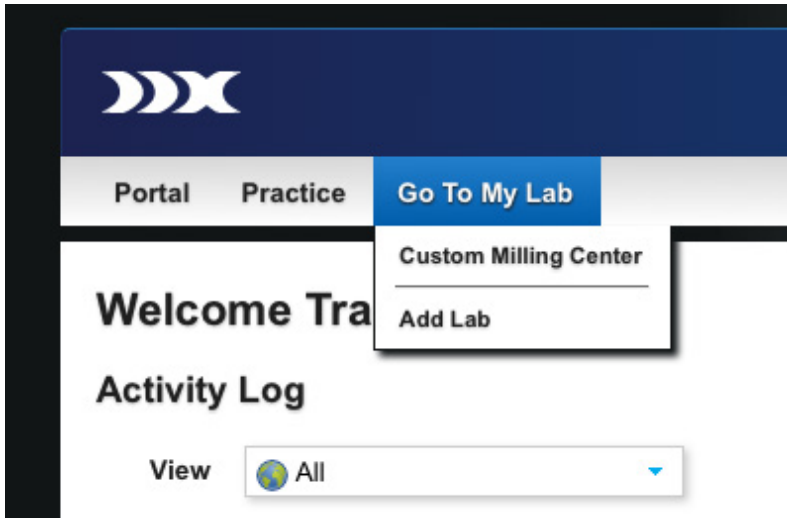


Submitting DDX Files to CMC Technology Center

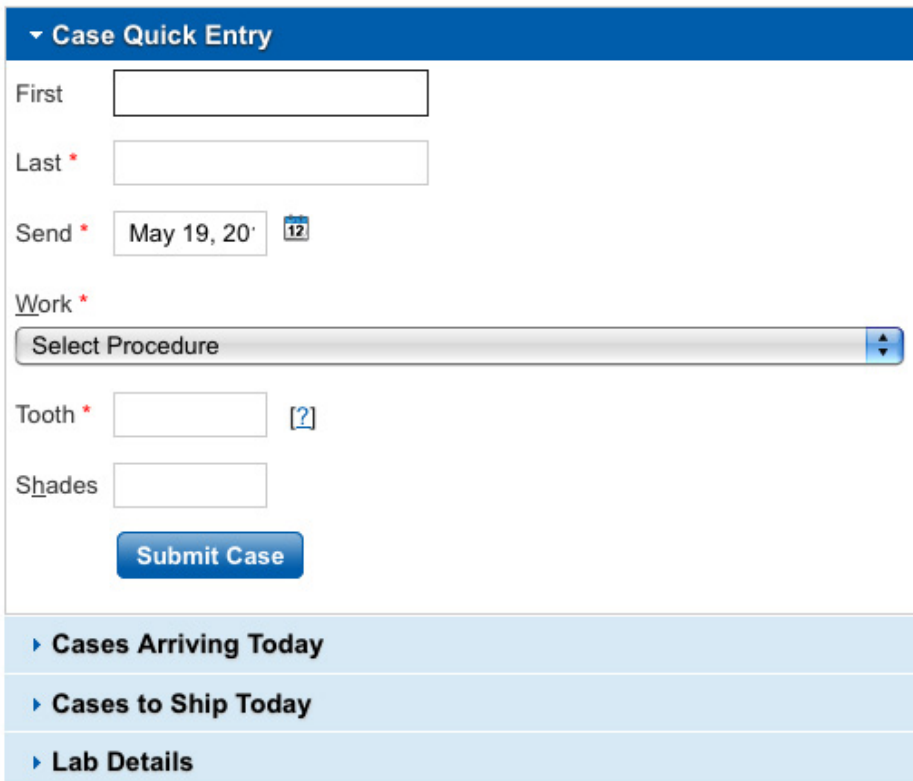
1. Login to DDX with your email and password as a Dental Practice.

(If you do not already have a login and password, please contact CMC at 800.933.6455 and we will set up your account for you).

2. Click on Go To My Lab and select Custom Milling Center.



3. Utilize the Quick Entry Form on the right side to enter in your case.

A screenshot of the 'Case Quick Entry' form. The form has a blue header with a dropdown arrow and the text 'Case Quick Entry'. Below the header are several input fields: 'First' (text box), 'Last *' (text box), 'Send *' (text box with 'May 19, 20' and a calendar icon), 'Work *' (dropdown menu with 'Select Procedure'), 'Tooth *' (text box with a question mark icon), and 'Shades' (text box). At the bottom of the form is a blue 'Submit Case' button. Below the form are three light blue sections with dropdown arrows: 'Cases Arriving Today', 'Cases to Ship Today', and 'Lab Details'.

