

3M Science.
Applied to Life.™

3M™ Filtek™ Matrix on the 3M™ Oral Care Portal

Quick Reference Guide

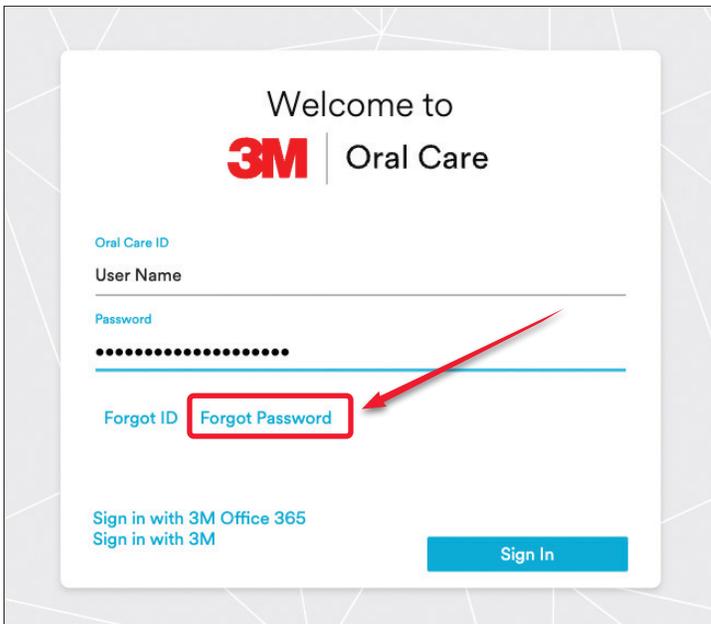
Initial Oral Care Portal Login

3M will send a new user a welcome e-mail that is valid for 7 days. The user should follow the instructions in the e-mail to login and set up password.

Forgot Password and Password Reset

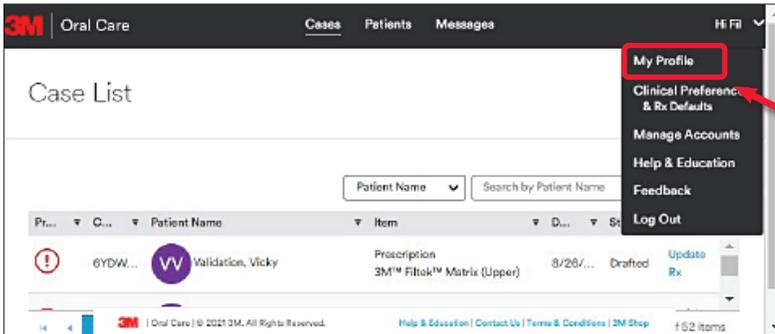
1. Open browser and go to <https://oralcare.3m.com/>
2. Enter the username (e-mail address) that was included in the welcome e-mail from 3M.
Next, select **Forgot Password** and instructions will be sent to your e-mail.

NOTE: Oral Care Portal works best with Chrome or Safari.

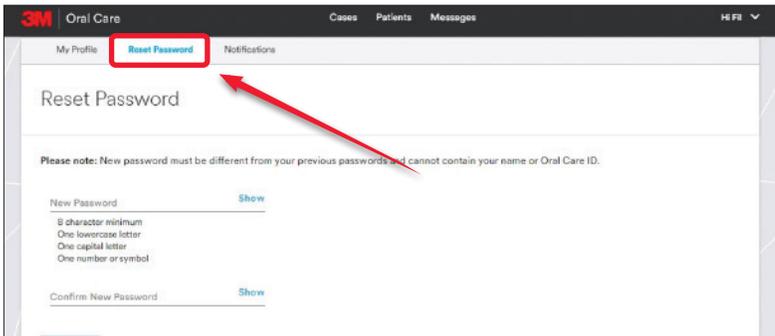


Changing Your Password

1. In the upper right corner next to the username, click on the arrow to display the drop down menu. Select **My Profile**. Change the password then select **Update**.



