# User Manual

Installation Guide

Compatibility – Compatible on all windows OS.

1. If you have been provided the program through a USB you can find the installation location file named "Dental Academy Installation." Once opened a bunch of files will be presented to you which contain the Application Files, and the setup. These files will also appear if you have received the program through a CD.
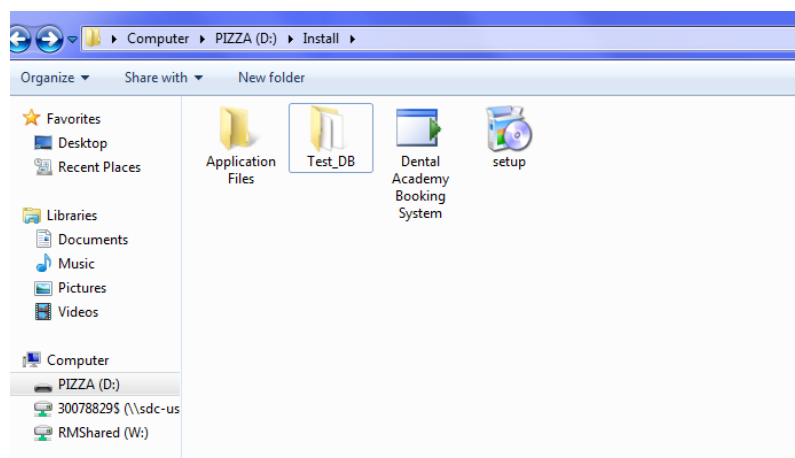
2. Go into setup by clicking onto the "setup" icon to bring up the installation. This may bring up a security warning but you must accept it in order to continue the installation.
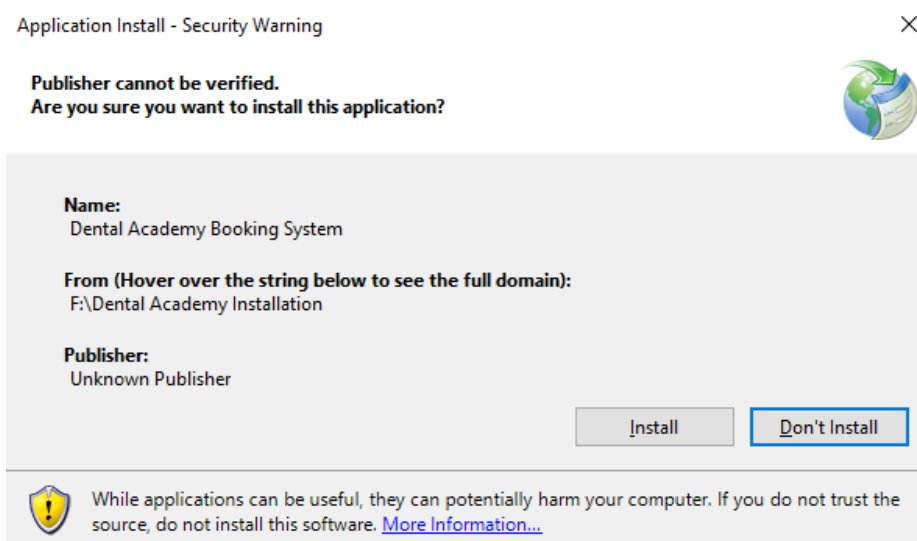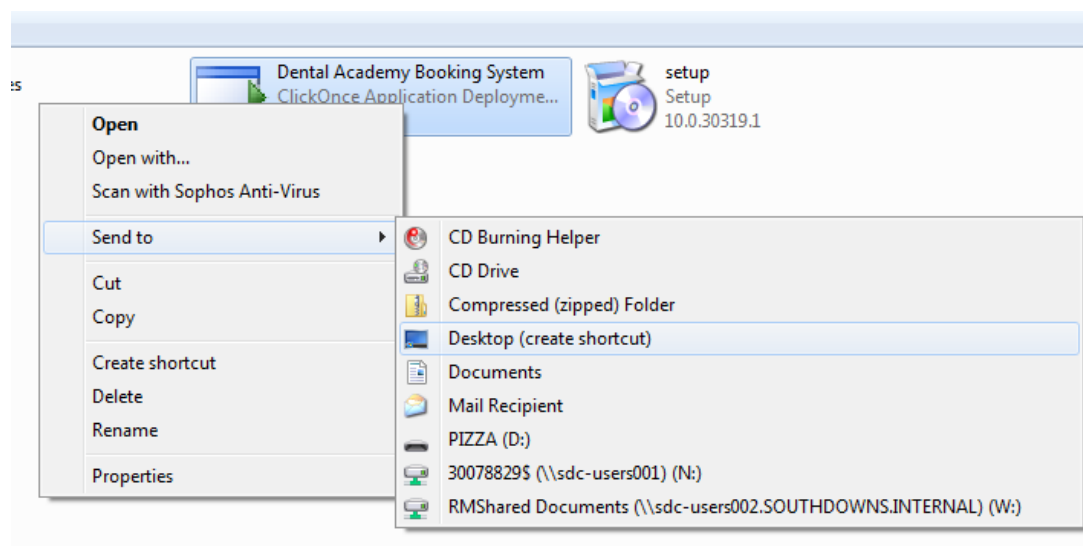
This setup utility will may take some time to install the necessary components. Once the installation is complete, create a new folder in your program files which is located on the C:\\ Drive.
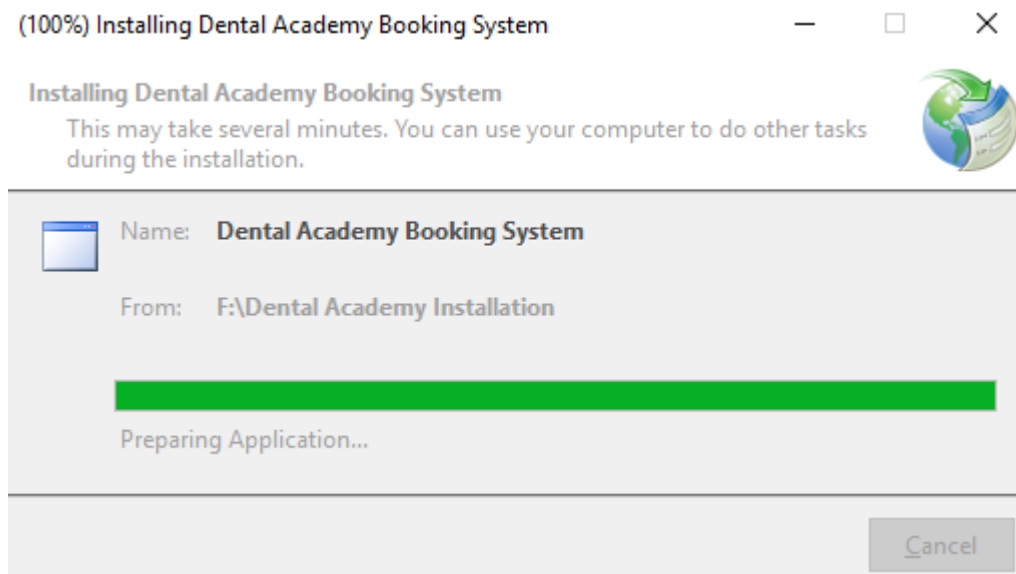
C:\\Program Files\DentalAcademy

