User Guide
Pala Easy Scan
teeth ordering platform

KULZER
MITSUI CHEMICALS GROUP

Content

Welcome to Pala Easy Scan – Teeth Ordering Platform

Thank you for choosing to use Kulzer Denture Teeth and Pala Easy Scan / Kulzer Webshop for placing your orders.

Pala Easy Scan is designed to make the order and reorder process as easy and seamless as possible. This user guide will show you how to navigate every step – from registering online to using barcodes.

If you have any questions regarding the system, please do not hesitate to contact your Kulzer Sales Representative or local Kulzer subsidiary

We look forward to receive your Pala Easy Scan orders!
Your Kulzer Team

Kulzer Ltd

+44 (0)1635 30500
shop@kulzer.co.uk
dental.uk@kulzer-dental.com

Kulzer Ltd
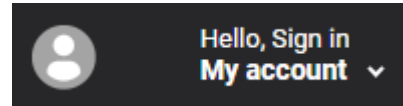Unit 58 Tempus Business Centre
Kingsclere Road, Basingstoke RG21 6XG
United Kingdom

I. Webshop / Pala Easy Scan – New User Registration

In order to get access to the Webshop and Pala Easy Scan you need to perform a one-time registration.

Go to **https://shop.kulzer.co.uk/**

Click at the top right on "My Account"

Choose "create an account"

You will be redirected to
https://www.kulzer.com/en/en/start/uk/pala-tooth-ordering-platform/pala-tooth-ordering-platform.html

Here you find a link to the registration form as well as more information about Pala Easy Scan (user guide, software, usb driver).

Open the registration form and fill it out and send it.

Registration form Pala Easy Scan / Webshop

To register for the Pala Easy Scan webshop and website, we need some information about you. Please fill out the form. Once we have received this information and registered you, you will receive an email with your login details.

Inscription Pala Easy Scan / Webshop

Note: the email address you provide, will be your user name for the webshop and the Pala Easy Scan. It will also be used to send divers emails (p.e. order confirmations).

Company *

Address *

Postcode: *

City: *

Country: *

Firstname: *

Lastname: *

Phone: *

Your email *

Please enter your e-mail address

Message:

Data Protection Notice:

I have read and accepted the Data Protection Note Please accept *

SEND

After your data have been processed, you will receive a welcome email with a link where you can set your own password.
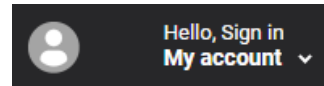
Once you have set your new password, please go to Chapter III – Teeth Barcode Scanning to find out more about the setup and usage of Pala Easy Scan.

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II.   Forgot password?

If you forgot your password, there are 2 ways to reset it:

1) Go to **https://shop.kulzer.co.uk/**
Click at the top right on "My Account"

Choose "forgot your password?"

Please enter your email address below to receive a password reset link.

Email *

RESET MY PASSWORD

This message appears. Please fill in your email (user/login for webshop & Pala Easy Scan) and send.

You will receive an email with a link to set a new password.
For safety reasons, this link can only be used once.

2) Open Pala Easy Scan and click on "forgot password" at the top right.

Please enter your email address below to receive a password reset link.

Email *

RESET MY PASSWORD

This message appears. Please fill in your email (user/login for webshop & Pala Easy Scan) and send.

You will receive an email with a link to set a new password.
For safety reasons, this link can only be used once.

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III. Teeth Barcode Scanning

With the Pala Easy Scan, orders are transmitted from the Opticon scanner (OPN 2001) to the online Kulzer Webshop.

To use the barcode scanner in connection with the webshop, you must first install the Pala Easy Scan software and the USB scanner

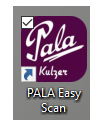To download these, click the link: Pala EasyScan Information and Files

To download the USB driver of the scanner select and execute

To download Pala Easy Scan select and execute

The Pala Easy Scan will appear as an icon on your desktop that you will need to run (click and open) after connecting your scanner to the USB port with every use.

