



# Portal User Guide

For Dentists

## Logging into the NimroDENTAL portal

NimroDENTAL portal can be accessed from any browser, including mobile devices. To login to the portal:

- Go to: [www.nimrodental-portal.com](http://www.nimrodental-portal.com)

**Inside Information** - If don't have a portal account, click onto the new user register button (see **figure 1**). \*

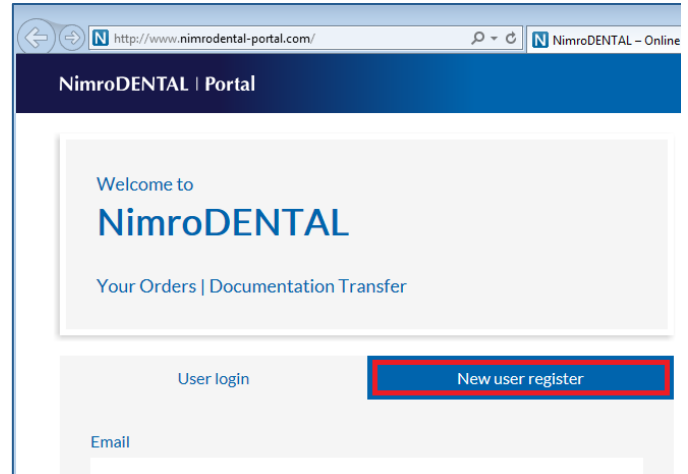
\* For information on setting up your NimroDENTAL portal account, see the box **Need a NimroDENTAL portal account?**

- Enter your **email** and **password**.

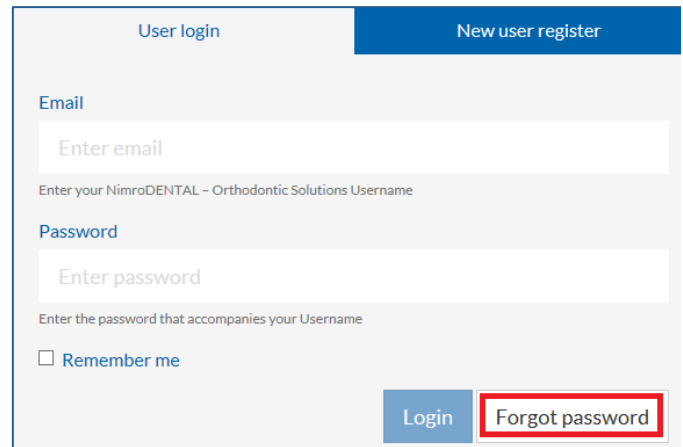
**Inside Information** - If you type the wrong password three times your account will be locked out for five minutes, after which you can try again. If you have forgotten your password, click onto the **forgot password** button (see **figure 2**).

- Click **remember me** to login without entering your email and password the next time. (**Warning** - Do not tick this box if you are using a public computer).
- Click **login**

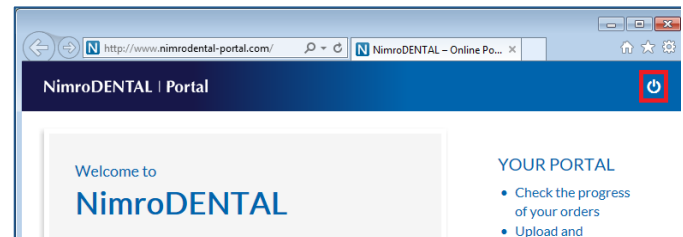
**Inside Information** - To log out quickly, press the **on/off** button symbol located in the top right corner of the portal (see **figure 3**). If you cannot see this button but instead see a box with three horizontal lines you may need to expand your browsing window.



**Figure 1** – Select **New user register** if you don't have a portal account.



**Figure 2** – To reset a forgotten password, click the **Forgot password** button.



**Figure 3** – Click the button shown in the top right corner of the portal to log out.

### **Need a NimroDENTAL portal account?**

If you don't have a NimroDENTAL portal account, from the portal homepage:

1. Click onto the **New user register** tab (shown in **figure 2**).
2. Fill out your first name, last name and Email.
3. Setup a password noting the requirements for the password which are mentioned on this page.
4. Click **Submit**
5. The account then needs to be setup by the NimroDENTAL lab which should take a maximum of 24 hours. Please try and login again 24 hours after submitting your request to setup an account.

