



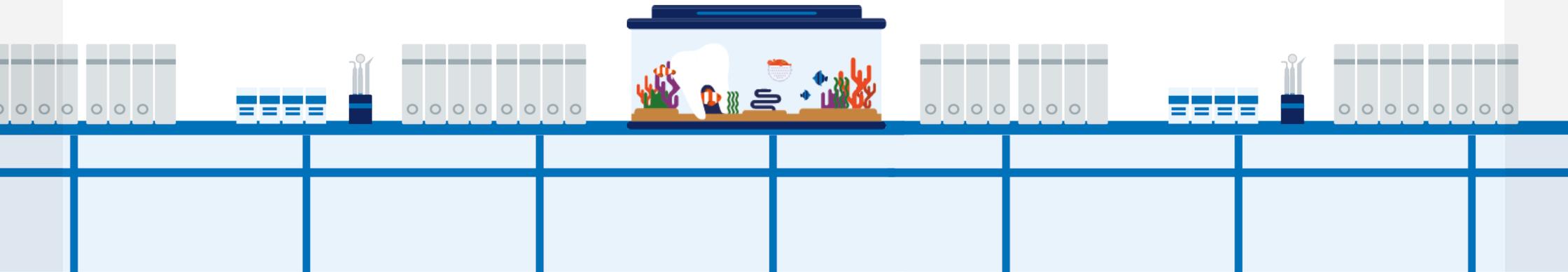
Introduction to Denticon - Clinical

Introduction to Denticon

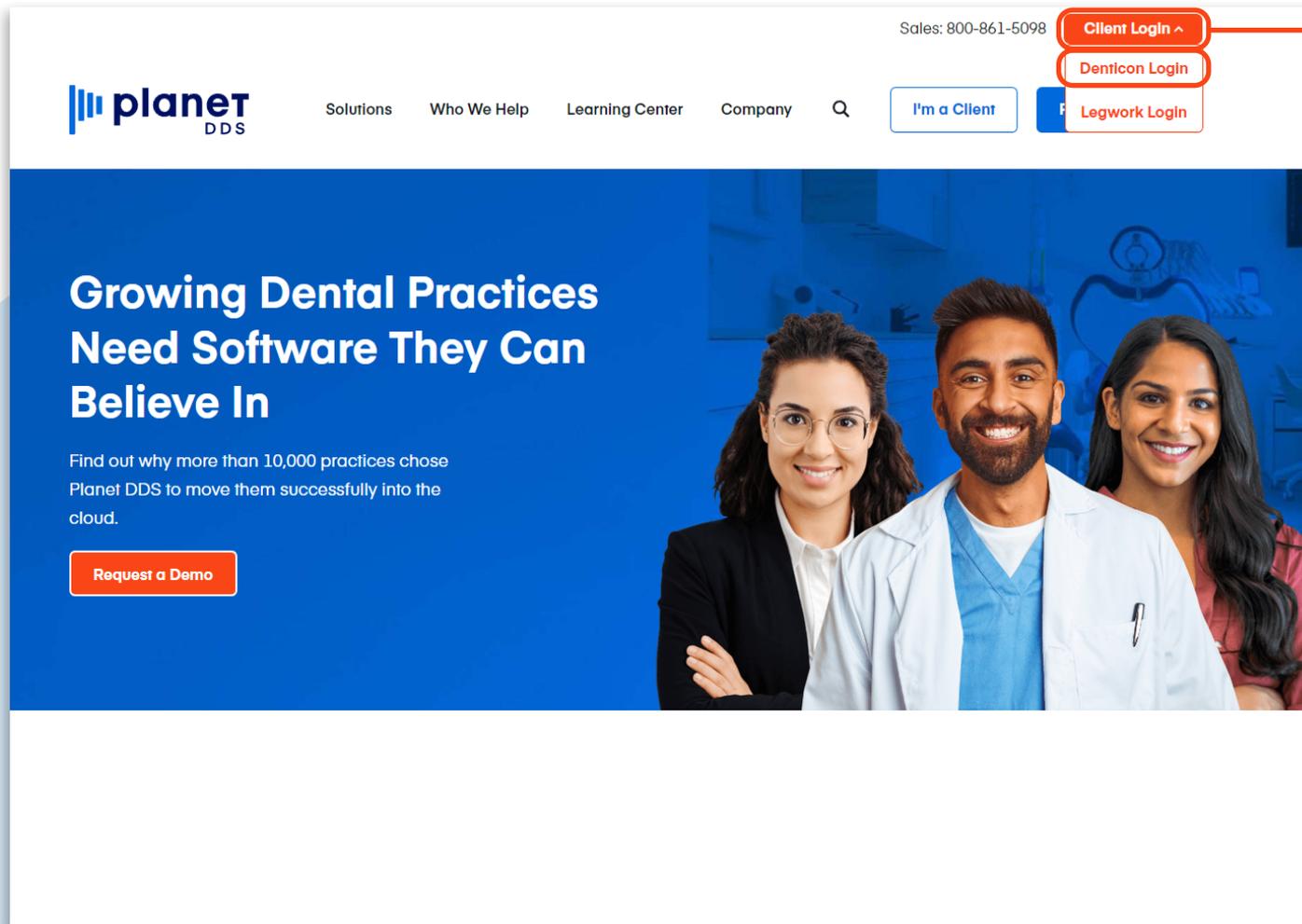


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Logging in to Denticon

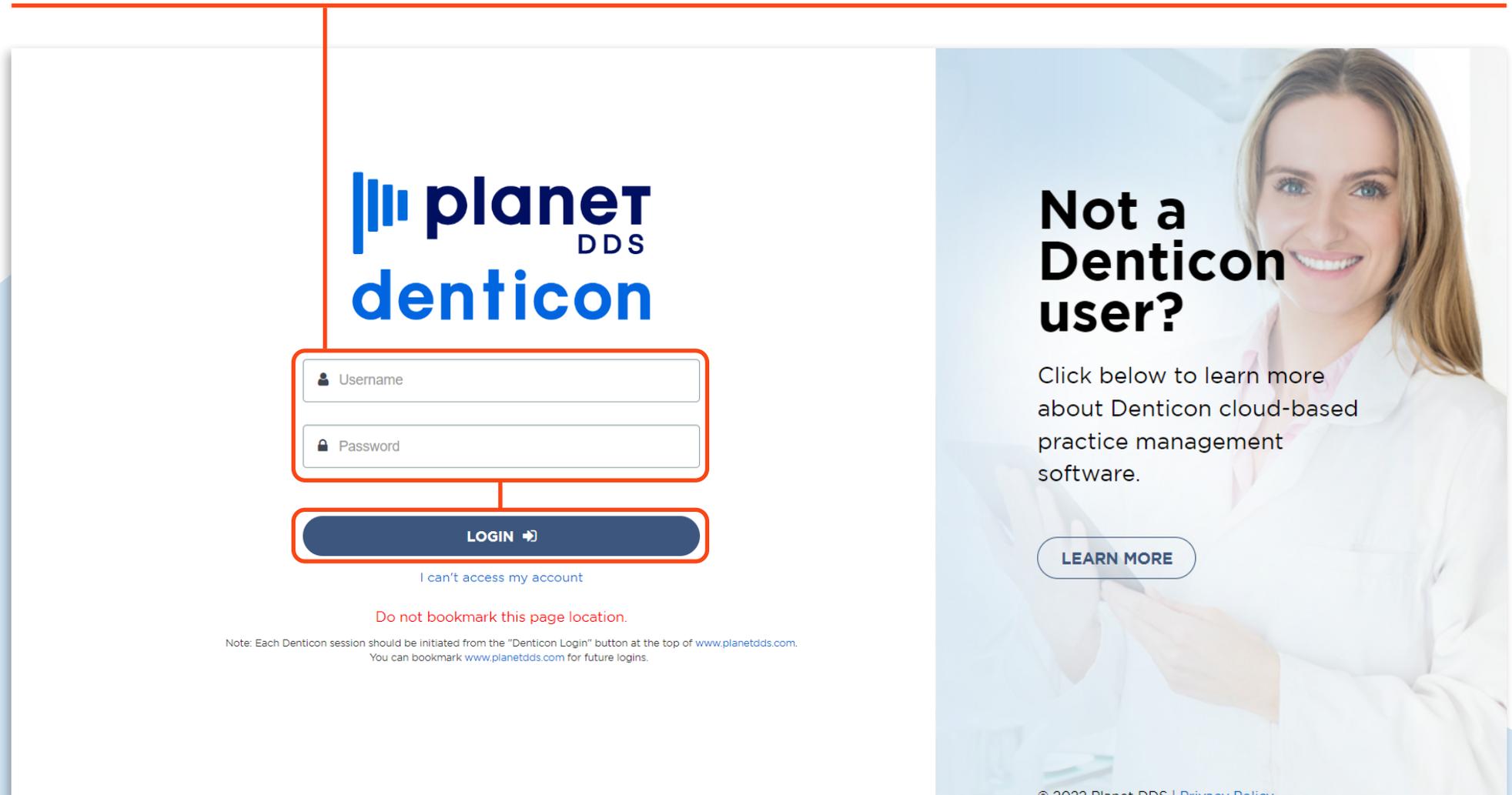


Step 1

From the **planetdds.com** homepage, click the **Client Login** dropdown and then select **Denticon Login**.

Step 2

Enter your **Username** and **Password**, then click **Login**.



The screenshot shows the Denticon login interface. At the top left is the Planet DDS Denticon logo. Below it is a login form with two input fields: 'Username' and 'Password'. A dark blue 'LOGIN →' button is positioned below the fields. A red rectangular box highlights the entire login form area. Below the button is a link that says 'I can't access my account'. At the bottom of the page, there is a note: 'Do not bookmark this page location. Note: Each Denticon session should be initiated from the "Denticon Login" button at the top of www.planetdds.com. You can bookmark www.planetdds.com for future logins.' On the right side of the page, there is a promotional banner featuring a smiling female dentist in a white lab coat holding a tablet. The banner text reads 'Not a Denticon user?' followed by 'Click below to learn more about Denticon cloud-based practice management software.' and a 'LEARN MORE' button.

Step 3

There are three sections on the homepage: My Tasks - tailored to the user's role in the office; Tickler - an internal messenger; and Announcements - Denticon announcements.

Note: Click the **My Page** button in the toolbar to return to this screen at any time.

The screenshot shows the Denticon homepage with a navigation bar at the top containing menu items like Scheduler, Patient, Transactions, Charting, Reports, Utilities, Setup, Help, My Page, Logout, and Office. Below the navigation bar is a toolbar with various icons. The main content area is divided into three sections:

