TechSoft Systems Inc
Innovating the future

CIS 4375 User Manual

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University of Houston
College of Technology
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Project Name: **Dental Scheduling and Appointment System**	Team Name: **TechSoft Systems Inc.**	Team Logo:
Project Manager: David Obitade	**Document Name: User Manual**	
Project Sponsor: Dr. Truong Le	**Company: Smile Architects**	**Date: 4/12/22**

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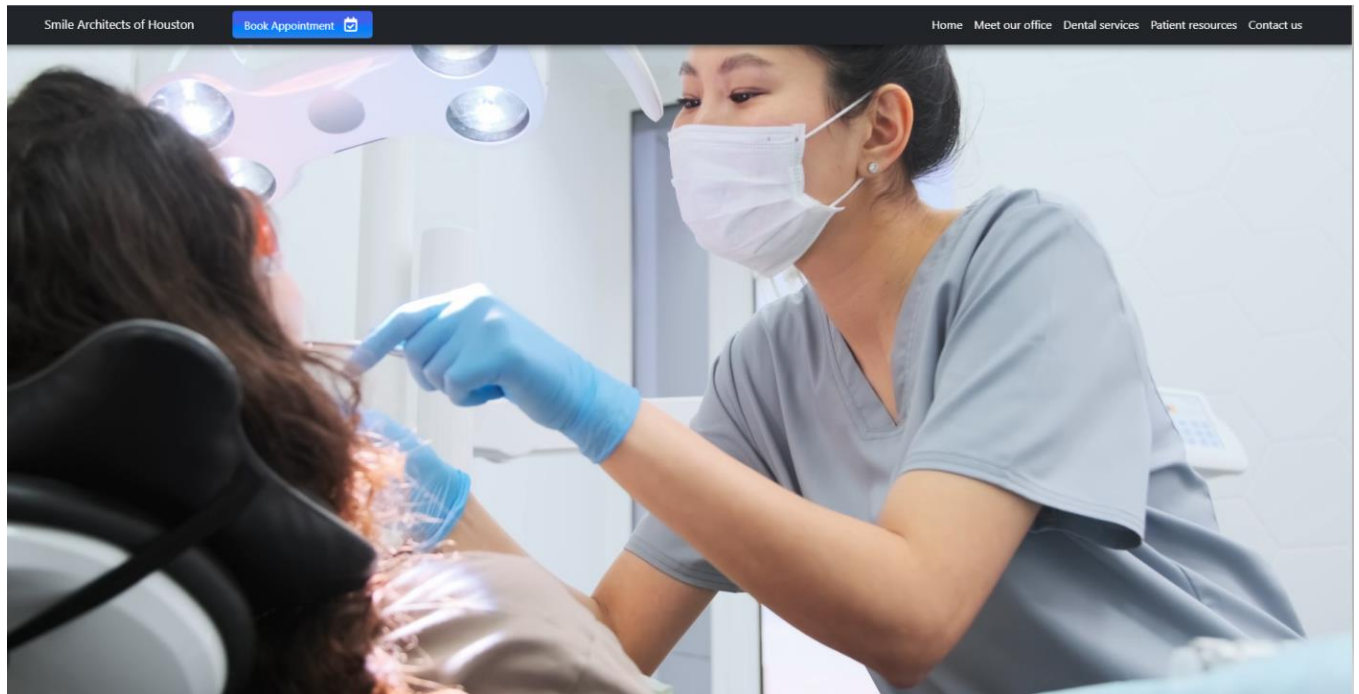| Project Name: **Dental Scheduling and** **Appointment System**	Team Name: **TechSoft Systems Inc.**	Team Logo:
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User Manual

A user manual is a guide that is intended to assist users with a product, service, or application.
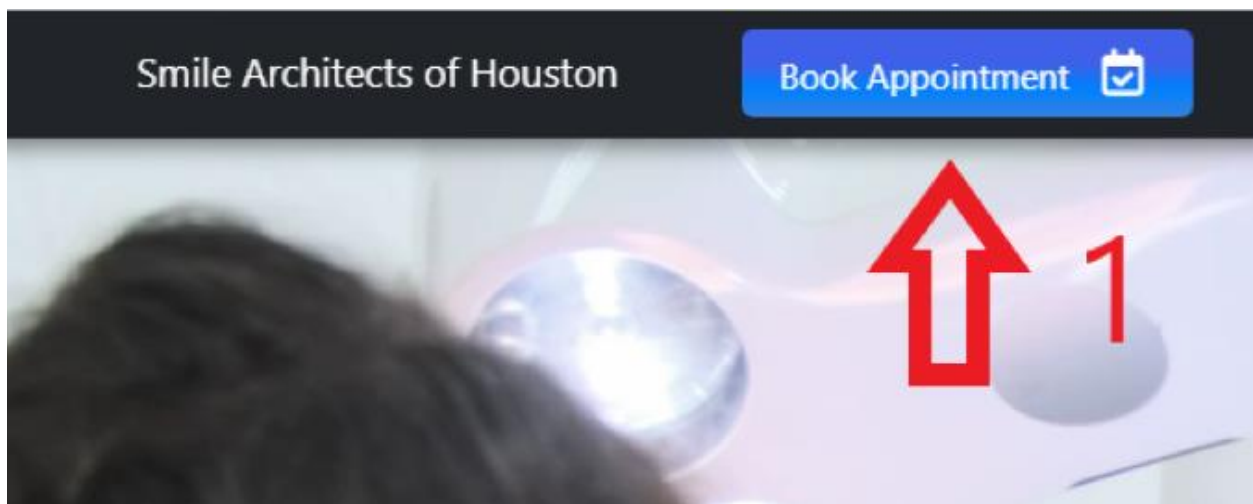This user manual was created by a member of TechSoft Systems Inc and will be included when
the system is given to the project sponsor. The purpose of this user manual is to illustrate and
explain how to use the application using non-technical vocabulary. This manual will contain key
functions and features of our application and the user will be able to understand, as well as use
our application.