## Dashboard Home

The dashboard home is a convenient way to access orders and profile details. You can return to the dashboard home at any time by clicking onto the **NimroDENTAL logo** on the top toolbar or by clicking **My Dashboard** and then **Dashboard Home** (see *figure 4*).

### Accessing your orders

To access your orders Click onto **my orders & document transfer** or from the top toolbar click **My Dashboard** and then **Check order status**.

### Changing your profile details

To update your profile details click onto **Edit profile** under the profile section or from the top toolbar click **My Dashboard** and then **Edit profile**. Once you have updated your details, click **Submit** (see *figure 5*).

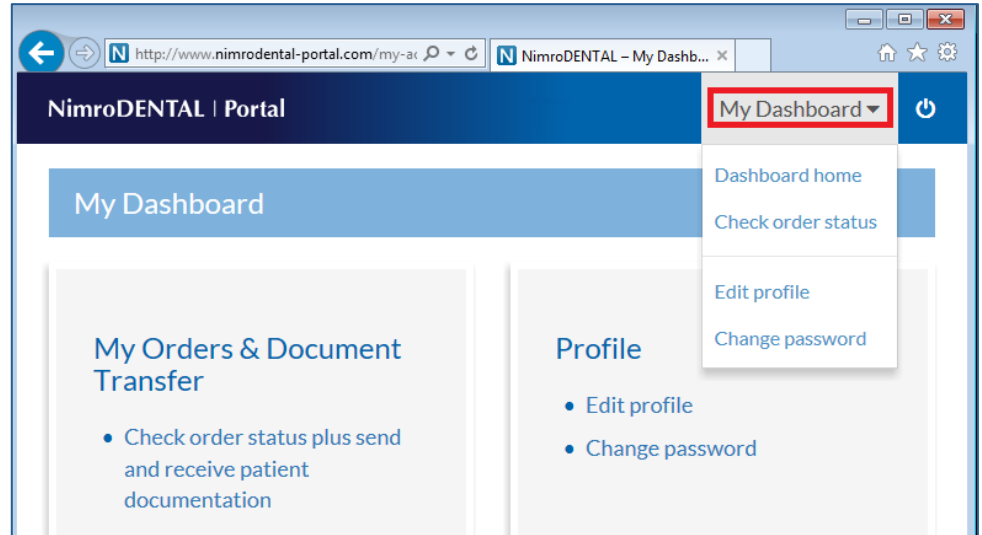
### Changing your password

To change your password click onto **Change password** under the profile section or from the top toolbar click **My Dashboard** and then **Change password**.

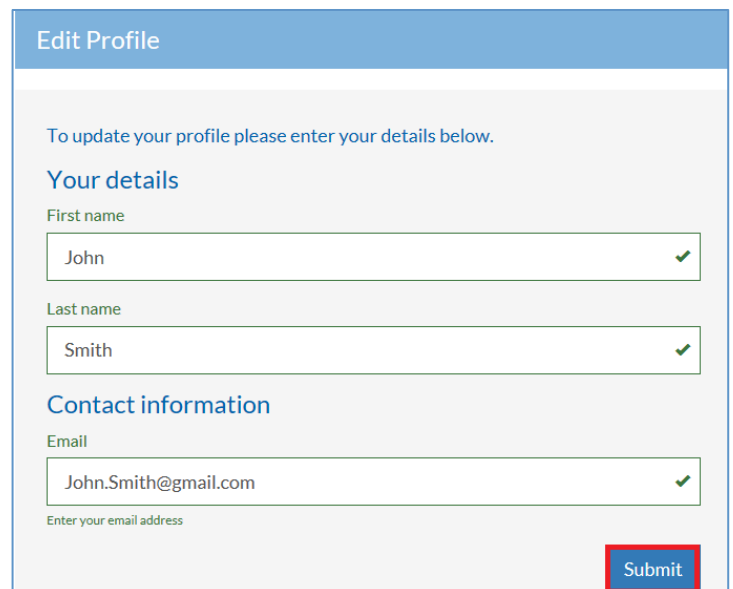
Type in your password in the **current password** box, then type a new password in the next two boxes.

