



**Southern
Cross Dental**

Great care. Great practice.

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 by pressing "Forgot Password/ First Time User"

Sign In

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

Account #

Password

I'm not a robot  reCAPTCHA
Privacy - Terms

Forgot Password/First Time User ?

Sign In

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

When asked to enter your practice phone number, please enter the area code and 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

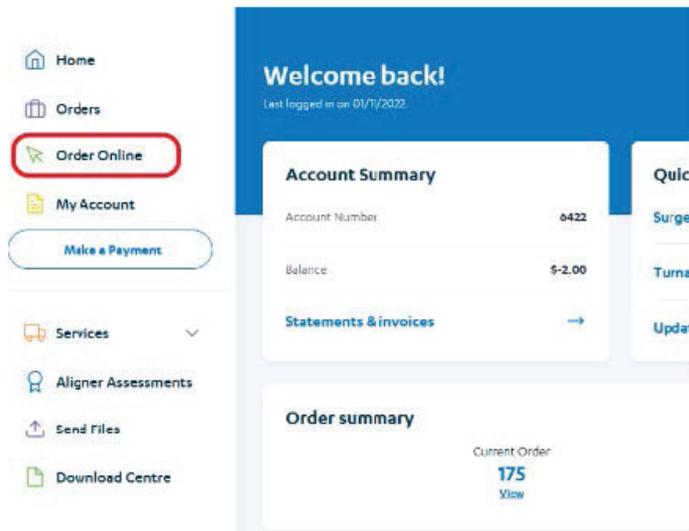
1234

02 8062 9802

I'm not a robot  reCAPTCHA
Privacy - Terms

Reset Password **Back to login**

3. Once you access your MySCD portal, click on “Order Online” on the left side menu



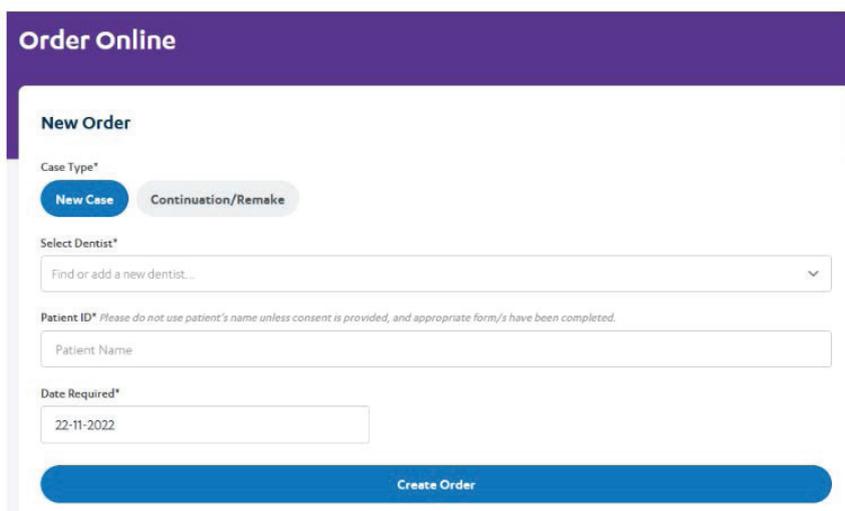
4. Select the type of case.

New case or Continuation/Remake case

5. 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.

