



CLEAR BLUE SMILES™

SureSmile® Aligner

ADD USER

1. Login into SureSmile®



SureSmile®

Log in with your account details

Login

[Forgot your password?](#)

[Looking to add a new
user to your account?](#)

New to SureSmile?
Click here to create
an account

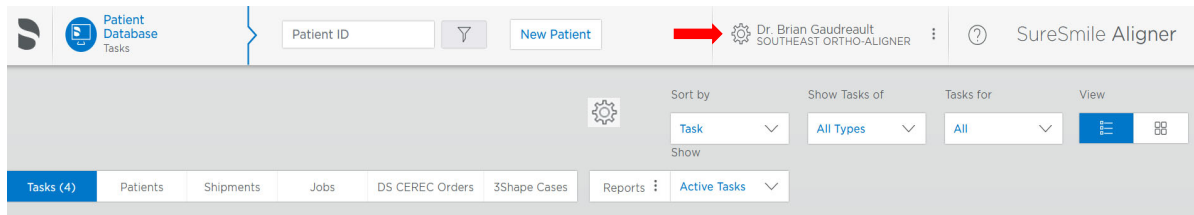
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CLEAR BLUE SMILES™

2. Select



The screenshot displays the 'Select' step in the SureSmile Aligner software. The top navigation bar includes a 'Patient Database' tab, a 'Patient ID' input field, a 'New Patient' button, and a red arrow pointing to a gear icon. The main area shows a 'Sort by' dropdown set to 'Task', a 'Show Tasks of' dropdown set to 'All Types', and a 'Tasks for' dropdown set to 'All'. The 'View' button is set to 'List'. The bottom navigation bar includes tabs for 'Tasks (4)', 'Patients', 'Shipments', 'Jobs', 'DS CEREC Orders', '3Shape Cases', 'Reports', and 'Active Tasks'.



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3. Select Administration

The screenshot displays the SureSmile Aligner software interface. At the top, there is a header bar with the 'Patient Database Tasks' logo, a search bar for 'Patient ID', a 'New Patient' button, and a user profile for 'Dr. Brian Gaudreault SOUTHEAST ORTHO-ALIGNER'. Below the header, a navigation bar includes tabs for 'Tasks (4)', 'Patients', 'Shipments', 'Jobs', 'DS CEREC Orders', '3Shape Cases', 'Reports', and 'Active Tasks'. A dropdown menu is open for the user profile, showing options: '@NADG', 'Dr. Brian Gaudreault', 'Home', 'Preferences', 'Administration' (highlighted with a red circle), and 'Logout'. A red arrow points to the 'Administration' option. The main content area shows a table of tasks with columns: Flag, Card, Last name, First name, Patient ID, Owner, Item, Task, Due Date, Approval Date, Status, and Deferred To. The table contains four rows of task data.

Flag	Card	Last name	First name	Patient ID	Owner	Item	Task	Due	Approval Date	Status	Deferred To
<input type="checkbox"/>					Southeast Staff		Import External Order	2022-10-06		Active	
<input type="checkbox"/>		1	Test	A8A5	Dr. Brian Gaudreault	Therapeutic Model 1	Upload scan data	2022-10-06	2022-10-27	Active	
<input type="checkbox"/>		1	Test	A8A5	Southeast Staff	Therapeutic Model 1	Upload scan data	2022-10-06	2022-10-27	Active	
<input type="checkbox"/>		1	Test	A8A5	Dr. Brian Gaudreault	Therapeutic Model 1	Submit order	2022-10-06	2022-10-27	Active	



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4. Select Users

Practice Settings

	Users ← Manage practice users and access rights. 11
	Logo Manage Logo.
	Vouchers View Vouchers available and used. 0



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5. Select Add User

Home / Practice Settings / Users

 **Users** Shows lists of users grouped by user roles

Add User 

Doctors **Staff** Administrators Read-Only's

Users	Password Reset	Failed Logins	Access Schedule	Actions
Dr. Brian Gaudreault <brgdmd@aol.com>		0	None ▾	
Heather Souza <heather@clearbluesmiles.com>		0	None ▾	



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6. Add Mentor E-mail

Add User



Email

dr.g@clearbluesmiles.com

Role

doctor



Apply

Close



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7. Assign Role: Doctor

Add User



Email



Role



Apply

Close



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User Added Task Completed

Home / Practice Settings / Users

 Users Shows lists of users grouped by user roles

Add User

Doctors Staff Administrators Read-Only's

Users	Password Reset	Failed Logins	Access Schedule	Actions
Brian Gaudreault <dr.g@clearbluesmiles.com>		0	None	
Dr. Brian Gaudreault <brgdmd@aol.com>		0	None	
Heather Souza <heather@clearbluesmiles.com>		0	None	



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SureSmile® Aligner

DELETE USER

1. Login into SureSmile®



SureSmile®

Log in with your account details

Email address

Password

Login

[Forgot your password?](#)

[Looking to add a new
user to your account?](#)

