



USER MANUAL

Simplified Practice

Patient files, treatment cards, photos, X-rays, scans, appointments and money for the orthodontist who works in one or several clinics. Every screen, button and field explained in plain words.



Simplified Orthodontics Studio
by Simplified Orthodontics Academy
simplifiedortho.pages.dev

Illustrated guide to every screen,
button and field
Edition: September 2026

Contents

1	What Simplified Practice does	2
2	First start	4
3	The main screen: Dashboard	5
4	Patients list and new patient	7
5	The patient file	9
6	Diagnosis and plan	11
7	Treatment card and visits	14
8	Photos, X-rays and scans	17
9	Account: contract, payments and charges	19
10	Appointments and the Schedule	22
11	Finance	24
12	Follow-up	26
13	Settings, backup and moving to another device	27
14	Phone layout and answers	30

1 What Simplified Practice does

Simplified Practice is a patient management tool made only for orthodontics. It keeps one file per patient with the diagnosis, the treatment plan, a visit-by-visit treatment card for the upper and lower arch, photos, X-rays and 3D scans, appointments, and the money: fees, payments, and how each payment is split between you (the operator) and the clinic.

- Made for orthodontists who work in **different clinics**: every patient, visit, appointment and payment belongs to a clinic, and one selector filters the whole program by clinic.
- Everything you type is saved automatically ("All changes saved" at the top).
- It runs in your browser and also works offline.

IMPORTANT

All patient files live **only in this browser on this device**. Nothing is sent to a server. If the browser data is cleared or the device is lost, the records are gone. Make a backup regularly: Settings → Backup and transfer (chapter 14).

Words you will meet in this manual

WORD	PLAIN MEANING
Operator	The treating orthodontist (you, or a colleague).
Operator share / clinic share	The percentage of each payment that belongs to the operator; the rest belongs to the clinic. 50 means half and half.
Contract	The agreed total treatment cost and how it will be paid.
Down payment	The first, larger payment at the start.
Instalment	A regular smaller payment, usually monthly.
Charge	An amount added to what the patient owes, for example a lost retainer.
Ledger	The list of all charges and payments of one patient.
Balance / outstanding	What the patient still owes.
Receipt / statement	A printable proof of one payment / a printable list of the whole account.
Record set	One round of photos, X-rays and scans taken at a certain stage, for example Initial or Final.
Extraoral / intraoral photos	Photos of the face / photos inside the mouth.
Lateral cephalogram	Side X-ray of the head.
Panoramic radiograph	Wide X-ray of all teeth and both jaws.
STL	A 3D file from an intraoral scanner.
DICOM	The X-ray machine file type. Export it as JPG or PNG before adding it here.
Archwire	The wire that runs through the brackets. Sizes such as .016 or .019×.025 are in inches.
NiTi, SS, TMA	Wire materials: nickel-titanium (flexible), stainless steel (stiff), titanium-molybdenum alloy (in between).
Debond	Removing the braces at the end of treatment.
Retention	The phase after debond, with retainers.
TAD	Temporary anchorage device: a mini-screw.
IPR	Interproximal reduction: slight slimming of teeth to gain space.
RPE	Rapid palatal expander.
MBT, Roth, Damon...	Bracket prescriptions: the built-in tip and torque values of a bracket system.
Slot .022 / .018	The size of the bracket channel, in inches.
CVM	Cervical vertebral maturation: a growth-stage estimate from the neck vertebrae on the ceph.
TMJ	The jaw joint (temporomandibular joint).

WORD	PLAIN MEANING
FDI, Universal, Palmer	Three ways of numbering teeth. FDI uses two digits (11 to 48).
No-show	A booked appointment the patient did not attend.
CSV	A table file that opens in Excel.
Backup	A copy of all your records in one file.

2 First start

Open **simplifiedortho.pages.dev/practice/**, or choose Simplified Practice on the Studio home screen. The first time, a short setup window appears.

Figure 1. The setup window.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Your name as it appears on reports	For example "Dr Mahmoud Hassan". Printed on receipts, statements and patient reports.
2 First clinic	Name of the clinic you work in. More clinics can be added later in Settings.
3 Currency	Three letters shown next to every amount, for example EGP or SAR.
4 Your share of fees at this clinic (%)	The default operator percentage for new patients at this clinic.
5 Explore with sample data	Fills the program with invented patients so you can try everything safely.
6 Start	Begins with an empty practice.

