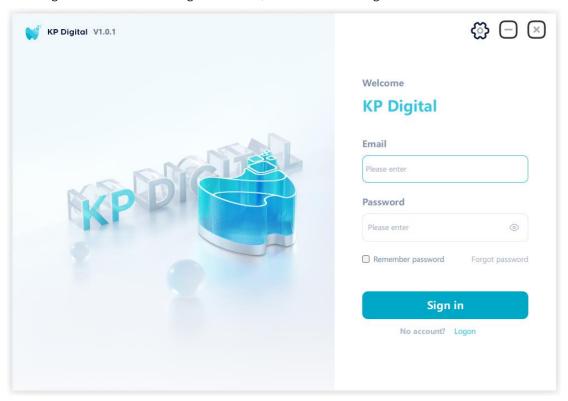
KP Digital Cloud Platform User Manual

1、Register

1.1 Open website

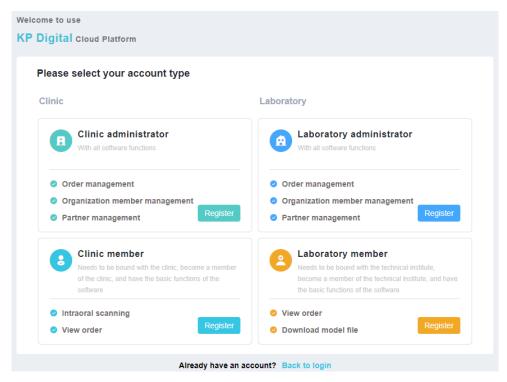
After installing the KP Digital software, start KP Digital.exe and enter the login interface. Click the "Register" button in the login interface, as shown in the figure:



Special note: Before registering an account, please read the "User Agreement" and "Privacy Policy". Registering and logging in indicates recognition of the content.

1.2 Choose a registered account type

Enter the registration interface and select the corresponding account type as needed, as shown in the figure:

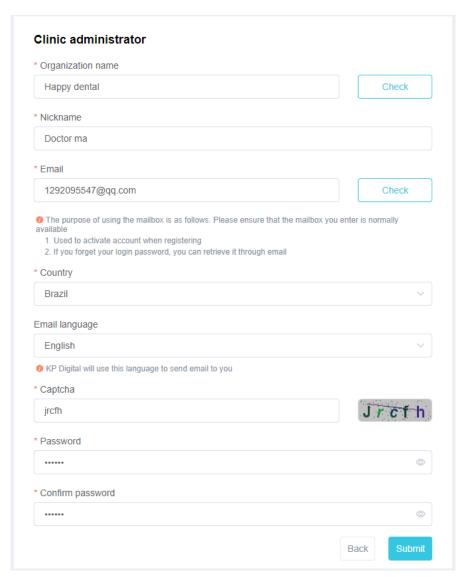


The account type description is as follows:

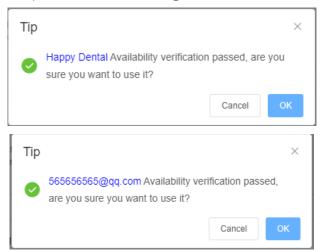
- (1) Clinic administrator: dedicated to clinic personnel. Each clinic only needs to register one administrator account, which has all software functions and can be used for order management, organization member management, and partner management.
- (2) Clinic members: Dedicated to clinic personnel, a clinic can have multiple member accounts, and the permissions of member accounts are controlled by the administrator account, with software basic functions.
- (3) Technician Office Administrator: Specialized for technician personnel. Each technician office only needs to register one administrator account and has all software functions, including order management, organization member management, and partner management.
- (4) Technician Office Members: Dedicated to technicians, a technician office can have multiple member accounts, and the permissions of member accounts are managed by administrator accounts, with software basic functions.

