

reveal[®]
CLEAR ALIGNERS

 **HENRY SCHEIN**[®]
DENTAL WAREHOUSE

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How To Guide Setup Your DDX Aligner Account

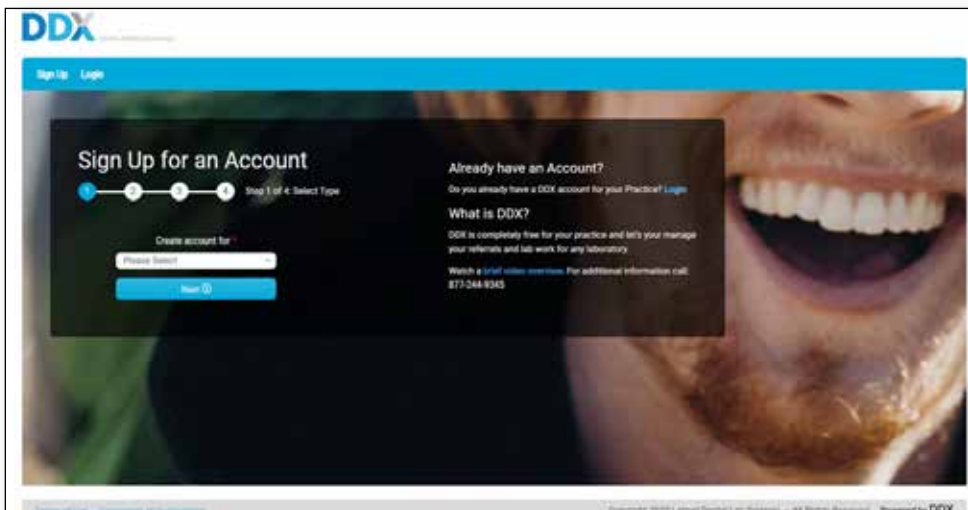
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Step 1 Get Registered For Reveal.

1. Visit DDXDental.com
2. Log into DDX if you already have an account (skip ahead) or Sign Up
3. Complete the registration questions
4. To add the Reveal Lab as a Partner Lab select “Go to My Partner” drop down menu and click the “+” next to labs
5. Search for “Reveal”
6. Enter your Henry Schein JDE /account number



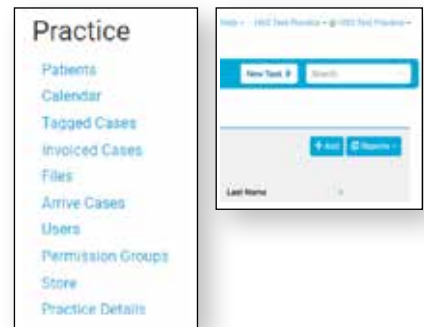
Step 2 Change your email notifications.

1. Click your account name
2. Click "My Account"
3. Scroll down to "Email Subscriptions"
4. Select your Email Subscription preferences
5. We recommend that you select "On Hold Status Changed, On Hold with Proposal Status changed and Notes Added"
6. Scroll to the bottom of the page and click Save!
7. You will now receive emails when the lab provides updates and notes for your cases, or when the lab uploads your Treatment Setup



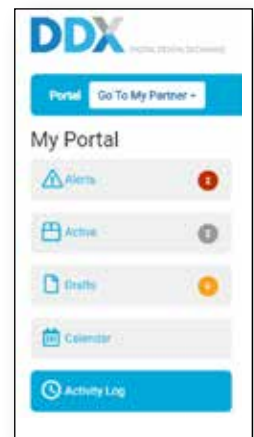
Step 3 Set up additional users.

1. Click on your account name
2. Click "My Account"
3. Choose Users on the menu
4. Click the + Add icon on the right-hand side
5. Add the user information and choose the emails that you would like this user to receive.
6. Click Save!



Other Helpful User Interface Information

- **The Practice Portal is the "Starting point" of DDX | CMP.** The portal gives you a quick overview to critical data. These cross-lab tools and lists in DDX are not available in any other software platform.
- **Portal Menu - Quickly move from one section of the application to another**
 1. **Alerts** - The Alerts list shows what needs attention in DDX regardless of the lab. Each alert will offer links to the case, the lab, and suggested method to resolve the alert
 2. **Review** - Review this list for any cases that need the dentist's attention
 3. **Active** - Lists all active cases in all labs. Aligner case stay active for 1 ½ years unless you close them.
 4. **Drafts** - By definition these cases are not yet submitted to the lab. These cases may have been generated by a link from your scanner that sent the patient and STL files to DDX for easy case creation.

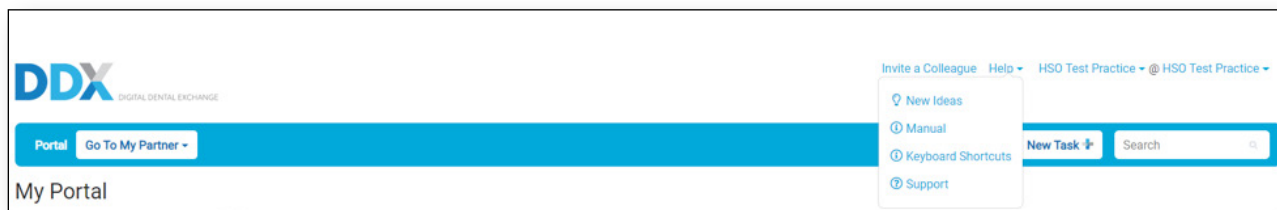


This list of draft cases provides a link to the draft as well as an action menu for the draft. Sorted by most recently created. The following actions are available for each draft:

1. **Resume** - Opens the draft prescription for you to edit and/or submit it
2. **Review** - Opens the draft prescription for you to Review prescription details, Decline with reason and notes, Approve and submit to lab as the last reviewer
3. **Delete** - Deletes the draft prescription from DDX | CMP
4. **Move** - Allows you to move a draft from the current lab to another lab

Other Helpful User Interface Information (continued)

- **Calendar** - The Events page shows you this week's overview of cases arriving and leaving dates. The header selector displays the week that is displayed. The arrows on either end allows you to navigate to other weeks. The Month icon will display the month calendar view of events. Each line in the list shows the following:
- **An icon** - Hover over the icon to discover the meaning, or a drop menu icon; allows you to take an action on a case for the event
- **Activity Log** - The Activity log shows you the most recent activity in DDX. In the activity list you can click on a link to a patient, case, or account
- **On the header selector**, use the Older Entries and Newer Entries icons for more activity
- **News and Offers** - Displays links for promotions being offered by labs and other companies
- **DDX Help** - For other helpful tips about navigating DDX please refer to the Help Manual



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