Dentolize · Medicolize

Clinic manager

Run the clinic day to day

Your first week as clinic manager in **Dentolize or Medicolize**: manage users and permissions, keep the calendar right, follow tasks and attendance, and check reports, salaries and logs.

1. Users and permissions
2. Calendar and doctors' hours
3. Tasks and reminders for the team
4. Attendance log
5. Reports and analytics
6. Doctors' salaries and percentages
7. Logs and user actions

Log in and get the app

Log in	Open **my.dentolize.com** (dental) or **my.medicolize.com** (medical). Log in with your **email**, or click **Or login with username** and enter the **Clinic Login Name**, your username and password.
Forgot password	**Email login:** click **Forgot your password?** and use the link we email you. **Username login:** ask your clinic owner or admin to reset it in **Settings → Users**.
Mobile app	Scan to install. One app works for both Dentolize and Medicolize accounts.

App Store

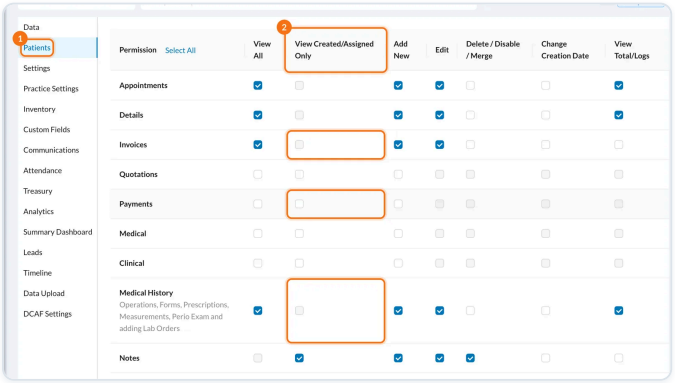
Google Play

my.dentolize.com ↗ my.medicolize.com ↗

1 Users and permissions

Add staff in **Settings → Users → New User**, choosing their **Branches to access** and **Permission Group**. To change someone later, open the user and click **Edit**; for someone who left, click **Disable**. What a group can see is set in **Settings → Permission Groups**: on the **Patients** tab (1), tick **View Created/Assigned Only** (2) instead of **View All** so doctors see only their own records. Click **Save**: users in the group log in again to get the change.

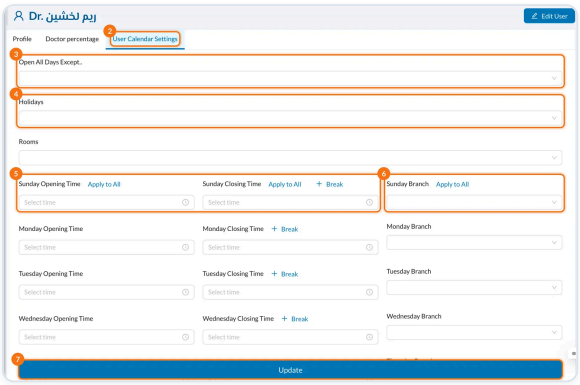
Add a new user ↗ Limit what users see ↗ Remove a user who left ↗



2 Calendar and doctors' hours

Branch hours are set from the **gear** in **Calendar**. Each doctor also has his own hours: in **Settings → Users**, click the doctor, open **User Calendar Settings** and set his days off in **Open All Days Except..** (3), his **Holidays** (4), his times for each day (5) and the branch he works in each day (6). Click **Update** (7). In **Calendar**, **By Doctor** shows one column per doctor.

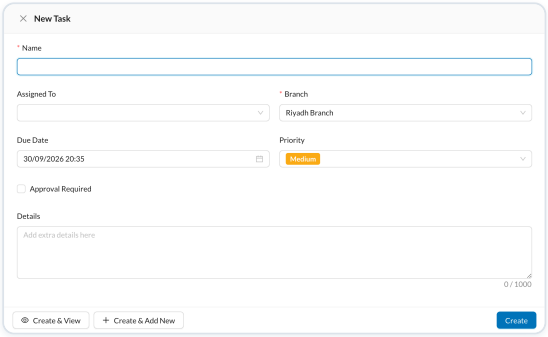
Doctor's working hours ↗ | Change opening hours ↗ | Close a day ↗



3 Tasks and reminders for the team

Give a colleague a job, like calling a patient back. Go to **Logs → Tasks** and click **New Task**.

