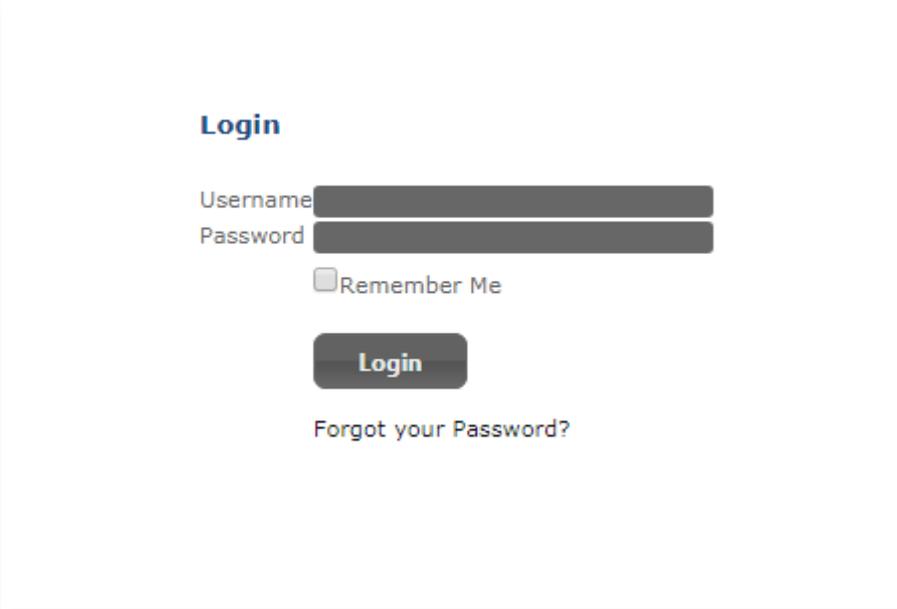# My Ragle Online – Case Submission Guide

1. Visit ragledental.com and click the "My Ragle Login" button at the top right of the page. Enter your Username and Password and click "LOGIN."

2. On the home screen on My Ragle, Select "New Case."

3. In the name fields, enter the patient name. Add the patient age and gender, if desired.

Patient

First Name	Last Name	Sex	Age
FIRST	LAST	○ Male ○ Female ● Not Specified	99

4. Select "Add" under the "Restorations" field.

New Case
Please enter the case details below. Once you click the "Submit Case" button, your estimated return date will appear here.

| Submitted | Accepted | At Lab | In Production | Shipped |

Patient

First Name	Last Name	Sex	Age
FIRST	LAST	○ Male ○ Female ● Not Specified	99

Restorations

No Restorations

+ Add

5. Choose the first Restoration you will be entering. First select the Group that your restoration is in, then select the specific Product under the "Choose a Product" drop-down menu.

6. Select the teeth that will be covered in the current restoration. Click the tooth icon to expand the viewing window as seen below to select your teeth.

7. Fill in all required information, as indicated with the *****. Add any necessary restoration notes in the box labeled Notes. Once this is done, click on the "OK" button at the bottom of the restoration information screen.

Shade	A2	*
Pontic	Modified Ridge Lap	
Contacts	Light	*
Occlusion	Centric Contact	*
Stump Shade	ND1	*
Occlusal Staining	None	*
If Minimal Clearance	Relieve Opposing	*
Esthetic Details	Follow Existing Pre-op	*
Notes	Test Notes	

OK   Cancel

8. If you would like to clear out your restoration choices and start over, select "Cancel."

9. Select the "Add" button at the "Restorations" field to add additional restorations for the case.

New Case
Please enter the case details below. Once you click the "Submit Case" button, your estimated return date will appear here.

