# TABLE OF CONTENTS

## INSTALL CONSULT-PRO - Chapter 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing</td>
<td>6</td>
</tr>
<tr>
<td>Minimum Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Server Install</td>
<td>7</td>
</tr>
<tr>
<td>Terminal Install</td>
<td>16</td>
</tr>
<tr>
<td>Single Install</td>
<td>22</td>
</tr>
<tr>
<td>Customer Support</td>
<td>27</td>
</tr>
</tbody>
</table>

## USING CONSULT-PRO - Chapter 2

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging In &amp; Out</td>
<td>28</td>
</tr>
<tr>
<td>Menu's &amp; Icon's</td>
<td>30</td>
</tr>
<tr>
<td>Setting Up Office/Organization</td>
<td>32</td>
</tr>
<tr>
<td>Sidebar Explained</td>
<td>34</td>
</tr>
<tr>
<td>Managing Users</td>
<td>38</td>
</tr>
<tr>
<td>Creating New Patient</td>
<td>40</td>
</tr>
</tbody>
</table>

## USING CHAIRSIDE - Chapter 3

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Features</td>
<td>48</td>
</tr>
<tr>
<td>Toolbar Explained</td>
<td>49</td>
</tr>
<tr>
<td>Education Library</td>
<td>50</td>
</tr>
<tr>
<td>Secondary Toolbar Explained</td>
<td>52</td>
</tr>
<tr>
<td>Chairside Section Icons</td>
<td>53</td>
</tr>
<tr>
<td>Movie Controls</td>
<td>54</td>
</tr>
<tr>
<td>Printing Education</td>
<td>55</td>
</tr>
<tr>
<td>Managing Favorites</td>
<td>56</td>
</tr>
<tr>
<td>Emailing Presentations</td>
<td>57</td>
</tr>
<tr>
<td>Drawing on Presentations</td>
<td>58</td>
</tr>
<tr>
<td>Media Linking</td>
<td>59</td>
</tr>
<tr>
<td>Language Settings</td>
<td>59</td>
</tr>
<tr>
<td>Creating Custom Presentations</td>
<td>60</td>
</tr>
<tr>
<td>Recording Audio</td>
<td>69</td>
</tr>
<tr>
<td>Deleting Presentations</td>
<td>70</td>
</tr>
</tbody>
</table>
CONSULT-PRO
USER MANUAL

TABLE OF CONTENTS

USING WEBLINK - Chapter 4

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Features</td>
<td>72</td>
</tr>
<tr>
<td>Profiles</td>
<td>75</td>
</tr>
<tr>
<td>Administration Options</td>
<td>76</td>
</tr>
<tr>
<td>Managing Categories</td>
<td>77</td>
</tr>
<tr>
<td>Changing Languages</td>
<td>78</td>
</tr>
<tr>
<td>Viewing Your WebLink</td>
<td>79</td>
</tr>
<tr>
<td>Setting Up Custom Logo</td>
<td>80</td>
</tr>
<tr>
<td>Setting Up Custom Avatar</td>
<td>81</td>
</tr>
<tr>
<td>Managing Your Presentations</td>
<td>82</td>
</tr>
</tbody>
</table>

SERVER MANAGER - Chapter 5

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Running</td>
<td>84</td>
</tr>
<tr>
<td>Organization Manager</td>
<td>85</td>
</tr>
</tbody>
</table>
CONSULT-PRO USER MANUAL

INSTALLING

TECHNICAL SUPPORT

For technical assistance, please contact Consult-Pro Software at

Local: 416-429-6545
Toll free in North American 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® 1.3GHz processor
- 128MB of RAM (256 recommended)
- DVD-ROM Drive
- 5.5GB of Available hard disk space for Terminal/Single/Server
- Static IP Address for the server

CONSULT-PRO USER MANUAL

INSTALLING

Server Install

1. **STEP ONE**
   - If you are doing an online installation via email link, skip to Step 4. Otherwise, insert your Consult-PRO DVD.

2. **STEP TWO**
   - Setup should automatically start.

3. **STEP THREE**
   - Select **Server** to install the Server software.

