

**491 DEN GRADING SYSTEM**



# **Operation Manual**

**Faculty**

# 491 DEN GRADING SYSTEM



# Log-in

# Log-in Window

Figure 1:



Figure 2:



Figure 3:



## I. Parts of the Log-in Window: (fig. 1)

1. **Log-in Drop Down List** - this is where the user selects the account type to be used in accessing the 491 DEN System (Coordinator, Faculty or Student).
2. **User Name Textbox** - this is where the user types their user name .
3. **Password Textbox** - this is where the user types their password.

## II. How to use the Log-in Window:

1. Select the account type (Faculty) in the Log-in Drop Down List. (fig. 2)
2. Type your User name and Password in their corresponding text boxes. (fig. 3)
3. Click "OK" to proceed logging-in the system.

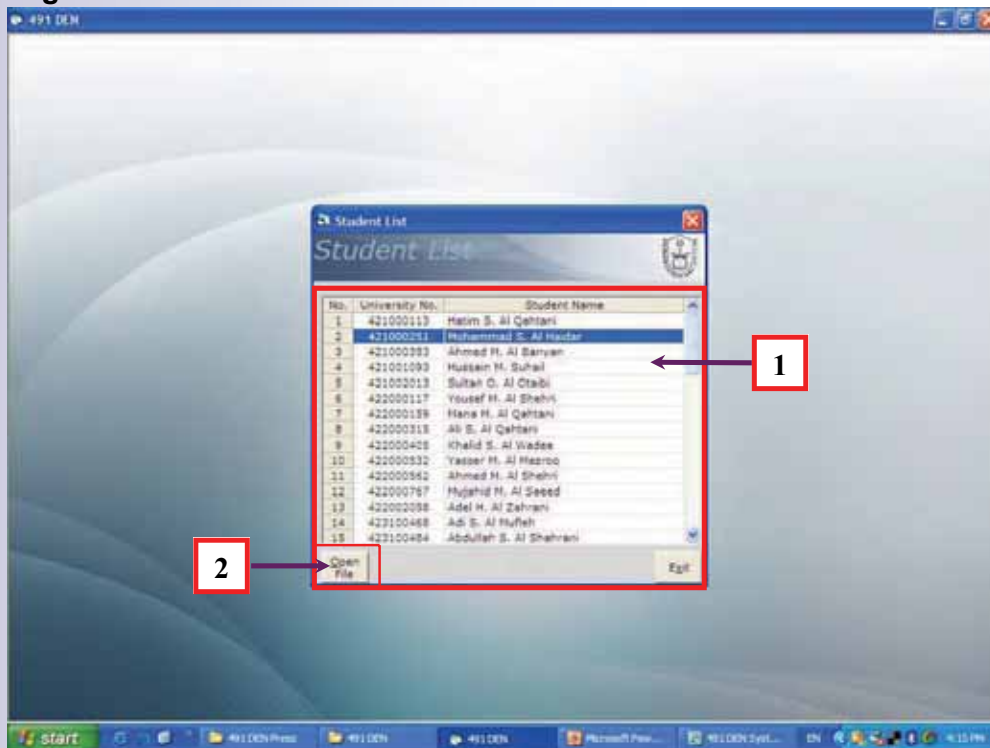
## 491 DEN GRADING SYSTEM



# Opening a Student's File

# Student List Window

Figure 4:



## I. Parts of the Student List Window: (fig. 4)

1. **Student Table List** - this is where the students university numbers and names are listed. This is also where the Faculty selects the student file he/she wants to open for treatment inquiry, approval and evaluation purposes.
2. **Open File Button** - this is the button that has to be clicked by the faculty in order to open the file of the selected student in the Student Table List.

## II. How to use the Student List Window:

1. Select the student's file in the Student Table List by clicking on it (you will know that the student has already been selected if the student's table column is already highlighted in blue).
2. Click the "Open File Button" to proceed on opening the student's file.
3. If you want to exit the system , click on the "Exit Button".