3 The main screen: Dashboard

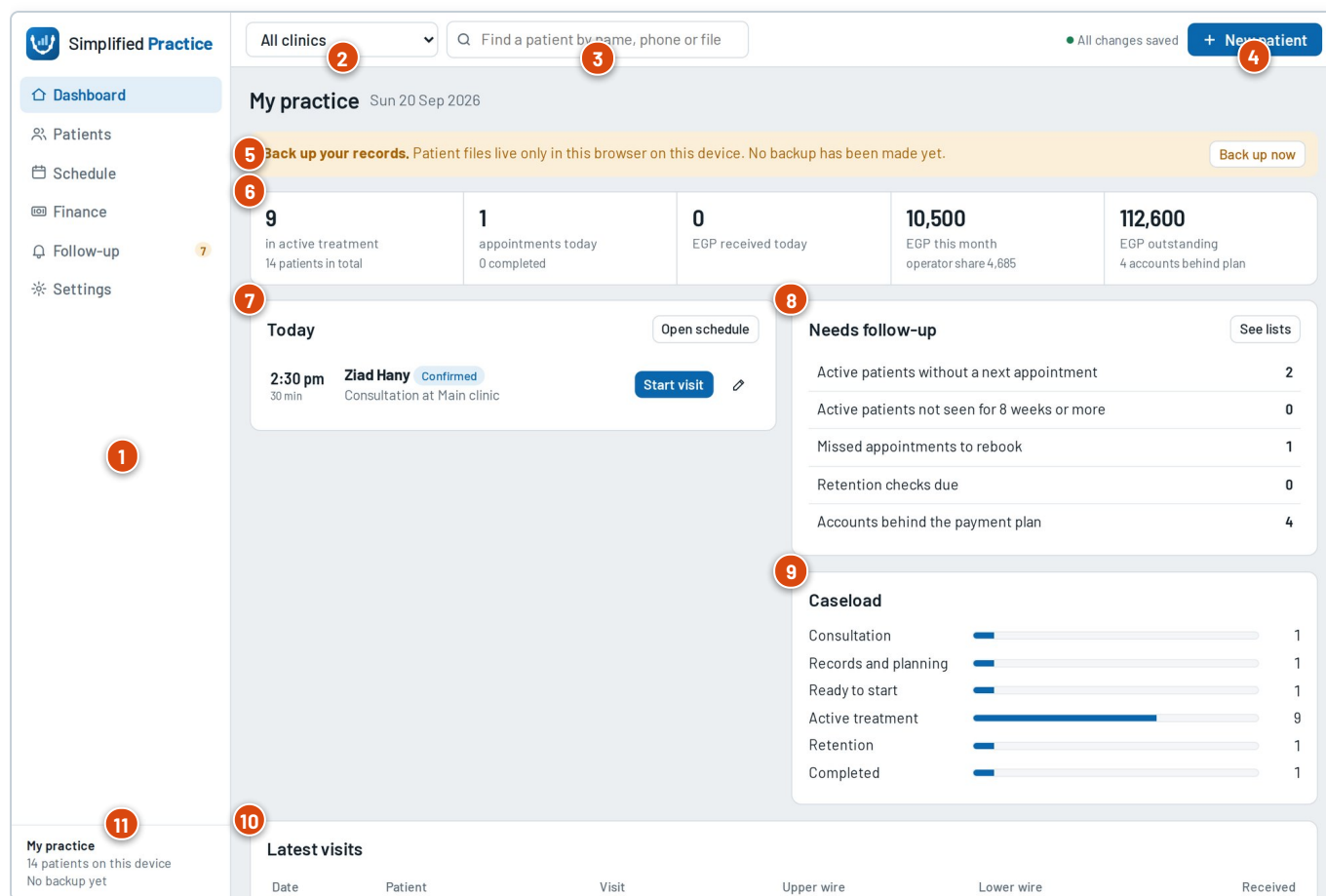


Figure 2. The Dashboard with sample data.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Side menu	Dashboard, Patients, Schedule, Finance, Follow-up (the number is how many patients need attention) and Settings.
2 Clinic selector	"All clinics", or one clinic. Filters every page: lists, schedule, money and follow-up.
3 Search	Find a patient by name, phone or file number from anywhere.
4 New patient	Creates a patient file. "All changes saved" next to it confirms automatic saving.
5 Backup reminder	Appears until you make a backup; Back up now saves one immediately.
6 Key figures	Patients in active treatment, appointments today, money received today, received this month with your share, and the amount outstanding with the number of accounts behind plan.
7 Today	Today's appointments. Start visit opens a new visit for that patient; the pencil edits the appointment.
8 Needs follow-up	Counts of patients who could slip through the net; See lists opens the Follow-up page.
9 Caseload	How many patients are in each status.
10 Latest visits	The most recent visits with the wires placed and the fee received. Click a row to open it.

NAME	WHAT IT DOES AND HOW TO USE IT
11 Footer	Practice name, number of patients on this device and the date of the last backup.

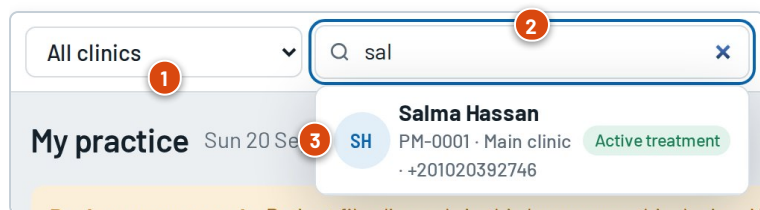


Figure 3. Search and the clinic selector.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Clinic selector	Choose one clinic to see only its patients and money.
2 Search box	Start typing a name, a phone number or a file number.
3 Results	Click a result to open that patient file.

4 Patients list and new patient

- Dashboard
- Patients**
- Schedule
- Finance
- Follow-up
- Settings

All clinics

Find a patient by name, phone or file

All changes saved

New patient

Patients 14 of 14

New patient

Filter by name, phone or file number

Any status

Sort by name

	Patient	Status	Clinic	Last visit	Next appointment	Balance
4 AF	Adam Fouad PM-0013 · 24 y · +201035114583	Completed	Main clinic	17 Sep 2025	None	credit 2,000
AM	Ali Mahmoud PM-0009 · 11 y 0 m · +201026440972	Active treatment	Main clinic	24 Aug 2026	21 Sep, 3:20 pm	29,850
FN	Farida Nabil PM-0010 · 19 y 4 m · +201018334104	Retention	Second clinic (sample)	15 May 2026	23 Sep, 3:40 pm	credit 2,500
HS	Hana Sherif PM-0008 · 15 y 3 m · +201091537807	Active treatment	Second clinic (sample)	11 Sep 2026	9 Oct, 3:00 pm	15,000
JW	Jana Wael PM-0012 · 13 y 2 m · +201015201774	Records and planning	Second clinic (sample)	None	25 Sep, 6:00 pm	0
KM	Karim Mostafa PM-0007 · 27 y · +201048833718	Active treatment	Main clinic	11 Sep 2026	None	15,900
LA	Layla Ahmed PM-0006 · 17 y 3 m · +201032314042	Active treatment	Second clinic (sample)	8 Sep 2026	6 Oct, 5:00 pm	4,900
MI	Malak Ibrahim PM-0014 · 16 y 5 m · +201018917438	Ready to start	Second clinic (sample)	None	23 Sep, 6:00 pm	0
MT	Mariam Tarek PM-0004 · 22 y · +201093724921	Active treatment	Second clinic (sample)	16 Sep 2026	14 Oct, 4:00 pm	10,950
NE	Nour El-Din Adel PM-0003 · 13 y 5 m · +201012168595	Active treatment	Main clinic	5 Sep 2026	None	8,750
OK	Omar Khaled PM-0002 · 16 y 2 m · +201050533178	Active treatment	Second clinic (sample)	9 Sep 2026	7 Oct, 3:20 pm	18,600
SH	Salma Hassan PM-0001 · 14 y 5 m · +201020392746	Active treatment	Main clinic	12 Sep 2026	10 Oct, 3:00 pm	8,650

My practice
 14 patients on this device
 No backup yet

Figure 4. The Patients page.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Filter	Narrows the list as you type.
2 Status filter	Any status, Consultation, Records and planning, Ready to start, Active treatment, Retention, Completed, On hold, Transferred or Discontinued.
3 Sort	By name, by file number, most recently seen, or highest balance.
4 Patient row	Initials, name, file number, age, phone, status, clinic, last visit, next appointment and balance. Click the row to open the file.
5 New patient	Same as the button in the top bar.

Figure 5. The New patient window.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Full name	The only required field.
2 Sex	Female or Male.
3 Date of birth	The age is calculated from it.
4 Mobile	Used for the Call and WhatsApp links. Write it with the country code, for example +20....
5 Parent or guardian	For children.
6 Guardian mobile	Phone number of the parent or guardian; used when the patient is a child.
7 Referred by	Who sent the patient.
8 Clinic	The clinic this patient belongs to.
9 Orthodontist	The operator responsible.
10 Create patient file	Creates the file, gives it the next file number and opens it.

5 The patient file

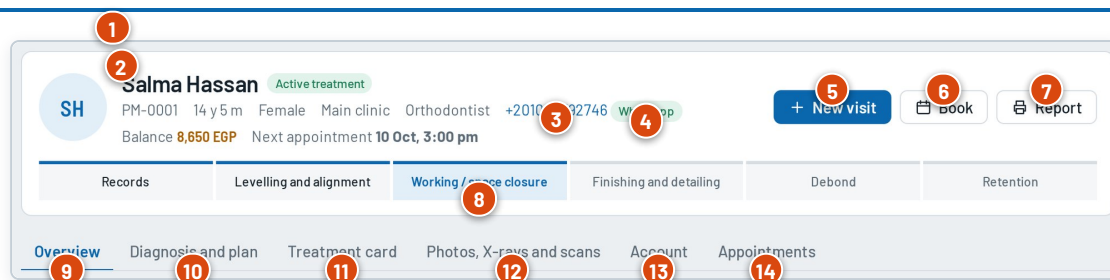


Figure 6. The header of every patient file.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Patients	Back to the list.
2 Name and status	The coloured pill shows the status.
3 Phone number	Tap to call from a phone.
4 WhatsApp	Opens a WhatsApp chat with that number.
5 New visit	Records today's visit on the treatment card.
6 Book	Books the next appointment.
7 Report	A printable summary of the whole file.
8 Treatment stage bar	Records → Levelling and alignment → Working / space closure → Finishing and detailing → Debond → Retention. Click a stage to mark where the patient is now; earlier stages show as done.
9 Overview	Personal details, treatment dates, account summary, export and delete.
10 Diagnosis and plan	History, examination, dental chart, ceph values, problem list and treatment plan.
11 Treatment card	All visits with wires and procedures per arch.
12 Photos, X-rays and scans	The record sets.
13 Account	Contract, payments and charges.
14 Appointments	Past and future appointments of this patient.