IMPORTANT

Do not insert the USB key until you have completed the initial installation. You will be prompted to insert your key in a later step.

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 “Install”
**STEP ONE**

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

**STEP TWO**

Review the License Agreement and upon understanding, click the bullet I accept then click Next.

**STEP THREE**

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

**STEP FOUR**

Make sure that all of the following boxes are checked as shown before clicking Next.
8 **STEP FIVE**

The installation process will now begin and shortly be completed. The green bar moving towards the right shows the progress being made.

9 **STEP SIX**

The setup wizard will now guide you through entering your registration details. Insert your USB key now before clicking Next.

10 **STEP SEVEN**

For the Registration portion of the setup, please enter your Customer ID, Code 1, Code 1 and Serial # in the appropriate fields. The number of Licenses you have purchased is also required. Then click Next.

11 **STEP EIGHT**

For the Location portion of the setup, please enter the name of your office in the 'Office Name' text field. Then click Next.
STEP NINE

For the Main User portion of the setup, you must create a master user account for administration of the software. This is usually your network administrator. You will need this user account in order to create additional users and to manage the software features.

STEP TEN

We would like to thank you for registering with Consult-PRO! Click on OK to continue.

STEP ELEVEN

You will be prompted to download the latest videos, images, and audio. Click Yes to proceed.

The Update Manager will now begin to download the latest multimedia from the Consult-PRO servers. This process may take up to a few hours depending on the speed of your Internet connection.

You will see a confirmation window upon completion of the update. Click OK.
15

STEP FIFTEEN

Restart your computer to finish the installation of the server.

IMPORTANT

If you are installing the terminal on the same machine as the server, skip to and complete the Terminal Install section before completing this step.
CONSULT-PRO
USER MANUAL
INSTALLING

Terminal Install

1 **STEP ONE**
If you are doing an online installation via email link, skip to *Step 4*. Otherwise, insert your Consult-PRO DVD.

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 Install.

3 **STEP THREE**
Click *Terminal* to start the installation. You will see the setup welcome message. Press *Next* to continue.

4 **STEP FOUR**
Review the License Agreement and upon understanding, click the bullet I *accept*.

5 **STEP FIVE**
Choose your installation directory (or leave unchanged) and press *Next*.
**STEP SIX**

The next option will prompt you if you would like to create a desktop icon. By having a desktop icon, you can more easily access the software right from your desktop.

![Screen shot showing option to create a desktop icon](image)

**STEP SEVEN**

The installation process will now begin and shortly be completed. The green bar moving towards the right shows the progress being made.

![Screen shot showing progress bar](image)

**STEP EIGHT**

Congratulations! You have now completed your Consult-PRO Terminal installation. To register the terminal, launch the **Consult-PRO Premium Network** shortcut from your desktop.

![Screen shot showing Consult-PRO Premium Network shortcut](image)
STEP NINE

Upon running the terminal for the first time, you must register the terminal with the server. You will be prompted as follows. Click Next.

STEP TEN

Enter your Serial Number in the blank fields. Click Next.

STEP ELEVEN

Enter the terminal name to describe the computer you are installing to. For example, “Operatory1” or “WaitingRoom”.

Enter a unique terminal ID to identify it on the network. This depends on how many licenses you have. For example, for 10 licenses, pick an ID between 1 and 10 for each machine.

STEP TWELVE

Click Next, then Next, then OK to finish the registration.
CONSULT-PRO USER MANUAL

INSTALLING

Single Install

IMPORTANT
Do not insert the USB key until you have completed the initial installation. You will be prompted to insert your key in a later step.

1  STEP ONE
If you are doing a DVD installation, insert the Consult-PRO disc 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 Install.

3  STEP THREE
You will see the setup welcome message. Press Next to continue

4  STEP FOUR
Review the License Agreement and upon understanding, click the bullet I accept.

5  STEP FIVE
Choose your installation directory (or leave unchanged) and press Next.
CHAPTER 1 - INSTALLING CONSULT-PRO

STEP SIX

The next option will prompt you if you would like to create a desktop icon. By having a desktop icon, you can more easily access the software right from your desktop.

STEP SEVEN

The installation process will now begin and shortly be completed. The green bar moving towards the right shows the progress being made.