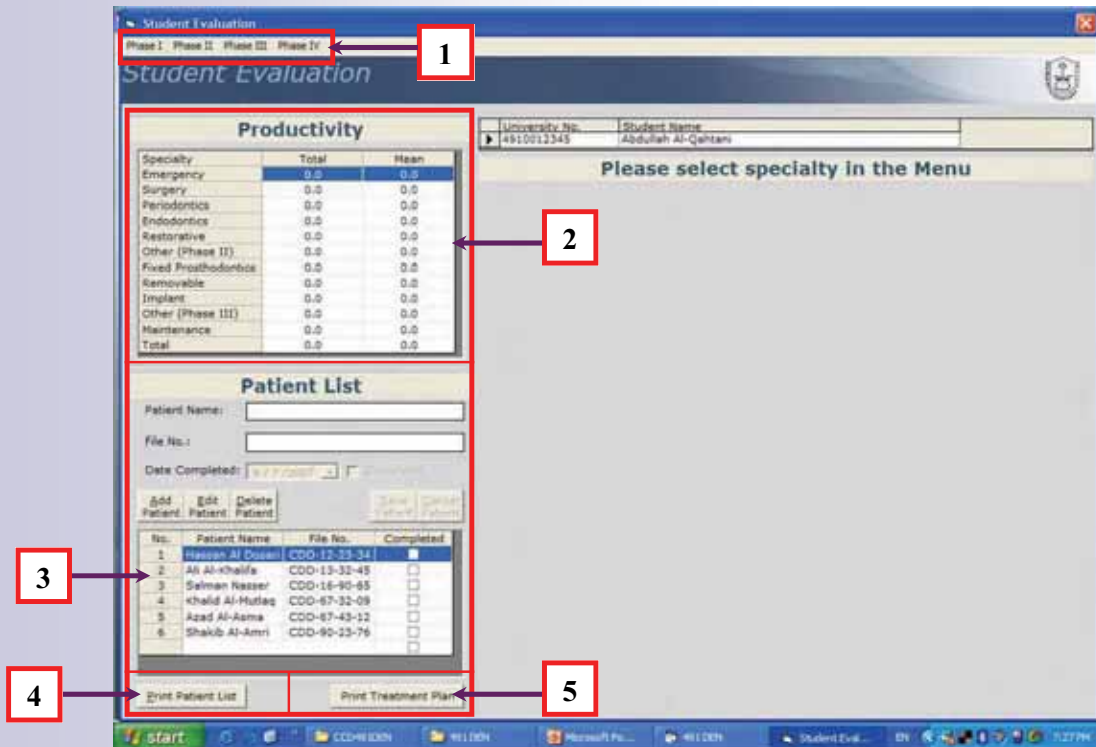
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# Utilizing the Initial Main Window

# Student Evaluation Main Window

Figure 5:

