Dental Media Online Booking
Onboarding Guide

Welcome to Dental Medias Online Booking. We've developed this module in collaboration with AssisDent to ensure that all functionality is compatible with AssisDents services.

For a fast and efficient onboarding and integration of your online booking, maake sure your clinic meets [all the requirements outlined on this page](#).

Note that it is impossible for us to setup your online booking before we have the correct access and data as outlined in the requirements guidelines at the link above.

Here is a short recap of what needs to be done:

1. A technical ID for AssisDent for our developers to log in and generate the necessary tokens for the online booking to work.
2. Your AssisDent domain.
3. You need to make the appointment type/reason available for online booking. You can do this by simply ticking a box in system settings. It's really simple, we will show you how.
4. Fill out our Online booking options form.

Now we'll take you through the process in depth.

Step one: Assisdent Technical ID

The first step is to create a Technical ID for Dental Media. This is fairly easy to do. Just follow these simple steps:

- Click Menu in upper left corner.
- Click Organization, then Employees
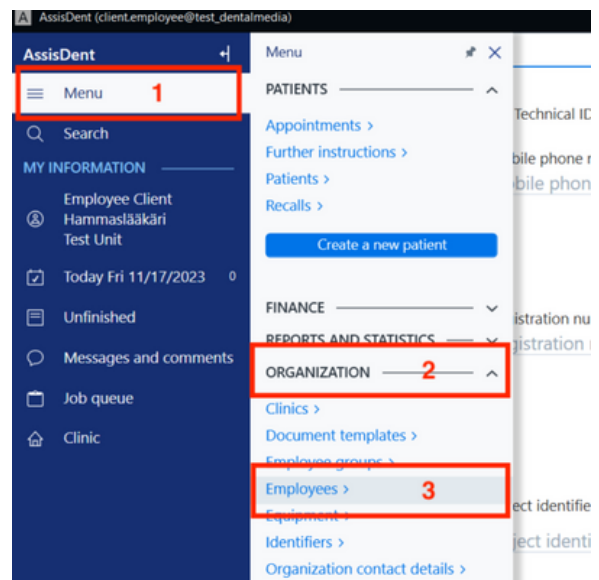
Step one: Assisdent Technical ID (Cont.)

- Click Create new in the lower left corner

- Add necessary information on the new "employee". We suggest the following: *Firstname: dentalmedia Last name: onlinebooking*, **check the technical ID checkbox (important!)**, add the relevant unit to the employee, add dentist as a role, add administrator or equal to the user's access rights.
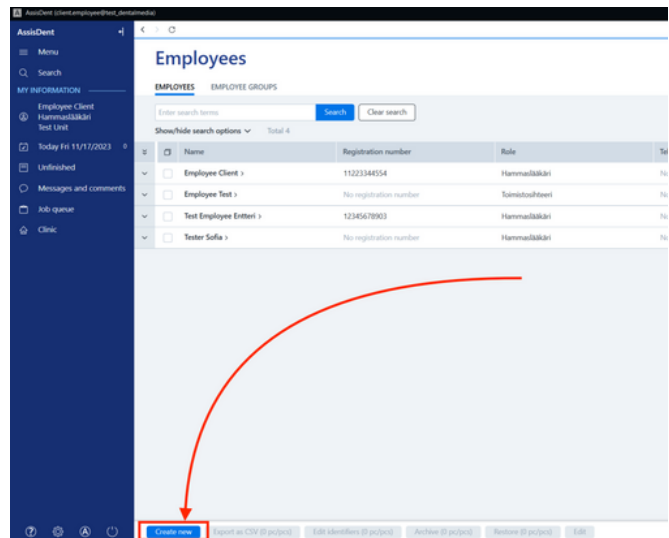
- Click save. Immediately paste the new password into an email to us. Add the newly built userID (if you used the suggested names, that would be dentalmedia.onlinebooking)
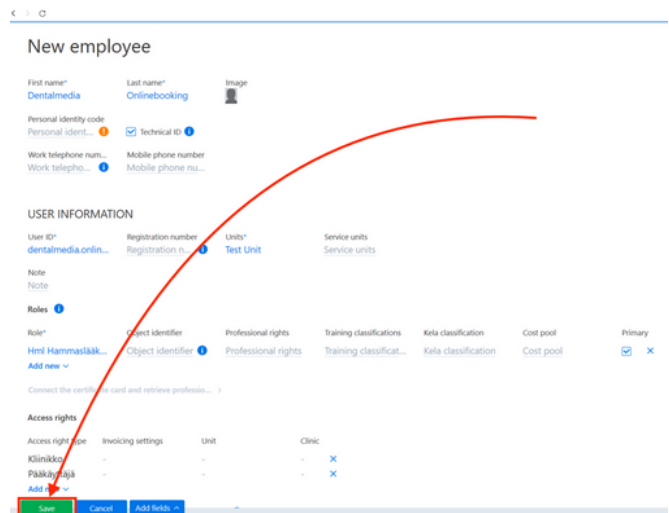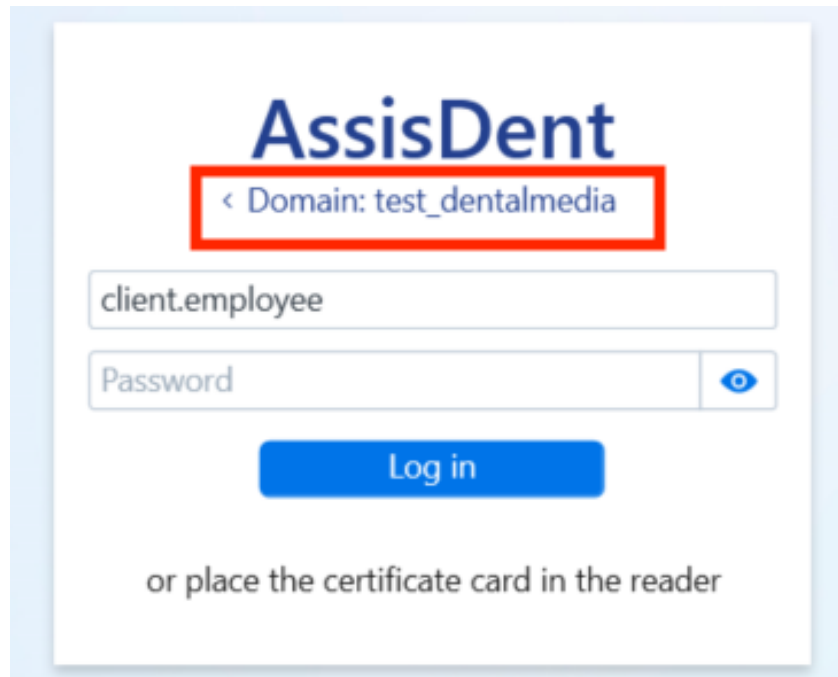

