

Portal Handbook

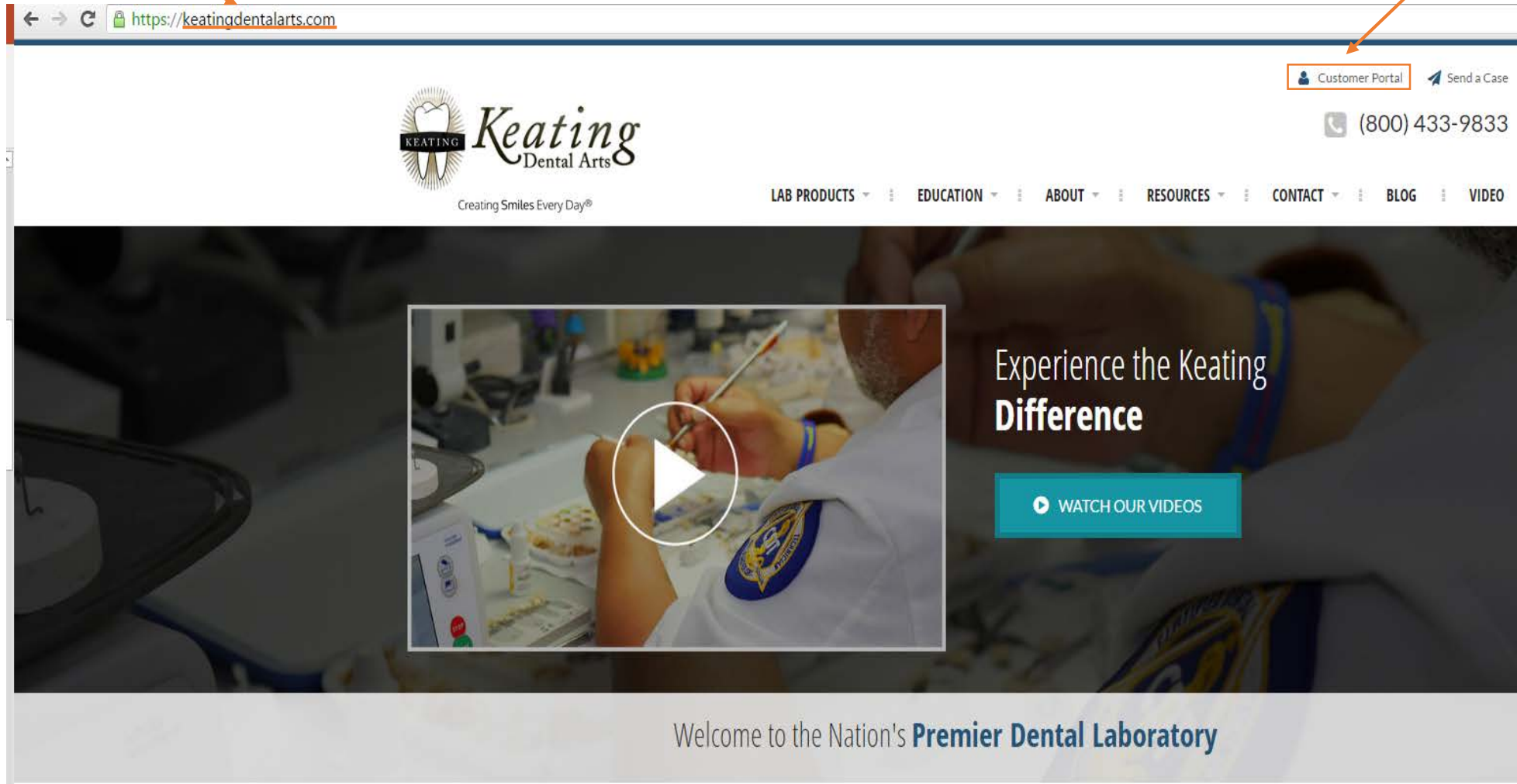


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Access the Portal



The screenshot shows the Keating Dental Arts website. An orange arrow points to the address bar containing the URL <https://keatingdentalarts.com>. Another orange arrow points to the 'Customer Portal' link in the top right corner, which is highlighted with a red box. The website header includes the Keating Dental Arts logo with the tagline 'Creating Smiles Every Day®', a 'Send a Case' button, and a phone number (800) 433-9833. A navigation menu contains links for LAB PRODUCTS, EDUCATION, ABOUT, RESOURCES, CONTACT, BLOG, and VIDEO. The main banner features a video player with a play button and the text 'Experience the Keating Difference', with a 'WATCH OUR VIDEOS' button below it. The footer text reads 'Welcome to the Nation's Premier Dental Laboratory'.

<https://keatingdentalarts.com>

[Customer Portal](#) [Send a Case](#)

(800) 433-9833

KEATING *Keating*
Dental Arts
Creating Smiles Every Day®

LAB PRODUCTS EDUCATION ABOUT RESOURCES CONTACT BLOG VIDEO

Experience the Keating
Difference

[WATCH OUR VIDEOS](#)

Welcome to the Nation's **Premier Dental Laboratory**

Creating an Account

If you need assistance
with creating an account
please call: (949)955-2100



LOGIN REGISTER FORGOT PASSWORD

LOGIN TO YOUR ACCOUNT - Keating Dental Arts

LOGIN

Access your account using your Username/Password and gain access to all of your case and payment information.

Username:

Password:

☒ Remember me on this computer

Login

CONNECTING TO YOUR ACCOUNT

1. I don't have an account

If you have not yet registered, follow this link to create your account and get started. [Register](#)

2. I forgot my password

If you forgot your password, follow this link to reset your current password. [Forgot Password](#)

[Table of Contents](#)

Creating an Account

[LOGIN](#)[REGISTER](#)[FORGOT PASSWORD](#)

REGISTER FOR AN ACCOUNT ON - Keating Dental Arts

Fill out information

REGISTER

All the fields are required in order to register.

Account #:

Username:

Email Address:

Password:

Office Phone:

Retype Password:


Register

Register for an account

Please note, you may type either your Account Number or your Customer ID in the **Account #** section. These two fields are printed on your invoices and statements.

Password must be at least 6 characters in length.

Logon to the Portal



Keating
Dental Arts
Creating smiles every day®

[LOGIN](#) [REGISTER](#) [FORGOT PASSWORD](#)

LOGIN TO YOUR ACCOUNT - Keating Dental Arts

LOGIN

Access your account using your **Username/Password** and gain access to all of your case and payment information.

Username:

Password:

☒ Remember me on this computer

[Login](#)

CONNECTING TO YOUR ACCOUNT

1. I don't have an account

If you have not yet registered, follow this link to create your account and get started. [Register](#)

2. I forgot my password

If you forgot your password, follow this link to reset your current password. [Forgot Password](#)

How to Change Password

Keating
Dental Arts
Creating smiles every day®

[Account Settings](#) | [Web Settings](#) | [Logout](#)

[HOME](#) [ACCOUNTING](#) [CASES](#) [PICKUPS](#) [PREFERENCES](#) [MY MESSAGES](#) [CONTACT LAB](#)

[Redacted], Welcome to your Account Keating Dental Arts

WELCOME TO KEATING

The Nation's Premier Laboratory

[Account Settings](#) | [Web Settings](#)

Dental Lab CPM - Customer Web Access Portal 10.8.0527 Copyright © 2007 - 2016 Magic Touch Software Int

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How to Change Password

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

Welcome to your Account Keating Dental Arts

ACCOUNT SETTINGS

GENERAL INFO

Customer ID:
First Name:
Last Name:
Practice Name:
License:
Account Number:

SHIPPING ADDRESS

Address 1:
Address 2:
City:
State:
Zip Code:
Country:

