

## Dentrix Monthly Ending

restart all machines

restart the server

login one of the machine and connect to the server

Open Dentrix Ledge

>> month end

>> month end update

>> uncheck reset insurance Benefit for "Nove"

>> Ok

Logout the server

back to the workstation

open dentrix appointment book

create an appointment in next week

right click the "earth or world icon" in the show up bar next to the clock

>> open the DXweb toolbar

>> click "no update"

another toolbar will showup

choose the computer icon (upload)

>> choose upload

>> correspondence upload override

>> choose name "kevin"

>> choose date

>> due date : from and to will be the same in the next week (the appointment we just create)

>> select correspondence template

>> choose 'continuing care reminder'

>> after record show up, choose the name and upload

check the email and make sure u get the appointment confirm

confirm the appointment

check the appointment on the dentrix and it should have a green "X" mark in there