



ByteDent

ByteDent e-manual

For the front desk and for doctors

Version 1.0

About this manual

ByteDent keeps your clinic's patients, appointments, treatment and money on the clinic computer. It works without internet; the internet is only used to keep several computers in step, for the license, and for the doctors' phone page.

Menu and button names are written in bold exactly as they appear on the screen. Choose the language of the program (Arabic or English) with the language button on the sign-in screen.

Part 1 is for the front desk (reception). Part 2 is for doctors. Part 3 is for everyone: rules, problems and a glossary.

How to read the screenshots



Every screenshot comes from the real program. A red frame shows the control to use, and the number in the red circle matches the numbered line under the picture. Click a picture to enlarge it.

A day at the front desk



Reception does the first two and the last two; the doctor does the middle two.

Part 1: Front desk

1 Start of the day

1. Open ByteDent and sign in with your name and PIN (or password).
2. On Home, check the backup card: it should say the last backup succeeded. If it says a backup is overdue, press Back up now.
3. If a yellow banner says the license ends soon, tell the owner (License in the menu).

TEST DATA Manual Clinic
ByteDent

Welcome, TEST DATA Manual Clinic
This device: TEST DATA Manual Clinic

Backup
Last successful backup: 21 Oct 2026, 02:28

Back up now Backup settings

Getting started 3 of 5 steps done Hide

- ✓ **Add your doctors and chairs**
Every appointment needs a doctor and a chair.
- ✓ **Set your procedure prices**
Prices are used in treatment plans and invoices.
- **Choose a backup folder**
Pick a USB drive or a second disk, not the disk that holds the data.
- **Print a test page**
Check that your printer and paper size work (Settings, Printing).
- ✓ **Activate the license**
Start the free trial or enter a promo code.

TEST DATA Manual Clinic
test

Lock Sign out
Change my PIN / password
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Patients Appointments Dental chart & treatment
Billing Printing Excel & backup

- 1 Press **Back up now** if the card says the backup is late.
- 2 **Getting started**: the checklist shows what is still to set up.

2 New patient

1. Patients, then New patient. Type the name (Arabic or English) and a phone number. The rest is optional.
2. If the program shows a possible duplicate, open the existing file instead of making a second one.
3. The file number is given by the reception computer. If you work on another computer, the patient gets a number after the next sync.

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Possible duplicates
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To review
Excel & import
Backup & restore
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Patients

+ New patient

Search by name, phone, national ID or file number

Recently updated files

Walk-ins without a file (1)
These visitors were booked or queued without a patient file. Create their file or link an existing one.

Hala Mostafa **Arrived** Walk-in
01099887766 21 Oct 2026, 02:43

Create patient file Link to patient file

File no.	Name	Phone	Age	National ID
6	Nour ElDin نور الدين	01112345606	41 years, Female	
5	Omar Khalid عمر خالد	01012345605	25 years, Male	
4	Hoda Ibrahim هدى إبراهيم	01512345604	32 years, Female	
3	Youssef Hassan يوسف حسن	01212345603	10 years, Male	
2	Ahmed Samir أحمد سمير	01112345602	47 years, Male	
1	Mona Abdelrahman منى عبد الرحمن	01012345601	38 years, Female	

- 1 **New patient** starts a new file.
- 2 Search by name, phone, national ID or file number: type a few letters or digits.
- 3 Click a row to open the patient's file.

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New patient file

Name (Arabic)

Name (English)

Phone numbers

01xxxxxxxx

Primary

+ Add phone

Label (optional)

National ID

Date of birth

dd/mm/yyyy

Gender

Address

Patient category

None

Notes

Save patient

Cancel

- 1 The name. Arabic or English is enough, the other is optional.
- 2 The phone number (a patient needs at least one).
- 3 **Save patient.** The file gets its number.

Tip Search first. A patient who already has a file must not get a second one.

3 Book an appointment

1. Calendar: click the free time under the doctor, or press New appointment.
2. Choose the patient, the doctor, the chair and the time. The program warns you about clashes and working hours.
3. After a visit, press Book next visit on the visit to book the follow-up quickly.
4. To remind the patient by WhatsApp, open the appointment and press the WhatsApp reminder button, then send.

