

# Set Up New Schedule

You can set up as many different schedules as you wish. Each schedule has a file number, schedule #1 is called Schedule Number 1 or File Number 1.

## Creating a Brand New Schedule

Let's say you have only one schedule now, schedule #1, and you wish to create a brand new second schedule, called schedule #2. Carefully follow these steps.

1. Open the schedule screen.
2. Select the "Utilities" top menu option, then select "Utility Options Menu", the password is SECRET
3. Select the Schedule Names and Path Option (Second Utility Menu Option).
4. Notice the Path Name Letter that begins in the Green Path Name field. For example: C: or F: or H:, etc.
5. Press the Next File button, notice you should be looking at the information for Schedule Number 02.
6. Press the down arrow on the disk drive Icon on the lower left hand side of the screen.
- 7a. If the drive letter you noticed in step 4 above is anything other than C:, select that drive letter. When prompted for a 1 or a 2 enter a 1 if you are using our EasyDent software or a 2 if you are using our EasyMed software.
- 7b. If the drive letter you noticed in step 4 above is C:, select that drive letter A: When prompted for a 1 or a 2 enter a 1 if you are using our EasyDent software or a 2 if you are using our EasyMed software. Now **repeat this step** selecting drive C: from the pull down list.
8. Change the top title line of the new schedule and any column headings you wish.
9. Press the Save then the Save/Exit buttons.

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10. From the Utility Menu select the "Initialize Schedule--->New Year" button.

11. When prompted enter the current year.

12. On the next screen **you must** enter the new schedule number of "02" (or whatever schedule number you are actually adding)

13. Press the Red Initialize button, you will be prompted asking if you are sure, and double dog sure, making sure you have the new schedule number "02" indicated, say "Yes".

14. If you are prompted for a password you will need to contact Data Tec for the Password. Passwords are required when initializing schedules for the current year to help prevent people from wiping out current schedules.

15. When it complete, you may wish to repeat steps 10 through 14 for schedule "02" for the next calendar year.

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16. From the Utility Menu select the "Time Slot Definitions" option.

17. When prompted enter the new schedule number of "02" (or whatever schedule number you are actually adding).

18. Check the right time increment **15** or **10** minutes.

19. Fill in the default morning slot, it's the number of slots from the top of the schedule to direct the schedule to display the proper hour at the top. The best way to explain it is by example. Let's say you are using 15 minute increments, and you want the first hour to be displayed to be 8:00 AM. Then since each hour has 4 time slots, (7 AM is slot 1), enter "5" for the 5th time slot of **8:00 AM**.

20. Next, enter the top schedule hour as "7" for 7 AM. This has to do with the raw data and should be set to 7 even if you don't schedule until 8 or 9, etc. If you think it should be something other than 7 please contact Data Tec to discuss it first.

21. Click Save/Exit and you should be all set