- MY TASKS:** A large empty box with the Planet DDS logo in the center.
- TICKLER:** A table listing internal messages.
- ANNOUNCEMENTS:** A vertical list of news items, including a Denticon News newsletter, a latest dental blog post, and an upcoming support webinar.

	FROM	SUBJECT	PHONE	POST DATE	CREATED DATE
✉	Jenny L	Please call Regin...	949-332-2194	09/13/2022	09/13/2022
✉	Ling Oh	Please call Bruce ...		09/06/2022	09/06/2022
✉	Jenny L	Call Mr Adams	949-401-6434	07/23/2021	07/23/2021

Navigating the System

Denticon can be easily navigated through the toolbar at the top of the screen.

The top section contains dropdowns and buttons that can be used to navigate to a particular area, or begin specific tasks.

The lower section contains a quick Search Patient function and several icons that provide access to a variety of pages and commonly performed tasks.

The screenshot displays the Denticon software interface. At the top, there is a navigation toolbar with a menu bar containing items like Scheduler, Patient, Transactions, Charting, Reports, Utilities, Setup, Help, My Page, Logout, Office, and Smile Solutions [100]. Below the menu bar is a toolbar with various icons for navigation and tasks. A red box highlights the top section of the toolbar, and another red box highlights the lower section containing a search bar and several icons. The main content area is divided into sections: 'My Page' with 'MY TASKS' and 'ANNOUNCEMENTS'. The 'MY TASKS' section features the Planet DDS logo. The 'ANNOUNCEMENTS' section includes a 'Denticon News' article about a newsletter and a 'Latest Blog' section.

Note: There is often more than one way to complete a task, but it is usually quickest to use an icon in the toolbar.

