

Unitek™ Treatment Management Portal | TMP

3-Step Installation Quick Start Guide

1

Installing the Software



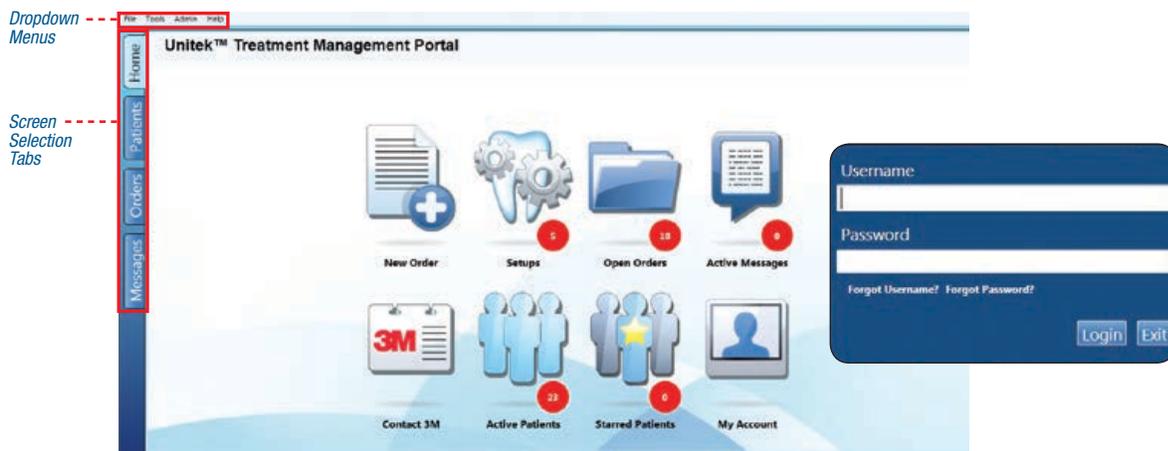
1. Download the installation file from the 3M Unitek website. <http://www.3MUnitek.com/tmp>
2. The first dialog box in the installation wizard will be the language selection screen. Select the language that matches your computer's operating system.
3. Start the installation program and follow the on-screen instructions.
4. Read and accept the terms of the license agreement and click <Next>.
5. Enter your name (e.g., Dr. John Doe) for the User Name field and the clinic name (e.g., John Doe Smiles) for the Company Name field and click <Next>.
6. Select *Complete Installation (recommended)*.
7. Select the country where your practice is located.
8. Check *Install* to begin the installation.

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Logging in and Running the Software



1. Go to your computer desktop and double click the Unitek™ Treatment Management Portal icon to launch the application.
2. Enter your Username and Password and click <Login>.
3. The Unitek Treatment Management Portal Home Screen will display.



4. The Home Screen features eight icons providing easy access to the most important features:
 - **New Order** – Allows users to place orders for Incognito™ Appliances or Digital Model Storage
 - **Setups** – Notes the Incognito System Setups that require immediate attention
 - **Open Orders** – Check on the status of an order
 - **Active Messages** – Notes new messages from 3M Unitek
 - **Contact 3M** – Customer support information
 - **Active Patients** – Notes patients currently in treatment
 - **Starred Patients** – Notes patients that have been selected as 'starred'
 - **My Account** – Modify account name, username, email address, and notification settings
5. Click the *Screen Selection Tab* to display the Patients List, Orders List or Messages screen. Then click a data line to see more detail and processing options that are available for that record.

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Submitting Orders



1. Click the <New Order> icon, then click <New Patient> or <Select Existing Patient>.
2. For **Digital Model Storage** orders, click the blue arrow next to <Create Digital Model Order> to display the Digital Model Order Wizard.

- OR -

For **Incognito™ Appliance System or Incognito™ Lite Appliance System** orders, click the blue arrow next to <Initial Setup> to display the Incognito Appliance Order Wizard. To order additional brackets and wires for previously submitted orders, select the blue arrow next to <Additional Brackets/Wires>.
3. Orders are not finalized until the user acknowledges the Terms & Conditions & Privacy Agreements and clicks <Submit>.



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Outside these areas, contact your local representative.

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