Dental Express Staffing, LLC

Administrator guide

User-account management

Appointments

Other

Further questions

Contact the developers with any further questions
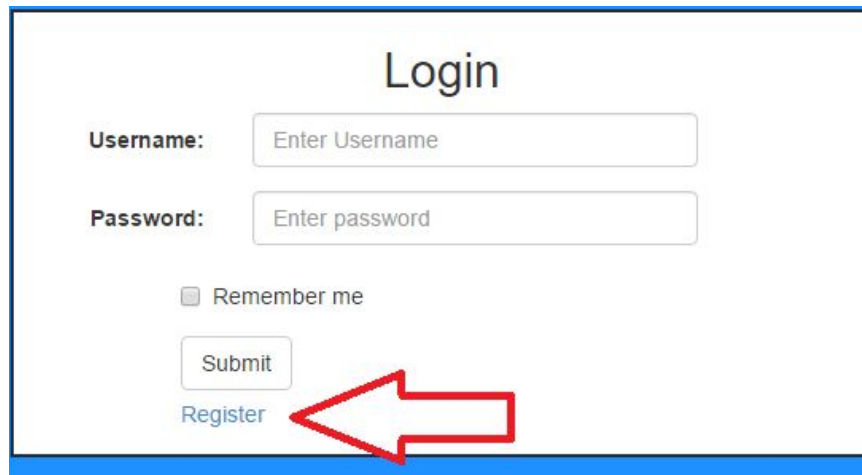
phone: 000-000-0000
email: developer@email.com

User-account registration

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

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.
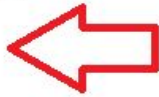
Logging in and logging out

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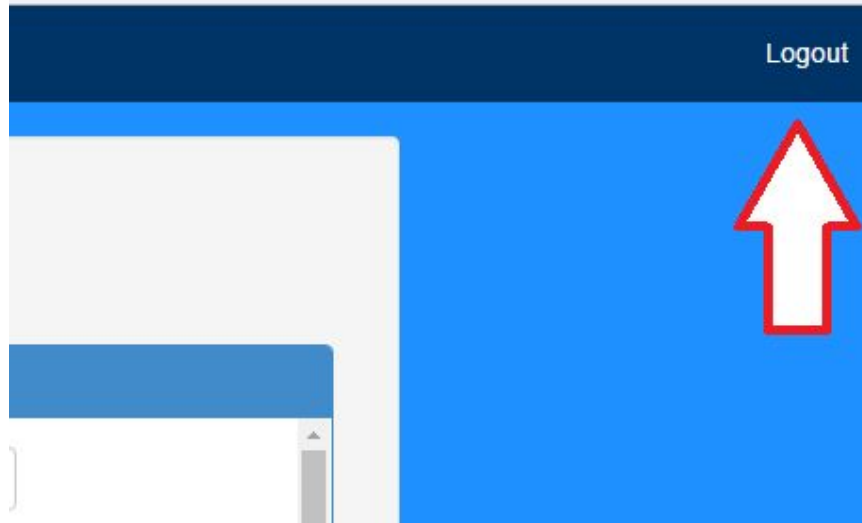

To logout of your account, click the "logout" button on the top right of your homepage.

Scheduling appointments

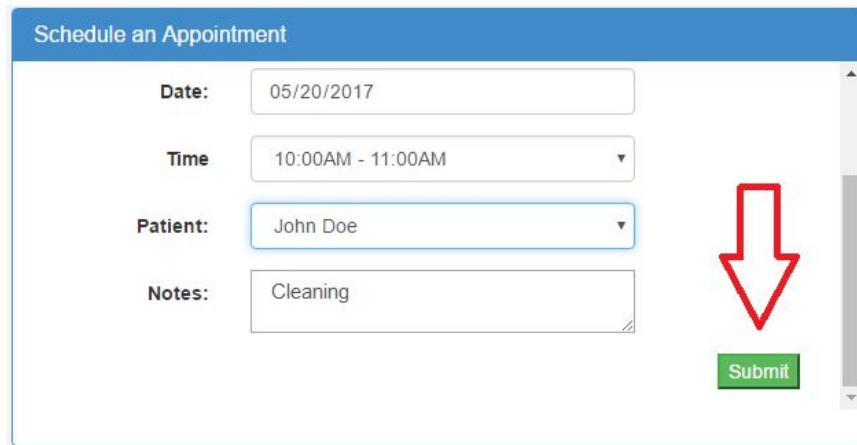Note: only the administrator account can schedule and edit an appointment.

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

Once the information is filled in, click the "submit" button.
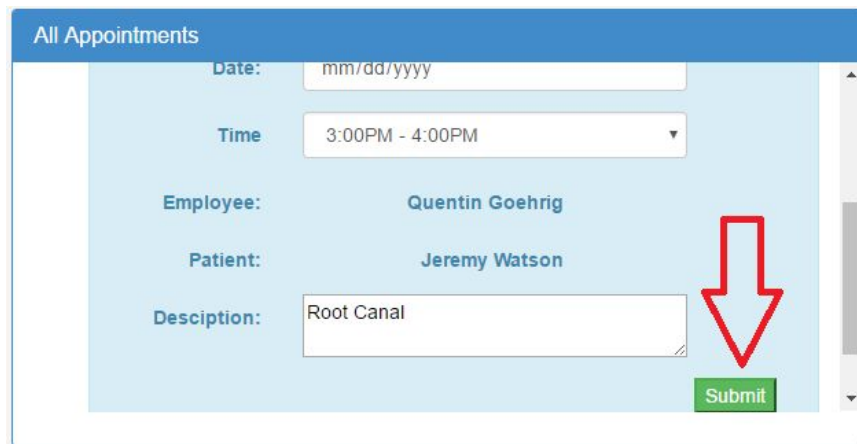

Editing/Cancelling appointments

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

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

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

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.