1. Click on the Pala Easy Scan icon on your desktop screen to open up the Pala Easy Scan application.

2. Select your country and click on **->**
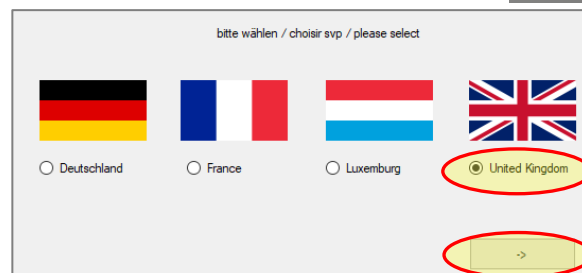
3. After the application has started, enter your user name under "Email/User" and password under "Password" on the Pala Easy Scan screen.
   This is same the e-mail address and password you used to register in the webshop.

   You only have to fill this the first time; next time you open de Pala Easy Scan, the information is prefilled.
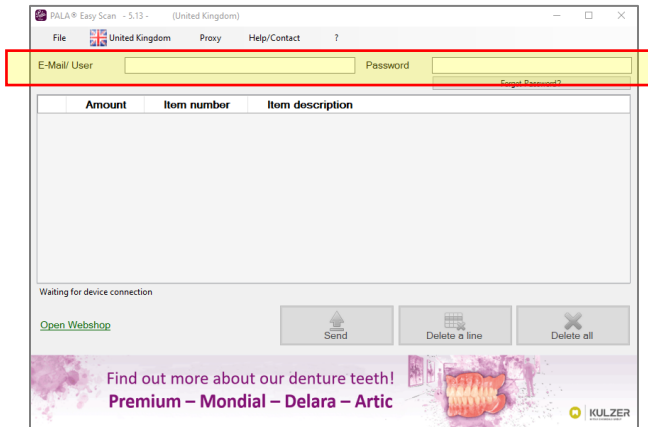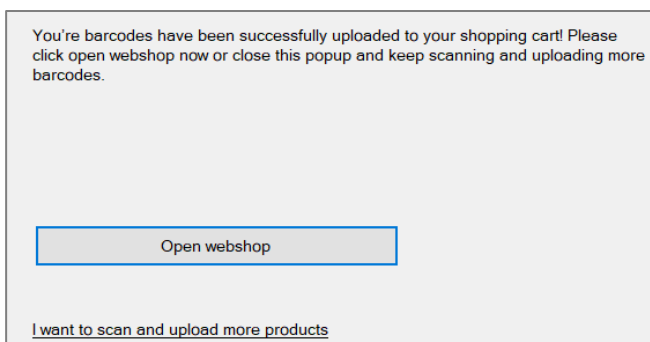
4. Take the scanner Opticon (without USB cable) and scan the barcodes for the teeth you would like to order from the printed inserts in your drawer or the barcode book.

5. Plug the scanner into your computer's USB port to transfer data from the scanner.
   a. When the scanner is attached, the Pala Easy Scan application will recognize it and automatically read the data.
   b. The status listed below the table will change from "Waiting for device connection" to "Device connected".
   c. Additionally the "Send" and "Delete" buttons will be activated

6. The application then reads all scanned barcodes and arranges them in a table.
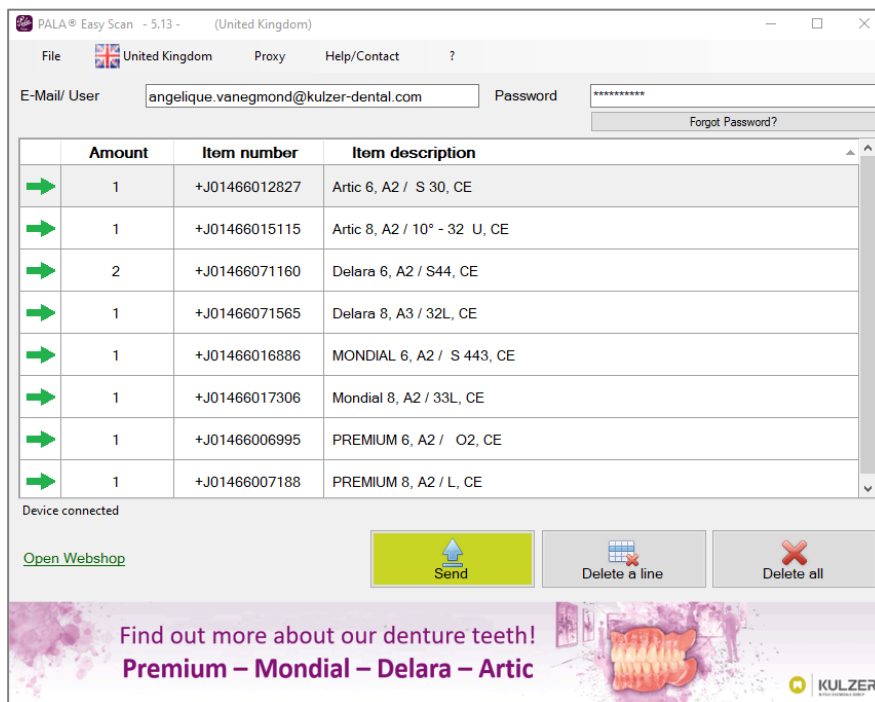
7. One row is added to the table per product. Orders are marked with a green arrow pointing to the right ➜.

