

The logo icon consists of three overlapping squares in shades of gray, positioned to the left of a blue swoosh that curves around them.

Consult-PRO™
CHAIRSIDE



2010 USER MANUAL

CHAIRSIDE 2010

USER MANUAL

■ TECHNICAL SUPPORT

For technical assistance, please contact Consult-Pro Software at

Local : (416) 429-7003

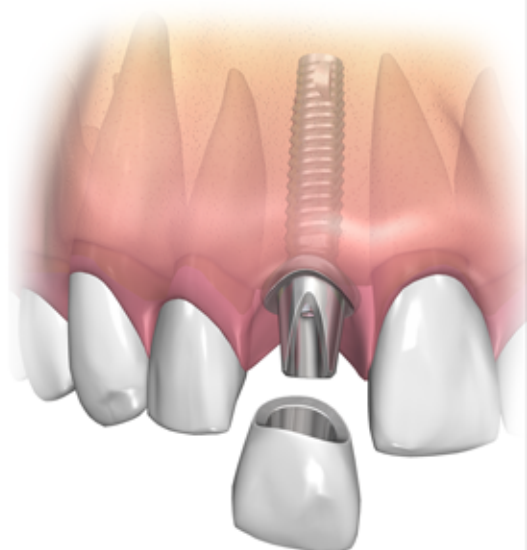
Toll free in North America 1-800-519-6569

Don't forget to check in with our website regularly for latest updates and information.

<http://www.consult-pro.com>

■ MINIMUM SYSTEM REQUIREMENTS

- Intel® 1.3 GHz processor
- Microsoft® Windows Server® 2003 SP2; Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2; Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1; Windows 7
- 128MB of RAM (256MB recommended)
- DVD-ROM Drive
- 4 GB of Available hard disk space for Terminal and Single installation
- 600MB of available hard disk space for Server
- Static IP Address for the server



CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

IMPORTANT

Do not insert the key until you have completed the Chairside 2010 installation and have rebooted your computer.

1 STEP ONE

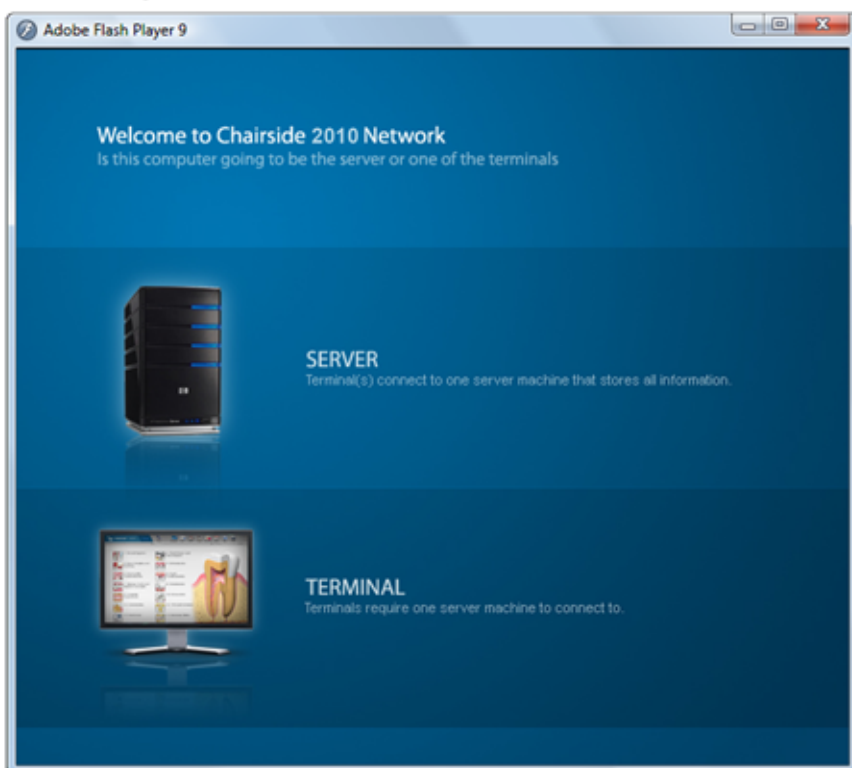
Insert Chairside 2010 DVD into your DVD drive.

2 STEP TWO

Setup should automatically start.

AUTORUN TIP

If the setup does not start automatically, double click on the My Computer icon on your desktop to open the My Computer folder. Right-click on the DVD-ROM drive & choose 'explore'



3 STEP THREE

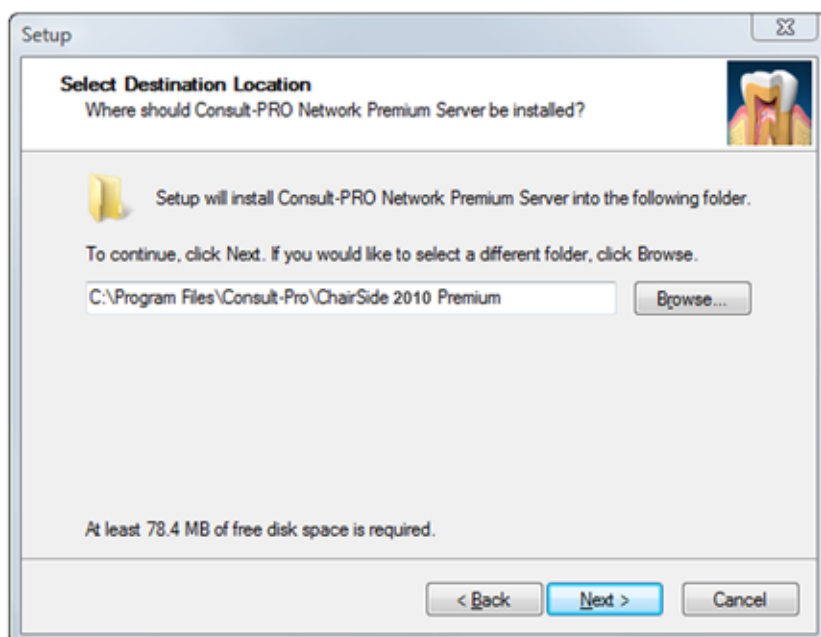
Select **Server** to install the Server Software

CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

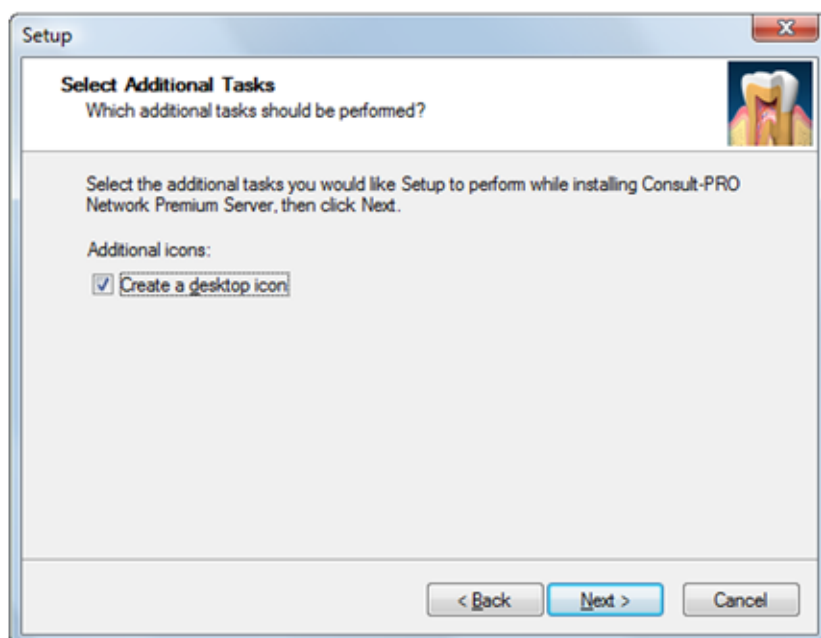
4 STEP FOUR

Choose your installation directory (or leave unchanged) and press **Next**.



5 STEP FIVE

Leave the checkboxes checked, and click on **Next**

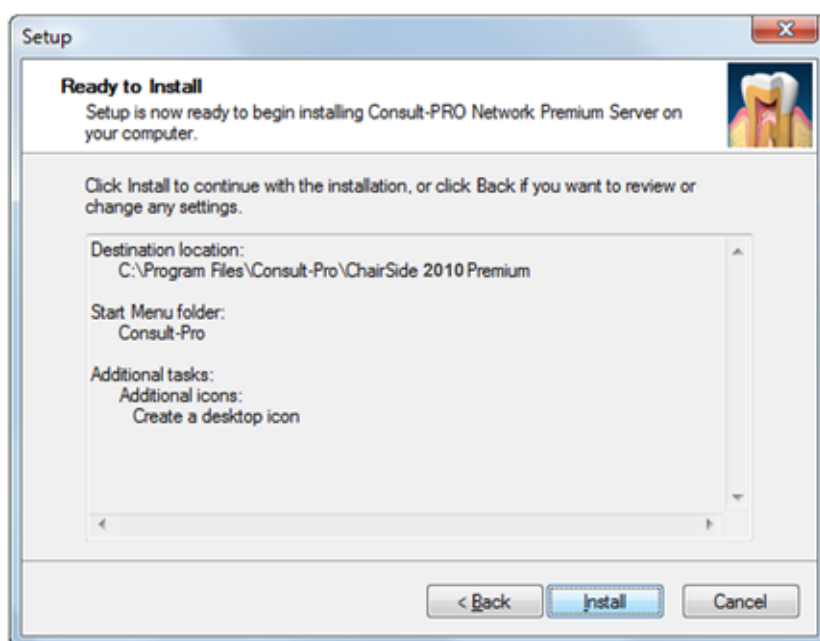


CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

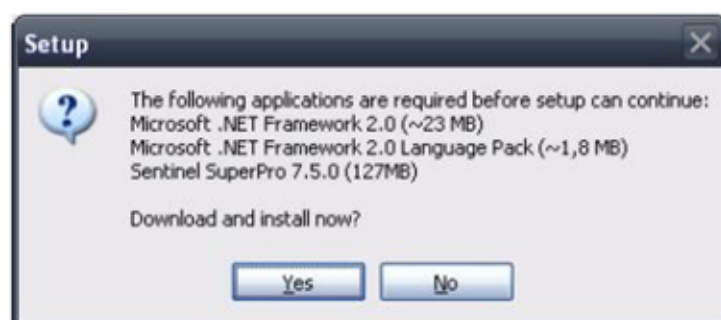
6 STEP SIX

You will see a summary of the installation tasks. Simply click on **Install** to begin the installation.



7 STEP SEVEN

Depending on your machine, the Installer might need to download and install additional software required for Chairsides to run. If that is the case, the installer will show you a list of additional software that it is automatically going to download and install for you. Simply click on **Yes** to proceed.

