How to Set Up Patient Folders

Requirements
- A Mac Pro server.
  - A Mac Mini will work, but has limited space.
- A peer server with a shared folder.
  - A tech may need to set this up.
  - A shared folder can also be set up on a workstation, but is not recommended.

Set Up a Shared Folder
- A tech will need to set up the shared folder if using:
  - A peer server or workstation.
  - Mac OS X 10.4.x (Tiger) or below.
- Connect remotely to the client's server via VNC or LogMeIn.
- Create the folder to be shared.
  - Open Finder.
  - Navigate to the **DataconData** partition.
  - Click on the gear button at the top of the Finder window.
  - Click **New Folder**.
  - Type name for folder: **PaFolders**
  - Press **Enter** or **Return** on the keyboard.
- Share the folder.
  - Click on the apple icon in the upper left corner of the screen.
  - Click **System Preferences.**
  - Click **Sharing.**
  - Click on **File Sharing** in the left pane.
  - Click the **+** below the **Shared Folders** column.
  - Navigate to the folder to be shared.
  - Click the **Add** button.
  - In the **Users** pane, change settings for each entry to **Read & Write**
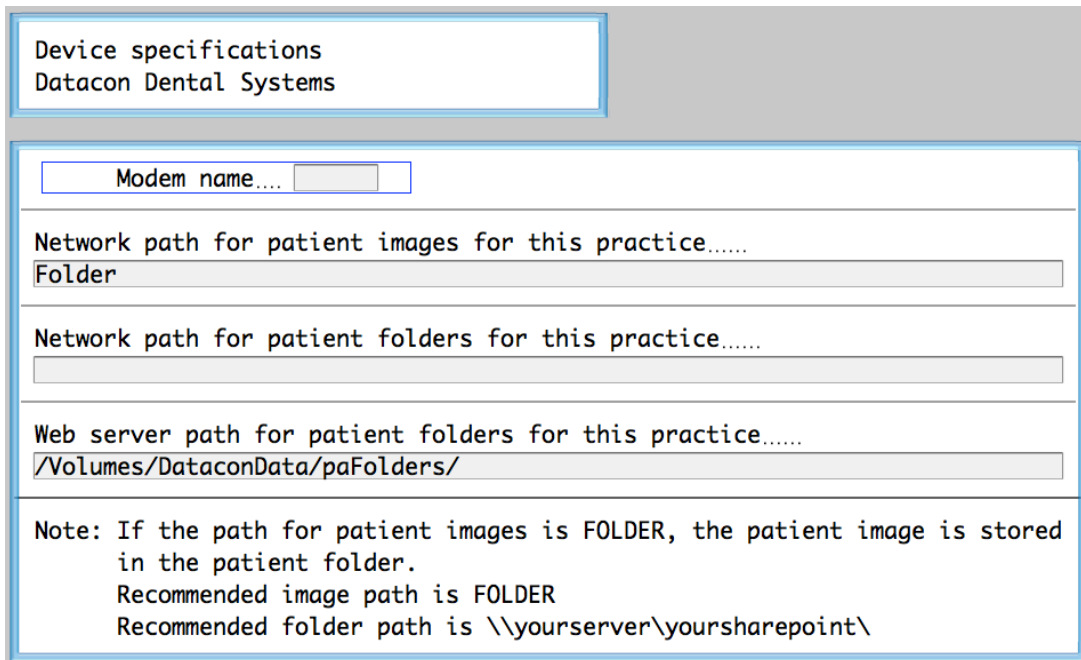
Test Folder Connectivity
Connect remotely to one of the client's Windows based PCs, or have the client do the following:
- Click on the **Start** menu.
- Click on **Run…**
  - If **Run…** is not displayed on the **Start** menu, press 🪟 + R
- Clear any text already in the **Run** window.
- Type two back slashes and the name of the computer with the shared folder.
  - Example: **\\Datacon**
- Click the **OK** button.
- A window should open showing the shared folders on that system.
  - If an error message comes up:
    - Click **OK.**
    - Make sure the computer name is typed in correctly.

- - Click **OK** to try connecting to folder again
    - If an error message comes up again, have a tech finish setting up the system.
  - Double click on the shared folder for patient folders.
    - If a login window comes up:
      - Enter **Guest** for the username.
      - Leave password blank.
      - Check box to **Remember My Password**
      - Click the **OK** button

Configure Datacon to use Patient Folders
  - Log into client's Datacon system.
  - Select **System Stuff** on the main menu.
  - Select **Device Specifications** at the bottom of the list.
  - Set **Path for patient images** to **Folder**.
  - Set **Path for patient folders.**
    - Default path if using a Mac server: **\\Datacon\PaFolders**
    - Path if using peer server: **\\[server name]\[shared folder]**

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Device specifications
Datacon Dental Systems


    Modem  name....  [        ]

Network path for patient images for this practice......
Folder

Network path for patient folders for this practice......
[                                                            ]

Web server path for patient folders for this practice......
/Volumes/DataconData/paFolders/

Note: If the path for patient images is FOLDER, the patient image is stored
      in the patient folder.
      Recommended image path is FOLDER
      Recommended folder path is \\yourserver\yoursharepoint\
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Questions? Contact the staff at Datacon for help.
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