SmartCast®

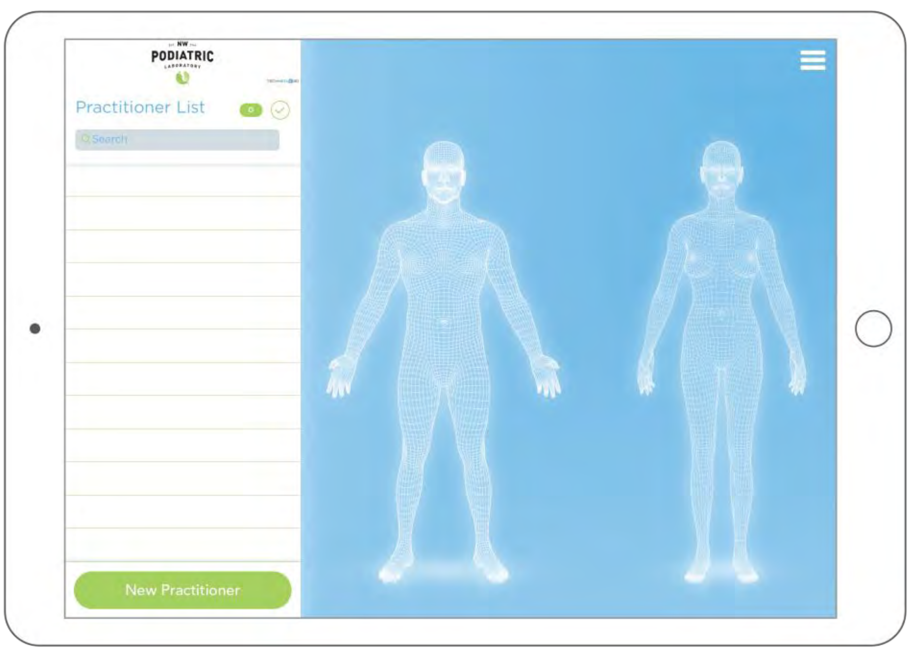
USING THE SMARTCAST® APP

(rev. 9/21)

Log In and Set Practioners/Locations

1. Open the SmartCast® app. Enter your email address and password. Tap *Submit.* The app opens to the *Patients* screen.

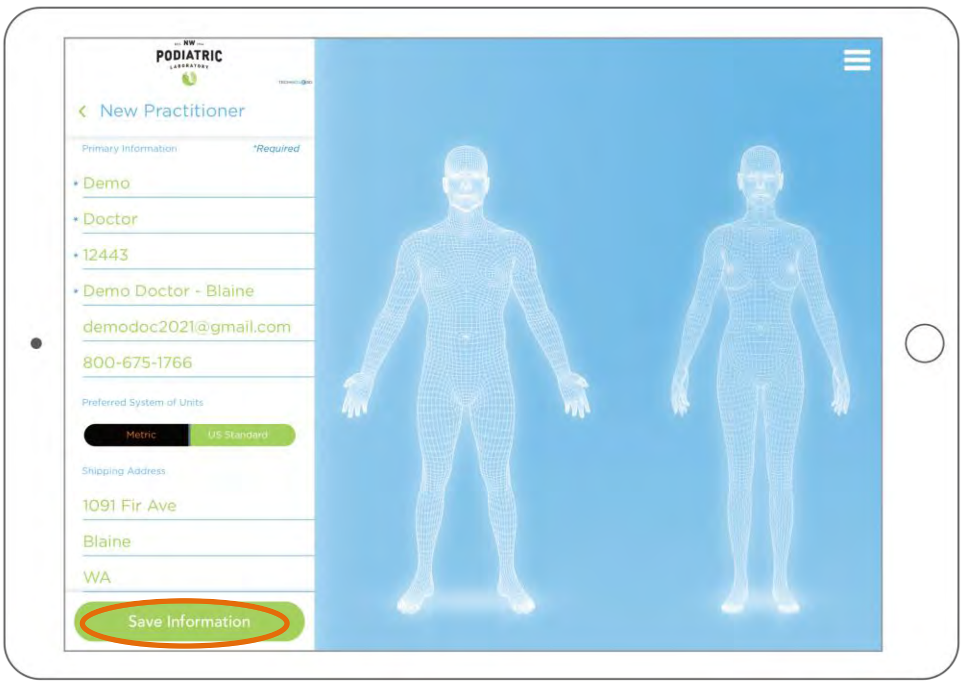
2. To add Practitioners and Locations, tap the hamburger icon in the upper right corner of the screen. Tap *Practitioners* then *New Practitioner.*



