Tru Blu Dental

Welcome Zach Dummer!

Logout | X

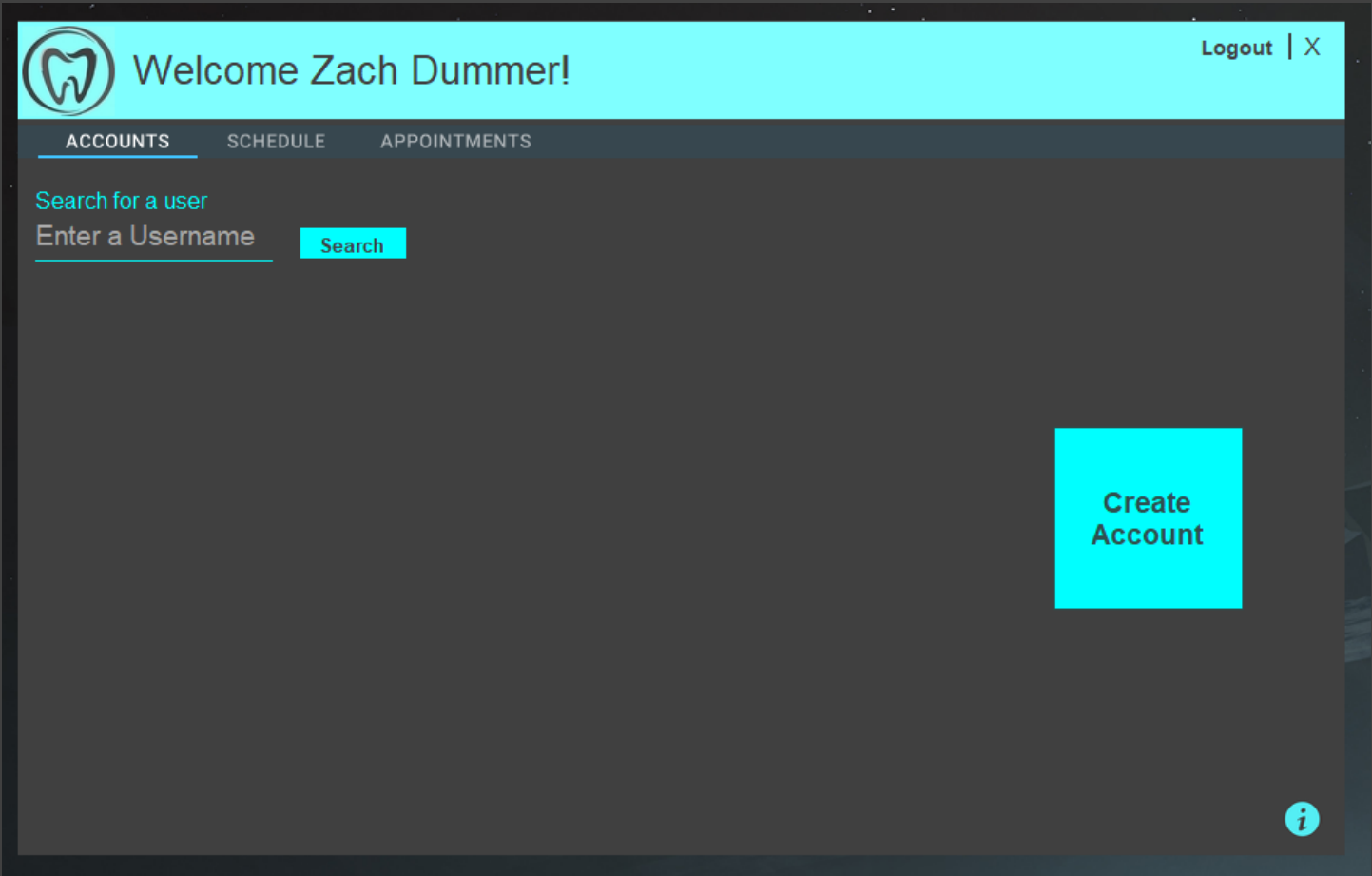ACCOUNTS   SCHEDULE   APPOINTMENTS

Search for a user

Enter a Username   Search

Create
Account

- Administrators have the ability to do many things from the Admin home form
  - Accounts
    - Search for existing users
    - Create a new user
  - Schedule
    - Set up general office hours
    - Open or close specific days
  - Appointments
    - View appointments for any user
    - Cancel appointments

- On the create account form you can make a new account of any user type
  - Fill in all the field and select the type of user
    - P = Patient
    - D = Dentist
    - H = Hygienist
    - A = Administrator
  - If you attempt to create and account with the same username as an account that already exists, you will receive an error
  - If the new user is created successfully you will see a message confirming the creation of the new user

- You can also search for existing users by entering a username in the search field and clicking the search button
    - If there is no user with that username you will receive an error message
    - Once you have search for a user you can:
        - Delete an active account (Active Status = A)
        - Deleting a user cancels all appointments with that user
        - Re-Activate a deleted account (Active Status = D)
        - You will be asked to confirm if you click the delete button
    - You will receive error messages if you try to delete de-activated account, or try to re-activated active accounts
    - If you perform a successful action you will receive a conformation message

Delete confirmation screen

- On the schedule page you can:
  - Change the current hours of operation
    - Select the time you want to open and time you want to close and click the update button
    - You will receive a confirmation message
  - Open or close a specific day (i.e. Holidays)
    - Select a day from the drop-down date picker
    - Click "Open day" to make that day available for appointment scheduling
    - Click "Close Day" to make that day unavailable for scheduling
- Any successful action performed will result in a confirmation message
- If you attempt to open a day that is open or close a day that is closed you will receive and error message

- On the appointments form you can search for appointments by username, by date, or by using both
- Select which fields you want to use for your search my selecting the corresponding check box
- If you attempt to search without selecting a check box, you will receive an error message

- Once you perform a successful search you will see the results displayed in order by date with all of the active appointments appearing before the cancelled appointments
- You can select an appointment by clicking it
  - You can then choose to cancel an appointment you will be asked to confirm
  - If you try to cancel a cancelled appointment you will receive an error message
- If there are no appointments found with your search criteria the page will display a message saying "There were no results"

No results to display

Appointment detail when selected

Appointment cancel confirmation