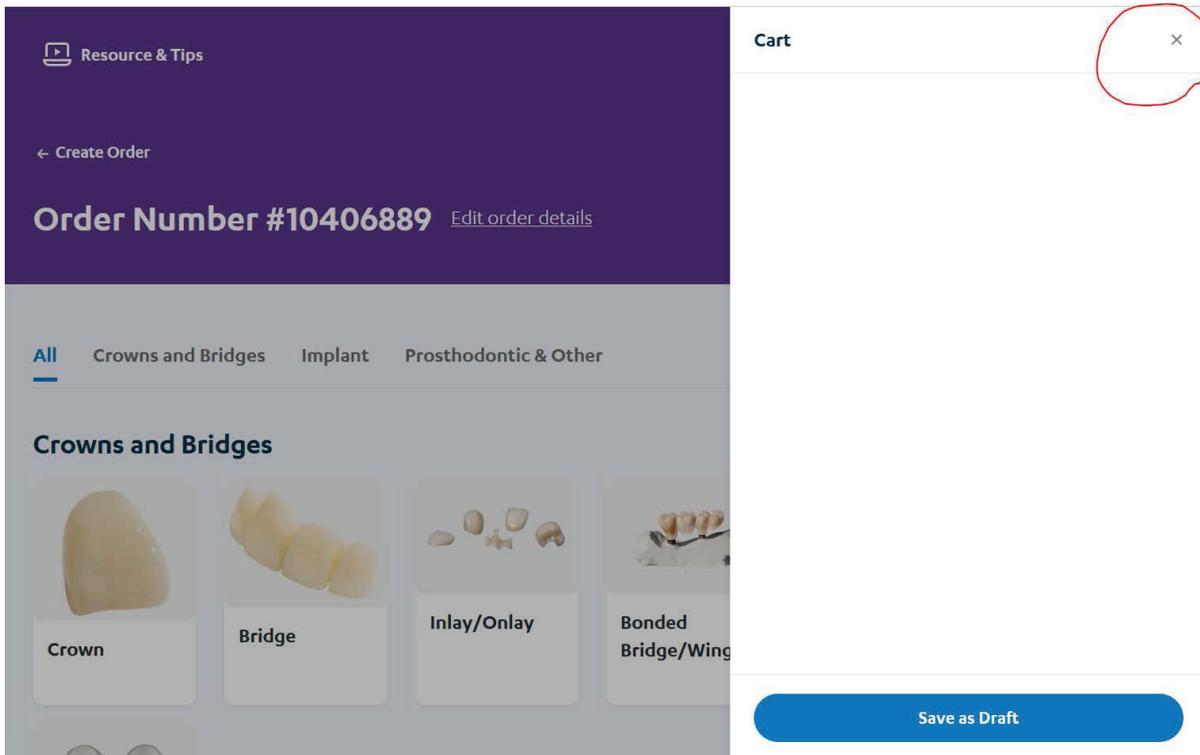


The screenshot shows the 'Order Online' form. The 'New Order' section is active. It includes the following fields:

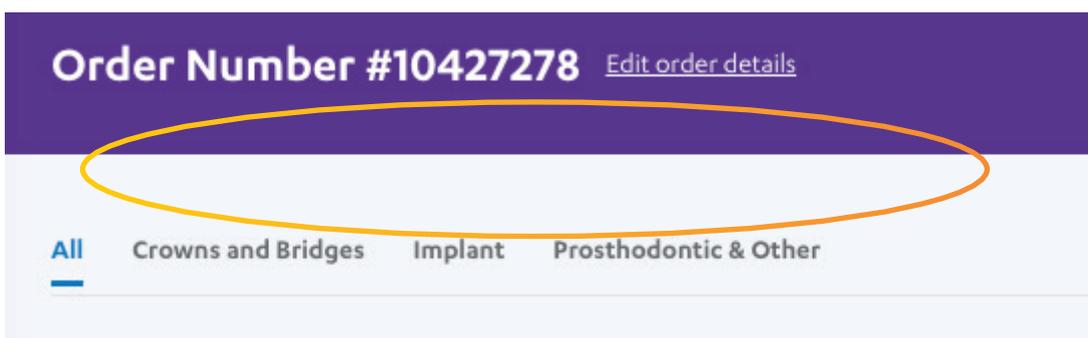
- Case Type***: Two buttons, 'New Case' (selected) and 'Continuation/Remake'.
- Select Dentist***: A dropdown menu with the placeholder text 'Find or add a new dentist...'.
- Patient ID***: A text input field with the placeholder text 'Patient Name'. A note below the field reads: 'Please do not use patient's name unless consent is provided, and appropriate form/s have been completed.'
- Date Required***: A date input field with the value '22-11-2022'.

At the bottom of the form is a large blue button labeled 'Create Order'.

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



6. Select type of work



7. Select tooth, and additional items for the case.

Crown: **Tooth 15** ✕

Range*

SCD Range ▼

Material Type*

FMZir ▼

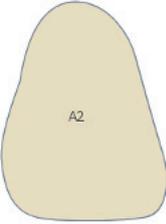
Shade*
eg: A2 or B1/B2 TO BE SENT LATER or NO SHADE

Vita classic ▼

Colour*

A2 ▼

- ADD SHADE COLOUR
Click link above to add 2 or 3 shade colour.