8. The column « Amount » indicates the amount of sets ordered.
    a. If a product code is recorded several times, the amounts will be added together and presented on a single line.
    b. Any adjustments to the quantity can be done later on in the webshop.

9. The column « Item number » is providing information on the article number whereas the column « Item description » shows the description of the specific tooth ordered (scanned).

10. « Send » button :
    Click the "Send" button to transfer data from the scanner to the webshop.
    If the transfer is successful, a message box appears and you can

    A. go directly to the webshop for the next steps (see chapter 16).
    B. scan some more products

    You're barcodes have been successfully uploaded to your shopping cart! Please click open webshop now or close this popup and keep scanning and uploading more barcodes.

    Open webshop

    I want to scan and upload more products

11. After transferring the data is deleted from the scanner, the table in the Pala Easy Scan is cleared and the buttons are deactivated until a device is attached again.

12. To add new barcode scans, you must disconnect the scanner, scan barcodes and reconnect the scanner.

13. If there is a barcode not recognized, the webshop sends an error notification. The article number of the not recognized barcode will be shown in a message box. The data will remain on the device and the table until you delete them.

During the transfer, the following data was detected as incorrect:

+J01466803462 -> The product that was requested doesn't exist. Verify the product and try again.

+J01466803463 -> The product that was requested doesn't exist. Verify the product and try again.
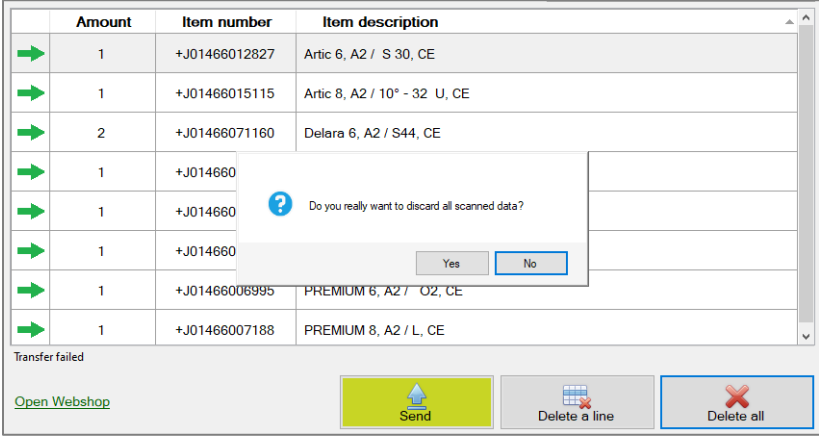
OK
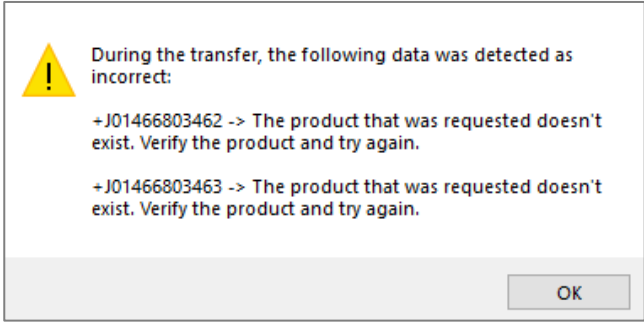
14. "Delete a line" button :
    Removes the selected line. If a line is selected it turns light grey. It is not possible to select multiple lines at once.