Copy the four files from the memory stick into this file location. You can right click this application file and send the shortcut to your desktop.
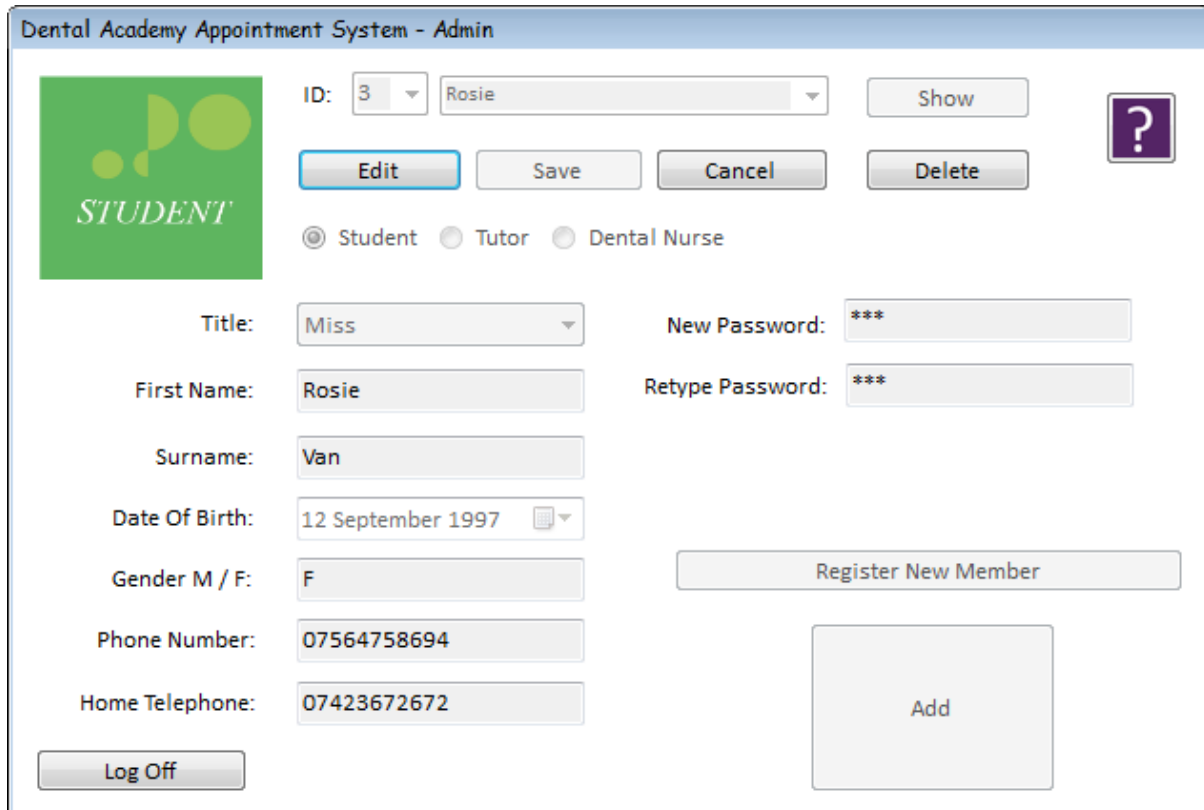
As soon as you load up the program from the executable file, you'll be greeted with this form which will introduce you to a login form.

