

User Manual



Sign-Up



Make A Payment



Print Invoices And Statements



Send And Track Cases



Trouble Shooting



Sign-Up

Get Your Invitation

Ask your dental lab to send you an invitation. Click *Sign In* to get started.



Contact your dental lab to have additional invitations sent to any other email addresses that should have access to your account.



Please check your Junk and Spam folders if you do not see your invitation.

Evident Premium Demo invites you to join us online!

Working with Evident Premium Demo online will make your life easier.

By connecting with us you can:

- Check the status of your cases
- Submit a case online and instantly get a return date
- Pay your lab bill
- View your old invoices and statements

All without having to pickup the phone.

Sign In

If you can't click the button, try this link: <https://live.evidentlabs.com/Demo/dentist>

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Create Your Account

Enter your first and last names, then choose a password. Click *Sign up* to create your account.

Sign up with an evident invite

Welcome to evident, we'll need just a little bit of information so we can finish off your account then you'll be ready to use all our services!

First Name


Last Name

Very Strong

Sign up

Sign In

Once your account has been created, sign in using your email address and your password.

 Your login is the email address your lab sent the original invite to.

Sign In with Evident ID

Sign In

☐ Remember Me · [Forgot password?](#)

Need an account? [Sign up here »](#)

Your Homepage

From your Homepage you can use the menu on the left hand side of your screen to submit and track cases online, review financial information and your account details.

evident

Example Dental

A Dentist Inc

My Evident

Britt

Case Submission & Tracking

New Case

Track Cases

Case List

Message the Lab

Financial Information

Make a Payment

Document History

Price List

Financial Reporting

My Account

Users

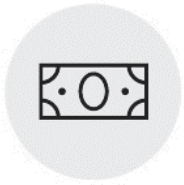
Case Preferences

Contact Details

Welcome to Example Dental: Andrew A. Adams (aaa)

Active Cases

Case	Patient	Send Date	Return Date	Patient Appointment	Track
Recently Submitted					
5087	Charles, Adam	21 Jul 15	29 Jul 15	31 Jul 15	
In the Laboratory					
3291	Laura, Gretella		6 Jul 15		
3303	Smith, David		7 Jul 15		
3370	Sparrow, Jack		8 Jul 15		
3269	Horn, Greg		8 Jul 15		
3280	Brown, Victor		15 Jul 15		
5048	Flinders, John		21 Jul 15	27 Jul 15	
Out for Try-In					
3292	Johns, Jeff		23 Jul 15		
On Hold					
3321	Druthers, Sally		10 Jul 15		
Quality Checking					
3222	Rushton, Bob		6 Jul 15		



Make A Payment

Click *Make a Payment* to pay your lab bill by credit card.

evident Example Dental A Dentist Inc My Evident

Case Submission & Tracking

- New Case
- Track Cases
- Case List
- Message the Lab

Financial Information

- Make a Payment**
- Document History
- Price List
- Financial Reporting

My Account

- Users
- Case Preferences
- Contact Details

Welcome to Example Dental: Andrew A. Adams (aaa)

Financials

Last Statement

Balance	Current	30 Day	60 day	90 Day
42.50	42.35	0.00	0.00	0.15

New Activity

Payments	Refunds	Credits	Discounts	Adjustments	Invoices
2.00	0.00	0.00	0.00	0.00	0.00

Unpaid balance from last statement: 40.50

Payment Card Details

Payment Amount:

Saved Card

Card: [New Profile](#)

Step 1: Payment Amount

Select the amount you want to pay.

Financials

Last Statement

Balance	Current	30 Day	60 day	90 Day
42.50	42.35	0.00	0.00	0.15

New Activity

Payments	Refunds	Credits	Discounts	Adjustments	Invoices
2.00	0.00	0.00	0.00	0.00	0.00

Unpaid balance from last statement: 40.50

Payment Card Details

Payment Amount:

Saved Card

Card: [New Profile](#)

Step 2: Select Card

Pay using the authorized credit card your lab has saved on your account, or create a **New Profile** by entering a new card.

Unpaid balance from last statement: 40.50

Payment Card Details

Payment Amount:

Saved Card

Card:

✓ New Profile

visa1111

Pay Now

Step 3: Pay Now

Click *Pay Now* to complete the transaction.

Saved Card

Card:

Pay Now

Payment Success!

Once the payment is finished processing click *Close*.

Payment Card Details

Payment success

Thank you for your payment.