The screenshot shows the 'TEST DATA Manual Clinic' interface. The sidebar on the left contains navigation links: Home, My day, Calendar (selected), Waiting room, Patients, Data, Possible duplicates, Patient categories, Trash, Audit log, Sync, To review, Excel & import, Backup & restore, Administration, and Users. The main calendar area is titled 'Calendar' and shows a date picker for 'Wednesday 21 Oct 2026'. It displays a grid of appointments for two doctors: Dr. Sara Mansour and Dr. Karim Fouad. Appointments are color-coded: green for 'Done', yellow for 'Booked', and blue for 'In chair'. A red box labeled '1' highlights the '+ New appointment' button in the top right. A red box labeled '2' highlights an appointment for 'Ahmed Samir' at 10:00, which is currently 'In chair'.

- 1 **New appointment:** the booking window.
- 2 Click an appointment to open, move or change its status. Colors follow the status.

TEST DATA Manual Clinic
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Calendar

New appointment

☒ Patient file ☐ New person (no file yet)

Patient
Search by name, phone, national ID or file number

Doctor
Choose a doctor

Chair
No chair yet

Date
21/10/2026

Time
9 : 00 AM

Minutes
30

Procedure
— None —

Reason
e.g. pain in upper left tooth

Notes

Book

- 1 Find the patient by name, phone or file number (or choose "New person" for someone without a file).
- 2 Choose the doctor. The chair, date and time are below.
- 3 **Book.** The program warns you about clashes and working hours first.

Tip A clash with another booking or with working hours shows a warning. Read it before you confirm.

4 When the patient arrives

1. Waiting room: find the appointment and set Arrived. For a patient without an appointment, add a walk-in.
2. The doctor sets In chair and Done. A wrong status can be undone from the appointment.
3. My day shows each doctor's list for today.

Waiting room
Everyone who has arrived today, in order. Walk-ins without an appointment are added here.

Waiting (2)

1	Hala Mostafa	Walk-in	No patient file yet	Any doctor	2	In chair	X
Waiting 22 min · Tooth pain							
2	Hoda Ibrahim	Appointment 10:30		Dr. Sara Mansour	↑ ↓	In chair	X
Waiting 22 min · Check-up							

In the chair now (1)

Ahmed Samir	In chair	Done
Dr. Karim Fouad · Chair 2 · In chair 22 min		

- 1 **Add walk-in:** for a patient without an appointment.
- 2 **In chair:** when the doctor is ready for the patient.

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My day
21 Oct 2026

In the chair

No one is in the chair.

Waiting (1)

Hoda Ibrahim

Waiting 22 min · Examination & consultation — Check-up

In chair

Open file >

Next

Dr. Sara Mansour

3

Hala Mostafa

Waiting 22 min

Tooth pain

In chair

No patient file yet

Arrived

Later today (1)

Omar Khalid

12:00–12:45 · Scaling & polishing — Cleaning

Open file >

1 finished today.

- 1 In chair:** opens the visit for the doctor.
- 2 Open file:** the patient's file.
- 3** Choose which doctor's day you see.

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5 Money: invoices and payments

1. Open the patient, then Billing. Work the doctor recorded appears as unbilled work: create an invoice from it.
2. Check the prices (a price of zero asks you to confirm), add a discount with a reason if needed, then Issue. An issued invoice cannot be edited: void it with a reason and correct it.
3. Record a payment: choose the method and the amount. You cannot pay more than what remains. A wrong payment is corrected with a reversal, never deleted.
4. Print the receipt. For a patient with a balance, print the statement from Billing.

The screenshot displays the 'TEST DATA Manual Clinic' interface. The left sidebar contains navigation links: Home, My day, Calendar, Waiting room, Patients (selected), Data, Possible duplicates, Patient categories, Trash, Audit log, Sync, To review, Excel & import, Backup & restore, Administration, and Users. The main area shows the patient 'Mona Abdelrahman' (File no. 1) with details: 38 years, Female, 01012345601. The 'Billing' tab is active, showing an 'Unpaid: 800.00' status. Below this, the 'Account balance' section shows 'Remaining: 300.00', 'Charged 700.00', and 'Paid 400.00'. The 'Unbilled work' section has a 'Create invoice' button (highlighted with a red circle 3) and an 'Invoice without work...' option. The 'Visits and plans' section shows a visit on '21 Oct 2026' with 'Charged 700.00', 'Paid 400.00', and 'Remaining: 300.00', with a 'Record payment' button (highlighted with a red circle 4). The bottom section is titled 'Invoices' with columns for Number, Status, Applies to, Date, and Total.