To get started type in "**dent**" into the Admin Password text field and click on the Admin button to access the administration form so you can register a new student, tutor or dental nurse. *See 2.0*

However, if you already have an account registered, you can input your ID and password into the login text boxes and press login to head straight into the menu form. If there are any problems you can press on the help button which is located on the top right hand corner. There are also phone numbers in case you need to phone the IT technician, main building or reception.

If you want to exit the program, you'll have to press the exit button on the left hand corner. This will bring up a message box asking you if you want to exit the program. Press yes to close the system.
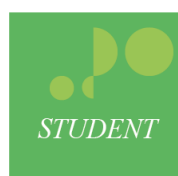
Registering, Editing, Deleting a User 2.0

1. **Adding a new user** – To add a new user simply click on "Register New Member" which will unlock all the text fields where you can put in the user's personal details. You can then add this to the database by pressing "Add". If you make a mistake you can always press "Cancel". After adding a new user, a message box will appear telling you the new ID of the user as well as their new password.

2. **Editing or deleting user** – Once a user has been registered, they will appear in the list at the top of the form. You can select the first name of the user, and press show which will, display all their details in the text fields. Form here you can either, edit and save the details back into the database or delete the user completely, erasing them from the list.

   Logging off will take you back to the login form, form here you can follow on and log into the next form with the user you just registered.

Status of User

The image on the top left corner will change depending on what radio button will be pressed.

