the options About and License .



- a) **About** Shows the version number of SmartDentist, the Copyright, legal notes and information related to the license.



- b) **Payment** Here you may select to print a Deposit Form to pay directly on a BITAL account in Mexico, pay by credit card or to access our web site for more information.

HSBC Deposit.

If you live in México, you can deposit direct to account number 4016811374 at the name of Hans Peyrot.

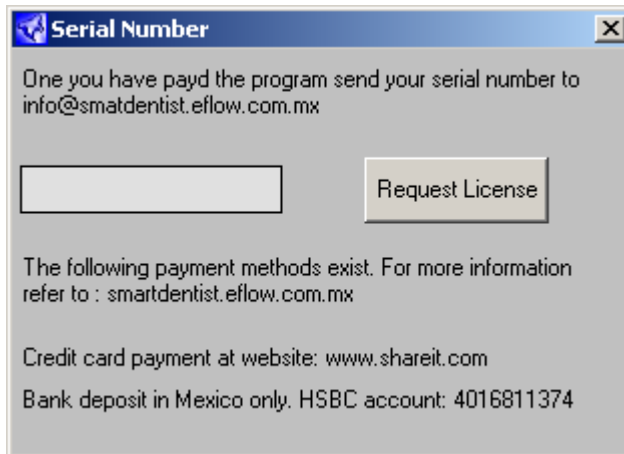
Credit Card Payment.

We have selected Sharit.com (<http://www.shareit.com>) as our provider for credit card processing. In this case you may access their web site, fill in the information about your credit card, select our product number #### and authorize the payment. When they charge your credit card, we will be notified of the payment, and we will sent to you by email your valid license key.

c) License

If your program has the 60 day valid license, it will appear a form requesting the valid license to allow you the use of the program with no time limit.

- **Get License button.** - Will show a window with the necessary data to get your license key.



To Get a valid License

Click on the Request License Button.

Note : When we receive a request for a License, we verify payment first. If we can not verify your payment, an email will be sent, asking you to provide us with te payment information.

B.- PATIENT FILE

1.- COMMANDS BAR

The commands within the Client Archive are the following:



a) New

Create a register in the database.

b) Print

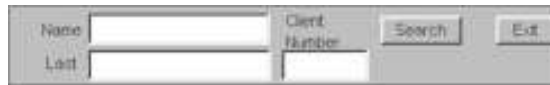
It prints the selected patient file. It will show a new window to select the report you want to print, the Patient File, Evolution Notes or Payments for this client.



Choose a printer connected to your computer

c) Search

This button will present a small window with three available fields, Name, Last Name, Client Number. These are the three ways you may find a client. Write one of the fields and click on search, and the program will show you the first match with the criteria you have selected, if there are more matches, you can click the right arrow that will appear to see the next file that matches the search criteria.



A small dialog box for searching. It has two input fields: 'Name' and 'Last'. To the right of these fields is a 'Client Number' label and another input field. There are two buttons: 'Search' and 'Exit'.

d) Delete

Eliminate the selected patient file who this assets in the database.

e) Save

Save the data of the selected patient file.

e) Appointments

Show a calendar in which you will be able to organize the appointments of your patients.

This is the same option as in the main menu, explained earlier.

2.- PATIENT ARCHIVE

This file has five tabs, click on any of them to take you view the data you are interested in. The first tab show all the general data of the patient: name, address, telephone numbers, emails, sex, Social Security Number, etc.



A screenshot of the 'Client Archive' application window. The title bar says 'Client Archive'. Below the title bar is a menu bar with buttons: 'New', 'First', 'Search', 'Delete', 'Save', 'Appoint'. To the right of the menu bar is a 'Record 1' indicator with navigation arrows. Below the menu bar, the patient's name 'Hans Peyrot' is displayed on the left and 'Client Number 1' on the right. There are five tabs: 'Particular', 'Diseases', 'Diagnosis', 'Evolution', and 'Payments'. The 'Particular' tab is selected. The main area is divided into two columns. The left column is titled 'Particular Data' and contains fields for: Name (Hans), Surname (Peyrot), Address (Paseo de las Garzas 101 Col. Jardines del Lago Aguascalientes, Ags. CP 20128, Mexico), Home Tel. (52 4 9760940), Office Tel., Fax, and Email (hans@sags.com.mx). The right column contains fields for: Occupation (Ingeniero), Birthday (01/02/65), Marital Status (Married), Sex (Male), SSN, and Insurance Company. Below this is a 'Treatments' section with a checkbox 'Under medical treatment' (unchecked), and three text input fields for 'Description', 'Medications taken at the time', and 'Medic that attends client'.

3.- DISEASES

Allows you to select the diseases that the patient declares to have had.

Client Archive

New Print Search Delete Copy Apport Record 1

Hans Peyrol Client Number 1

Particulars Diseases **Stomatology** Evolution Payments

Select anomalies found in client

Heart problems
 Stomach problems
 Medication allergies
 Venereal disease
 Tuberculosis
 Kidney problems
 Arthritis
 Rheumatic fever
 Asma
 Hiptension

Anemia
 Blood problems
 Cancer
Hepatitis: No
 Diabetes
 Sinusitis
 Endocrine problems
 AIDS
 Psychological problems
 Respiratory Problems

4.- STOMATOLOGY

Here you can mark the current Stomatology situation of your client and, the normal problems associated to patients dental problems.