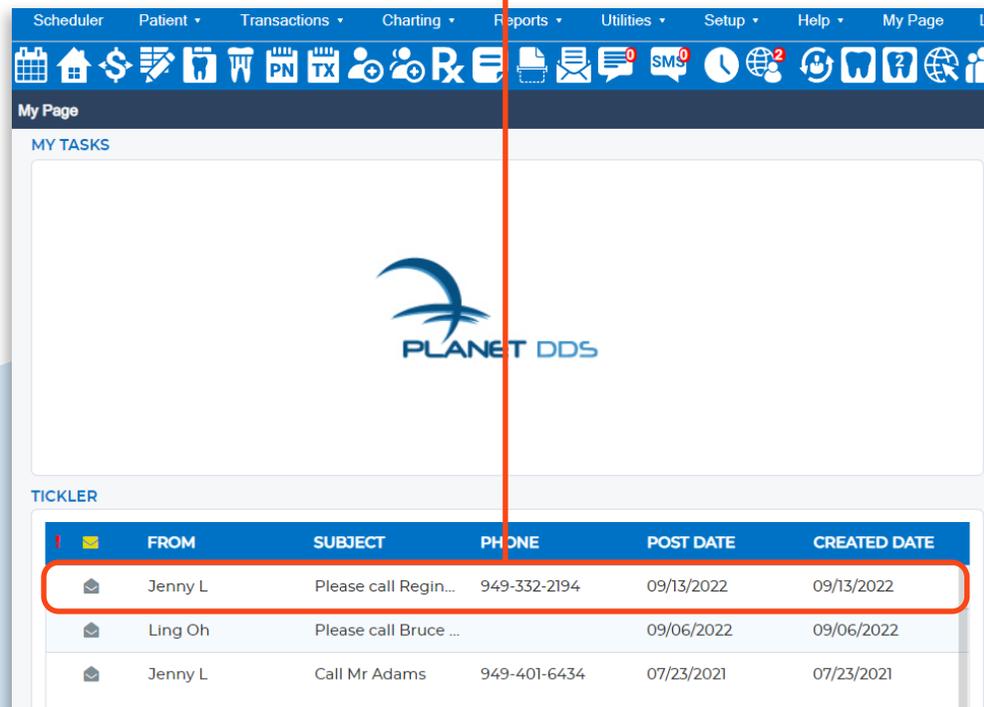
Note: Red notification badges on icons highlight any messages or items that require attention.

Messaging Internal Staff

Option 1

Step 1

From My Page, messages received from other team members will be displayed on the lower left. Click on a **message** to open it.

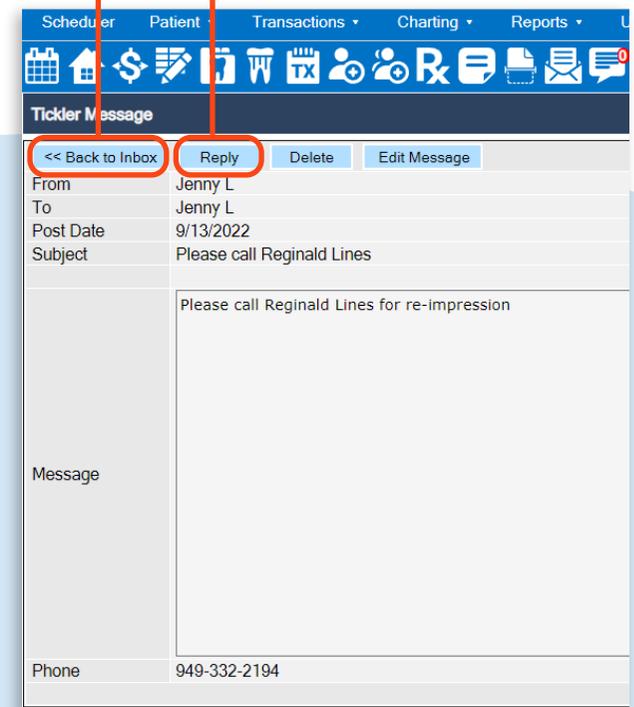


The screenshot shows the 'My Page' interface with a navigation bar at the top. Below the navigation bar, there is a 'MY TASKS' section and a 'TICKLER' section. The 'TICKLER' section contains a table of messages. A red box highlights the first message in the table.

	FROM	SUBJECT	PHONE	POST DATE	CREATED DATE
✉	Jenny L	Please call Reginald Lines	949-332-2194	09/13/2022	09/13/2022
✉	Ling Oh	Please call Bruce ...		09/06/2022	09/06/2022
✉	Jenny L	Call Mr Adams	949-401-6434	07/23/2021	07/23/2021

Step 2

Once the message has been read, return to My Page by clicking **Back to Inbox** or click **Reply**.