- If you didn't manage to paste the password, you can reset the password on the new "employee", and paste that in instead.
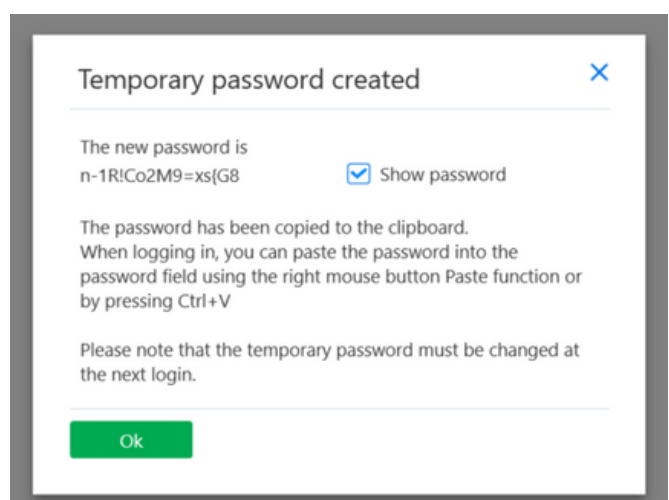
Step two: AssisDent Domain

Next we need your AssisDent domain. This do so we can log in to your AssisDent with the technical ID and get the necessary token.

You find the domain here:

Please send this domain to support@dentalmedia.io along side your clinic name for easy identification.

Step three: Assign appointments to online booking

Finally you need to go to AssisDent and assign the appointments that you want to be available for online booking.

To do so, follow these simple steps:

1. Click on System Settings on the little gear icon in the lower left corner of your AssisDent app.
2. Click on the Appointment Settings tab.
3. Scroll down to Reasons for Seeking Treatment, and choose the reasons/appointment types that you want to have available in online booking.
4. On each individual reason/appointment type check the "Show also in the internet appointment" checkbox as shown in the screenshot below.

Step four: Fill out the Online Booking options form

Please fill out the Online Booking options form here so we can setup the correct options for your online booking.
Don't forget to verify your email via the adobe sign verification email you receive once you have submitted the form

What happens next?

Next up, we take over and setup the Online Booking the places agreed upon in the contract.

- We hand over the access to our developers who setup the integration to AssisDent
- Our Marketing team sets up Online booking on the relevant landing pages and connect the online booking to the Dental Media Campaign Manager
- We inform you when the system is up and running.

Need help?

Once this is done we have what we need to start setting your online booking up.

If you have any questions along the way don't hesitate to contact us directly at +45 77 34 77 35 (press 4 for tech support) or at **support@dentalmedia.io**
We are more than happy to answer any questions you may have.

Any support questions regarding AssisDents systems should be directed to AssisDent support.