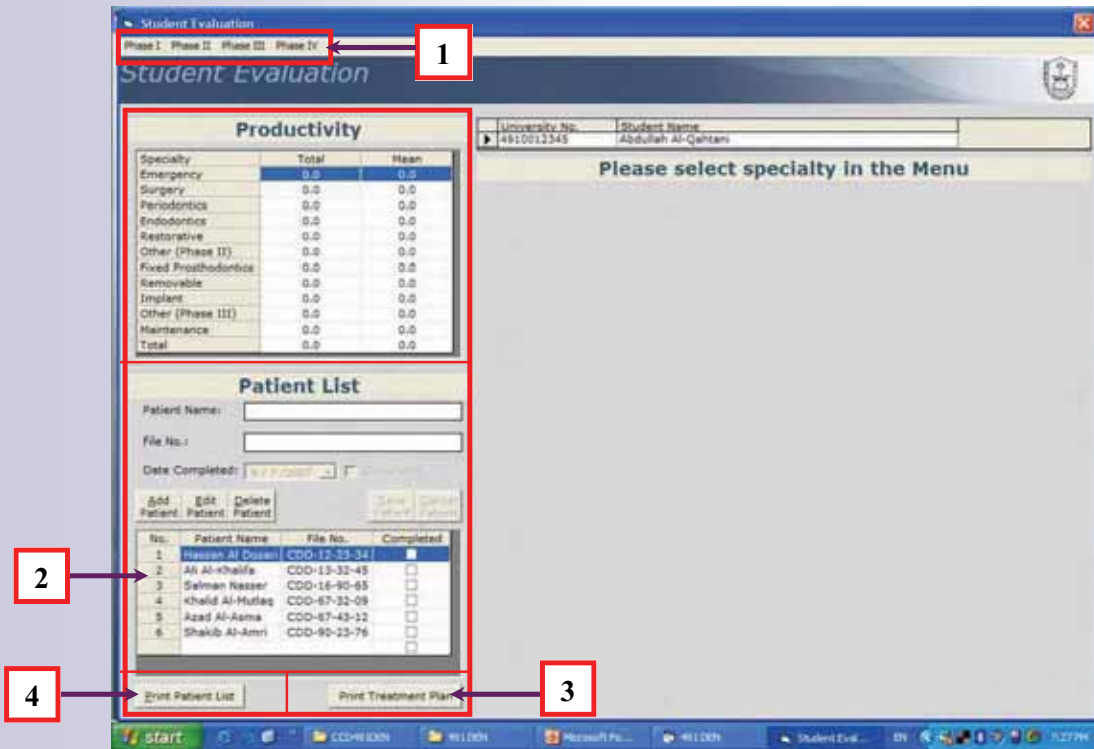


## I. Parts of the Student Evaluation Main Window (Initial):(fig. 5)

1. **Treatment Phase Menu Bar** - this is where the Faculty can choose the desired specialty he/she wants to approve or evaluate in the students file.  
*Phase I:* Emergency  
*Phase II:* Surgery, Periodontics, Endodontics, Restorative and Others  
*Phase III:* Fixed Prosthodontics, Removable Prosthodontics, Implant and Others  
*Phase IV:* Maintenance
2. **Productivity Table** - this is where the Faculty can see the overall evaluation progress of the student.
3. **Patient List Table** - this is where the student's patients File Number and Name are listed. This is also the table where the Faculty can select the patient record he/she wants to approve or evaluate.
4. **Print Patient List Button** - when clicked by the Faculty, this opens the print command for the complete list of the student's patients.
5. **Print Treatment Plan Button** - when clicked by the Faculty, this opens the print command for the treatment plan of the selected patient in the Patient List Table

# Student Evaluation Main Window

Figure 5:



## II. How to use the Student Evaluation Main Window (Initial):(fig. 5)

1. Select a specialty from the Treatment Phase Menu Bar according to the treatment phase where the specialty belongs. e.g. (you want to select Restorative, what you have to do is click Phase II in the menu bar to activate the menu list then click on Restorative to set the Evaluation Window to all the Restorative treatments made by the student). After doing this you will notice that the empty left part of the window will now be filled with the Treatment Records Table.
2. Select the name of the patient in the Patient List Table to open the record of all the treatments received by that patient in the specialty that you have specified in the first step.
3. If you want a print-out of the treatment plan of the selected patient, just click on the Print Treatment Plan Button.
4. If you want a print-out of the complete patient list of the student, just click on the Print Patient List Button.

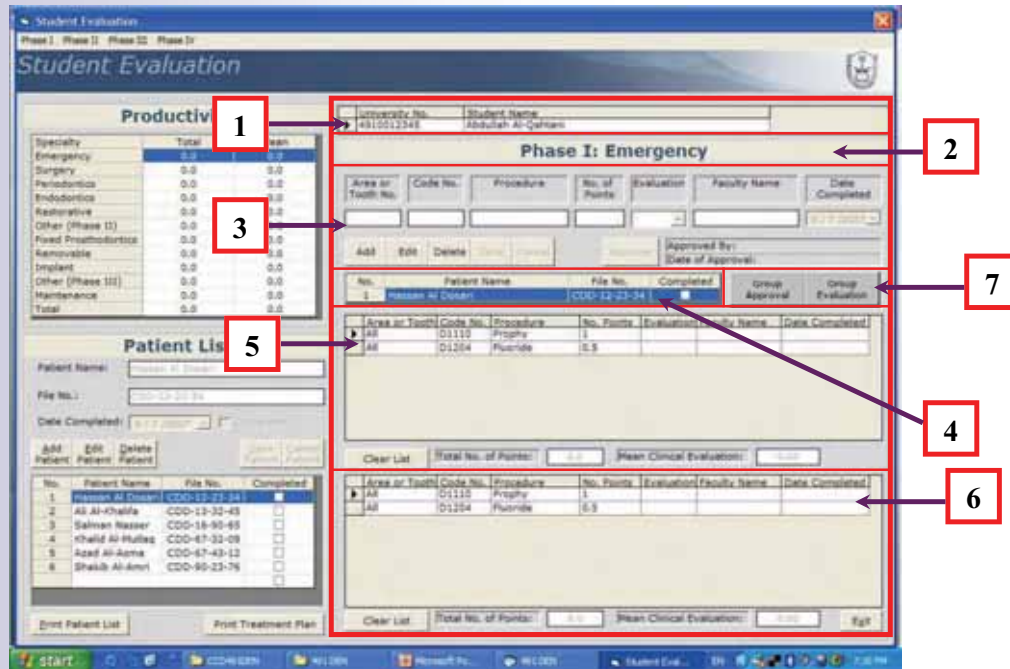
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# Treatment Record Processing

# Student Evaluation Main Window

Figure 6:



## I. Remaining Parts of the Student Evaluation Main Window:(fig. 6)

1. **Student Indicator** - displays the name of the current student file opened by the Faculty.
2. **Specialty Label** - displays the current Phase and Specialty being used.
3. **Treatment Record Input Section:** is where the treatment information are typed as well as the approval and evaluation of the Faculty.
  - Add Button* - Click to enable textboxes and add a new treatment record.
  - Edit Button* - Click to be able to edit and evaluate a treatment record.
  - Delete Button* - Click to delete a selected treatment record.
  - Save Button* - Click to save a new or edited treatment record.
  - Cancel Button* - Click to cancel any changes done on a treatment record.
  - Approve Button* - Click to approve a treatment record of a patient.
  - Approval Label* - Displays the Faculty Name and Date of Approval.
4. **Patient Indicator** - displays the name of the current patient treatment record being processed by the Faculty.
5. **Treatment List Table (By Specialty)** - displays all the treatment for the patient under the chosen specialty.
6. **Treatment List Table (Complete)** - displays the complete list of all the treatments for the patient regardless of the specialty.
7. **Group Approval and Evaluation** - here is where the Group Evaluation and Group Approval Buttons are located.

