



## New Staff? Need Training?

Datacon is always adding features that an office may not know about. You may be doing things that take six steps that may have been turned into a one-step task. Also, as your office expands or new hires come in, there is always a need for more training.

According to the new Software Support Policy, as of October 2010, Datacon offers **45 minutes of online training** per quarter. That is a value of \$330 per year. These training minutes don't roll over, so your office should take advantage of them. That's once every three months that your office has a chance to check in with Datacon, talk to our support staff, see what's new and really take advantage of the investment your office made when they decided on Datacon as the practice management software.

It's also an opportunity to advance your knowledge on the features you may not be using in your office. Are you using Perio Charting? Note templates? Electronic Insurance Claims? Medical History? Integration with digital technologies?

Let Datacon work for you. We are here, ready to make your day a little easier.

Beyond your quarterly allotment of 45 minutes of online training, our training rate is \$110 per hour. We can train at your office, our training classroom or online. Call us to set up a session for your office today!

## Time Clock for your Office

by Ramon Garcia, Account Executive, Datacon

Dental practices have certain rules and regulations about time and attendance. This is because time is an important element that should be used wisely. Companies expect employees to make good use of their time to increase office productivity.

To realize this goal, a practice must have an effective way of tracking and monitoring the time and attendance of employees. This will ensure that employees are using their time well.

The Time Clock software from Datacon helps track, monitor and manage the time records of employees. This software has many advantages over the manual means of tracking attendance through paper. It represents an ideal method of time management for today's businesses.

The Time Clock software allows, at a glance, you to see who is punched in, and who is not. Time Clock automatically calculates your payroll hours by pay period, employee, and pay type. Time Clock handles many different types of overtime policies and tracks sick and vacation time. It makes payroll a snap.

Time Clock keeps a permanent record of your employees days and hours worked. No need to print out a slew of reports, you can always access employee information retroactively. This can be really helpful when filling out government forms regarding hours, etc.

There are a number of ways to view your information depending on what your goal is. View your practice as a whole, view your practice by department, view your practice in varying time periods, view just a pay type.... the options are all there!

Time Clock is an additional module that comes at a now reduced price of \$395. One office only needs one edition of the software.

Contact us today to get your copy of Time Clock software.

**We love the Time Clock software!  
We would be lost without it!**

*Robert McKethen, DDS  
San Pablo, CA*

# Best Practices: Back-up

**There's a saying: "Only back up the information you don't want to lose."**

We here at Datacon are sticklers about backing up data. We have seen the consequences of not backing up. If a catastrophe happens, you want to be ready. We have clients who have had fires, burglaries and disk failures. If you have a good backup, it is possible for you to be up and running the same day. Be sure to back up your Datacon system and if you are storing images on a PC server, you need to have a backup of that as well.

You need to do this every day. You need to have a backup tape, hard drive or DVD for every day of the week that you work. Take the most current back-up off-premises, so if there is a fire, you'll have your data. You should carry your previous day's backup with you home and bring it back the next day. That way you will always have it in case you need to restore files.

## Do you know where your data is? Do you know if your data is being backed up?

You should know your data and how it's being backed up. Never just assume your data is safe. All forms of backups should be verified on a daily basis.

For example, if you are on an Alpha Micro of any kind, your tape backup does NOT backup any images, PC Word documents, etc. If you have a separate image server than your Datacon server, it requires a backup of it's own. Our new Mac Pro server will backup your Datacon as well as any images, documents, etc., in one place.

Are your employees saving those important Word documents on their local machines? A good practice is to have all important documents stored on a server that is getting backed up.

## Are You Protected?

Most of you know that you should have antivirus protection if you are on-line, but did you know that if you have DSL or Cable internet on one or more of your computers, all of your networked pcs are on-line? Even if a machine cannot browse the internet, it should have antivirus protection to help protect against network aware infections. An infection can get on another machine and get to the unprotected machine using the same avenue that machine uses to connect to Datacon and your imaging software.

In addition, if you use a machine to actively surf the internet, say for web claims, email, etc., it should have antispyware protection as well as antivirus protection. Anti-spyware protection will protect you against spyware and adware. This software can be part of your antivirus protection but MUST be something running at all times or you will have to run manual scans of the systems.

Call your Datacon or dmi technicians for advice on what your options are.

# Mac Corner: Spotlight MacMini Server



## What is Mac mini with Snow Leopard Server?

Exactly what you'd expect — a Mac mini specifically designed to be a server, complete with Snow Leopard Server preinstalled. Instead of a SuperDrive, there are two 500GB 7200-rpm hard drives that give you all the storage you need to help your group work more efficiently than ever.

## Mac mini means business. Small business.

Mac mini with Snow Leopard Server is designed to help you communicate, collaborate, and share information. It's perfect for any small business or group — retail shops, medical and law offices, classrooms, design studios — you name it.

For more information go to: [www.apple.com/macmini/](http://www.apple.com/macmini/)



## Upcoming Classes and Events

### December

**Thursday 12/2** 9:00 a.m.  
New User Class\*

**Monday 12/13** 9:00 a.m.  
Analysis Reports

**CLOSED 12/24**  
Christmas Observance

**CLOSED 12/31**  
New Year's Eve

### January

**Wednesday 1/26**  
New User Class\*

**Friday 1/28**  
Air-tight Recall Training\*

### February

**Thursday 2/17**  
New User Seminar\*

**Thursday, 2/24**  
Power User Seminar\*

\* Qualifies for CE Credits

## Preferred Partner



(707) 523-5915