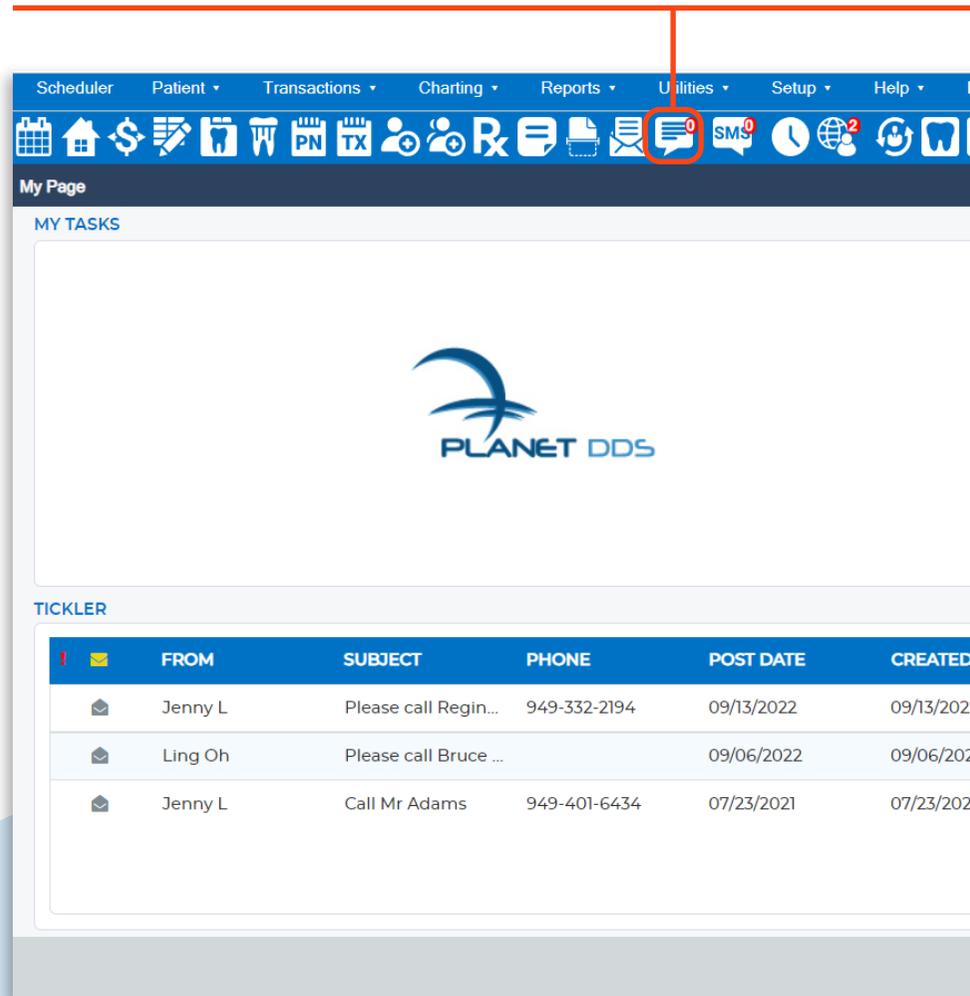


The screenshot shows the 'Tickler Message' interface. At the top, there are buttons for '<< Back to Inbox', 'Reply', 'Delete', and 'Edit Message'. Below these buttons, the message details are displayed, including the sender (Jenny L), recipient (Jenny L), post date (9/13/2022), and subject (Please call Reginald Lines). The message content is 'Please call Reginald Lines for re-impression'. At the bottom, the phone number is listed as 949-332-2194. Red boxes highlight the '<< Back to Inbox' and 'Reply' buttons.

Option 2

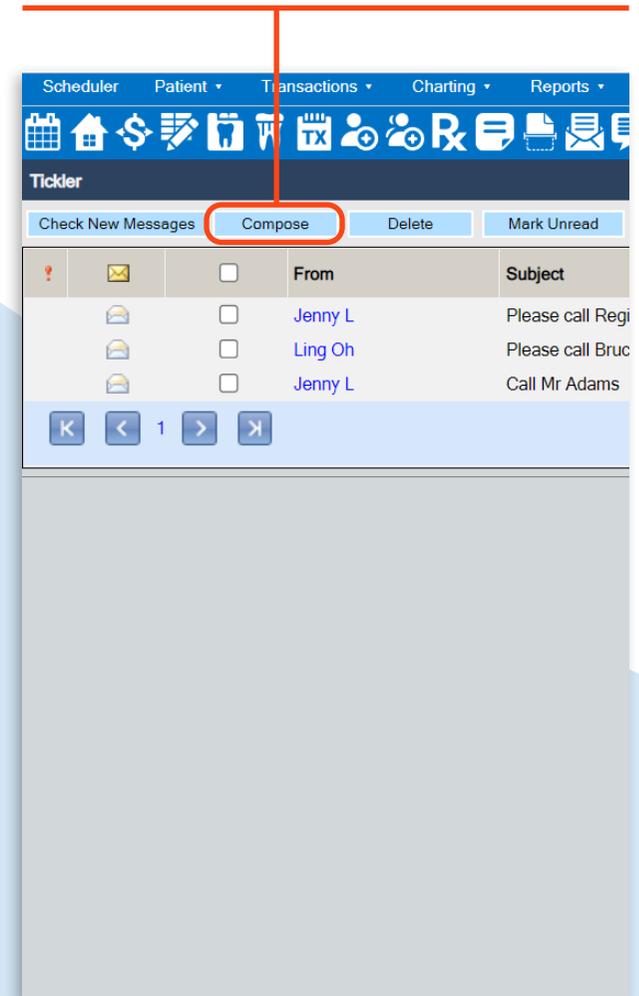
Step 1

From the main Denticon window, click the **Messages** icon in the toolbar.



Step 2

Click **Compose** to start a new message.