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# Patient Treatment Approval

# Patient Treatment Approval

Figure 7:

The screenshot shows the 'Student Evaluation' software interface. The 'Phase I: Emergency' section is active. The 'Patient List' table is visible, and a record is highlighted in black. The table has columns for 'No.', 'Patient Name', and 'File No.'. The highlighted record is:

No.	Patient Name	File No.	Completed
1	Abdulrahman	020-13-00-01	<input type="checkbox"/>
2	Ali Al-Hadi	020-13-00-02	<input type="checkbox"/>
3	Salman Hassan	020-13-00-03	<input type="checkbox"/>
4	Muhammad Al-Hadi	020-13-00-04	<input type="checkbox"/>
5	Muhammad Al-Hadi	020-13-00-05	<input type="checkbox"/>
6	Muhammad Al-Hadi	020-13-00-06	<input type="checkbox"/>

**Step 1:** After selecting the specialty and the patient name, the Faculty has to select the treatment record he/she wants to approve by clicking on it in the Treatment List Table (By Specialty). The record will be highlighted in black when selected.

Figure 8:

The screenshot shows the 'Student Evaluation' software interface. The 'Phase I: Emergency' section is active. The 'Patient List' table is visible, and a record is highlighted in black. The table has columns for 'No.', 'Patient Name', and 'File No.'. The highlighted record is:

No.	Patient Name	File No.	Completed
1	Abdulrahman	020-13-00-01	<input type="checkbox"/>
2	Ali Al-Hadi	020-13-00-02	<input type="checkbox"/>
3	Salman Hassan	020-13-00-03	<input type="checkbox"/>
4	Muhammad Al-Hadi	020-13-00-04	<input type="checkbox"/>
5	Muhammad Al-Hadi	020-13-00-05	<input type="checkbox"/>
6	Muhammad Al-Hadi	020-13-00-06	<input type="checkbox"/>

**Step 2:** After selecting the treatment record, the faculty has to click the Edit Button that resides in the Treatment Record Input Section to enable the editing of the record and the Approve Button.

# Patient Treatment Approval

Figure 9:



**Step 3:** The Faculty has to click the Approve Button to activate the Password Window, then he/she has to type-in his/her password then click the OK Button to confirm the approval.

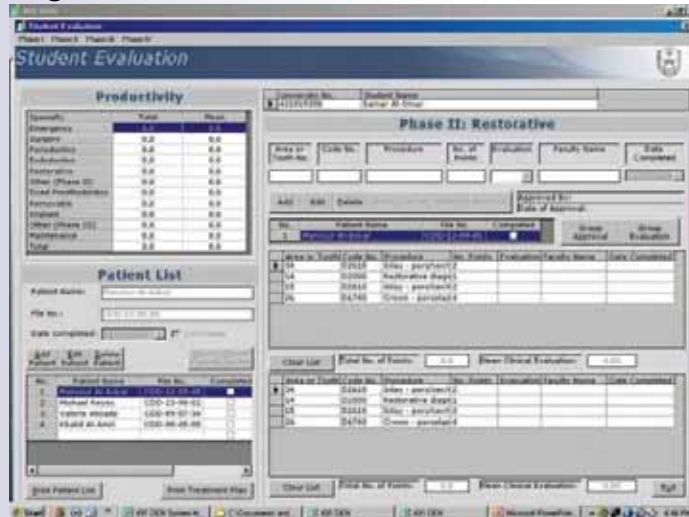
Figure 10:



**Step 4:** After the approval has been done, the Faculty has to click the Save Button to save the approval made for the selected treatment record. The approval is successful if the Faculty's name and date is displayed in the Approval Label. If the Faculty needs to approve another treatment, he/she has to repeat the instructions from Step 1 to Step 4.