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Website

Book Appointment

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1. Book Appointment as patient

Enter Personal Information

BOOK AN APPOINTMENT

First we need some personal details

First name *

Last name *

Date of birth *
mm/dd/yyyy

Email address *

Phone number *

5 digit zip code *

Continue

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Enter Insurance Information

Do you have insurance?
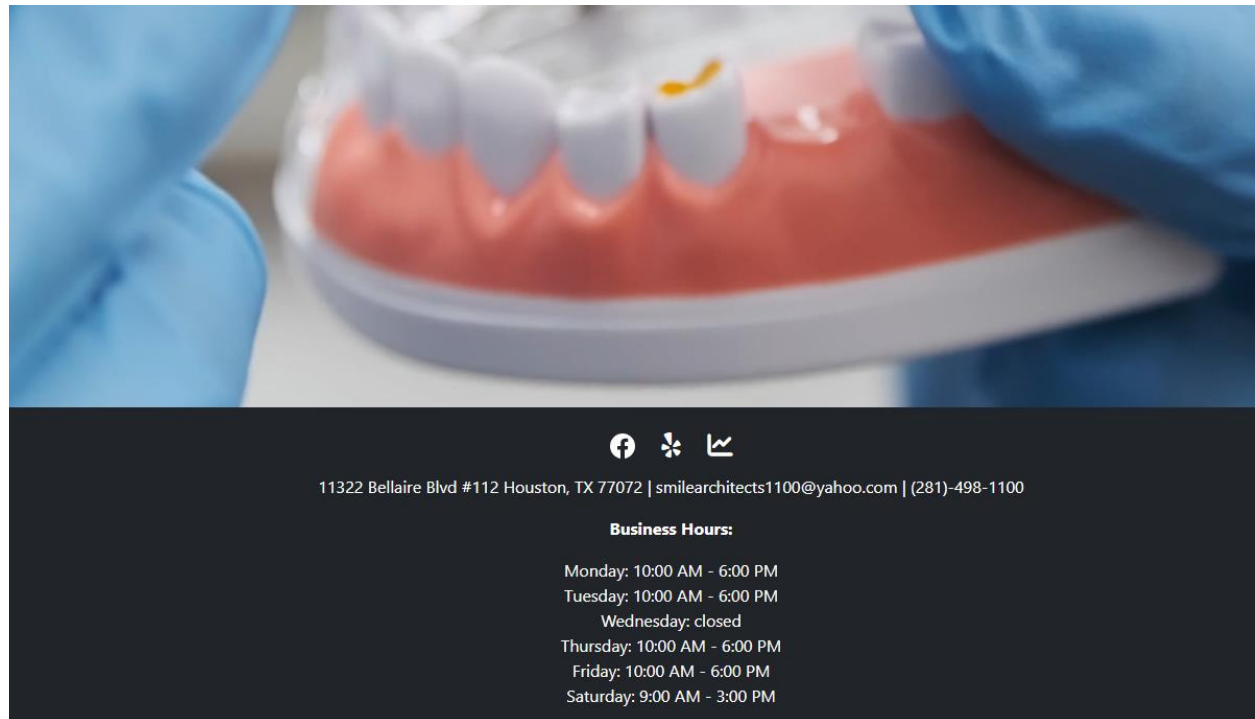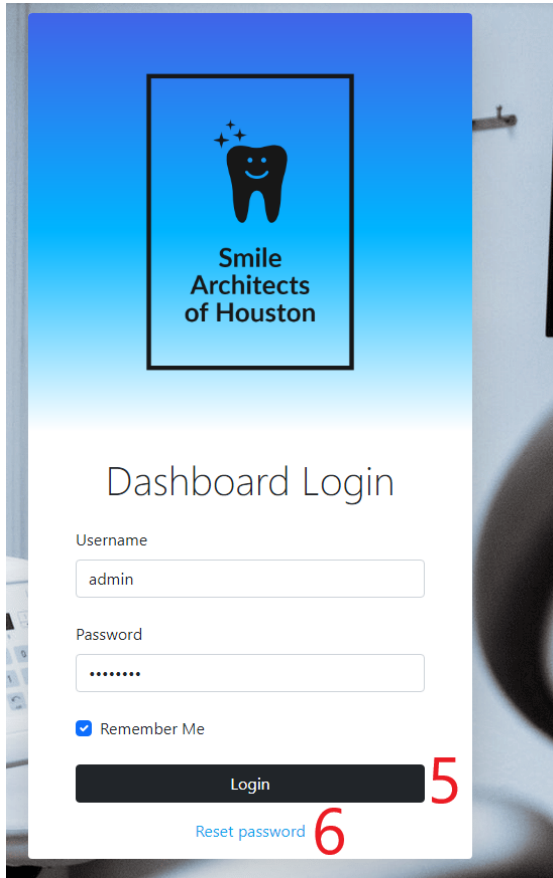
Insurance provider *