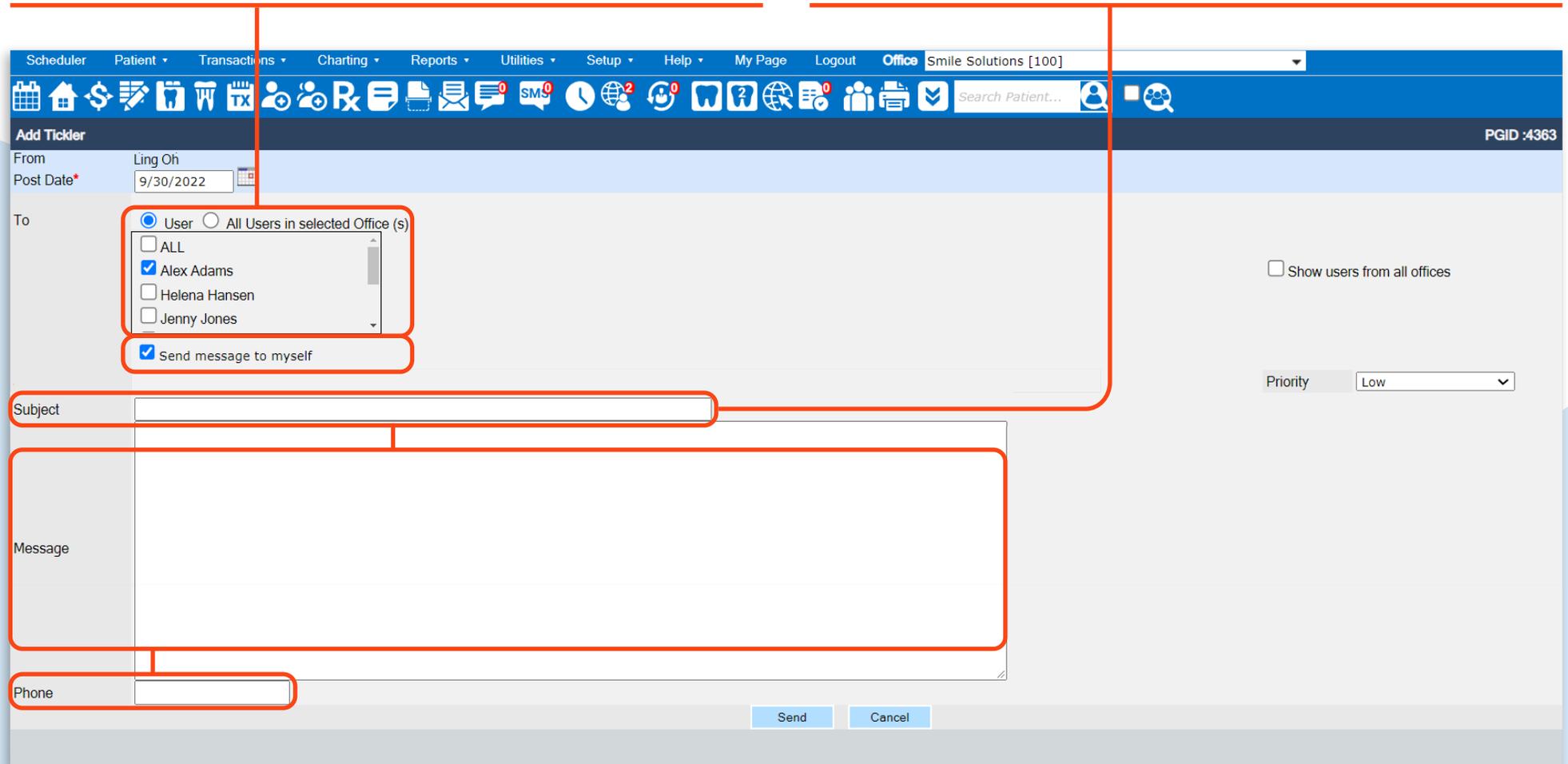


Step 3

Choose a **user** from the list. If you would like to have a copy of the message, check the box **Send message to myself** for the message to appear in your inbox.

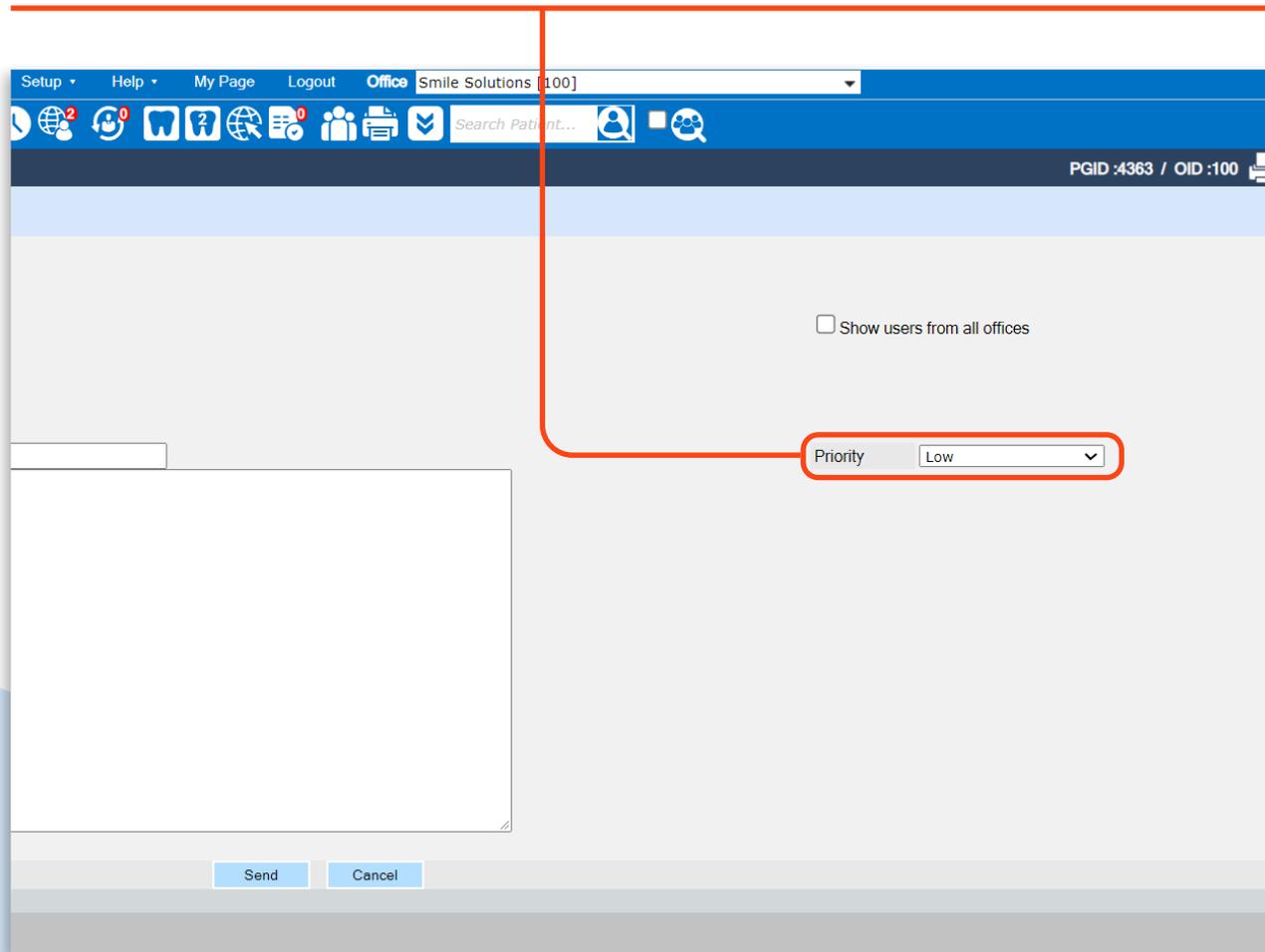
Step 4

Complete the subject and body of the message and add a phone number if required.