- 1 The **Billing** tab of the patient.
- 2 **Account balance**: charged, paid and what remains.
- 3 **Create invoice**: from the work the doctor recorded.
- 4 **Record payment**: for a visit or a whole plan.

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< Back to billing

R-0001 Issued

Remaining: 300.00

Mona Abdelrahman

Visit 21 Oct 2026

21 Oct 2026, 02:43

Print invoice

Installments

Record payment

Correct invoice

Void invoice

Description	Quantity	Unit price	Discount	Total
Composite filling Tooth 16 · MO	1	600.00	—	600.00
Dental X-ray (periapical) Tooth 16	1	100.00	—	100.00

Notes

Subtotal

700.00

Total

700.00

1 Print invoice: choose the language and paper first.

2 Record payment: the amount cannot be more than what remains.

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< Back to billing

R-0001

Remaining: 300.00

Mona Abdelrahman

Visit 21 Oct 2026

21 Oct 2026, 02:4

Record payment

Applies to
☒ This visit ☐ The treatment plan as a whole

Visit
Visit 21 Oct 2026 — Remaining: 300.00

Amount
300 1
At most 300.00

Method
Cash 2

Reference

Cheque number or transfer reference (optional).

Notes

Cancel 3 Record payment

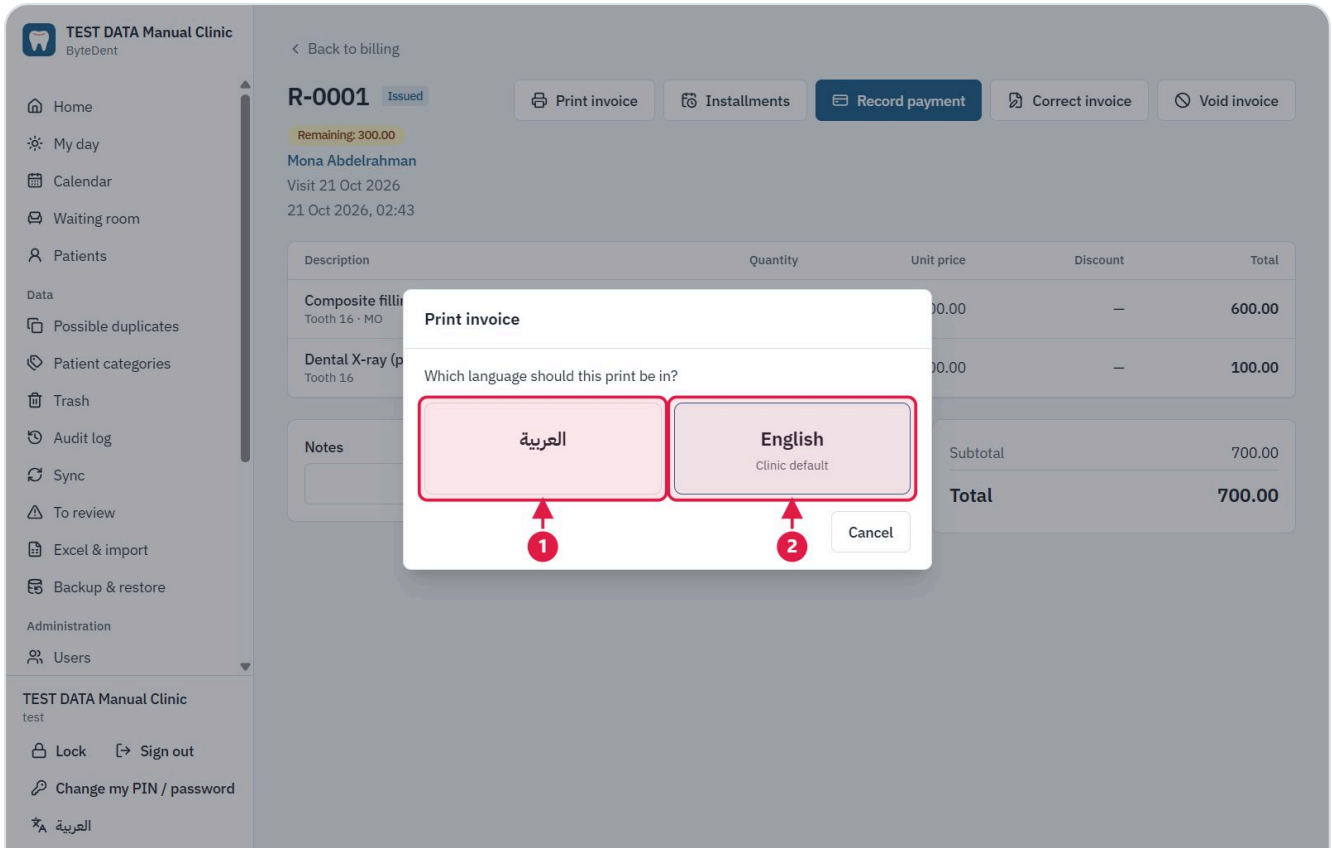
price	Discount	Total
00.00	—	600.00
00.00	—	100.00
Subtotal		700.00
Total		700.00

