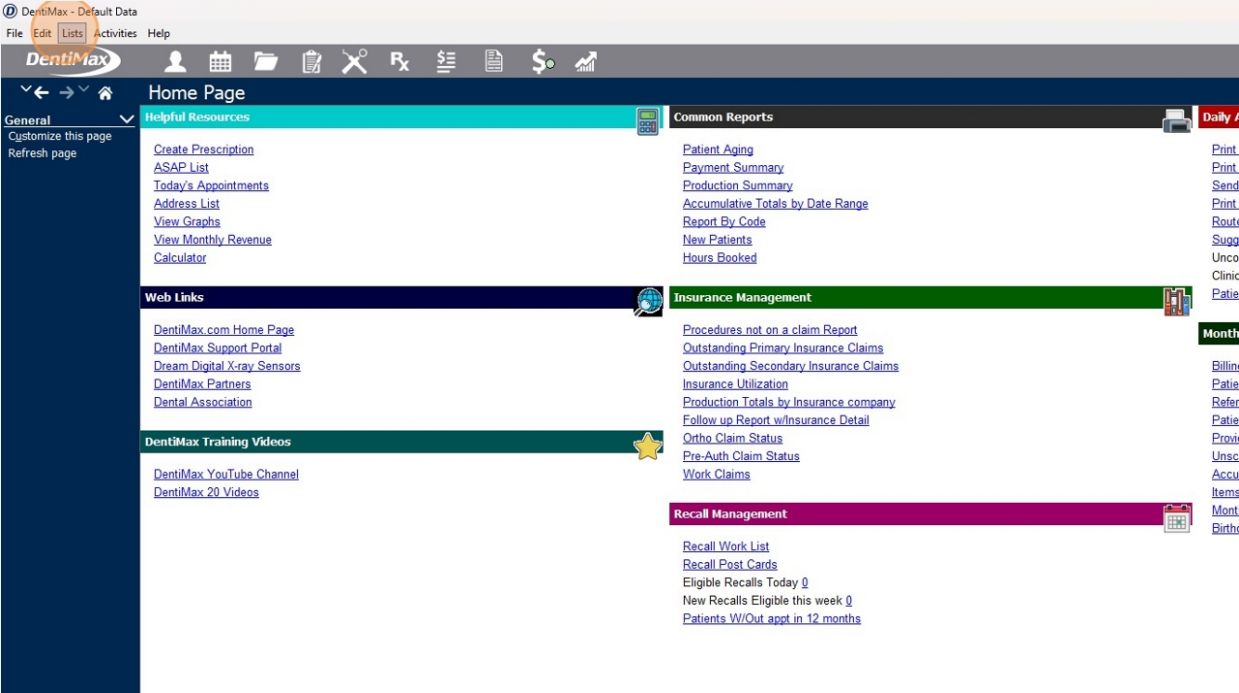


Adding additional field to recall list display

1 Open List menu



2 Select Recall List

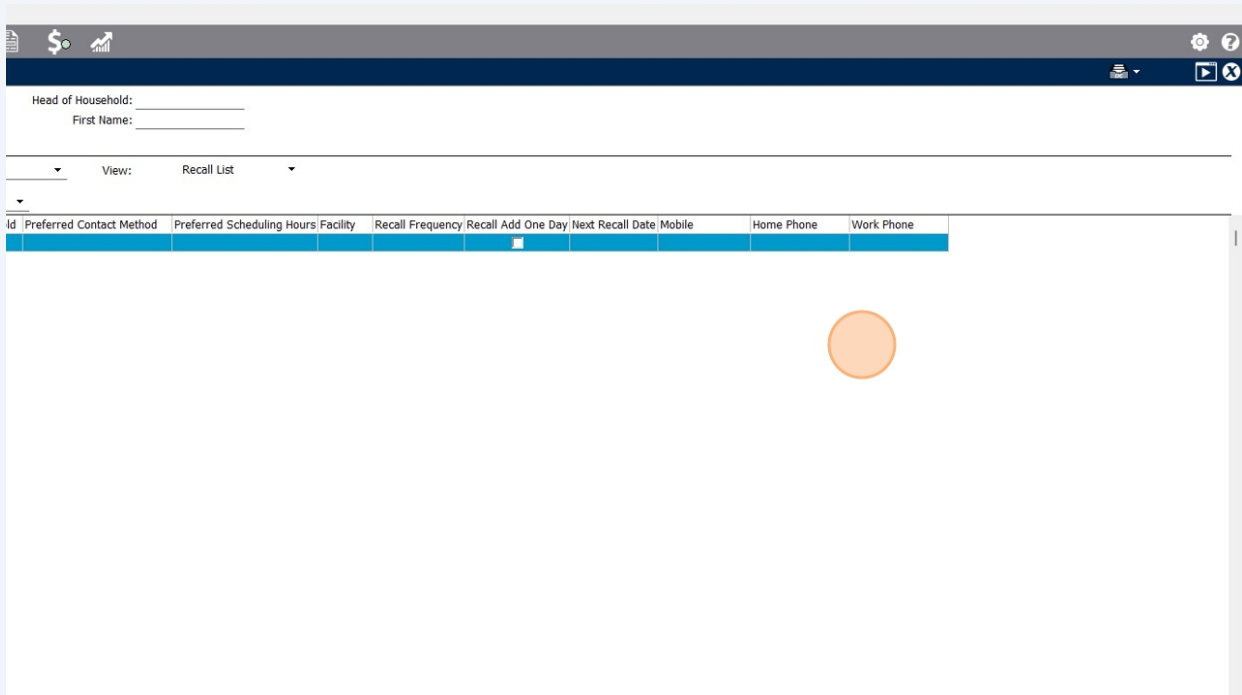
The screenshot shows the Dentimax software interface. The 'Lists' menu is open, and 'Recall List' is highlighted with an orange circle. The main window displays various reports and management sections, including 'Common Reports', 'Insurance Management', and 'Recall Management'. The 'Recall Management' section shows options like 'Recall Work List', 'Recall Post Cards', and 'Eligible Recalls Today 0'.