Close



Print Invoices And Statements

Click on *Document History* to view. To print documents, simply use *ctrl + P* or right-click and choose *print*.

The screenshot shows the Evident software interface. The top navigation bar includes the Evident logo, 'Example Dental', 'A Dentist Inc', and 'My Evident'. The left sidebar contains a menu with categories: 'Case Submission & Tracking' (New Case, Track Cases, Case List, Message the Lab), 'Financial Information' (Make a Payment, Document History, Price List, Financial Reporting), and 'My Account' (Users, Case Preferences, Contact Details). The 'Document History' link is highlighted in the sidebar. The main content area displays a 'Welcome to Example Dental: Andrew A. Adams (aaa)' message and a 'Document History' table.

Date	Document Name
24 Jul 15	Payment Notification
15 Jun 15	Payment Notification
15 Jun 15	Payment Notification
12 Mar 15	Customer Statement
12 Mar 15	Customer Statement
27 Jan 15	Customer Statement
26 Jan 15	Missing Shade* #3291 - Laura, Gretella
30 Dec 14	Customer Statement
22 Dec 14	Customer Statement
15 Dec 14	Customer Letter
12 Dec 14	Invoice 3330 - Johnson,
12 Dec 14	Invoice 3314 - 123456,
12 Dec 14	Invoice 3222 - Rushton, Bob
9 Dec 14	Customer Statement



Send And Track Cases Online

Click *New Case* to create and send a new case to the lab.

The screenshot shows the Evident software interface. The sidebar on the left has a 'New Case' button highlighted with a red box and an arrow pointing to it. The main area displays a welcome message and a table of active cases.

Case Submission & Tracking

New Case

Track Cases

Case List

Message the Lab

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Case Preferences

Contact Details

Welcome to Example Dental: Andrew A. Adams (aaa)

Active Cases

Case	Patient	Send Date	Return Date	Patient Appointment	Track
Recently Submitted					
5087	Charles, Adam	21 Jul 15	29 Jul 15	31 Jul 15	
In the Laboratory					
3291	Laura, Gretella		6 Jul 15		
3303	Smith, David		7 Jul 15		
3370	Sparrow, Jack		8 Jul 15		
3269	Horn, Greg		8 Jul 15		
3280	Brown, Victor		15 Jul 15		
5048	Flinders, John		21 Jul 15	27 Jul 15	
Out for Try-In					
3292	Johns, Jeff		23 Jul 15		
On Hold					
3321	Druthers, Sally		10 Jul 15		
Quality Checking					
3222	Rushton, Bob		6 Jul 15		

Step 1: Fill Out The Case Details

i Please Note: Only fields highlighted in blue are mandatory.

The screenshot shows the 'Case Entry' form. The 'Case Details' section is highlighted with a red border. It contains fields for Chart #, Patient (Last Name, First Name), Shade, Send to Lab Date, Return Date, Case Status, and Instructions. The 'Case Products' section is also visible, with a table for Product, Qty, and Tooth #. A 'Submit Case' button is at the bottom.

Case Entry

Case Details

Chart # :

Patient : Last Name First Name

Shade :

Send to Lab Date : Date you intend to send this case

Return Date : Estimated return date

Case Status :

Instructions :

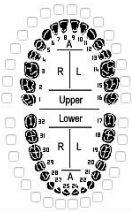
Pickup Notes :

Delivery Notes :

Case Products

Product	Qty	Tooth #
Select Product...	<input type="text"/>	<input type="text"/>
Select Product...	<input type="text"/>	<input type="text"/>
Select Product...	<input type="text"/>	<input type="text"/>
Select Product...	<input type="text"/>	<input type="text"/>

I have read and agree to the [Terms & Conditions](#)



Step 2: Add Products

Use the *Select Product* drop down menu to choose a product. Use the tooth chart on the right to select teeth.

Delivery Notes :

Case Products

Product

Select Product...

✓ Select Product...

My Favorites

- pfm - PFM Crown Posterior
- PBM - Porcelain Butt Margin
- fcz - Full Contour Translucent Zirconia
- emax - IPS e.max Crown (Turnaround)
- des - Design Product
- pfg - Porcelain Fused Gold
- haw - Hawley Spring Retainer (No Schedule)

Addn'l Services

PBM - Porcelain Butt Margin

Qty

Tooth #

Options

Upper

Lower

R L

A

1 2 3 4 5 6 7 8 9 10 11 12

13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

Step 3: Submit Case

Put a checkmark in the box to indicate that you have read and agreed to the Lab's Terms and Conditions. Click *Submit Case*.