3. Fill out all required fields, making sure to fill out the fields as instructed in the email you received after creating your login.

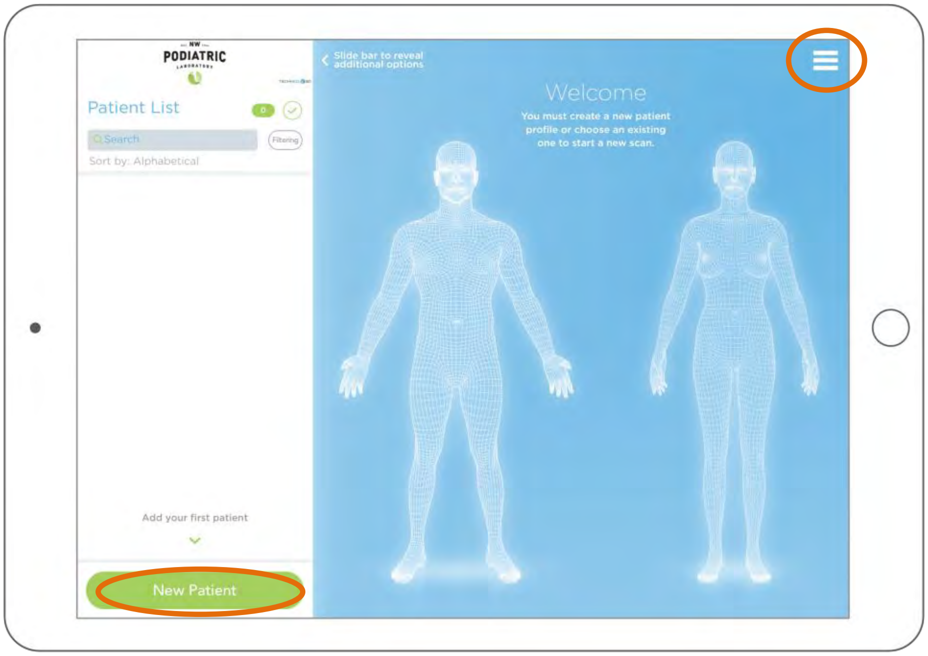
*A few notes when creating Practitioners & Locations.

- If your iPad stays at one office location, add each doctor with that specific location.
- If your iPad moves from different locations, please add the doctor for each location they practice. This will require adding them multiple times and entering different locations, so we know what locations the order is associated with.
- If you need help, please email ***marketing@nwpodiatric.com.***



Create and Submit Orders

1. To create a new patient, navigate to the *Patients* tab by clicking the “hamburger icon” at the top right corner of the screen, then tap the green *New Patient* icon on the bottom of the screen.



2. Fill out all required fields and include height, weight, and shoe size of the patient.
*Only fill out the address if the order needs to be mailed to the patient and not your office.

