

# SUBMITTING A CASE

 Dashboard

 Patients

 Requests

 **Start a New Case**

 Locations

 Account

• OPEN AND SIGN INTO SYNCDBSAI.COM WITH THE USERNAME AND PASSWORD YOU HAVE CREATED.

• SELECT START A NEW CASE FROM THE MENU ON THE LEFT SIDE OF THE SCREEN.

<input type="text" value="Patient First Name *"/>	<input type="text" value="Patient Last Name *"/>
<input type="text" value="Patient Case Number"/>	<input type="text" value="Intraoral Scan Date *&lt;br/&gt;2022-09-12"/>
<input type="text" value="Choose Doctor&lt;br/&gt;Jay Spear (Owner)"/>	<input type="text" value="Which Treatment Location?&lt;br/&gt;London"/>
	<input type="text" value="Address&lt;br/&gt;4684 W Stoney Brook Ln, London, LD, GBR, 84003-4807"/>

• FILL IN THE NEEDED PATIENT INFORMATION AND CASE NUMBER (IF APPLICABLE).

• SELECT THE SHIPPING LOCATION. **THIS IS THE PLACE THE TRAYS WILL BE SHIPPED.** SEE THE BACK OF THE MANUAL TO ADD A LOCATION IF IT'S NOT LISTED IN DROPDOWN MENU.

Is this a rush case?

Yes  No

• SELECT YES IF YOU WILL BE NEEDING THIS CASE TO BE RUSHED (1 HOUR INITIAL SETUP TIME). AN ADDITIONAL CHARGE WILL BE ADDED TO YOUR ACCOUNT.

Upload Intraoral Scans.

I am uploading STL files directly to this form.

Upload intraoral STL files \*

ADD FILES

Upload intraoral photos here (we require at least one intraoral to verify the scans match the patient) \*

ADD FILES

**• SELECT HOW SCANS WILL BE SUBMITTED. IF SUBMITTING TO FORM, ALWAYS INCLUDE UPPER & LOWER SCANS (SCANS MUST BE NEWER THAN 30 DAYS OLD).**

**• AN ACTUAL BITE PHOTO OF THE PATIENT IS ALSO REQUIRED FOR VERIFICATION AND QUALITY ASSURANCE.**

Which arches will you be bonding?

Maxillary  Mandibular  Both

Export:

Trays

Who is printing?

OrthoSelect  In-office  John's Ortho Lab Services (3PP)

**• SELECT WHICH SCANS (UPPER AND/OR LOWER) WILL BE SEGMENTED AND GENERATED INTO DIBSAI TRAYS. THIS SELECTION WILL DETERMINE WHETHER ONE OR BOTH TRAYS ARE PRINTED.**

**• SELECT WHO WILL BE PRINTING THE TRAYS (IN-OFFICE OR ORTHOSELECT). IF ORTHOSELECT WILL BE PRINTING, FILL IN THE SHIPPING INFORMATION BELOW.**

Who is inserting brackets?

OrthoSelect  In-office

Choose the brackets for this case (these can easily be changed later)

**• ORTHOSELECT WILL INSERT BRACKETS FREE OF CHARGE. WE WILL SHIP TRAYS WITHOUT BRACKETS SHOULD OUR INVENTORY OF YOUR BRACKETS RUN OUT.**

Which Shipping Location? Provo

Which shipping option do you prefer? Business 3-Day (\$8) - Sep 15th by 4:30pm

Address  
1234 Gas Street, Suite 200, Provo, UT, USA, 84686

(Optional) Any extractions and/or mixed dentition? This helps w/ case quality assurance.

[CREATE](#)

- **SELECT THE LOCATION THESE TRAYS WILL SHIP TO AND WHAT SHIPPING METHOD YOU PREFER. IF YOU WOULD LIKE OVERNIGHT SHIPPING, YOU MUST REQUEST IT HERE. MAKE SURE TO DOUBLE CHECK THE ADDRESS BEFORE SUBMITTING YOUR CASE.**
- **SPECIAL INSTRUCTIONS SHOULD ONLY BE INCLUDED IF A BRACKET WILL NOT BE PLACED ON A SPECIFIC TOOTH.**
- **SELECT CREATE TO SUBMIT CASE TO ORTHOSELECT TECHNICIANS.**

## ADDING A NEW LOCATION

The screenshot shows the DIBS AI website interface. On the left, there is a navigation menu with the following items: Dashboard, Patients, Receipts, Start a New Case, **Locations** (highlighted with a black arrow), and Account. The main content area features a search bar for 'Location Info' and a 'CREATE LOCATION' button (highlighted with a black arrow). Below this is a table listing existing locations:

Name	Address	Creation Date	Actions
Location-Scopic	4905 Markline DL, ARRANDALE, VA, 22000	2021-09-21 21:39:07	<a href="#">SHOW</a>
Main Location	123 Main Street, Colorado Springs, CO, 80909	2021-07-03 09:08:04	<a href="#">SHOW</a>
Provo	831 E 340 S, Suite 170, Provo, UT, 84058	2021-02-19 15:10:49	<a href="#">SHOW</a>
Bountiful	1234 Main Street, Bount, UT, 84078	2021-02-19 15:10:03	<a href="#">SHOW</a>
Highland	4684 WEST STONEY BROOK LANE, HIGHLAND, UT, 84003	2020-11-09 09:50:57	<a href="#">SHOW</a>

- **SELECT LOCATIONS ON THE LEFT HAND MENU ON THE WEBSITE AND THEN SELECT CREATE LOCATION.**
- **ONCE THE NEW LOCATION IS ADDED, IT WILL SHOW UP IN THE DROP DOWN MENU WHEN SUBMITTING AN RX FORM FOR NEW PATIENTS.**