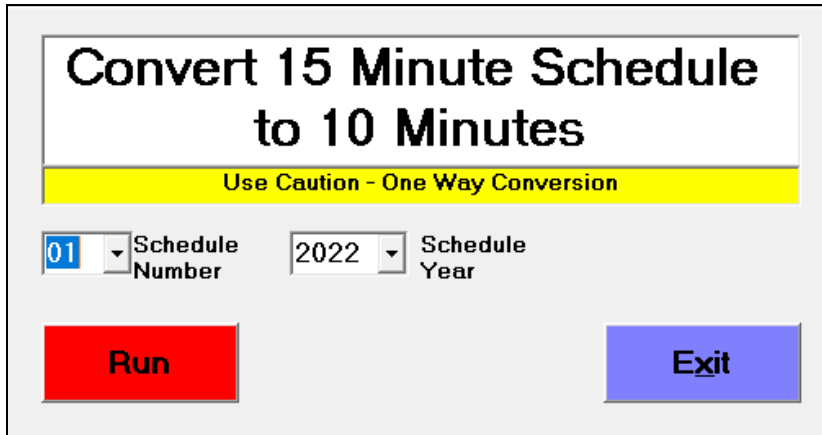


Convert Schedule from 15 to 10 Minutes

You can convert 15 minute schedule to 10 minutes, one schedule at a time. Be very **cautious** doing this, it is a **one-way process**. Once you do it you **cannot reverse the process**! Note: It may not look a pretty as you like, you may have to do some manual color coding, etc.

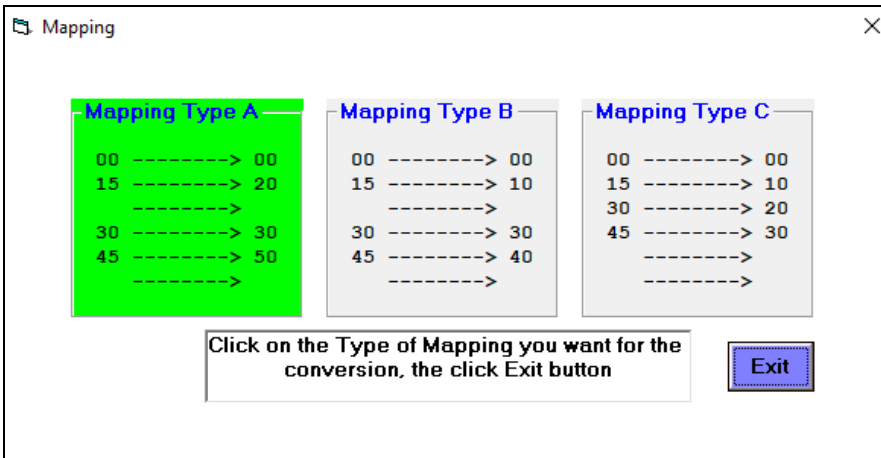
- 1) **Consult Data Tec** and schedule a time to have Data Tec staff help. It must be a time when **no one else is using EasyDent**. It typically about 15 to 30 minutes.
- 2) Create a complete backup of EasyDent.
- 3) From the Schedule select the top toolbar “Utilities” then select “Utility Options Menu”.
- 4) Select the upper left-hand top toolbar “Tools” option and select “Convert 15 minute schedule to 10 minute format” option.
- 5) Read all the on-screen prompts and reply “YES” if appropriate.
- 6) You will see the screen below:



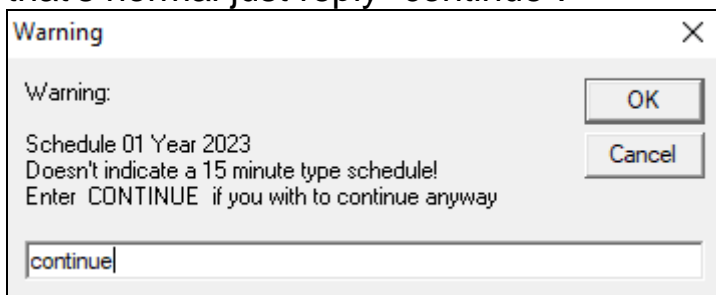
The screenshot shows a dialog box titled "Convert 15 Minute Schedule to 10 Minutes". Below the title is a yellow warning bar that says "Use Caution - One Way Conversion". There are two dropdown menus: "Schedule Number" with the value "01" and "Schedule Year" with the value "2022". At the bottom, there are two buttons: a red "Run" button and a blue "Exit" button.

- 7) Set the Schedule Number and the desired Year.
- 8) Press the red “Run” button.

- 9) Read and follow on-screen prompts.
- 10) Data Tec will type in the “Special Password”.
- 11) The following mapping selection screen will be displayed:



- 12) This screen shows how the 15 minute time slots will be mapped or distributed on the 60 minute time slots.
- 13) We recommend using “Mapping Type A”, just click on the box “Mapping Type A” to select it.
- 14) Click the blue “Exit” button, you will be prompted to make sure you selected the type of mapping you really want.
- 15) The process should run quickly.
- 16) You will need to **repeat this entire process** for each year you have a Schedule defined. When you run the process for additional years you may get an extra prompt telling you that year doesn’t indicate a 15 minutes format, that’s normal just reply “continue”.



- 17) Once you have converted all the schedules and years you need to; you will need to update the Schedule Service Codes number of “Slots” for each service. From the schedule you can use the top toolbar “Utilities” option, then “Utility Options Menu”, then select “Service Code Definitions”.