➡	1	+J01466017302	Mondial 8, A2 / 29L, CE
➡	1	+J01466071152	Delara 6, A2 / O51, CE
➡	1	+J01466071555	Delara 8, A2 / 30L, CE

15. "Delete all button:
    All data will be deleted from the device after your confirmation. The application will again wait for a device to be connected. There is no data transferred and therefore no order placed.

	Amount	Item number	Item description
➡	1	+J01466012827	Artic 6, A2 / S 30, CE
➡	1	+J01466015115	Artic 8, A2 / 10° - 32 U, CE
➡	2	+J01466071160	Delara 6, A2 / S44, CE
➡	1	+J014660	
➡	1	+J014660	
➡	1	+J014660	
➡	1	+J01466006995	PREMIUM 6, A2 / O2, CE
➡	1	+J01466007188	PREMIUM 8, A2 / L, CE

Do you really want to discard all scanned data?

Yes   No

Transfer failed

Open Webshop   Send   Delete a line   Delete all

Note: it is not possible to connect more than one scan device at the same time.

16. To open the webshop and finish your order, click on:
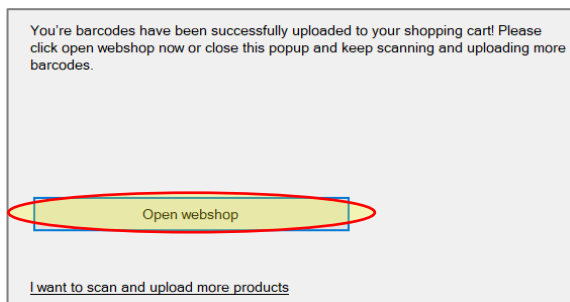
or
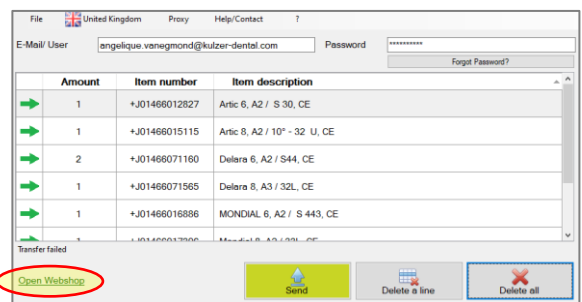
You will be directed to the webshop:
   a. If you are still logged in, you can directly go to your shopping cart.
   b. If you are not logged in, you will get following message first.
      Please log in to go to your shopping cart.

PLEASE SIGN IN!

YOU HAVE SUCCESSFULLY UPLOADED THE PRODUCTS INTO YOUR WEBSHOP ACCOUNT. TO COMPLETE THE ORDER, PLEASE LOG IN FIRST. ONLY THEN YOU WILL SEE THE PRODUCTS IN YOUR SHOPPING CART AND CAN COMPLETE THE ORDER.

CLICK HERE TO SIGN IN
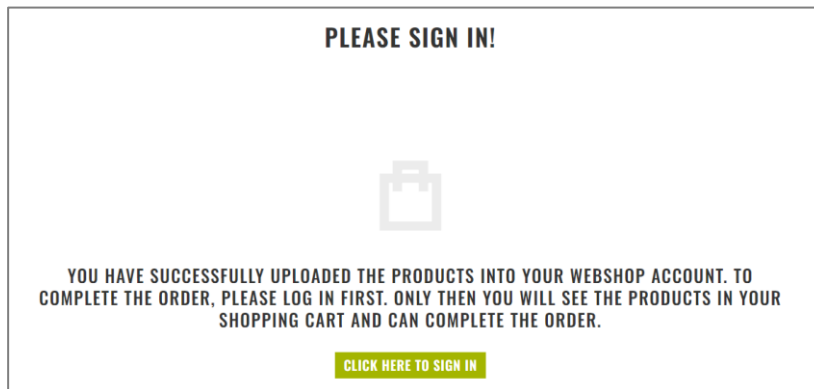
Note : for opening the webshop you must be connected to the internet.
You can also login via your webbrowser at *shop.kulzer.co.uk*.

