

DATA TEC, INC.
WWW.EZDENT.COM
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EasyDent Newsletter

May 2009

Software News

Hands-On Training

We would like to thank the offices that attended the EasyDent Hands-On training class; it was very successful. Not only did the attendees get to learn new features and practice them on computers, they also contributed directly to ideas for additional enhancements. Topics covered included Web Cam Patient Photos, Label Printers, Faster Posting Options, and EDR features for the paperless office.

Red Flag Standard

Help prevent identify theft and costly lawsuits! EasyDent supports the federal government's new "Red Flag" standard; your office can verify identity with a web-cam picture, as well as a secret question and the ability to Red Flag patient accounts. Download and install our latest updates from the Internet, then watch the "Red Flag" video. This video covers all the features and how to use them. Go to www.ezdent.com, select the Movies Icon, then Practice Management Videos Link, and you will see a link to the ****NEW**** Red Flag Features.



New Backup USB Device Copy Service

In-office and Online backups are wonderful...but can you go back and recover something deleted or lost 3 months ago? We now offer a backup verification and copy service. We will mail you a USB thumb drive to use for a backup. After completing your backup, you will mail it back to us. We will restore the backup, verify if it is good, copy your data to CD or DVD and mail the copy back to you.

This way, you will not only know that you have a good backup, but you will have a permanent backup copy, which you can refer back to if the need arises. This service costs \$25. Please contact us and we will send you the information.

Email Recall Notices

John Smith, DDS
 Mary Doe, DDS
 1919 N. 19th St Ste 212
 YourTown, MO 63000
 Phone (314) 555-1212

Recall Card Example

Re: &fname &lname

JUST A FRIENDLY REMINDER...
 Your last dental exam visit was &lrecall.
 Please call our office today to schedule an appointment for
 your next examination.

Please bring any updated insurance information to your
 appointment.

*** DO NOT REPLY TO THIS EMAIL, PLEASE CALL ***

Thank you

It's easy to email recall notices! Emailing recall does not replace calling patients or sending post cards by it is a great, added reminder for the patient. The first step is to begin collecting patient email addresses. You can add their email address from the Add Patient screens as well as the General Information screen.

- 1) Install the latest EasyDent updates from our web site.
- 2) Install the 2 special "Add Email Support Downloads" from our web site at each work station from which you want to send emails.

- 3) Design you email message. A starter message called EMAILRC00 is included.
- 4) Use the new Green Email button on the Recall Cards screen, from the Forms Menu.

If you have high speed Internet, contact us and schedule a time for us to walk you through the process.

Email Appointment Reminders

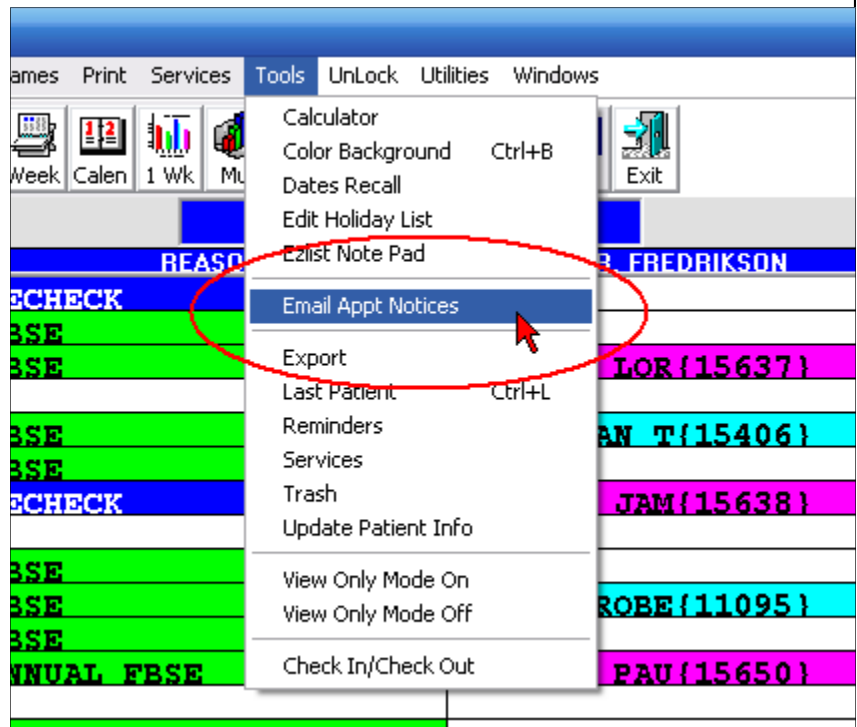
You can now email patient's appointment reminders right from your scheduling screen. As with email recalls, you will need to start collecting the patient's email addresses.