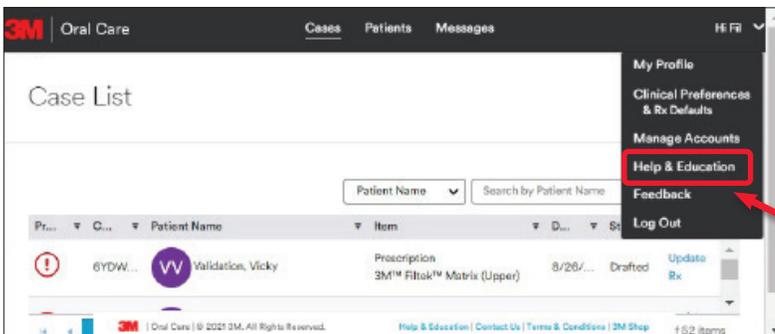
2. There will be 3 tabs at the top, select the second tab to **Reset Password**. Please note and follow the criteria listed when changing the password.
3. Once the new password has been entered and confirmed, select **Save** to complete the process.



Help and Education

Accessing Online Help:

In the upper right corner under the drop down is the **Help & Education** option. Selecting this will bring up another menu with additional information about the 3M™ Filtek™ Matrix. It includes but is not limited to pairing scanners, tips and tricks, and impressing guides.

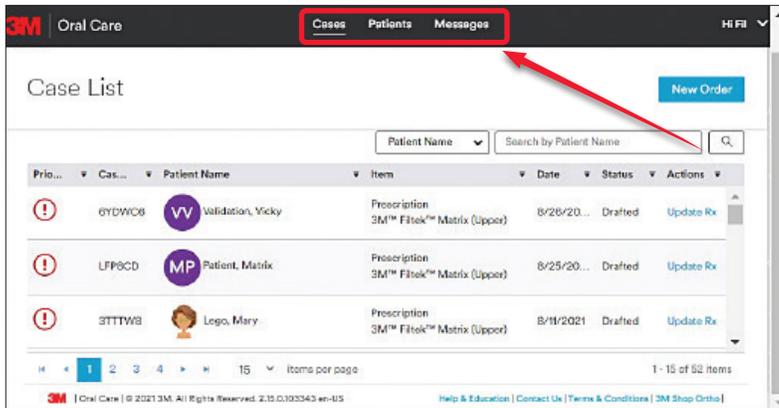


Home Page

Home Screen:

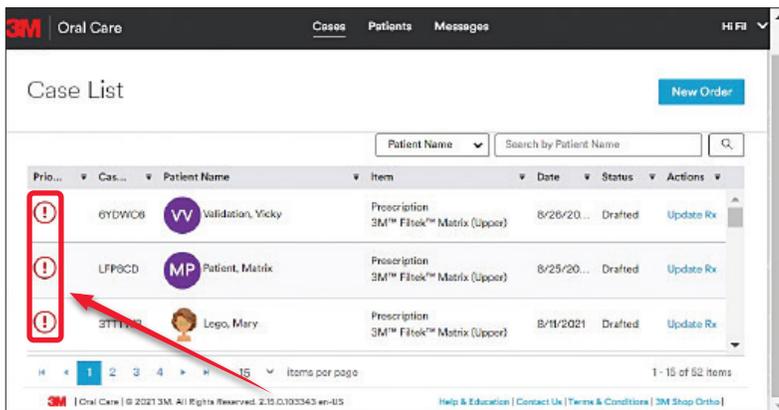
After successful login the user will land on the home screen. This screen is the primary screen used to manage case flow activities. Located at the top are 3 tabs used to manage cases.

- **Cases** – submit new case or review current cases.
- **Patients** – add new patients.
- **Messages**– inbox for all general and case specific messages.



Case List:

This screen will display the existing case list and provides information about cases including Case ID, Patient Name, Date Submitted and Status. The exclamation to the left of the case ID indicates some action is required by the user.



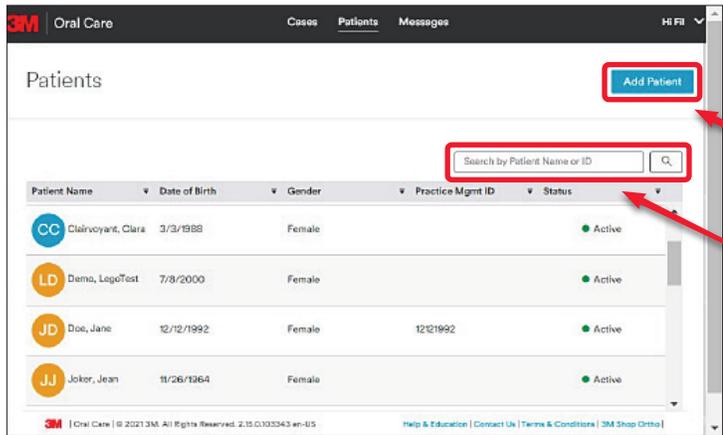
The user can search for patients by using **Search by Patient Name** option.



