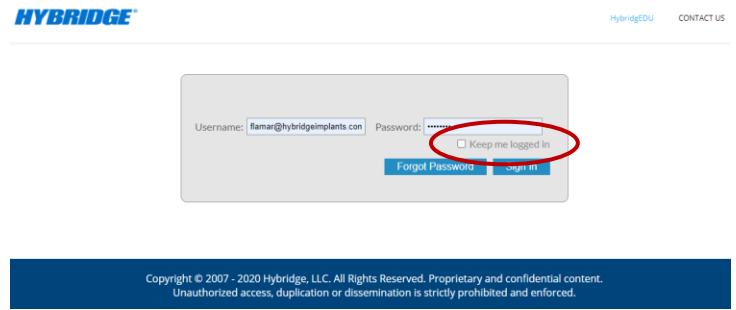
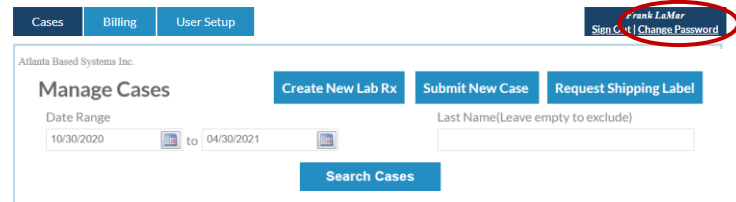


1. Go to HybridRx.com – it's a good idea to bookmark this site for easy access moving forward.
2. Log in using your username and temporary password (this was emailed to you separately – copy and paste the password for accuracy). Check the box “Keep me logged in” if you would like to stay logged in each time you access the site.



3. The first time you log in, with your temporary password, you will be directed to a page where you will change your password to something easy to remember.

**LOG OUT to enable new password**




4. Prior to creating your case, you'll want to make sure you have all the digital files that need to be sent to the lab through the portal.

We've created a form to help ensure we receive everything we need to start your case.

Think of it like a packing list for your “digital case box.”

*Use the QR code below to access a copy of these sheets that you can print in your office*





Case Number: \_\_\_\_\_

Patient Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Case Type: **Upper**    XD    H4    ZH    C

**Lower**    XD    H4    ZH    C

Uploaded to Portal:

\_\_\_\_\_ Rx

\_\_\_\_\_ Smile Design/Analysis

\_\_\_\_\_ Pre-treatment Photos Series

\_\_\_\_\_ Intraoral Scans (*upper/lower bite*)

If pre-surgery or XD capture using CBCT:

\_\_\_\_\_ CBCT Uploaded

\_\_\_\_\_ Rx Saved in Patient Chart

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5. Gather all your files and copy or save them into a folder called  
< Patient Last Name, Patient First Name>.  
Once all the files are in the folder, it's important to ZIP the folder.

## Prior to uploading, please zip all IOS & CT scan files

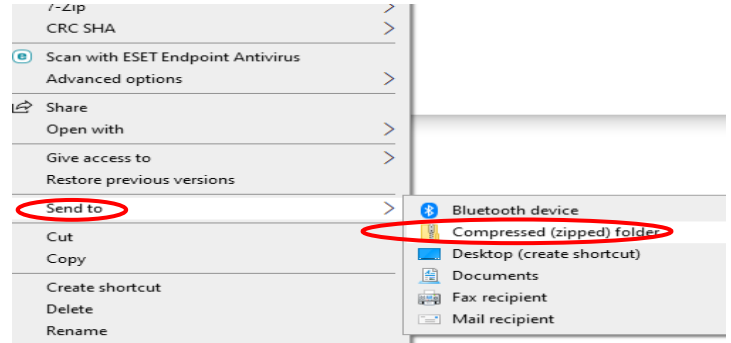
### How to Zip a Folder:

Right click on the folder

Hover on "Send to"

Select "Compressed (zipped) folder"

- a duplicate file will be made with either a zipper on it or a blue "Z"
- if following a Dual Scan Protocol, please add folders individually and label accordingly;  
"In the mouth, out of the mouth"



Scan the QR code to see a brief video explanation showing how to create your "Digital Case Box", zip it and send it off to the Lab.

- To submit a case or send files to the lab for an existing case, click “Submit New Case”. Continue to use this case until we send you your requested products and this phase is completed.