A2

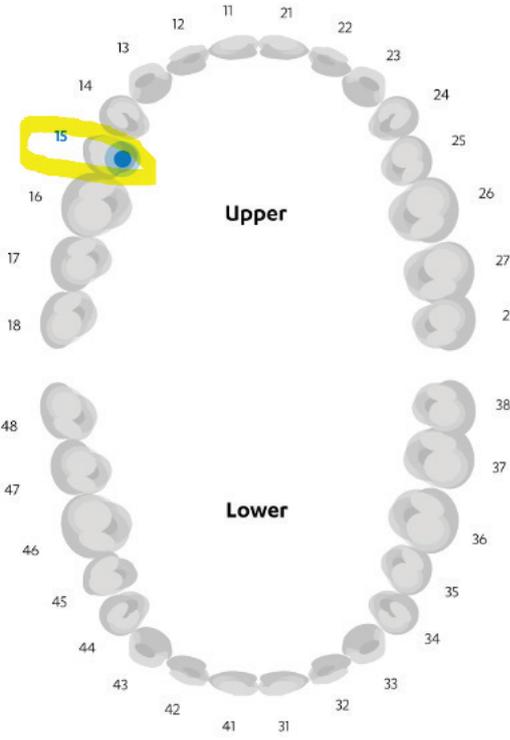
Occlusal Staining clear

Please select (optional)

None
 Medium
 Light
 Dark

Value clear

Please select (optional)



Upper

Lower

8. Add additional instructions if needed, and click "Add to cart."

Proximal Contact(optional) ?



Normal



Extended

Occlusal Contact(optional) ?



Heavy



Light



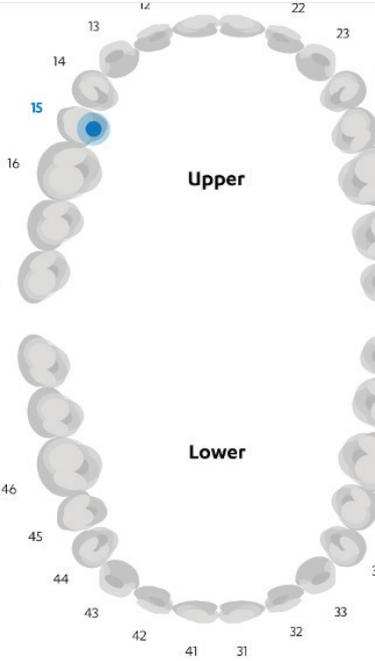
Open

Present Tooth or Stump Shade*

A2

Additional Instruction(optional)

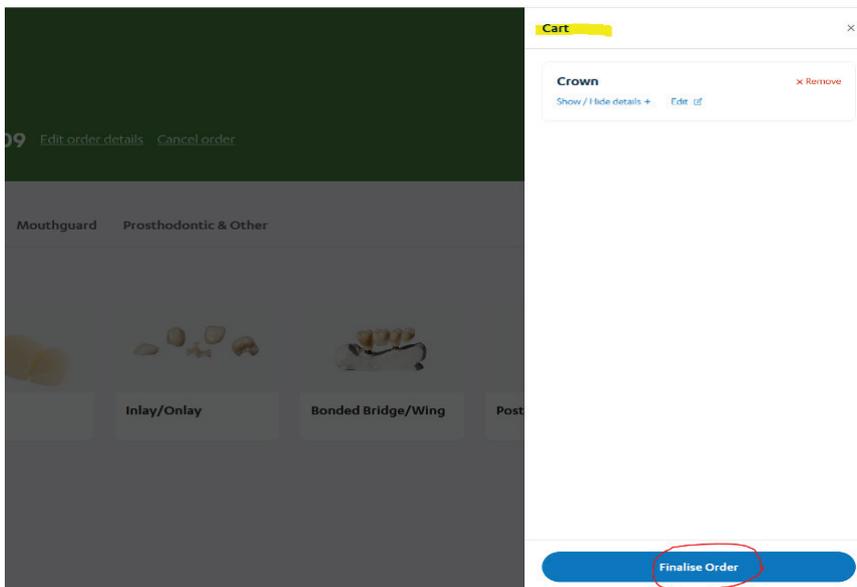
Input text here



Upper

Lower

9. Click on “Finalise Order”



To finalise your order, you must select if an order is physical OR digital.