The email field is on the right-hand side of the general screen, just to the right of the cell phone number. You can also add the email field from the Add New Patient screens, and even update it from the schedule using the patient info button on the schedule name search window.

In addition to having email addresses, you will need to do the following:

- 1) Install the latest updates from our web site
- 2) Install the 2 special "Add Email Support" downloads from our web site at each work station from which you want to send emails
- 3) Design you email message. A starter message called Emailapt00 is included.
- 4) Use the Tools option on the top of the Scheduling screen, and select the new option "Email Appt Notices"

Again, feel free to contact us; we will be glad to walk you through the process.



Employee Time Clock Corrections Made Easier

In addition to being able to void time records and re-enter them correctly, there is a new feature that lets you easily edit time information for existing time records.

From the Time Clock “Corrections” screen, select the new option “Edit Time Record” on the bottom of the screen. Next, click on the time entry you wish to edit. On the Edit Time Record screen, you can change the times and the type of time record.


Whenever you edit time records, this way a log is automatically updated with what was changed, when it was changed, and by whom. You can view and/or print this log from the Time Clock Utility Menu; the option is “Correction Log.”

The screenshot displays the 'Employee Time Clock Corrections' application. The main window lists employees and their time records. A pop-up window titled 'EasyClock - Edit Time Record' is open, showing the details for 'LUCKIE LOUIE' on '05/04/2009'. The pop-up includes fields for 'Time In' (08:28 AM), 'Time Out' (12:15 PM), and 'Type of Time' (Regular). A red arrow points to the 'Edit Time Record' option in the 'Correction Mode' section at the bottom of the pop-up.

Select Employee	Date	Times	Minutes	Type	Void
PETER PAN	05/07/2009	12:30 5:00PM	270	Reg	
JIMMY CRICKET	05/07/2009	8:30AM 12:00	210	Reg	
MICKEY MOUSE	05/06/2009	12:44 5:00PM	256	Reg	
DONALD DUCK	05/06/2009	8:30AM 12:22	232	Reg	
LUCKIE LOUIE	05/04/2009				
MARY POE					

EasyDent Updates Made Easier

We have made updating your EasyDent software easier than ever. The latest updates along with a list of the latest enhancements are available 24/7 at from our web site.

To see the latest enhancements, go to your EasyDent Primary Menu, select  the Yellow Light Bulb Icon, then select the Green “View Available Internet Updates” button. Once you see updates you would like to install, use the top menu “Tools” option and “Download Internet Updates.” Complete instructions are on the following page.

If you don't have Internet access or for any other reason wish to receive an update CD, then drop us a fax or give us a call. Fax(636)230-6801 Phone(636)256-7401

Remember, you can fax or email us enhancement requests by using the Yellow Light Bulb Icon, and picking the Yellow “Enhancement Request” button.

Thank you for your continuing support and Great Ideas!

Hal Goodall & Staff

PS Remember EasyDent supports Electronic Dental Records for a paperless office along with interfacing with most digital x-ray systems!

EasyDent

Updates via the Internet

WARNING – We always highly recommend making sure you back up before applying any updates or changes.

From a Work Station or the Main Computer.

1. Open EasyDent, from the Primary Menu select the Top toolbar “Tools” option then “Internet - Download Latest Updates”. You will be prompted with a message telling which drive letter you will need to use when you unzip the download file; be sure to make note of this drive.
2. This should link to our update file and allow you to download it.
3. Once downloaded, change the folder name from **X:** to **Z:** where **Z** is the network drive letter you use to network. (Typically H:\ or G:\, whatever letter you made note of in step 1 above.)
4. Click the Unzip button.
5. When prompted enter a password, such as: **superup2009**
The password changes periodically. You can always call Data Tec for the latest password.
6. After the files are unzipped, your main computer will be updated. You **must update each work station**. You may easily do this 1 of 2 ways:
 - Logout of EasyDent and Login again at the work station and the system will automatically prompt you to apply the latest update from your main computer. Reply YES to all the prompts.
 - Use the top Toolbar Menu “Tools” option, then “Work Station Update” at each work station. If prompted for a password, it is SECRET.