






## Easy Dental Trojan Database Linking a Trojan plan to your Patient

In Family File with patient selected:

1. Click on the Trojan icon  located on the toolbar to access the Trojan Viewer.
2. Choose Select Insurance Plan icon  located on the toolbar.
3. Type in the name of employer and click the double arrow button to the right.
4. Highlight the plan needed and click **<OK>**. This brings up benefit information.
5. Chose Add Plan to Easy Dental icon.  Are you sure you want to add or update this plan in Easy Dental? Click **<YES>**. Trojan insurance plan was added to Easy Dental. Click **<OK>**.
6. Close the Trojan Viewer, and this brings you back to Family File.
7. Double click the employer block.
8. Type in the name of the employer you just added to Easy Dental, and click the double arrow button.  Highlight the desired employer and click **<OK>**. This brings you back to Family File once again.
9. Double click Insurance block.
10. Leave Carrier line blank and click the double arrow button to the right. 
11. In Select Primary Insurance window it will bring up the employer you just added to Family File.
12. Click the **<TROJAN>** button on the bottom of that screen to verify the Trojan plan you're selecting.
13. If correct, close the Trojan Viewer. Click **<Okay>** on Primary Dental screen.