☐ Billing Address same as Shipping Address

PHONE AND EMAIL

Office Phone:
Fax:
Cell Phone:
E-mail:
Change Password

BILLING ADDRESS

Bill Address 1: 16881 Hale Ave
Bill Address 2:
Bill City: Irvine
Bill State: CA
Bill Zip Code: 92606
Bill Country:

Cancel

How to Change Password

Welcome to your Account Keating Dental Arts

ACCOUNT SETTINGS

GENERAL INFO

Customer ID:
First Name:
Last Name:
Practice Name:
License:
Account Number:

SHIPPING ADDRESS

Address 1: 16881 Hale Ave
Address 2:
City: Irvine
State: CA

PHONE AND EMAIL

Office Phone: 949 - 9
Fax:
Cell Phone:
E-mail: scott.scoville@gmail.com

CHANGE PASSWORD

Current Password:
New Password:
Retype New Password:


Fill out information

Forgot Password



 [Customer Portal](#)

 [Send a Case](#)

 (800) 433-9833

[LAB PRODUCTS](#) ▾

[EDUCATION](#) ▾

[ABOUT](#) ▾

[RESOURCES](#) ▾

[CONTACT](#) ▾

[BLOG](#) ▾

[VIDEO](#)

Experience the Keating
Difference


 [WATCH THE VIDEO](#)



Welcome to the Nation's **Premier Dental Laboratory**

[Table of Contents](#)

Forgot Password



LOGIN REGISTER FORGOT PASSWORD

LOGIN TO YOUR ACCOUNT - Keating Dental Arts

LOGIN

Access your account using your Username/Password and gain access to all of your case and payment information.

Username:

Password:

☐ Remember me on this computer

Login

CONNECTING TO YOUR ACCOUNT

1. I don't have an account

If you have not yet registered, follow this link to create your account and get started. [Register](#)

2. I forgot my password

If you forgot your password, follow this link to reset your current password. [Forgot Password](#)

Forgot Password



[LOGIN](#) [REGISTER](#) [FORGOT PASSWORD](#)

RETRIEVE YOUR ACCOUNT PASSWORD ON Keating Dental Arts

FORGOT PASSWORD

Retrieve your account password.

Username:

Account #:

Email Address:

[Request Password](#)

Retrieve your password

In order to retrieve your current account password via email, please provide your correct **Username**, **Account #** (or Customer ID) and **Email Address**.

Please note, you may type either your Account Number or your Customer ID in the **Account #** section. Both are acceptable for retrieving your account password.


Contact Lab

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

, Welcome to your Account Keating Dental Arts

WELCOME TO KEATING

The Nation's Premier Laboratory

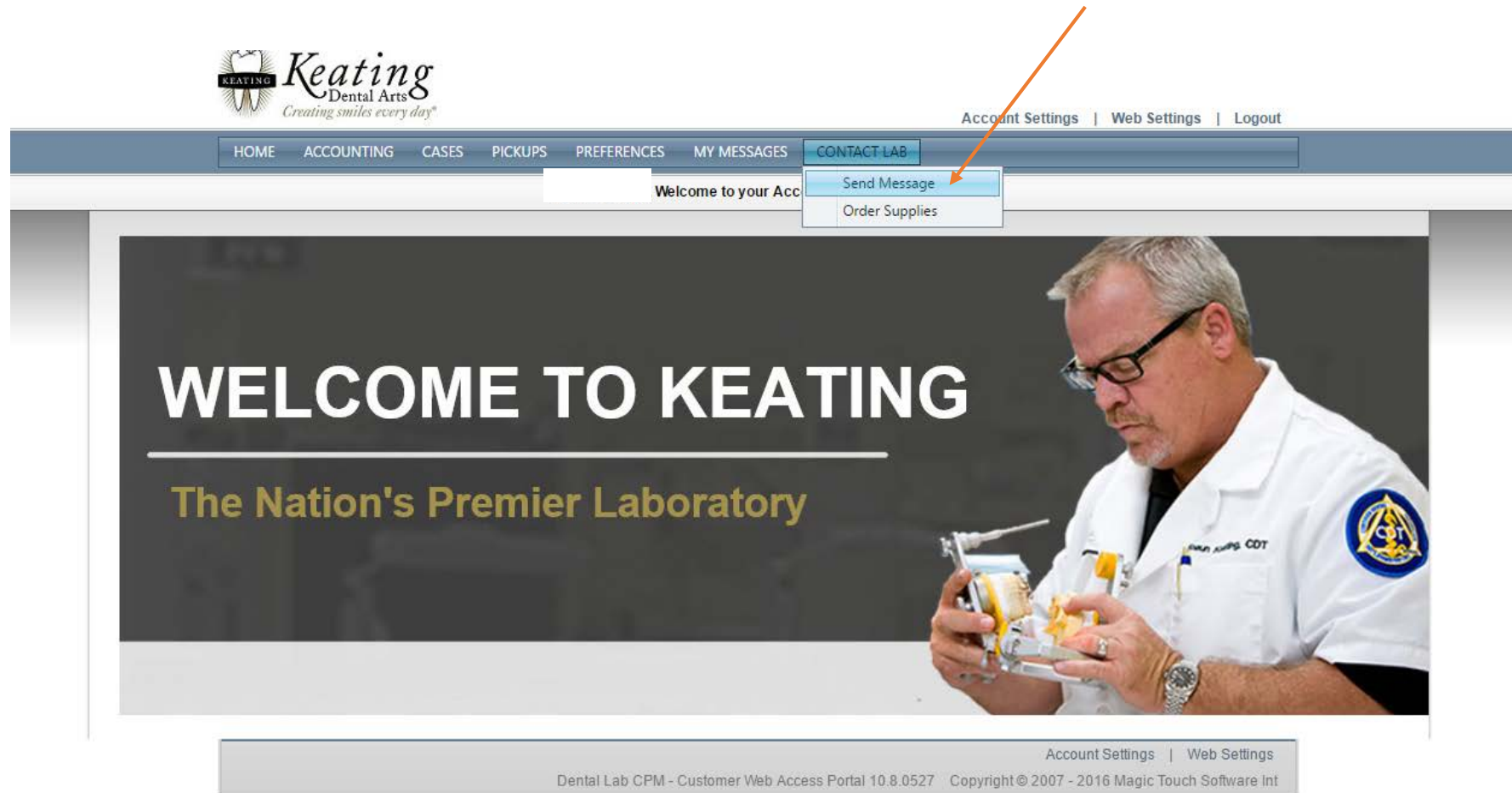


Account Settings | Web Settings

Dental Lab CPM - Customer Web Access Portal 10.8.0527 Copyright © 2007 - 2016 Magic Touch Software Int

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Contact Lab



The screenshot displays the Keating Dental Arts website interface. At the top left is the logo with the text "Keating Dental Arts" and the tagline "Creating smiles every day®". To the right of the logo are links for "Account Settings", "Web Settings", and "Logout". Below these is a navigation bar with links: "HOME", "ACCOUNTING", "CASES", "PICKUPS", "PREFERENCES", "MY MESSAGES", and "CONTACT LAB". The "CONTACT LAB" link is highlighted, and a dropdown menu is visible with options "Send Message" and "Order Supplies". An orange arrow points from the "CONTACT LAB" link to the "Send Message" option. Below the navigation bar, a white box contains the text "Welcome to your Account". The main content area features a large banner with the text "WELCOME TO KEATING" and "The Nation's Premier Laboratory" in gold. To the right of the text is a photograph of a technician in a white lab coat working on a dental model. The technician's lab coat has a patch that reads "Keating CDT". At the bottom of the page, there is a footer with the text "Dental Lab CPM - Customer Web Access Portal 10.8.0527 Copyright © 2007 - 2016 Magic Touch Software Int".