1.3 Enter registration information

Enter account information in the registration interface, as shown in the following figure:



Among them, the institution name and email need to be checked for availability. After input, click the "Availability Check" button, and after verification, they can be opened for use, as shown in the figure:



After completing the information input, click the "Submit" button, and the successful submission interface will be displayed as follows:



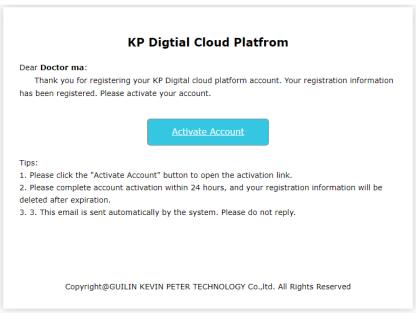
Your registration information has been submitted

An account activation email has been sent to your mailbox. Please check the email and activate the account

Mailbox: 1292095547@qq.com

1.4 Activate account

Log in to the email used for registration, locate the activation email, and click on the "Activate Account" button in the email, as shown in the figure:

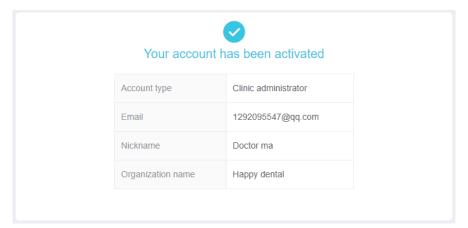


After clicking the "Activate Account" button, you will jump to the activation interface. Different account types require different information to be entered. Please follow the prompts on the interface to operate. After entering the information, click the "Activate" button, as shown in the figure:

| Ac | ldress |
|----------|---|
| | Please intput your organization address |
| Co | ontact |
| | Please input contact name |
| Ph | ione |
| | Please input phone number |
| Re | emark |
| | Please input some description of your organization |
| | 0/250 |
| Y | Enable the account discovery function to allow KP Digital users to view the above information |
| | Account searchable |
| | After enabling this function, users of KP Digital can search your organization information through your organization name |
| | If you do not enable this function, other users of KP Digital cannot establish a partnership with you. |

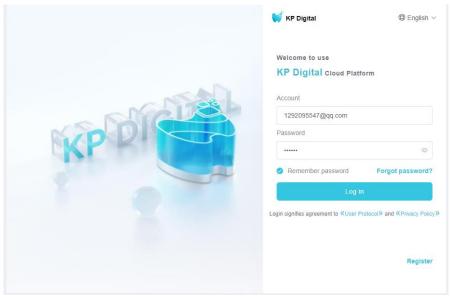
1.5 Activation successful

After clicking the "Activate" button, the system prompts that the activation was successful, and the prompt interface is as follows:



2. Login

Enter the login interface, enter your account and password, and click the "Login" button to proceed.

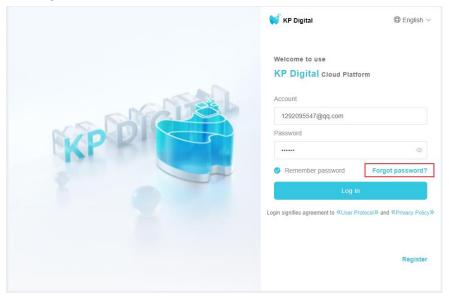


Among them, the account is the email used during registration.

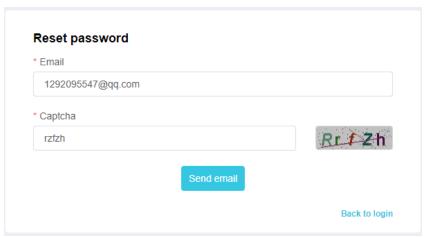
3. Retrieve password

Forgetting your password during login can be retrieved by following these steps:

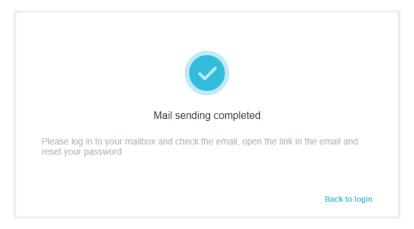
(1) Click the "Forgot Password" button on the login interface, as shown in the figure:



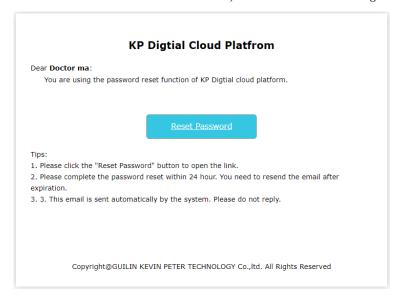
(2) Enter the email and verification code used for registration, and click "Send Email" as shown in the figure:



Ensure that the email you entered has been registered on this platform. After the email is successfully sent, the system will display the following interface:



(3) Log in to the email, find the email to reset the password, and click on the "Reset Password" button in the email, as shown in the figure:

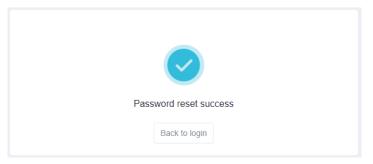


(4) Enter a new password

After clicking the "Reset Password" button, enter the reset password interface, enter the new password twice, and click the "Submit" button, as shown in the figure:

| Nickname | |
|--------------------|---|
| Doctor ma | |
| Email | |
| 1292095547@qq.com | |
| * Password | |
| ***** | © |
| * Confirm password | |
| ****** | 0 |

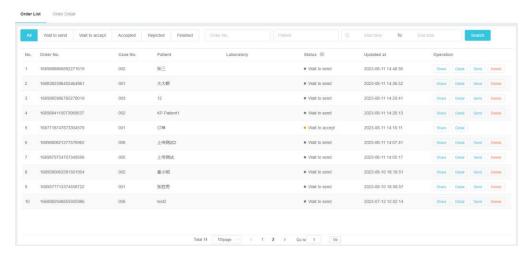
After successfully resetting the password, the system prompts as follows:



4, Order management

4.1 Send Order

After uploading the order from the clinic to this software, you can click the "Send" button in this software, as shown in the figure:



The user clicks the send button, and the system pops up a dialog box for order sending. In the dialog box, set the partner and execute the send action, as shown in the following figure:



The system will pop up a prompt box, click the OK button to complete sending, as shown in the figure:



Note: Only clinical users can send orders.

4. 2 Accept order

After receiving an order from the clinic, technicians can decide to receive the order based on the actual situation. If you want to receive the order, click the "receive" button of the specified order item in the order list, as shown in the figure:



After receiving the order, you can view it in the "Received" column.

4.3 Reject order

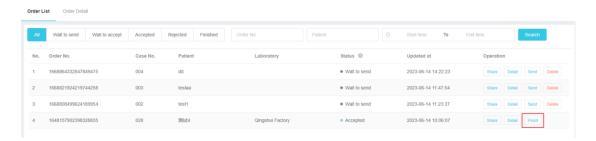
If the technician does not want to receive orders from the clinic, they can click on the "reject" button of the specified order item in the order list, as shown in the figure:

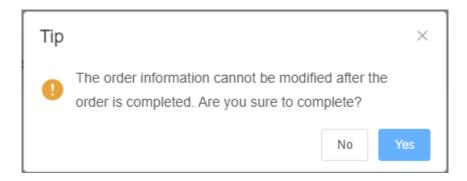


After the order is rejected, you can view it in the "Rejected" column.

4.4 Finish order

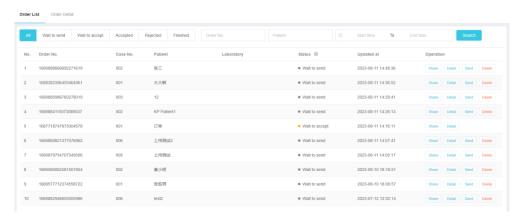
After the technician receives the order, the clinic can click the "Complete" button in the software. After the order is completed, the order information cannot be modified, as shown in the figure:





4.5 Order list

Users can query orders based on order number, patient name, and order modification time. The query results are displayed in a list format, as shown in the figure:

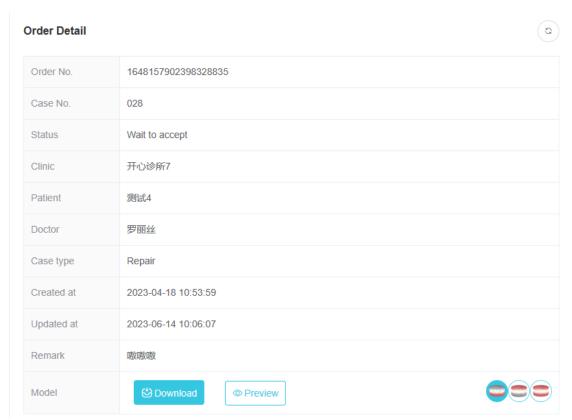


Among them, the order status is described as follows::

- Wait to send: The order has not yet been sent to any laboratory
- Wait to accept: The order has been sent to the laboratory,
 but the laboratory has not yet received it
- Accepted: The order has been sent to the technical institute,
 and the technical institute has received the order
- Rejected: The order has been sent to the technical institute,
 and the technical institute has rejected the order
- Finish: The order has been sent to the technician, and the technician has received the order. The order process is accepted, and the clinic has completed the order.