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IV.   Transferring Order to Dealer with the webshop

Once you have completed the transfer of data from the Pala Easy Scan to the webshop, your order should be accessible.

After clicking on "open webshop" in the Pala Easy Scan the webshop opens and a message appears that you have to login to the webshop.

PLEASE SIGN IN!

YOU HAVE SUCCESSFULLY UPLOADED THE PRODUCTS INTO YOUR WEBSHOP ACCOUNT. TO COMPLETE THE ORDER, PLEASE LOG IN FIRST. ONLY THEN YOU WILL SEE THE PRODUCTS IN YOUR SHOPPING CART AND CAN COMPLETE THE ORDER.

CLICK HERE TO SIGN IN

REGISTERED CUSTOMERS

Email *

Password *

SIGN IN

FORGOT YOUR PASSWORD?
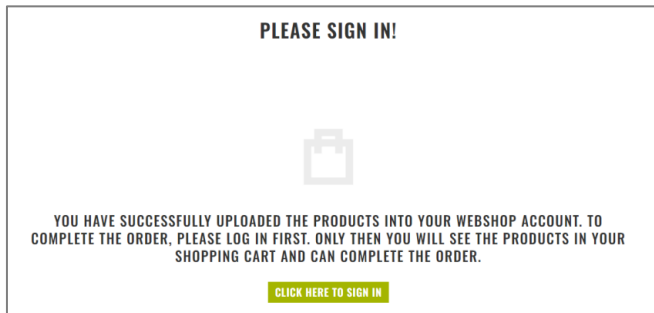
1.   Click on « Click here to sign in »
    Enter your Email and password that you have registered with for the webshop / Pala Easy Scan and click on "Sign in".

    When you enter the webshop for the very first time, you will be asked for your preferred dealer. Your preferred dealer will be saved. You can change the dealer for each order or even for each order line.

    Note: The system will propose for the next order the last dealer that was selected for a specific product.

2.   You will be directed to the shopping cart.

    In case you are not, click on Shopping Cart at the top right.
    Note: The number of articles in your shopping cart equal the number of total items and *not* the number of teeth.

10 Item(s) **Shopping Cart**

A window with a preview of the shopping cart opens. A maximum of 20 articles can be shown. Click on "View cart".

SHOPPING CART   ✕

10 items in Cart

Delara 8, A4 / 30U, CE
REF 66071578
1 ⌄

Delara 8, A3.5 / 30U, CE
REF 66071570
1 ⌄

Delara 8, A3 / 30U, CE
REF 66071562
1 ⌄

VIEW CART
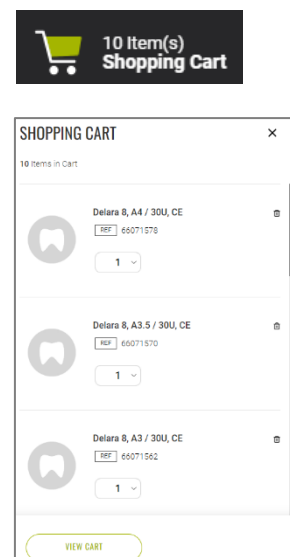
You are now in your shopping cart where you find an overview of your order.

3. Dealer:
   Your preferred dealer is prefilled.
   OR
   The dealer from which you ordered last time the products if prefilled.

   If you like, you can change the dealer for the complete order.
   There is also an option to change the dealer per article. This is described below.

   If you have multiple products, it might be that the order is "split' in 2 (or more) dealers:
   1x with the dealer ordered last time from in case you changed your preferred dealer
   1x with your preferred dealer in case you order the product for the first time
   You can easily change the dealer for the whole order if you like.

4. The ordered teeth are shown per tooth line.
   You can open the tooth line to view the exact articles you ordered.

Here you can
   - change the ordered quantity
   - delete the item from the shopping cart
   - change the dealer for 1 article / order line

5. Click on "go to checkout" to proceed.

6. Shipping

On the left side the available delivery addresses are shown which you can choose from. If you only have 1 delivery address, there will be 1 delivery address that is already selected.

