Smile Design

Register / Start a New Case

Once your account is active, log in to begin the new case registration.

NEW PATIENT

1. **CLICK ON** NEW PATIENT **TO START A NEW CASE RECORD.**

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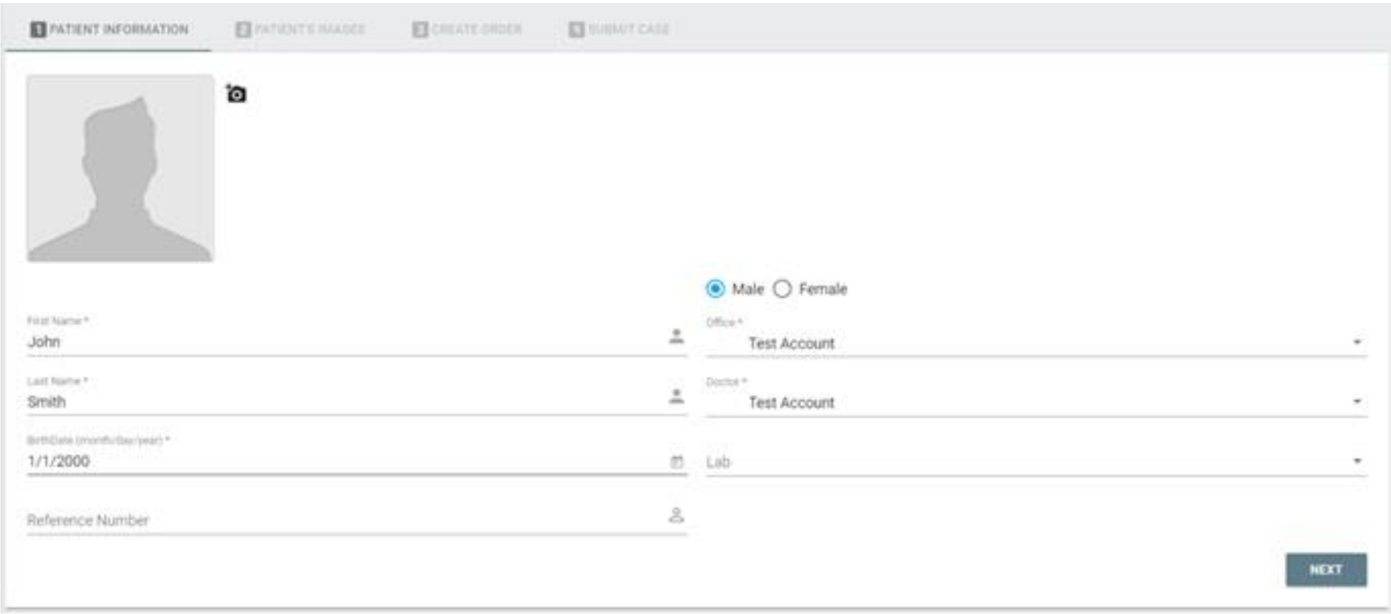
2. ENTER PATIENT INFORMATION.

- Enter patient name, DOB and gender

- Default doctor's office and name should appear automatically in drop down menu.

- Select an associated lab if you have selected one for 3rd party manufacturing.



NEXT

- Click on **Next** to save patient information

Note: The next, button will navigate to the patient image page.

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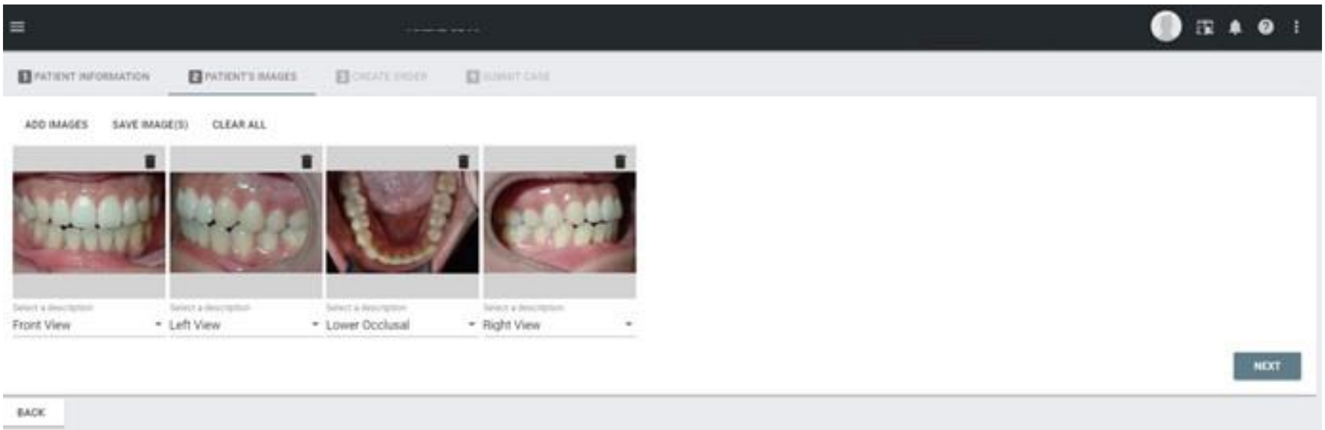
3. LOAD RECOMMENDED PATIENT IMAGES

ADD IMAGES

- Click **Add Images** button and find image files to upload (recommended images: All intra-oral and a panorex). You can select multiple images at once.