**Inside Information** - The password must be a minimum of 7 characters, contain an uppercase letter, a lowercase letter, a number, and a non-letter character (e.g. @ \$ #).

Once you've changed your password, click **Submit**.



**Figure 4** – You can use the **My Dashboard** drop down list to navigate the portal.



**Figure 5** – Update your first name, last name and email and then click **Submit**.

## My Orders and Document Transfer

Once you have accessed your orders from the dashboard home you will be presented with a **current orders** search screen.

Initially the current orders list is empty and will require you to make a search. Once you have made a search, it will reappear on your current orders page until you make a new search.

### Making a search

There are a number of ways to make a search for your orders in the portal.

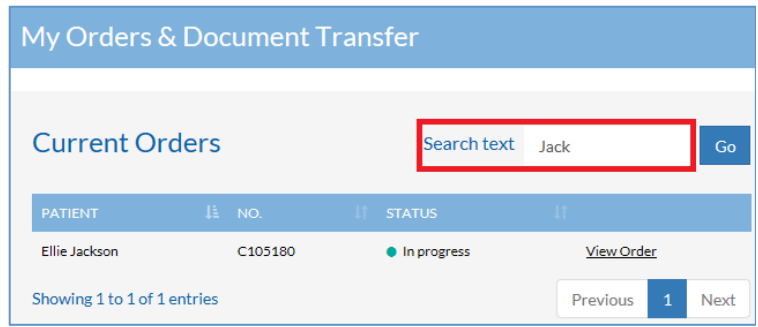
- You can search by the **patient name** (see **figure 6**) by typing their full or partial first or last name.
- You can also search by **order number** (see **figure 7**) by typing the order number in full or partially (order number assigned by the LAB).

**Inside information** - To search ALL orders, you can currently type **C** and press **Go**. All orders will appear. If the format of the order number changes in the future, this may not work (see **figure 8**)

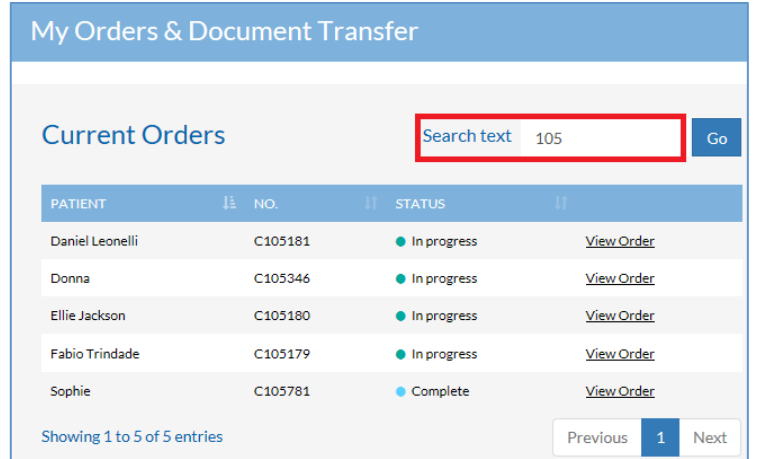
- You can sort your orders by patient name, order number, or current status. To sort, click onto the up/down arrows to the right of each column (see **figure 9**).
- Once you have found the order, click **view order**.

### Accessing an order from the Lab email.

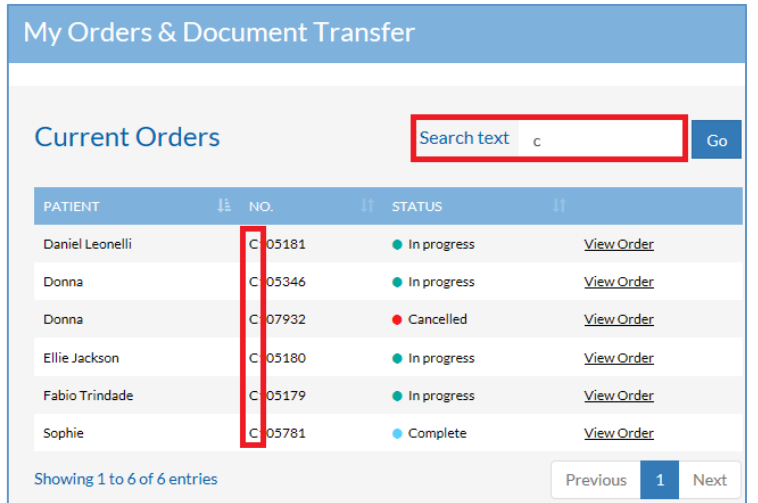
Finally you can also click onto the link from the LAB email, you may be required to login to the portal after clicking onto the link.



