

3M[™] Filtek[™] Matrix on the 3M[™] Oral Care Portal

Quick Reference Guide

Initial Oral Care Portal Login

3M will send a new user a welcome e-mail that is valid for 7 days. The user should follow the instructions in the e-mail to login and set up password.

Forgot Password and Password Reset

- 1. Open browser and go to https://oralcare.3m.com/
- 2. Enter the username (e-mail address) that was included in the welcome e-mail from 3M. Next, select **Forgot Password** and instructions will be sent to your e-mail.

NOTE: Oral Care Portal works best with Chrome or Safari.

	Welcome to	
3	Oral Care	
Oral Care ID		
User Name		
Password		
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Forgot ID Forgot	Password	
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Sign in with 3M	Sign In	

Changing Your Password

1. In the upper right corner next to the username, click on the arrow to display the drop down menu. Select **My Profile**. Change the password then select **Update**.



- 2. There will be 3 tabs at the top, select the second tab to **Reset Password**. Please note and follow the criteria listed when changing the password.
- 3. Once the new password has been entered and confirmed, select **Save** to complete the process.

	8		Cases	Patients	Messages		HiFi ❤
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Help and Education

Accessing Online Help:

In the upper right corner under the drop down is the **Help & Education** option. Selecting this will bring up another menu with additional information about the 3M[™] Filtek[™] Matrix. It includes but is not limited to pairing scanners, tips and tricks, and impressioning guides.



Home Page

Home Screen:

After successful login the user will land on the home screen. This screen is the primary screen used to manage case flow activities. Located at the top are 3 tabs used to manage cases.

- Cases submit new case or review current cases.
- Patients add new patients.
- Messages- inbox for all general and case specific messages.



Case List:

This screen will display the existing case list and provides information about cases including Case ID, Patient Name, Date Submitted and Status. The exclamation to the left of the case ID indicates some action is required by the user.

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The user can search for patients by using **Search by Patient Name** option.

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Home Page (cont.)

Patients:

This screen will display the existing patient list and provides information about patients, including Patient Name, Date of Birth, Gender and Status. By clicking on a patient name the user can view additional information about the patient. A new patient can be added with the **Add Patient** button. The user can search for patients by using **Search by Patient Name or ID** option.

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CC Clairvoyant, Clara	3/3/1988	Female		• Active
Demo, LegoTest	7/8/2000	Female		Active
JD Doe, Jane	12/12/1992	Female	12121992	Active
JJ Joker, Jean	11/26/1964	Female		Active
SM Oral Care G 2021	3M. All Rights Reserved. 2	.15.0.103343 en-US	Help & Education Contact Us Terms & G	Conditiona SM Shop Ortho

Messages:

This screen is used to communicate to 3M by sending and receiving messages. The tab **Inbox** or **Sent** will display the respective messages. Selecting **Create Message** will allow the user to send messages to 3M. These messages can include attachments.

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Case Entry

Adding a New Order:

Below are the basic steps to enter a new case.

- 1. From the home screen select **New Order** to initiate new case entry.
- 2. Enter patient information.
- 3. Select 3M[™] Filtek[™] Matrix for desired arch.
- 4. Upload scans and photos.
- 5. Complete Prescription.
- 6. Submit case.

Oral Care Cases Patients Messages Messages Case List New Order Price... Case Patient Name Case If an Wildstore Vicky Procertigilan SM[®] Filesk[™] Metric (Upport) B/26/20... Darled Update Re Messages Messages

1 Patient Information:

- 1. Enter new or existing patient
- 2. Enter patient information.
- 3. Select Next.

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Cancel						Next

2 Product Information:

- 1. Select 3M[™] Filtek[™] Matrix for desired arches.
- 2. Verify shipping and billing information.
- 3. Select Next.

VI Oral Care		Cases	Patients	Messages	ня
	Ø-	Product	Records	Ra	
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Order Code					
Enter Order Døde	_	Apply			
Exit Save Draft					Provine Novi

Case Entry (cont.)

(3) Patient Records:

- 1. Options to upload required scans:
 - Upload STL scan file directly from local computer.
 - Lipload scans from Patient record.
 - Multipload scans from True Definition Scanner.
 - ▶ Upload scans from 3Shape Scanner.
 - Upload scans from Carestream Dental scanner.
 - e Upload scan from EasyRx.