The second line of the header shows the balance (orange when money is owed) and the next appointment. A medical alert, if entered, is shown in red on every tab.

Overview tab

Personal details

1 Full name: Salma Hassan

2 Status: Active treatment

Sex: Female

3 Date of birth: 04/04/2012

4 Mobile: +201020392746

Second phone:

Email:

5 Parent or guardian: Parent of Salma

Guardian mobile:

Occupation or school:

Referred by:

Address:

6 Clinic: Main clinic

7 Orthodontist: Orthodontist

8 Medical alert shown on every screen: Allergy, bleeding disorder, bisphosphonates, cardiac condition...

9 General notes:

Figure 7. Personal details.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Full name	The patient's name as it should appear on reports and receipts.
2 Status	Change it as the patient moves from consultation to retention. It drives the Caseload chart and the Follow-up lists.
3 Date of birth	Pick the date; the age in the header is calculated from it.
4 Mobile, second phone, email	Contact details. The mobile number feeds the Call and WhatsApp links.
5 Guardian and guardian mobile	Name and phone of the parent or guardian.
6 Clinic	Move the patient to another clinic here.
7 Orthodontist	The operator responsible for this patient.
8 Medical alert shown on every screen	Allergy, bleeding disorder, heart condition... Keep it short.
9 General notes	Anything else.

Treatment

1 Appliances placed on: 12/20/2025

2 Estimated months: 18

3 Debonded on: mm/dd/yyyy

9 months in treatment | planned 18 months

Visits recorded: 10

Last visit: 12 Sep 2026 - Adjustment

Current wires: UI .019x.025 NITI | L .019x.025 NITI

Appliance: Conventional metal brackets

Breakages recorded: 2

Missed appointments: 0

Latest oral hygiene: Good

Account

4 Open account

Treatment fee and extras: 26,300 EGP

Paid so far: 17,650 EGP

Balance: 8,650 EGP

File

5 Export this patient

6 Delete patient file

Export makes one file with the full record, photos and scans. Open it in Simplified Practice on another computer with Settings, Restore.

Figure 8. Treatment, account and file.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Appliances placed on	The bonding date; treatment time is counted from it.
2 Estimated months	Planned treatment length.
3 Debonded on	Filling it stops the treatment clock.
4 Open account	Jumps to the Account tab.
5 Export this patient	Makes one file with the full record, photos and scans. Open it on another computer with Settings → Restore.
6 Delete patient file	Removes visits, photos, scans, appointments and payments. Cannot be undone; export first if unsure.

6 Diagnosis and plan

Figure 9. History.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Chief complaint	In the patient's own words.
2 Medical history	Illnesses, operations and anything relevant to treatment.
3 Medications	Medicines the patient takes regularly.
4 Allergies	For example latex, nickel or drugs.
5 Dental history and trauma	Earlier dental treatment and any injury to the teeth.
6 Previous orthodontic treatment	What was done before, and when.
7 TMJ	Normal, clicking, pain, limited opening or deviation on opening.
8 Habits	Tap every habit that applies; tap again to remove.

Figure 10. Extraoral and skeletal findings are chosen from lists: profile, facial type, symmetry, lips, nasolabial angle, smile line, incisor show, buccal corridors; then sagittal pattern, maxilla, mandible, vertical pattern, transverse and growth status (CVM stage).

Occlusion

Dentition: Permanent
 Angle classification: Class I
 Molar right: Class I
 Molar left: Class I
 Canine right:
 Canine left:
 Overjet (mm): 3
 Overbite (mm): 3
 Open bite:
 Crossbite:
 Upper midline: Coincident, or 2 mm right
 Lower midline: Coincident, or 1 mm left
 Upper crowding (mm, minus for spacing): 5
 Lower crowding (mm, minus for spacing): 6
 Curve of Spee (mm):
 Bolton discrepancy: Anterior 1.2 mm mandibul.
 Oral hygiene:
 Periodontal status:

Figure 11. Occlusion: dentition, Angle classification, molar and canine relation each side, overjet, overbite, open bite, crossbite, midlines, crowding (a minus sign means spacing), curve of Spee, Bolton discrepancy, oral hygiene and periodontal status.

Dental chart

Pick a marker, then tap teeth. Tap a marked tooth again to clear it. Numbering: FDI.

1 Show primary teeth

2 Missing
 3 Planned extraction
 4 Impacted
 5 Unerupted
 Crown / large restoration

18 17 16 15 14 13 12 11 21 22 23 24 25 26 27 28
 48 47 46 45 44 43 42 41 31 32 33 34 35 36 37 38

Patient's right Patient's left

Figure 12. Dental chart.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Primary teeth	Tick to add the row of baby teeth.
2 Marker	Pick one: Missing, Extracted, Planned extraction, Impacted, Unerupted, or Crown / large restoration.
3 Active marker	The highlighted marker is applied when you tap teeth.
4 Tooth	Tap a tooth to mark it; tap it again to clear. Numbers follow the notation chosen in Settings.
5 Lower row	The chart is drawn as you look at the patient.

Cephalometric summary

Enter the key values from your tracing (for example from Simplified Ceph).

1

NA: norm 82°
 SNB: norm 80°
 ANB: norm 2°
 Wits: norm -1 to 0 mm
 FMA: norm 25°
 SN-GoGn: norm 32°
 UI-SN: norm 103°
 IMPA: norm 90°
 Interincisal: norm 131°
 UI-NA mm: norm 4
 LI-NB mm: norm 4
 Lower lip to E-line: norm -2 mm

2 Cephalometric interpretation

Figure 13. Cephalometric summary.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Key values	Type the main values from your tracing, for example from Simplified Ceph. The norm is shown in grey inside each empty field.
2 Cephalometric interpretation	Your conclusion in words.

Problem list and plan

1 **Problem list**
Crowding upper and lower
Increased overjet
Deep curve of Spee

2 **Treatment objectives**
Align and level both arches, Class I canines, ideal overjet and overbite

3 **Appliances**
☒ Conventional metal brackets
☐ Ceramic brackets
☐ Self-ligating metal
☐ Self-ligating ceramic
☐ Lingual brackets
☐ Clear aligners
☐ 2x4 appliance
☐ Removable appliance
☐ Functional appliance
☐ Fixed functional (Forsus / Herbst)
☐ Rapid palatal expander
☐ Headgear
☐ Facemask
☐ TADs
☐ Space maintainer
☐ Habit breaker

4 **Extraction decision**
Non-extraction

5 **Teeth to extract**
14, 24, 34, 44

6 **Bracket prescription**
MBT

7 **Slot**
.022

8 **Anchorage**
Moderate

Estimated duration (months)
18

9 **Mechanics and wire sequence**
Phase by phase: levelling, space closure, finishing

10 **Upper retention**
Vacuum-formed (Essix)

Lower retention
Fixed bonded 3-3

11 **Alternatives and risks discussed**

12 **Consent signed on**
mm/dd/yyyy

Figure 14. Problem list and plan.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Problem list	One problem per line, most important first.
2 Treatment objectives	What the treatment should achieve.
3 Appliances	Tap all that will be used.
4 Extraction decision	Non-extraction, Extraction, or Decide after alignment.
5 Teeth to extract	For example 14, 24, 34, 44.
6 Bracket prescription	MBT, Roth, Damon and others.
7 Slot	.022 or .018.
8 Anchorage	Minimum, Moderate, Maximum, or Absolute (TADs).
9 Mechanics and wire sequence	Phase by phase.
10 Upper / lower retention	Retainer type planned for each arch.
11 Alternatives and risks discussed	What you explained to the patient or parents.
12 Consent signed on	Date of the signed consent.