Atlanta Based Systems Inc.

Cases Billing User Setup

Frank LaMar  
Sign Out | Change Password

Manage Cases

Create New Lab Rx **Submit New Case** Request Shipping Label

Date Range: 10/30/2020 to 04/30/2021

Last Name (Leave empty to exclude)

Search Cases

- This is the main case submission screen. Fill in the required information – First Name, Last name, Requested Due Date. Then choose the box that describes where you are in the process.

Cases Billing User Setup

Anissa ABS TESTING PURPOSES  
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

Create New Lab Rx Submit New Case Print UPS Label

Date Range: 01/11/2024 to 07/11/2024

Last Name (Leave empty to exclude)

Search Cases

Create New Case

Patient

\* First Name: \* Last Name:

Case Information

\* Requested Due Date:

Delivery Address: 123 Any Street Anywhere

Choose the Appropriate Option

Please Evaluate A Case

Dentate Pre-Surgical

Edentulous Pre-Surgical

Edentulous Tryin Needed (Not Ready for Implant Placement)

Post-Implant Phase

Other Case Types

- When you click on any of these boxes, you will be directed to a page that shows you exactly what you need to upload for that phase of treatment.
- Then check the “I agree” box and click on **Upload Files & Save**.

Choose the Appropriate Option

Please Evaluate A Case

Dentate Pre-Surgical

Edentulous Pre-Surgical

Edentulous Tryin Needed  
(Not Ready for Implant Placement)

Post-Implant Phase

Other Case Types

Please check at least one box in each line. Then click on “Add Files” and select your zipped folder/files or drag the folder/files into the “Drag files here” area.

**Dentate Pre-Surgical**

**Below are the items necessary for us to begin your case. Please check at least one box in each section confirming that you included these files in your zipped folder or are shipping physical items to the laboratory.**

<input type="checkbox"/> Intra-oral Scans – Upper, Lower, Bite	<input type="checkbox"/> Shipping Models	<input type="checkbox"/> N/A
<input type="checkbox"/> Smile Design Sent	<input type="checkbox"/> Photo Series	<input type="checkbox"/> Shipping Photos
<input type="checkbox"/> Facebow	<input type="checkbox"/> Shipping Facebow	<input type="checkbox"/> N/A
<input type="checkbox"/> RX	<input type="checkbox"/> Shipping Rx with Case	
<input type="checkbox"/> CBCT Scan	<input type="checkbox"/> N/A / Non-Guided Surgery	

Select files

Add files to the upload queue and click the "Upload Files and Save" button.

Filename	Status	Size
Drag files here.		

Add Files

Start Upload

0% 0 kb

You must upload zipped file before you can save the case.

☐ \* I agree to these [Terms and Conditions](#).

Upload Files and Save

9. Once your files have been uploaded & the case has been saved, the case number will be assigned. You will be able to add any additional files necessary.

Atlanta Based Systems Inc.

### Manage Cases

[Create New Lab Rx](#)
[Submit New Case](#)
[Print UPS Label](#)

Date Range

01/16/2024



to

07/16/2024



Last Name(Leave empty to exclude)

[Search Cases](#)

2024-4634

Case Number

[Back to Search](#)

Tues Test

Patient Name

Serviced by: Test G. ZZZAccount

[File](#)

[Info](#)

[Invoices](#)

[Notes](#)

[Cancel](#)

[Remake](#)

[Print Page](#)



Select files

Add files to the upload queue and click the start button.

Filename

Status

Size

Drag files here.

[Add Files](#)

[Start Upload](#)

0% 0 kb

PLEASE ZIP CBCT AND INTRA-ORAL SCAN FILES BEFORE ADDING

[View Files](#)

[List of Uploaded Files](#)

10. You can now click on "List of Uploaded Files". If it says pending, click off to close and check a few minutes later. When the status says "Successful" our team can retrieve the information.

[Add Files](#)

[Start Upload](#)

0% 0 kb

PLEASE ZIP CBCT AND INTRA-ORAL SCAN FILES BEFORE ADDING

[View Files](#)

[List of Uploaded Files](#)

View Uploaded Files

File Name	Transfer Status	Transfer Date
smileanalysispic-1721155762.JPG	Successful	07/16/2024 2:49 PM

*The length of time it takes to upload will depend on your internet connection and the size of the folder or files.*