


STEPS TO UPLOAD ORDERS TO YOUR *MYSCD* PORTAL

1. Go to <https://my.scdlab.com/login>
2. Enter your SCD account number and password. If you don't know your password, re set it by pressing *Forgot password/first time user*

Sign In

Access all the information you need to manage your cases, everyday, all in one place.


 I'm not a robot  [Privacy - Terms](#)
[Forgot Password/First Time User ?](#)

Not a SCD AU Customer yet? [Sign up](#)

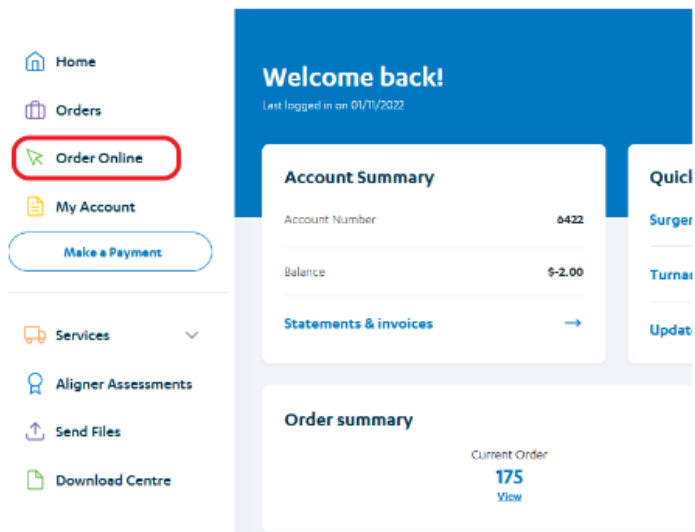
When asked to enter your practice phone number, please enter the area code and the phone number as shown below, and tick *I'm not a robot*

Update your Password ?

Enter your SCD AU account and phone details to setup your password

 I'm not a robot  [Privacy - Terms](#)

- Once you access your MySCD portal, Click on *Order Online*, on the left side menu



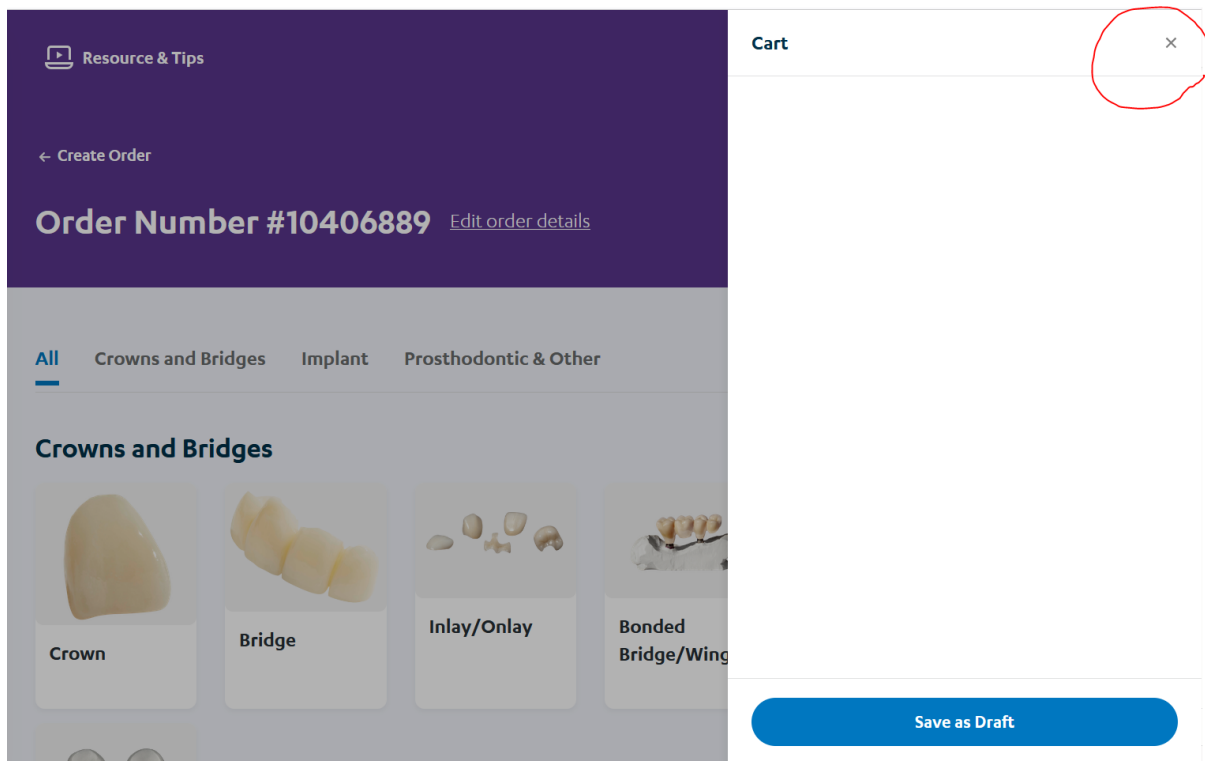
- Select the type of case. *New case*, or *continuation/Remake case*.