7 Treatment card and visits

Figure 15. The Treatment card tab.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Archwire progression	A timeline of the wires in each arch from bonding until today. Green = NiTi, blue = steel, purple = TMA.
2 Print treatment card	A printable table of all visits.
3 New visit	Opens the visit editor for today.
4 Visit card	Date, visit type, number, clinic, operator and fee; then wire and procedures per arch, hygiene, breakages and the plan for next time. Click a card to edit it.

The visit editor

Everything on a visit saves as you type. Wires and elastics carry forward from the previous visit, so you only change what changed.

Figure 16. Top of the visit editor.

NAME	WHAT IT DOES AND HOW TO USE IT
1 < All visits	Back to the treatment card.
2 Copy last visit	Fills this visit with the same entries as the previous one.
3 Delete	Deletes this visit after a confirmation.

NAME	WHAT IT DOES AND HOW TO USE IT
4 Date	The day of the entry. Today is filled in for you.
5 Visit type	Consultation, Records, Bonding, Adjustment, Emergency, Debond, Retention check and more.
6 Clinic	Where the visit took place.
7 Orthodontist	Who treated.
8 Quick templates	One tap fills typical procedures: Routine adjustment, Archwire change, Full bonding, Space closure, Debond, Emergency repair, Retention check.

Figure 17. One arch panel (there is one for the maxillary and one for the mandibular arch).

NAME	WHAT IT DOES AND HOW TO USE IT
1 Archwire	Choose the wire now in place, or "No archwire".
2 New wire today	Tick when you changed the wire at this visit; it appears as "new wire" on the card and in the progression chart.
3 Procedures	Tap everything you did in this arch. Blue = selected.
4 Add another procedure	Type a procedure that is not in the list...
5 Add	...and add it.
6 Teeth involved	Tap the teeth concerned, for example the rebonded bracket.
7 Notes for this arch	Free text.

Figure 18. Elastics, aligners and cooperation.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Elastic configuration	Class II, Class III, box, triangle, crossbite, midline, settling... per side.
2 Elastic size and force	Choose the elastic diameter and force, for example 3/16" 3.5 oz.
3 Wear	Full time, nights only, 12 hours...
4 Aligner tray number	Current tray.
5 Total trays	Number of aligner trays in the series.
6 Cooperation	Oral hygiene and compliance (Good, Fair, Poor) and the number of broken or loose attachments.

Figure 19. Notes, next visit and fees.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Clinical notes	Anything you want to remember about this visit.
2 Plan for the next visit	Shown on the card as "Next:".
3 Next visit in (weeks)	Type the interval, or use the week buttons.
4 Week buttons	One tap sets 2 to 26 weeks.
5 Book the next appointment	Opens the booking window with the date already calculated.
6 Fee received	Money paid at this visit. It is added to the patient's ledger and to the daily and monthly records, split by the operator percentage of the contract.
7 Paid by	Cash, card, bank transfer, mobile wallet, cheque or insurance.
8 Extra charge added to the account	For example a lost retainer.
9 Extra charge is for	A few words saying what the extra charge covers; shown in the ledger.
10 Done	Closes the editor. Nothing else is needed; it is already saved.

Figure 20. Deleting always asks first.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Cancel	Keeps the item.
2 Confirm	Deletes it.

8 Photos, X-rays and scans

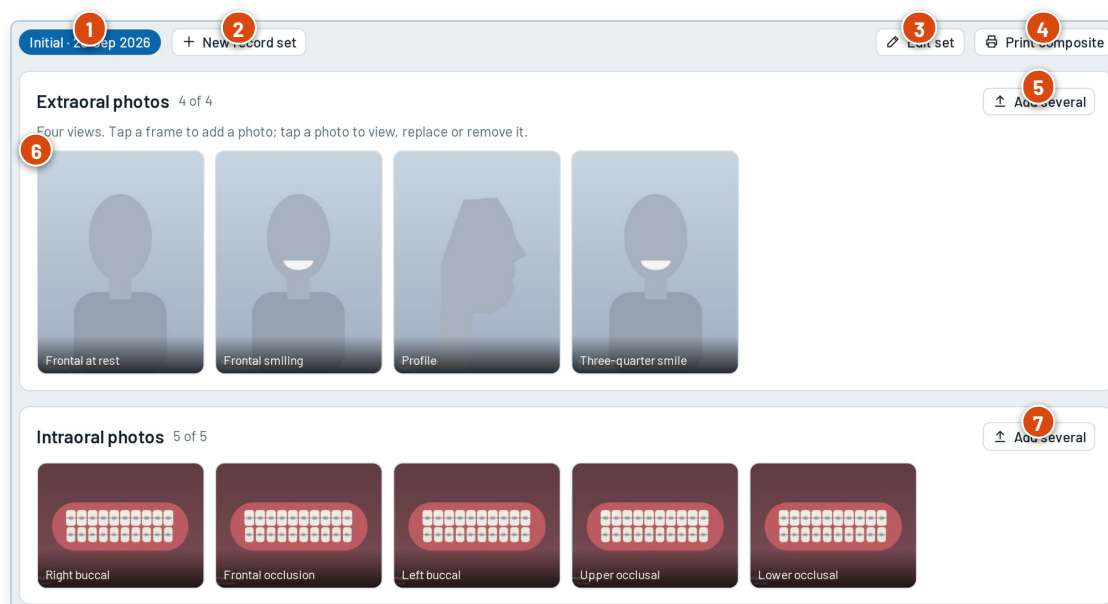


Figure 21. Record sets and photos.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Record set	Each chip is one set: stage and date. Click to switch.
2 New record set	Initial, Progress, Pre-debond, Final, Retention or Other, with the date.
3 Edit set	Change its stage or date, or delete the set.
4 Print composite	A printable page with all photos of the set.
5 Add several	Choose many photos at once; they fill the empty frames in order.
6 Photo frame	Four extraoral views (frontal at rest, frontal smiling, profile, three-quarter smile) and five intraoral views (right buccal, frontal occlusion, left buccal, upper occlusal, lower occlusal). Tap an empty frame to add a photo, or drop a file on it.
7 Add several (intraoral)	The same bulk upload for the intraoral frames.