4.6 Order detail

The user clicks the "Details" button in the order list to enter the order details interface. The system displays the detailed information of the current order, as shown in the figure:



Tooth info table



Click the "Download" button, and a dialog box will pop up,

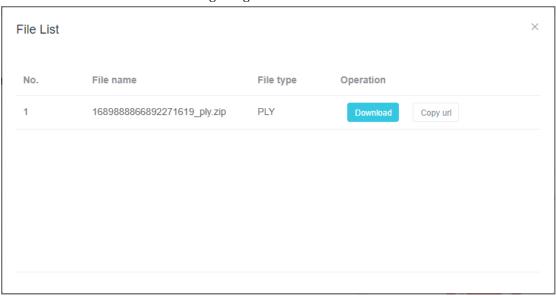
color

A1

A1

A1

displaying a list of model files that can be downloaded, as shown in the following figure:



Download: The user clicks the "Download" button in the file list, and the browser starts downloading the file.

Copy Address: The user clicks the "Copy Address" button to copy the download address of the file to the clipboard.

The user clicks the "Preview" button, and the system opens the 3D model preview interface, displaying the model of the current order, as shown in the figure:





Model switching: Users can switch between different models using the upper jaw, lower jaw, and bite buttons.

Color switching: Users can switch the model color to gypsum color Model reset: Reset the position, size, rotation angle, and color of the model.

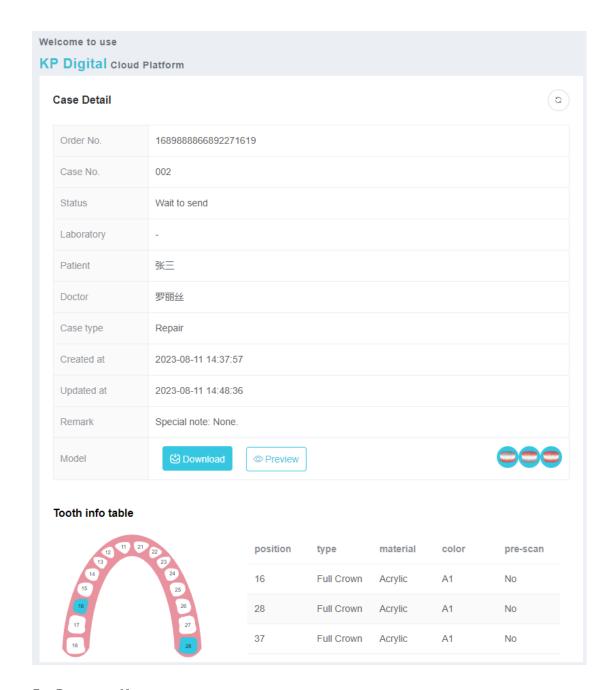
4.7 Case share

Click the "Share" button in the order list, and the system will pop up a sharing interface. Users can send the QR code or case address to others, as shown in the figure:



Special note: To protect the privacy of patients, if the recipient of the sharing is not the patient themselves, please do not check the box containing patient information.

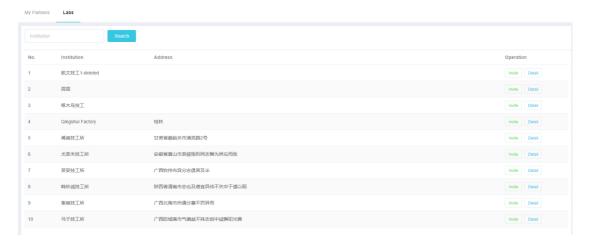
The sharing and viewing interface is shown in the figure:



5, Partner Management

5.1 Invitation for Cooperation

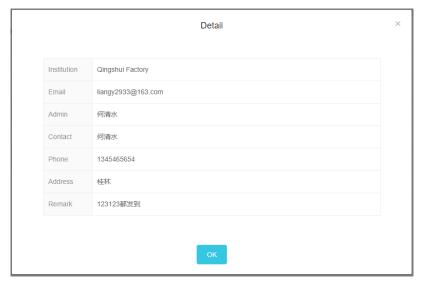
Click on the "Technician List" tab to select a unit from the technician list for cooperation. Click on the "Invite Cooperation" button to send a cooperation invitation, as shown in the figure:



If the invitation has been sent out, the system will prompt when the clinic clicks the "Invite Collaboration" button again, as shown in the figure:



Before issuing a cooperation invitation, users can view the detailed information of the organization and click the "View" button, as shown in the figure:



Explanation: Only clinics can send cooperation invitations, and technicians cannot proactively send cooperation invitations.

5.2 Accept cooperation

After receiving the cooperation invitation from the clinic, users of the technical institute can decide to accept the cooperation based on the actual situation. If they want to accept the cooperation, they can click the "Accept" button in the partner list, as shown in the figure:



After accepting the cooperation, you can view the partnership in the "Collaborated" column.

5.3 Refusal to cooperate

If the technician does not want to establish a partnership with the clinic, they can click the "Reject" button in the partner list, as shown in the figure:



After the order is rejected, it can be viewed in the "Rejected" column.

5.4 Cancel cooperation

After establishing a cooperative relationship between the clinic and the technician, if the clinic wants to cancel the cooperation, it can click the "Cancel Cooperation" button in the "Partner" list, as shown in the figure:



After clicking the "Cancel Collaboration" button, the system will pop up a prompt box, and click "OK" to complete the operation, as shown in the figure:

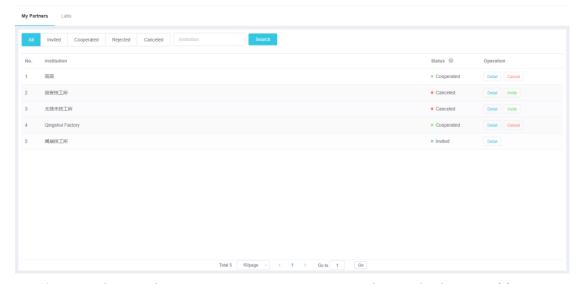


Explanation:

- (1) After canceling the partnership, the clinic cannot send orders to the technician's office
- (2) Only the clinic can cancel the partnership, and the technician cannot cancel it
- (3) After canceling the partnership, the clinic can send a cooperation invitation again

5.5 Partner List

Users can query partners based on their unit name and partnership status, and the query results are displayed in a list format, as shown in the figure:



Among them, the cooperation status is described as follows:

- Invited: The clinic has issued an invitation for cooperation, but the technician has not yet accepted or refused the cooperation
- Cooperated: The technician has accepted cooperation and both parties have established a cooperative relationship
- Rejected: The technician has refused to cooperate, and both parties have not established a cooperative relationship
- Canceled: The clinic has cancelled the cooperation, and the existing cooperative relationship between the two parties has been cancelled

5.6 Partner Details

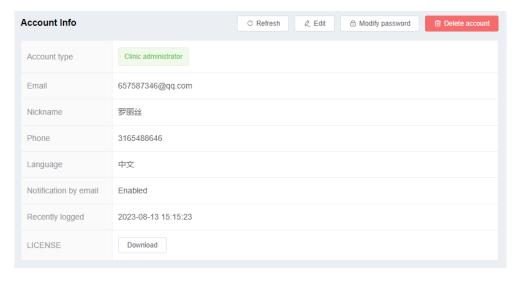
Users can click the "Details" button in the partner list to view the detailed information of the specified partner, as shown in the figure:

| | Detail | |
|-------------|--------------------|--|
| Institution | Qingshul Factory | |
| Email | liangy2933@163.com | |
| Admin | 何清水 | |
| Contact | 何清水 | |
| Phone | 1345465654 | |
| Address | 桂林 | |
| Remark | 123123都发到 | |
| | | |
| | ок | |

6. User center

6.1 Account

Click on the "Account" tab to view the account information logged in by the current user, including account type, email address, username, phone number, language, email notification status, and recent login time, as shown in the figure:

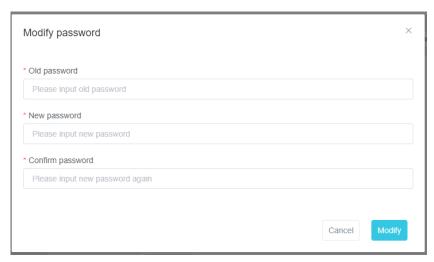


Click the 'Refresh' button to refresh the current account information.