Keating Dental Arts
Creating smiles every day®

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES **CONTACT LAB**

Welcome to your Account

Send Message
Order Supplies

WELCOME TO KEATING
The Nation's Premier Laboratory

Account Settings | Web Settings

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Contact Lab

Creating smiles every day

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

CONTACT LAB - SEND MESSAGE

MESSAGE FORM

Subject:

:

Message:

Send Message

Contacting the Lab

This area is designed to quickly and easily send any questions or comments to our Lab. Please fill out all of the fields accordingly and specify the department if needed.

Fill Out Message

How to View Your Cases

The screenshot shows the Keating Dental Arts Customer Web Access Portal. The top navigation bar includes links for HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. The 'CASES' menu is highlighted, and a dropdown menu is visible with options: View Cases, Upload File Attachments, and View Customer Attachments. Below the navigation bar, there is a section titled 'ACCOUNTING - VIEW STATEMENTS' with a 'Reset Filter' button. A table displays account statements with columns for Period From, Period To, Current Balance, Past Due 30, Past Due 60, Past Due 90, and Past Due Over 90. The table contains three rows of data. At the bottom, there is a pagination bar with navigation buttons, a page size dropdown set to 10, and a message indicating 3 items in 1 pages. The footer includes links for Account Settings and Web Settings, and copyright information for Magic Touch Software Inc.

Customer

Account Settings | Web Settings | Logout

HOME ACCOUNTING **CASES** PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

View Cases
Upload File Attachments
View Customer Attachments

ACCOUNTING - VIEW STATEMENTS

Reset Filter

	Period From	Period To	Current Balance	Past Due 30	Past Due 60	Past Due 90	Past Due Over 90
	2/1/2016	2/29/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	1/1/2016	1/31/2016	\$0.00	\$135.52	\$0.00	\$0.00	\$0.00
	12/1/2015	12/31/2015	\$135.52	\$0.00	\$0.00	\$0.00	\$0.00

Page size: 10

3 items in 1 pages

Account Settings | Web Settings

Dental Lab CPM - Customer Web Access Portal 10.7.0318 Copyright © 2007 - 2016 Magic Touch Software Inc

[Table of Contents](#)

Viewing Your Cases

Customer ID

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

VIEW CASES

Reset Filter

Refresh | CSU

Tracking	Case #	Status	Patient First	Patient Last	Date In	Est. Ship Date
	<input type="text"/>	<div>All Cases Cancelled In Production Invoiced Invoiced TryIn On Hold Open Sent for TryIn Submitted</div>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
	845182		Ssss		3/22/2016	3/25/2016
Track	827179				12/22/2015	12/28/2015

Search by
patient name

Search for cases
by number

View different
Case Status


Search by
date

Upload Attachment to Existing Cases

For uploading photos which already have a case created

The screenshot displays the Keating Dental Arts software interface. At the top left is the logo for Keating Dental Arts, featuring a tooth icon and the tagline "Creating smiles every day®". To the right of the logo is a navigation bar with links: HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. Further right are links for Account Settings, Web Settings, and Logout. The CASES menu is highlighted, and a dropdown menu is open, showing options: View Cases, Upload File Attachments, and View Customer Attachments. Two orange arrows point from the text box to the CASES menu and the Upload File Attachments option. Below the navigation bar, the main content area is titled "CUSTOMER FILE ATTACHMENTS" and contains a text box stating: "This area is designed to show all images and files that are not or do not need to be attached to a case. To view the images and attachments for a given case, please click [View Cases](#)." Below this text box are three yellow folder icons, each labeled with a date: "2015 Oct 21", "2015 Jul 13", and "2015 Jun 29".

Upload Attachments to Existing Cases

 **Keating**
Dental Arts
Creating smiles every day®



Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

VIEW CASES

Reset Filter New Inquiry | Make Comments | Upload Files | View 1 Attached File | Print Work Order

Refresh

Tracking	Case #	Status	Patient First	Patient Last	Date In	Est. Ship Date
	<input type="text"/>	All Cases	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
	845182	In Production	Ssss		3/22/2016	3/25/2016
 Track	827179	Invoiced			12/22/2015	12/28/2015

1. Find corresponding case you want to attach a photo to

2. Click Icon to see details

Find case by patient name or date

Page size: 30 2 items in 1 pages

Upload Attachments to Existing Cases

Keating Dental Arts
Creating smiles every day®

Customer ID

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

VIEW CASES

Re **INVOICE DETAILS: 827179**

Case #: 827179 Case Status: Invoiced Patient Name:
RX Number: Shade: Remake Reason:
Submitted On: Received On: 12/22/2015 10:56:00 Requested Return Date: 1/4/2016 16:00:00
Date Invoiced: 12/22/2015 10:58:00 Tracking Number: 1ZY512670190076777 Est. Ship Date: 12/28/2015 16:00:00

Make Comments Upload Files View 1 Attached File Print Invoice

Product	Quantity	Unit Price	Teeth Numbers	Total Charge	Description
OUT	1.00000	\$7.00		\$7.00	Outbound Shipping
BRU	1.00000	\$119.00	6	\$119.00	KDZ Bruxer

WEB COMMENTS INVOICE NOTES

Upload Attachments to Existing Cases

Select type of file

Select Browse files to upload attachment from your computer

INVOICE DETAILS: 827179

Case #: 827179 Case Status: Invoiced Patient Name:

RX Number: Shade: Remake Reason:

Submitted On: Received On: 12/22/2015 10:56:00 Requested Return Date: 1/4/2016 16:00:00

Date Invoiced: 12/22/2015 10:58:00 Tracking Number: 1ZY512670190076777 Est. Ship Date: 12/28/2015 16:00:00

Make Comments Upload Files View Attached Files Print Invoice

Product

OUT

BRU

ATTACH FILES TO CASE

☐ Model Scan ☐ Digital Impression ?

☐ Design ☐ Photos & Attachments

Notes:

Upload Files Browse Files

WEB COMMENT

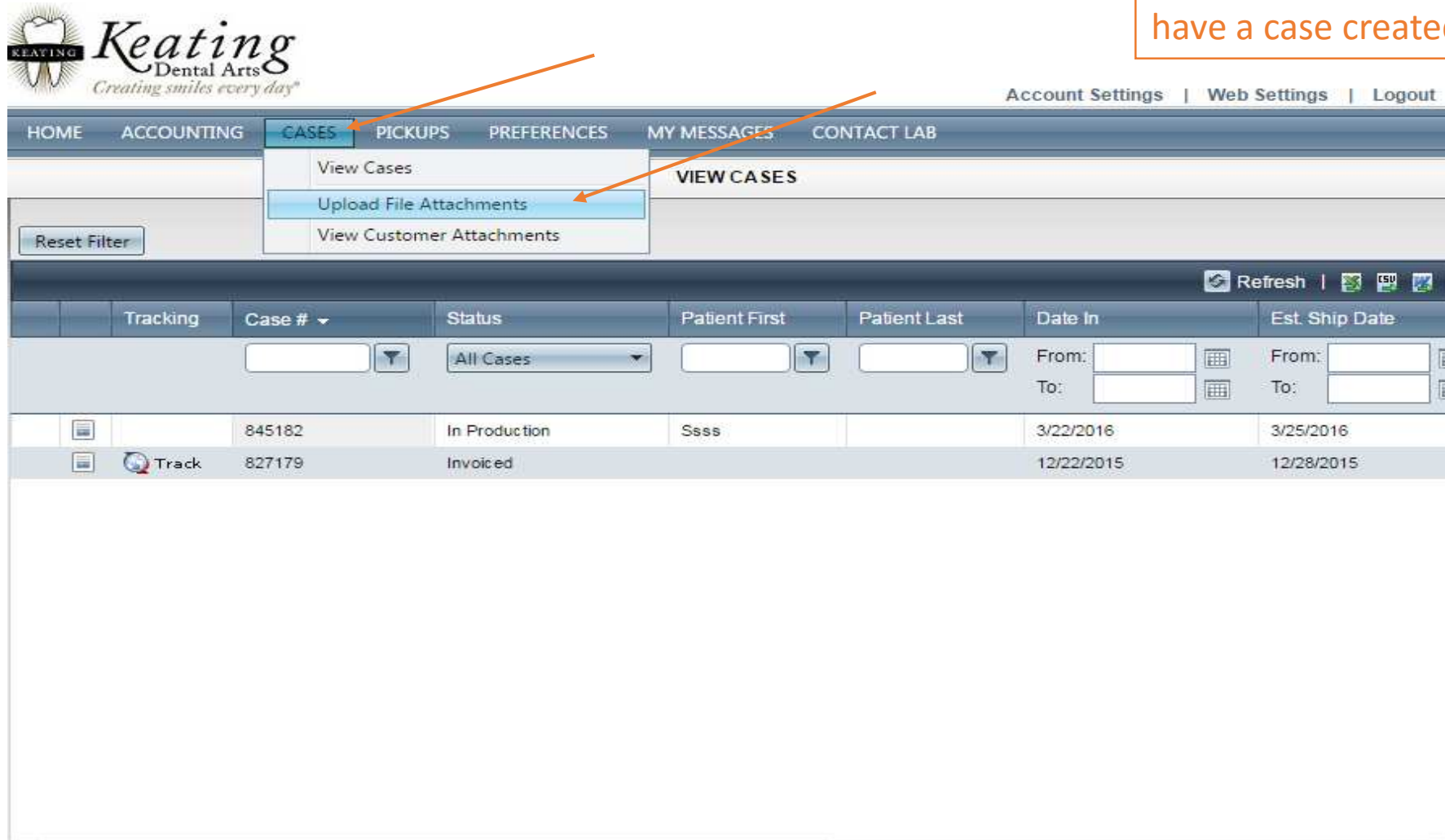
ges

gs

Int

How to Upload Attachments for New Cases

For photos which do not have a case created



The screenshot shows the Keating Dental Arts software interface. The top navigation bar includes links for HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. The CASES menu is open, showing options: View Cases, Upload File Attachments (highlighted), and View Customer Attachments. An orange arrow points from the 'Upload File Attachments' option to the text box above. Another orange arrow points from the 'CASES' menu to the 'Upload File Attachments' option. Below the menu, there is a 'Reset Filter' button and a 'VIEW CASES' section. The main area displays a table of cases with columns: Tracking, Case #, Status, Patient First, Patient Last, Date In, and Est. Ship Date. The table contains two rows of data.

Tracking	Case #	Status	Patient First	Patient Last	Date In	Est. Ship Date
	845182	In Production	Ssss		3/22/2016	3/25/2016
Track	827179	Invoiced			12/22/2015	12/28/2015

Uploading Attachments for New Cases

Customer ID: [blank]

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

UPLOAD FILE ATTACHMENTS

UPLOAD FILES

Patient First Name:

Patient Last Name:

Document Date:

Attachments Description:

Notes:

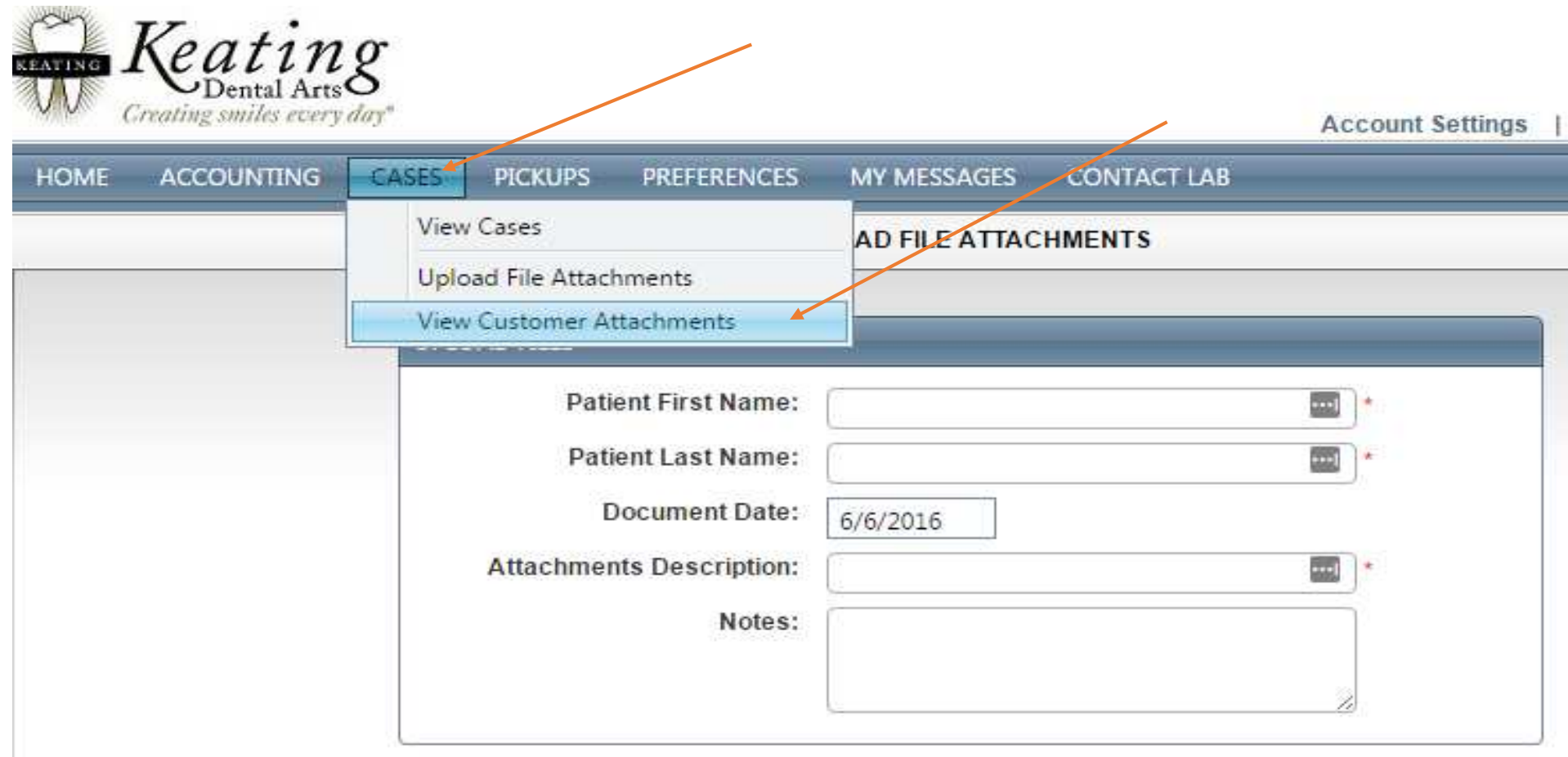
This option is designed to upload images and attachments for cases that are not yet sent to the lab or if the case number is not known. For cases that have already been sent to the lab, please click View Cases and find the appropriate case to upload attachments.

