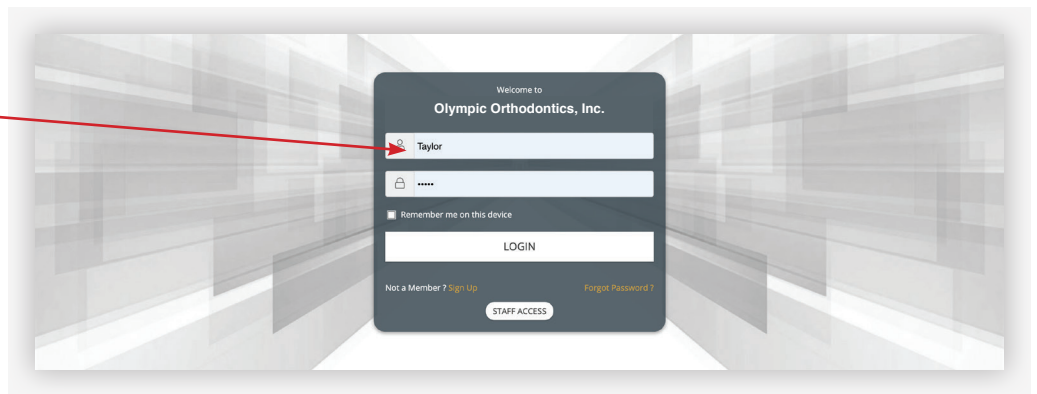
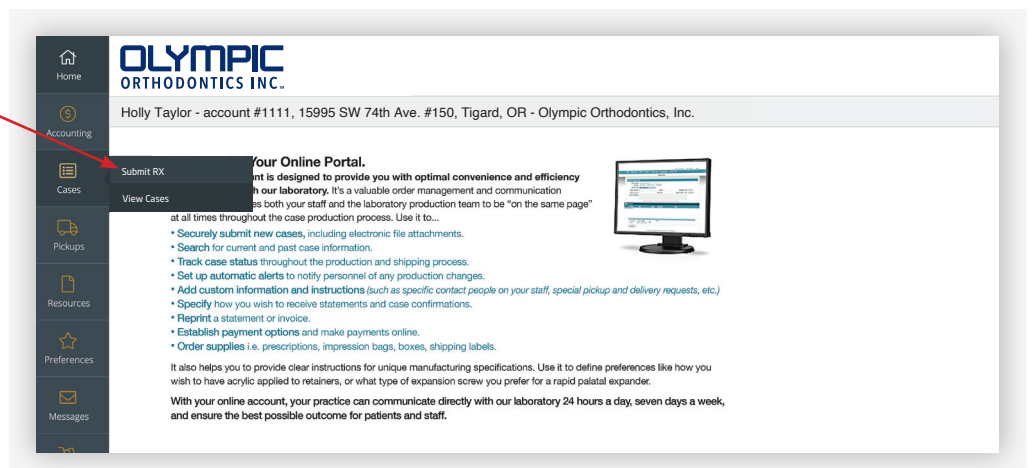


1. Open your internet browser and go to
<https://myaccount.olyortholab.com/login.aspx>

2. Enter username and password in the spaces provided.
(Register if first time user)



3. Select "Submit RX" from the Cases drop down menu.



4. Enter Doctor's Name (select from drop down bar)

5. Enter patient first and last name.

6. Select Scanner from drop down bar

7. Select requested Return date & time.

8. Enter any case specific comments

The screenshot shows the 'Submit RX' form. Red arrows point to the following fields: 1. Doctor Name dropdown (labeled 4). 2. Patient First and Last Name input fields (labeled 5). 3. Scanner dropdown (labeled 6). 4. Requested Return Date and Time input fields (labeled 7). 5. Comments text area (labeled 8).

9. Select Product Rx Type from drop down bar

The screenshot shows the 'ADD PRODUCT' form. A red arrow points to the 'Rx Type' dropdown menu, which is currently set to 'Rx'. The dropdown list shows 'Class Corrector Prescription', 'Sprint Prescription', and 'Standard Prescription'.