STEP EIGHT

Congratulations! You have now completed your Consult-PRO Single installation. To register the software, insert your USB key now and launch the Consult-PRO Premium Single shortcut from your desktop.
CUSTOMER SUPPORT
1.800.519.6569
www.consult-pro.com
support@consult-pro.com

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.
This chapter describes how to use the global Consult-PRO features.

LOGGING IN

To log in, click on the Login Box at the top left of Chairside, under the words “Consult-PRO Default. If you have already logged in before your name may appear in the “Quick User Login List.” Once you have logged in, you will see your account name at the top of Chairside. Creating accounts is described in the Manage Users portion of this section. The Manage Users section can be accessed by clicking User at the top middle of the Consult-PRO interface.

Log into Chairside with the user name and password that was selected during installation.

LOGGING OUT

To log out of Chairside, click on the Logout Box on the far left of the screen. (It is possible to upload a picture to replace this box when creating or editing your user account; this picture serves the same function as the Logout Box.) When clicked, the Quick User Login menu will appear. From this menu, users can log out by clicking the Logout button. You will then be presented with the option to select a reason for logging out: Done in room/Still in office, Lunch, Break, or Home. You may also Cancel logging out at this point. Another user can log in once you have completed logging out.

Once logged out, “No User” will appear at the top of your home screen instead of your user name. Records of logging in and out will appear in the Patient History section as part of the record of all Doctor/Patient Interaction that occurs within Consult-PRO software.
### Chapter 2 - Using Consult-Pro

#### Menu Descriptions

| **Language** | Lets you change the interface language. |
| **Organization/Office** | Edit the contact details of your office. |
| **Exit** | Close and exit Consult-Pro |
| **New** | Create a new patient profile. |
| **Select** | Select a patient. |
| **PatientEd-PRO** | Open Chairside to view patient education presentations. |
| **Work Pad** | Work pad area will appear at the bottom of the side bar. |
| **Home** | Takes you to the Consult-Pro home screen |
| **Manage Users** | List/edit current user list, Create new users. |
| **Full Logout** | Logs out both the current user and the patient. |
| **User Login** | Login a different user. |
| **Logout** | Logs out the current user. |
| **About Chairside** | Shows which version of Consult-Pro is currently installed. |

#### Icon Descriptions

| **Home** | Brings you back to the Consult-Pro home screen in the main window. |
| **Chairside** | Launches Chairside. (See chapter 3.) |
| **WebLink** | Launches WebLink. (See chapter 4.) |
| **Split Window (Horizontal)** | Splits the main window into two sections (top and bottom). This lets you work with two work areas at the same time. |
| **Split Window (Vertical)** | Splits the main window into two sections (left and right). This lets you work with two work areas at the same time. |
| **Single View (Default)** | Sets the main window to a single view (default). |

- **Overview**: The overview icon brings you back to the main homepage from the Staff, Queue or Browser sections.
- **Staff**: The Staff icon allows you to see the staff that have been added to the program for your office or organization.
- **Queue**: Lists emails to be sent.
- **Browser**: The Browser icon launches the www.consult-pro.com browser when you are connected to the Internet.
OFFICE DESCRIPTION & INFORMATION

To import your logo, click on the File button at the top of the Consult-PRO interface. Within the File drop down menu, you now click on the Organization/Office tab. You can import a logo from this section for your Organization (Organization tab) and a separate one for your Office (Office tab). If you have many offices within your organization each one can have its own logo.

Click on Import within the Logo box and then choose the digital logo from your digital files on your computer. You can size the logo using the sizing buttons and then click done and print a scene to see if you like it. That logo will now appear on every presentation, brochure, slide, photo, x-ray, scene that you print from within Consult-PRO Chairside software.