For uploading Photos for a new case that has not been received by the laboratory

Important to have patient name so laboratory can assign the photo to corresponding case once the case comes to the lab

Select File from your Computer

View Photos Not Attached to a Case



The screenshot shows the Keating Dental Arts software interface. The top navigation bar includes links for HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. The CASES menu is open, showing options: View Cases, Upload File Attachments, and View Customer Attachments. The View Customer Attachments option is highlighted. Below the menu, the 'AD FILE ATTACHMENTS' section is visible, containing form fields for Patient First Name, Patient Last Name, Document Date (6/6/2016), Attachments Description, and Notes.

Keating Dental Arts
Creating smiles every day®

Account Settings |

HOME ACCOUNTING **CASES** PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

View Cases
Upload File Attachments
View Customer Attachments

AD FILE ATTACHMENTS

Patient First Name:


Patient Last Name:

Document Date:

Attachments Description:

Notes:

View Photos Not Attached to a Case

 **Keating**
Dental Arts
Creating smiles every day®

Customer ID: _____




[Account Settings](#) | [Web Settings](#) | [Log](#)

[HOME](#) [ACCOUNTING](#) [CASES](#) [PICKUPS](#) [PREFERENCES](#) [MY MESSAGES](#) [CONTACT LAB](#)

VIEW CUSTOMER ATTACHMENTS


CUSTOMER FILE ATTACHMENTS

This area is designed to show all images and files that are not or do not need to be attached to a case. To view the images and attachments for a given case, please click [View Cases](#).

 2015 Oct 21  2015 Jul 13  2015 Jun 29

Click folder by upload date to view upload

View Photos Not Attached to a Case




Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB


VIEW CUSTOMER ATTACHMENTS

CUSTOMER FILE ATTACHMENTS

This area is designed to show all images and files that are not or do not need to be attached to a case. To view the images and attachments for a given case, please click [View Cases](#).

 YOU ARE VIEWING ATTACHMENTS UPLOADED TO: **2015-06-29**

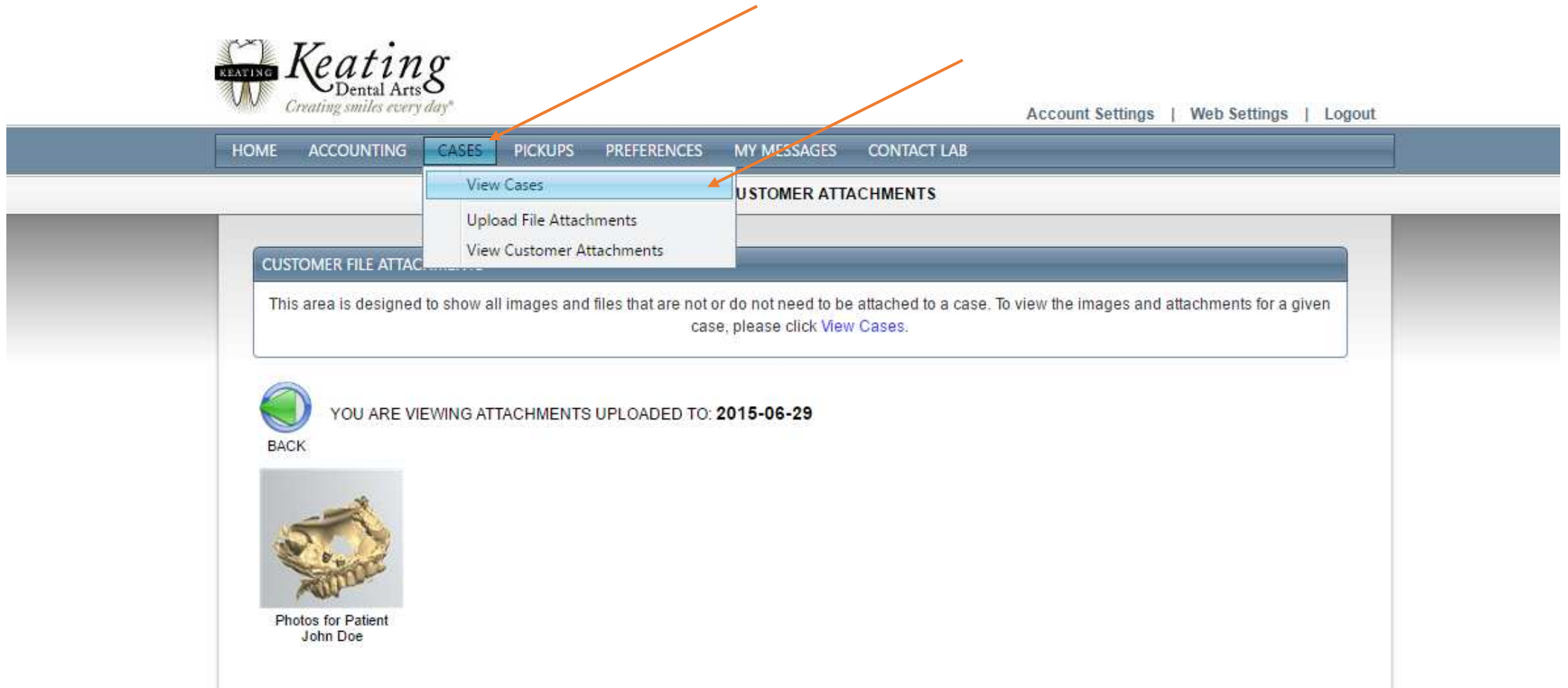
[BACK](#)



Click Photo to download

Photos for Patient John Doe

Viewing Photos Attached to a Case



The screenshot displays the Keating Dental Arts web application interface. The top navigation bar includes links for HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. The CASES menu is highlighted, and a dropdown menu is visible with options: View Cases, Upload File Attachments, and View Customer Attachments. The View Cases option is selected, and an orange arrow points to it. Another orange arrow points to the CUSTOMER ATTACHMENTS section. The CUSTOMER FILE ATTACHMENTS section contains a message: "This area is designed to show all images and files that are not or do not need to be attached to a case. To view the images and attachments for a given case, please click [View Cases](#)." Below this, a section titled "YOU ARE VIEWING ATTACHMENTS UPLOADED TO: 2015-06-29" shows a "BACK" button and a thumbnail image of a dental model. The caption below the image reads "Photos for Patient John Doe".

Keating Dental Arts
Creating smiles every day®

Account Settings | Web Settings | Logout


HOME ACCOUNTING **CASES** PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

View Cases
Upload File Attachments
View Customer Attachments


CUSTOMER ATTACHMENTS

CUSTOMER FILE ATTACHMENTS

This area is designed to show all images and files that are not or do not need to be attached to a case. To view the images and attachments for a given case, please click [View Cases](#).