New to SureSmile*?
Click here to create
an account

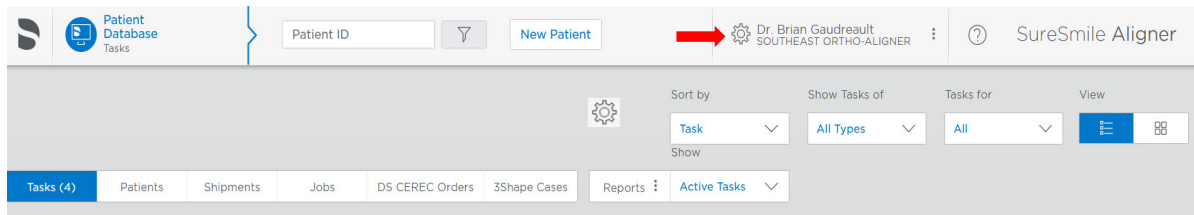
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2. Select










Patient Database Tasks

Patient ID  [New Patient](#)

 Dr. Brian Gaudreault
SOUTHEAST ORTHO-ALIGNER

SureSmile Aligner

Sort by: Task 
Show Tasks of: All Types 
Tasks for: All 
View:  

Tasks (4) Patients Shipments Jobs DS CEREC Orders 3Shape Cases Reports  Active Tasks 



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3. Select Administration

The screenshot displays the 'Patient Database Tasks' interface. At the top, there's a header with a search bar for 'Patient ID', a 'New Patient' button, and a user profile for 'Dr. Brian Gaudreault, SOUTHEAST ORTHO-ALIGNER'. Below the header, a navigation bar includes tabs for 'Tasks (4)', 'Patients', 'Shipments', 'Jobs', 'DS CEREC Orders', and '3Shape Cases'. A 'Sort by' dropdown is set to 'Task', and a 'Show' dropdown is set to 'Active Tasks'. A dropdown menu is open, showing options: '@NADG', 'Dr. Brian Gaudreault', 'Home', 'Preferences', 'Administration' (highlighted with a red arrow), and 'Logout'. The main table lists tasks with columns: Flag, Card, Last name, First name, Patient ID, Owner, Item, Task, Due Date, Approval Date, Status, and Deferred To. The table contains four rows of task data.

Flag	Card	Last name	First name	Patient ID	Owner	Item	Task	Due	Approval Date	Status	Deferred To
<input type="checkbox"/>					Southeast Staff		Import External Order	2022-10-06		Active	
<input type="checkbox"/>		1	Test	A8A5	Dr. Brian Gaudreault	Therapeutic Model 1	Upload scan data	2022-10-06	2022-10-27	Active	
<input type="checkbox"/>		1	Test	A8A5	Southeast Staff	Therapeutic Model 1	Upload scan data	2022-10-06	2022-10-27	Active	
<input type="checkbox"/>		1	Test	A8A5	Dr. Brian Gaudreault	Therapeutic Model 1	Submit order	2022-10-06	2022-10-27	Active	



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4. Select Users

Practice Settings

	Users 	11
Manage practice users and access rights.		
	Logo	
Manage Logo.		
	Vouchers	0
View Vouchers available and used.		







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5. Select

 Users Shows lists of users grouped by user roles

Add User

Doctors Staff Administrators Read-Only's

Users	Password Reset	Failed Logins	Access Schedule	Actions
Brian Gaudreault <dr.g@clearbluesmiles.com>		0	None ▾	 
Dr. Brian Gaudreault <brgdmd@aol.com>		0	None ▾	
Heather Souza <heather@clearbluesmiles.com>		0	None ▾	



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6. Select User to Re-assign patients to New Doctor

Re-assign active patients



User

Dr. Brian Gaudreault <brgdmd@aol.c v

Apply

Close



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7. Select X to Confirm Re-assignment

Home / Practice Settings / Users

Notice



The role of Doctor has been removed for user Brian Gaudreault <dr.g@clearbluesmiles.com>.

Undo

 Users Shows lists of users grouped by user roles

Add User

Doctors Staff Administrators Read-Only's

Users	Password Reset	Failed Logins	Access Schedule	Actions
Dr. Brian Gaudreault <brgdmd@aol.com>		0	None	
Heather Souza <heather@clearbluesmiles.com>		0	None	




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8. Select Undo to Cancel Re-assignment



Home / Practice Settings / Users


Notice ×
The role of **Doctor** has been removed for user **Brian Gaudreault** <dr.g@clearbluesmiles.com>.
[Undo](#)

 **Users** Shows lists of users grouped by user roles

[Add User](#)

Doctors [Staff](#) [Administrators](#) [Read-Only's](#)

Users	Password Reset	Failed Logins	Access Schedule	Actions
Dr. Brian Gaudreault <brgmd@aol.com>		0	None ▾	
Heather Souza <heather@clearbluesmiles.com>		0	None ▾	



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User Removed Task Completed

 **Users** Shows lists of users grouped by user roles

Add User

Doctors

Staff

Administrators

Read-Only's

Users	Password Reset	Failed Logins	Access Schedule	Actions
Dr. Brian Gaudreault <brgdmd@aol.com>		0	<div>None</div>	<div></div>
Heather Souza <heather@clearbluesmiles.com>		0	<div>None</div>	<div></div>



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