- 1 The amount (at most what remains).
- 2 The method: cash, card, cheque, InstaPay...
- 3 **Record payment.**

Tip Payments are never edited. A wrong payment is cancelled with a reversal and a new one is entered.

6 Printing

1. Every Print button asks for the language of the printout first, then the paper (A4, A5, card or 80 mm roll).
2. Settings, Printing: set the clinic header and logo, choose the printer and print a test page once.



- 1 The printout in Arabic.
- 2 The printout in English (the clinic's default is marked).

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Print invoice

TEST DATA Manual Clinic

Invoice

No.: R-0001
Issued: 21 Oct 2026, 02:43

Patient: Mona Abdelrahman
File no.: 1
Phone: 01012345601

Visit of 21 Oct 2026

#	Description	Qty	Unit price	Amount
1	Composite filling Tooth 16 - MO	1	600.00	600.00
2	Dental X-ray (periapical) Tooth 16	1	100.00	100.00
Subtotal				700.00
Total				EGP 700.00
Remaining: EGP 300.00				

1 page

Language

English

Paper

A4

Printer

Brother HL-1110 series (default)

Copies

1

Print

Save as PDF

Cancel

- 1 Language, paper and printer.
- 2 **Print**, or **Save as PDF** below it.

7 End of the day

1. The backup runs by itself at the time the owner chose. Do not switch the computer off while it says Backing up.
2. Press Lock when you leave your desk, or Sign out at the end of your shift.

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Save a backup file...

Automatic backup

Runs in the background. Old automatic backups are removed by the retention rule; backups you save yourself are never removed.

☒ Back up automatically

When: Every day at a set time

Time of day: 21:00

Keep the last N days (one per day): 7

Keep the last N weeks (one per week): 4

Backup folder (second drive or USB): C:\ProgramData\ByteDent\backups\auto (Default folder on this PC)

Choose folder...

Pick a folder on another drive or a USB stick. If the drive is missing the backup is retried every 10 minutes and a warning is shown.

Save

Restore from a backup

Merge a backup into this clinic safely, or replace everything with the backup.

Choose a backup file...

- 1 **Back up now.**
- 2 **Choose folder...:** a USB drive or a second disk for the daily copy.

Tip Do not switch the computer off while it says Backing up.

8 If something looks wrong

1. Read-only banner: the license needs attention. You can still view, search, print and back up. Tell the owner: License in the menu.
2. Error message: write down the reference code shown and press Try again. If it repeats, the owner can go to About & updates, Diagnostics and send a diagnostic report.
3. Never delete the data folder or reinstall without asking: your patients' data lives there.

9 Finding a patient

1. Open **Patients** and type in the search box: part of the name (Arabic or English), a phone number (even a few digits), a national ID or the file number.
2. If a file was merged into another one, the search tells you: "File X was merged into file Y", and takes you to the right file.
3. Two files for the same person? Open **Possible duplicates**. Merging moves visits, plans and payments to one file, so ask the owner before you merge.

