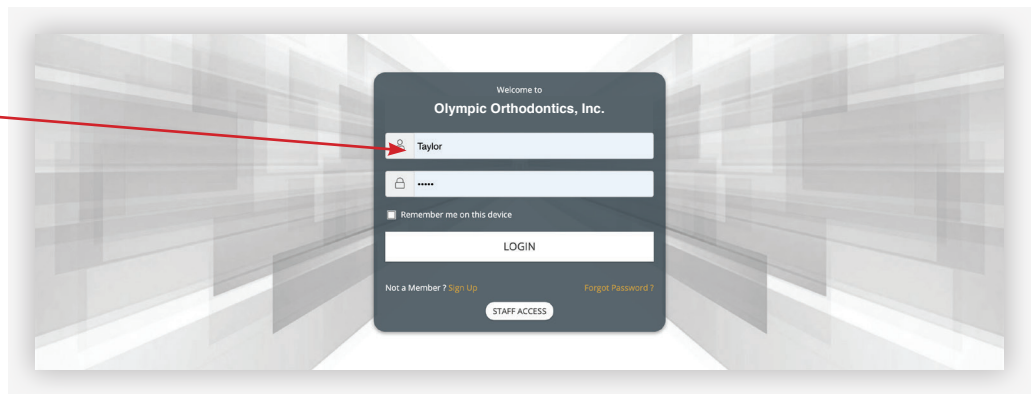
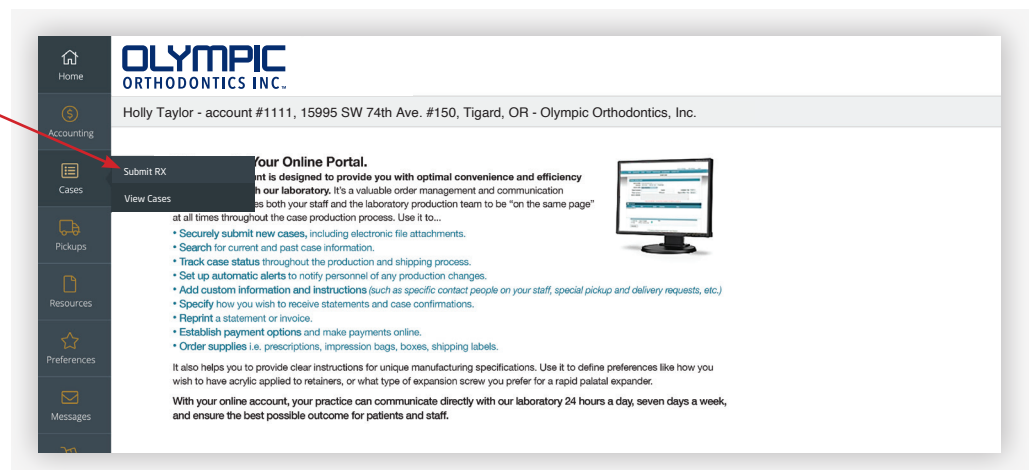


1. Open your internet browser and go to <https://myaccount.olyortholab.com/login.aspx>

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 RX/MRN#

The screenshot shows the 'Submit RX' form with the following fields and annotations:

- Service Center:** Olympic Orthodontics, Inc.
- Case Type:** NEW CASE (selected), REMAKE CASE
- Doctor information:** Doctor Name: Holly Taylor
- Shipping Address:** Holly Taylor, 15995 SW 74th Ave., #150, Tigard, OR, 97224, US
- Patient Details:** First Name: [empty], Last Name: [empty]
- Case Details:** Scanner: [empty], Submission Date: 8/26/2020, Requested Return Date: [empty]
- Requested Return Time:** 10:56 AM
- Enter RX/MRN#:** [empty]
- PRODUCTS:** [empty] +
- ATTACHMENTS:** [empty] +
- RUSH:** [empty]
- THIS CASE IS AUTHORIZED AND SIGNED BY:** Doctor: Holly Taylor
- Buttons:** REVIEW INSTRUCTIONS, SUBMIT CASE

9. Select Product Rx Type from drop down bar

The screenshot shows the 'ADD PRODUCT' form with the following fields and annotations:

- Rx Type:** Rx (selected), dropdown menu open showing: Class Corrector Prescription, Splint Prescription, Standard Prescription
- Product:** select product
- Buttons:** SAVE, CANCEL

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

The screenshot shows the 'ADD PRODUCT' form with the following fields and annotations:

- Rx Type:** Standard Prescription
- Product:** select product, dropdown menu open showing a list of products:

Product
Custom Request - [RT100]
Habit Breakers
Retention
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]
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 band/crown preferences if applicable

15. Enter a specific delivery location or instruction

16. Save

The screenshot shows a software interface for product preferences. At the top, there is a 'Quantity' field with a value of '1.00' and a unit dropdown set to 'pcs.'. Below this is a green header 'ON-FILE PREFERENCES FOR PRODUCT' followed by the product name 'EX110 - EX110- RPE with Standard Screw' and a note '(Appliance Preferences) use upside down screw'. A grey bar indicates 'Preferences may be modified on the Review Instructions section.' The main content area contains 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'; 'Check Any Band/Crown Preferences' with four checkbox options: 'Appliance', 'Bite Registration', 'Custom-fit bands/crowns', and 'Custom-fit bands/crowns (to follow)'; and 'Delivery Instructions' with a text input field containing 'delivery instructions'. At the bottom right, there are 'SAVE' and 'CANCEL' buttons. A vertical sidebar on the left contains navigation icons for Home, Accounting, Orders, Pickup, Resources, Preferences, Messages, Fullscreen, Settings, and Logout. Red arrows from the numbered instructions on the left point to the corresponding fields in the interface.

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

18. Click on Attachments bar to upload any digital STL files

19. Review instructions

20. Check authorization box

21. Submit case

The screenshot shows a web interface for submitting a case. It includes sections for Patient Details, Case Details, Products, Attachments, and a submission area. Red arrows point from the numbered instructions to the following elements:

- Step 17: Points to the 'ADD PRODUCT' button in the Products section.
- Step 18: Points to the 'Attachments' section.
- Step 19: Points to the 'REVIEW INSTRUCTIONS' button.
- Step 20: Points to the 'THIS CASE IS AUTHORIZED AND SIGNED BY:' checkbox.
- Step 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' dialog box with the following text and buttons:

Submit Rx

Case number 481690 successfully submitted.

PRINT WORK ORDER

REQUEST PICKUP

CLOSE

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

If you would like instructions on how to set up product templates, please call the office.