 YOU ARE VIEWING ATTACHMENTS UPLOADED TO: **2015-06-29**

BACK



Photos for Patient John Doe

Viewing Photos Attached to a Case



 Customer ID:



[Account Settings](#) | [Web Settings](#) | [Logout](#)

[HOME](#) [ACCOUNTING](#) [CASES](#) [PICKUPS](#) [PREFERENCES](#) [MY MESSAGES](#) [CONTACT LAB](#)

VIEW CASES

[Reset Filter](#) [New Inquiry](#) | [Make Comments](#) | [Upload Files](#) | [View 1 Attached File](#) | [Print Work Order](#)

[Refresh](#) |  

	Tracking	Case #	Status	Patient First	Patient Last	Date In	Est. Ship Date
		<input type="text"/>	<input type="text" value="All Cases"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
		845182	In Production	Ssss		3/22/2016	3/25/2016
	Track	827179	Invoiced			12/22/2015	12/28/2015

[Click Icon to see details](#)

[Find case for photos you want to view](#)

Page size: 2 items in 1 pages

[Account Settings](#) | [Web Settings](#)

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Viewing Photos Attached to a Case

Keating Dental Arts
Creating smiles every day®

Customer ID: scovisc

Account Settings | Web Settings | Logout

HOME | ACCOUNTING | CASES | PICKUPS | PREFERENCES | MY MESSAGES | CONTACT LAB

INVOICE DETAILS: 827179

Case #: 827179 Case Status: Invoiced Patient Name: [Redacted]
RX Number: [Redacted] Shade: [Redacted] Remake Reason: [Redacted]
Submitted On: [Redacted] Received On: 12/22/2015 10:56:00 Requested Return Date: 1/4/2016 16:00:00
Date Invoiced: 12/22/2015 10:58:00 Tracking Number: 1ZY512670190076777 Est. Ship Date: 12/28/2015 16:00:00

Make Comments Upload Files View 1 Attached File Print Invoice

Product	Quantity	Unit Price	Teeth Numbers	Total Charge	Description
OUT	1.00000	\$7.00		\$7.00	Outbound Shipping
BRU	1.00000	\$119.00	6	\$119.00	KDZ Bruxer

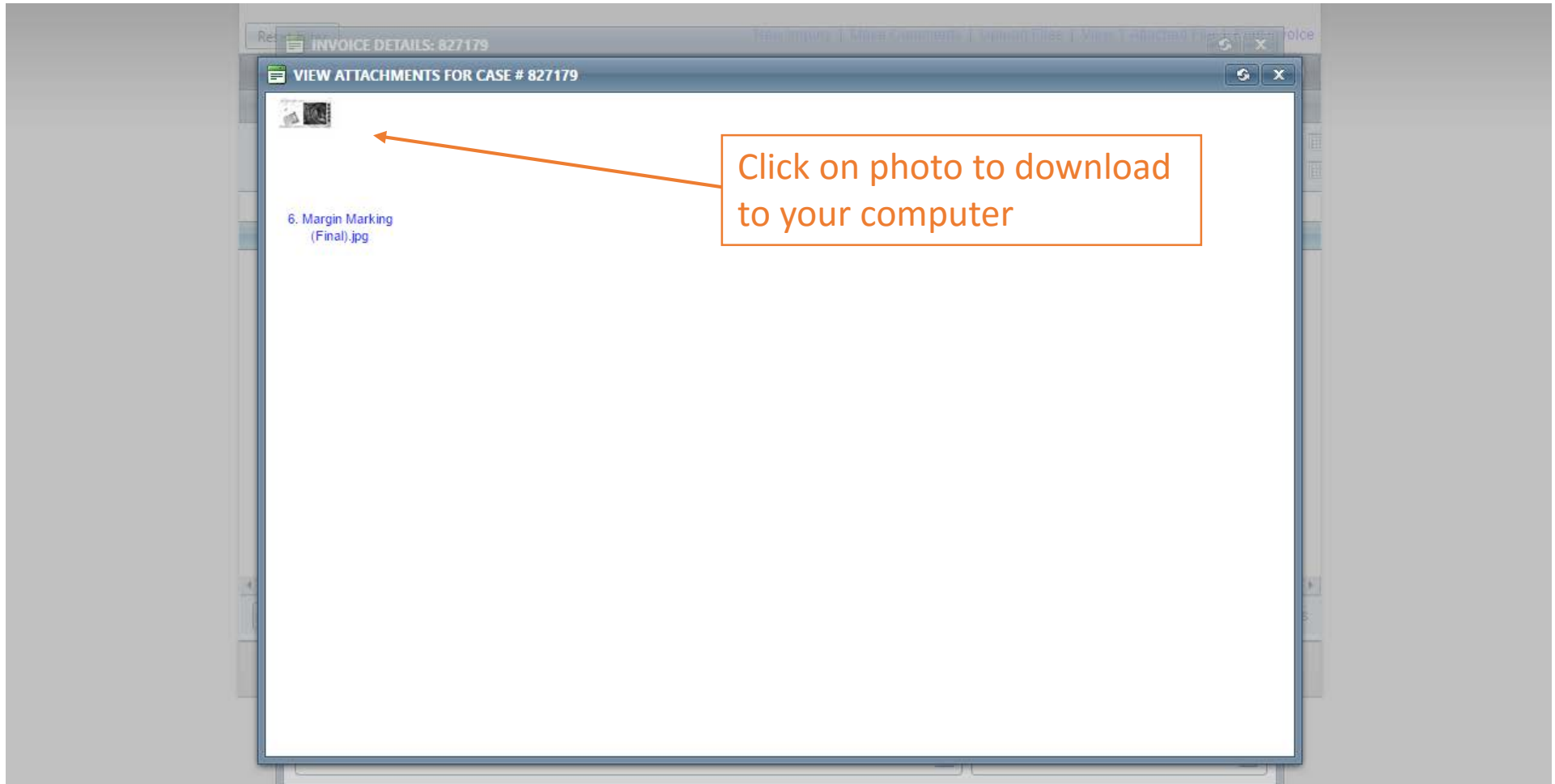
WEB COMMENTS

INVOICE NOTES


For uploading photos which have cases made

View Photos

Viewing Photos Attached to a Case



Scheduling a Pick-up

 **Keating** Dental Arts
Creating smiles every day®




Customer ID: _____




[Account Settings](#) | [Web Settings](#) | [Logout](#)

[HOME](#) | [ACCOUNTING](#) | [CASES](#) | **[PICKUPS](#)** | [PREFERENCES](#) | [MY MESSAGES](#) | [CONTACT LAB](#)

VIEW CASES

[Reset Filter](#)

[Refresh](#) |   

	Tracking	Case #	Status	Patient First	Patient Last	Date In	Est. Ship Date
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
		845182	In Production	Ssss		3/22/2016	3/25/2016
 	Track	827179	Invoiced			12/22/2015	12/28/2015

Page size: 30

2 items in 1 pages

[Account Settings](#) | [Web Settings](#)

Dental Lab CPM - Customer Web Access Portal 10.7.0318 Copyright © 2007 - 2016 Magic Touch Software Int

Scheduling a Pick-up

The screenshot shows the Keating Dental Arts software interface. At the top left is the logo with the text "Keating Dental Arts" and "Creating smiles every day®". To the right of the logo is a "Customer:" label followed by a blank field. Below the logo is a navigation bar with links: HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. To the right of the navigation bar are links for Account Settings, Web Settings, and Logout. The main section is titled "VIEW PICKUPS". Below this title is a "Display:" dropdown menu set to "Last 7 Days" and a "Reset Filter" button. Below the dropdown is a button with a "+" icon and the text "Schedule Pick-up". Below this button is a table with the following columns: ID, Scheduled On (with a dropdown arrow), Pickup Date, Pickup From, Pickup To, Status, Carrier, and Tracking Number. Below the table, the text "There are no scheduled pickups at this time..." is displayed. A callout box with an orange border points to the "+" icon with the text "Press \"+\" icon to schedule pick-up".

Customer: _____

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

VIEW PICKUPS

Display: Last 7 Days Reset Filter

+ Schedule Pick-up

ID	Scheduled On ▼	Pickup Date	Pickup From	Pickup To	Status	Carrier	Tracking Number
There are no scheduled pickups at this time...							

Press "+" icon to schedule pick-up

Scheduling a Pick-up

Customer ID: _____

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

VIEW PICKUPS

Display: Last 7 Days Reset Filter

+ Schedule Pick-up

ID	Scheduled On	Pickup Date	Pickup From	Pickup To	Carrier	Tracking Number
There are no scheduled pickups at this time...						