A logo can be chosen for an organization, which can be useful for a dental chain or group practice. This logo will appear on printouts and brochures produced through Chairside.
### Sidebar Explained

- **Expand/Close Sidebar**: Expands or closes the sidebar.
- **History**: Displays the selected patient’s history of activity, including videos viewed and any notes taken by staff.
- **Medical**: Filters the display below to show only Medical-related information.
- **Insurance**: Filters the display below to show only information related to Insurance.
- **Referrals**: Filters the display below to show only information related to Referrals.
- **Staff Note**: Filters the display below to show only information related to Staff Notes.
- **View Timeline**: Adds a timeline to the far left of the Patient History.
- **Display Options**: Filters all information that appears on the timeline and allows user to choose from a list of display options.
- **Patient**: Show patient contact information as recorded in the patient history.
- **Notes**: Indicates that notes will be recorded in the patient history.
- **Alerts**: Indicates that alerts will be recorded in the patient history.
- **Patient Education**: Show the presentations, scenes and series that the patient watched and how the patient viewed them; indicates that these will be recorded in the patient history.
- **Images**: Indicates that imported images will be recorded in the patient history. (Coming in future Image PRO.)
- **Forms**: Indicates that imported forms will be recorded in the patient history. (Coming in future Form PRO.)
- **Layout**: Customize patient history layout. (Coming in future editions.)
- **All**: Filters the information that appears based on the dental professional who was working with the patient.
- **Print Preview**: Provides a Print Preview of the Patient History Document.
- **Refresh**: Provides a refresh of the latest or all material in the Patient History.
**WORK PAD**

**Work Pad**: Opens the Work Pad work area.

**Type**: Select a classification from the Type menu in Workpad in order to organise the notes you add to the patient history.

**Add Text**: Allows the user to add text typed in Workpad to the patient history.

**Signature**: Allows the patient to digitally sign and adds that digital signature to the patient history.

---

**What’s New**
Please check the new movies that are coming up in 2011.

**Feedback**
Please let us know how we can improve your experience with our products.

**iPad App**
Now you can have your favourite chairside presentations on the new iPad and other mobile devices.
Managing Users

Consult-PRO Chairside 2011 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 containing the user’s information. You can edit these details by overwriting existing information and clicking Save.

Creating a New User

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

Privileges that can be granted range from the ability to create and edit patient files to creating and deleting presentations and series. You can select the privileges you wish to permit by checking the box next to each. Once you are done, click on the Save button. You will return to the Manage Users window, where you should see your newly created user in the user list.
Creating a New Patient

**IMPORTANT NOTE**

You must be logged in to create 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 shown to each patient and also to email movies to patients. To create a patient, click on the Patient’s icon on the top menu. Click on New.

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

**Patient Profile Window**

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.
CREATING A NEW PATIENT

PATIENT ALERT OPTIONS

You can also use the Alert tool to add notes about each patient. By clicking on the Alert button, you can see all the previous alerts you have noted about a patient and the date you noted that alert.

By clicking on the Add + button, you are taken to a new window where you can choose the type of alert, the timeline for which the alert is valid, and supply more detailed notes about it.

EMERGENCY CONTACT INFORMATION

Clicking on this icon will prompt you to add all the standard contact information for your patient.
CREATING A NEW PATIENT

THE GROUP/FAMILY ICON
Clicking this tab takes you to an area from which you can add patients to existing groups or families or create a new group or family.

**Possible Warning Messages:**
The messages below are examples of warning messages that you can get from within the Group/Family area. The prompts for these warnings are self-explanatory as they give instructions of next steps to be followed.
Creating a New Patient

Referrals
The referral section allows you to keep track of who referred each patient to your practice and to whom you have referred patients.

Referral By: Allows you to designate whether the patient was referred by a doctor, a clinic/facility, or other source, as well as type in the name of that source.

Referral To: Allows you to record that the patient was referred to a doctor, a clinic/facility, or other and type in the name.
This chapter describes how to use the common features of Chairside.

This guide is a straight-forward walk through of the different sections of Consult-PRO Chairside 2011. 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 3D animated movies, slides, brochures, clinical photos, and x-rays through Chairside.

Since patients learn visually, educating them on their treatment options and consequences of non-treatment with a visual program will greatly help their understanding and acceptance of a case. Furthermore, thanks to Chairside’s professional printouts, a treatment plan representing thousands of dollars of dental work need not be presented as a mere handwritten note.