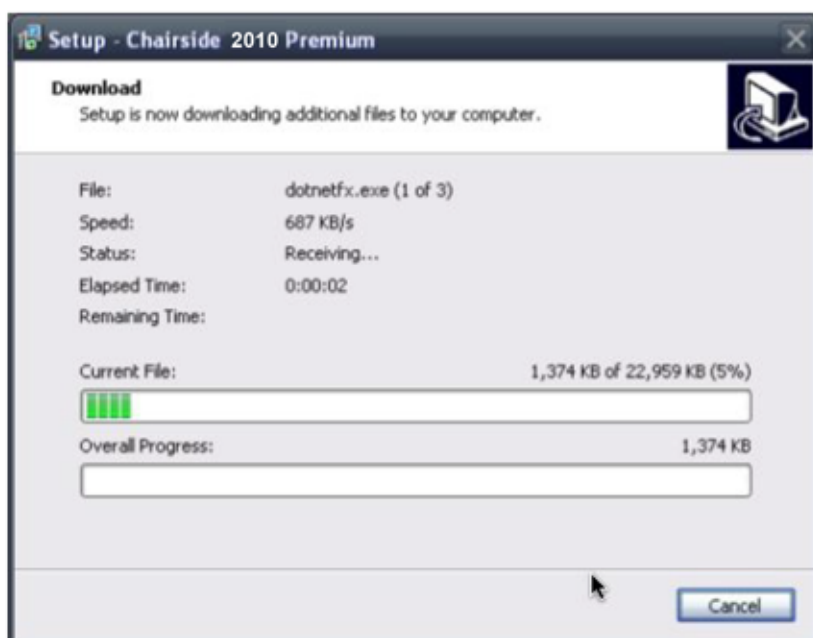


CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

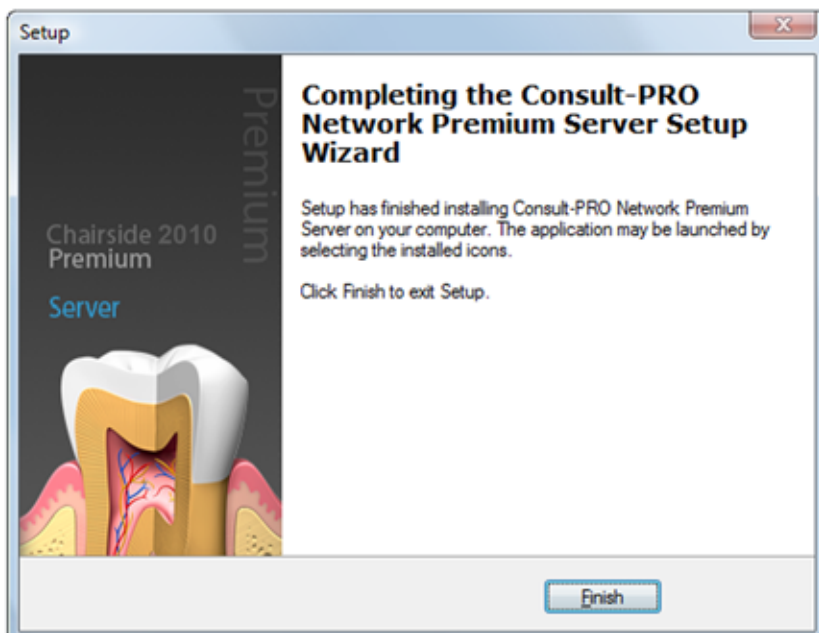
8 STEP EIGHT

Setup will then download and install the required additional resources. **Please be patient** while the installer finishes this task, it may take a few minutes.



9 STEP NINE

Setup is now complete. You should see a message indicating that the installation has been completed. **click on Finish**. Consult-PRO 2010 Network Server is now installed on your computer.



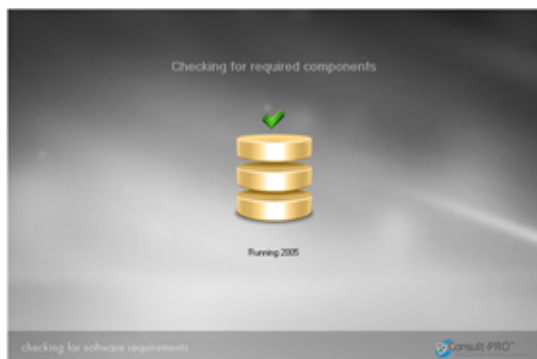
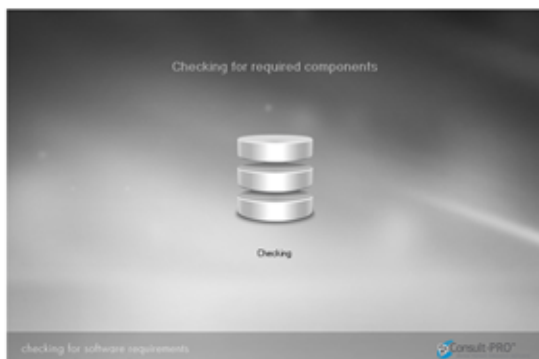
CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

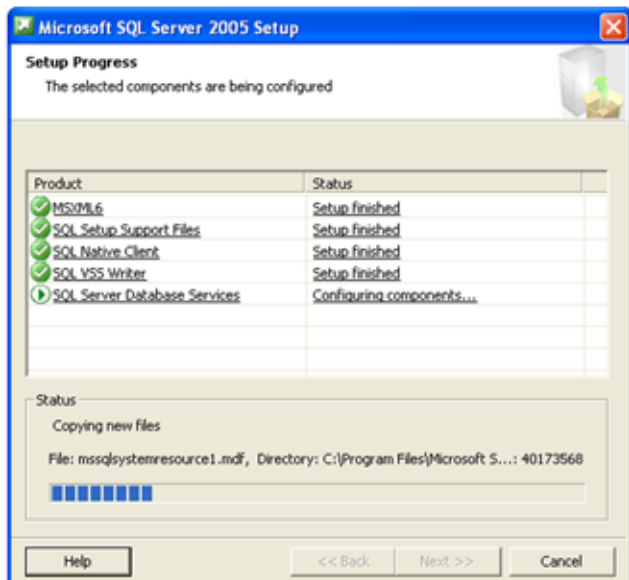
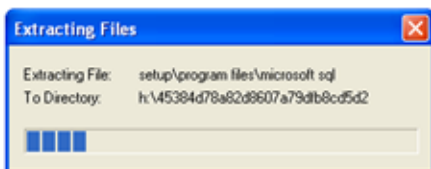
10 STEP TEN



Once the server installation is done, please insert your **USB Security Key**. Double click on the Consult-PRO Premium Network Server icon on the desktop to launch the server installation. During the First launch of the application, it will check for the SQL EXPRESS installation.



If it is not found, it will do the SQL Installation automatically.

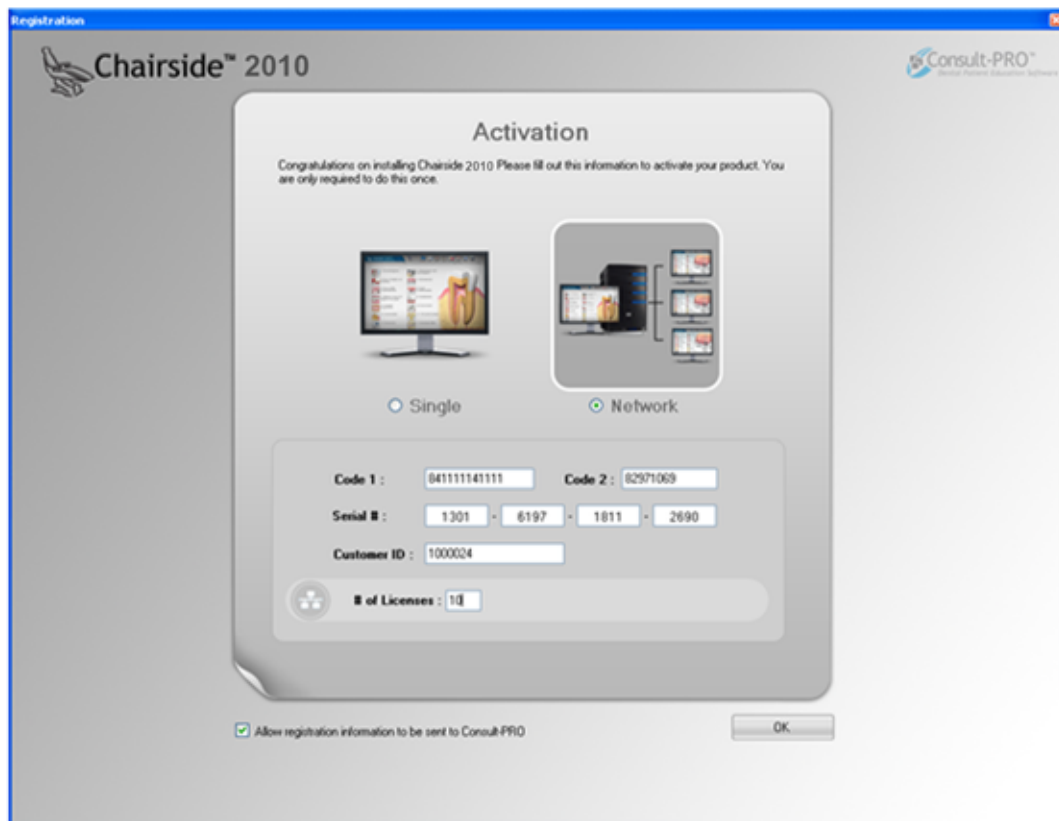


CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

11 STEP ELEVEN

You have finished the Consult-PRO Network Server installation and set-up process. The Network Server application will now load. The registration window, please enter the details that was provided with your product.



Once the registration is successful, the application will run in the system tray. Click on this icon to launch the Network Server Window.

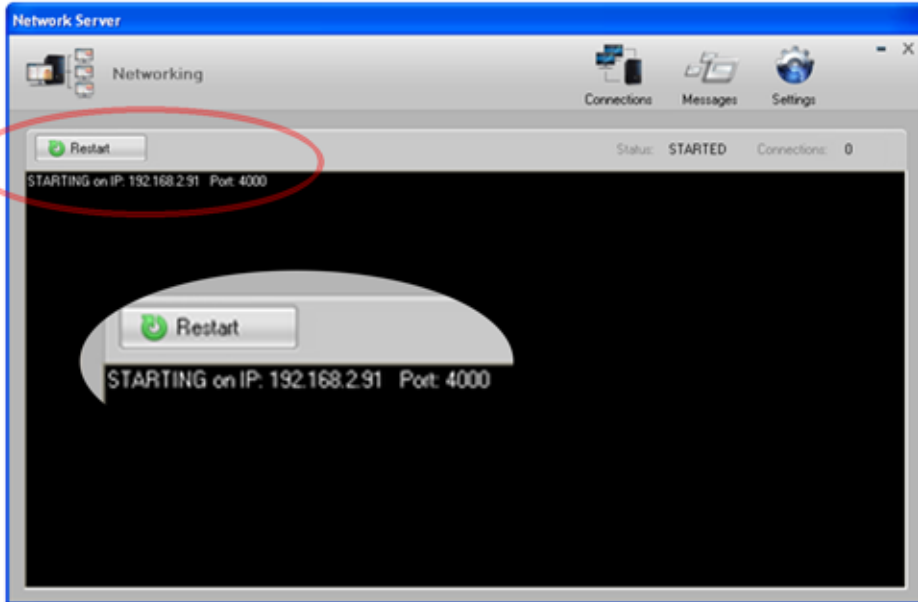


CHAIRSIDE 2010

USER MANUAL - SERVER INSTALLATION

12 STEP TWELVE

Click on Messages to get the **server IP address and port number**. If you want to change the port or select a different network card, it can be done under the settings section.



Click the Minimize button to close the application back to the system tray.

If you want to install the Terminal application on the same computer as the Server application, please close the server application before installing the Terminal application. Once the Terminal application is installed please launch the Consult-PRO Network Premium Server, and then launch the Chairside 2010 Premium application.

For the Terminal installation or the Single Installation please read the next section.

CHAIRSIDE 2010

USER MANUAL - SINGLE/TERMINAL INSTALLATION

IMPORTANT

Do not insert the key until you have completed the Chairside 2010 installation and have rebooted your computer.

