

Printing the Schedule

1. Click on drop-down menu “Print” then “Schedule & Reports”
2. Select desired schedule format or report.

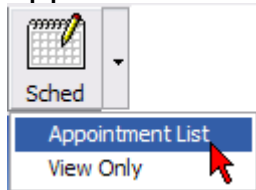
TIP: Try all the different formats!

Schedule Templates

Click on top toolbar “Utilities” option, then select “Model Day Templates”.

Find Appointment from Primary Menu

Click on down arrow key to the right of the Schedule Icon. Select “Appointment List”



Patients Waiting

Keep Track of patient’s waiting for appointments by using the top toolbar “Tools” option then select “Ezlist Note Pad”.

Reminders

Set up special reminders for each day of the schedule by using top toolbar “Tools” then selecting “Reminders”.

Holiday List

Customize your Holiday list. Use the top toolbar “Tools” option then selecting “Edit Holiday List”.

EasySchedule

by Data Tec, Inc.



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Appoint New Patient

1. Select Binoculars Icon, then select the Green New Patient Real button. This will create a record with a fake first visit date of "01012999".



2. Fill out the basic info and create the new patient record.
3. Select the time slot and click the Binoculars Icon again.

Appoint Existing Pat

1. Select the Binoculars Icon.



2. Look up the patient, by name or number. If the patient is OK, then click the "Hold Acct#" button.

3. Select the time slot and click the Binoculars Icon

Move Appointments

1. Click and drag the mouse across all the appt fields.

2. Click the Move button on the name display window.

3. Click on the new desired time slot. Click the drop-down "Appts" list, click "Move Appointments".

Cancel Appointments

1. Click and drag the mouse across all the appt fields.

2. Click the Cancel button on the name display window.

3. Pick type of cancellation.

Find a Patient

1. Click the Binoculars Icon.



Displaying Dates

Switching Dates on the schedule.

Next Day



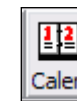
Previous Day



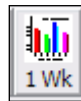
Forward 1 Week Today's Date



Future Date



Entire Week



Customizing Options

Select top drop-down menu "Utility Option" then "Utility Options Menu"

Color Time Slots

Highlight & click the desired color box or click "Tools" then "Colors."