3. Once all patient information is entered, tap the green *Save Information* icon at the bottom.

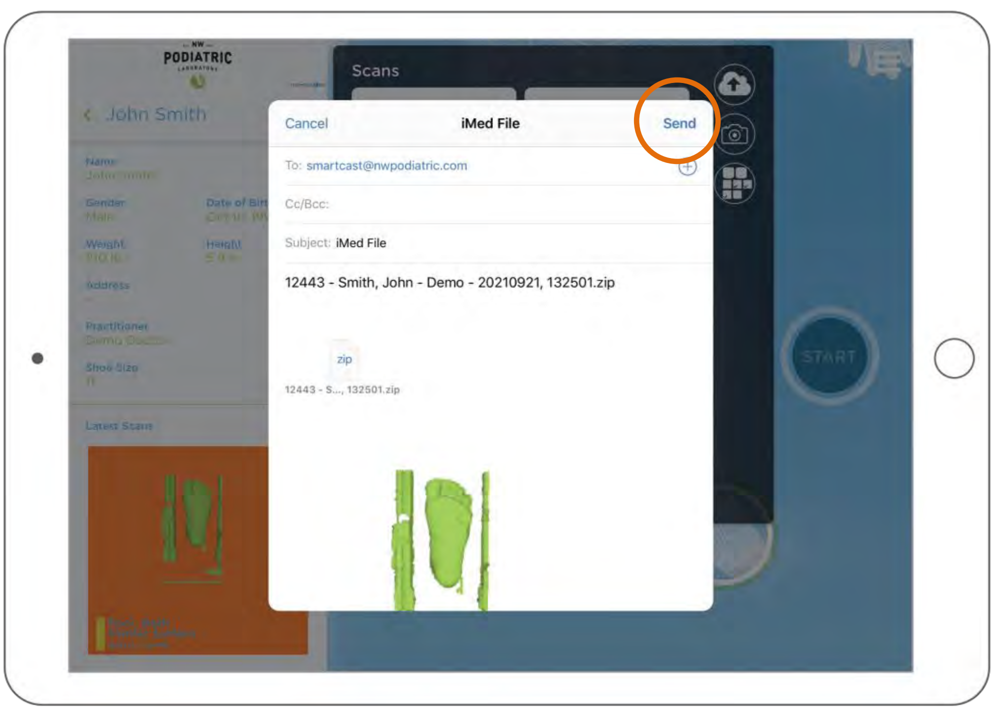
4. If all patient information looks correct on the review screen, you are ready to begin scanning. Tap which foot you'd like to scan first and tab the *Plantar Surface* option, then tap *Start*.
*Other scanning options include AFO/Braces (top) and foam box (middle).

5. Navigate through the scanning process of the first foot, then make sure to take a photo of the foot by tapping on the camera icon on the scan screen when the scan is complete. You can also take a photo after closing out of the scan screen and tapping on the camera icon on the screen below.

6. After both feet have been scanned and photos taken, tap the box under *Order Forms* and fill out the PDF version of the Rx form.

7. When all the specifications for an order have been entered and you are ready to submit, tap the cloud icon on the top-right of the screen.

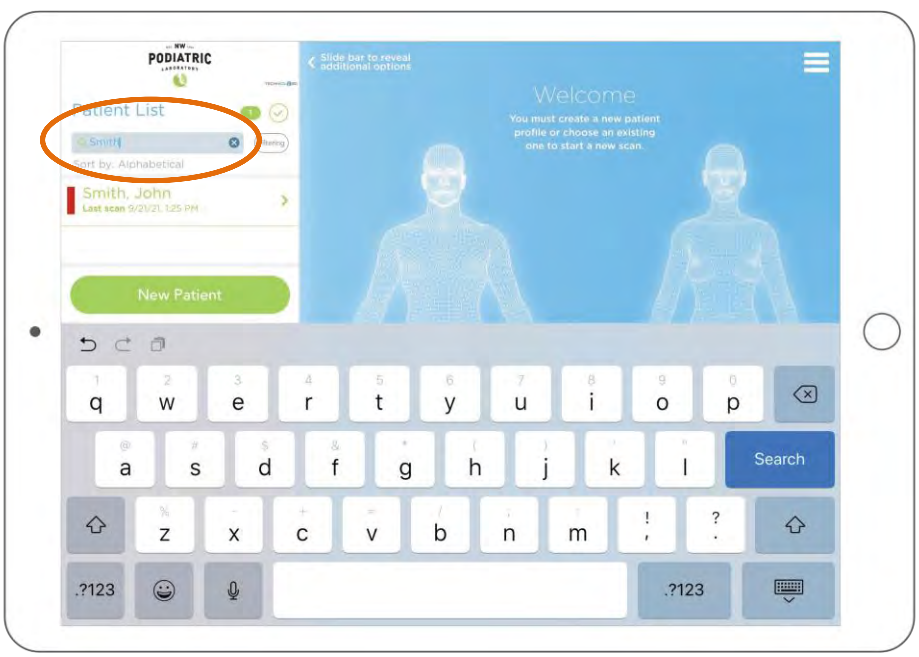
8. A secure email with the zip file will be created for the order. Tap *Send.*
***Please make sure your email inbox is set up on the iPad or you will not be able to submit any orders.**