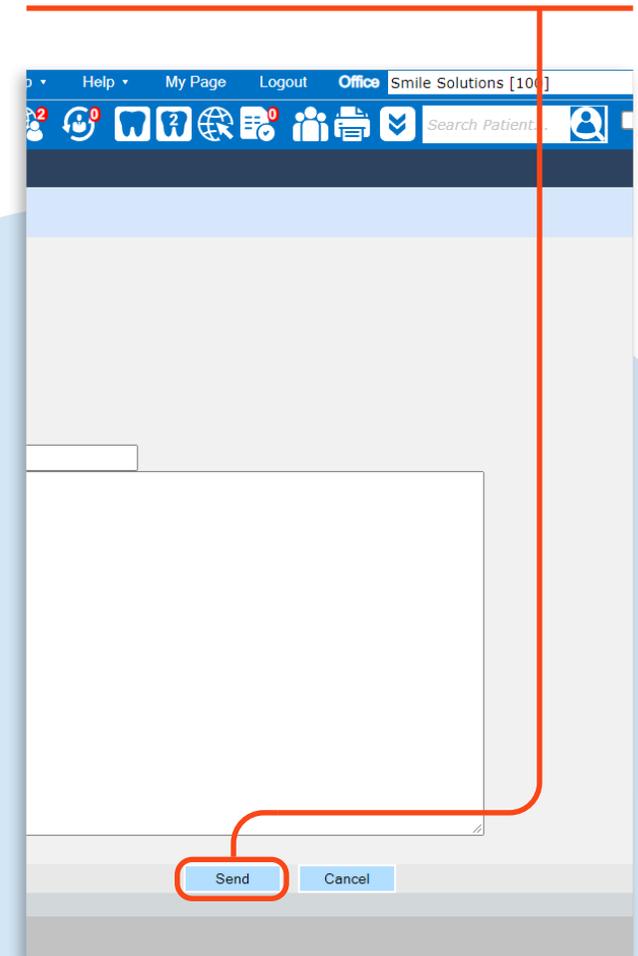
Step 5

Set the **Priority** level of the message using the **dropdown**.



Step 6

Click **Send**.



A message has now been sent to an internal staff member.

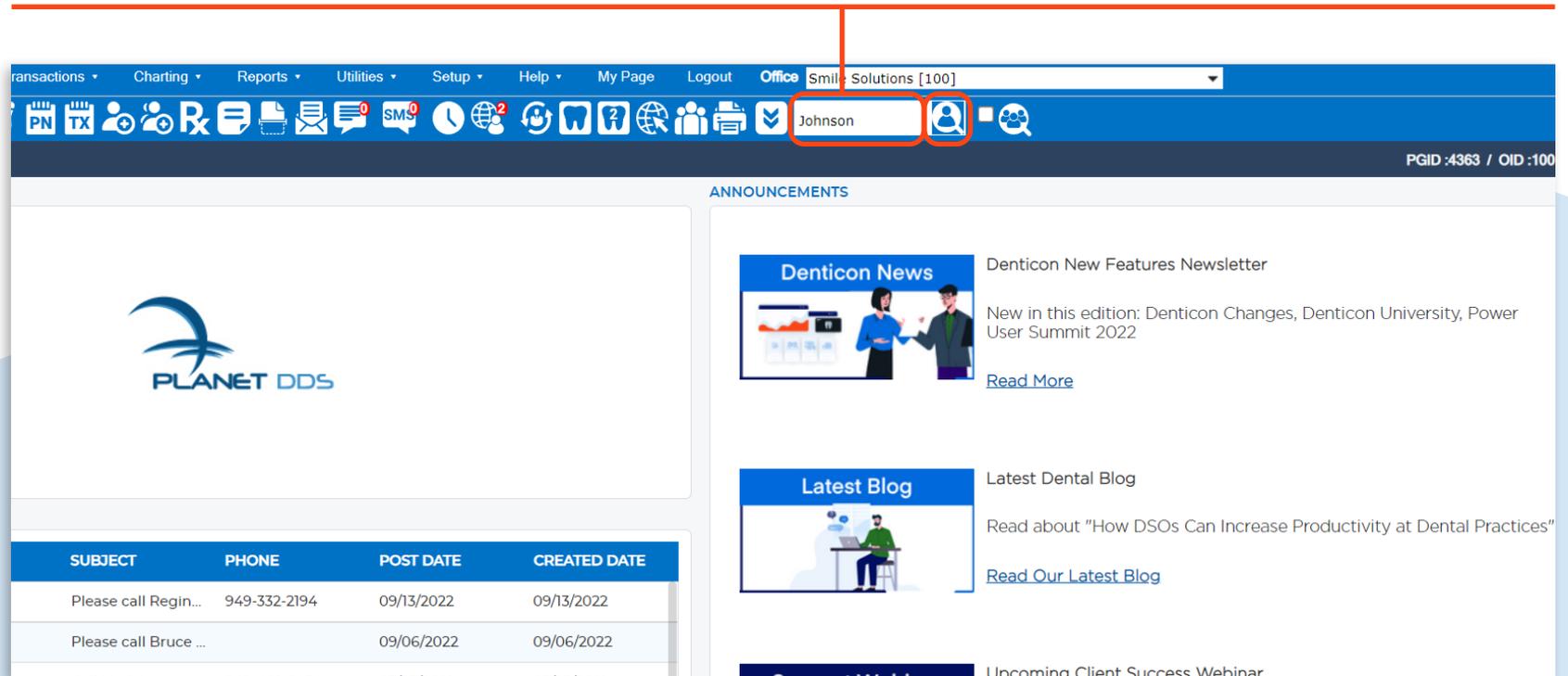
Searching for a Patient

There are three ways to search for a patient in Denticon:

Option 1

Step 1

Click the **Search Patient** field in the toolbar and type the desired **criteria**, such as the patient's last name or date of birth. Then click the **icon** to the right of the searched criteria.



The screenshot displays the Denticon software interface. The top navigation bar includes menus for Transactions, Charting, Reports, Utilities, Setup, Help, My Page, Logout, Office, and Smiles. A search field in the toolbar contains the text "Johnson" and is highlighted with a red box. To the right of the search field is a magnifying glass icon, also highlighted with a red box. Below the toolbar, the main content area is divided into two sections. On the left, there is a large logo for PLANET DDS. On the right, there is an "ANNOUNCEMENTS" section with two items: "Denticon News" and "Latest Blog". Below the announcements, there is a table with the following columns: SUBJECT, PHONE, POST DATE, and CREATED DATE.

SUBJECT	PHONE	POST DATE	CREATED DATE
Please call Regi...	949-332-2194	09/13/2022	09/13/2022
Please call Bruce ...		09/06/2022	09/06/2022
...

Step 2

Select a **patient's record**.

The screenshot shows the Denticon software interface. At the top, there is a navigation bar with menus like Scheduler, Patient, Transactions, Charting, Reports, Utilities, Setup, Help, My Page, and Logout. The current office is 'Smile Solutions [100]'. Below the navigation bar is a search area titled 'Search Patient or Responsible Party'. The search criteria are set to 'Patient' and 'Last Name'. The search text is 'johnson'. The search results show a list of patients matching the criteria. The record for Melvin Johnson (PatID 156) is highlighted with a red box.