10 Appointment statuses

1. An appointment moves through: Booked, then Arrived (you set it), then In chair and Done (the doctor sets them). A patient who does not come is marked No-show.
2. Cancelled appointments are hidden by default; use the toggle on the calendar to show them. No-shows always stay visible, faded.
3. A wrong status is undone from the appointment itself. Nothing is lost: every change is written in the audit log.
4. In the Waiting room and on My day, a small badge shows when the patient still owes money, so you can collect before they leave.

11 Patient file: what is where

1. The top of the file shows the name, file number, phone and the medical alerts. Tabs below: Details, Chart, Treatment plans, Visits, Billing, Images, Appointments, Medical history, Alerts, Attachments.
2. **Attachments** keeps scanned papers and photos (up to 50 MB each). They are stored encrypted inside the program.
3. To add a patient's medical history, open **Medical history**: ask the questions, fill the form. An allergy or blood-thinner answer becomes an alert for the doctor.

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< All patients

File no. **1**

Mona Abdelrahman
منى عبد الرحمن
38 years, Female 01012345601 Unpaid: 300.00

1 medical alert

1 2 3

Details Chart Treatment plans Visits Billing Images Appointments Medical history Alerts 1 Attachments

Name (Arabic)
منى عبد الرحمن

Name (English)
Mona Abdelrahman

Phone numbers
01012345601

National ID
—

Date of birth
12 Apr 1988

Gender
Female

Address
—

Patient category
—

Notes
—

Edit Merge with another file Delete

TEST DATA Manual Clinic
test

Lock Sign out

Change my PIN / password

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- 1 The tabs: details, chart, treatment plans, visits, billing, images, appointments, medical history, alerts, attachments.
- 2 The medical alerts: press to read them again.
- 3 The patient still owes money.

12 Deleting and mistakes

1. ByteDent never erases anything for good. A deleted item goes to **Trash**, where the owner can bring it back.
2. Payments are never edited or deleted: a wrong payment is cancelled with a reversal and a new one is entered. Invoices are voided with a reason.
3. **Audit log** (owner) shows who did what and when. Everybody signs in with their own name, so never share your PIN.

13 Working on more than one computer

1. Computers in the same clinic share data through **Sync**. It runs by itself when there is internet; the Sync screen shows the last time it worked.
2. No internet? Use the flash-drive file in **Sync** to carry changes between computers.
3. Only the reception computer gives new file numbers. If it is broken, ask the owner to move this job in **File numbers**.
4. **To review** lists the rare clashes (for example two bookings in the same slot made on two computers). Open each and choose what stays.

