

Getting Started with DentureFlowPro 5.0 (Beta)

Updated July 30, 2026

Welcome to the DentureFlowPro beta! This guide will get you logged in and comfortable with the basics in about ten minutes.

1. Logging In

Web address: (your clinic will be given this link)

You'll be given a username and a temporary password by your clinic's denturist or by Damien. Log in with those.

First login — signing the agreement. The very first time you log in, you'll see a confidentiality and beta-participation agreement before anything else. Read it, type your full name, and click "I Agree — Sign & Continue." You only need to do this once (unless the agreement is ever updated, in which case you'll be asked to review and re-sign).

If your clinic has more than one office, you'll then be asked to pick which one you're working at today. You can switch offices anytime later from the sidebar.

Change your password. Once you're in, it's worth changing your temporary password to something only you know — click your name in the bottom-left corner of the sidebar.

2. The Main Areas

What you see in the left-hand sidebar depends on your role, but here's the full tour:

Section	What it's for
Dashboard	Your day at a glance — today's appointments, tasks, and anything needing attention. Looks different depending on whether you're the denturist, front desk, or lab.
Patients	Your full patient list — search by name, phone, or email; sort by last seen, balance, and more. Click a patient to open their chart.
Schedule	The day/week calendar. Book, reschedule, edit, or cancel appointments; block off time.
Lab Workflow	Lab tasks and prescriptions — what's in progress, what's due back, AI-assisted design suggestions. Multi-office users get a combined All Offices view.
Ledger	Clinic-wide view of charges and payments.
Fee Guides (denturist only)	Manage your clinic's fee schedules — import your provincial guide from a PDF, copy a reference guide, or edit items in place (see section 5).
Recall List	Patients who are due for a recall contact, sorted by how long it's been.

Staff Tasks	Tasks assigned to you or your team.
Staff (denturist only)	Add new staff, reset passwords, remove staff who've left (see section 4).

On a phone: the navigation moves behind a slide-out menu and the Schedule becomes a tappable agenda list. The app is designed for a real screen and keyboard, but checking the day from a phone works fine.

3. Working in a Patient's Chart

Open any patient to find tabs for:

- **Clinical notes** — dictate or type a note, and there's a button to have AI clean up the wording into proper clinical documentation. Always read it over before saving — see section 6 below.
- **Health history, images/documents, treatment steps, billing (charges & payments), insurance, referrals,** and (where relevant) the partial denture designer.

A note on note approval: if you're not the clinic's denturist, your notes are saved as "Pending" until the denturist reviews and locks them. This is normal — it's part of how the chart stays legally sound. You have 24 hours to edit your own pending notes.

Fixing billing mistakes: charges can be edited in place (description, date, quantity, fees) and the balance recalculates automatically. Overpayments simply show as a Credit on Account.

4. Adding or Removing Staff (denturist only)

Go to **Staff** in the sidebar:

- Click **Add Staff**, fill in their name, a username, their role, and a temporary password (or click the button to generate one).
- You'll get a one-time screen with their login details — copy it and send it to them securely (not over an unsecured channel if you can help it).
- To remove someone who's left, click the small trash-can icon next to their name. This only removes their access to your clinic — it doesn't affect anything else.

This only affects your own clinic's staff — you can't see or touch another clinic's team, and they can't see yours.

5. Setting Up Your Fee Guide (denturist only)

Every clinic keeps its own private fee guide — nothing is shared between clinics. Two ways to get set up:

Import from PDF. Go to Fee Guides → Import from PDF and choose your province's fee guide. The AI will read it and fill in a table of codes, descriptions, and fees. You'll see a warning to double-check every row — the AI can misread a PDF, especially with tables that have a lot of blank cells or unusual formatting. Compare a few lines against your actual document before trusting it, fix anything wrong, name the guide, and save.

Copy a reference guide. If a built-in reference guide (e.g. a provincial or CDCP guide) is close to what you charge, copy it into your clinic and customize it from there.

Either way, you can expand any guide later into a searchable editor to correct amounts or add missing items in place — no re-importing needed.

6. About the AI Features — Please Read

DentureFlowPro uses AI to help with several time-consuming tasks: formatting clinical notes, drafting referral letters and consult reports, interpreting radiographs and images, suggesting partial denture designs, and reading fee guide PDFs.

AI can make mistakes. It can misread a document, misunderstand context, or phrase something inaccurately. Before you save AI-generated content to a patient's permanent record, send it to another professional, or use it for billing — read it over and fix anything wrong. Treat it as a drafting assistant, not a final answer. You agreed to this as part of the sign-in agreement, and it matters both for patient safety and for your own professional responsibility.

7. What “Beta” Means

You're using software that isn't publicly released yet. A few things that come with that:

- There may be bugs, occasional slowness, or the need to reset data during testing.
- Please don't share screenshots, describe the software publicly, or post about it (social media, reviews, forums) without checking with Damien first. If you'd like to help spread the word, he'd genuinely love that — just loop him in so it's coordinated.
- If you notice something broken or confusing, that feedback is valuable — please pass it along. Nothing is too small to mention.

Questions or Problems?

Reach out to your clinic's denturist, or to Damien directly. For tech support, call or text **(437) 383-6637** anytime — that line is always on, so don't hesitate to reach out day or night. Screenshots of anything odd are always appreciated and make it much faster to track down.

Thanks for being one of the first to try DentureFlowPro. We're excited to have you testing it.