PatID	RPID	Chart #	Last Name	First Name	MI	NickName	Birth Date	SSN	Phone #	Email	Type	Prdr	Next Recall	Office	Medicaid ID
118	114		Johnson	Brent			9/10/1965		(C): 907-555-5555 (H): 907-555-5556	brent@none.com		LOPEZC		Bri	
154	138		Johnson	Caleb			8/16/1975		(C): 555-555-5555 (H):			LOPEZC		Bri	
222	129		Johnson	Gary			7/15/1976		(C): 949-632-1785 (H): 949-852-3441			LING		Bri	
155	139		Johnson	Greg			7/15/1962		(C): 555-555-5555 (H):			LOPEZC		Bri	
119	114		Johnson	Jennifer			8/1/1975		(C): 907-555-5558 (H): 907-555-5556			LOPEZC		Bri	
138	129		Johnson	Linda			7/20/1977		(C): 949-632-1786 (H): 949-852-3441			LING		Bri	
156	140		Johnson	Melvin		Mel	6/20/1990		(C): 555-555-5555 (H):	greatlife4@cableone.net		LING		Bri	
188	138		Johnson	Sally			4/28/2009		(C): ***** (H): *****			LOPEZC		Bri	
121	114		Johnson	Skyler			9/20/1997		(C): 907-555-5560 (H): 907-555-5556			LOPEZC		Bri	
169	148		Johnson	Zak			8/17/1984		(C): 949-741-7417 (H): 949-741-7412			BOND		Bri	

Note: Denticon will open the patient's chart if there is an exact match. If there are multiple matches, select the desired record to open.

Option 2

Click the **Patient dropdown menu**, select **Search Patient**, type the patient's last name, then click **Search**.

Note: To narrow a search, type in the last name, a comma, and the initial of the first name. For example, 'Johnson, M'.

The image shows two screenshots of the Denticon software interface. The left screenshot shows the 'Patient' dropdown menu open, with 'Search Patient' highlighted. The right screenshot shows the search form with 'Patient' selected under 'Search For', 'Last Name' selected under 'Search By', and 'Johnson' entered in the 'Search Text' field. The 'Search' button is also highlighted.

Search Patient or Responsible Party

Search For		Search By					
<input checked="" type="radio"/>	Patient	<input checked="" type="radio"/>	Last Name	<input type="radio"/>	Medicaid ID	<input type="radio"/>	Birth Date
<input type="radio"/>	Responsible Party	<input type="radio"/>	First Name	<input type="radio"/>	Chart #	<input type="radio"/>	Home Phone
		<input type="radio"/>	Nickname	<input type="radio"/>	SSN	<input type="radio"/>	Cell Phone
		<input type="radio"/>	Patient Type	<input type="radio"/>	Email	<input type="radio"/>	Work Phone

Search Text
Enter Patient Last Name:

Option 3

Click the **white** button with double arrows next to the **Search Patient** field to view a list of the five most recently viewed patient records.

The screenshot shows the Denticon software interface. At the top, there is a navigation bar with various icons and a search field labeled "Search Patient...". A red box highlights a white button with double arrows next to the search field. A dropdown menu is open, listing five recent patients: Bello, Juan; Bello, Carlos; Lines, Reggie; Humphries, Jared; and Owens, Misty. Below the search field, there are sections for "MY TASKS" (containing the PLANET DDS logo), "TICKLER" (a table of messages), and "ANN" (announcements including a newsletter, latest blog, and support webinar).

FROM	SUBJECT	PHONE	POST DATE	CREATED DATE
Jenny L	Please call Regi...	949-332-2194	09/13/2022	09/13/2022
Ling Oh	Please call Bruce ...		09/06/2022	09/06/2022
Jenny L	Call Mr Adams	949-401-6434	07/23/2021	07/23/2021

Accessing the Scheduler

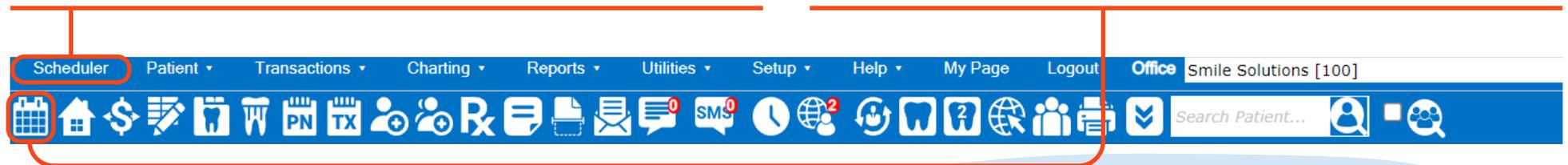
There are two ways to access the Scheduler:

Option 1

Select **Scheduler** from the toolbar.

Option 2

Click the **Scheduler** icon.



Daily View by user-view
Office: Smile Solutions - Sched.\$6831.00 [\$6831.00] Thursday, August 11, 2022