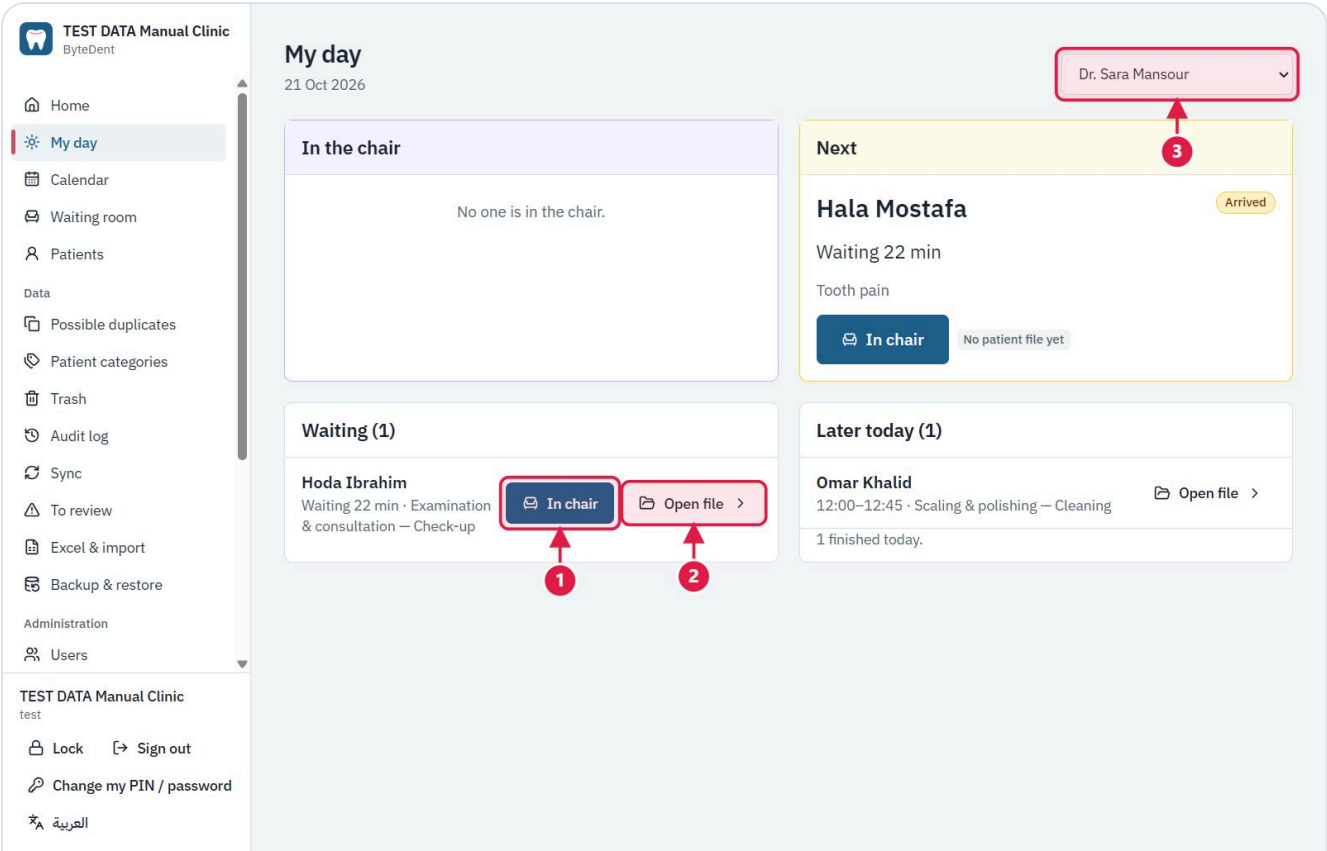
14 Backup, Excel and import

1. **Backup & restore** shows the last backup and has **Back up now**. A copy on a USB drive or second folder is the owner's choice in the same screen.
2. **Excel & import** exports lists to Excel and imports a patient list from the clinic's old Excel file (it shows a preview and a problem report before anything is saved).

Part 2: Doctors

15 My day

- 1. Open My day to see your patients for today in order, with their status.
- 2. Press In chair when the patient sits down: the program opens the visit. Press Done when you finish.



- 1 **In chair:** opens the visit for the doctor.
- 2 **Open file:** the patient's file.
- 3 Choose which doctor's day you see.

Tip A patient marked “No patient file yet” is a walk-in. Ask reception to create the file.

16 The visit and the chart

1. In the visit, click a tooth, then the surface (M, O, D, B, L, and I or F on front teeth) and choose the condition.
2. The legend explains the colors. The chart keeps a history: use the date selector to see how the mouth looked before.
3. Change the tooth numbering style (FDI, Universal or Palmer) in Settings if you prefer another.

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Back to the patient file

File no. **2**
Ahmed Samir
21 Oct 2026 Dr. Karim Fouad **Open** From an appointment

1 medical alert **Close visit**

Doctor: Dr. Karim Fouad

Chief complaint: Pain in upper left molar

Dental chart

Adult (32) Primary (20) Both

18 17 16 15 14 13 12 11 21 22 23 24 25 26 27 28
48 47 46 45 44 43 42 41 31 32 33 34 35 36 37 38

Click a tooth to see and record its conditions.

Procedures

+ Record another procedure

Planned work

Root canal treatment **Tooth 26** 2,500.00 ✓ Mark done
Upper left restoration - 1 × 2,500.00

- 1 Click a tooth to see and record its conditions.
- 2 The reason for the visit.
- 3 **Close visit** when the visit is finished.

17 Treatment plans

1. Patient, Treatment plans, New treatment plan. Add items per tooth, surface, arch or whole mouth from the procedure list; the price comes from the catalog and can be edited.
2. Group items into phases. The plan shows totals per phase and per tooth. Mark the plan Accepted when the patient agrees.
3. Print the plan for the patient from the plan page.

