

# Dental Express Staffing, LLC

## Administrator guide

### **User-account management**

[User-account registration](#)

[User-account management](#)

[Logging in and logging out](#)

### **Appointments**

[Scheduling appointments](#)

[Editing/Cancelling appointments](#)

### **Other**

[Notifications](#)

### **Further questions**

Contact the developers with any further questions

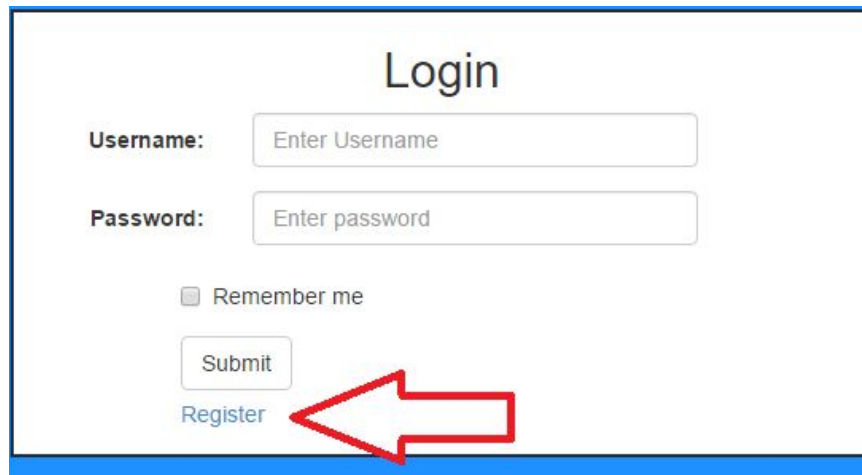
phone: 000-000-0000

email: [developer@email.com](mailto:developer@email.com)

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## User-account registration

Every user will register their account from the same form. To begin, click the “register” link.



The image shows a login form titled "Login". It contains two input fields: "Username:" with a placeholder "Enter Username" and "Password:" with a placeholder "Enter password". Below these fields is a checkbox labeled "Remember me". A "Submit" button is located below the checkbox. At the bottom of the form, there is a blue text link labeled "Register". A large red arrow points from the right towards the "Register" link.

The user will then be redirected to the register page. Here, the user will fill out their first name, last name, username, and password. To register as an employee, the user will enter their given key in the “key” field (patients will not enter a key).

To register as an administrator, follow the registration form as required. In the key field, enter the phrase “admin” to register as an administrator.

## Register

First name

John

Last name

Doe

Username

johnDoe123

Password

.....

Key

Register

Cancel

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## User-account management

The “Users” box lists all of the users on the system. Each user’s username, first name, last name, and account type is shown.

With each user listing is a “delete” button which will deactivate the account. The account information will remain in the database. Once a user has been deactivated, the account can not be reactivated.

Users					
Username	First Name	Last Name	Type	Status	
Tyler1234	Tyler	Timm	admin	Active	Delete
Quentin1234	Quentin	Goehrig	employee	Active	Delete
johnDoe123	John	Doe	patient	Active	Delete
Jeremy1234	Jeremy	Watson	patient	Active	Delete

## Logging in and logging out

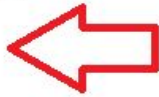
If you wish to login to your account, enter your username and password, then click the “submit button”, as seen below.

### Login

Username:

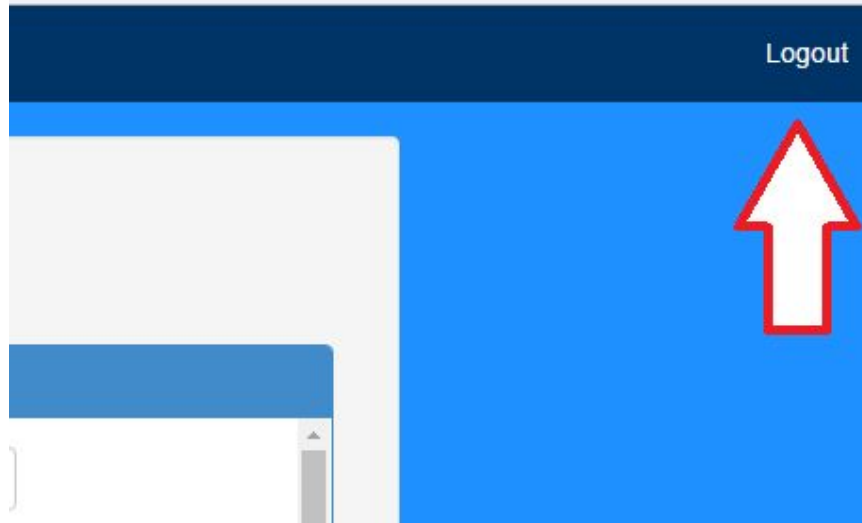
Password:

☐ Remember me



[Register](#)

To logout of your account, click the “logout” button on the top right of your homepage.



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## Scheduling appointments

Note: only the administrator account can schedule and edit an appointment.

