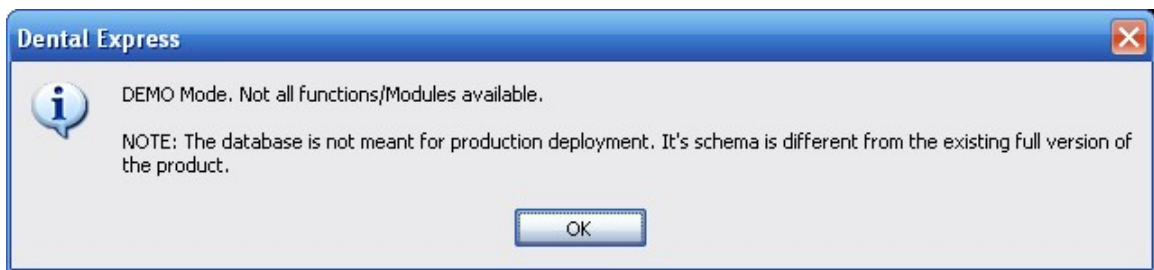


Installing Dental Express (DEMO Version)

In this document we will discuss how to install the Demo version of Dental Express as well as configuring a basic setting for the system to work.

1. Unzip the file DentalClinic.zip. into your local hard drive. Run DentalClinic.msi
Note: if you cannot run the installation file, please check if you have the latest Microsoft Installer. Search the Net for this file for your appropriate OS and install this file first. **TIP:** If you have Microsoft Office 2000 or later installed then this is not going to be a problem.
2. The installation program should go on smoothly and soon it will create a shortcut or link on your program menu. Click on it:



A message box will pop-up notifying you that the database is not meant for production deployment and that its database structure is different from the existing full version of the product. **This does not mean that it is not useable.** It merely states the difference from the full product. Click the 'OK' button to dismiss this warning.

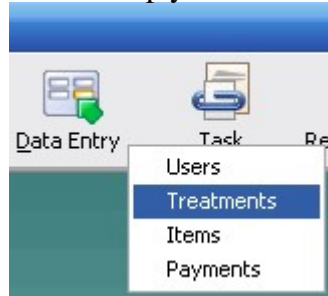
3. Login using the following User ID and Password

User ID: DEMO

Password: demo



4. The first thing to do is to set up your treatments list. Click on the toolbar Data Entry/Treatments.



This is the list of all the services you might render to your patients including the professional fee applicable. You can add new treatments; Delete or edit the existing pre-installed treatments. Notice that the professional fee is in Philippine Currency (Php)

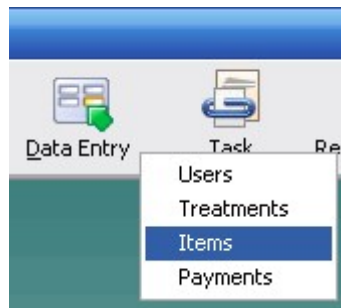
How to:

Add new record: Click on Addnew

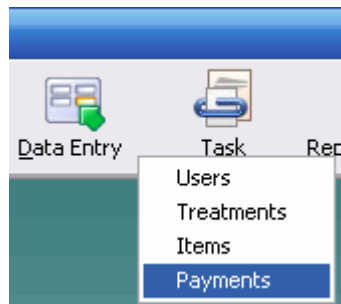
Delete record: Click on Delete Button

Edit Record: Highlight the item in the grid and click on View/Edit

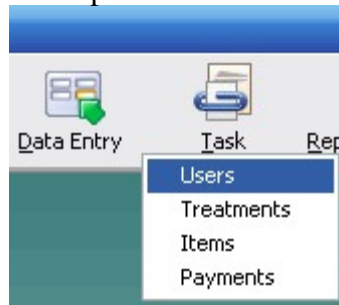
5. The next thing to do is to setup items for sale. Click on the toolbar Data Entry/Items.



6. Click on the toolbar Data Entry/Payments to setup payment methods applicable to your clinic. **Note: Since this is the DEMO version you cannot be able to add additional payment method aside from CASH.**



