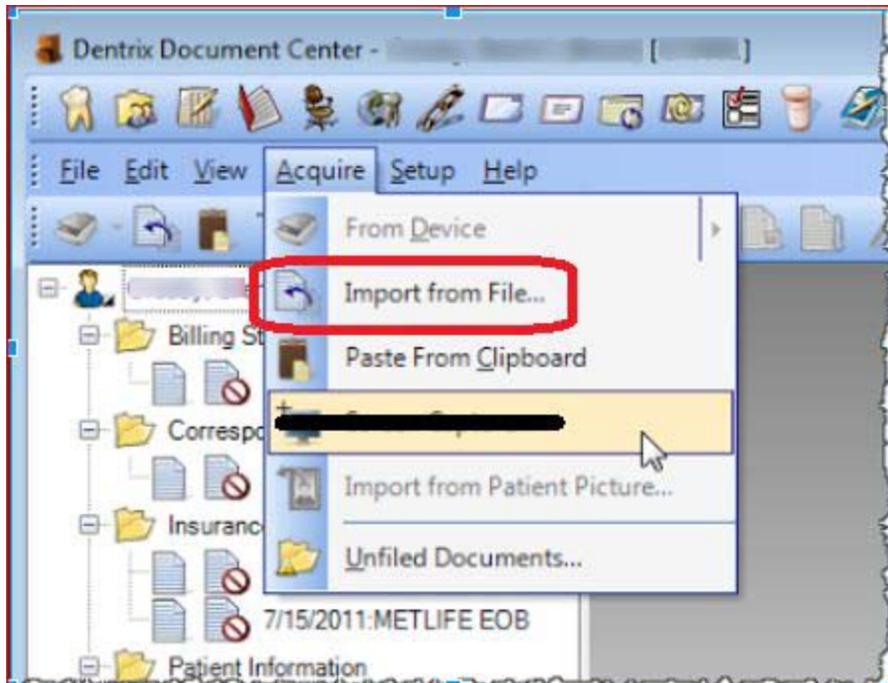


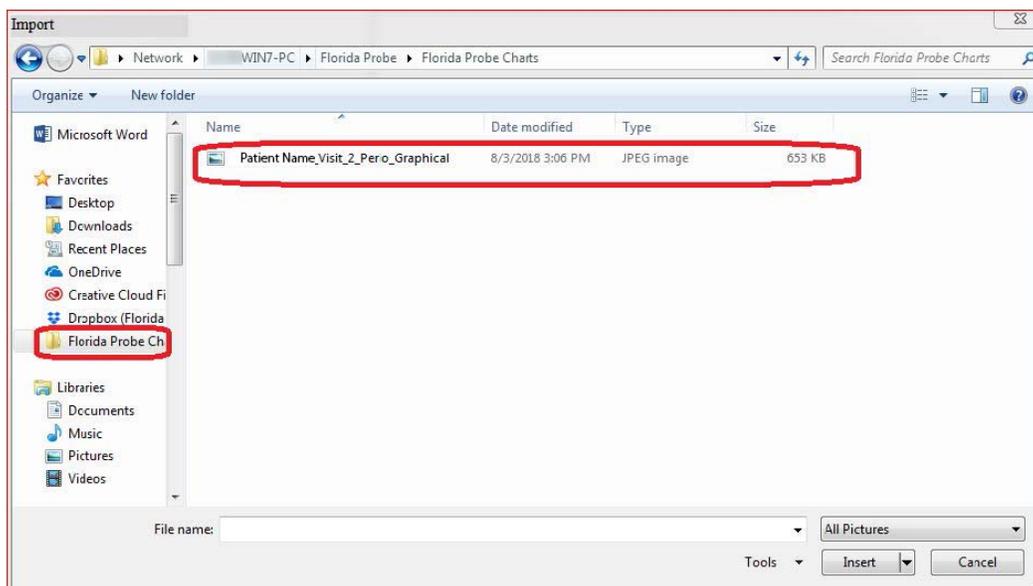
## How to attach Florida Probe Charts to the Document Center - Dentrix

To **import the saved chart into Dentrix** document center use the following steps:

1. In the **Acquire** menu in the Document Center, click **Import From File**.



2. The **Import** dialog box appears.



3. Select the file that you want to import from “Florida Probe Charts” folder on the desktop or under Favorites and click **Open**.

The **Document Information** dialog box appears. For Florida Probe, most offices select the Document Type to be either **Miscellaneous** or **Patient Treatment**. In the description box, you can type something similar to “**FP Chart**” or “**Florida Probe Chart**”.

The screenshot shows the "Document Information" dialog box. The "Reference Date" is set to 8/10/2012. The "Total # of Pages" is 1. The "Document Type" dropdown menu is highlighted with a red circle and shows "Correspondence" selected. The "Description" field is highlighted in yellow. The "Patient" field is empty. The "Note" field is empty. The "OK" and "Cancel" buttons are at the bottom right.

### 3rd Way:

Use the smart doc printer to print straight to Dentrix.

★ This will print in PDF format which Dentrix insurance ledgers **cannot** accept so use either the 1st or 2nd way for capturing charts for insurance purposes.

1. Click the print button at the top of the page.
2. Check that “Periodontal Graphical Chart” is selected.
3. Select the Dentrix Smart Doc Printer.
4. Click “Print Selected Documents”.