Home Page (cont.)

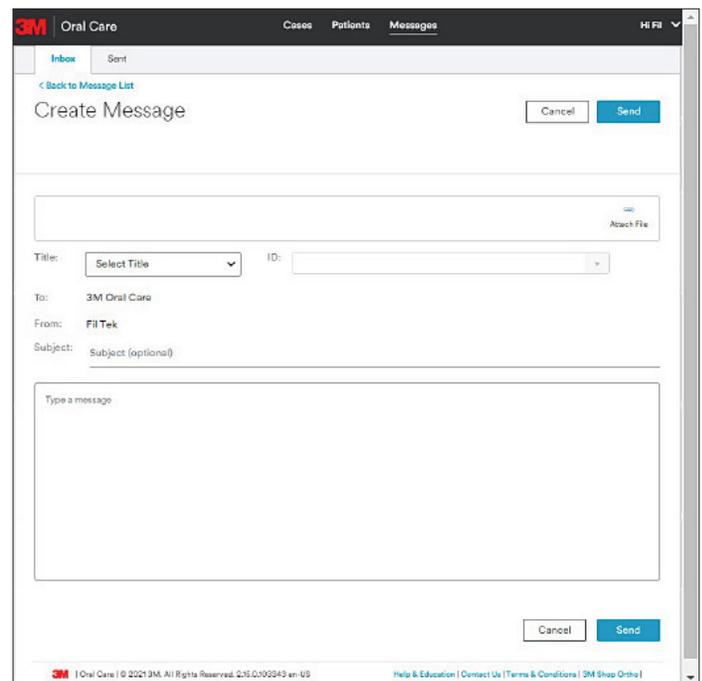
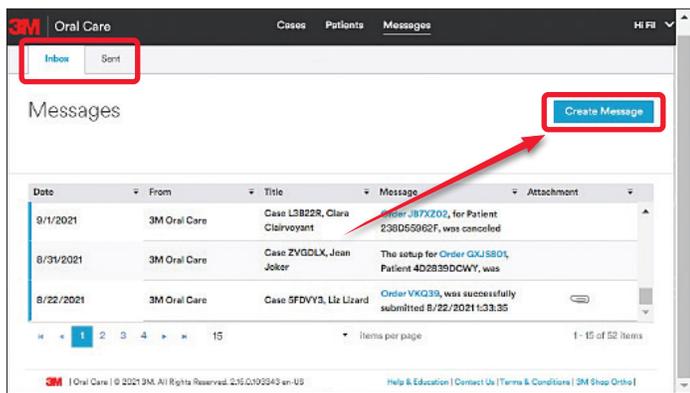
Patients:

This screen will display the existing patient list and provides information about patients, including Patient Name, Date of Birth, Gender and Status. By clicking on a patient name the user can view additional information about the patient. A new patient can be added with the **Add Patient** button. The user can search for patients by using **Search by Patient Name or ID** option.



Messages:

This screen is used to communicate to 3M by sending and receiving messages. The tab **Inbox** or **Sent** will display the respective messages. Selecting **Create Message** will allow the user to send messages to 3M. These messages can include attachments.

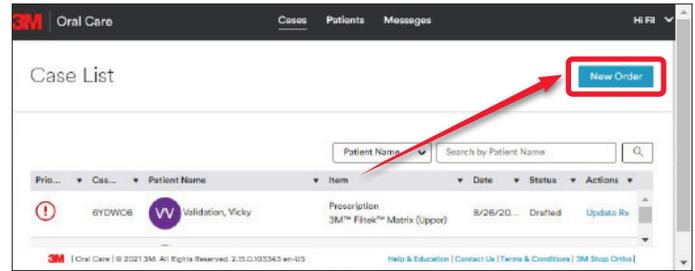


Case Entry

Adding a New Order:

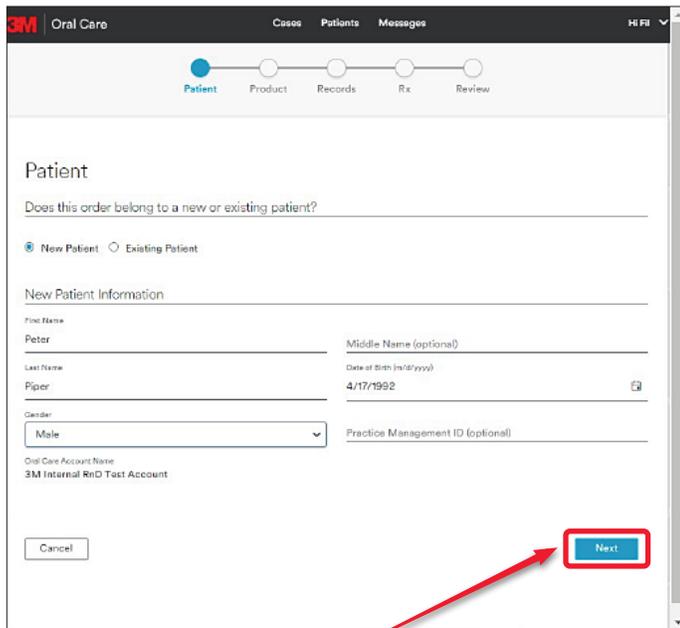
Below are the basic steps to enter a new case.

1. From the home screen select **New Order** to initiate new case entry.
2. Enter patient information.
3. Select 3M™ Filtek™ Matrix for desired arch.
4. Upload scans and photos.
5. Complete Prescription.
6. Submit case.



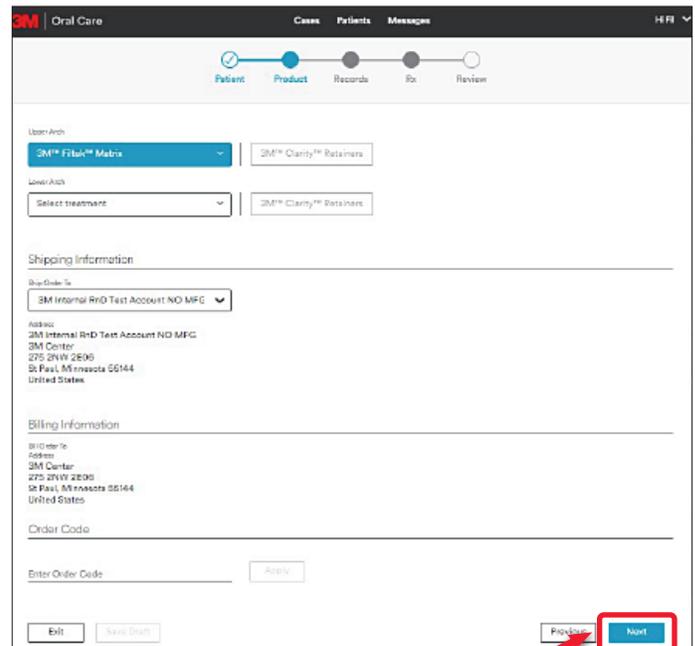
① Patient Information:

1. Enter new or existing patient
2. Enter patient information.
3. Select **Next**.



② Product Information:

1. Select 3M™ Filtek™ Matrix for desired arches.
2. Verify shipping and billing information.
3. Select **Next**.



Case Entry (cont.)

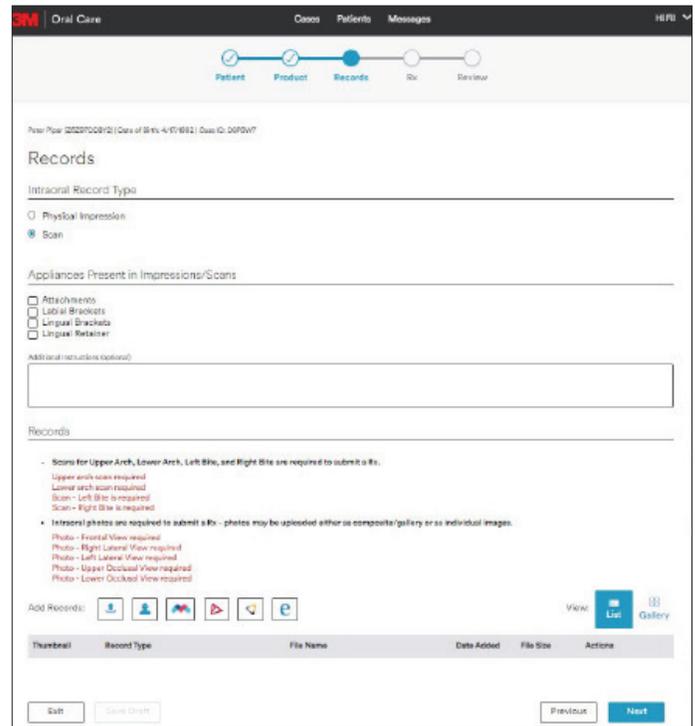
③ Patient Records:

1. Options to upload required scans:

-  Upload STL scan file directly from local computer.
-  Upload scans from Patient record.
-  Upload scans from True Definition Scanner.
-  Upload scans from 3Shape Scanner.
-  Upload scans from Carestream Dental scanner.
-  Upload scan from EasyRx.