Submitted   Accepted   At Lab   In Production   Shipped

Patient

First Name: FIRST   Last Name: LAST   Sex: * ○ Male ○ Female ● Not Specified   Age: 99

Restorations

+ Add

✎ Edit   🗑

Product	CERA-LEUX HSZ PLUS
Teeth	08 09
Shade	A2
Pontic	Modified Ridge Lap
Contacts	Light
Occlusion	Centric Contact
Stump Shade	ND1
Occlusal Staining	None
If Minimal Clearance	Relieve Opposing
Esthetic Details	Follow Existing Pre-op
Notes	Test Notes

10. Choose the second restoration you will be entering. Once complete select "OK."
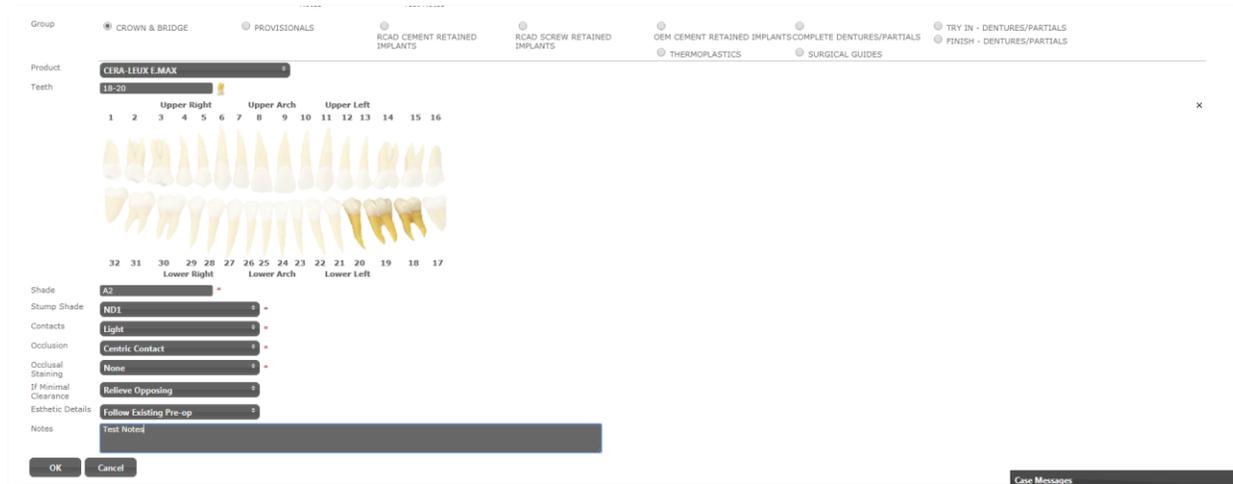
11. Continue adding restorations individually until all restorations needed for the case are added. To edit restorations previously added select the "Edit" button. To delete restorations, select the Garbage Bin button.


Select to edit restoration.
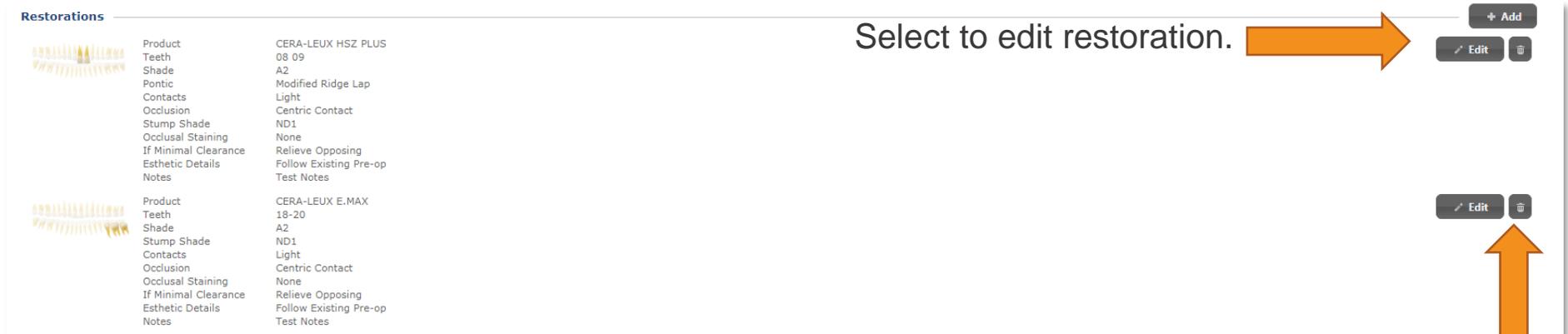
Select to delete restoration.