Time	Oh, Ling LingMain Smile Solutions	Oh, Ling LingSide Smile Solutions	Sanchez, Maria Hyg1 Smile Solutions
08:00am	[X] [S][O] Chavez, Maria [41 / F]		[X] [S][IN] Adams, Abigail [40 / F]
:10	[X] [EN][P][+] LING: Oh, Ling		[X] [EN][P][+] HYGASAN: Sanchez, Maria
:20	[X] 19 Surgical Placement Implant - Endosteal		[X] Periodic Oral Evaluation
:30	[X] 19 Bone Graft At Time Of Implant Placement		[X] Prophylaxis - Child
:40	[X] Inhalation Of Nitrous Oxide (Anxiolysis, Analgesia)	[X] [S][DO] Johnson, Gary [46 / M]	[X] Bitewings - Four Radiographic Images
:50	[X]	[X] LING: Oh, Ling	[X] Intraoral - Periapical First Radiographic Image
09:00am	[X]	[X] Intraoral - Periapical First Radiographic Image	[X] [S][DO] Rogers, Toby [43 / M]
:10	[X]	[X] Limited Oral Eval Prob Focused	[X] [P] HYGASAN: Sanchez, Maria
:20	[X]		[X] UL Perio Scaling Root Planing 4+T/Per Quad
:30	[X]	[X] [S][DO] Jones, Bonnie [46 / F]	[X] LL Perio Scaling Root Planing 4+T/Per Quad
:40	[X]	[X] [P][E][+] LING: Oh, Ling	[X]
:50	[X]	[X] 30 Deliver/Seal Crown	[X]
10:00am	[X] [S][IN] Dixon, Jackson [36 / M]	[X] [S][IN] Johnson, Zak [38 / M]	[X] [S][CA] Taylor, Zachary [23 / M]
:10	[X] [P] LING: Oh, Ling	[X] [EN][P][+] LING: Oh, Ling	[X] [EN] HYGASAN: Sanchez, Maria
:20	[X] 26 Endodontic Therapy, Premolar Tooth		[X] Prophylaxis - Adult
:30	[X]	Emergency	[X] Periodic Oral Evaluation
:40	[X]		[X] Bitewings - Four Radiographic Images
:50	[X]		[X] Intraoral - Periapical First Radiographic Image
11:00am	[X] [S][CA] Howard, Carrie [28 / F]		[X] [S][CA] Turner, Joshua [26 / M]
:10	[X] [EN] LING: Oh, Ling		[X] HYGASAN: Sanchez, Maria
:20	[X] 4 MOD Onlay Porcelain/Ceramic Three Surfaces		[X] Periodic Oral Evaluation
:30	[X]		[X] Periodontal Maintenance
:40	[X]		[X]
:50	[X]		[X]

The Scheduler has now been accessed.

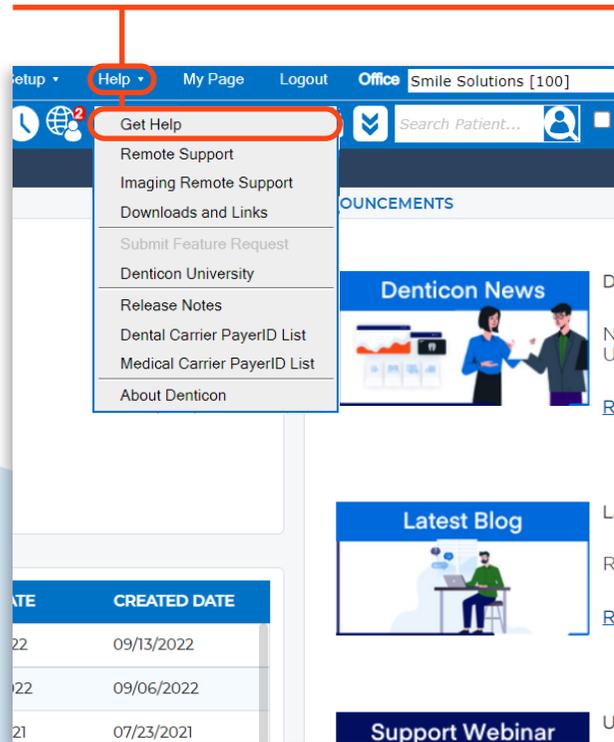
Note: The Scheduler will open in a new window.

Note: Check the office location is correct once the scheduler is open.

Accessing the Help Portal

Step 1

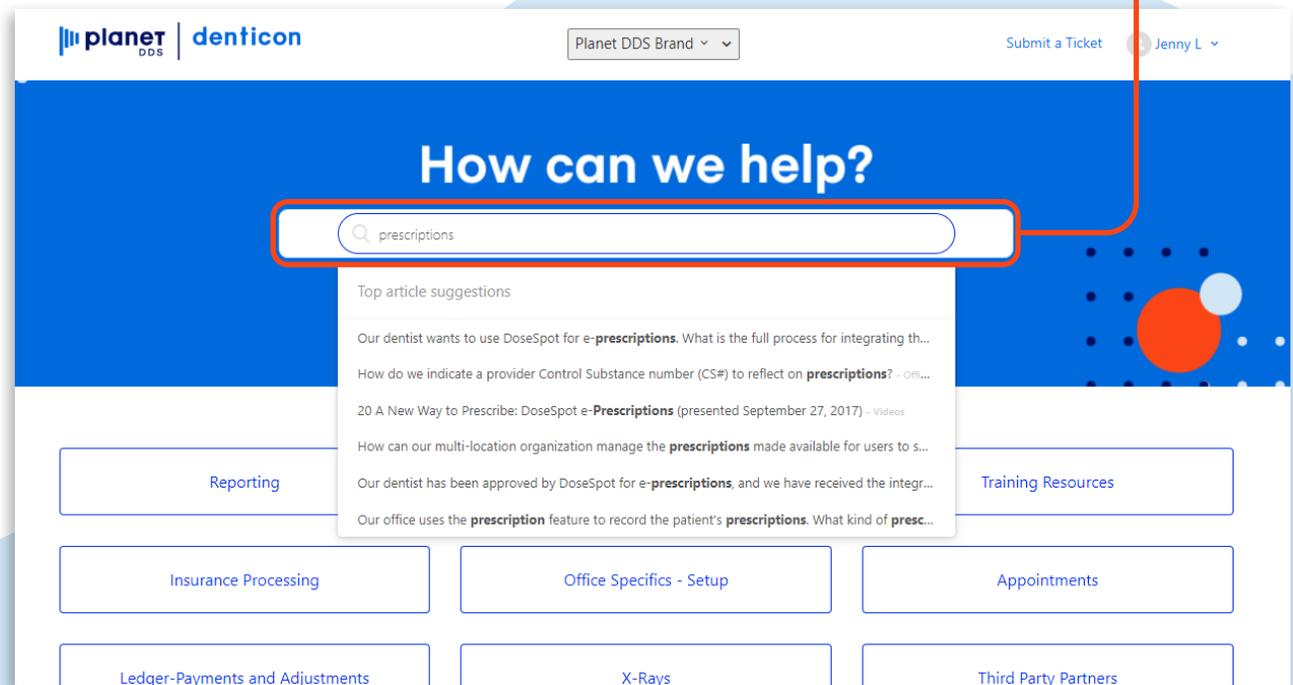
Click the **Help** dropdown menu, then click **Get Help**.



Step 2

Search for a topic by typing in keywords or questions into the **search field**.

Note: If additional assistance is required, click the **Submit a Ticket** button, complete the online form and a customer service agent will contact your office.



The Help Portal has now been accessed.