Client Archive

New Print Search Delete Copy Apport Record 1

Hans Peyrol Client Number 1

Particulars Diseases **Stomatology** Evolution Payments

Stomatology History

Date of last visit to the dentist: 01/01/01
Last treatment with the dentist:
Cigarettes that smoke a day: 0
Toothache? (sweet, cold, warm): Warm
 Bleeding gums

Select pathologies found

Lacial mucosa
 Tongue
 Top/Bottom lip
 Mouth floor
 Hard palate
 Soft palate
 Pharynx

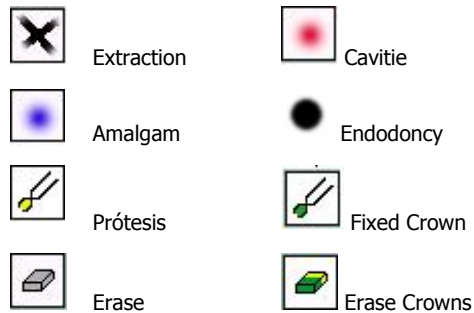
Observations

Stomatology image showing dental arches with various colored markers (X, red, blue, green) indicating pathologies.

Stomatology changes. - To add any mark to the odontologic image, click on the image to select an

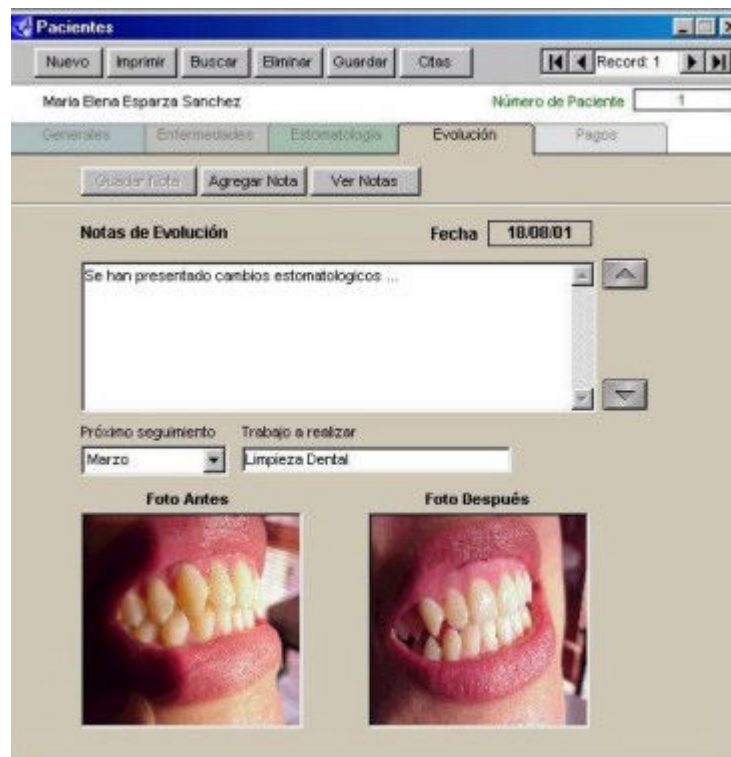
icon, move the mouse on top of the teeth you want to mark, and click on it.

Icon Description.-



5.- EVOLUTION NOTES

This is a free reporting of all the visits and reports of any visit that your patients has had, the intention is to allow you to perform a complete description of all the activities you have with your patients.



- **Save Note.** - Save the evolution active note.
- **Add Note.** - Add a new evolution note.
- **Show Notes.** - Show in the screen the complete evolution notes of patient. Too you may print the evolution notes at this moment.

Follow ups.-

Select the month of the year to mark the patient for a follow-up. (For example, next cleaning, endodony, etc.)

Photo Before and After.-

You can insert a digitized image (bmp, gif, jpeg) to show the evolution that had the patient.

6.- PAYMENTS

This tab is designed to allow you to keep a simple track of the payment of your patient.

Client Archive

New Print Search Delete Copy Appoint Record: 1

Hans Peyrot Client Number 1

Particular Diseases Stomatology Evolution Payments

Save dates Print Payments Erase dates

Budget

| Description | Date | Amount |
|-------------|----------|----------|
| Limpieza | 11/05/01 | \$550.00 |
| Extracción | 11/05/01 | \$500.00 |

Total: \$ 1050.00

Payment

| Description | Date | Amount |
|-------------|----------|----------|
| Pago | 11/05/01 | \$300.00 |
| cheque | 11/05/01 | \$500.00 |

Total: \$ 800.00
Debt: \$ 250.00

Add Budget and Payments

Write the description, date (the system adds by default the actual date) and the amount of the budget or payment.

- **Save Dates.** - Save the changes made in draws into squares of budget and/or payments.
- **Show Payments.** - Show the payments made for the patient. You may print them, as an invoice.
- **Erase Dates.** - Eliminate the corresponding records of budgets and payments. After being accepted a message of confirmation.

Note: The data cannot be recovered after they are eliminated.