7. You can setup additional staff or personnel to use the system by clicking on the toolbar Data Entry/Users



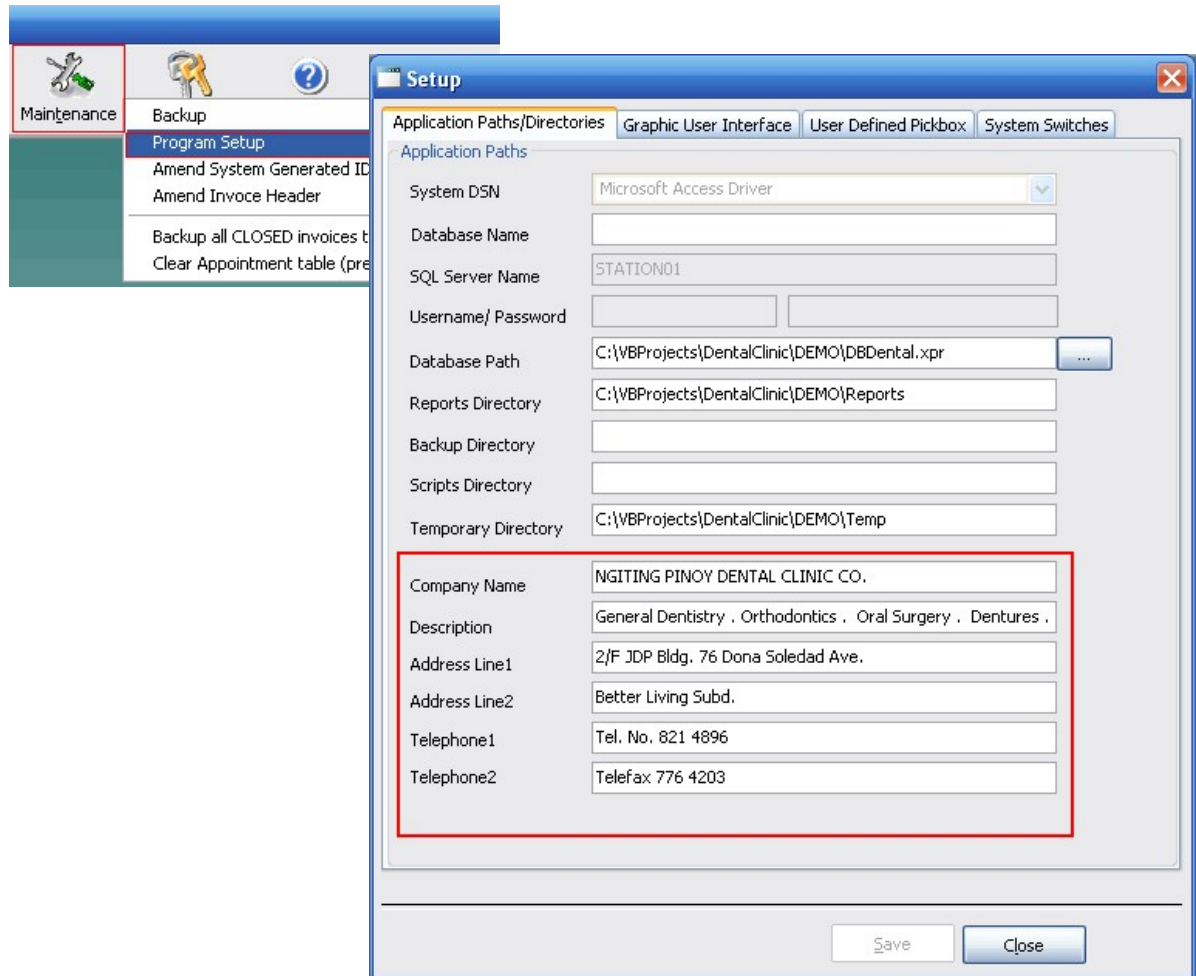
To add a new user click on Addnew and you will be presented with the following form.

A screenshot of a 'User' configuration window. The window has a blue title bar and a close button. It contains three tabs: 'Users Information' (selected), 'Menu Rights', and 'Table Rights'. Under 'Users Information', there are several fields: 'Active/ User ID' (checked, DEMO), 'User Name' (Demo User), 'Password' (masked with dots), 'Description' (Dentist), and 'Administrator' (checked). Below these are several checkboxes for permissions, most of which are checked. On the right side, there is a 'NO PHOTO' placeholder. A context menu is open over this placeholder, showing options: 'Insert/Update Image from File', 'Insert/Update Image from Camera', 'Save Image to file', and 'Clear Image'.

Fill up the User ID; Username; Password and Description field. If you need to have a picture for this user, **right click** on the picture box. A popup menu will ask you if you want the picture from file or if you have a camera installed it will accept a snapshot as input file.

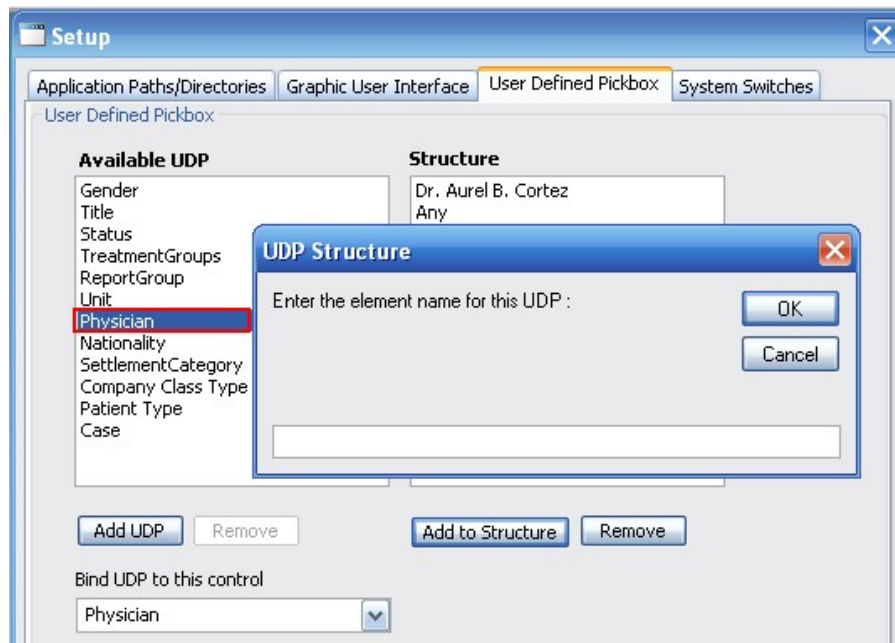
Leave the rest of the configuration at its default value and save the changes.

8. Modify the Company Details that will appear in your invoice. Click on Maintenance/Program Setup.



In the Application Path/Directories, modify the Company Name, Description, Address field as necessary and save the changes you've made.

9. While in this form, tab to User Defined Pick box to add a Dentist in-charge that is going to attend to patients in Appointment and Admitting modules. Click on Available UDP List and highlight 'Physician'. A list of available Physician will show-up on the right side list. You can freely remove this structure and define your own by clicking on 'Add to Structure' button. You can also arrange the order in which they will appear by clicking on the 'up' or 'down' button.



That's about it. We have filled-up minimal requirements for the system to work. You can now start using the system. Please refer to "Using Dental Express" document for additional tutorial.