Some scanners can be paired to user accounts for directly loading scans into the 3M[™] Oral Care Portal. See Help and Education.

2. Upload required photos.



Required scan files and naming convention.

To ensure the required files are uploaded, it is necessary for the user to assign a specific Record type. This is done by selecting **Edit** and then using the dropdown menu arrow to select the appropriate file name.



Required photo files and naming convention.

To ensure the required photos are uploaded, make sure the correct record type is selected for each photo. This is done by using the **Select Record Type** dropdown menu and selecting the appropriate record type from the list displayed.

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Case Entry (cont.)

(4) Rx Information:

Fill in the 3M[™] Filtek[™] Matrix prescription

- 1. Select teeth needing facial veneer.
- 2. Select teeth needing additional length.
- 3. Select diastema locations.
- 4. Select Midline option.
- 5. Select Guidance option.
- 6. Complete section about composite removal.
- 7. Select smile style.
- 8. Add any additional notes.
- 9. Select Next

NOTE: the red text indicates incomplete records. The required photos have not been uploaded and must be entered before advancing to the next screen. The composite removal section must also be completed. The user will not be able to advance using the **Next** button if there are any missing records or the Rx is not filled out completely.

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Case Entry (cont.)

5 Review Rx:

- 1. Review to ensure proper information and files have been added to the case.
- 2. Review and accept Legal Terms & Conditions and then select **Submit**.

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Patient Information					
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Product(s)					
SM ¹ * Filtek ^{1*} Matrix (Upper)					
Prescription					
Filtek ^{ter} Matrix					Tooth Numbering: Universal
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Review Tx Design

Tx Design Ready for Review:

When the user's Tx Design has been completed and is ready for review, the user will be sent an e-mail.

3M Oral Care
A setup is ready for your review.
View Setup
This email has been sent to you by 3M. You are receiving this email because you requested notification on OralCare.3M.com with this email address. To unsubscribe, view your <u>notification page</u> and change your settings.

Navigating to Tx Design:

Any case that requires action will be noted with the red exclamation next to the case ID. To view the new design under the Actions dropdown menu select **Review Tx Design**. This will open the case for the user to review.



Review Tx Design (cont.)

Viewing Options to Aid in Design Review:

- Cclusal Used to show the occlusal view of the upper and lower arch.
- **Grid** Used to overlay a grid on selected image, grid size is adjustable.
- **View –** used to select different viewing options (single, dual, gallery).
- Z Tools Used to view the cross section, print image and view in Dark Mode.

Arch Options – Used to select different arch combinations and views.

(+/-) - Used to increase or decrease object size.

Initial/Final/Compare – Images of initial scan, Tx design, and overlay of the two.



Next sections show some examples of these options.

View Dual Image:

This can be used to view the initial scan and new Tx design side by side.



Review Tx Design (cont.)

Compare:

This is used to see the new Tx design overlayed to initial scan. The level of translucency of the new design is adjustable.

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Cross Sectional View:

By selecting **Center** and using the (+/-) option, the user can move the cross section to view different areas of the arch.



Approve Tx Design

Approval of Tx Design:

To accept the existing design, the user selects **Approve** in the upper right corner.

The user will then need to accept **Approval Acknowledgement** before selecting **Submit Approval**.





Revise Tx Design

Revise Existing Tx Design:

To request revisions to the current design, the user would select **Revise** in the upper right corner.

3M Revu < Back to Case List Matrix, I	Aorpheus (56F8FC66CY)	Tx Design 1 is ready for review	C Revise V Approve
Review + Add Message	5	Tx Design 1(7/30/20	21)
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Tx Design Revision Tools:

The following tools can be used to pinpoint specific areas for modifications.

- **Ref. Point** Used to indicate specific area.
- Screenshot Used to capture image.
- Stach File Used to attach file.



Revise Tx Design (cont.)

Submit Changes:

After adding any images and notes regarding desired changes, the user will submit by selecting **Submit Changes**.



The 3M[™] Oral Care Portal may have been updated since this document's release. For questions, please reach out to 3M using Messages in the Oral Care Portal or call 1-800-634-2249. Last revised 10/2021.



3M Oral Care 2510 Conway Avenue St. Paul, MN 55144-1000 USA 3M.com/ortho