Note: File directory window will open for you to find the image files.



Note: All images loaded on portal will automatically be available to view in Smile Studio software

NEXT

- Click on **Next** button to save to our Cloud Based Portal and navigate to Order Creation tab

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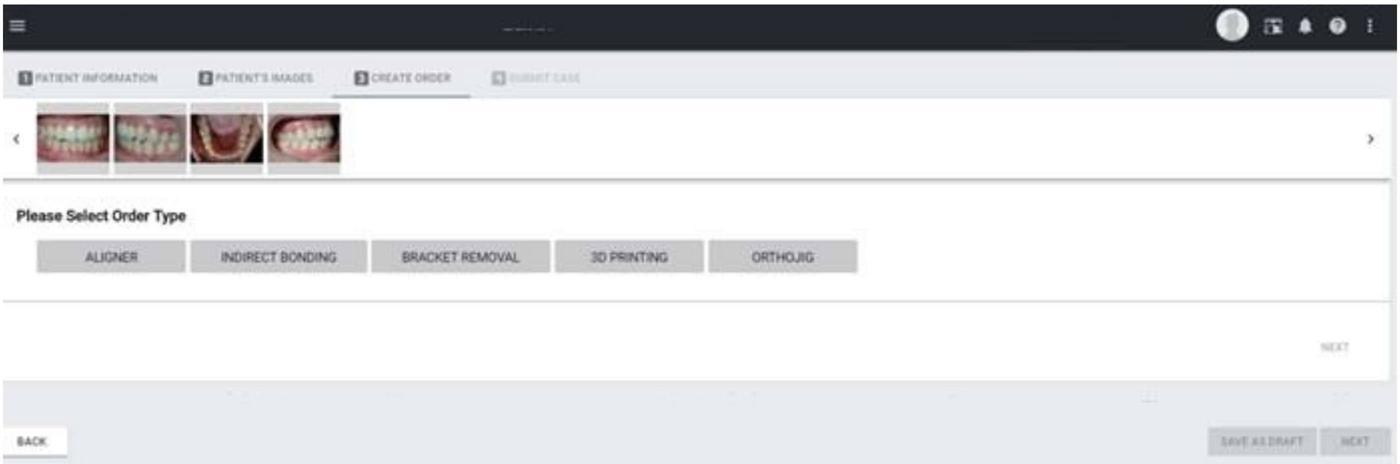
4. OPEN ORDER TAB TO CREATE/ADD AN ORDER TO THE PATIENT

- Select **Order Type** from menu options



5. SELECT ORDER TYPE

-Answer a few questions to create the appropriate order type and add-on services.

-Click **NEXT** to save your order type and navigate to the order Rx page.

NEXT

6. CREATE CUSTOM ORDER PRESCRIPTION

- Complete the Order Rx page entering all required fields market with an *. We highly recommend you provide us with as much end of treatment goals as possible, when requesting In-Align to design the treatment plan.

NEXT

Click next to navigate thru Rx wizard

Aligners

-Select **Treatment Type** from drop down menu (*required field)

Light (light tooth movement)

Moderate (moderate tooth movement)

Unlimited (complex full tooth movement)

Refinement (mid-course correction)

-Select **Arches** to be treated (*required field)

-Fill out prescription details that you would like incorporated into the setup.

- Class relationship (*required field)

- Midline, overbite & overjet

- Spacing

- Arch width

- Crossbite

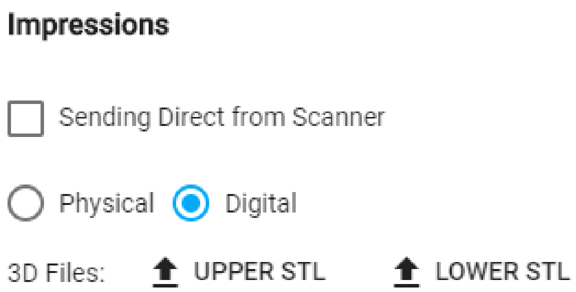
- Crowding

7. UPLOAD PATIENT IMPRESSIONS

Patient Impression

-Under the impressions field, please select the type of impressions you are sending (Physical or Digital). If digital, you can manually upload them to the order