SCHEDULE PICKUP

PICKUP INFORMATION

Service Center: Keating Dental Arts

Customer ID: _____

Carrier: UPS

Pickup Date: 6/6/2016

Customer Phone: _____

Pickup From: 8:00 AM

Pickup To: 5:00 PM

Schedule Date: 6/6/2016

of Packages: 1

Total Weight (LBS): 1.00

Comments: _____

Request Pickup

Cancel

Fill out date, time, contact phone and packet info

View Scheduled Pick-ups

Customer ID: scovise

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

VIEW PICKUPS

Display: Last 7 Days Reset Filter

+ Schedule Pick-up

ID	Scheduled On	Pickup Date	Pickup From	Pickup To	Status	Carrier	Tracking Number
There are no scheduled pickups at this time...							

Table of Contents

How to Set Alerts

The screenshot displays the Keating Dental Arts web application interface. At the top left is the logo with the text "Keating Dental Arts" and the tagline "Creating smiles every day®". To the right of the logo is a "Customer ID:" field. Below the logo is a navigation bar with links: HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. The PREFERENCES link is highlighted, and a dropdown menu is open, showing three options: Alerts & Notifications, Accounting Preferences, and General Instructions. Two orange arrows point from the title "How to Set Alerts" to the PREFERENCES link and the Alerts & Notifications option. To the right of the navigation bar are links for Account Settings, Web Settings, and Logout. Below the navigation bar is a "Display:" dropdown menu set to "Last 7 Days" and a "Reset Filter" button. Below this is a section titled "+ Schedule Pick-up" with a table header containing columns: ID, Scheduled On, Pickup Date, Pickup From, Pickup To, Status, Carrier, and Tracking Number. The table body is empty, and a message below it states "There are no scheduled pickups at this time...".

Customer ID: _____

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS **PREFERENCES** MY MESSAGES CONTACT LAB

Alerts & Notifications
Accounting Preferences
General Instructions

Display: Last 7 Days Reset Filter

+ Schedule Pick-up

ID	Scheduled On	Pickup Date	Pickup From	Pickup To	Status	Carrier	Tracking Number
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There are no scheduled pickups at this time...

Setting Alerts and Notifications

The screenshot shows a web application interface for setting alerts and notifications. At the top is a navigation bar with links: HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. Below this is the title 'PREFERENCES - ALERTS AND NOTIFICATIONS'. The form is divided into three main sections: 'DURING THE DAY AS CASES ARE PROCESSED', 'ONCE AT THE END OF THE DAY', and 'NOTIFICATION METHODS'. The 'DURING THE DAY' section has four checkboxes: 'New Case is Entered', 'Case is Invoiced', 'Case Placed on Hold', and 'Customer Placed on COD'. The 'ONCE AT THE END OF THE DAY' section has two checkboxes: 'Cases Received and Shipped' (checked) and 'All Invoices for the day in one PDF file'. The 'NOTIFICATION METHODS' section has checkboxes for 'Email' and 'Text Message' (both checked), an 'Email Address' field, an 'SMS Cell Phone Number' field with three input boxes, and a 'Service Provider' dropdown menu. A 'Save Changes' button is at the bottom. A footer section titled 'Changing the Alerts and Notifications' contains a descriptive paragraph. Annotations with orange boxes and arrows point to specific elements: 'Notify when:' points to the 'New Case is Entered' checkbox; 'How to be Notified' points to the 'Email' checkbox; 'Save after setting notifications' points to the 'Save Changes' button.

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

PREFERENCES - ALERTS AND NOTIFICATIONS

DURING THE DAY AS CASES ARE PROCESSED

New Case is Entered: ☐ Case Placed on Hold: ☐
Case is Invoiced: ☐ Customer Placed on COD: ☐

ONCE AT THE END OF THE DAY

Cases Received and Shipped: ☒
All Invoices for the day in one PDF file: ☐ (if available, billing E-mail address will be used)

NOTIFICATION METHODS

Email: ☒ Email Address:
Text Message: ☒ SMS Cell Phone Number: - -
Service Provider:

Save Changes

Changing the Alerts and Notifications

This area is designed to specify when and what types of alerts should occur. Fill out the necessary information and you will be notified accordingly.

Save after setting notifications

How to Set Receiving Invoices



Customer ID:

[Account Settings](#) | [Web Settings](#) | [Logout](#)

[HOME](#) [ACCOUNTING](#) [CASES](#) [PICKUPS](#) [PREFERENCES](#) [MY MESSAGES](#) [CONTACT LAB](#)

PREFERENCES - ACCOUNTING

Choose Method

MONTHLY STATEMENT DELIVERY METHOD

E-Mail in PDF format: ☐

Print & Mail: ☒

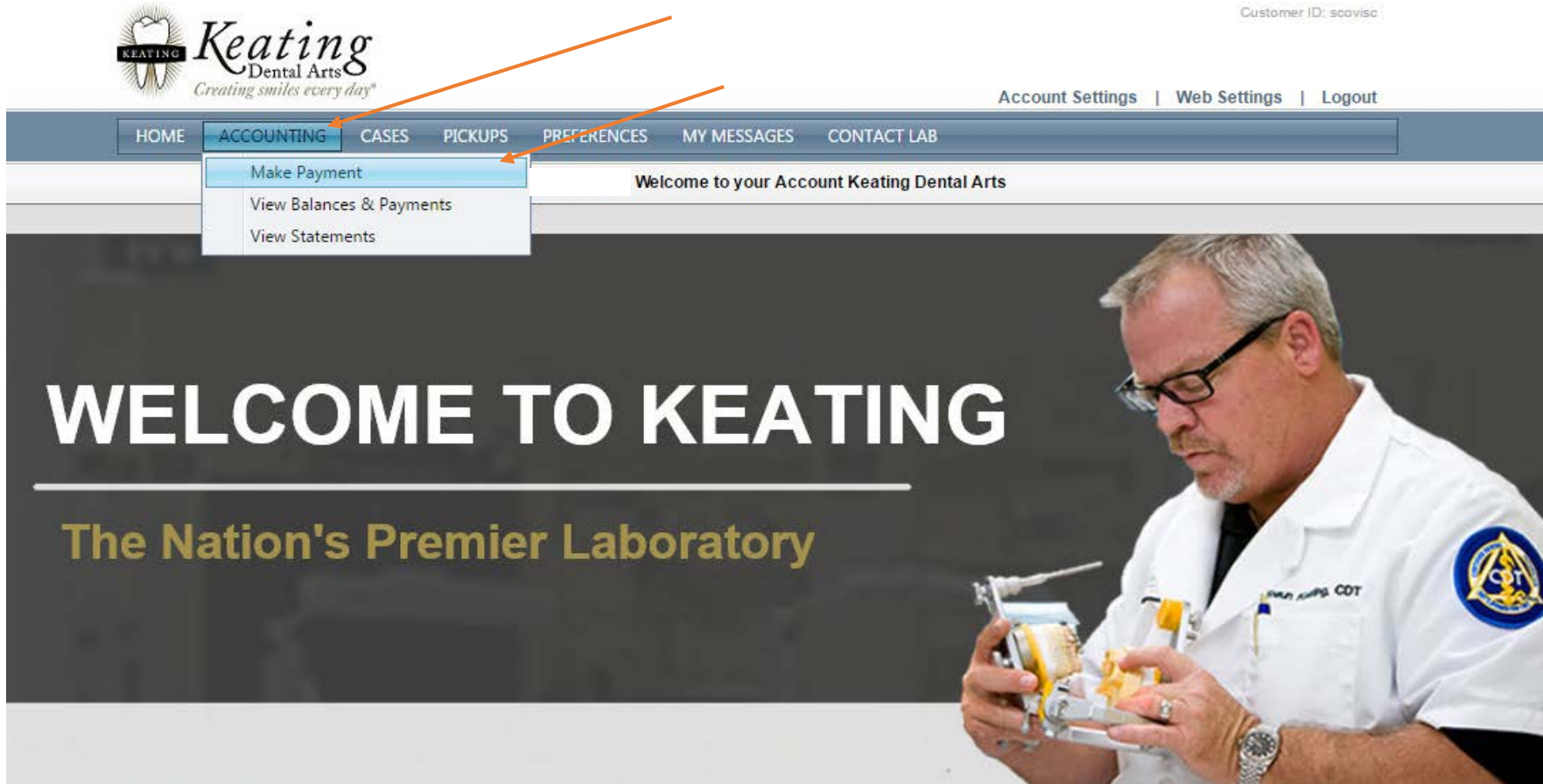
Billing Contact E-Mail:

Save Changes

Changing the Accounting Preferences

This area is designed to specify different accounting information and preferences. Fill out the necessary information.