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< All patients

File no. **2**
Ahmed Samir
أحمد سمير
47 years, Male 01112345602

1 medical alert

Details Chart **Treatment plans** Visits Billing Images Appointments Medical history Alerts **1** Attachments

Several plans per patient. Add procedures by clicking teeth on the chart. Prices are copied from the catalog when an item is added and can be changed per item.

Upper left restoration Accepted

Planned 7,000.00 Done 0.00 Remaining 7,000.00

2 items · 21/10/2026

+ New treatment plan

- 1 **New treatment plan:** add procedures per tooth, surface, arch or the whole mouth.
- 2 An existing plan: open it to see phases, prices and totals.

18 Procedures you performed

1. In the visit, add a procedure from the plan, or an unplanned one. It is linked to the tooth, the visit and you.
2. A procedure can have an effect on the chart (for example a filling). Undo asks what to do with that effect.
3. Performed work is what reception bills: finish the visit so nothing is forgotten.

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Caries Filling Crown Root canal (RCT) Missing Implant Bridge Extraction needed Other

Click a tooth to see and record its conditions.

Procedures

+ Record another procedure

Planned work

Root canal treatment **Tooth 26** 2,500.00 **1** ✓ Mark done

Zirconia crown **Tooth 26** 4,500.00 ✓ Mark done **2**

Performed in this visit
Nothing recorded yet.

Clinical notes
No notes in this visit yet. New note

Images
+ Import images Tick two images to compare (0/2) Compare side by side
No images yet.

1 Mark done: records the planned procedure as performed in this visit.

2 Record another procedure: for work that was not in the plan.

Tip Reception bills what you recorded as performed. Finish the visit so nothing is forgotten.

19 Notes

1. Write the clinical note in the visit. Use a template for routine notes: the placeholders fill themselves.
2. You can edit your own note for 24 hours. After that add an addendum; the original stays.

20 Images

1. Patient, Images, Import images. Choose JPG, PNG or TIFF files exported by the X-ray or camera software, then the visit and tooth.
2. Open an image to zoom, move, change brightness and contrast, rotate or invert. Tick two images to compare side by side.

21 Medical history and alerts

1. Patient, Medical history: fill in the form. Answers that matter (allergy, pregnancy, blood thinners) create an alert.
2. Alerts appear at the top of the patient's file and in the visit. Check them before you start.

The screenshot displays the 'TEST DATA Manual Clinic' software interface. On the left is a sidebar with navigation options: Home, My day, Calendar, Waiting room, Patients (selected), Data, Possible duplicates, Patient categories, Trash, Audit log, Sync, To review, Excel & import, Backup & restore, Administration, and Users. The main area shows the patient profile for 'Mona Abdelrahman' (File no. 1, 38 years, Female, 01012345601, Unpaid: 300.00). Below the profile are tabs for Details, Chart, Treatment plans, Visits, Billing, Images, Appointments, Medical history, Alerts (1), and Attachments. The 'Alerts' tab is active, showing a modal window titled 'Medical alerts' with the text 'Read before treating Mona Abdelrahman.' and a critical alert: 'Allergic to penicillin'. A red box highlights the alert, and a red arrow points to a button labeled 'I have read these alerts'.

- 1 The medical alert for this patient. Read it before treatment.
- 2 Press **I have read these alerts** to continue to the file.

Tip The alert window opens when you open a patient who has alerts. Read it, then press "I have read these alerts".

22 Your schedule on your phone

1. Ask the clinic owner to add you: Settings, then **Doctors on phone, Add a doctor**. The owner gives you an e-mail and a first password.
2. On your phone open <https://bytedent-doctors.pages.dev> and sign in. If your account has an authenticator app, type the 6 digits.
3. The page shows **Today**: how many patients are waiting, in chair and done, and one card per patient with time, chair, status, phone (tap to call), the reason for the visit and the medical alerts. **Upcoming** shows the next days.
4. Use the doctor filter to see only your patients. The line "Last update from the clinic" tells you how fresh it is; if it says the data is old, the clinic computers may be off.
5. The page is read-only: there are no charts, notes, images or money on the phone, by design. Press **Sign out** if you lend your phone.
6. Lost your phone? Tell the owner at once: they turn your access off or remove you, and nothing new reaches that phone.