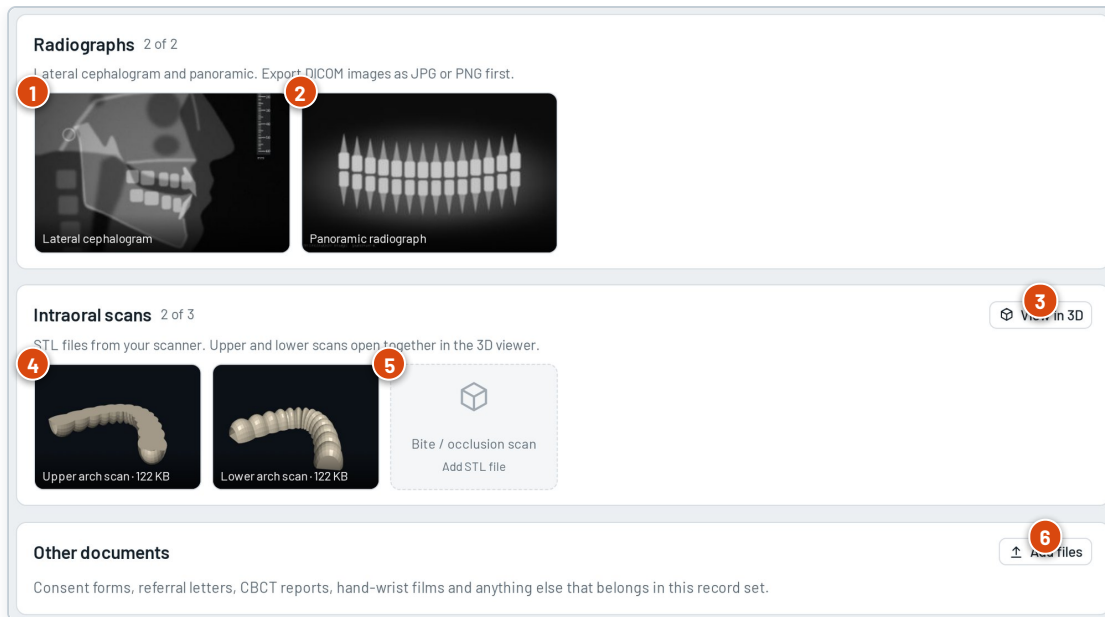


Figure 22. Radiographs, scans and other documents.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Lateral cephalogram	A JPG or PNG picture of the ceph.
2 Panoramic radiograph	A JPG or PNG picture of the panoramic X-ray.
3 View in 3D	Opens upper and lower scans together.
4 Upper arch scan	An STL file.
5 Bite / occlusion scan	Optional third STL.
6 Add files	Consent forms, referral letters, CBCT reports and anything else.

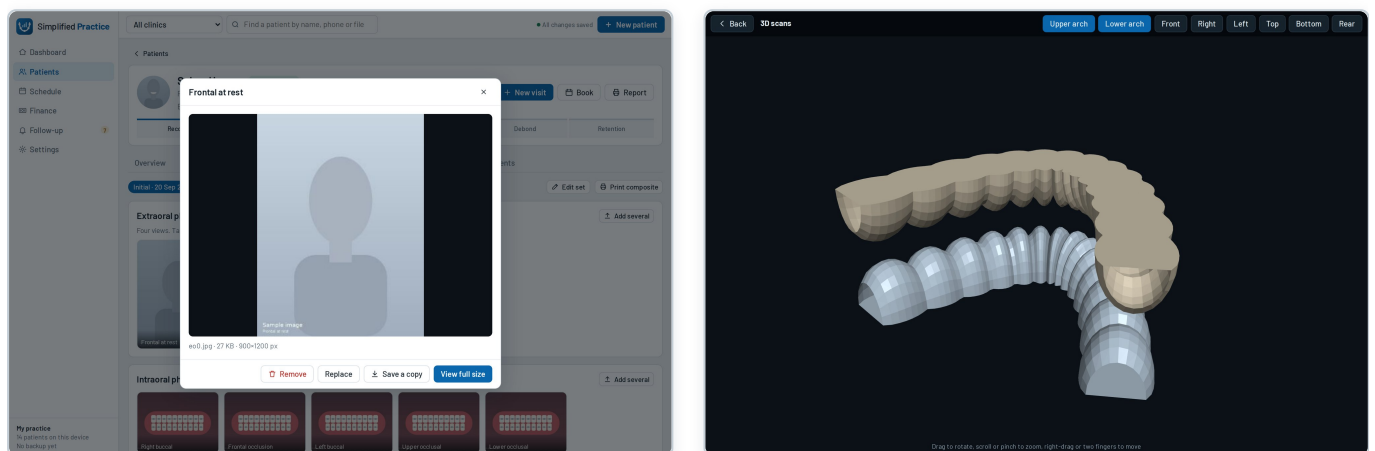


Figure 23. Left: tap a photo to view it; the buttons are Remove, Replace, Save a copy and View full size. Right: the 3D viewer with Back, Upper arch / Lower arch switches and Front, Right, Left, Top, Bottom, Rear views. Drag to rotate, scroll or pinch to zoom, right-drag or two fingers to move.

NOTE

Photos are reduced to the size chosen in Settings → Photo size to keep backups small. X-rays in DICOM format must first be exported as JPG or PNG.

9 Account: contract, payments and charges

Treatment contract

1 Total treatment cost (EGP) 28000

2 Discount 2000

3 Down payment 7000

4 Monthly instalment 1150

5 Contract starts 12/20/2025

6 Operator percentage 50

7 Clinic percentage 50

8 Contract notes

17 instalments of 1,150 EGP after a down payment of 7,000 EGP. New payments use the percentages above; past payments keep the split they were recorded with.

9 Summary

Treatment fee 26,000 EGP

Extra charges 300 EGP

Paid 17,650 EGP

Balance 8,650 EGP

Expected by today under the plan 17,650 EGP

Split of payments received

● Operator 8,825 EGP ● Clinic 8,825 EGP

Figure 24. Treatment contract and summary.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Total treatment cost	The agreed fee for the whole treatment.
2 Discount	Subtracted from the total.
3 Down payment	The amount paid at the start.
4 Monthly instalment	The amount expected each month after the down payment.
5 Contract starts	Instalments are expected from this date.
6 Operator percentage	Your share of each new payment for this patient. It starts from the clinic default.
7 Clinic percentage	Calculated: 100 minus the operator percentage.
8 Contract notes	Special agreements, for example a family discount.
9 Summary	Fee, paid, balance, the number of instalments, what should have been paid by today, and whether the account is behind the plan.

New payments use the percentages shown here; past payments keep the split they were recorded with.

Ledger					1	2	3
Date	Entry	Charge	Payment	Balance			
20 Dec 2025	Treatment fee (less discount 2,000 EGP)	26,000		26,000			
20 Dec 2025	Down payment - Card - receipt 1		7,000	19,000	4	5	
24 Jan 2026	Visit fee - Cash - receipt 2		1,150	17,850			
21 Feb 2026	Visit fee - Cash - receipt 3		1,150	16,700			
21 Mar 2026	Visit fee - Cash - receipt 4		1,150	15,550			
25 Apr 2026	Visit fee - Cash - receipt 5		1,150	14,400			
23 May 2026	Bracket replacement	300		14,700			
23 May 2026	Visit fee - Card - receipt 6		1,450	13,250			
20 Jun 2026	Visit fee - Cash - receipt 7		1,150	12,100			
18 Jul 2026	Visit fee - Cash - receipt 8		1,150	10,950			
15 Aug 2026	Visit fee - Mobile wallet - receipt 9		1,150	9,800			
12 Sep 2026	Visit fee - Mobile wallet - receipt 10		1,150	8,650			

Figure 25. The ledger.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Charge	Adds an amount the patient owes.
2 Payment	Records money received.
3 Statement	A printable list of all entries with the balance.
4 Receipt	Prints a numbered receipt for that payment.
5 Edit	Correct or delete an entry.

