

## MANUAL ENTRY OF DATA: Getting Started With PerioPal

### I. NAVIGATE TO THE PREFERENCES SCREEN:

- a) Click the PerioPal icon on the desktop. The **Patient Select** Screen appears.
- b) Click the **SETUP** button to open the Preferences Screen.

**MOUSE ENTRY USERS:  
create a  
USER PROFILE  
by way of  
the Speech Screen-  
then return to PerioPal**

**Voice Training Not Required.**

### II. CREATE A USER PROFILE:

- a) On the Preferences Screen, click the **SPEECH SETTINGS** button.



- b) The **Speech Properties** Screen opens. In the Recognition Profiles box view the **NEW** button.

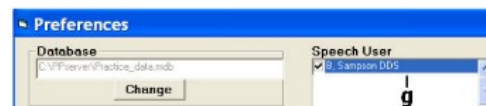


- c) Click the **NEW** button. The Profile Wizard Screen appears.

- d) In the blank field, type your professional name. **Please type correctly** – you may not edit.  
*Example: B. Sampson, DDS.* Click **FINISH**.



- e) Your name now appears in the Speech Properties Recognition Profile box
- f) Click **APPLY** and **OK** to return to PerioPal > **Preferences Screen**.



- g) **PROFILE COMPLETE.** On the **Preferences Screen**, your name appears in the **Speech User Box**.  
*You are ready to set your user preferences, enter a patient, and explore the Exam Screen.*

### III. PREFERENCES SCREEN: THE BASICS

- Select the "NORMAL" and "GOOD" values that match your criteria.
- Select the Tooth Sequence you prefer.  
**Note:** For the Training Workbook, use the *Training Sequence*.
- Click **SAVE AND EXIT** to save your Preferences.
- Re-start PerioPal and view the **Patient Select** Screen.

THE PREFERENCES SCREEN offers many useable features.

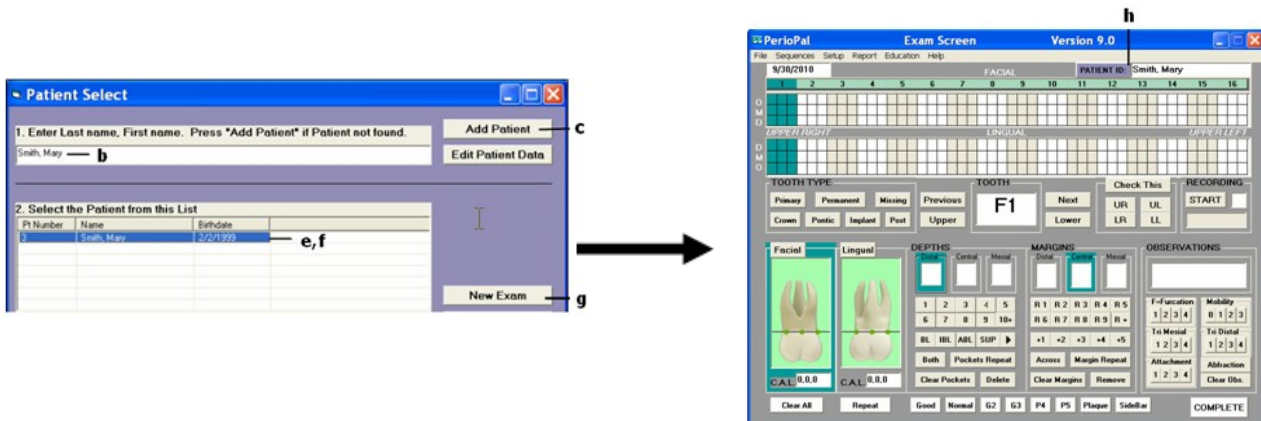
Please view the Training Demos.

[PREFERENCES PART 1](#)

[PREFERENCES PART 2](#)

### IV. THE PATIENT SELECT SCREEN:

- View the Training Video: [ENTER A NEW PATIENT](#)
- In the first field enter a patient's name. First name, *comma-space*, Last name.  
*Example: Smith, John*
- Click **ADD PATIENT** to open the **Patient Information** Screen.
- Patient Information** Screen: Enter a birth date (**required**). Click **SAVE**.
- On the Patient Select Screen, the patient's name now appears in the **Patient List**.
- In the **Patient List**, click to highlight the patients name.