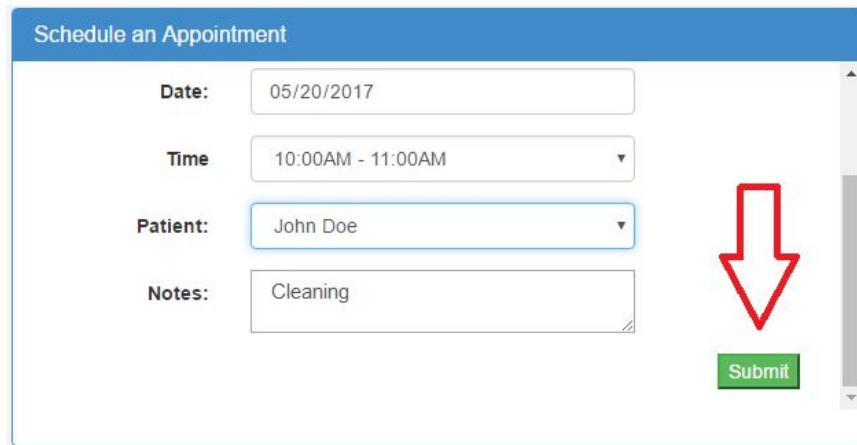
In the “Schedule an Appointment” box, fill in the general type, employee, date, time, patient, and in the notes box enter the appointment specifics.

A screenshot of a web form titled 'Schedule an Appointment' in a blue header. The form contains five fields, each with a label and a dropdown menu:

- Type:** Cleaning
- Employee:** Jake Wolfe
- Date:** 05/20/2017
- Time:** 10:00AM - 11:00AM
- Patient:** John Doe

A vertical scrollbar is visible on the right side of the form.

Once the information is filled in, click the “submit” button.



The screenshot shows a web form titled "Schedule an Appointment". It contains four input fields: "Date:" with the value "05/20/2017", "Time:" with a dropdown menu showing "10:00AM - 11:00AM", "Patient:" with a dropdown menu showing "John Doe", and "Notes:" with the text "Cleaning". A green "Submit" button is located at the bottom right. A large red arrow points down towards the "Submit" button.

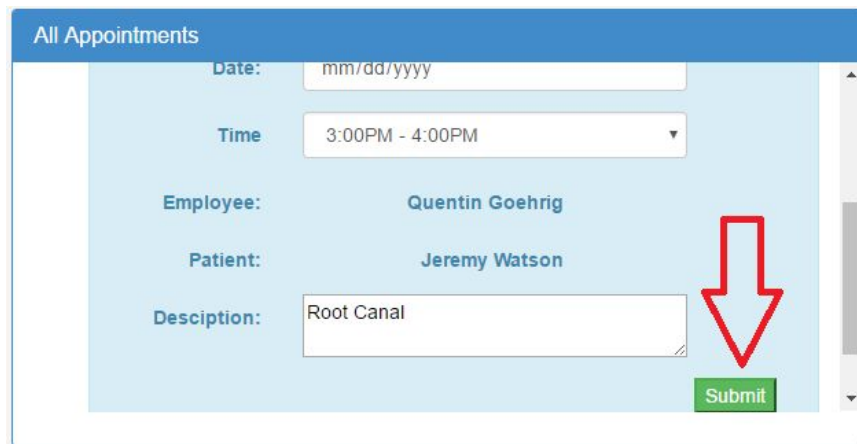
## Editing/Cancelling appointments

To edit an appointment, locate the appointment in the “All Appointments” box, then click the edit button.



The screenshot shows a web interface titled "All Appointments". It displays a list of appointments. The first appointment is titled "Root Canal" and includes the following details: Patient: Jeremy Watson, Employee: Quentin Goehrig, Date: 06/04/2017, Time: 3:00PM - 4:00PM, and Status: Active. To the right of the appointment details are two icons: a trash can (delete) and a pencil (edit). A large red arrow points up towards the edit icon.

You will then be able to change the date and time of the appointment. Once the information is filled in, click the “submit” button.



The screenshot shows a web form titled "All Appointments". It contains several input fields: "Date:" with a placeholder "mm/dd/yyyy", "Time" with a dropdown menu showing "3:00PM - 4:00PM", "Employee:" with the text "Quentin Goehrig", "Patient:" with the text "Jeremy Watson", and "Description:" with the text "Root Canal". A green "Submit" button is located at the bottom right. A large red arrow points down towards the "Submit" button.

To cancel an appointment, locate the appointment in the “All Appointments” box and click the delete button.



The screenshot shows a list of appointments under the heading "All Appointments". A single appointment is listed: "Root Canal". Below the title, the details are: "Patient: Jeremy Watson", "Employee: Quentin Goehrig", "Date: 06/04/2017", "Time: 3:00PM - 4:00PM", and "Status: Active". To the right of the appointment details are two icons: a trash can (delete) and a pencil (edit). A large red arrow points up towards the trash can icon.

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## Notifications

You will receive notifications in the “Notifications” box on your homepage. Notifications include new user registration, appointment scheduling, rescheduling and cancellation.

To delete a notification, click the “x” button on the notification.