Click the "Edit" button and the system will pop up an information editing dialog box. Modify the account information in the dialog box and submit it to complete the information modification, as shown in the figure:



Click the "Modify Password" button, and the system will pop up a password modification dialog box. Enter the old password, new password, confirm password, and then click the "Modify" button to complete the password modification, as shown in the figure:



Click on the "Account Cancellation" function, and a dialog box will pop up. Enter the password and click "OK" to cancel the account. Note: After account cancellation, historical data will be deleted and cannot be restored.

6.2 Organization

Click on the "My Institution" tab to view the information of the institution to which the current account belongs, as shown in the figure:

| Account Info | C Refresh |
|--------------------|-----------|
| Organization type | Clinic |
| Organization name | 开心诊所7 |
| Contact | 罗医生 |
| Phone | 8888888 |
| Address | 北京市朝阳路9号 |
| Remark | 诊所简介。 |
| Account searchable | Enabled |

Click the 'Refresh' button to refresh the current institution information.

Click the "Edit" button, and the system will pop up an editing dialog box. Enter the information that needs to be modified in the dialog box, click Save, as shown in the figure:

| Edit organization information | > |
|-------------------------------|--------|
| Organization name | |
| 开心诊所7 | 5/50 |
| Contact | |
| 罗医生 | 3/50 |
| Phone | |
| 8888888 | 8/50 |
| Address | |
| 北京市朝阳路9号 | |
| | 8/250 |
| Remark | |
| 诊所简介。。。。 | |
| | 8/250 |
| Account searchable | |
| • Enabled Obisabled | |
| | |
| | Cancel |

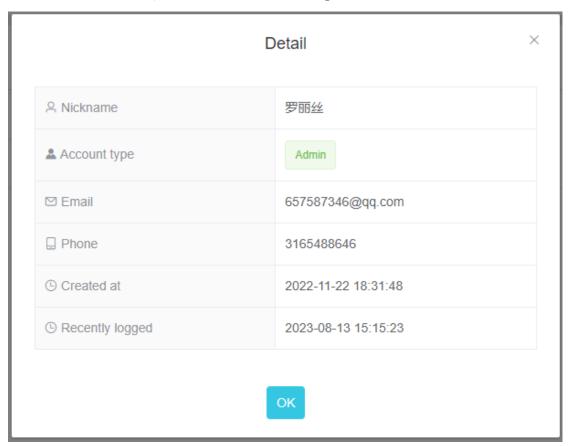
6.3 Members

Click on the "Organization Members" tab to view the list of members of the organization to which the current account belongs. The list information includes username, email, and account type, as shown in the figure:



Users can enter their username in the input box, and then click the "Query" button to perform a fuzzy search. The search results are displayed in a list format.

Click the "View" button to view the detailed information of the selected user, as shown in the figure:



Click the "Authority" button to view the permissions of the selected user, as shown in the figure:

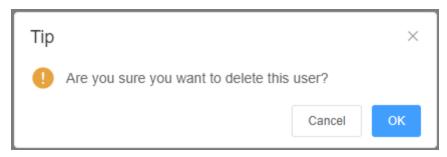


Note: The administrator's permissions cannot be modified.

The permissions of ordinary members can be modified.

After selecting or canceling a certain permission, click "OK" to proceed.

Click the "Delete" button, and the system will pop up a confirmation prompt for operation. Click "OK" to delete the selected account, as shown in the figure



6.4 Operation records

Click on the "Operation Record" tab to view the operation record of the current account. The operation record details

include: operation module, operation type, operation data, and operation time, as shown in the figure:



Select the start time in the input box and click the "Query" button to display the operation records within the current time interval. The results will be displayed in a list format.

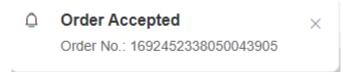
7. Notifications

7. 1 Notification reception

When the system notification event is triggered, users can directly receive the notification sent by the system on the webpage, and can view the notification. The system marks the viewed notification as read and the viewed notification as unread.