### V. OPEN THE EXAM SCREEN

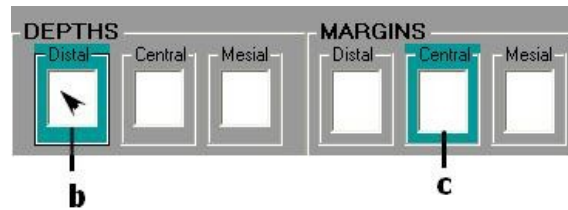
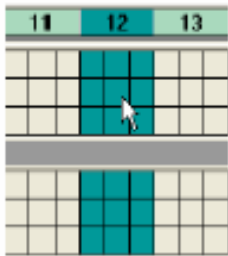
- Click **NEW EXAM** to open the Exam Screen. The Exam Screen is ready for input.
- NOTE:** To return to the Patient Select Screen, click the purple **PATIENT ID** button.
- Use the **mouse** (not keyboard) to enter data in the Depth, Margins, and Observation boxes.
- Click **NEXT** or ► to advance tooth to tooth. (See **Preferences Screen > Accelerated Advance** option)

**NOTE:** If you are using **Mouse method of data entry**, **do not** click the **START** or **STOP** commands in the **RECORDING** Box. If the Recording mode is activated, it could accidentally modify the data you have entered with the mouse.



## VI. NAVIGATE THE SCREEN: MOUSE ENTRY

a) **Tooth to Tooth:** Click the mouse in the center of the tooth grid. PerioPal will advance.



b) **Site to Site:** Click the mouse in the center of the Depths or Margins windows. The **green highlight** indicates the cell is active and ready for input.

c) **Green Highlight in the MARGINS Box:** The **Central Margin** site is the default position until you navigate to the Margin-Mesial or Margin-Distal sites. .

## TRAINING MATERIALS: Self-Directed Training Links

### I. VIEW TRAINING VIDEOS TO COMPLETE THE EXAM:

- [The Evaluation Screen](#)
- [The PerioPal Viewer](#)
- [Update A Completed Exam](#)
- [Print Exam - Part 1](#)
- [Print Exam - Part 2](#)
- [Compare Data](#)
- [ReProbe](#)

### II. SELF-DIRECTED METHOD OF TRAINING:

The self-directed method of Training is designed for various computer levels: the **QUICK START Series** for advanced computer users, the **BASIC SERIES** for new to moderate computer users, and the **35+ TRAINING VIDEOS** compliment training for all levels. [FDI and Universal Numbering System selections included.](#)

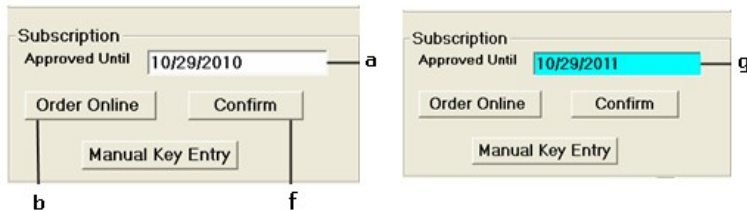
•[Training Workbooks and Videos](#)

•[User Manual](#)

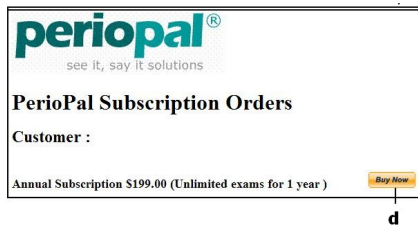
## SUBSCRIPTION LICENSING:

### ACTIVATE YOUR ANNUAL SUBSCRIPTION:

- Navigate to the Preference Screen. View the **SUBSCRIPTION** Box and Approved Subscription date.
- Click the **ORDER ONLINE** button. A security window appears.
- Click **YES** to proceed. (PerioPal is a secure website).



- On the PerioPal Order Page, click the **BUY NOW** button to activate the check out process.



- After the purchase transaction, you will return to the **Preferences Screen** > **SUBSCRIPTION** Box.
- Wait one minute**, then click the **CONFIRM** button.
- The (highlighted) window will then display the Approved Subscription date.

### PAYMENT:

We accept Visa, Master Card, Discover, and PayPal.

We process payments using PayPal and do not store any of your credit card or payment details on our servers.

If you **do not** have a PayPal account, you can make payment using a credit card during the checkout process.

**SERVER FIREWALLS**  
can block the  
PerioPal transaction or  
subscription update.

Please check with your  
**NETWORK ADMINISTRATOR**  
before placing your order.