How to make a payment



The screenshot displays the Keating Dental Arts website interface. At the top left is the logo with a tooth icon and the text "Keating Dental Arts" and "Creating smiles every day®". To the right of the logo is the text "Customer ID: scovise". Below the logo is a navigation bar with links: HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. The "ACCOUNTING" link is highlighted, and a dropdown menu is open showing three options: "Make Payment", "View Balances & Payments", and "View Statements". The "Make Payment" option is highlighted in blue. To the right of the navigation bar are links for "Account Settings", "Web Settings", and "Logout". Below the navigation bar is a welcome message: "Welcome to your Account Keating Dental Arts". The main content area features a large banner with the text "WELCOME TO KEATING" and "The Nation's Premier Laboratory". On the right side of the banner is a photograph of a man in a white lab coat, wearing glasses and a watch, working on a dental model.

Customer ID: scovise

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

Make Payment
View Balances & Payments
View Statements

Welcome to your Account Keating Dental Arts

WELCOME TO KEATING

The Nation's Premier Laboratory

Making a Payment

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

ACCOUNTING - MAKE PAYMENTS

Payment Type: ☒ Credit Card Payment

CARD INFORMATION

☐ Use Credit Card on File

☐ Save Card on File

Credit Card Type:

Card Number:

Expiration Date: /

Verification Code: [?]

BILLING NAME AND ADDRESS

Name:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Payment Method

Billing Address

Pay selected Invoices ☐ Pay balance due now ☐ Pay this amount ☒

[Apply]

Payment will automatically be applied to open Invoices

SELECT AMOUNT

APPLY PAYMENT TO INVOICES

Invoice	Patient	Invoice Date	Invoice Total	Payment & Credit	Balance	Pay Now
No Invoices available for display...						

Process Payment

How to View Balances and Statements

The screenshot shows the Keating Dental Arts website interface. At the top left is the logo with the text "Keating Dental Arts" and "Creating smiles every day®". On the top right, there is a user ID "er ID: scoviso". A navigation bar contains links: HOME, ACCOUNTING, CASES, PICKUPS, PREFERENCES, MY MESSAGES, and CONTACT LAB. Below the ACCOUNTING link is a dropdown menu with options: Make Payment, View Balances & Payments (highlighted with an orange arrow), and View Statements. To the right of the dropdown is the heading "ACCOUNTING - MAKE PAYMENTS".

Below the navigation bar are two main sections:


- CARD INFORMATION**: Contains checkboxes for "Use Credit Card on File" and "Save Card on File". It also includes fields for "Credit Card Type" (a dropdown menu showing "- Enter Card Number -"), "Card Number" (a text field with a masked input icon), "Expiration Date" (two dropdown menus showing "05" and "2016"), and "Verification Code" (a text field with a "[?]" placeholder).
- BILLING NAME AND ADDRESS**: Contains fields for "Name" (filled with "Scott Scoville"), "Address 1" (filled with "16881 Hale Ave"), "Address 2" (empty), "City" (filled with "Irvine"), "State" (filled with "CA"), "Zip Code" (filled with "92606"), and "Country" (a dropdown menu showing "USA").

At the bottom, there is a section for payment options:

- Pay selected Invoices**: A radio button that is selected. Below it, the amount "\$0.00" is displayed, followed by the instruction "Check the box next to each Invoice that you wish to pay."
- Pay balance due now**: A radio button that is not selected.
- Pay this amount**: A radio button that is not selected.

At the very bottom, there is a button labeled "APPLY PAYMENT TO INVOICES".

Viewing Balances and Statements

Customer ID:

Account Settings | Web Settings | Logout

HOME | ACCOUNTING | CASES | PICKUPS | PREFERENCES | MY MESSAGES | CONTACT LAB

ACCOUNTING - VIEW BALANCES & PAYMENTS

AGING SUMMARY

Past Due 30:	\$0.00	Current Balance:	\$0.00
Past Due 60:	\$0.00	Total Due Now:	\$0.00
Past Due 90:	\$0.00	Total Balance:	\$0.00
Over 90:	\$0.00		
Total Past Due:	\$0.00		

RECENT ACTIVITIES

Charges:	\$0.00	Last Payment Date:	N/A
Payments:	\$0.00	Last Payment Amount:	\$0.00
Credits:	\$0.00	UnApplied Credits:	\$0.00
WriteOffs:	\$0.00	UnApplied Payments:	\$0.00

PAYMENTS & CREDITS

Reference #	Date	Type	Status	Amount	Case #	Payment & Credit	Write Off	Patient Na
834724	2/1/2016	Payment	Successful	\$135.52				


The Selected payment or credit has not yet been applied.

Page size: 30

1 items in 1 pages

Past Payments

How to View Statements

 **Keating**
Dental Arts
Creating smiles every day

Customer ID: _____

Account Settings | Web Settings | Logout

HOME | **ACCOUNTING** | CASES | PICKUPS | PREFERENCES | MY MESSAGES | CONTACT LAB

Make Payment
View Balances & Payments
View Statements

ACCOUNTING - VIEW BALANCES & PAYMENTS

AGING SUMMARY

Past Due 30:	\$0.00	Current Balance:	\$0.00
Past Due 60:	\$0.00	Total Due Now:	\$0.00
Past Due 90:	\$0.00	Total Balance:	\$0.00
Over 90:	\$0.00		
Total Past Due:	\$0.00		

RECENT ACTIVITIES

Charges:	\$0.00	Last Payment Date:	N/A
Payments:	\$0.00	Last Payment Amount:	\$0.00
Credits:	\$0.00	UnApplied Credits:	\$0.00
WriteOffs:	\$0.00	UnApplied Payments:	\$0.00

PAYMENTS & CREDITS

Reference #	Date ▼	Type	Status	Amount	Case # ▼	Payment & Credit	Write Off	Patient Na
834724	2/1/2016	Payment	Successful	\$135.52		The Selected payment or credit has not yet been applied.		

Page size: 30 1 items in 1 pages

Viewing Statements

Customer ID:




Keating Dental Arts
Creating smiles every day®

Account Settings | Web Settings | Logout

HOME ACCOUNTING CASES PICKUPS PREFERENCES MY MESSAGES CONTACT LAB

ACCOUNTING - VIEW STATEMENTS

Reset Filter

	Period From ▾	Period To	Current Balance	Past Due 30	Past Due 60	Past Due 90	Past Due Over 90
	2/1/2016	2/29/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	1/1/2016	1/31/2016	\$0.00	\$135.52	\$0.00	\$0.00	\$0.00
	12/1/2015	12/31/2015	\$135.52	\$0.00	\$0.00	\$0.00	\$0.00

Double click to download Statement