The system will pop up a notification prompt in the bottom right corner of the interface, and at the same time, the number of unread notifications will be displayed on the notification icon in the header status bar, as shown in the figure:

Notification prompt interface:



Unread notification quantity prompt:



7.2 Notification type

- Order type: notifications related to changes in the status of orders, such as delivery, rejection, receipt, and order updates.
- Collaborative relationships: notifications related to changes in the status of cooperative relationships, such as inviting cooperation, accepting cooperation, rejecting cooperation, and canceling cooperation
- Institutional member management: notifications related to changes in the status of institutional members, such as new members applying to join, agreeing to join, or refusing to join.

7.3 Notification form

Notifications are sent through email and web messages, and users will receive notification prompts via email and web pages.

Email: Notify users by email, and they can set whether to enable it in their user center.

Web message:

- (1) When the notification is sent, if the user is online, a notification prompt will be displayed in the lower right corner of the window, and the number of unread notifications will be displayed on the notification icon.
- (2) If the user is not online when the notification is sent, the number of unread notifications will be displayed on the notification icon at the next login.
- (3) The notification prompt in the bottom right corner will

automatically disappear after 5 seconds

7. 4 Notification Status

There are two Status: unread and read

Unread: When the user does not open the notification and does not mark it as read, the notification is in an unread state

Unread notifications can be viewed in the 'Unread notifications'

list.

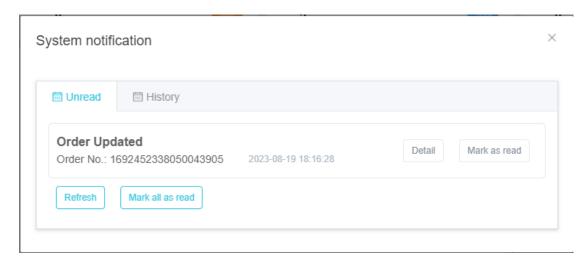
Read: After the user opens the notification or marks it as read, the notification is in the read state

All members in an organization share the notification status, that is, when one person opens the notification, the notification status seen by the other person is not read Read notifications can be viewed in the "Historical Notifications" list

7.6 Unread notification

After receiving the notification, if the user fails to view it in a timely manner, the system will keep the notification status as "unread" to remind the user of any unread notifications. Click on the system notification icon to display a list of current unread notifications, as shown in the figure:





Function description:

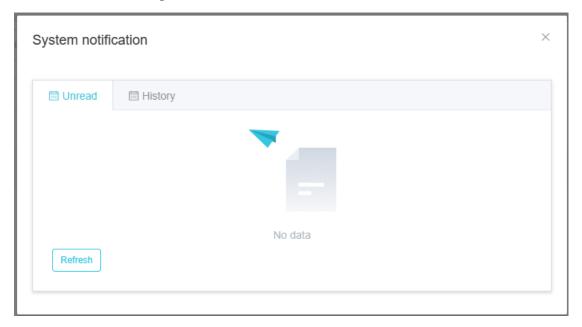
View: Jump to the transaction interface related to notifications

Mark as read: Set the current notification status to read

Refresh: Refresh the notification list

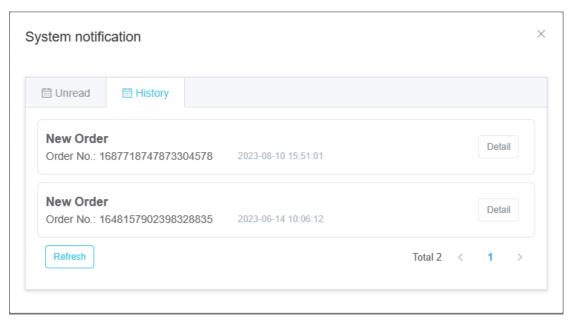
Mark all as read: Set all unread notifications to read status

If the notification list is empty, the empty status will be displayed,
as shown in the figure:



7.7 Historical notifications

Click on the "History" button to view all read notifications, as shown in the following figure:



Function description:

View: Jump to the transaction interface related to notifications Refresh: Refresh the notification list

The current interface only displays a maximum of 5 notification records, and users can view the records on each page through the pagination button.