1. Enter the **Name**, choose who it's **Assigned To** and the **Branch**.
2. Set the **Due Date** and **Priority**.
3. Tick **Approval Required** if you want to approve it when it's done, then click **Create**.



Tasks ↗ | Automatic tasks ↗

4 Attendance log

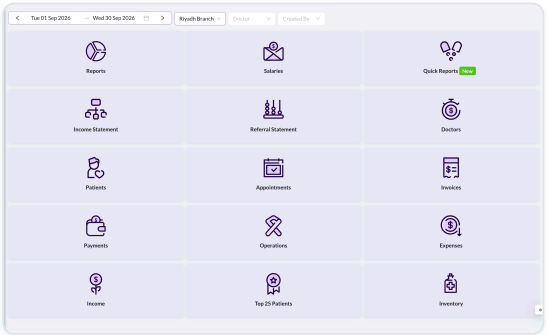
Staff clock in with the **clock** in the top bar. Open **Logs → Attendance** to see when each shift **Started** and **Ended**, its **Duration**, and whether it is **Approved** (recorded from the mobile app at the clinic). Filter by dates, branch or user, and click **Show Analytics** for the **Total Hours**. Times can't be edited: add a note in **Details**.

Attendance ↗

5 Reports and analytics

For today, open **Dashboard → Summary**. For any period, open **Analytics**: each card is a report. **Reports** sums up the month on one printable page, **Doctors** shows each doctor's work, and **Quick Reports** has ready-made lists. You see only the reports your permissions allow.

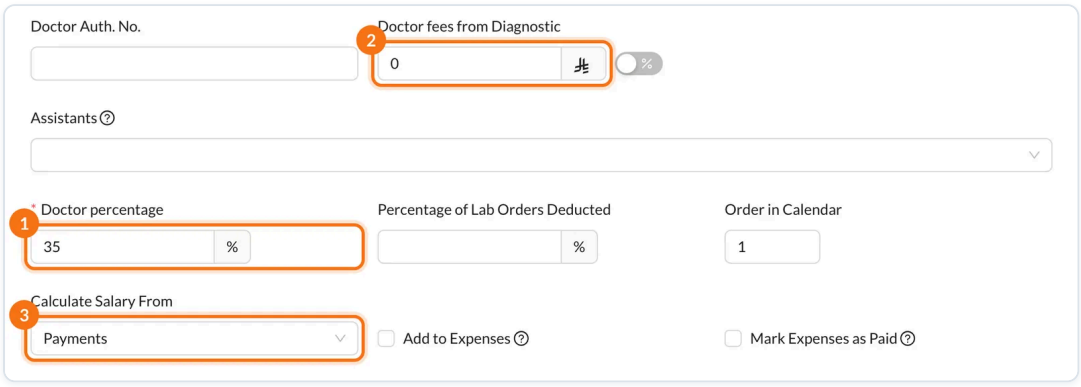
Analytics ↗ | Reports ↗ | Today's summary ↗



6 Doctors' salaries and percentages

In **Settings → Users**, open the doctor and click **Edit User**. Set **Doctor percentage** (1), **Doctor fees from Diagnostic** (2) and **Calculate Salary From** (3): **Payments** or **Operations**. Each month, check **Analytics → Salaries** with one full month selected. Add bonuses or deductions in **Logs → Salary Hub → New Item**.

Set a doctor's percentage ↗ · Salaries ↗ · Salary Hub ↗



7 Logs and user actions

Logs → User Actions shows who changed what and when, for example an edited invoice or a new payment. **Deleted Records** lists what was deleted and by whom (it can't be restored), and **Communications** lists every SMS and WhatsApp message.

Audit logs ↗ · Logs overview ↗

Your first-week checklist

- ☐ Check every user's group and branches
- ☐ Disable users who have left
- ☐ Check each doctor's working hours
- ☐ Create a task and follow it to the end
- ☐ Review this week's attendance log
- ☐ Open **Dashboard → Summary** each day
- ☐ Check **Analytics → Salaries** for last month
- ☐ Look through **Logs → User Actions**

On your phone

- Get the **Daily Summary** of the clinic every night at 11:30 PM.
- **Clock in and out** from the app, so your record can be **Approved**.
- See the day's appointments and patient files on the go.

Need help?

Search **docs.dentolize.com** first: most answers take under a minute. Still stuck? Message the support team in **System Chat** inside Dentolize or Medicolize, with a screenshot.

- Give a missing permission
- Reset a user's password
- Doctor earnings this month
- Export to Excel

docs.dentolize.com/en/faq