1 STEP ONE

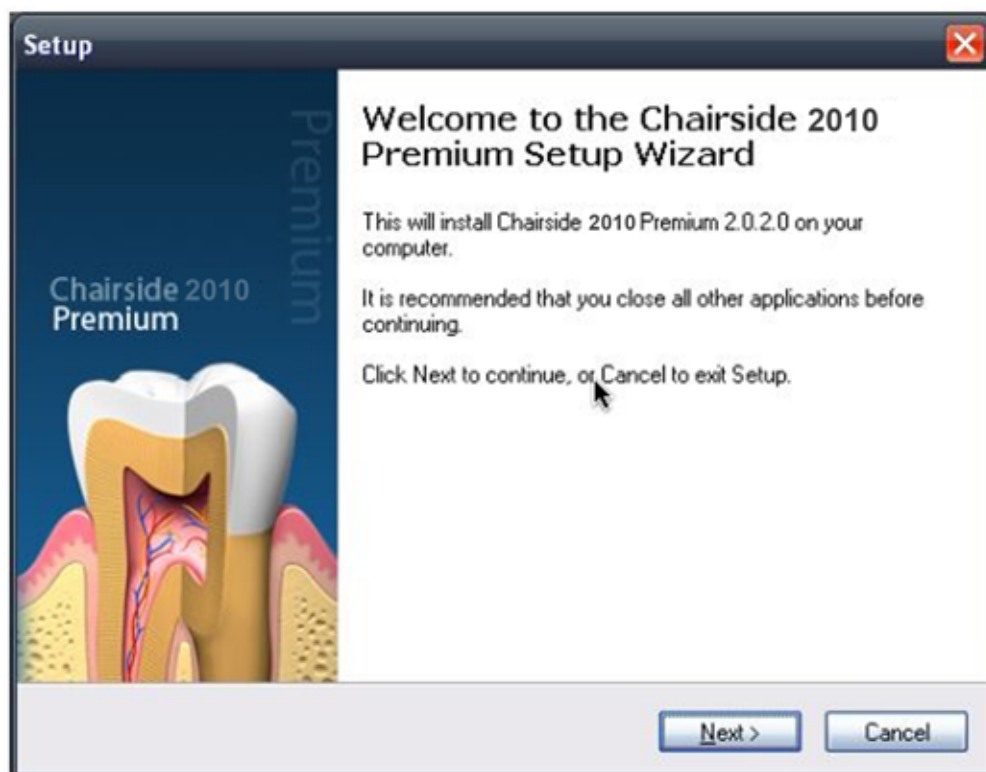
Insert Chairside 2010 DVD into your DVD-ROM drive.

2 STEP TWO

Setup should automatically start. If you are installing the Terminal version, please select Terminal on the main window to start that installation.

AUTORUN TIP

If the setup does not start automatically, double click on the My Computer icon on your desktop to open the My Computer folder. Right-click on the DVD-ROM drive & choose 'explore'



3 STEP THREE

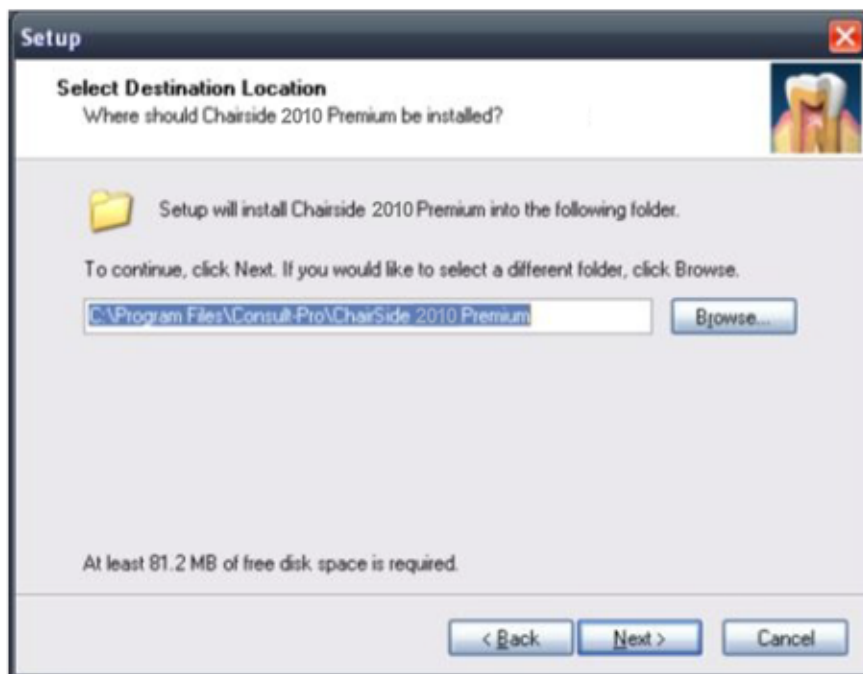
You will see the setup welcome message. Press **Next** to continue.

CHAIRSIDE 2010

USER MANUAL - SINGLE/TERMINAL INSTALLATION

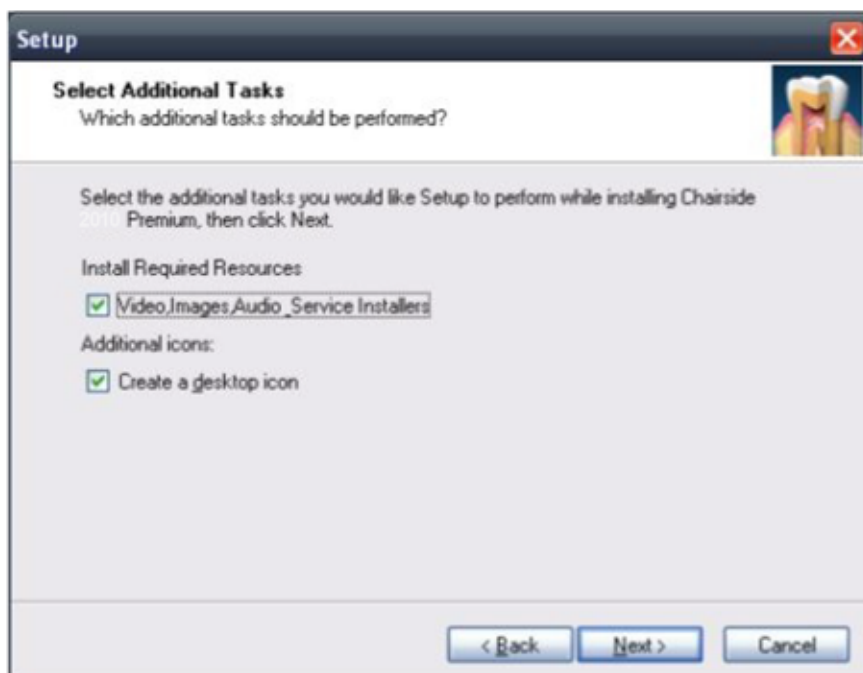
4 STEP FOUR

Choose your installation directory (or leave unchanged) and press **Next**.



5 STEP FIVE

Leave the checkboxes checked, and click on **Next**

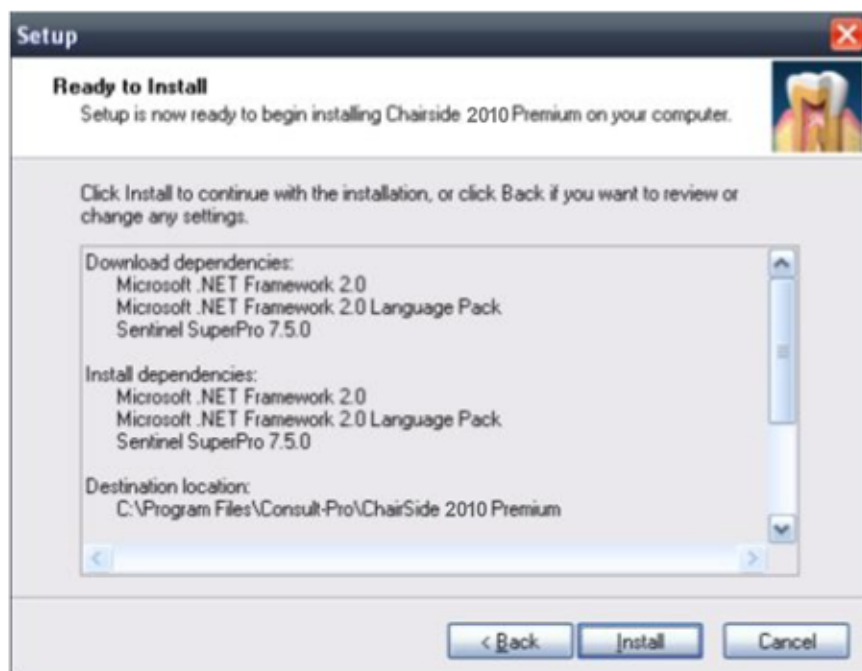


CHAIRSIDE 2010

USER MANUAL - SINGLE/TERMINAL INSTALLATION

6 STEP SIX

You will see a summary of the installation tasks. Simply click on **Install** to begin the installation.



7 STEP SEVEN

Depending on your machine, the Installer might need to download and install additional software required for Chairside to run. If that is the case, the installer will show you a list of additional software that it is automatically going to download and install for you. Simply click on **Yes** to proceed.

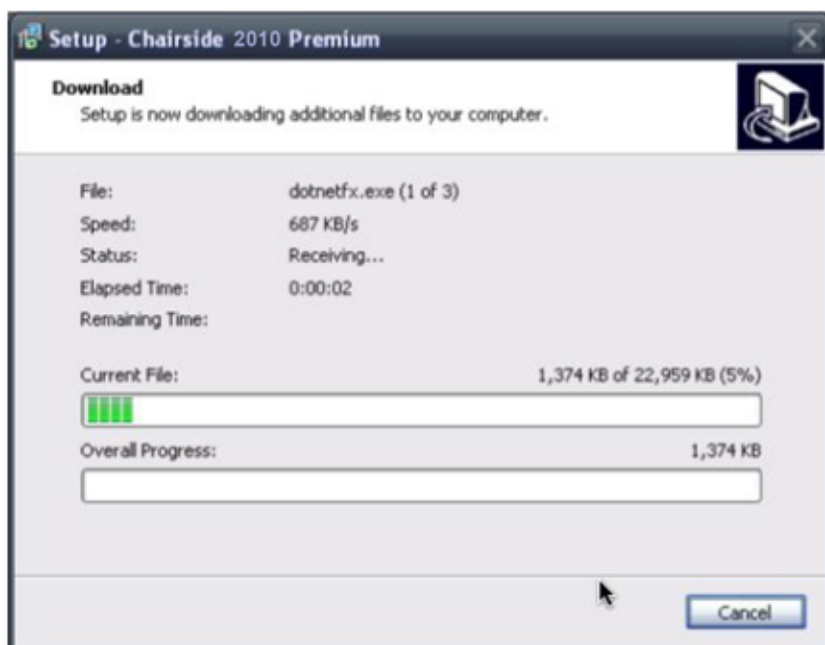


CHAIRSIDE 2010

USER MANUAL - SINGLE/TERMINAL INSTALLATION

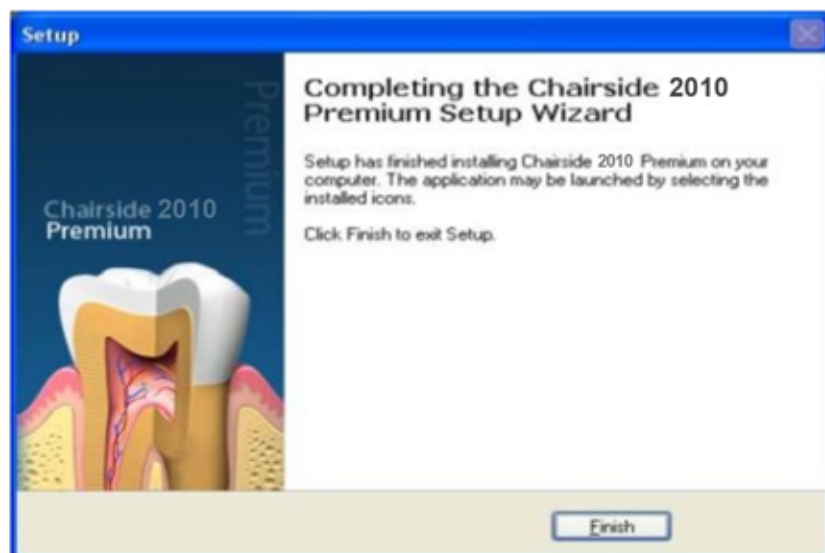
8 STEP EIGHT

Setup will then download and install the required additional resources. **Please be patient** while the installer finishes this task, it may take a few minutes.



