

EXPORTING YOUR FULL FEES SCHEDULES FROM PRACTICE MANAGEMENT SOFTWARE:

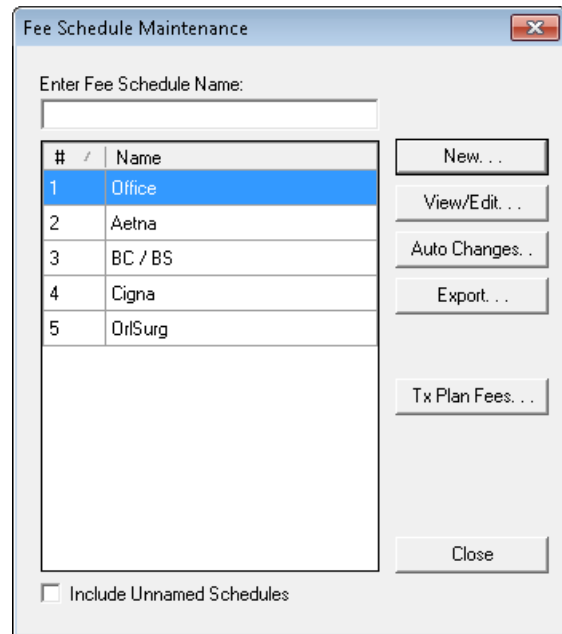


DENTRIX:

You can export fee schedules as comma delimited (csv) files to a destination that you specify. You can then open the fee schedule in Microsoft Excel or a text editor. **To export a fee schedule:**

1. From the **Maintenance** menu in the Office Manager, point to **Reference**, and then click **Fee Schedule Maintenance**.

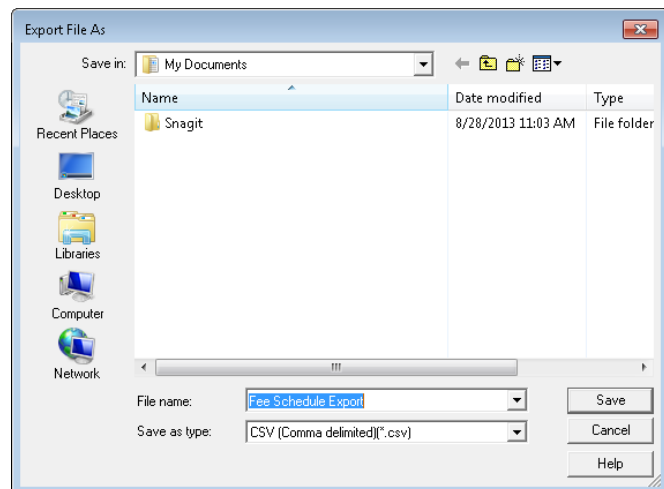
The **Fee Schedule Maintenance** dialog box appears.



2. Select the fee schedule that you want to export from the list, and then click **Export**.

Note: To export multiple fee schedules, press the **Shift** key, and then click the fee schedules that you want to export.

The **Export File As** window appears.



3. Select a destination to export the fee schedule to.

EAGLESOFT:

1. Go to **Lists, Service Codes**, then click on **reports** in the lower right corner of window. This will bring up a printable report of all your standard fees called **Service Codes Master**.
2. Right click anywhere on the report, then click on **“save data as”** at the bottom. This will bring up your **“save data to”** window. Click the down arrow across from **“Save In”** at the top. Choose **“Desktop”** to save the file to your desktop.
3. Under **“File Name”** put something you will remember such as **2015 full fees-Practice name** and then click on the arrow and change **“save as type”** to Microsoft excel file.
4. Click on **Save** and your file will be saved to your desktop.