1. **Logged Details** - This form will display the logged in user's details at the top of the form. A list box will show all their appointment ID's which they have as well as a list of all the appointments along with their time and date. The image on the top left will determine what the status of the user is which will either be a Student, Dental Nurse or Tutor.

2. **Checking Appointments** - Once an appointment ID has been selected by pressing "Open Patient ID", the patient ID of that appointment will be displayed onto the list containing the patient ID. The treatment ID will also be displayed onto the treatment label. By pressing "Display", the patient's details will load into the text fields showing you their name, address and telephone number.

3. **Reset and completing** - Pressing "Reset" will completely wipe all the text fields allowing you to choose another appointment. To complete an appointment, press on the "Complete" button. This will clear the appointment off the list.

Accessing other forms – From the buttons located on the top right of the form. You can access the Patient List and Appointment List forms.

Registering, Editing, Deleting a Patient 4.0

This form functions similar to the admin form.

1. **Adding a new patient** – To add a new user simply click on "Register New Member" which will unlock all the text fields where you can put in the patients' personal details. You can then add this to the database by pressing "Add". If you make a mistake you can always press "Cancel". After adding a new patient, a message box will appear telling you the new ID of the user as well as their new password.

2. **Editing or deleting patient** – Once a patient has been registered, they will appear in the list at the top of the form. You can select the first name of the patient, and press show which will, display all their details in the text fields. Form here you can either, edit and save the details back into the database or delete the patient completely, erasing them from the list.

   Pressing back will take you back to the menu form.

Registering, Editing, Deleting an Appointment 5.0

This form will allow you to create, edit and delete an appointment.

1. **Adding an appointment** – To add a new appointment, you'll need to press on "Create Appointment". This will bring unlock all the text fields and lists containing the treatments, dentists and patients. From here you can select what dentist will be assigned to what patient and then select the treatments they require and the date/time of the appointments. By pressing "Add", the appointment details will be saved onto the database. The appointment ID will then be displayed onto the list box at the top left corner of the form.

2. **Editing an appointment** – Editing an appointment can be done the same as the admin and patient list form. You can select the ID from the list box and press show to display all the details onto the text fields. Pressing edit will unlock the text fields allowing you to edit them. After details have been changed or kept the same, you can press on the "Save" button to save the details back into the database.

3. **Deleting an appointment** – Deleting an appointment can be done when the appointment has been selected from the ID and shown. Pressing the "Delete" button will remove the appointment from the database.

Troubleshooting

Symptom	Issue	Solution
System will not load when opened	Program	Ensure that the Dental Academy Booking System is saved in the correct location: C:\\Program Files\DentalAcademy Contact Developer
Saved data is not displayed throughout the program	Database	Ensure database files are stored in the correct location Contact Developer
Program crashes when attempting to add, save or delete users, appointments or patients.	Database connection	Close the whole program and re-open
Dates are not displayed correctly	Timezone settings	Contact Developer for updates
When attempting to load a list of items the program crashes	Database	Ensure database files are stored in the correct location Close the whole program and re-open
No contact numbers are appearing in the text fields on the login form	Program	Ensure that the program files are installed in the correct locations

Frequently Asked Questions

1. *What happens if I have forgotten my login details?*

Contact the administrator or receptionist who has access to the admin form. They will be able to reset the password for the user.

2. *My patient has missed an appointment, what should I do with the appointment on the list?*

For students, contact your tutor to let them know or a receptionist. The receptionist will be able to log into the program with the login details to access the appointment forms. The appointment can then be selected and deleted off the database.

3. *The whole system is not running, an error message keeps on displaying every time I reload the program. What should I do?*

It is likely that your program files have not been placed correctly in the file location on the C:\\ drive. If they have been placed correctly then there may have been a problem where the components such as the SQL server was not installed correctly.

Try and reinstall the software or if the problem persists, contact the developer.

4. *I want to change my personal details, how can I do this?*

If a user wants to change their personal details, they will have to ask the admin or receptionist to do this. The receptionist can log into the admin form to change the details and save them back onto the database.

5. *How do I sign up?*

The admin or receptionist will take your personal details filled on an application form and register them for you. They will send your login details through your university email.