Case Products

Product

Qty

Tooth #

pfm - PFM Crown Posterior

2

1 2

Select Product...

Select Product...

Select Product...

I have read and agree to the [Terms & Conditions](#) ☒

Submit Case

Step 4: Return Date

After the case has been successfully submitted to your lab, you will receive your estimated return date. This is the date you can expect to receive the case back from the lab.

Case Details

Chart # :	2384728	
Patient :	Hardy	Tom
Shade :	A1	
Send to Lab Date :	22 Jul 15	Date you intend to send this case
Return Date :	7 Aug 15	Estimated return date
Patient Appointment :		
Case Status :	Input	



Your case has now been submitted. Skip straight to Step 7 if you wish!

Step 5: Patient Appointment (Optional)

Enter your patient's appointment date and click *Apply Changes* to save.

Case5090

Case Details

Chart # :	2384728	
Patient :	Hardy	Tom
Shade :	A1	
Send to Lab Date :	22 Jul 15	Date you intend to send this case
Return Date :	7 Aug 15	Estimated return date
Patient Appointment :	10 Aug 15	Your patient appointment date / time
Case Status :		

Instructions :

Pickup Notes :

Delivery Notes :

Case Products

Product	pfm - PFM Crown Posterior	2	Tooth #	12
Select Product...				

Apply Changes Cancel Case

Print Rx Document

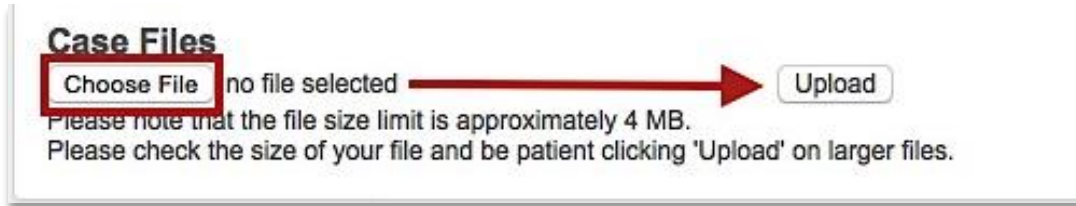
Case Files

Choose File no file selected Upload


Please note that the file size limit is approximately 4 MB.
Please check the size of your file and be patient clicking 'Upload' on larger files.

Step 6: Attach Files And Patient Photos (Optional)

Click *Choose File* to select patient photos and click *Upload* to attach to the case.



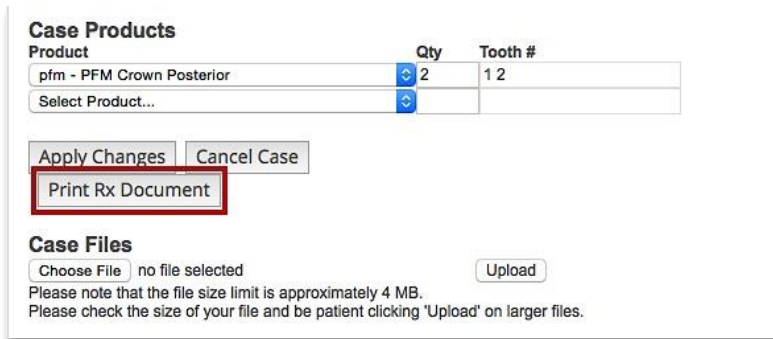
Case Files

Choose File no file selected  **Upload**

Please note that the file size limit is approximately 4 MB.
Please check the size of your file and be patient clicking 'Upload' on larger files.

Step 7: Print Rx

Print the Rx document to sign and send with the case.



Case Products

Product	Qty	Tooth #
pfm - PFM Crown Posterior	2	1 2
Select Product...		