9 STEP NINE

Setup is now complete. You should see a message indicating that the installation has been completed. **click on Finish**. Chairside 2010 is now installed on your computer. Now you need to launch Chairside and activate your copy.

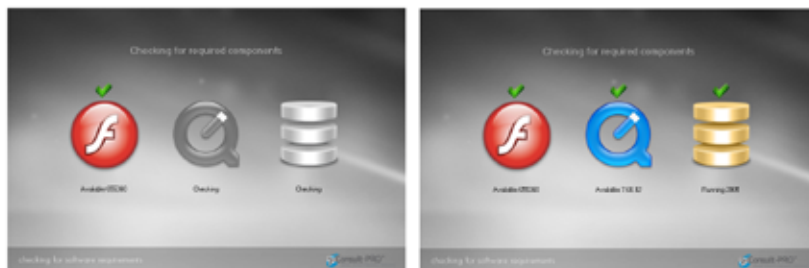


CHAIRSIDE 2010

USER MANUAL - SINGLE/TERMINAL INSTALLATION

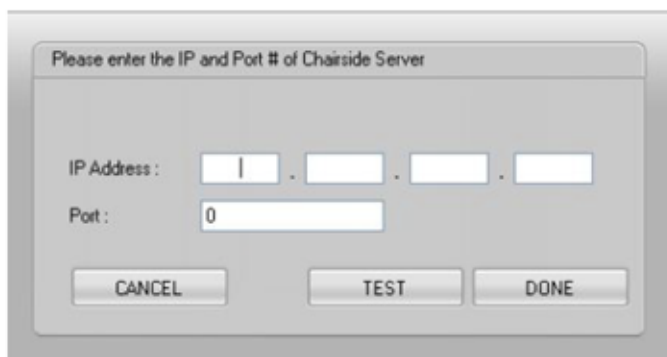
10 STEP TEN

The first time you launch Chairside by double-clicking on the Chairside icon on the desktop, The checker application will check for the required components, if they are not installed, the checker application will install it. Once all the required components are installed it will show the registration window. If you are installing a Single version, please select Single and enter the registration details. If you are installing a Terminal application, please select network.



11 STEP ELEVEN

If you are installing the Terminal version, once the registration details have been entered, it will ask for the location of the server. Please enter the ip address information that was provided on the server application, in the messages section. By default the port number is 4000.



CHAIRSIDE 2010

USER MANUAL - SINGLE/TERMINAL INSTALLATION

12 STEP TWELVE

You have finished the Chairside installation and set-up process. The Chairside application will now load.

CUSTOMER SUPPORT:

WWW.CONSULT-PRO.COM

SUPPORT@CONSULT-PRO.COM

1.800.519.6569



Thank you for purchasing
Chairside 2010.

If you encounter problems during the installation, please contact our customer support at **1.800.519.6569** and one of our personnel will be happy to assist you through the setup process.

CHAIRSIDE 2010

USER MANUAL

USING CHAIRSIDE

This chapter describes how to use the common features of Chairside 2010.

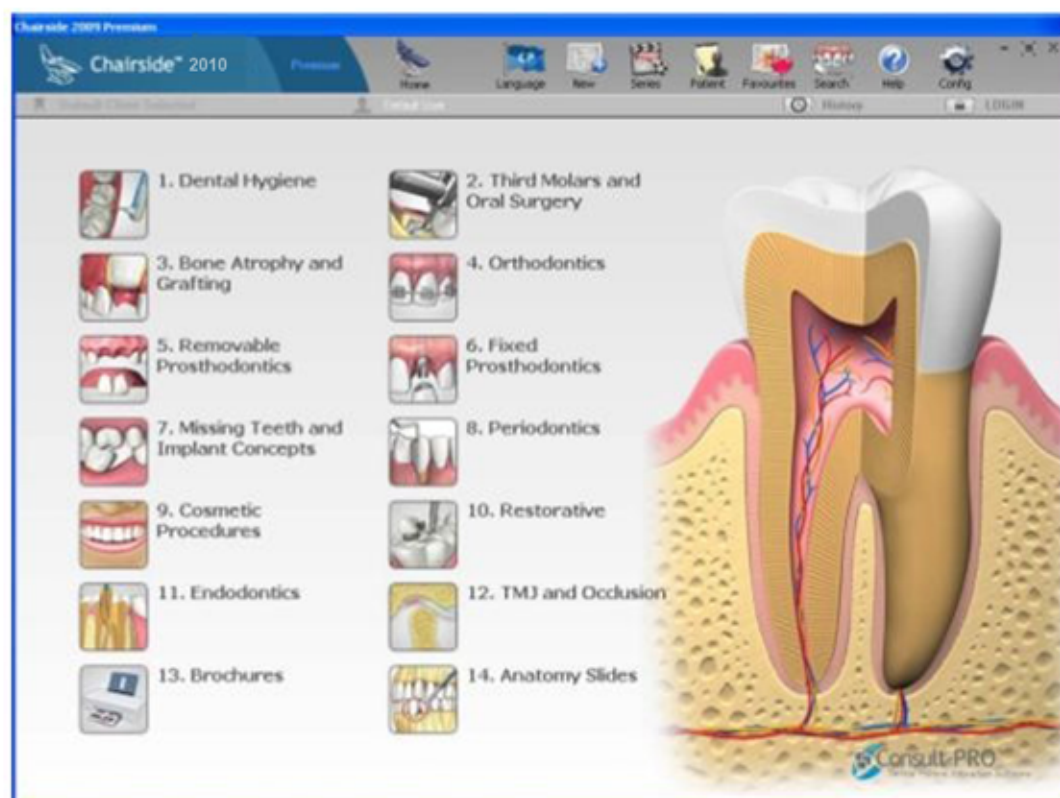
This guide is a straight-forward walkthrough of the different sections of Chairside 2010. Chairside is a computer program for dentists which helps them improve case acceptance through patient education. A practice doesn't need to rely on sign- language, props and flash cards, but can use clinical pictures and animations through Chairside.

Since patients learn visually, presenting their case and educating them as to the consequences and treatment options with a visual program will greatly help their understanding and acceptance of a case. Furthermore, thanks to Chairside's professional printouts, a many-thousand dollar treatment plan need not be presented as a mere handwritten note.

Chairside has packaged a comprehensive library of patient-friendly graphics, clinical and animations depicting various conditions, treatment options and consequences of non-treatment. Consulting with a patient, and using Chairside's education will help them to better understand their condition and your proposed treatment.

The diagram on the next page shows the Chairside Home page. On the top you will see the main Chairside menu, as shown in more detail in the picture below.

CHAIRSIDE MENU:



CHAIRSIDE 2010

USER MANUAL



HOME ICON

Brings you back to the Home page from anywhere in the program.



LANGUAGE ICON

Lets you select the language, depending on the version you have.



NEW ICON

Lets you create a new presentation from scratch using your own slides, pictures, movies and audio. See **Creating Presentations**.



SERIES ICON

Lets you create, edit, and play series. See **Custom Education Series**.



PATIENTS ICON

Create, edit, select, and delete patients. See **Creating Patients**.



FAVOURITES ICON

Play or delete your favourite presentations. See **Favourites**.



SEARCH ICON

Search for a particular presentation. See **Search Features**.



HELP ICON

Read help documents on using Chairside 2009.



CONFIG ICON

Set global preferences. See **Global Preferences in next chapter**.



WINDOW CONTROL ICON

These three icons let you control the Chairside window. The **left icon** minimizes the window, the **middle icon** maximizes the window, and the **X icon** exits the program.



LOGIN ICON

The login icon lets you log in to access the secure features of Chairside. See **next chapter**.



HISTORY ICON

The history icon displays a list of your most recently viewed.

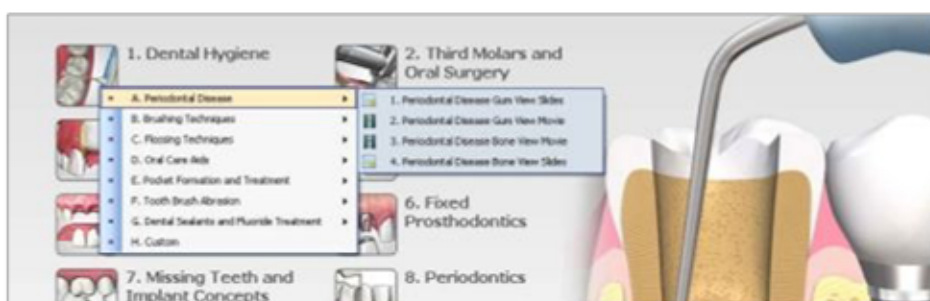


EDUCATION LIBRARY

You will also notice a bar below the menu. This bar displays the name of the selected patient, and shows the current logged in user. If no patient is selected and no user is logged in it will show **'Default Client Selected'** and **'Default User'** instead.

Note: the fourteen icons in the middle of the Home Page. These icons represent the different sections in Chairside's education library. Within each of these categories is a selection of education presentations.

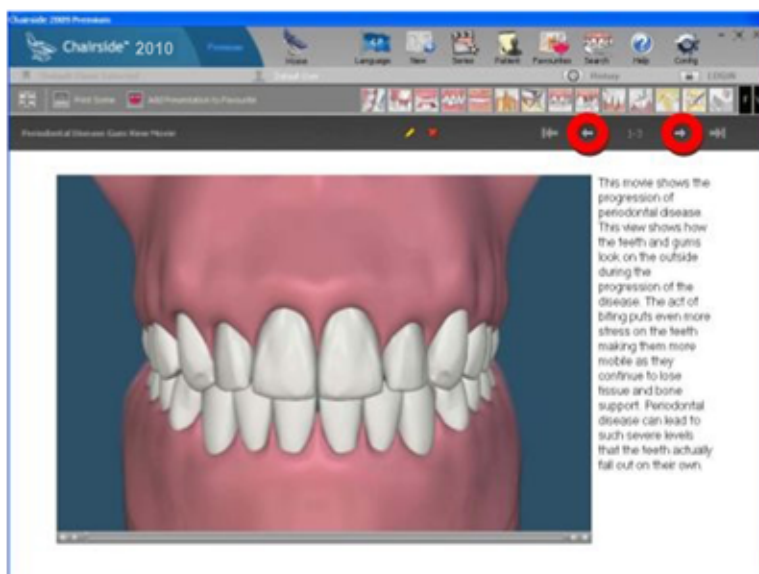
Clicking on one of these fourteen icons will reveal a list of presentations for that section. To view a presentation, simply click on it.



