

Time Clock & Office Mail

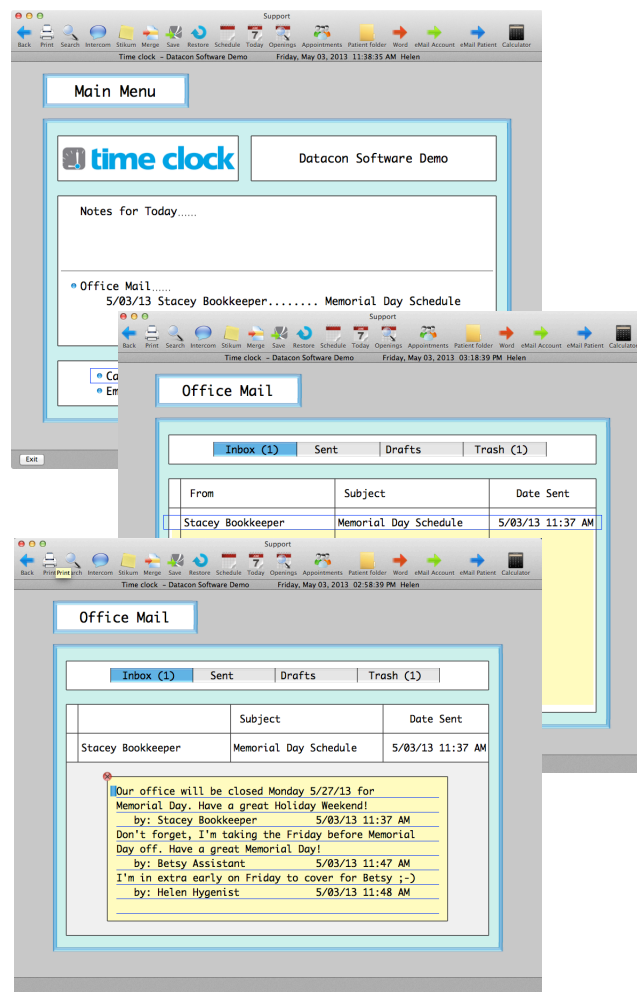
by Buddy Kurz

Your Datacon software includes the option to leave notes for other users but our optional Time Clock software includes a much more extensive communication capability. This feature can facilitate communication between individual employees and also be used to make general announcements about meetings, schedule changes, parties, or anything else. It can be particularly useful to practices that have multiple locations. When any employee punches in using Time Clock, the software will show the Main Menu if there is any unread mail.

Office Mail is similar to regular eMail but it is strictly for use within the office or by users connected remotely using pcLink. There are no attachments, spam, viruses, or junk mail with Office Mail because it is designed specifically for sending messages to employees. A message can be sent to a single employee, to a selected group, or to all employees. Groups can be selected by department or individual employees can be chosen to receive a message. The sender of a message can review the list of recipients at any time to see who has read the message. As long as the message is in the sender's "Sent" list, the note can be edited by any recipient. The original message and any additions are locked and signed by the person doing the editing so there is always accountability. When a message is updated by a recipient, the message is marked as unread in everyone's inbox.

When the sender deletes the sent message, it can no longer be edited but can be reviewed in the sender's trash and continues to be visible to all recipients. When all recipients have deleted the message, it will be deleted from everyone's trash and completely removed from the system. After 90 days, if a message remains on file, the sender can delete the message from the trash and it will be removed from all recipients regardless of its status.

Employees can review the list of employee records and see an overview of each person's office mail status including how many emails are in the inbox, sent list, or trash. A regular employee can select someone from the list to send them a message. Administrative employees can select someone from the list and send a message using the Office Mail selection at the bottom of the employee menu.



Any employee can select Office Mail on the Main Menu or in their own Employee Record to review their inbox, sent mail, drafts, and trash. If management does not want all employees sending mail, there is an employee privilege that controls each person's ability to send mail.