Buttons: Apply Changes, Cancel Case, **Print Rx Document**

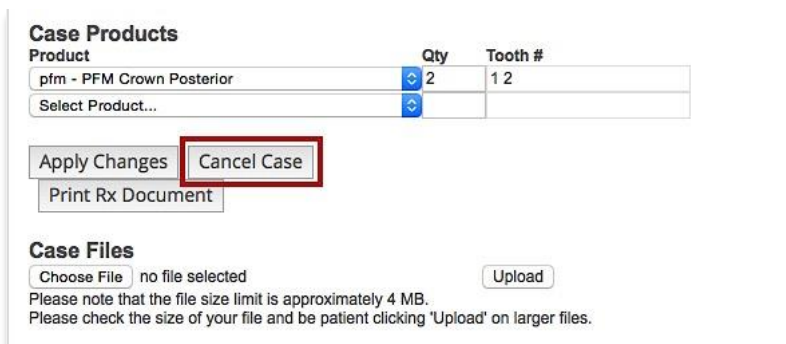
Case Files

Choose File no file selected **Upload**

Please note that the file size limit is approximately 4 MB.
Please check the size of your file and be patient clicking 'Upload' on larger files.

Cancel The Case?

Click *Cancel Case* to cancel a case before the lab receives it.



Case Products

Product	Qty	Tooth #
pfm - PFM Crown Posterior	2	1 2
Select Product...		

Buttons: Apply Changes, **Cancel Case**, Print Rx Document

Case Files

Choose File no file selected **Upload**

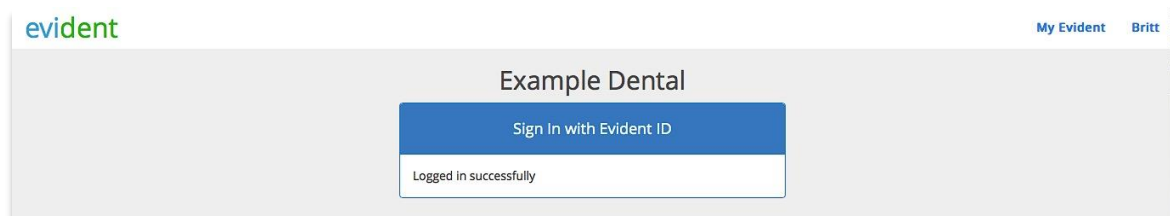
Please note that the file size limit is approximately 4 MB.
Please check the size of your file and be patient clicking 'Upload' on larger files.



Trouble Shooting

Can't Go Back To Your Account Page?

If you see this screen and cannot reach your account, this is because you logged in with a different email address than the one your invite was sent to. Simply contact your lab to request an invite for the additional email address which you signed in with.



Forgot Password?

Step 1: Click Forgot Password

Click Forgot Password on the login page to reset your password



Step 2: Enter Email

Enter the email address you used to sign up with and click *Request*.

Reset your evident password


[Return to login](#)

Please enter the e-mail you used to sign up with evident below. Instructions on how to reset your password will be mailed to you.

Step 3: Check Email

An email with instructions will be sent to your email address. Click the *Reset Password* button.

Reset your password



Hi Britt,

You've recently asked to reset your Evident ID.

Here is your reset code:

XXXX

Or click this link to go to our password reset page:

Reset Password

If you did not request this reset, ignore this message.

Cheers,
Evident Team

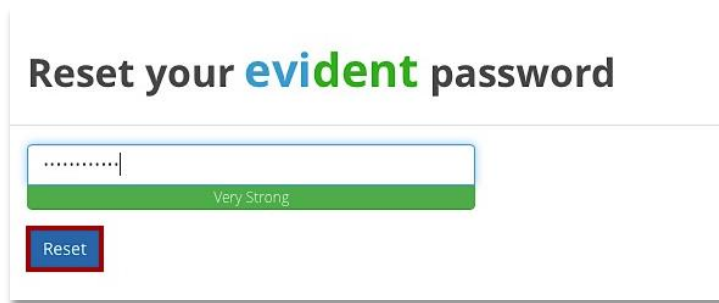
p.s. If the button didn't appear in your email client, you can use this link:
<https://development.evidentlabs.com/evident-web/#/reset/8F89CDE7-6AE5-4FE7-AF23-A4E201576143/YnJpdHFRbnIAZXZpZGVudGxhYnMuY29t>

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Step 4: Reset Password

Enter a new password and click *Reset*.



The screenshot shows a web form titled "Reset your evident password". It features a password input field with a green strength indicator bar below it that says "Very Strong". A red box highlights the "Reset" button at the bottom left of the form.

Lost Sign In Page?

If you are having trouble finding your sign in page on your lab's website or have lost your email invitation with your sign in link: Go to <https://evidentlabs.com> and sign in using the top right hand corner.



Multiple Practices

Use the top menu bar to navigate between labs, dental clinics, and dentists. Return to your Homepage by clicking on **evident** in the top left-hand corner.