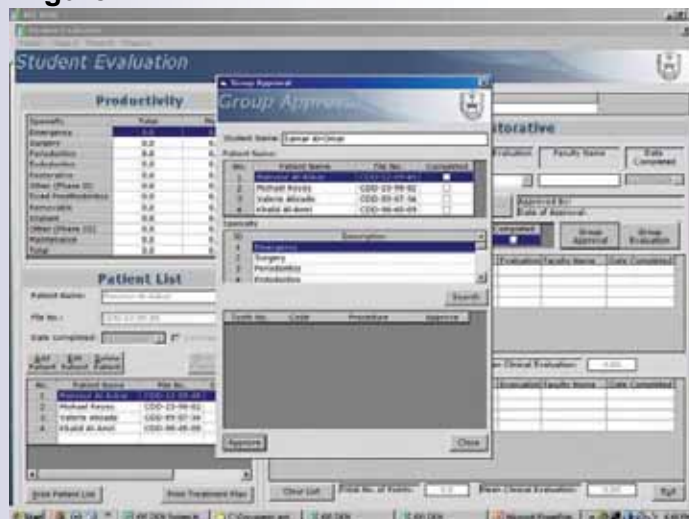
# Patient Treatment Group Approval

Figure 11:



**Step 1:** For the Group Approval, the Faculty has to click the Group Approval Button to activate the Group Approval Window.

Figure 12:



**Step 2:** When the Group approval window is already open, the Faculty must select the patient in the Patient's Name Table then select the Specialty in the Specialty Table by clicking on them (you will know that you have selected them if they are highlighted in blue).

# Patient Treatment Group Approval

Figure 13:

Group Approval

Student Name: [Samir Al-Omar]

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Balal	CCD-11-09-45	<input checked="" type="checkbox"/>
2	Michael Reyes	CCD-23-99-62	<input type="checkbox"/>
3	Valerie Alcaide	CCD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CCD-98-45-09	<input type="checkbox"/>

Specialty:

ID	Description
4	Endodontics
5	Restorative
9	Other (Phase II)
7	Fixed Prosthodontics

Search

Tooth No.	Code	Procedure	Approve

Approve Close

Figure 14:

Group Approval

Student Name: [Samir Al-Omar]

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Balal	CCD-11-09-45	<input checked="" type="checkbox"/>
2	Michael Reyes	CCD-23-99-62	<input type="checkbox"/>
3	Valerie Alcaide	CCD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CCD-98-45-09	<input type="checkbox"/>

Specialty:

ID	Description
4	Endodontics
5	Restorative
9	Other (Phase II)
7	Fixed Prosthodontics

Search

Tooth No.	Code	Procedure	Approve
14	D0200	Restorative diagnosis	<input type="checkbox"/>
15	D2610	Inlay - partial/veneer	<input type="checkbox"/>
26	D6740	Crown -	<input type="checkbox"/>
34	D0410	Inlay - partial/veneer	<input type="checkbox"/>

Approve Close

Step 3: The Faculty has to click the Search Button to activate the Treatment Table, below it.

Figure 15:

Group Approval

Student Name: [Samir Al-Omar]

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Balal	CCD-11-09-45	<input checked="" type="checkbox"/>
2	Michael Reyes	CCD-23-99-62	<input type="checkbox"/>
3	Valerie Alcaide	CCD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CCD-98-45-09	<input type="checkbox"/>

Specialty:

ID	Description
4	Endodontics
5	Restorative
9	Other (Phase II)
7	Fixed Prosthodontics

Search

Tooth No.	Code	Procedure	Approve
14	D0200	Restorative diagnosis	<input checked="" type="checkbox"/>
15	D2610	Inlay - partial/veneer	<input checked="" type="checkbox"/>
26	D6740	Crown -	<input checked="" type="checkbox"/>
34	D0410	Inlay - partial/veneer	<input checked="" type="checkbox"/>

Approve Close

Figure 16:

Group Approval

Student Name: [Samir Al-Omar]

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Balal	CCD-11-09-45	<input checked="" type="checkbox"/>
2	Michael Reyes	CCD-23-99-62	<input type="checkbox"/>
3	Valerie Alcaide	CCD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CCD-98-45-09	<input type="checkbox"/>

Specialty:

Are you sure you want to approve the following procedure?

Yes No

Tooth No.	Code	Procedure	Approve
14	D0200	Restorative diagnosis	<input checked="" type="checkbox"/>
15	D2610	Inlay - partial/veneer	<input checked="" type="checkbox"/>
26	D6740	Crown -	<input checked="" type="checkbox"/>
34	D0410	Inlay - partial/veneer	<input checked="" type="checkbox"/>

Approve Close

Step 4: When the treatments are already visible in the table check the checkboxes of the treatments to be approved in the Approve field of the table. After checking the treatments, click the Approve Button located on the bottom-left part of the window. After clicking the Approve Button, click Yes in the new message box that will come out if you want to approve the treatment. If not, click No.