3 To add additional fields to your display

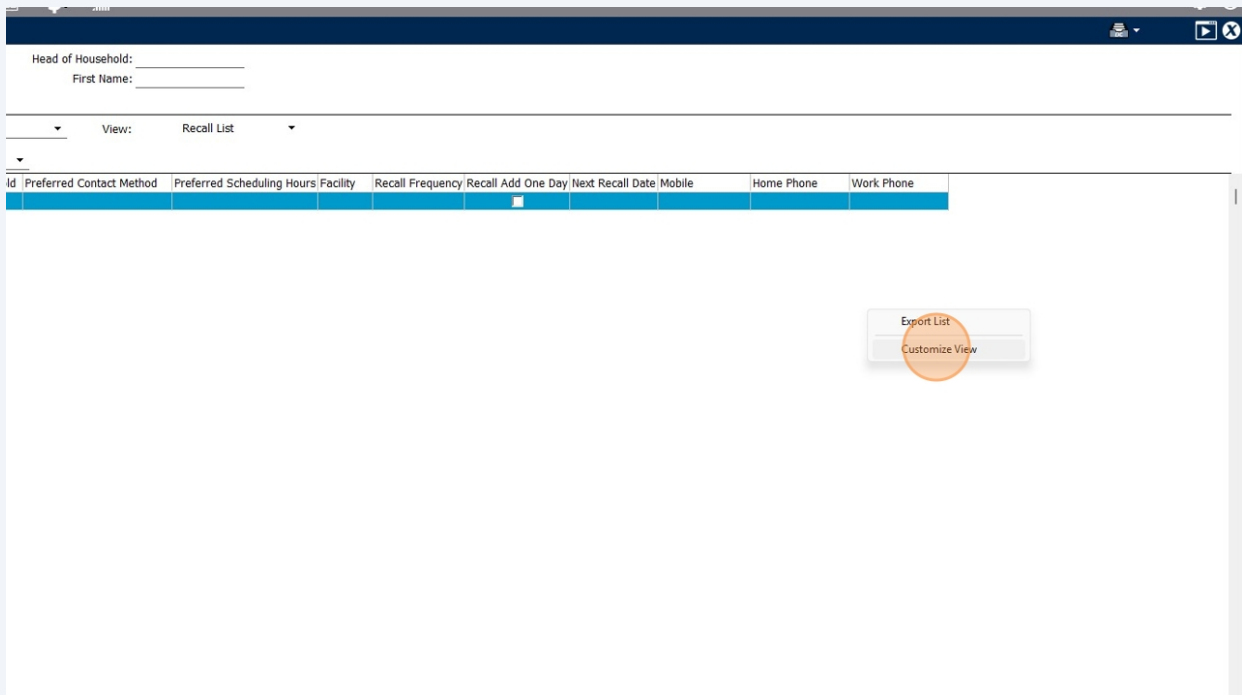
The screenshot shows the Dentimax software interface displaying a table of recall lists. The table has the following columns: Id, Preferred Contact Method, Preferred Scheduling Hours, Facility, Recall Frequency, Recall Add One Day, Next Recall Date, Mobile, Home Phone, and Work Phone. A red circle highlights the 'Work Phone' column.