Chairside has packaged a comprehensive library of patient-friendly graphics in the form of animations and clinical slides depicting various conditions, treatment options and consequences of non-treatment. Using Chairside’s education system when consulting with a patient will help them to better understand their condition and your proposed treatment.

The diagram on the next page shows the Chairside Home page within the Consult-PRO Software. At the very top you will see the main Consult-PRO menu with Doctor and Patient Login boxes in the top left. Underneath that is the main Chairside menu.

The Chairside toolbar explained:

- **Full Screen mode**
  - Lets you manage your Series.
  - Lets you manage your Favorite presentations.
  - Provides you with a comprehensive History of the Presentations you’ve viewed.
  - You can start your own custom presentation or import one from an outside source (trade custom presentations with other doctors).
  - Search the entire presentation database for the topic you are looking for.
  - This is the area to make universal settings to the Consult-PRO program.
  - Text and Video instructions using Consult-PRO.
  - Full Screen display mode.
The two login picture boxes in the top left of the Consult-PRO menu are for Doctor and Patient logins. This will display the photos, if uploaded, and the names, if entered, of the doctor or dental professional and the patient they are currently seeing. If no user is logged in and no patient is selected, it will show as “Consult-PRO Default” and “Not Set”. You are prompted to log in the first time you run the software, different user and patient information may be entered when necessary, allowing you to keep track of all the user/patient communication in your office. For more information regarding logging in, please see Chapter One.

Let’s open a presentation to learn how to navigate through the presentations. A presentation can contain video with audio, static images, and text. Each “scene” in a presentation is like a slide in a slideshow. Click on the first icon (Dental Hygiene) and hover your cursor over “Periodontal Disease”. A second window will pop up with a list of available items in this category. Click on the first item, “Periodontal Disease Gum View Movie”. You should now be seeing the first item in the Periodontal Gum Disease presentation, which contains a video and accompanying text, as shown below.

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.

The circles between the forward and back arrows indicate the number of scenes in this presentation. To progress to the next scene, click on the forward arrow. You can walk forward or back through each scene in a presentation this way. On the right side of the forward icon is a button with four green arrows pointing outward. Pushing this button temporarily eliminates the written text and centres the image on the screen. Clicking it again will restore the text and re-orient the image to the left. To exit the presentation, click on the Home icon at the top left of the Chairside menu, underneath the login boxes. Take some time to familiarize yourself with the navigation buttons by moving back and forth through the scenes of the education presentations.
The secondary Chairside toolbar explained:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🏡 Home</td>
<td>Navigates back to the Chairside home screen.</td>
</tr>
<tr>
<td>📽️</td>
<td>Allows you to change the language.</td>
</tr>
<tr>
<td>📢 Print</td>
<td>The Print icon allows you to print an entire Consult-PRO Chairside presentation or a selected scene: movie, slide, brochure or photo.</td>
</tr>
<tr>
<td>❤️</td>
<td>Adds the current presentation to Favourites.</td>
</tr>
<tr>
<td>💌</td>
<td>New for 2011 is the Emailing icon, which allows you to email presentations directly to your patients.</td>
</tr>
<tr>
<td>🖊️ Pencil</td>
<td>The Pencil icon can be clicked to allow you to draw on the presentations.</td>
</tr>
<tr>
<td>✗ Clear Drawing</td>
<td>This little red X is the Clear Drawing icon.</td>
</tr>
<tr>
<td>🔗</td>
<td>Links presentations together.</td>
</tr>
<tr>
<td>🌐</td>
<td>Allows you to see which presentations are linked to one another.</td>
</tr>
</tbody>
</table>

Chairside section icons sections:

There are fourteen icons in the middle of the Chairside Home page. These icons represent the different sections in Chairside’s education library. Within each of these categories is a selection of quick 30 second to 2 minute educational presentations. Clicking on one of these fourteen icons will reveal a list of sub categories, each with many presentations, movies, slides, clinical images and brochures. To view a particular presentation, simply click on it.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>🦷 Dental Hygiene</td>
<td>Orthodontics</td>
</tr>
<tr>
<td>🦷 Bone Atrophy and Grafting</td>
<td>Fixed Prosthodontics</td>
</tr>
<tr>
<td>🦷 Removable Prosthodontics</td>
<td>Periodontics</td>
</tr>
<tr>
<td>🦷 Missing Teeth and Implant Concepts</td>
<td>Restorative</td>
</tr>
<tr>
<td>🦷 Cosmetic Procedures</td>
<td>TMJ and Occlusion</td>
</tr>
<tr>
<td>🦷 Endodontics</td>
<td>Anatomy Slides</td>
</tr>
<tr>
<td>🦷 Third Molars and Oral Surgery</td>
<td>Brochures</td>
</tr>
</tbody>
</table>
MOVIE CONTROLS

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

IMPORTANT NOTE

Presentations with video 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** button 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. Holding the left click button down and dragging the mouse backward or forward on the slider will allow you to fast forward or rewind the presentation very quickly.

Exiting from a movie presentation is the same as exiting from any other presentation. Click on the **home** button at the top left, under the login boxes and you will be returned to the Chairside home page.

PRINTING EDUCATION

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

Consult-PRO’s Chairside 2011 will include the name of your patient, date, and your practice’s logo on the page. To select a practice logo, see Custom Logo in the next chapter.
The Favourites icon allows you to organize the presentations you use everyday into a Favourites list. On the Chairside Home page the Favourites icon is at the top left between the Series and History icons. To create a Favourites list, open one of your favourite presentations, and click the Favourites icon (a heart, as shown at left). The presentation will be added to favourites. Now when you return to the Home page and click on the Favourites icon, your new favourite movie will appear there.

**Note:** Your favourites may change, so you can edit them by clicking on the favourites icon and choosing the edit option to delete presentations from the list.

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**EMAILING PRESENTATIONS**

New for 2011 is the Emailing icon, which allows you to email presentations directly to your patients or colleagues with the click of a button. Both User and Patient must be logged in to use the email feature. When a presentation is opened, the Email icon appears above it beside the Favourites icon. Simply click the Email icon and you will be taken to the email interface. Once here you can verify the client’s email, save it as their default email, add a personal message, and click send. Consult-PRO 2011 keeps track of all presentations sent to patients, when they were sent, AND when the patient watched them at home!
### Drawing on Presentations

The Pencil icon can be clicked to allow you to draw on the presentations. The Pencil icon is located beside the Email icon when a presentation is open. Clicking on the Pencil icon allows the user to draw on the presentation area to highlight particular aspects to the patient. The colour swatch that appears beside the Pencil icon is the colour indicator. This can be clicked to choose from a wide variety of colours. If you want to clear the drawing and draw again, click on the red X. If you are finished drawing, simply click on the Pencil icon again and continue using the program.

This red X is the Clear Drawing icon. It is used to clear the drawing from a presentation and allow you to make another drawing.

When viewing a presentation, you can use your mouse and the Pencil Tool to draw anywhere on the screen to highlight a section and explain it to your patients. To start drawing, click on the Pencil 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 swatch next to the Pencil icon and selecting your desired colour.

### Media Linking

The Media Linking Tool is a great new feature for 2011 that allows you to easily group and navigate between presentations that have a common theme or topic. With a presentation open, click on this icon to open the Media Linking window. Within this window, links to other presentations can be added or removed. Clicking Add brings up the entire Consult-PRO Chairside library of presentations, which you can link to the movie currently open. For example, the Periodontal Disease Gum Movie can be linked to the Periodontal Disease Causing Heart Damage Movie to reflect a similar theme, specialty, or cause and effect relationship. Once the movies are linked, clicking on the Linked To Icon immediately to the right of the Media Linking Tool icon will display the presentations linked and allow the user to navigate to those presentations by clicking on them.

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### Language Settings

Clicking on the Language button allows you to change Consult-PRO to one of our 17 available languages. If the language has available audio, the appropriate speaker icon will be displayed.
The Series Maker allows you to package a series of education presentations for later use. This is ideal for waiting room loops of Consult-PRO videos, custom presentations, or common cases where three or four presentations are always shown together. 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 in 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 Box Icon at the top left section of the window and typing in your name and password. 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 hand panel, which contains all the items in the media library, and then clicking on the Add icon.