4. In the box for Last Name, use your lab's designated reference (patient lab#, etc).

▼ Case Quick Entry

First

Last *

Send *

Work *

Select Procedure

Tooth *

Shades

► Cases Arriving Today

► Cases to Ship Today

► Lab Details

5. Select your work procedure (you always want to scan select the option with “scan” in its name).

▼ Case Quick Entry

First

Last *

Send *

Work *

Select Procedure

- Select Procedure
- Custom Abutements Titanium Scan
- Custom Abutements Zirconia Scan
- Custom Abutements Zirconia Scan
- Custom Abutments Titanium
- Custom Abutments Zirconia
- E-Max
- E-Max Scan
- Katana Bridge
- Katana Bridge Scan
- Katana Coping
- Katana Coping Scan
- Katana Copings 6 units or more
- Katana Implant
- Lava
- NP/Chromium Cobalt Coping
- NP/Chromium Cobalt Coping Scan
- Pearl Bridge
- Pearl Bridge Scan
- Pearl Coping

6. Enter in the tooth number(s).
7. Enter in the Shade of the case.

▼ Case Quick Entry

First

Last *

Send *

Work *

Tooth *

Shades

▶ Cases Arriving Today

▶ Cases to Ship Today

▶ Lab Details

8. Click Submit Case.

9. Click Attach Files and Upload.

▶ Patient Appointment

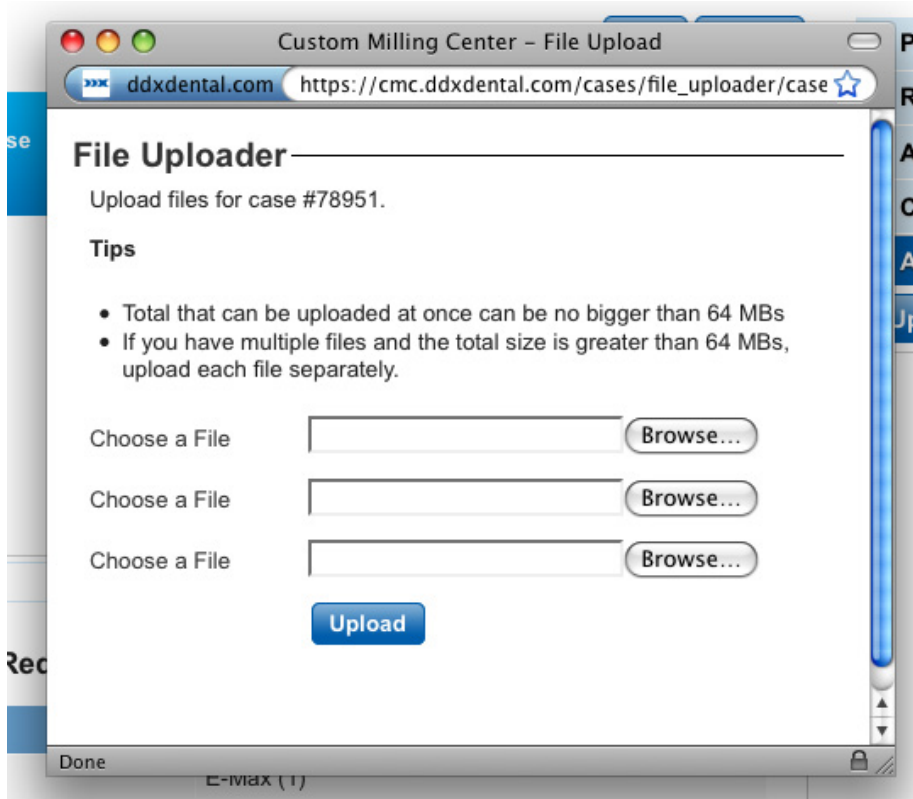
▶ Reschedule Case

▶ Add Procedure to Case

▶ Case Note

▼ Attach Files

10. A browse box will appear to browse to your files.



11. Once your files are selected click Upload and wait until the window says to close prior to moving forward.

12. If you have more than three files to upload repeat the upload process.

13. You can click Print and your patient Rx submission information will print out for your records.

14. You can click List Cases to view the status of your submission/s.