NAVIGATION EDUCATION

Lets open a presentation to learn how to navigate through the slides. Click on the first icon (**Dental Hygiene**) and hold your mouse over **Periodontal Disease**. A second window will pop up with a list of available items in this category. Click on the second item **Periodontal Disease Gum View Movie**. Depending on your version of Chairside, if this is your first time using the program you might be prompted to log in.

You can log in by using the default **"admin"** as both username and password. For more information regarding logging in, please see next chapter. You should now be seeing the first slide of the **Periodontal Gum Disease** presentation, which contains a video and accompanying text, as shown below.

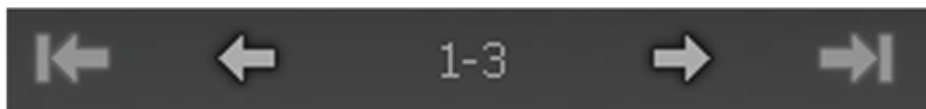




NAVIGATION EDUCATION

The numbers between the arrows indicate that this presentation has 3 slides and you are on the **first slide**. To progress to the next slide, click on the **Forward icon**. You can walk **forward** through each slide in a presentation this way. To exit the presentation, click on the **Home icon**.

Looking back at the top right, you will see the **rewind** button. You can walk **backwards** through a presentation with the **backward** button. Take some time to familiarize yourself with the navigation buttons by moving **back** and **forth** through the education presentation.



MOVIE CONTROLS

Here you will become familiar with playing and navigating through a movie. Now that we're comfortable navigation through education presentations, let's look at a movie. In this example, we will open an education presentation which has one.

IMPORTANT NOTE

Presentations that have a movie have a movie icon beside them in the presentation list.



Open the same presentation we just opened in the previous section.

To begin the movie, click **play**. Notice that the **play** buttons becomes a **pause** button. When the movie is **paused**, or has not yet begun, you may click on the **forward** or **backward** buttons to walk through the movie frame by frame. You may also click on the **slider** (see figure below) to jump to a specific part of the movie. Exiting from a movie presentation is the same as exiting from any other presentation. Click on the **home** button at the top left, and you will be returned to the Chairside **home** page.



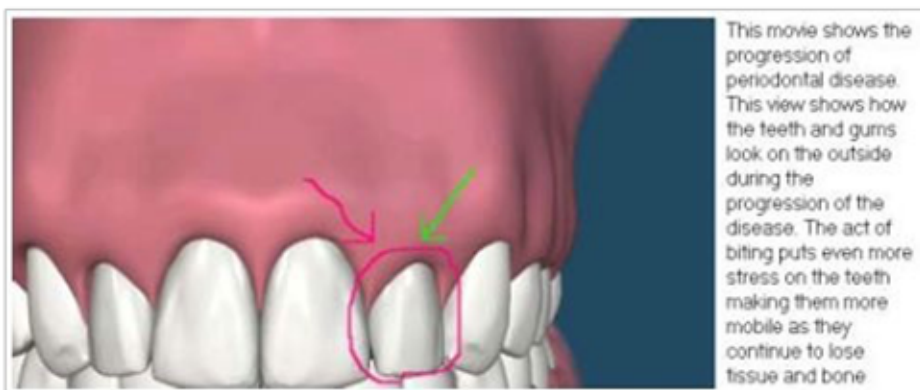
CHAIRSIDE 2010

USER MANUAL

DRAWING TOOLS

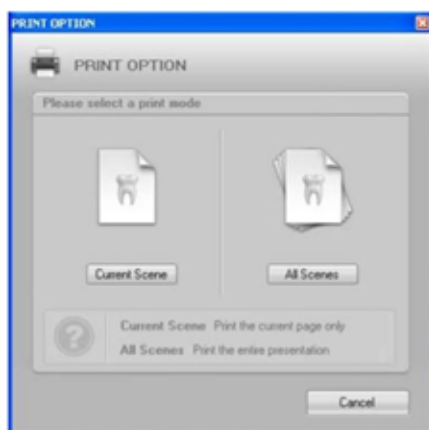


When viewing a presentation, you can use your **mouse** and the **pen tool** to draw on the screen, even on the movies, to highlight a section and explain it to your patients. To start drawing, click on the **draw icon** and then use your mouse to draw on the screen. You can delete the drawing by clicking on the **delete icon**. You can also choose a colour for the drawing by clicking on the **colour box** and selecting your desired colour.



PRINTING EDUCATION

You can print scenes from a presentation, or the entire presentation by clicking on the **print icon** on the top of each presentation. Simply choose whether you want to print the current scene or the entire presentation, and then select your printer.



Chairside 2010 will include the name of your patient, date, and even your practice's logo on the page. To select a practice logo, see **Custom Logo** in the next chapter.

CHAIRSIDE 2010

USER MANUAL



CUSTOM EDUCATION SERIES

The Series Maker allows you to package a series of education presentations for later use. By grouping multiple presentations together and creating a series ahead of time you can save the time and trouble of playing individual education items.

The series maker has a quick-launch icon at the top menu. To create a series, you must be logged in. If you haven't already logged in, do so by clicking on the **Login icon** on the top right section of the window. The default password is "admin". Logging in, and the security features of Chairside are described in detail later, in Setting up Chairside. For now type **admin** into the password field and then click **Login**.

After you have logged in, click on the **Series quick-launch icon** again to reveal a list of any series which have been made. Clicking **New** will launch the series editor.



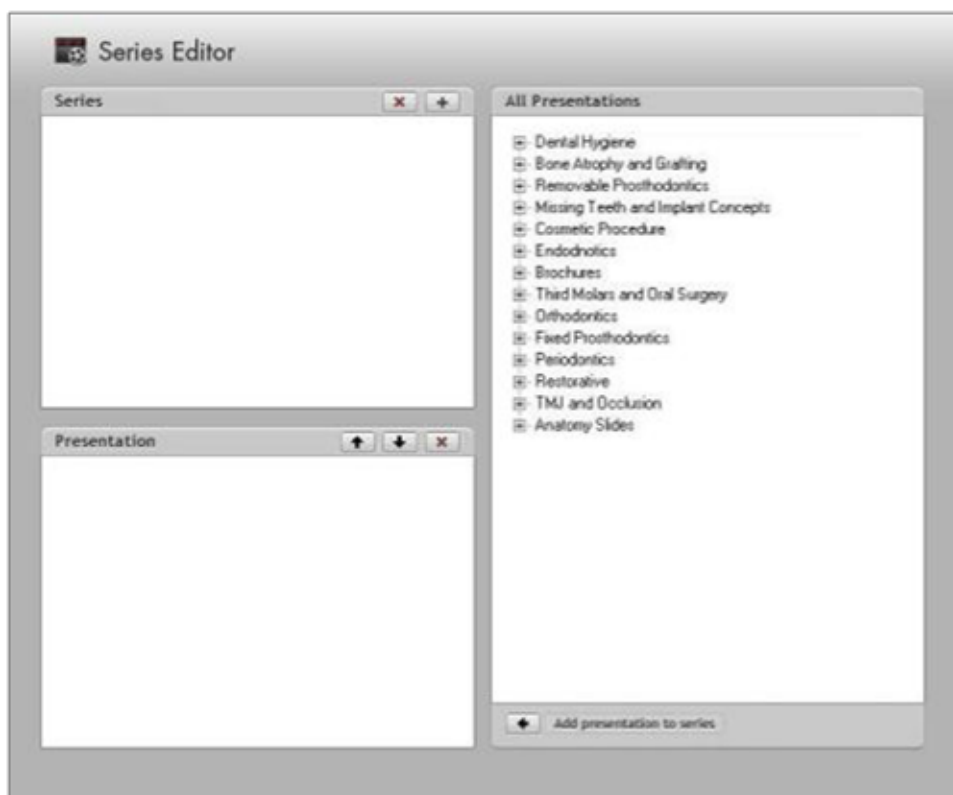
First, choose a name for the series you are about to create. Some practices create a series to be replayed for a specific person, so they will include that patient's name. Adding a date in the series name is also helpful. Other practices create generic presentations which for a number of types of cases.



You can add presentations to your series by selecting the presentation you want to add from the right panel, which contains all the items in the media library, and then clicking on the **Add icon**.



EDITING THE SERIES LIST



After adding several presentations to the series, click on an item in the **Presentation panel** to highlight it. You can perform several actions to a given presentation within a series.



Click on the delete icon to remove it.



Click on up to move it up on the list.



Click on down to move it down on the list.

CHAIRSIDE 2010

USER MANUAL



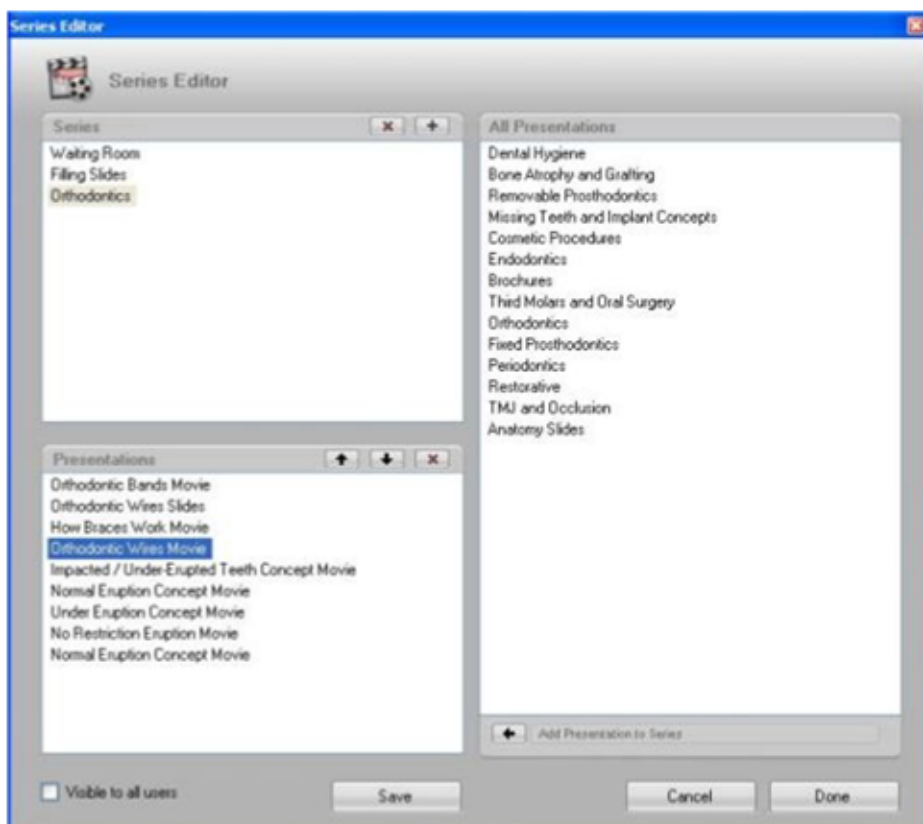
SAVING YOUR SERIES

Before saving your series, you can choose whether or not you want the series to be available to all Chairside users by ticking the corresponding checkbox. Click on the **save button** to save the series, and then click **done** to return to the home page.

CHANGING OR DELETING A SERIES

To delete a series, open the series editor by clicking on the **series icon** on the menu, and then click on edit. Select the series you want to delete from the Series panel, and click on the **delete icon** on the top to delete it. To **edit** a series, simply click on the series you want to edit. Clicking on the series will reveal the presentations within that series in the **“Series Presentation”** panel.