12. Review the information for each restoration that was entered. Make sure everything is correct. <u>After the case is submitted, it cannot be edited</u> on the doctor facing side of the My Ragle online portal.

13. If there are any images or .STL files that need to be uploaded, enter them under the "Documents" field. Images can be added later, if needed.

Documents
No Documents

14. If your computer is not Flashed Enabled you will need to change the settings to basic. To this select this button and then select Basic.

Documents
No Documents

Enclosures
No Enclosures

Basic
Flash Enabled
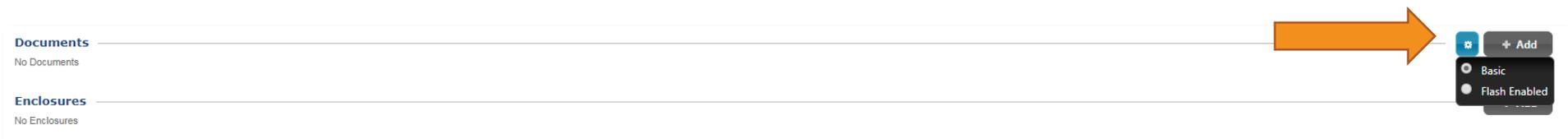
15. Please indicate any digital or physical Case Enclosures you are sending that pertain to your case. First select the "Add" button and then indicating the quantity of each enclosure in the Pop-Out screen. Select "OK" when finished. Your selections will appear under the Enclosure section.

Enclosures   **+ Add**
No Enclosures

Select Enclosures   ✖

Other	Photos Emailed	Bite(s)	Study Model	Opposing Model
00	05	01	00	01

Master Model	Impressions
01	02

OK   **Cancel**

Enclosures   **+ Add**

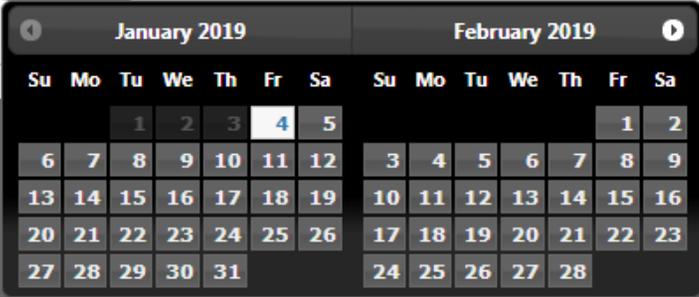| Other	Bite(s)	Opposing Model	Master Model	Impressions
00	01	01	01	02

Photos Emailed
05

16. Select the <u>date that the case will be shipped from your office</u> to the Ragle Dental. If there is a requested return date and time, enter this in this additional notes section below.

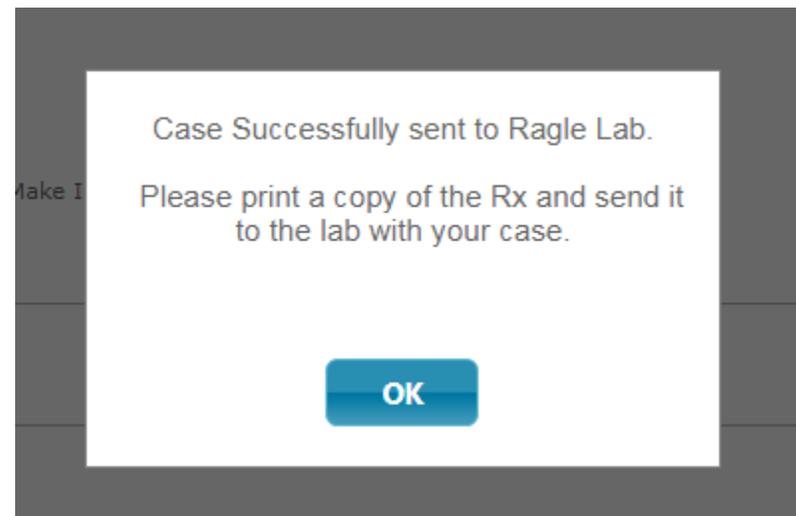**16.** Any overall Notes for the case should be entered in this section.