SAVING YOUR SERIES
Before saving your series, you can choose whether or not you want the series to be visible 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.

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 window shown below will pop up.

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

SERIES SEARCH

Consult-PRO Chairside 2011 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.

Consult-PRO Chairside 2011 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”.

MANUAL PLAYBACK

Selecting Manual allows you to navigate through the presentations manually by clicking on the play and rewind buttons. Note: when viewing a series, the Next Presentation and Previous Presentation buttons become active. 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 playback plays the entire series automatically, pausing on each slide for the number of seconds you have defined for it. When choosing Automatic playback, 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.
CONSULT-PRO USER MANUAL

CHAIRSIDE

CREATING PRESENTATIONS

Consult-PRO offers the user full customization. A new custom presentation can be created with custom text, video, 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. At the top are 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, or move a slide up and 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 is done by typing in the desired number of seconds in the box labelled 'Wait', at the bottom left on the main panel.

Chairside Presentation Editor icons explained:

- Clicking on the up and down arrows allow you to navigate between different scenes you are working on.
- 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.
- Clicking on this icon allows you to name the current template that you are currently working on.
- 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 by clicking on the Add Template icon. Load that template on the next slides by clicking on the Template icon and selecting the template from the dropdown list.
- 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.
Chairside Presentation Editor icons explained:

- **Audio**: Allows you to access your audio options (also see “Audio Editor”)
- **Delete**: Click on the Delete icon to delete a movie, image, or text box.
- **Bring to Front**: 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 menu.
- **Size**: The size icon allows you to change the size of an image that you are working with in the Presentation Editor.

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:

- **B/A**: This area allows you to customize the time between each scene in your presentation when playing in automatic mode.
- **Presentation Type**: This Icon allows you to categorize your new presentation. It will then appear with the appropriate icon in the Consult-PRO Chairside education library.

**MOVE AND RESIZE**

You can move objects by clicking and holding the red square on the top left corner of each object and dragging the object around the slide. Similarly, you can resize objects by clicking and dragging one of the seven 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.

**SAVING YOUR PRESENTATION**

After you are done creating all the slides, click on the Save button on the bottom. A dialogue will pop up allowing you to name your presentation (see below image).
A new window will pop up that allows you to select the presentation’s category. Select the category that best defines your new presentation and click on the OK button to save. Click on Done to return to the Home page. Now if you click on the icon corresponding to the category you selected and open the Custom subcategory at the end of the list, you will see the presentation you have just saved. Click on it to view the presentation.

RECORDING AUDIO

You can record your own audio and attach it to any movie. To record your audio, click on the video you want to attach the audio to and then click on the Attach Audio button. Make sure your microphone is connected to your computer. In 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, once you are satisfied with it, click on the Attach button to attach it to the selected video.
DELETING A PRESENTATION

Consult-PRO's Chairside 2011 allows you to delete or hide any presentation in the library. To delete a presentation, go to the Home page. 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” beside them.

Simply click on the presentation you want to delete to remove it from the list.

In reality, you are only hiding the presentation. This way, you can Unhide or Undelete the presentations easily. You can Undelete the presentations by going to the Config menu and selecting View Undeleted Presentations. This opens a window which lists all the deleted presentations. Select the presentation(s) you wish to Undelete and click on the Undelete button.
This chapter describes how to use the common features of WebLink.

**WebLink:** Click on the WebLink icon to start your WebLink session. This will take you to the screens where you can add your personal information and select the movies for your website.

**Profiles:** This icon allows you to modify your contact information and edit the personal message that visitors to your website will see.

**WebLink:** This icon allows you to select movies, create and organize category tabs, and choose an avatar to appear on your website.

**Settings:** Access your global WebLink settings.

Enter the USER ID, USERNAME, and PASSWORD that was provided to you in order to login to the WebLink section.
Use the Update Data button to get the latest updates for your WebLink.

Logout: Click this button to log out of WebLink. Note: you can make changes without being connected to the Internet. Simply make the changes while logged in and upload them when you are connected to the Internet.