For example, the screenshot below shows the **Series Editor** for a user who has created 3 series. They have selected the ones called **“Orthodontics”** and are now editing the presentations within that series (**shown in the Presentations panel**). The Orthodontic Wires Movie presentation is selected, and the user can either delete it from the series, or move it up or down using the arrow keys, similar to how it was described in the previous section.



CHAIRSIDE 2010

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PLAYING A SERIES

To play a series, click on the **series icon** on the menu, and select the series you want to play back from the drop down list. The following window will pop up.



You can select your playback mode by clicking on either **Manual** or **Automatic** icons.

MANUAL PLAYBACK

Selecting Manual means that you have to navigate through the presentations manually, by clicking on the **play** and **rewind** buttons. **Note:** that when viewing a series, the **Next** Presentation and **Previous** Presentation buttons also become active, and clicking on them will skip all the remaining slides in the current presentation and will take you directly to the beginning of the **next** or **previous** presentations in the series.

AUTOMATIC PLAYBACK

Automatic plays the entire series automatically, **pausing** on each slide for the number of seconds defined on each slide. When choosing **automatic** you also have a Loop option. Selecting Loop will play the presentation over from the beginning when it reaches the end. To exit a series **playback**, click on the **Home** icon.

CHAIRSIDE 2010

USER MANUAL



SEARCH SERIES

Chairside 2010 has a powerful search feature that enables you to quickly find any presentation that you look for. To search for a presentation, click on the **Search icon** on the top menu. Enter the keyword(s) you wish to search for in the text box at the top of the Search window and click on **Search**.

Chairside 2010 will return a list of all presentations using that keyword. You can view any of those presentations by selecting them and then clicking on **View**. The figure below shows a sample search result for the search word “dental”.





CUSTOMIZING

C H A I R S I D E 2 0 1 0

There are a few areas of Chairside which may be customized to the needs of your practice. This section describes how you can set up Chairside by entering in your practice's information.

LOGGING IN

Chairside has a security feature which allows your practice to lock portions of the software from public use. Anyone who wishes to use a section other than Patient Education must log in.

When you first launch Chairside, you will not be logged in. You can tell you are not logged in when you see **"No User"** at the top of Chairside.

To **log in**, click on the **login** text at the top right of Chairside. Logging in as admin will allow full access to all parts of Chairside. The default password for the admin user is also the word **"admin"** – type it in the password field and then click on the **Login** button. Once you have logged in, you will see your account name at the top of Chairside. Creating accounts is described in the Accounts Manager portion of this section.

The screenshot shows a 'User Login' dialog box. It features a title bar with the text 'User Login' and a close button. On the left side, there is a small user icon and the text 'User Login'. To the right, there are two input fields: 'Username' containing the text 'Admin' and 'Password' containing masked characters 'xxxxxx'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'LOGIN'.

LOGGING OUT

To log out of Chairside, click on the **logout** icon on the top right side. You will see **"No User"** appear at the top of your home screen.

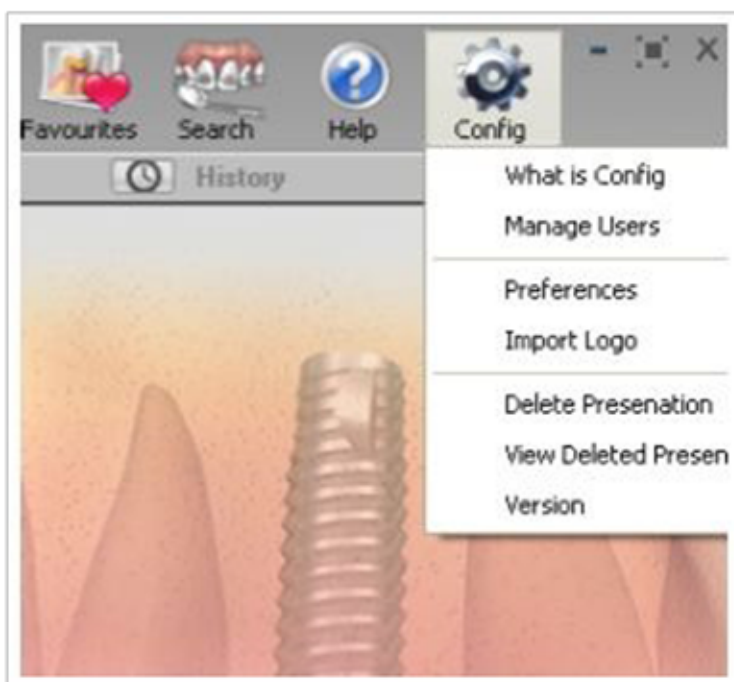
CHAIRSIDE 2010

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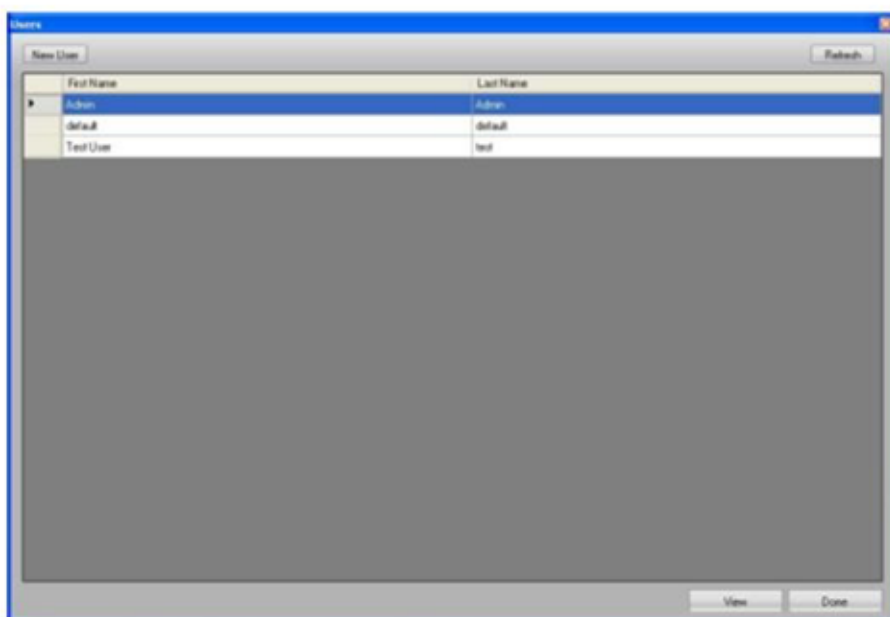


MANAGING USERS

Chairside 2010 has a powerful user management feature. You can use this feature to create multiple users for the software and assign different privileges to each user. This is a great security feature which lets you restrict access to certain parts of the program for some users while giving more control to others. To create a new user, click on the **Config icon** on the top menu and select **Manage Users**.



The following figure shows the **Manage Users** screen. It displays a list of all available users. To view or edit a user, select the user and then click on **view**. You will see a window with all the user details. You can edit the details by overwriting existing information and then clicking on **save**.



CHAIRSIDE 2010

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MANAGING USERS

To create a new user, click on the **“New User”** button on the Manage Users window. The user window will pop up. You can enter the user’s personal & contact information on this screen, and more importantly assign privileges to the user.

Privileges range from the ability to create and edit patients, to creating and deleting presentations and series. You can select each of these privileges by checking the box next to each privilege. Once you are done, click on the **Save button**. You will return to the **Manage Users** window and you should see your newly created user in the user list.

The screenshot shows a 'User' dialog box with the following fields and options:

- Create Users:**
 - Salutation: dropdown menu
 - First Name: text input
 - Last Name: text input
 - Gender: Male, Female
 - Username: text input
 - Password: text input
 - Contact #: text input
 - Email: text input
- User Privilege:**
 - View Users
 - Create Users
 - Edit Users
 - Delete Users
 - Create Patient
 - Edit Patient
 - Delete Patient
 - View Patient History
 - Create Presentation
 - Edit Presentations
 - Delete Presentations
 - Print Presentations
 - View Deleted Presentations
 - Create Series
 - Edit Series
 - Delete Series
 - Import Logo

GLOBAL PREFERENCES

The Global Preferences for Chairside may be accessed through the **Config icon** at the top of the page.

You can set the following preferences:

Autoplay: Selecting autoplay will automatically start playing videos in each scene.

Audio: You can turn the presentation audio on or off.

CHAIRSIDE 2010

USER MANUAL



GLOBAL PREFERENCES

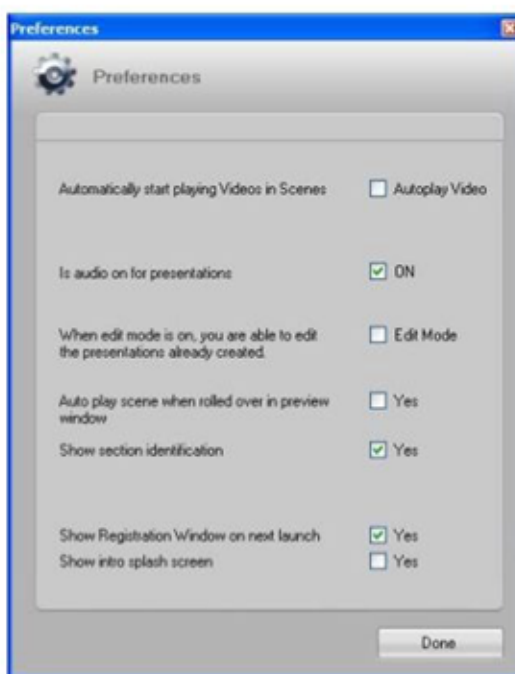
Edit Mode: When Edit mode is on, all created presentation can be edited. Please see Editing Presentations in Chapter 2 for more detail.

Preview Autoplay: Turning on this option will enable you to see the scene in action when you roll over the thumbnails in the preview mode.

Section Identification: Selecting this option will show the title of each section in the presentation window.

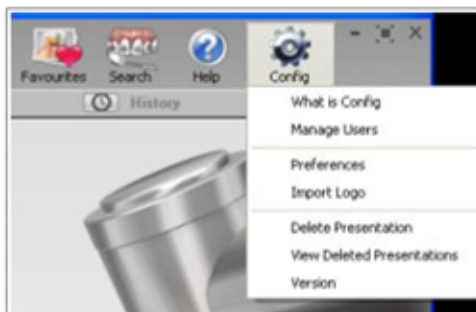
Registration: If you do not want the registration window to show every time you launch the application, you can turn it off by disabling this preference.

Intro Splash: You can disable the introduction splash by unchecking this option.



CUSTOM LOGO

As discussed in the previous chapter, Chairside 2010 lets you import your practice's logo to be printed when you print a slide or presentation, along with the patient's name and the date. To import your logo, click on the **Config icon** on the top menu and select **"Import Logo"**. As discussed in the previous chapter, Chairside 2010 lets you import your practice's logo to be printed when you print a slide or presentation, along with the patient's name and the date. To import your logo, click on the **Config icon** on the top menu and select **"Import Logo"**.










CUSTOM LOGO

Click on **New** and browse your computer for the logo file. After selecting the file click on **OK** and use the logo editing controls (**see descriptions in the next paragraph**) to optimize the look of your logo. When you are satisfied, click on **Done**. Now when you print a slide or presentation, your logo should be printed along the bottom of every page.