Record a payment

1 Date

09/20/2026

2 Amount (EGP)

3 Paid by

Cash

4 For

Instalment

5 Clinic

Main clinic

6 Orthodontist

Orthodontist

7 Operator percentage

50

8 Record payment

Figure 26. Record a payment.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Date	The day of the entry. Today is filled in for you.
2 Amount	Enter a negative amount for a refund.
3 Paid by	How the money was paid: cash, card, bank transfer, mobile wallet, cheque or insurance.
4 For	For example Instalment.
5 Clinic	Where the money was received.
6 Orthodontist	The operator responsible for this patient.
7 Operator percentage	Change it for this single payment if needed.
8 Record payment	Saves the payment to the ledger and the financial records.

Figure 27. Add a charge.

	NAME	WHAT IT DOES AND HOW TO USE IT
1	Date	The day of the entry. Today is filled in for you.
2	Amount	The amount in your currency.
3	For	Replacement retainer, extra appliance, records fee...
4	Save charge	Adds the charge to the ledger.

Figure 28. A receipt. 1 Back, 2 Save as file, 3 Print / PDF (choose "Save as PDF" as the printer to get a file). Statements and patient reports open in the same way.

10 Appointments and the Schedule

Book an appointment

1 Patient
Salma Hassan (PM-0001)

2 Date
09/20/2026

3 Time
04:00 PM

4 Length (minutes)
20

5 Type
Adjustment

6 Clinic
Main clinic

7 Orthodontist
Orthodontist

8 Status
Scheduled

9 Note

1 booked at this clinic on Sun 20 Sep 2026.

Cancel Book

Figure 29. Book an appointment.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Patient	Already chosen when you book from a patient file.
2 Date	The day of the entry. Today is filled in for you.
3 Time	Start time of the appointment.
4 Length (minutes)	Planned duration.
5 Type	Consultation, Records, Bonding, Adjustment, Aligner check, Emergency, Debond...
6 Clinic	The clinic this entry belongs to.
7 Orthodontist	The operator responsible for this patient.
8 Status	Scheduled, Confirmed, Arrived, Completed, No-show or Cancelled. No-shows feed the Follow-up page.
9 Note	A short remark, for example "bring retainer".
10 Book	Saves the appointment. It appears in the Schedule and in the patient file.

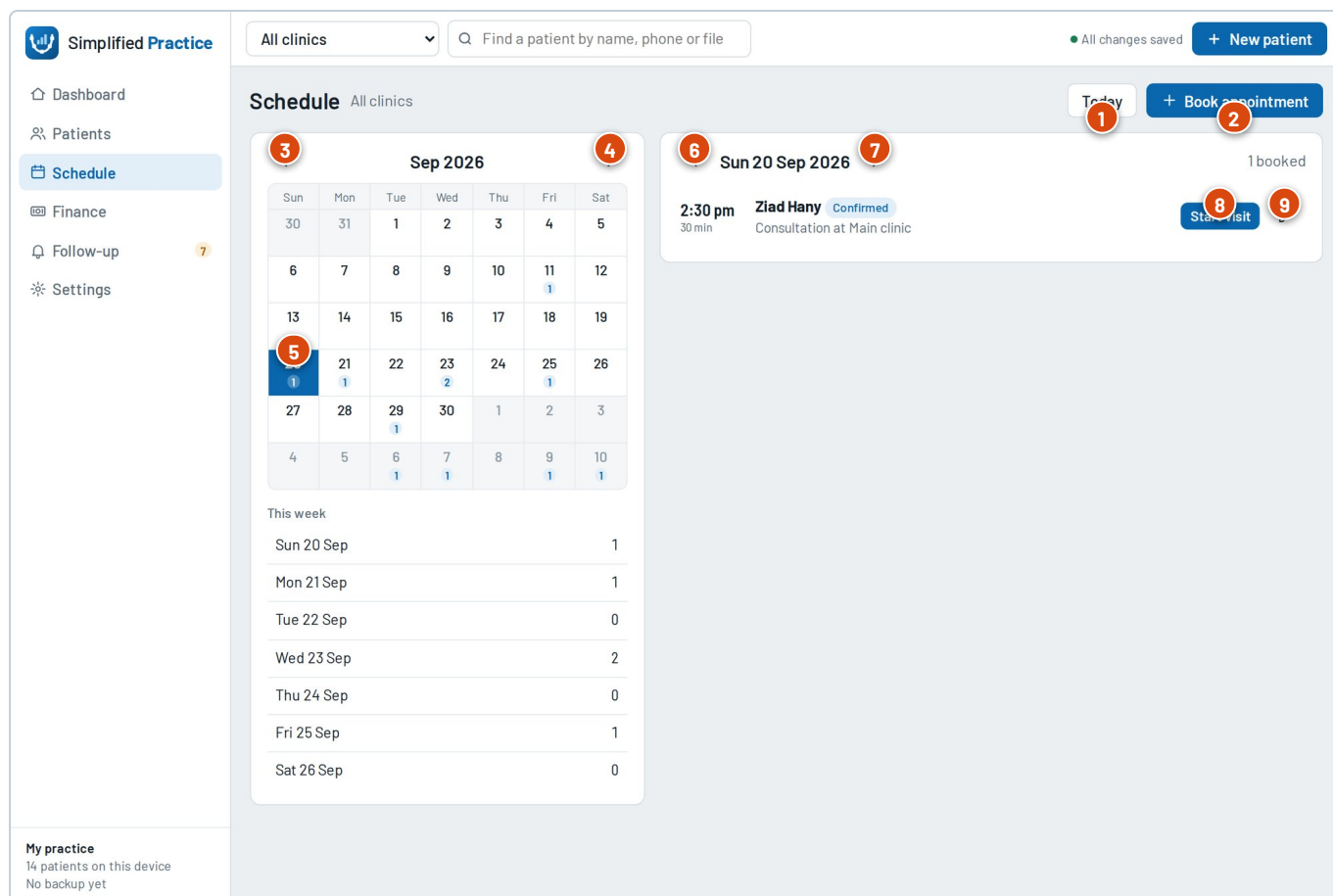


Figure 30. The Schedule page.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Today	Jumps to today.
2 Book appointment	Opens the booking window for any patient.
3 Previous month	Shows the month before.
4 Next month	Shows the following month.
5 Calendar day	The small number under a date is the number of appointments. Click a day to list it on the right.
6 Previous day	Lists the day before.
7 Next day	Lists the following day.
8 Start visit	Opens a new visit for that patient and marks the appointment.
9 Edit appointment	Change time or status, or delete.