# Patient Treatment Group Approval

Figure 17:

The screenshot shows the 'Group Approval' window with the following data:

No.	Patient Name	File No.	Completed
1	Muhammad Al-Amri	CCD-12-08-41	<input checked="" type="checkbox"/>
2	Michael Reyes	CCD-23-10-02	<input type="checkbox"/>
3	Valerie Alzadeh	CCD-09-07-34	<input type="checkbox"/>
4	Khald Al-Amri	CCD-08-05-09	<input type="checkbox"/>

Below the table is a 'Specify' section with a dropdown menu set to 'Verify Password'. A dialog box is open with the text 'Please enter your password below:' and a password input field containing asterisks. The dialog has 'OK' and 'Cancel' buttons.

Treat. No.	Code	Procedure	Approved
14	D2000	Restorative diagnosis	<input checked="" type="checkbox"/>
15	D0410	Infery - para/ven/resin	<input checked="" type="checkbox"/>
26	D4760	Crown -	<input checked="" type="checkbox"/>
34	D0410	Infery - para/ven/resin	<input checked="" type="checkbox"/>

**Step 5:** The password verification window will pop out then the Faculty has to key-in his/her password then click OK.

Figure 18:

The screenshot shows the 'Group Approval' window with the following data:

No.	Patient Name	File No.	Completed
1	Muhammad Al-Amri	CCD-12-08-41	<input checked="" type="checkbox"/>
2	Michael Reyes	CCD-23-10-02	<input type="checkbox"/>
3	Valerie Alzadeh	CCD-09-07-34	<input type="checkbox"/>
4	Khald Al-Amri	CCD-08-05-09	<input type="checkbox"/>

Below the table is a 'Specify' section with a dropdown menu set to '491 010 M'. A dialog box is open with the text 'Procedure successful & approved.' and an 'OK' button.

Treat. No.	Code	Procedure	Approved
14	D2000	Restorative diagnosis	<input checked="" type="checkbox"/>
15	D0410	Infery - para/ven/resin	<input checked="" type="checkbox"/>
26	D4760	Crown -	<input checked="" type="checkbox"/>
34	D0410	Infery - para/ven/resin	<input checked="" type="checkbox"/>

**Step 6:** After inputting the Faculty's password he/she just has to click the OK button in the confirmation window and then click the Close Button on the bottom-left part of the window to close the Group Approval window and return to the Main Evaluation Window.

# Patient Treatment Group Approval

Figure 19:

The screenshot displays a software interface for 'Student Evaluation'. The main window title is 'Student Evaluation'. The interface is divided into several sections:

- Productivity:** A table with columns for 'Category', 'Value', and 'Mean'. The categories listed are: Emergence, Surgery, Fabrication, Evaluation, Restorative, Other Phase II, Total Productivity, Remount, Other Phase III, Maintenance, and Total. All 'Value' and 'Mean' cells are currently empty.
- Patient List:** A table with columns for 'No.', 'Patient Name', and 'Age Sex'. It contains three entries:

No.	Patient Name	Age Sex
1	Michael Brown	100-12-00-01
2	Yvonne Brown	100-09-01-04
3	David Brown	100-08-05-05
- Phase II: Restorative:** A section for detailed evaluation. It includes a table with columns: 'Area of Work', 'Case No.', 'Procedure', 'No. of Teeth', 'Evaluation', 'Faculty Name', and 'Date Completed'. Below this table, there are fields for 'Approved By: [Name]' and 'Date of Approval: [Date]'. At the bottom, there are summary fields for 'Total No. of Teeth' and 'Phase II: Restorative'.

**Step 7:** Then the faculty and the student can now see that the Approved By label is filled up with name of the Faculty and the date it was approved.

## 491 DEN GRADING SYSTEM



# Patient Treatment Evaluation

# Patient Treatment Evaluation

Figure 20:

The screenshot displays the 'Student Evaluation' software interface. The main window is titled 'Student Evaluation' and shows a 'Phase 2: Emergency' section. On the left, there is a 'Productivity' table with columns for 'Specialty', 'Total', and 'Score'. Below it is a 'Patient List' section with a table listing patients. The 'Phase 2: Emergency' section contains a table with columns for 'Accession #', 'Study No.', 'Structure', 'No. of Points', 'Evaluation', 'Faculty Name', and 'Date Completed'. A patient record is highlighted in black in the table. Below the table are buttons for 'Clear List', 'Total No. of Points', and 'Phase Clinical Evaluation'.

**Step 1:** After selecting the specialty and the patient name, the Faculty has to select the treatment record he/she wants to evaluate by clicking on it in the Treatment List Table (By Specialty). The record will be highlighted in black when selected.

Figure 21:

This screenshot is identical to Figure 20, showing the 'Student Evaluation' software interface. The 'Phase 2: Emergency' section is visible, and the patient record is highlighted in black. The 'Edit' button is highlighted in the 'Phase 2: Emergency' section, indicating the next step in the process.

**Step 2:** After selecting the treatment record, the faculty has to click the Edit Button that resides in the Treatment Record Input Section to enable the editing of the record.