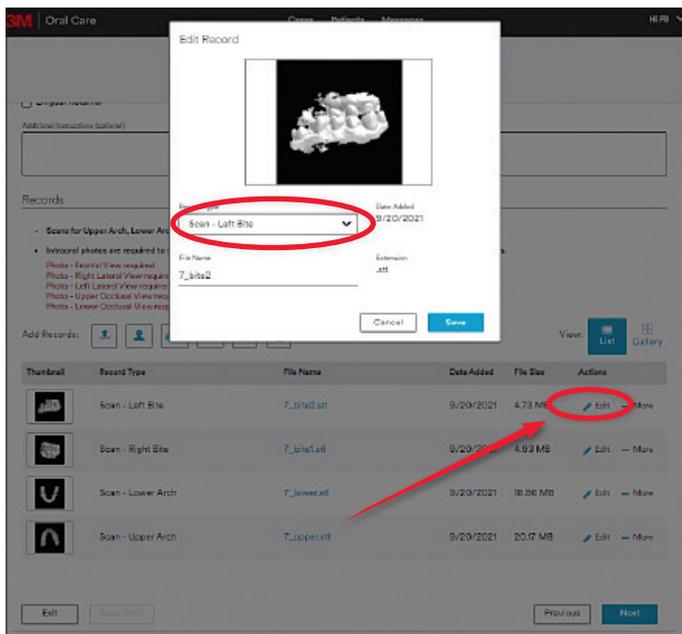
Some scanners can be paired to user accounts for directly loading scans into the 3M™ Oral Care Portal. See Help and Education.

2. Upload required photos.



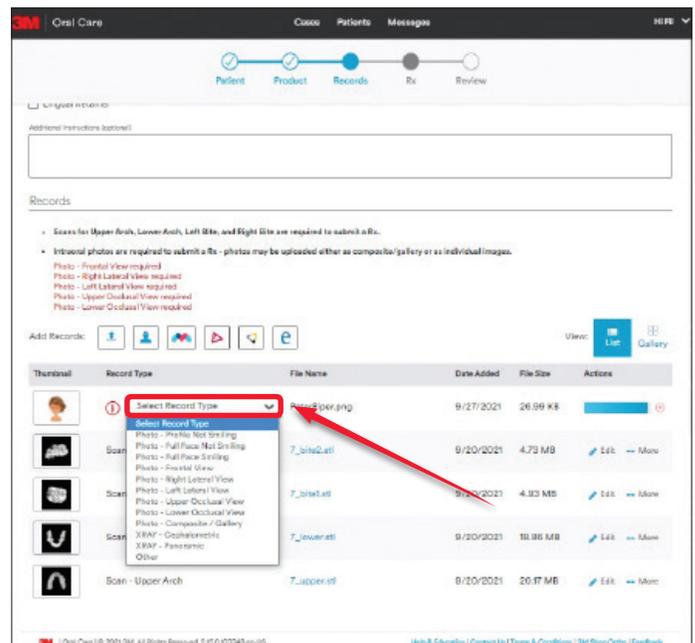
Required scan files and naming convention.

To ensure the required files are uploaded, it is necessary for the user to assign a specific Record type. This is done by selecting **Edit** and then using the dropdown menu arrow to select the appropriate file name.



Required photo files and naming convention.

To ensure the required photos are uploaded, make sure the correct record type is selected for each photo. This is done by using the **Select Record Type** dropdown menu and selecting the appropriate record type from the list displayed.



Case Entry (cont.)