11 Finance

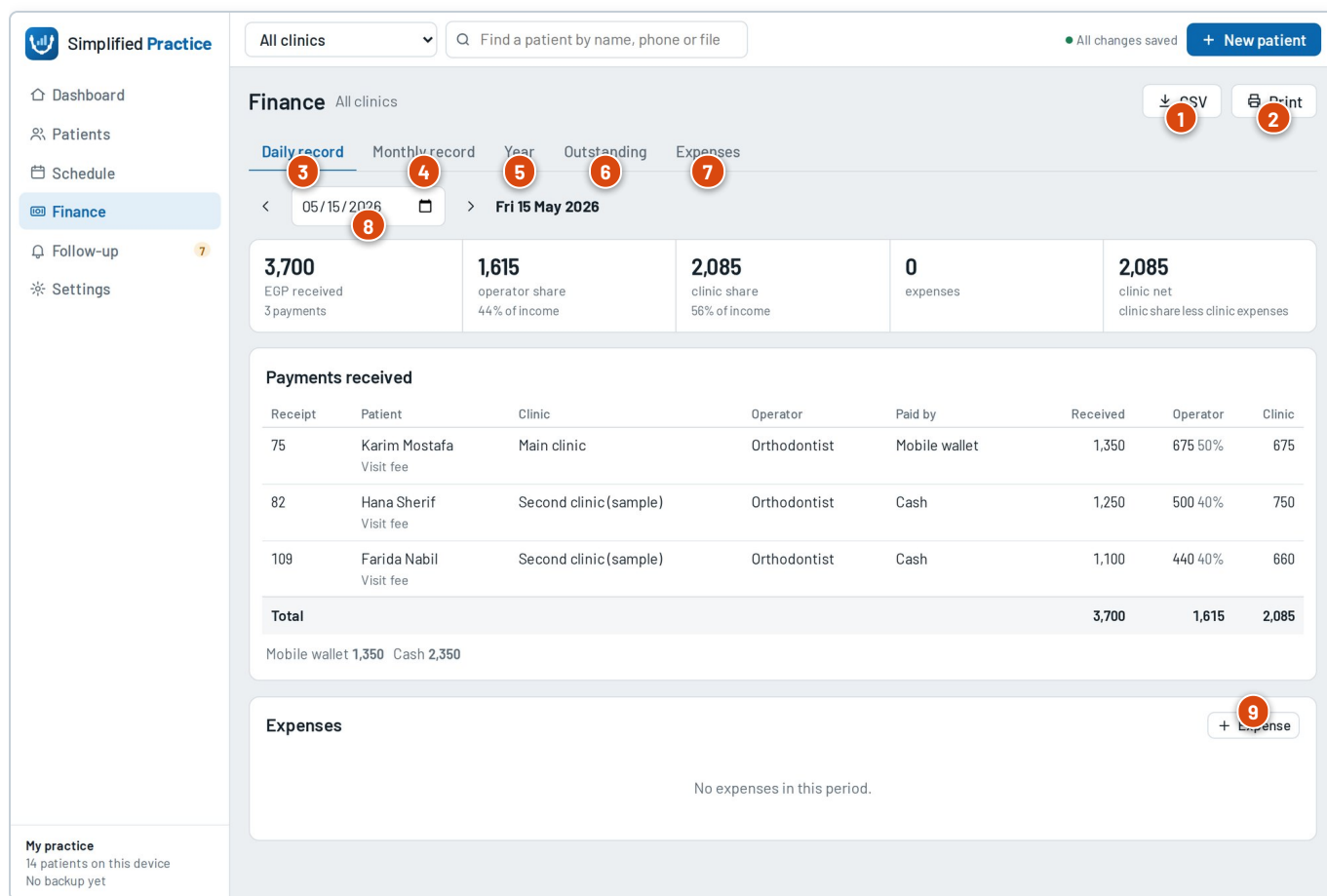


Figure 31. The Finance page, Daily record.

NAME	WHAT IT DOES AND HOW TO USE IT
1 CSV	Downloads the table on screen for Excel.
2 Print	Prints the record on screen.
3 Daily record	One day: payments by method, operator share, clinic share, expenses and clinic net.
4 Monthly record	Every day of a month, with totals.
5 Year	Every month of a year.
6 Outstanding	All patients who still owe money, with the amount behind plan and the last payment.
7 Expenses	All recorded expenses.
8 Date	Pick the day; the arrows step one day.
9 Expense	Records a cost.

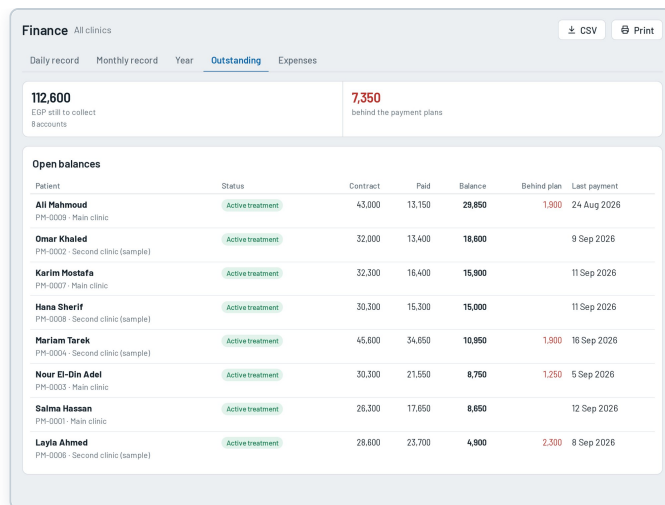
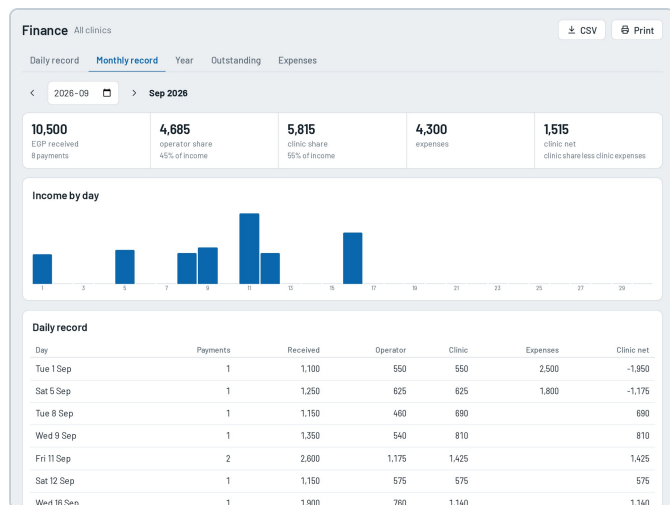


Figure 32. Left: Monthly record with a bar per day. Right: Outstanding accounts.

Record an expense

1 Date: 09/20/2026

2 Amount (EGP):

3 Category: Materials and bracket: ▾

4 Clinic: Main clinic ▾

5 Paid by: Clinic ▾

6 Note:

7 Save expense

Cancel

Figure 33. Record an expense.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Date	The day of the entry. Today is filled in for you.
2 Amount	The amount in your currency.
3 Category	Materials and brackets, Laboratory, Rent, Salaries, Utilities, Equipment...
4 Clinic	The clinic this entry belongs to.
5 Paid by	Clinic reduces the clinic net; Operator reduces your own net.
6 Note	A short remark, for example "bring retainer".
7 Save expense	Saves the expense to the financial records.

12 Follow-up

Simplified Practice

All clinics Find a patient by name, phone or file

All changes saved + New patient

Follow-up

Patients who could slip through the net

1 No next appointment 2

Patients in records, ready to start or in active treatment with nothing booked.