- Select Physical Order if you are only sending physical impressions.
- Select Digital Order(scans sent directly to SCD), if you are sending instructions only, and have already sent us scans directly from your scanner.
- Select Digital Order (Scans attached to this online order), if you have exported your scans from your scanner and you are using your SCD portal to upload them.

[← Products](#)

Finalise Order Number #10618109

Case Details

Provide required details of your case to finalise order.

Voucher/Promotion

Physical Order (You are sending physical impresions)
 Digital Order (Scans sent directly to SCD)
 Digital Order (Scans attached to this online order)

After selecting Digital Order, please upload your scans under Click on the Drop files here or click to upload button to upload scans (in STL or dcm format only)

- Physical Order** (You are sending physical impressions) **Digital Order** (Scans sent directly to SCD)
 Digital Order (Scans attached to this online order)

Send Digital Scan

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

Drop files here to upload

 Drop files here or click 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.

Attachments

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

Drop files here to upload

 Drop files here or click to upload.

10. Review and edit your order if needed.

Review Items

[Add/Change](#)

| Crown | |
|------------------------------|--------------|
| Tooth selection | 15 |
| Material Type | FMZir |
| Shade | Vita classic |
| Colour | A2 |
| Occlusal Staining | Medium |
| Embrasure | Open |
| Proximal Contact | Normal |
| Occlusal Contact | Light |
| Present Tooth or Stump Shade | A2 |
| Range | SCD Range |

Additional Instruction

[Place Order](#)

Order Confirmation

×



Your order has been placed!

Your order reference Order number is 10406899

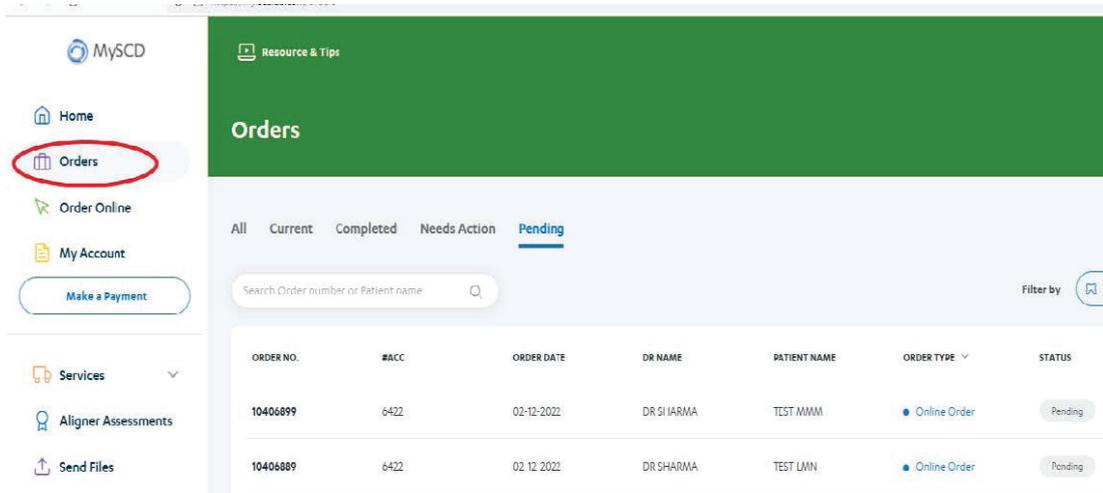
[Print lab sheet](#)

[Book a pick up](#)

[Dispatch times](#)

[Done](#)

11. You can check your orders by clicking 'Orders' on the left of the dashboard menu.



The screenshot shows the MySCD dashboard. On the left sidebar, the 'Orders' menu item is circled in red. The main content area is titled 'Orders' and has a green header. Below the header, there are tabs for 'All', 'Current', 'Completed', 'Needs Action', and 'Pending'. A search bar is present with the text 'Search Order number or Patient name'. Below the search bar is a table of orders.

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



This screenshot shows a close-up of the order table. The first row is selected, and a dropdown menu is open on the right side of the row, indicated by a red circle. The dropdown menu contains two options: 'View Order' and 'Download Lab Sheet'.

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

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