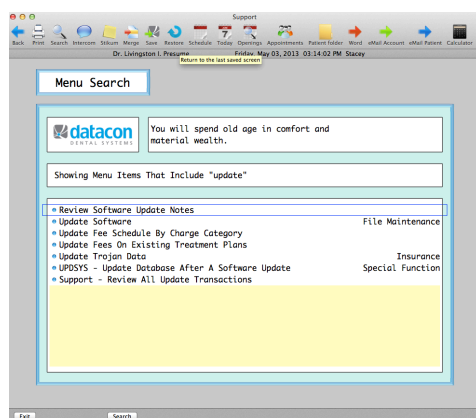
The current release of Time Clock is Version 2.4 - 5/1/2013. If you are using Time Clock be sure to give us a call so we can schedule a simple update.

If you are not using Time Clock this is an optional separate software package which costs \$395.00. Call for a free demo of this time saving (pun intended) software package.



Updating Your Software

We are constantly making improvements to your Datacon software, adding features, and refining how things work based on the feedback we receive from support calls or from suggestions and bug reports from our website. We encourage everyone to stay up-to-date to keep things running as smoothly as possible. It is much easier to deal with a few changes each month or so than to wait for a year or more and be presented with lots of changes and new options.



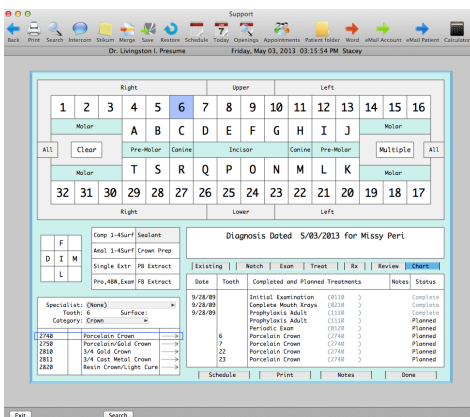
To check for updates, just use the search key or button on the Main Menu and type "Update". You will see an item titled "Review Software Update Notes" which describes changes to the software you already have and an item titled "Update Software" which allows you to check for updates. If an update is available, the update process requires that all other users log out of the system but for most of our clients, the time this takes is only a minute or two. If your office is just too busy to do this, let us know and we can handle the updates remotely while you are out of the office.

Charting Update

For those of you using the charting screen for chair side exams, entry of treatment plans, and posting we have made a few changes. While it was possible to enter upper or lower arch or all in the tooth number field using UA, LA, or FM, there were not buttons at the top of the screen

for selecting those areas of treatment. These have been added in the May update.

There are buttons on the screen for frequently used procedures. We have rearranged things a little bit to make room for two more, for a total of eight. These buttons can be customized to post a single procedure or they can be tied to group codes that automatically post any number of procedures. When a group code is used, the software automatically includes just the procedures that apply to the current selection of teeth and surfaces. For instance, a group code might include procedures for restorations for 1,2,3, or 4 surfaces and the button would only post the procedures matching the number of selected surfaces. Another button might post a Prophyl, Exam, and Bitewings in one click.



We have also made it possible to enter both diagnosis and treatment notes using their respective templates. It is also now possible to reuse either template to add to existing notes.

We have lots of other plans for improvements in this area so stay tuned...

Classes and Events

Classes

New User Training *
Scheduling *
Recall *
Paperless Training
Power User Training *
Doctor's Only Training

* Qualifies for CE Credits

Call today to schedule
your training!

Schedule

Monday, 5/27
Memorial Day Observance
Office Closed

Thursday, 7/4
Independence Day
Office Closed

Events

CDA Annual Session
San Francisco
August 15-17 2013



Have you visited our website lately?

We've been working to bring you relevant information, current screenshots, one-click contact with our staff and much more!

Accessing our website is just one-click away if you are in your Datacon software at the Main Menu, click on the selection aptly named "Datacon Website"!

Away from your software? Visit us at www.datacondental.com

We look forward to hearing from you.