# Patient Treatment Evaluation

Figure 22:

The screenshot displays the 'Student Evaluation' software interface. On the left, there is a 'Productivity' table with columns for 'Specialty', 'Total', and 'Score'. Below it is a 'Patient List' table with columns for 'No.', 'Patient Name', and 'File No.'. The main area is titled 'Phase 2: Emergency' and contains several input fields: 'Case No.', 'Patient Name', 'No. of Points', 'Faculty Name', and 'Date Completed'. A dropdown menu is open, showing a list of evaluation grades. At the bottom, there are buttons for 'Save', 'Cancel', and 'Print'.

**Step 3:** The Faculty has to click the Evaluation Drop Down List to select the grade that will be awarded to the student according to his performance in treating the case.

Figure 23:

The screenshot shows the same 'Student Evaluation' software interface as Figure 22, but with a 'Verify Password' dialog box open. The dialog box has a title bar 'Verify Password' and a text input field with the placeholder text 'Please enter your password here:'. Below the input field are 'OK' and 'Cancel' buttons. The background interface is partially obscured by the dialog box.

**Step 4:** After the grade has been selected, the Password window will appear. The Faculty now has to type-in his/her password to confirm the grade. Then, he/she has to click the OK Button to apply the evaluation grade in the record.

# Patient Treatment Evaluation

Figure 24:



**Step 5:** Then the Faculty has to click the Save button to save the evaluation grade given to the student in that specific treatment record.

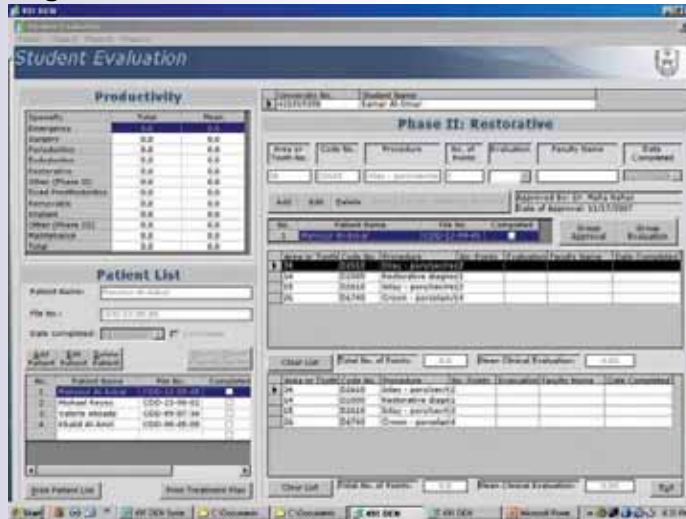
Figure 25:



**Step 6:** After the evaluation has been saved the Faculty can now see the complete information in both tables as well as the grade in the Productivity Table. If in case the Faculty wants to input another treatment record, he/she just has to repeat the whole process from Step 1. If he chooses to go back to the Student List Window, he/she must click the Exit Button to Close the Main Window.

# Patient Treatment Group Evaluation

Figure 26:

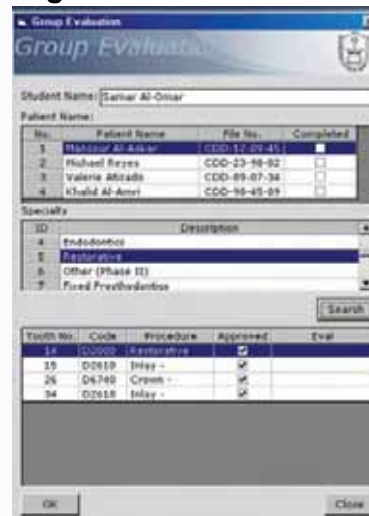


**Step 1:** For the Group Evaluation, the Faculty has to click the Group Evaluation Button to activate the Group Evaluation Window.

Figure 27:



Figure 28:



**Step 2:** When the Group evaluation window is already open, the Faculty must select the patient in the Patient's Name Table then select the Specialty in the Specialty Table by clicking on them (you will know that you have selected them if they are highlighted in blue). Then the Faculty has to click the Search button to display the treatments made to that specific patient in the Treatment table.

