

Otocloud® – How to send a scan package with an order form to a manufacturer

1. Complete the scanning session of the patient
 - a. Click 'Open in Otocloud' or
 - b. Open <https://otocloud.earscanning.com> in a browser

2. Click 'Send Scan'

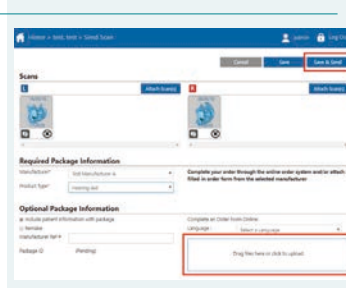
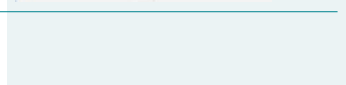
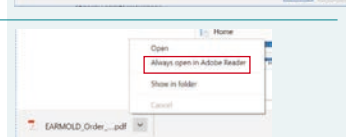
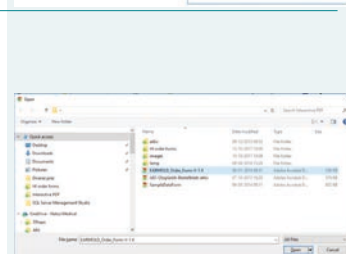
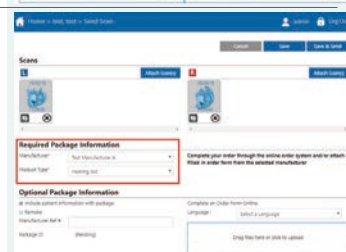
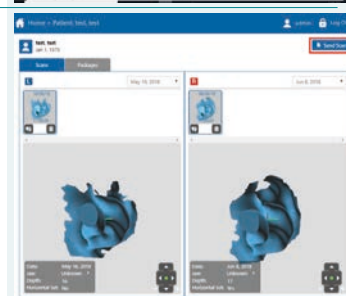
3. Select manufacturer
4. Select product type
5. Click 'Save'
6. Click the clipboard icon to copy the package id

Prepare the PDF

7. In the browser, select a new tab and click CTRL+o, which will open file explorer in C:\downloads
8. Select the order form template in question
9. Click 'Open'
10. First time Chrome is used to open a PDF, it will be shown at the bottom of the browser. Click on the arrow and select 'Always open in Adobe Reader'
11. Edit and save the order form using the package id copied earlier for the specific order

Adding the order form to the package

12. Return to the Otocloud tab
13. Click 'Drag files here or click to upload'
14. Select the PDF just saved
15. Click 'Save & Send'



How to add order templates to the Otoscan laptop

Prerequisites:

- Manufacturer provides you with PDF order forms that can be filled in electronically
- Online storage available that can be accessed from a browser



1. Upload your order forms in question to your preferred online storage
2. Press the Windows key on the Otoscan laptop
3. Type 'chrome' and launch the browser
4. Access your online storage
5. Download the order forms in question, which will be stored in the Download folder for future use in Otocloud

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