Select dentist name from the filter, add patient's name or ID, and the date you require finished order back in your practice. Please note this should not be the date of the patient's appointment.

Then press *Create Order* button

The screenshot shows the 'Order Online' form. The 'New Order' section is active. The 'Case Type*' field has two options: 'New Case' (selected) and 'Continuation/Remake'. The 'Select Dentist*' field is a dropdown menu with the placeholder text 'Find or add a new dentist...'. The 'Patient ID*' field has a placeholder text 'Patient Name' and a note: 'Please do not use patient's name unless consent is provided, and appropriate form/s have been completed.'. The 'Date Required*' field has the value '22-11-2022'. At the bottom is a blue 'Create Order' button.

You can either save as draft or close that option and continue if you need to submit your order on the spot



5. Select type of work



6. Fill in order request and type additional instructions, and press *Save*

Update Product - Crown
✕

Fibre

Metal

No Extra Reinforcement

FMZir (Q)

FMZir (QQ)

Lava™ Plus (3M ESPE)

UZir Ultra Translucent

UZir Ultra Translucent(Q)

Quest Range Exclusive

VITA ENAMIC*

VITA SUPRINITY*

Temporary PMMA

Tooth Number
Please enter (optional)

Shade *
eg: A2 or B1/ B2 or TO BE SENT LATER or NO SHADE

For a complex tooth shade, please also draw in the image below for more details:

Occlusal Staining
Please select (optional)

None Medium Light Dark

Value
Please select (optional)

High Medium Low

Embrasure
Please select (optional)

Open Close

Proximal Contact
Please select (optional)

Normal Extended

Occlusal Contact
Please select (optional)