Group number

Member ID

☐ Policy holder same as patient?

Policy holder date of birth
mm/dd/yyyy

Policy holder first name

Policy holder last name

Continue

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Select An Appointment

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Bottom of Website

11322 Bellaire Blvd #112 Houston, TX 77072 | smilearchitects1100@yahoo.com | (281)-498-1100

Business Hours:

Monday: 10:00 AM - 6:00 PM
Tuesday: 10:00 AM - 6:00 PM
Wednesday: closed
Thursday: 10:00 AM - 6:00 PM
Friday: 10:00 AM - 6:00 PM
Saturday: 9:00 AM - 3:00 PM

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2. Facebook

3. Yelp Reviews

4. User Login

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Employee Login

5. Login to dashboard

6. Employee reset password

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Employee Dashboard

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7. Cancel Patient Appointment

8. Delete a day of appointments
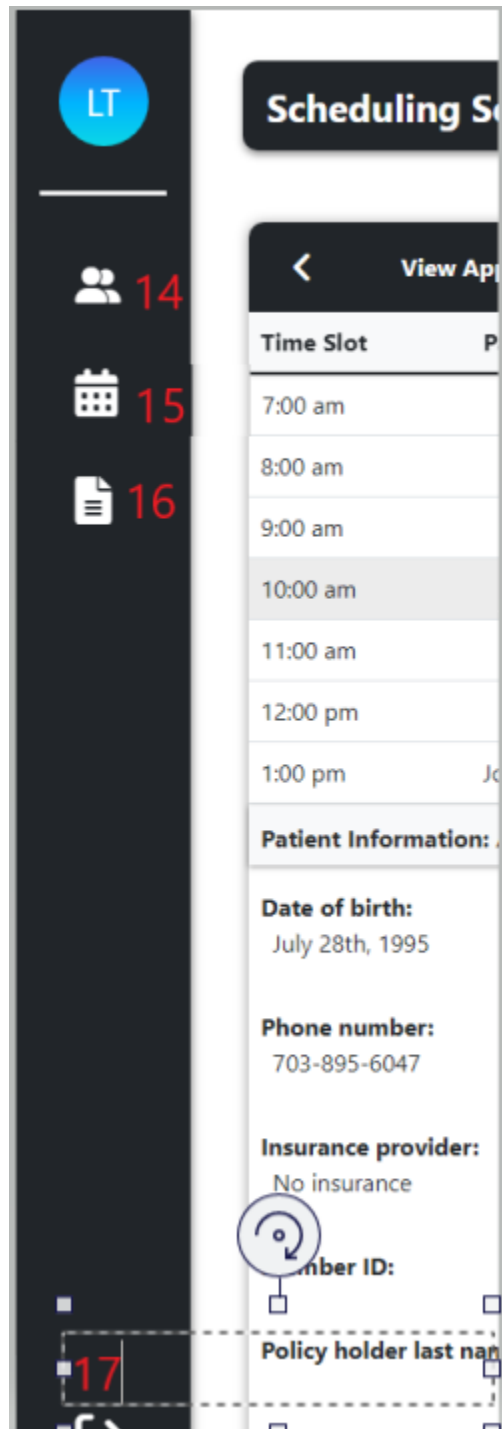
9. Delete an appointment time slot

10. Toggle to make schedule visible or invisible for patient to book appointments

11. Add appointment time slot

12. Copy a day of appointments from one day to another

13. Copy a week of appointments from one week to another

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14. Employee Profiles

15. Scheduling Services

16. Analytics

17. Log out

Employee Profiles

18. Add Employee

19. Edit Employee

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Add Employee

Add new employee ✕

First Name

Last Name

Email

Ex. email@email.com

Phone

Ex. xxx-xxx-xxxx

Employee Credentials

Username

Password

○ Admin access
○ Read-write access
● Read-only access

Submit

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Edit Employee

Edit employee information ✕

First Name

David

Last Name

King

Email

dking@gmail.com

Ex. email@email.com

Phone

832-666-1645

Ex. xxx-xxx-xxxx

Employee Credentials

☑ Active Employee

🔘 Admin access
⚪ Read-only access
⚪ Read-write access

Save Changes

Delete Employee

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Analytics Page