The screenshot shows the 'TEST DATA Manual Clinic' interface. On the left is a sidebar with navigation options: Home, My day, Calendar, Waiting room, Patients, Data (Possible duplicates, Patient categories, Trash, Audit log, Sync, To review, Excel & import, Backup & restore), Administration (Users), and a bottom section for 'TEST DATA Manual Clinic test' (Lock, Sign out, Change my PIN / password, العربية). The main content area is titled 'Doctors on phone' and includes a description: 'Doctors sign in on their phone with an email and password and see who is coming today and the clinic's schedule. They see nothing else: no notes, no money, no records.' Below this are three numbered callouts: 1 points to the 'Add a doctor' button; 2 points to the 'Copy' button next to the URL 'https://bytedent-doctors.pages.dev'; and 3 points to the 'Turn off' button in the 'On' toggle switch. Further down, there are sections for 'Security and recovery', 'Account recovery' (with a yellow warning box stating 'This computer is not activated yet. Start the free trial or activate it first (Licence).'), and 'Two-step sign-in (recommended)'.

- 1 **Add a doctor:** gives a doctor an e-mail and a first password.
- 2 The address doctors open on their phone.
- 3 **Turn off:** stops everything new reaching the phones at once.

Clinic schedule

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Email

1

Password

2

3

- 1 The e-mail the owner gave you.
- 2 Your password.
- 3 Press Sign in.

All doctors

1

Refresh

Today

Upcoming

6 patients · 4 waiting · 1 in chair · 1 done

2

09:00

Done

Mona Abdelrahman

Dr. Sara Mansour · Chair 1 · 45 min

Reason: Filling upper right

Call 01012345601

3

Allergic to penicillin

4

10:00

In chair

Ahmed Samir

Dr. Karim Fouad · Chair 2 · 60 min

Reason: Pain in upper left molar

Call 01112345602

Takes blood thinners

10:30

Arrived

Hoda Ibrahim

- 1 Choose all doctors, or only your own patients.
- 2 How many patients are waiting, in the chair and done.
- 3 Tap to call the patient.
- 4 The medical alert for the patient.

23 Before the patient sits down

1. In My day or on the patient's file read the **alerts** (allergy, pregnancy, blood thinners, heart, diabetes) and the last visit.
2. Look at the **Chart** history and at old X-rays in **Images**; two images can be compared side by side.

Part 3: For everyone

24 Rules of the clinic program

1. Sign in with your own name and PIN. Press **Lock** when you leave the desk; the program also locks itself after a while.
2. Money is entered in Egyptian pounds with piasters. You cannot take more than what remains on a bill.
3. Prices do not include VAT unless the clinic set it up: the invoice shows VAT as a separate line.
4. Times shown are the clinic's local time. Never change the PC clock to "fix" a date: the license checks it.

25 Common problems

1. **I can only view, not save** (read-only banner): the license needs attention. Tell the owner. Viewing, searching, printing and backup still work.
2. **Cannot print**: Settings, Printing, choose the printer and print the test page. A thermal 80 mm roll needs paper size "80 mm roll" in the print window.
3. **Patient has no file number**: you are on a computer that does not issue numbers; it appears after the next sync.
4. **Message with a reference code**: write the code down and press Try again. If it comes back, tell the owner: About & updates, Diagnostics.
5. **Forgot the PIN**: the owner sets a new one in Users. **Owner forgot theirs**: the owner uses the recovery code or the owner account in Security and recovery.

26 Do not

1. Do not delete or move the data folder (ProgramData, ByteDent) and do not reinstall Windows or the program before asking.
2. Do not share your PIN or sign in as someone else.
3. Do not switch the computer off while it says Backing up or Syncing.

Glossary

Visit	One attendance of a patient; it holds the notes, chart changes and procedures of that day.
Treatment plan	The planned work for a patient, in phases, with prices; becomes bills as work is done.
Unbilled work	Procedures the doctor performed that are not on an invoice yet.
Issue / Void	Issue freezes an invoice. Void cancels an issued invoice with a reason.
Reversal	A row that cancels a wrong payment; the original stays in the history.
Alert	A warning from the medical history shown at the top of the file and in the visit.
Sync	Copying changes between the clinic's computers.
Read-only	A mode where you can view, search, print and back up, but not save new data.

ByteDent e-manual. Screens may differ slightly between versions.