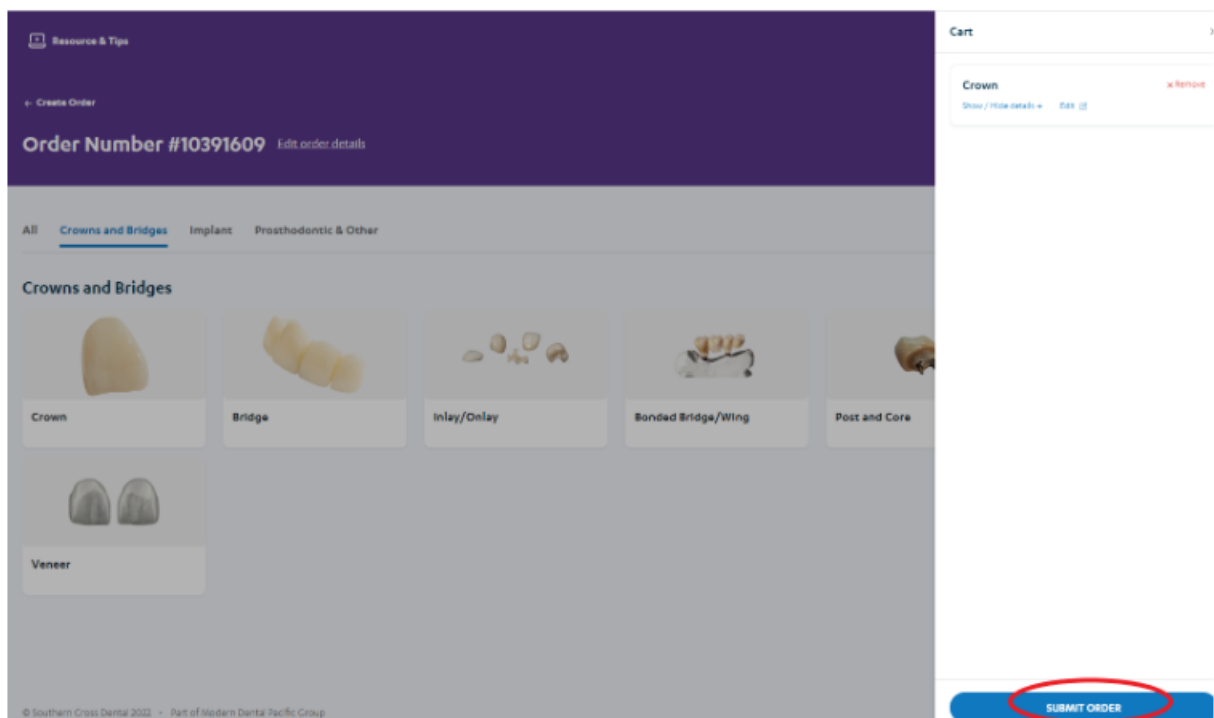
Heavy Light Open

Present Tooth or Stump Shade *
Please enter

Additional Instruction
Please enter (optional)

Cancel Save

7. Click on *Submit Order*



8. Case Details

To finalise your order, you must select if an order is Physical OR digital. select physical order if you are only sending physical impressions. And select Digital order, if you are sending scans.

Physical Order:

Please tick what will be sent to us physically:

Physical Order (You are sending physical impressions)

Attach with Order

Upper Impression

Upper Model

Bite Registration

Prev. Study Models to return

Denture

Component

Shade Guide

Turn Around Time *

Turn Around Time Estimate only

7 in-lab days (confirmed on receipt of order)

Digital Order (You are sending scans)

Lower Impression

Lower Model

Prev. C&B to return

Articulator

Veneers

P/C (Post Core)

Digital Impression

Digital Order:

After selecting order is digital, please upload your scans under Send Digital Scan section

The image shows a screenshot of a web form for placing a digital order. The form is divided into two main sections. The top section is titled "Case Details" and contains a text input field for "Voucher/Promotion" with the placeholder text "Please enter Voucher/Promotion Number". Below this are two radio button options: "Physical Order (You are sending physical impressions)" which is unselected, and "Digital Order (You are sending scans)" which is selected. Underneath the radio buttons is a "Turn Around Time *" section with a selected radio button for "7 in-lab days (confirmed on receipt of order)". A note below states "NOTE: Express cases incur a 20% surcharge." The bottom section is titled "Send Digital Scan" and is circled in red. It contains a dashed box for file uploads with the text "Select files to upload. Accepted file types are stl, zip or dcm". Inside the dashed box is a blue button with an upload icon and the text "Drop files here or click to upload.". Below the dashed box is the text "Drop files here to upload".

Note: If you have any photos or any additional documents for your order, either physical or digital, please go to *Attachments* section and upload your files there

Prev. Study Models to return

Denture

Component

Shade Guide

Articulator

Veneers

P/C (Post Core)

Digital Impression

Turn Around Time *

Turn Around Time Estimate only

7 in-lab days (confirmed on receipt of order)

Send Digital Scan

Select files to upload. Accepted file types are stl, zip or dcm

 Drop files here or click to upload.

Drop files here to upload

Attachments

Select files to upload. Accepted photos, pdf files and any additional documents

 Drop files here or click to upload.

Drop files here to upload

9. Review and edit your order if needed. Add any further instructions and place order

Review Items

[Add/Change](#)

Bonded Bridge/Wing

Option Value	Medium
Embrasure	Open
Pontic Design	Ridge Lap
Shade	B2
Tooth Numbers for Wings	B2

Additional Instruction



Place Order



Your order has been placed!

Your order reference Order number is 10406899

[Print lab sheet](#)

[Book a pick up](#)

[Dispatch times](#)

Done

10. You can check your orders by clicking *Orders* on the left menu

ORDER NO.	#ACC	ORDER DATE	DR NAME	PATIENT NAME	ORDER TYPE	STATUS
10406899	6422	02-12-2022	DR SHARMA	TEST MMM	Online Order	Pending
10406889	6422	02-12-2022	DR SHARMA	TEST LMN	Online Order	Pending

To view a submitted order and print the lab sheet of the order, go to the right hand side and display the three vertical dots

ORDER NO.	#ACC	ORDER DATE	DR NAME	PATIENT NAME	ORDER TYPE	STATUS
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10406889	6422	02-12-2022	DR SHARMA	TEST LMN	Online Order	Pending

If you have any questions, please email godigital@scldlab.com or give us a call 02 8062 9800