Profiles
The information that you enter into the Profiles section will appear in the WebLink interface when WebLink is opened on your website. Enter your contact information as you would like your patients to see it. Your email is particularly important, as patients will be able to email you with questions or make appointments directly from WebLink. Your personal message welcomes visitors and thanks them for taking an interest in your practice.

Download: If you are on a computer that does not have the most recent updates available, click on the Download button to retrieve the latest data from the server.

Upload: Upload changes that you have made to the WebLink server.
The WebLink Administration screen lets you manage your WebLink content.

**MANAGING YOUR CATEGORIES**

We have provided five generic category names for you. You can change the category names to suit the movies you have chosen to represent your services.

**Select a category to view/add movies. You can Double click any category to change its name.**

**Categories**

- Implants
- Surgical
- Endo
- Periodontics
- Hygiene

Simply double click on the category name to change it.

**Enter a Category Name. Maximum 14 Characters**

- Surgical

Click OK when you are satisfied with your new category name.

You can also remove categories altogether if desired. If you decide you want them at a later date, simply add them again.

To remove a category, select it and then click \(-\). To add additional categories, click \([+]\) and then enter a name.
WebLink has access to all of the Consult-PRO Chairside Languages.

**IMPORTANT NOTE**

WebLink has written text available for all languages. Voice audio is not available for all languages. When a language that does not have a voice translation is selected (Greek, for example) the text will appear in Greek, but the audio will be in English by default.

Click on the language to change it.

| Language Select Menu: Select your desired language option for your WebLink's default language. |
| Visitors to your WebLink will have the option of changing the language as they view it. |
| You can select the default language that will greet your patients when they visit your WebLink. |

**WebLink URL:** Clicking this link will open your WebLink page in a browser window.

**Using Your Custom Logo:**

WebLink Custom Logo: Click here to import your own custom logo for WebLink. This logo will replace the block containing your name and your practice’s name at the top left of the WebLink interface.
Select: Import an image file from your computer to use as your logo. Please use PNG images.

Click and drag the image until you are satisfied with its placement in the predetermined space.

Set: Once you have positioned the image to your satisfaction, click this button to upload it as your logo. Your logo will now appear on your WebLink.

Remove: Click this button to remove the current logo image from WebLink.

SETTING YOUR CUSTOM AVATAR:

Choose Your Avatar: Click on this icon in order to select an avatar to appear on the main screen of your WebLink. You can choose from the avatars of dental professionals that we have provided or send us a picture of yourself, which we can install onto your WebLink (fees may apply). You may also choose not to display any avatar image.

An animated Talking Avatar is available to introduce many of the presentations in English. If you do not wish use the Talking Avatar, select the checkbox beside "Use the below selected still avatar for the English language".
A Still Avatar is used for all languages other than English. Select your Still Avatar (this avatar does not animate when introducing presentations) by clicking on the image that you wish to appear on your WebLink screen and clicking Done.

MANAGING YOUR PRESENTATIONS ON WEB LINK:

Follow the instructions in the program (as shown above) to select movies in each category.

To add a movie to your designated category, double click on it in the list to the left or select the movie and click the (+) button. The title of the movie will appear in the right-hand list (Category list).

To remove a movie from a category, select that movie in the list to the right (Category list) and click the (-) button. The movie will be removed from the category window.

MOVIE PREVIEW: Double clicking on a movie in the Category list will allow you to preview that movie.

| Play | Plays the currently selected movie |
| Stop | Stops the currently playing movie |
| Preview | Movie starts playing in the movie preview window. |

OTHER WEBLINK OPTIONS:

| Download | Downloads the most recent updates from the web server. |
| Preview | Previews how your WebLink will appear on your website. |
| Cancel | Close the WebLink section currently open without saving changes. |
| Done | Close the WebLink section currently open and upload any changes made. |
SERVER RUNNING:

Starts the server service. This needs to be running to be able to use the software on the network terminals.

Stop Server: Stops the server service. This needs to be stopped in order to apply software updates (except for presentation updates).

Set: Sets new port or IP address info. Stops and starts the server on the new IP:port.

Organizer Manager: Allows the user to see the Client computer assignments. Shows Office Info.

Organization Manager: Makes the terminal ID available to be installed on another computer.