Patient Name	Last seen	Contact Info	Action
Nour El-Din Adel PM-0003 · Main clinic	Last seen 5 Sep 2026 (2 weeks ago)	+201012168595 WhatsApp	Book
Karim Mostafa PM-0007 · Main clinic	Last seen 11 Sep 2026 (1 weeks ago)	+201048833718 WhatsApp	Book

Missed appointments 1

No-shows in the last 90 days that have not been rebooked.

Patient Name	Missed	Contact Info	Action
Nour El-Din Adel PM-0003 · Main clinic	Missed 11 Sep 2026 (Adjustment)	+201012168595 WhatsApp	Book

Retention checks due 0

Patients in retention not seen for five months or more.

Nobody on this list.

Behind the payment plan 4

Paid less than the contract schedule expects by today.

Patient Name	Amount	Contact Info	Action
Layla Ahmed PM-0006 · Second clinic (sample)	2,300 EGP behind · balance 4,900 EGP	+201032314042 WhatsApp	Book
Mariam Tarek PM-0004 · Second clinic (sample)	1,900 EGP behind · balance 10,950 EGP	+201093724921 WhatsApp	Book

My practice
14 patients on this device
No backup yet

Figure 34. The Follow-up page: patients who could slip through the net.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Lists	No next appointment: patients in records, ready to start or in active treatment with nothing booked. Missed appointments: no-shows in the last 90 days not rebooked. Retention checks due: retention patients not seen for five months or more. Behind the payment plan: paid less than the contract expects by today.
2 Phone	Tap to call.
3 WhatsApp	Opens a chat to remind the patient.
4 Book	Books an appointment for that patient straight away.

13 Settings, backup and moving to another device

The screenshot shows the 'Practice' settings form. It includes fields for 'Practice or doctor name on reports' (labeled 1), 'Currency' (labeled 2), 'Tooth numbering' (labeled 3), 'Flag active patients not seen for' (labeled 4), 'Preferred photo size' (labeled 5), and 'Appearance' (labeled 6). The values shown are 'My practice', 'EGP', 'FDI (11 to 48)', '8', '2000 px, recommended', and 'Match the device' respectively.

Figure 35. Practice settings.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Practice name	Shown on the Dashboard and on all printed pages.
2 Currency	The three letters shown next to every amount.
3 Tooth numbering	FDI (11 to 48), Universal (1 to 32) or Palmer (1 to 8).
4 Recall weeks	An active patient not seen for this many weeks is counted on the Dashboard.
5 Photo size	1600 px (smallest backups), 2000 px (recommended), 3000 px or Original.
6 Theme	Match the device, Light or Dark.

The screenshot shows the 'Clinics' and 'Orthodontists and operators' sections. The 'Clinics' section has a '+ Clinic' button (labeled 1) and a table with two rows: 'Main clinic' and 'Second clinic (sample)'. The 'Second clinic' row has an edit icon (labeled 2). The 'Orthodontists and operators' section has a '+ Operator' button (labeled 3) and a list of operators (labeled 4).

Figure 36. Clinics and operators.

NAME	WHAT IT DOES AND HOW TO USE IT
1 + Clinic	Add a clinic.
2 Edit clinic	Name, address, phone, default operator share and colour.
3 + Operator	Add an orthodontist or assistant.
4 Edit operator	Change the name or role, or remove the operator.

Figure 37. Left: Add a clinic (name, address, phone, operator share of fees in %, colour used in the schedule). Right: Add an operator (name and role).

Figure 38. Pick lists.

NAME	WHAT IT DOES AND HOW TO USE IT
1 List	Choose which list to edit: procedures (both arches, maxillary only, mandibular only), archwires, visit types, appointment types, elastic configurations, elastic sizes, appliances, payment methods, expense categories.
2 Entries	One entry per line. Add your own wording or remove what you never use.
3 Restore the default list	Puts the original entries back for the list on screen.

Figure 39. Backup and reset.

NAME	WHAT IT DOES AND HOW TO USE IT
1 Full backup with images and scans	One file with everything. Keep it on a USB stick or cloud drive.
2 Records only, no images	A much smaller file without photos and scans.
3 Restore or merge a backup	Opens a backup file, or a single exported patient, and adds it to this device.
4 Load sample practice	Adds invented patients next to your own.

NAME	WHAT IT DOES AND HOW TO USE IT
5 Erase everything on this device	Deletes all data in this browser. Make a backup first.

Moving to a new phone or computer

- 1 On the old device: Settings → **Full backup with images and scans**. Send the file to the new device.
- 2 On the new device: open Simplified Practice, press **Start**, then Settings → **Restore or merge a backup** and choose the file.

14 Phone layout and answers

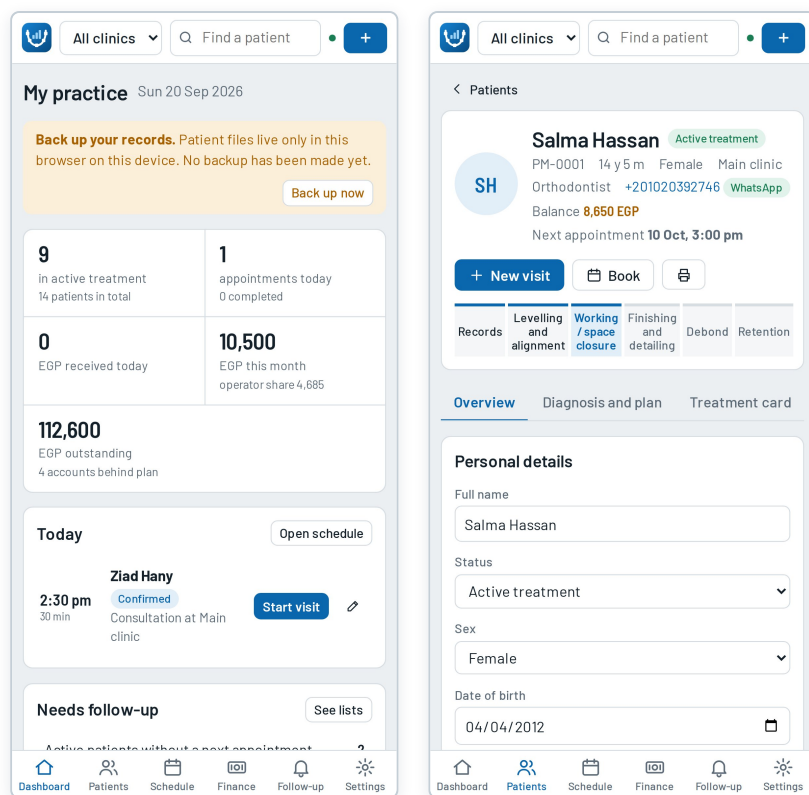


Figure 40. On a phone the side menu becomes a bar at the bottom and tables become compact. All functions are the same.

WHAT YOU SEE

WHAT TO DO

"Storage is unavailable in this viewer."

The browser blocks saving (for example a private window or a preview pane). Open the tool in normal Chrome, Edge, Safari or Firefox.

An X-ray will not load

Export it from the X-ray software as JPG or PNG first.

The numbers on the Dashboard look too small

A clinic is selected at the top. Choose "All clinics".

A payment shows the wrong operator share

Open the Account tab, press Edit on that payment and correct the percentage.

"This is not a Simplified Practice backup file"

Choose the file made by the backup button; do not rename or unzip it.

NOTE

The screenshots in this manual use the built-in sample practice and placeholder images. No real patient appears.