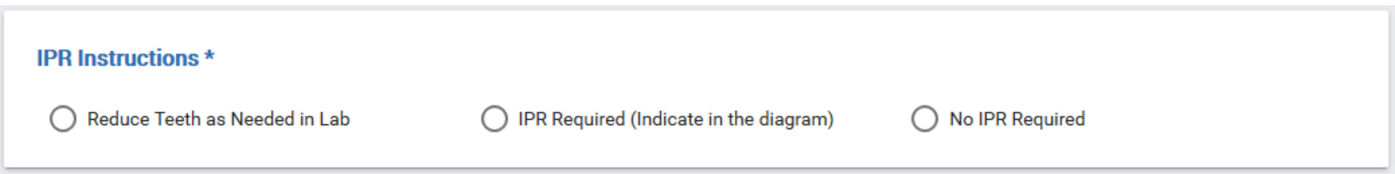
- Click on **Upper or Lower STL** buttons and find files to upload. (Recommended file types: .STL for any open export scanners



Note: Allow for each file to reach 100% upload before continuing to submit order.

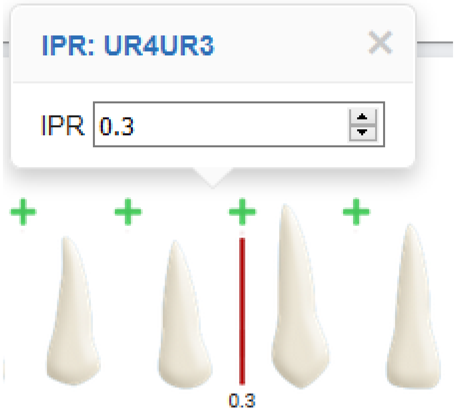
8. MORE TOOTH SPECIFIC PRESCRIPTION FIELDS

- Indicate IPR instructions



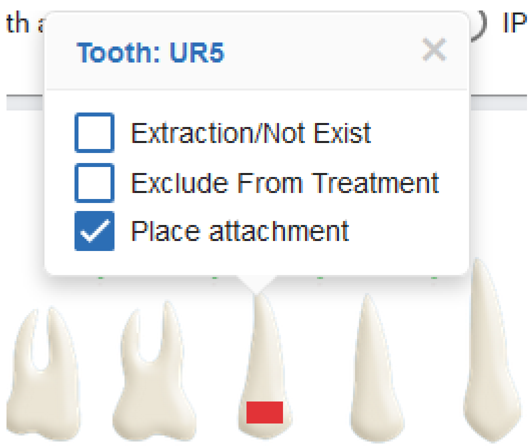
*Required field

-If **IPR** is required as per your indications, use the diagram to indicate



- Click on the green plus sign in between the teeth you are indicating IPR. The IPR dialog window will open.

- Type the amount of IPR you are indicating



- To provide tooth specific instructions use the same tooth diagram

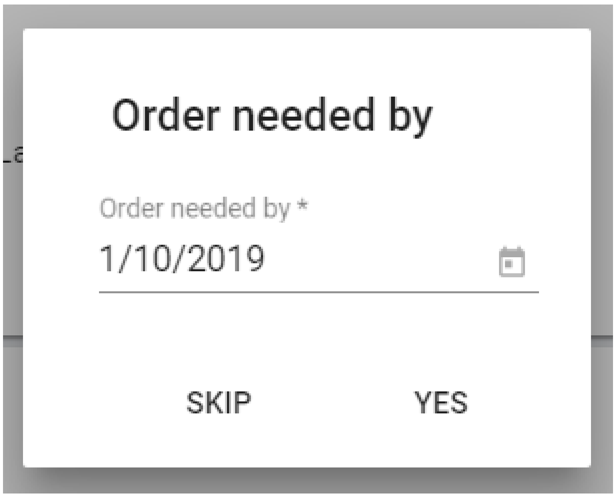
- Click on the **tooth** you are providing instructions for, to open the tooth instructions window

- Select instruction. A marker icon will appear on tooth selected.

-Once the Rx is completed, you can save as a draft to submit at a later time or click next to submit

9. SELECT ORDER DUE DATE

-Click Next to submit and select a date when your order should be delivered.



Note: Date selection is block out according to each order type specific turnaround time. Contact us at info@in-align.com for more information on all services turnaround times.

10. SUBMIT ORDER

-Click SUBMIT button to complete order creation and for In-Align to start processing order accordingly.

-Submitting will move the case status to record review and we will begin processing the case

- You should receive an email notification within 2-3 business days to review the setup.

- Once you approve the setup, we will fabricate the trays to your specification and ship them to your office within 7-10 business days from your approval date.

If you selected In-Office printing as additional service the exported STL files will be available for you to download in 1 to 2 business days.