10. Select Product from drop down bar (Products broken down by category)

The screenshot shows the 'ADD PRODUCT' form. A red arrow points to the 'Product' dropdown menu, which is currently set to 'select product'. The dropdown list shows a search bar and a list of products categorized by 'Habit Breakers' and 'Retention'. The 'Retention' category includes products like 'Custom Request - [RT100]', 'RT105 - Upper Hawley with Ball Clasps - [RT105]', 'RT110 - Upper Hawley with "C" Clasps - [RT110]', 'RT115 - Upper Hawley with Adams Clasps - [RT115]', 'RT120 - Upper Hawley "C" Clasps Soldered to Labial Bow - [RT120]', 'RT125 - Upper Wrap Around Hawley - [RT125]', 'RT127 - Upper Wrap Around Hawley w/Soldered Ball Clasps - [RT127]', 'RT130 - Upper Labial Bow Soldered to Adams Clasps - [RT130]', and 'RT135 - Upper Hawley no Clasps - [RT135]'.

11. Verify product preference

12. Enter appliance design or special request

13. Enter acrylic color/design if applicable

14. Check any enclosures sent

15. Enter a specific delivery location or instruction

16. Save

The screenshot shows a web application interface for managing product preferences. A vertical sidebar on the left contains icons and labels for Home, Accounting, Orders, Pickups, Resources, Preferences, Messages, Submissions, Settings, and Logout. The main content area is titled "ON-FILE PREFERENCES FOR PRODUCT" and displays details for "EX110 - EX110- RPE with Standard Screw (Appliance Preferences) use upside down screw". At the top, a "Quantity:" field shows "1.00 pcs.". Below the title, a note states "Preferences may be modified on the Review Instructions section.". The form includes several sections: "Appliance Design Instructions" with a text input field containing "appliance design instructions"; "Acrylic Color / Design" with a text input field containing "acrylic color / design"; "Enclosures" with checkboxes for "Appliance", "Bite Registration", "Custom-fit bands/crowns", and "Photos/articles"; and "Delivery Instructions" with a text input field containing "delivery instructions". At the bottom right, there are "SAVE" and "CANCEL" buttons. Red arrows point from numbered instructions (11-16) to specific elements: 11 points to the product title, 12 points to the Appliance Design Instructions section, 13 points to the Acrylic Color / Design section, 14 points to the Enclosures section, 15 points to the Delivery Instructions section, and 16 points to the SAVE button.

Quantity: 1.00 pcs.

ON-FILE PREFERENCES FOR PRODUCT

EX110 - EX110- RPE with Standard Screw
(Appliance Preferences) use upside down screw

Preferences may be modified on the Review Instructions section.

Appliance Design Instructions * Please be specific with your appliance design and any special requests.

appliance design instructions

Acrylic Color / Design * If no color or design is requested our default color is clear pink.

acrylic color / design

Enclosures

☐ Appliance ☐ Bite Registration ☐ Custom-fit bands/crowns ☐ Custom-fit bands/crowns (to follow)

☐ Photos/articles

Delivery Instructions * Specify here if you want it delivered to a location other than where you submitted it from

delivery instructions

SAVE CANCEL

17. Add another product if necessary, repeat steps 10-14 + SAVE

18. Add digital files as needed

19. Review instructions

20. Check authorization box

21. Submit case

The screenshot shows the 'Patient Details' and 'Case Details' sections of the Olyortholab submission form. Red arrows point from the numbered instructions to the following elements:

- Arrow 17 points to the 'ADD PRODUCT' button in the 'Products' section.
- Arrow 18 points to the 'Digital Files' section, specifically the 'MODEL SCAN' radio button.
- Arrow 19 points to the 'REVIEW INSTRUCTIONS' button.
- Arrow 20 points to the 'THIS CASE IS AUTHORIZED AND SIGNED BY:' checkbox and signature field.
- Arrow 21 points to the 'SUBMIT CASE' button.

Rx Type	Rx Category	Product	Teeth	Units	Description	Notes
Standard Prescription	Retention	RT105		1	RT105 - Upper Heavy with Bull Clasp	

22. Click on Print Work Order and send both copies to lab
(Skip step for scans)

23. Schedule a pickup with our drivers or UPS. (UPS customers print label)
(Skip step for scans)

The screenshot shows a 'Submit Rx' modal window with the following content:

- Message: 'Case number 481690 successfully submitted.'
- Buttons: 'PRINT WORK ORDER' and 'REQUEST PICKUP'.
- A green 'CLOSE' button.

Red arrows point from the numbered instructions to the 'PRINT WORK ORDER' and 'REQUEST PICKUP' buttons.