④ Rx Information:

Fill in the 3M™ Filtek™ Matrix prescription

1. Select teeth needing facial veneer.
2. Select teeth needing additional length.
3. Select diastema locations.
4. Select Midline option.
5. Select Guidance option.
6. Complete section about composite removal.
7. Select smile style.
8. Add any additional notes.
9. Select **Next**

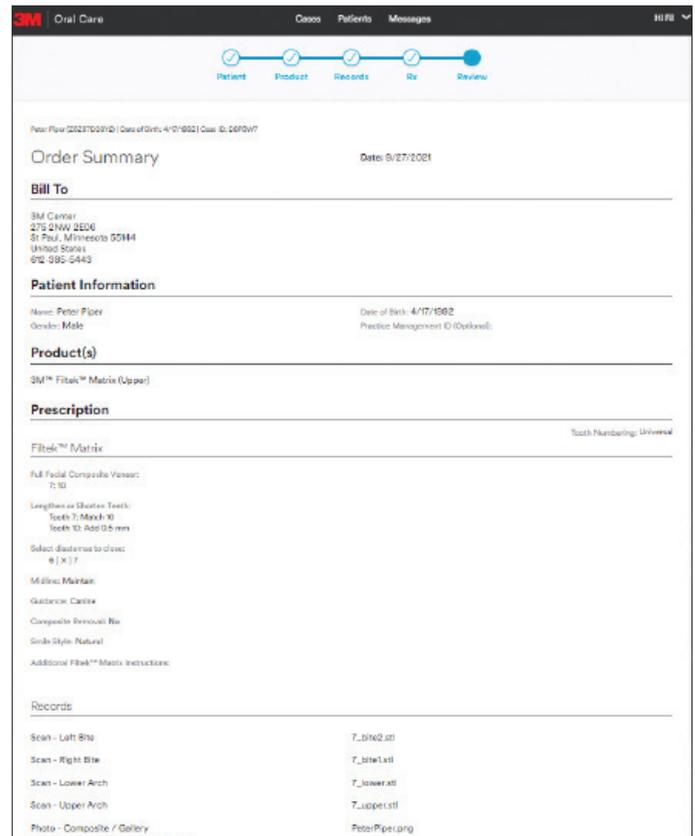
NOTE: the red text indicates incomplete records. The required photos have not been uploaded and must be entered before advancing to the next screen. The composite removal section must also be completed. The user will not be able to advance using the **Next** button if there are any missing records or the Rx is not filled out completely.

The screenshot displays the '3M Filtek Matrix Prescription' software interface. At the top, a progress bar shows the current step is 'Rx'. The left sidebar lists 'Records' for various views: Superior View, Right Lateral View, Left Lateral View, Upper Occlusal View, and Lower Occlusal View. Red text next to these records indicates they are incomplete. The main area is titled 'Prescription' and contains several sections: 'Filtek™ Matrix' with a row of tooth icons for selecting full face composite veneers; 'Modify the length of individual teeth' with a 'Midline' dropdown and a 'mm' input field; 'Subul diastemas location' with a row of tooth icons; 'Guidance' with radio button options for 'Full', 'Minimal', 'Adjust as indicated', and 'None'; 'Composite Removal' with radio button options for 'No', 'Yes', and 'COMPOSITE REMOVAL REQUIRED'; and 'Subul smile style' with radio button options for 'Natural', 'Smile', 'Dul', and 'Fit'. At the bottom, there are 'Back', 'Save Draft', 'Previous', and 'Next' buttons. A red arrow points to the 'Next' button.

Case Entry (cont.)

5 Review Rx:

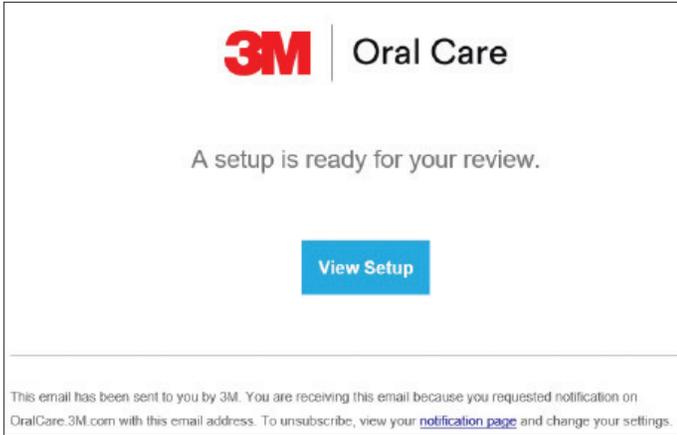
1. Review to ensure proper information and files have been added to the case.
2. Review and accept Legal Terms & Conditions and then select **Submit**.