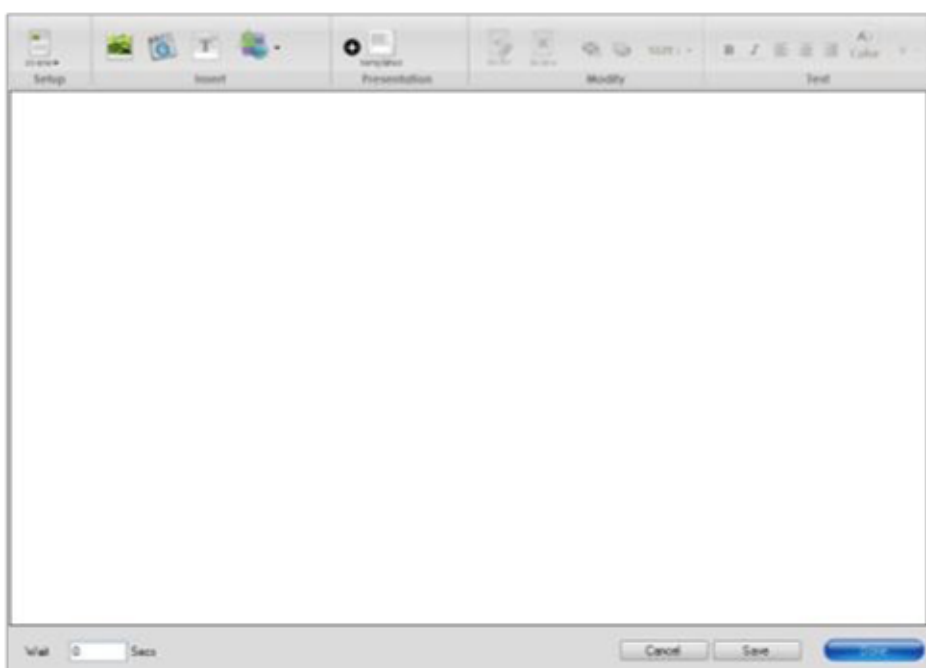
IMPORT LOGO OPTIONS

-  This buttons will resize your logo to fit the rectangular box it is shown in.
-  This button will show your logo in its actual size.
-  This button can be used to reduce the size of your logo.
-  This button can be used to increase the size of your logo.
-  This button can be used if you want to select a different logo.



CREATING PRESENTATIONS

Consult-PRO offers the user full customization. A new custom presentation can be created with custom text, custom video, custom images, and even custom audio. This function will allow you to show off your best work and impress your patients. To create a new presentation, click on the **New** icon on the top menu. If you are already viewing a presentation you will be asked if you want to use the current presentation as the template. Otherwise you will be taken directly to the **Presentation Editor**.



The above figure shows the presentation editor. On the top, you see the available tools for creating your presentation slides. The left panel shows thumbnails of each slide within your presentation. From here you can **add a slide**, **delete a slide**, **move a slide up** or **down**. You can also jump to a slide by clicking on its thumbnail.

The main panel is where you place the contents of your slide. You can also input the number of seconds to pause on a given slide when viewing the presentation in Automatic Series **Playback** mode. This can be done by typing in the desired number of seconds in the box on the bottom left on the main panel.

CHAIRSIDE 2010

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CREATING PRESENTATIONS INSERTING - OBJECTS

Lets look at the tools on the top in detail.



Clicking on the **scene icon** will let you copy the current scene layout, so you can paste the same layout on another scene within the presentation.



This is the Insert Image icon. You can insert your own images in each slide. To insert an image, click on this icon, and find the image you want to insert in your computer. Click on open and it will get inserted into the current slide.



Similarly, you can insert **Quicktime** videos to each slide. Click on this icon to find and open the **Quicktime** you want to use on your computer, and it will get inserted into the current slide.



Use this icon to insert a text box. To edit the text in the text box, double click on the text box to open the text editor and enter your text.



Finally, use this icon to insert shapes; lines, circles and rectangles. When choosing a line, you have the option of selecting the lines width using the dropdown options.

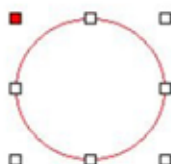


Use this icon to load an existing template into the current slide. This is useful when you create a set of similarly laid out slides. Instead of inserting the elements one by one every time, you can save the layout as a template once by clicking on the **add template icon** , and then load that template on the next slides by clicking on the template icon and selecting the template from the dropdown list.

CREATING PRESENTATIONS MODIFYING - OBJECTS

Move and Resize.

Firstly, you can move objects around by clicking on the red square on the top left corner of each object, holding and then dragging the object around the slide. Similarly you can resize objects by **clicking** and **dragging** one of the 7 white boxes on the corners and sides of each object. Alternatively, you can change the **object's** size by clicking on "**Size**" on the top menu and choosing one of the percentages. The percentage indicates the percentage of the actual object size. For example, choosing **50%** will shrink the object to **50%** of its original size.





CREATING PRESENTATIONS MODIFYING - OBJECTS

Deleting an Object



You can delete an object like a movie, image, or text box by clicking on it once and then clicking on the delete icon on the top menu.

Ordering Objects



If you have overlapping objects on the slide, you can arrange their order by clicking on “**Bring to Front**” and “**Send to Back**” icons on the top.

Manipulating Text

You can modify the text by using the text controls on the top menu. To use text controls, click on a text box to select it, then manipulate the text by clicking on one of these icons:



Left-align text.



Center-align text.



Right-align text.



Change text Colour.



Make text *italic*.



Make text bold.

CREATING PRESENTATIONS SAVING YOUR - PRESENTATION

After you are done creating all the slides, click on the Save button on the bottom.



A new window will pop up to ask you which category this presentation belongs to. Select the category that best defines your new presentation and click on the OK button to save your presentation. **Click on Done** to return to Home page. Now if you click on the icon corresponding to the category you had selected, and you check in the “**custom**” subcategory at the end of the list, you should see the presentation you have just saved. **Click on** it to view the presentation.



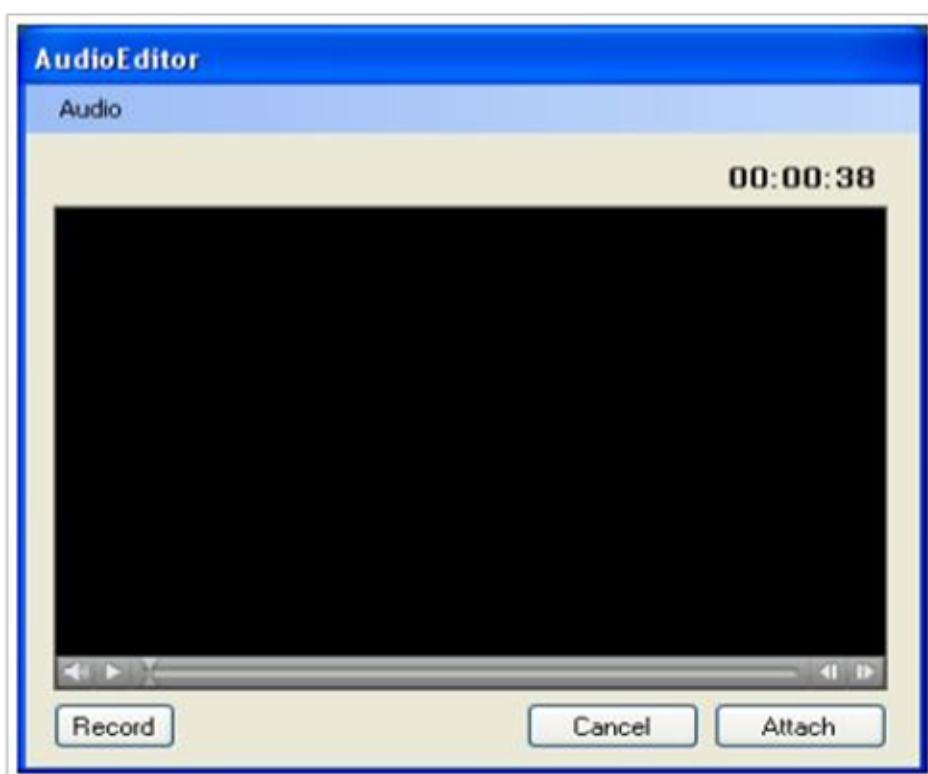
CREATING PRESENTATIONS

ADDING - AUDIO

Recording Audio



You can record your own audio and attach it to any movie within a video. To record your audio, **click on the video** you want to attach the audio to and then click on **attach Audio button**.



Make sure your microphone is connected to your computer and on the next window click on the Record button. Record your audio and click on **“stop”** when you are done. You can play back the audio you just recorded and if you are happy, click on the **Attach button** to attach it to the selected video.

CREATING PRESENTATIONS

EDITING A - PRESENTATION

You can use all the tools explained above for creating a new presentation, to editing an existing presentation. To edit an existing presentation, make sure you are in **edit mode**. To activate edit mode, see the **Preferences** section previously covered in this chapter.

When in edit mode, all presentations automatically open in the **Edit Presentation** window, where you can use the tools discussed in the previous section to modify the existing presentation and save your changes.



CREATING PRESENTATIONS

DELETING A - PRESENTATION

Chairside 2010 lets you delete your custom-made presentations. Please note that you cannot delete presentations that come with the education library.

To delete a custom made presentation, go to the Home screen. Click on the Config icon on the top menu and select '**Delete Presentation**'. Then find the presentation you want to delete by clicking on its category icon (one of the fourteen icons on the home page). The title of your custom presentations should now be **highlighted in red**, and you will see the label "**click to delete**" besides them.



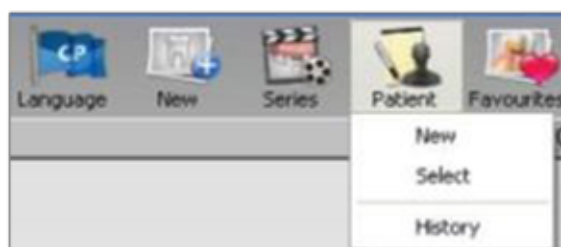
Simply click on the presentation you want to delete to remove it from the list. You can undelete the presentations by going to the Config menu and selecting "**Undelete Presentation**". This opens a window which lists all the deleted presentations. Put a checkmark besides the presentation(s) you wish to undelete and click on the Undelete button.



CREATING A NEW PATIENT

YOU NEED TO BE LOGGED INTO C REATE A PATIENT.

Chairside has the ability to store a database of information about your patients. This information is used to record a history of presentations shows to each patient. To create a patient, click on the Patients icon on the top menu. **Click on New.**



CHAIRSIDE 2010

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CREATING A NEW PATIENT

YOU NEED TO BE LOGGED INTO CREATE A PATIENT.

The New Patient window will pop up where you can fill out patient information such as profile, address, contact and emergency contact info.

Patient

New CLIENT

Profile Contact Alert

Profile

Salutation Mr

First Name

Last Name

Type Regular

Ethnicity Ethnicity 1

Date of Birth Fri - Oct 23, 1908

Client Image Import

Emergency Contact

Full Name

Contact # () -

Save Done

You can also import a photo of the patient by clicking on the Import button and choosing a client image from your computer. **Note:** that you must have taken a digital photo of the patient with a digital camera and you must have imported the image into your computer to be able to select this image. You can also use the Alert tool to add notes about each patient.