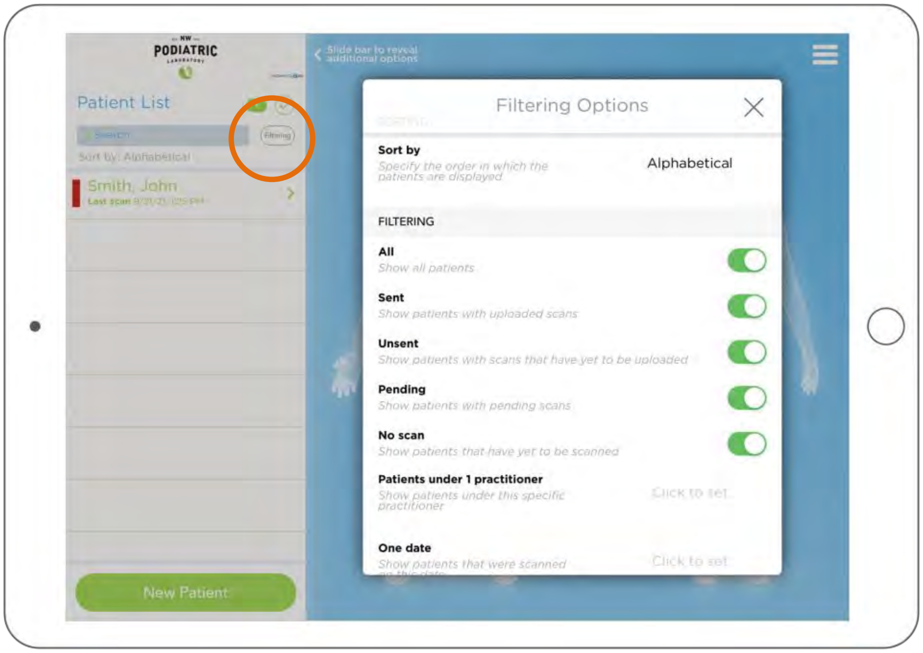
9. After an order has been sent, you can confirm it was sent successfully when a green bar appears next to each order. If the bar is red, the order has not been submitted yet. If there is no color bar next to a patient, scans/photos still need to be created.

Search Patients

1. To search for a specific patient, ensure you're in the *Patients* tab of the app and tap the *Search* box at the top-left. Search by typing in the patients name and patients will filter down to that specific patient or patients.