Review Tx Design

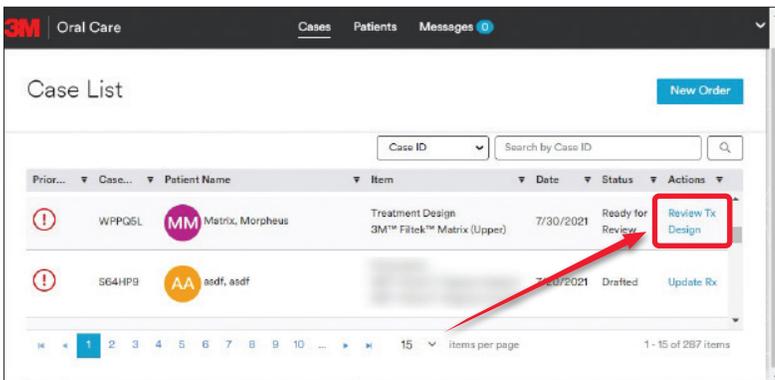
Tx Design Ready for Review:

When the user's Tx Design has been completed and is ready for review, the user will be sent an e-mail.



Navigating to Tx Design:

Any case that requires action will be noted with the red exclamation next to the case ID. To view the new design under the Actions dropdown menu select **Review Tx Design**. This will open the case for the user to review.



Review Tx Design (cont.)

Viewing Options to Aid in Design Review:

-  **Occlusal** – Used to show the occlusal view of the upper and lower arch.
-  **Grid** – Used to overlay a grid on selected image, grid size is adjustable.
-  **View** – used to select different viewing options (single, dual, gallery).
-  **Tools** – Used to view the cross section, print image and view in Dark Mode.

Arch Options – Used to select different arch combinations and views.

(+/-) – Used to increase or decrease object size.

Initial/Final/Compare – Images of initial scan, Tx design, and overlay of the two.



Next sections show some examples of these options.

View Dual Image:

This can be used to view the initial scan and new Tx design side by side.



Review Tx Design (cont.)

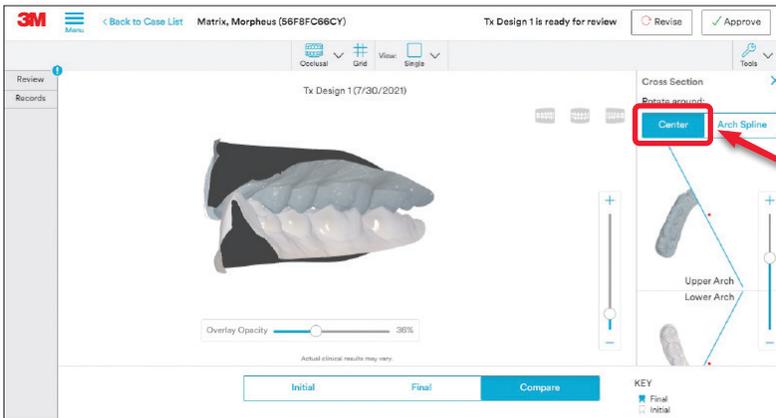
Compare:

This is used to see the new Tx design overlayed to initial scan. The level of translucency of the new design is adjustable.



Cross Sectional View:

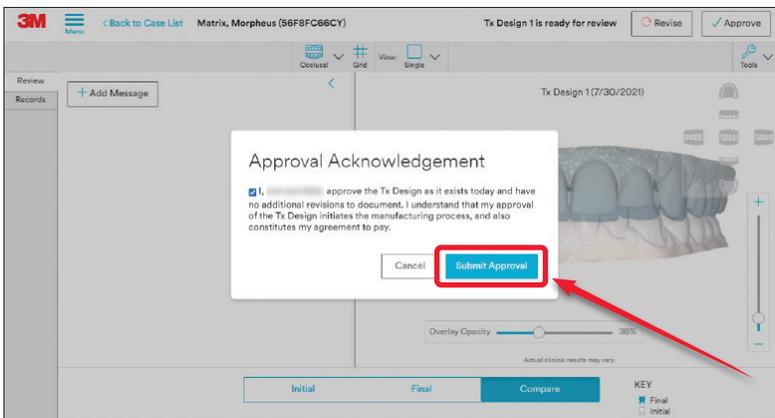
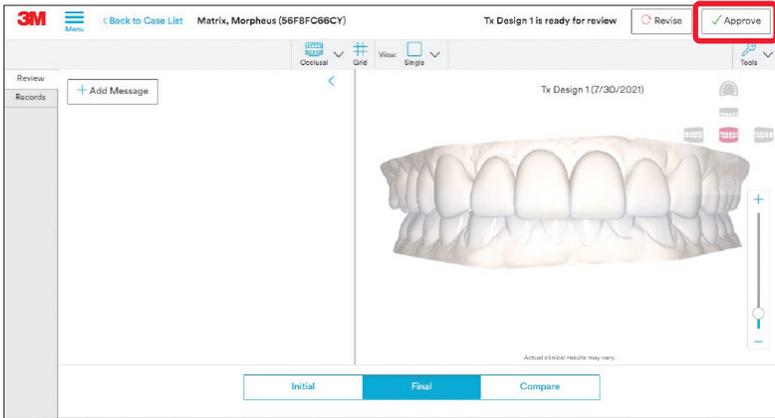
By selecting **Center** and using the (+/-) option, the user can move the cross section to view different areas of the arch.