Alert Tool

Type Medical

Cancel OK

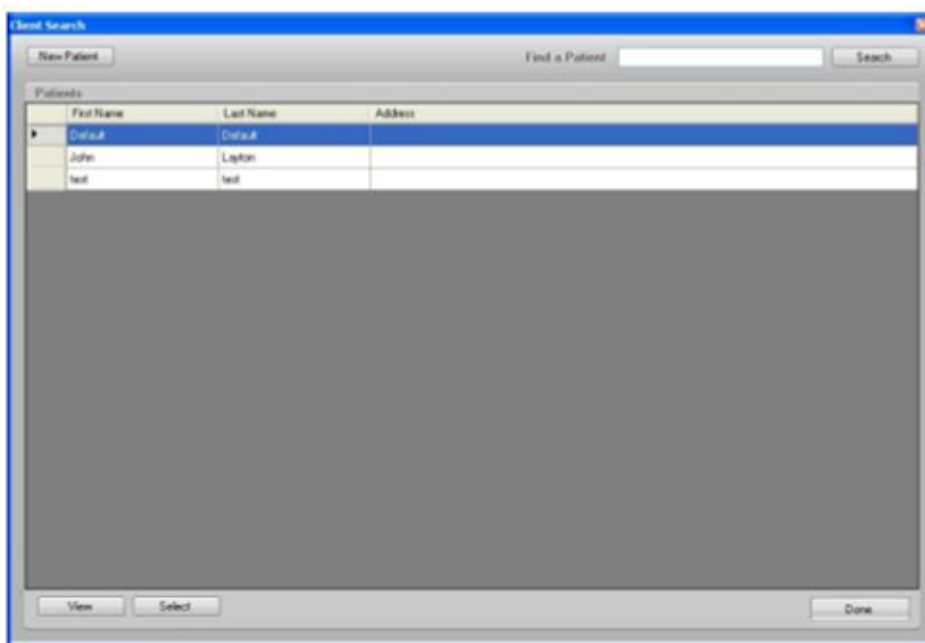
CHAIRSIDE 2010

USER MANUAL



SELECTING A PATIENT

To load a patient, click on the **Patients icon** and then click on **select**. Here you will see a list of names of all patients that have been entered. Simply click on a **patients name** and then click on the **Select button** on the bottom left side of the window.



You can also find a patient by searching for their name using the search box on the top right side of the Patient Selection window. If patients with that name exist in the database, you will see all of them listed in the search results, and you can select the desired patients like before by clicking on the **Select button**.

If you wish to view the patient information, you can do so by clicking on the **View button**. Finally, you can also create a new patient from this window by clicking on the **New Patient button** on the top.

PATIENT HISTORY

The purpose of having a patient database in Chairside is to store a history of all presentations shown to a particular patient, for future reference. To do that, you need to make sure the patient you are showing presentations to is selected, as explained in the previous section. As long as the patient is selected, Chairside will automatically keep a history of everything you show the patient.

To view the patient history, go to patient, and select **"History"** from the dropdown. Depending on how many presentations you have shown the patient, there might be multiple pages of data. You can navigate the pages by clicking on the **arrow buttons**. You can also print the patient history by clicking on the **"Print" button**. The patient name, date of birth, and the date you have printed the history automatically get printed on all pages.

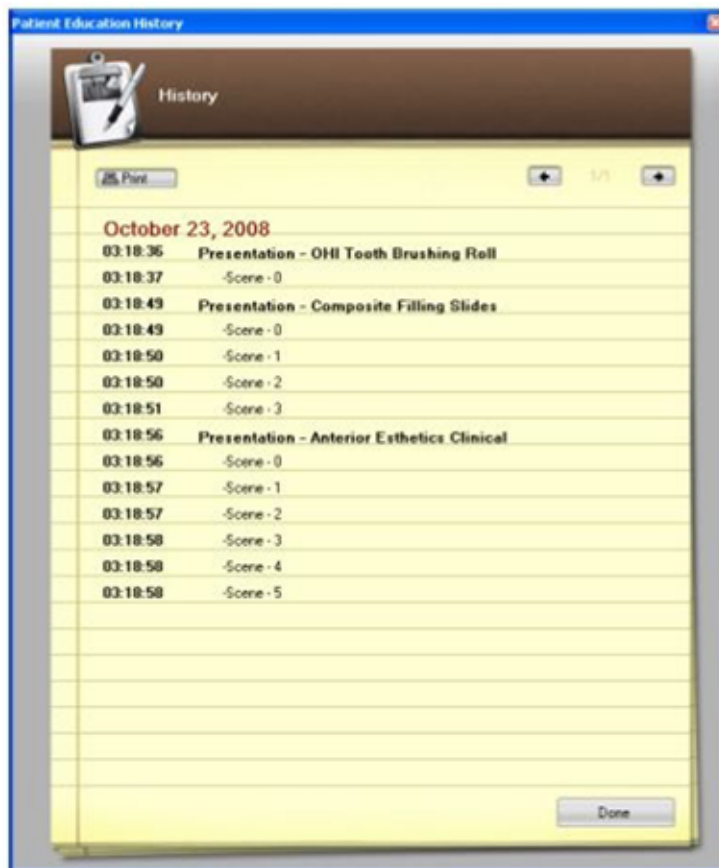
CHAIRSIDE 2010

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PATIENT HISTORY

VIEWING - PATIENT HISTORY AND PRINT PREVIEW



CHAIRSIDE 2010

USER MANUAL



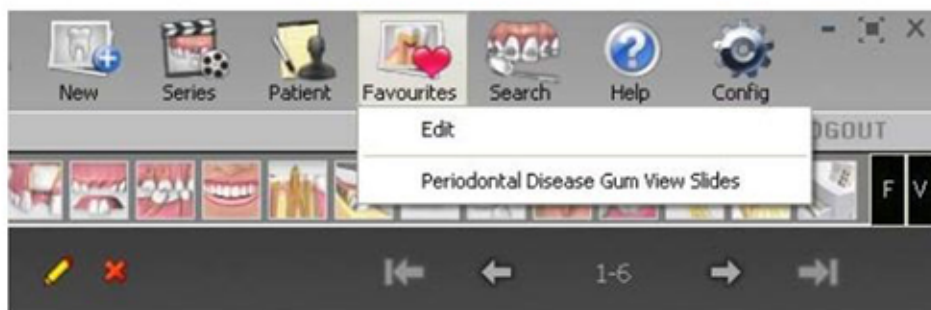
FAVOURITES

In Chairside 2010, you can add any presentation to your Favourites so you can quickly have access to it for future viewings. To add a presentation to your favourites, simply click on the small **Favourites icon** when viewing the presentation.

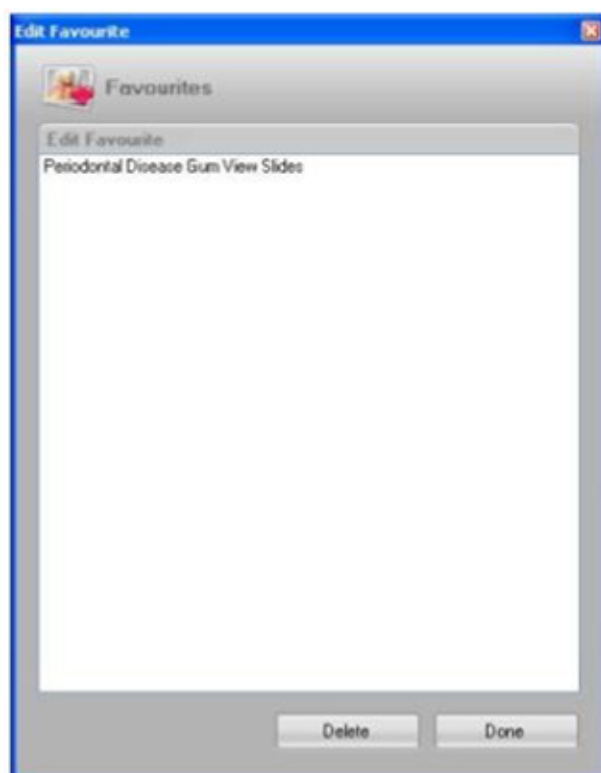
NOTE

You cannot add a presentation to your favourites when you are in Edit mode.

You will see the message confirming the presentation has been added to your favourites. Then, whenever you wish to play back that presentation, click on the **Favourites icon** on the top menu and select the presentation from the dropdown



To delete a presentation from your list of favourites, click on the **Favourites icon** on the top menu and then **click on Edit**. You can select and delete any presentation from the list of favourites in the following window.



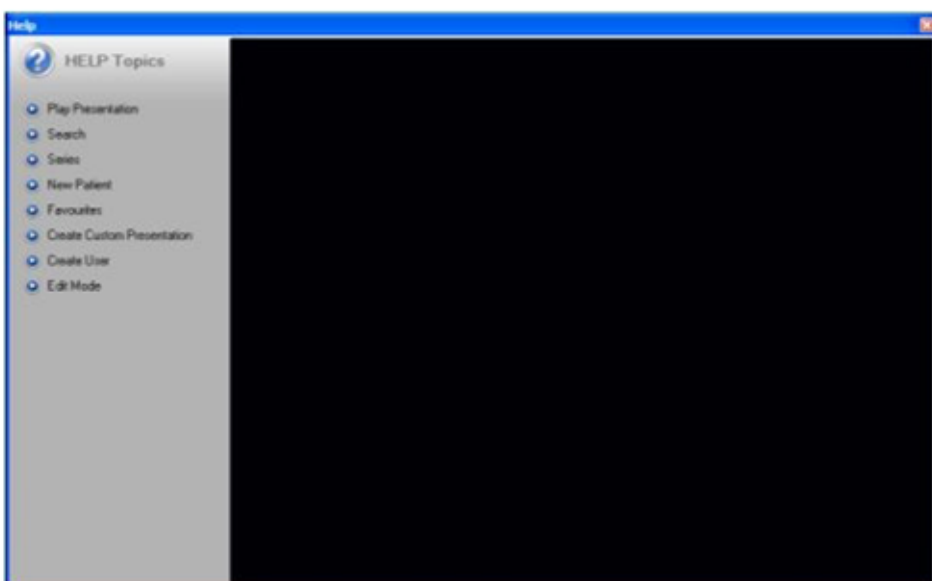
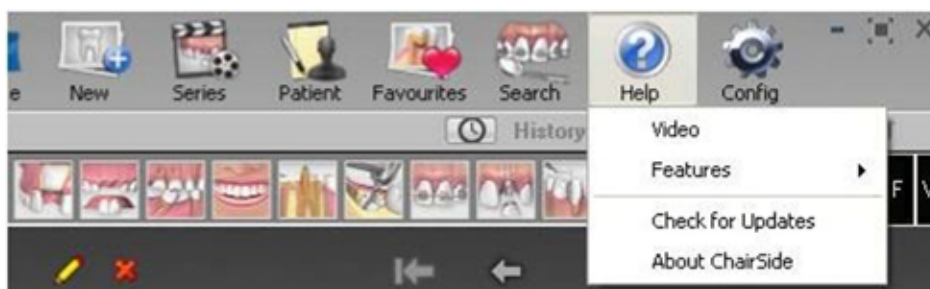
CHAIRSIDE 2010

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CHAIRSIDE HELP

Chairside 2010 has a powerful help section that can assist you in using the software. There are videos tutorials and demos that walk you through different tasks. To access these videos, click on the **Help icon** on the top menu. Clicking on Videos will open up a list of available video tutorials, and clicking on Features will let you view a short demo of new features in Chairside 2010.



This concludes the Chairside 2010 manual. If you encounter any issues please contact customer support.

CUSTOMER SUPPORT:

WWW.CONSULT-PRO.COM

SUPPORT@CONSULT-PRO.COM

1.800.519.6569



Thank you for purchasing Chairside 2010.

If you encounter problems during the installation, please contact our customer support at **1.800.519.6569** and one of our personnel will be happy to assist you through the setup process.