**Figure 6** – Partially type a patient's name and click **go** to find their order.



**Figure 7** – Partially type a patient's order number and click **go** to find their order.



**Figure 8** – Type **C** and then **Go** to display all orders.

PATIENT	NO.	STATUS	
Donna	C107932	Cancelled	<a href="#">View Order</a>
Sophie	C105781	Complete	<a href="#">View Order</a>
Donna	C105346	In progress	<a href="#">View Order</a>

**Figure 9** – To sort by patient name, click the arrow button to the right. The example shown here is currently sorted by status, this is indicated by a different button displayed.

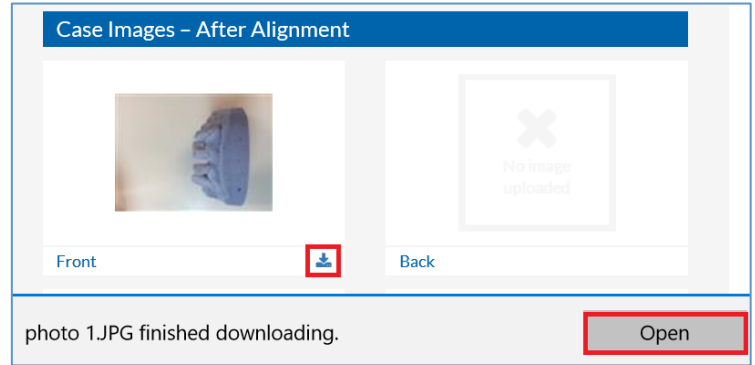
## Viewing your order

Once your order has loaded you will see that it is split into the following sections:

### Case Images

The lab will upload images of proposed work for this order.

To download the image, click onto the download button (see **figure 10**).



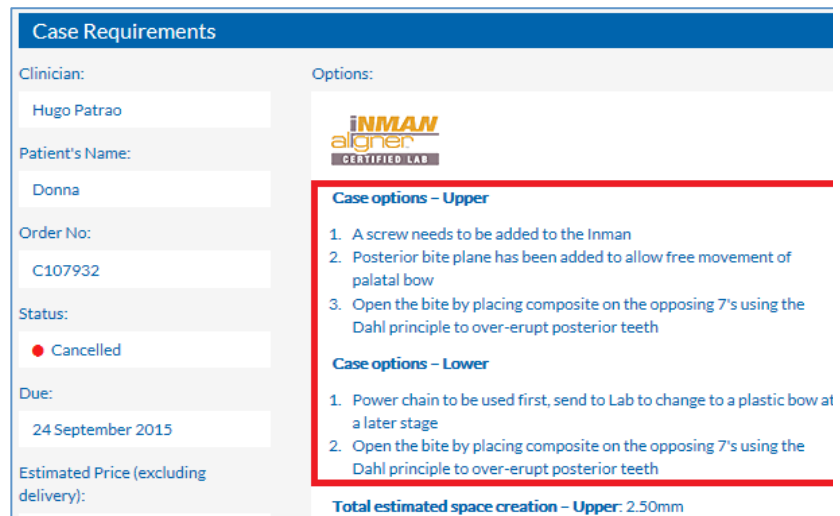
**Figure 10** – Click the download button to download the image.

### Case requirements

The case requirements section contains further details about the order such as the clinician's name, the patient name, the order number, the status of the order, the order due date, and the estimated price.

Under options, is a list of options which the lab recommend for this order (see **figure 11**).

Please note that none of the above information can be changed by the dentist. They are information only and have been entered by the lab.