17. Accept the terms and conditions and select "Submit Case.
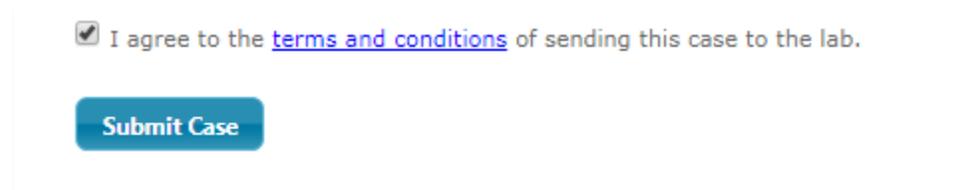
☑ I agree to the terms and conditions of sending this case to the lab.

Submit Case

18. Once Submitted, you will receive a notification to print a copy of your Rx and send it with the case materials.

Make I

Case Successfully sent to Ragle Lab.

Please print a copy of the Rx and send it to the lab with your case.

OK

19. Select "OK" and select "Print Rx" at the bottom of the page to generate a copy of your Rx. Please print a copy and include with any physical case materials being shipped.
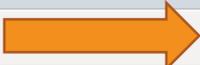
I agree to the terms and conditions of sending this case to the lab.

Submit Case   Print Rx

Case Submission Complete

Case Messages

20. You can communicate with the lab regarding your case with Case Messages. You can do this by selecting "Edit" by the desired case on your My Cases list on the home page.

Patient	Case # ▾	Status	Send	Return	
LAST, FIRST	CN091664 Stage 1	Submitted	Fri Jan 04 2019		Edit

22. Once here, select the Up Arrow next to "Case Messages" in the bottom right corner of the screen.
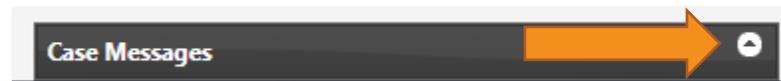
Case Messages

23. This will open the Case Messages window. You can then type your message to the lab in the gray chat box and hit Enter to submit your message. The lab will be notified of your message.

Case Messages 1

natalie.swanson@raglelab.com   Jan 07 03:00 PM
This is a test message to the lab.
0 comments
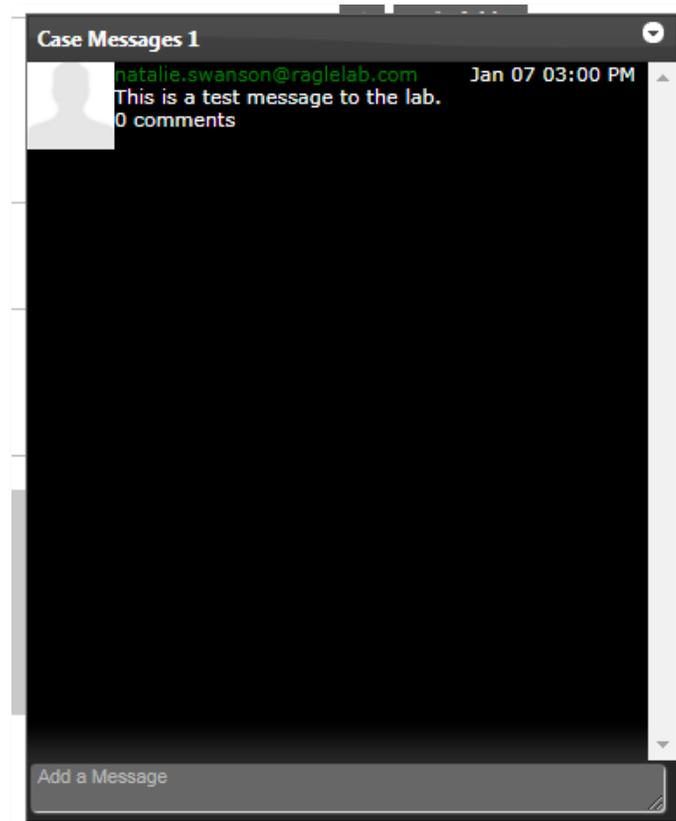
Add a Message

24. From this window you can add another message or a comment on a previous message. The lab can respond with a follow up message or a comment on a message as well.

Case Message Complete