Approve Tx Design

Approval of Tx Design:

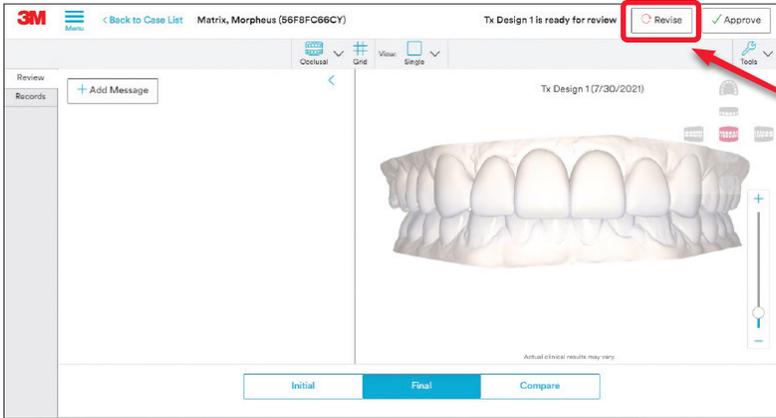
To accept the existing design, the user selects **Approve** in the upper right corner. The user will then need to accept **Approval Acknowledgement** before selecting **Submit Approval**.



Revise Tx Design

Revise Existing Tx Design:

To request revisions to the current design, the user would select **Revise** in the upper right corner.



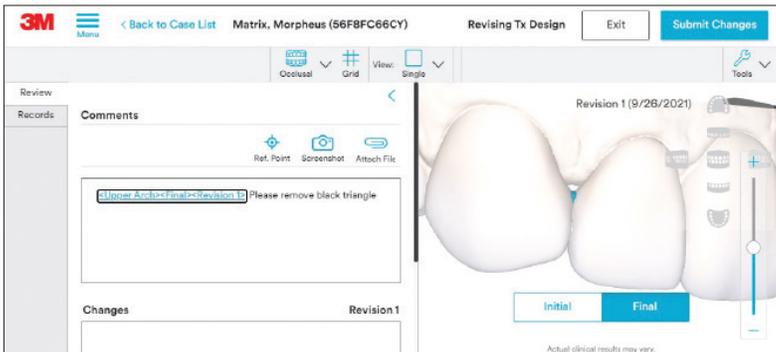
Tx Design Revision Tools:

The following tools can be used to pinpoint specific areas for modifications.

 **Ref. Point** – Used to indicate specific area.

 **Screenshot** – Used to capture image.

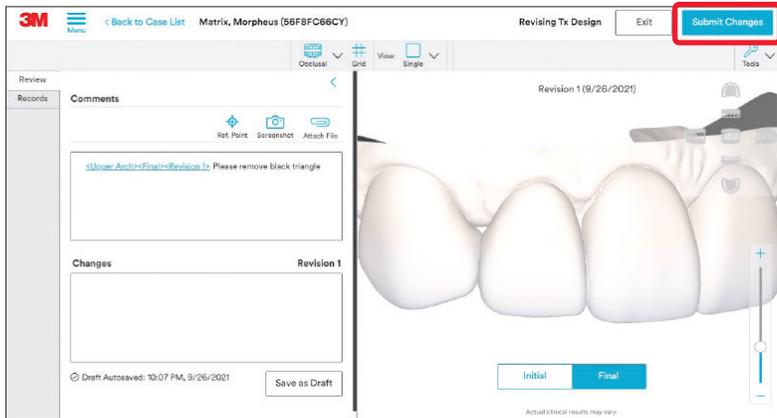
 **Attach File** – Used to attach file.



Revise Tx Design (cont.)

Submit Changes:

After adding any images and notes regarding desired changes, the user will submit by selecting **Submit Changes**.



The 3M™ Oral Care Portal may have been updated since this document's release.

For questions, please reach out to 3M using Messages in the Oral Care Portal or call 1-800-634-2249.

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