**Figure 11** – The lab will display their recommendations in this section.

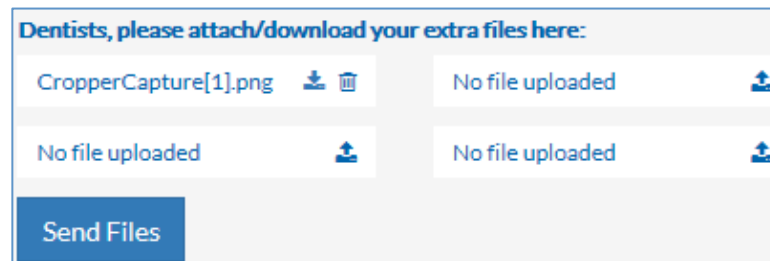
### Attach/ Download extra files

Below options is a section that allows you to upload files of any type. The lab may also use this section to upload files.

- To upload a file click the **attach/ upload** button (see **figure 12**).
- A new box will appear, click onto **browse**.
- Locate and double click your file.
- Select **upload** to upload the file (there is a limit of 40 megabytes per file).
- Finally to complete the file upload click **send files**.

Once a file has been attached, it can be downloaded by clicking onto the **download** button to the right of the file name (see **figure 12 example**).

You can delete a file that has been attached/ uploaded by clicking onto the delete button (see **figure 12 example**).

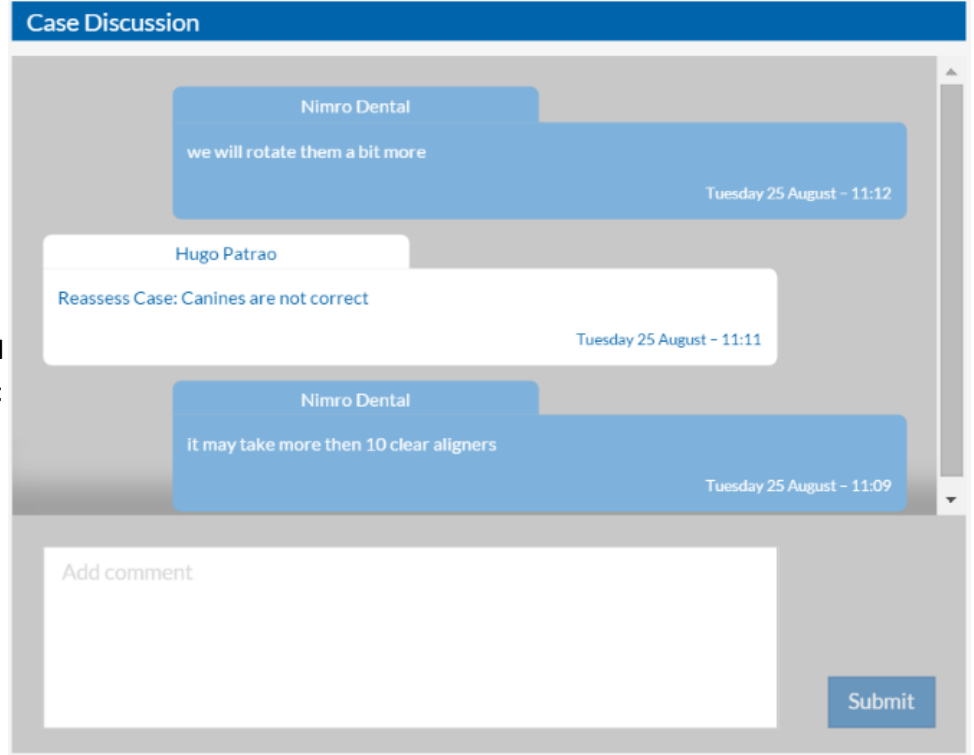


**Figure 12** – Both the dentists and the lab can upload and download files in this section.

**Case discussion**

The case discussion area is a way to communicate with the lab and to keep a record of communications which can be referred to if needed.

To send a comment to the lab, type your message in the white box and click **Submit** (please note once you submit a message you cannot delete it).



**Figure 13 – Type your comment in the Add Comment area and click Submit**

**Final options**

If you want to contact the lab before approving the case, click the **reassess case** option, this will allow you to add a comment. Type your comment and click **reassess case**. This comment will be saved into the case discussion area for lab review.

Finally, once you have reviewed the case and want to it progressed, click onto the **approved without treatment plan** or **approved with treatment plan**. The middle button will show you a sample of a treatment plan.

Once you have clicked onto one of the approved buttons, select your delivery option and then click approve.