2. For a more detailed search, tap *filtering* next to the search box and tap the options based on your search criteria.

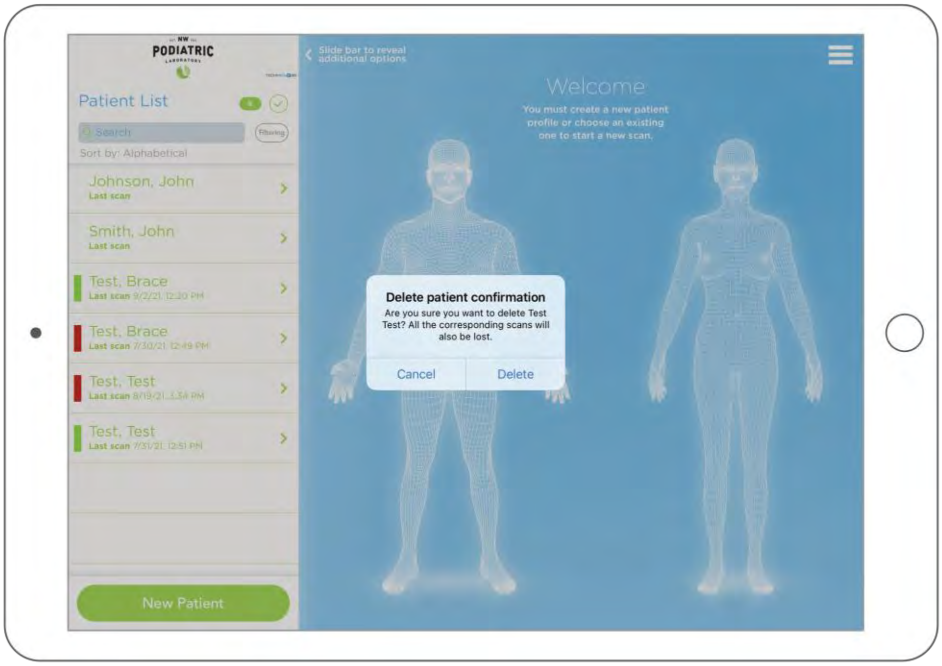


Delete Patients and Orders

1. To delete a specific patient, find the patient's name you'd like to delete, put your finger on the name and swipe left to show the "delete" or "archive" options. Tap "Delete".

*If you would like to keep the patient record but hide it, you can tap "Archive" and retrieve it later.

2. The *Delete patient confirmation* alert appears to confirm that you'd like to delete this patient. Tap *Delete*.

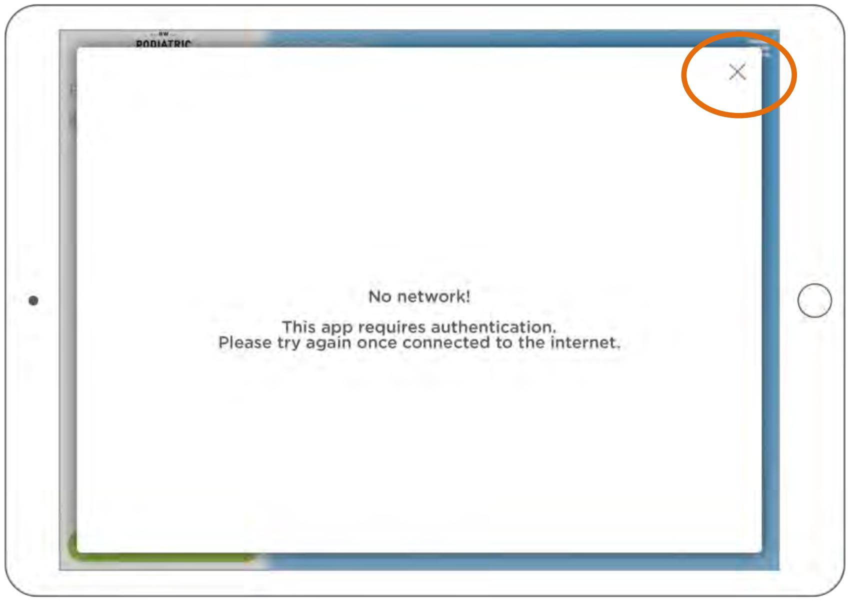


3. To delete an order/scan of a patient, tap the desired patient on the Patients screen. Below the patient information, complete scans will be visible. If there are multiple, you can scroll down and find the scan you want to delete. Put your finger on the scan and swipe left. Tap *Delete*.

4. An alert will appear asking you to confirm that you'd like to delete the order. Tap *Delete*.

Wi-Fi Messages

1. If you're disconnected from Wi-Fi, a message will appear onscreen saying: *No Network!*
   Wi-Fi isn't required to create scans but is needed to add patient information and submit orders. To bypass this alert to scan a patient, tap the "x" in the top right corner.



2. Enter a patient ID number that you can revert to when you're back on Wi-Fi. Click OK and go through the scanning process. When you are back on Wi-Fi, look for the number ID on the patient list, edit/add the patient info and fill out the Rx form before submitting the order.