# Patient Treatment Group Evaluation

Figure 29:

Group Evaluation

Student Name: Samar Al-Omar

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Astar	CDD-22-08-43	<input type="checkbox"/>
2	Michael Reyes	CDD-23-98-02	<input type="checkbox"/>
3	Valerie Alzadeh	CDD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CDD-88-45-09	<input type="checkbox"/>

Specialty:

ID: Endodontics  
 5: Restorative  
 6: Other (Phase I)  
 7: Fixed Prosthodontics

Search:

Tooth No.	Code	Procedure	Approved	Eval
14	D2900	Restorative	<input checked="" type="checkbox"/>	90
15	D2610	Inlay -	<input checked="" type="checkbox"/>	40
26	D6740	Crown -	<input checked="" type="checkbox"/>	75
34	D2610	Inlay -	<input checked="" type="checkbox"/>	45

OK

Figure 30:

Group Evaluation

Student Name: Samar Al-Omar

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Astar	CDD-22-08-43	<input type="checkbox"/>
2	Michael Reyes	CDD-23-98-02	<input type="checkbox"/>
3	Valerie Alzadeh	CDD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CDD-88-45-09	<input type="checkbox"/>

Specialty:

ID: Endodontics  
 5: Restorative  
 6: Other (Phase I)  
 7: Fixed Prosthodontics

Search:

Tooth No.	Code	Procedure	Approved	Eval
14	D2900	Restorative	<input checked="" type="checkbox"/>	90
15	D2610	Inlay -	<input checked="" type="checkbox"/>	40
26	D6740	Crown -	<input checked="" type="checkbox"/>	75
34	D2610	Inlay -	<input checked="" type="checkbox"/>	45

OK

**Step 3:** Choose in the drop down list the evaluation to be awarded to the student on all the chosen treatments. Then click the OK button on the bottom-left window.

Figure 31:

Group Evaluation

Student Name: Samar Al-Omar

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Astar	CDD-22-08-43	<input type="checkbox"/>
2	Michael Reyes	CDD-23-98-02	<input type="checkbox"/>
3	Valerie Alzadeh	CDD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CDD-88-45-09	<input type="checkbox"/>

Specialty:

5: Restorative

Are you sure you want to evaluate the following procedure(s)?

Yes No

Tooth No.	Code	Procedure	Approved	Eval
14	D2900	Restorative	<input checked="" type="checkbox"/>	90
15	D2610	Inlay -	<input checked="" type="checkbox"/>	40
26	D6740	Crown -	<input checked="" type="checkbox"/>	75
34	D2610	Inlay -	<input checked="" type="checkbox"/>	45

OK

Figure 32:

Group Evaluation

Student Name: Samar Al-Omar

Patient Name:

No.	Patient Name	File No.	Completed
1	Mansour Al-Astar	CDD-22-08-43	<input type="checkbox"/>
2	Michael Reyes	CDD-23-98-02	<input type="checkbox"/>
3	Valerie Alzadeh	CDD-89-07-34	<input type="checkbox"/>
4	Khalid Al-Amri	CDD-88-45-09	<input type="checkbox"/>

Specialty:

5: Restorative

Verify Password

Please enter your password below:

OK Cancel Search

Tooth No.	Code	Procedure	Approved	Eval
14	D2900	Restorative	<input checked="" type="checkbox"/>	90
15	D2610	Inlay -	<input checked="" type="checkbox"/>	40
26	D6740	Crown -	<input checked="" type="checkbox"/>	75
34	D2610	Inlay -	<input checked="" type="checkbox"/>	45

OK

**Step 4:** After clicking OK, click Yes if you want to continue on saving the evaluation scores, click No if you want to cancel. If you clicked Yes, the password verification window will pop out and the Faculty now has to key in his/her password then click OK to confirm.

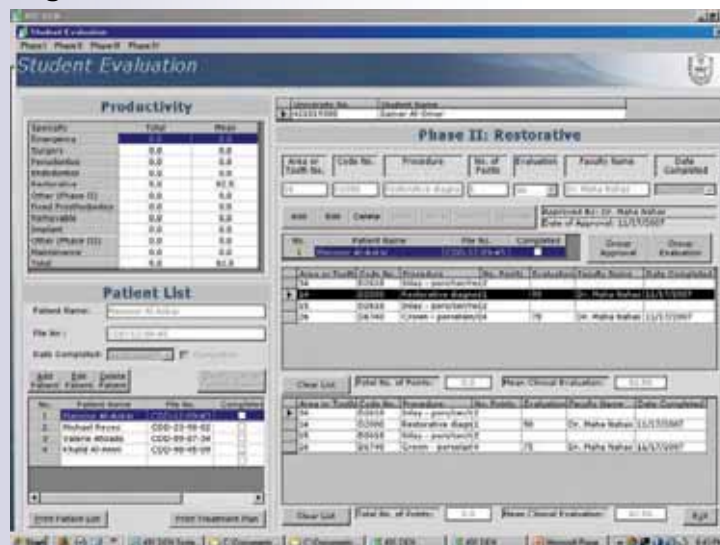
# Patient Treatment Group Evaluation

Figure 33:



**Step 5:** Then click the OK button to confirm evaluation then click the Close button on the bottom-right side of the window to go back to the Main Evaluation Window.

Figure 34:



**Step 6:** Scores now are automatically added to the Productivity Table as well as to the Over-all grade of the student..