Id	Preferred Contact Method	Preferred Scheduling Hours	Facility	Recall Frequency	Recall Add One Day	Next Recall Date	Mobile	Home Phone	Work Phone

4 Right click in the blank space



5 Click "Customize View"



6 Click "Default Primary Insurance"

Search: _____ Search by: Next Date View: Recall List

Recall Date From: 6/14/2025 To: 7/29/2025

Chart Number	First Name	Last Name	Head of Household	Preferred Contact Method	Preferred Scheduling Hours	Facility	Recall Frequency	Recall Add One Day	Next Recall Date	Mobile	Home Phone	Work
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Customize View

Available Fields:	Viewed Fields:
	Field Names Title to Show
Created by User	>> Chart Number Chart Number
Date Created	> First Name First Name
Date Created_1	> Last Name Last Name
Date Created_2	<< Head of Household Head of Household
Date Modified	<< Preferred Contact Method Preferred Contact Method
Date Modified_1	<< Preferred Scheduling Hours Preferred Scheduling Hours
Date Modified_2	<< Facility Facility
Deceased	Recall Frequency Recall Frequency
Default Primary Insurance	Recall Add One Day Recall Add One Day
Default Secondary Insurance	Next Recall Date Next Recall Date
Disability	Mobile Mobile
District	Home Phone Home Phone
Do not Bill Patient	Work Phone Work Phone

Set Default Help OK Cancel

7 Click ">"

Patient: _____ Head of Household: _____
Last Name: _____ First Name: _____
Assigned Hygienist: _____

h: _____ Search by: Next Date View: Recall List

Recall Date From: 6/14/2025 To: 7/29/2025

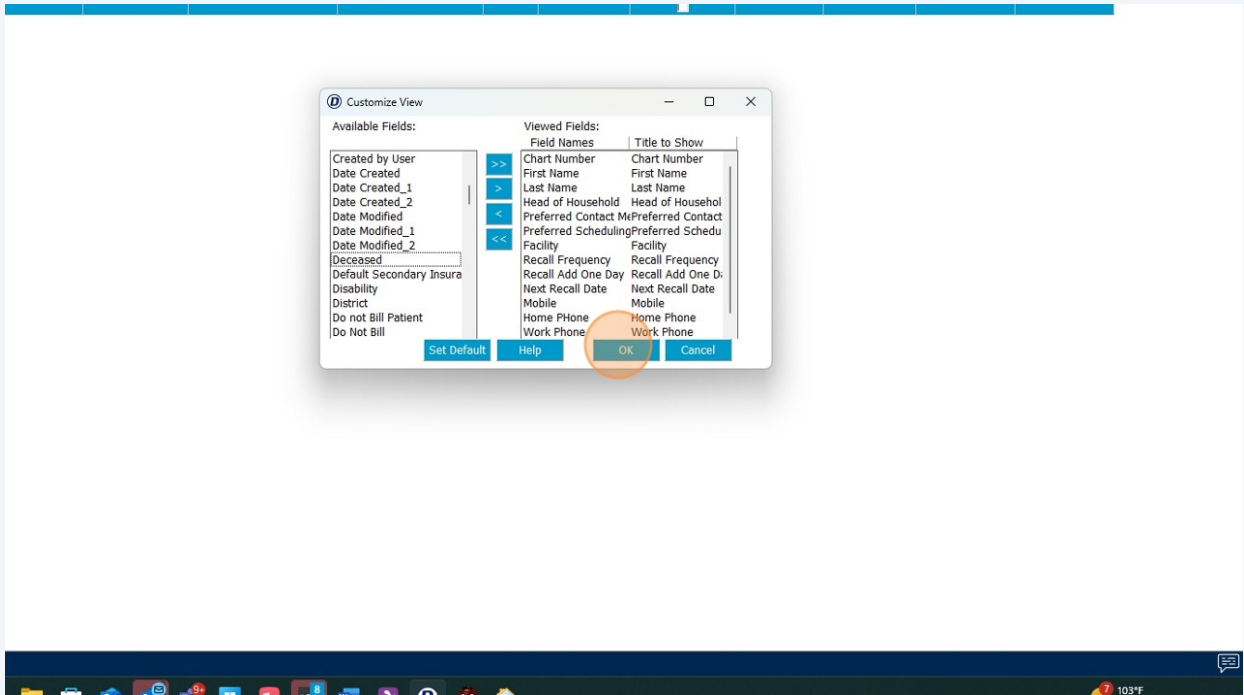
Chart Number	First Name	Last Name	Head of Household	Preferred Contact Method	Preferred Scheduling Hours	Facility	Recall Frequency	Recall Add One Day	Next Recall Date	Mobile	Home Phone	Work Phone
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Customize View

Available Fields:	Viewed Fields:
	Field Names Title to Show
Created by User	>> Chart Number Chart Number
Date Created	> First Name First Name
Date Created_1	> Last Name Last Name
Date Created_2	<< Head of Household Head of Household
Date Modified	<< Preferred Contact Method Preferred Contact Method
Date Modified_1	<< Preferred Scheduling Hours Preferred Scheduling Hours
Date Modified_2	<< Facility Facility
Deceased	Recall Frequency Recall Frequency
Default Primary Insurance	Recall Add One Day Recall Add One Day
Default Secondary Insurance	Next Recall Date Next Recall Date
Disability	Mobile Mobile
District	Home Phone Home Phone
Do not Bill Patient	Work Phone Work Phone

Set Default Help OK Cancel

8 Click "OK"



9 Primary Insurance field will be visible