You cannot change the shipping method as this is defined by the dealer.

If you want to make changes in your shopping basket, p.e. adding or deleting products, click on "change shopping basket".

On the right side you find a resume of your order

Click on "next" to proceed.

7. Review and Invoicing

On the left side you find your invoice address. You can change it if you have multiple addresses in the system.

If you want to add another invoice address, you need to send a request which needs to be processed first. Till that is done, you cannot finish the order.

The field "Apply discount code " is not working yet.

On the right side, you find a short resume of the order.

The shipping address can only be changed if you have multiple addresses in the system.

If you want to add another shipping address, you need to send a request which needs to be processed first. Till that is done, you cannot finish the order.

The shipping method cannot be changed as this is depending on the dealer.

8. Click on "place order " to finish the order process.

PLACE ORDER
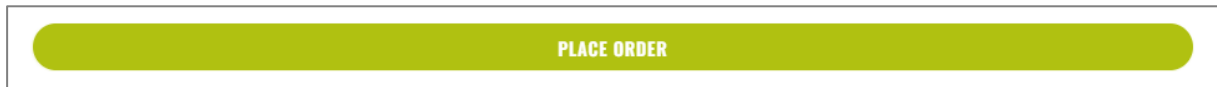
9. You will receive an onscreen notification thanking you for your order incl. order number. For order details, please visit "My account" and "My orders".
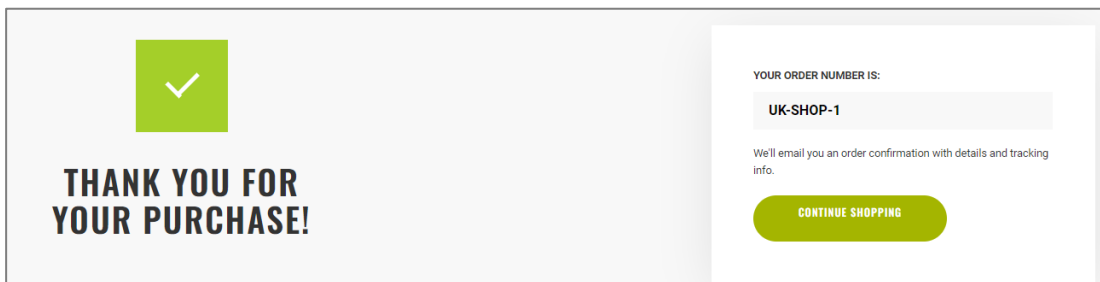
10. You will also receive an email confirmation with the order number and details.

Note: The dealer will receive an email at the same time as you to inform him of your order. He will process it as soon as possible.
For any questions about the order, we ask you to contact the dealer indicating your order number.

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V.   Entering teeth orders manually via matrix

If you would like to order teeth without a scanner see steps below.

Go to "Denture teeth" and choose "Order teeth by matrix"

≡ All   Denture Teeth   Denture Materials   Devices & Equipment   Contact & Help
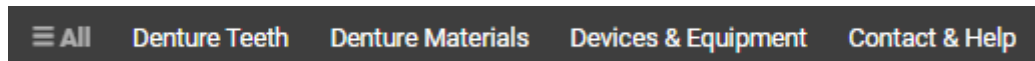
Select the desired tooth line and fill the matrix with the values you would like to order.
At the bottom you see a resume of the total filled number per tooth line.

Note: by refreshing the page (F5) you empty all filled matrices at once.
It is not possible to empty the matrix for only 1 tooth line.

After filling one or more matrices, you have two options:

A. Ordering

Add the teeth to your shopping cart by clicking first on "continue".

And then "Add order to cart"

Note: The matrix is used to fill your shopping cart. Once items are put in the shopping cart, they no longer appear in the matrix view. Any changes to your quantities can be done in the shopping cart.

You get a notification that the teeth have been added to your shopping cart.

By clicking on "Go to productsearch" you return to the matrix and can add more teeth.

By clicking on "Go to cart" you go to your shopping cart where you can finalize your order (see also Transferring Order to Dealer with the Webshop from point 3).

B. Generate barcodes

Select the "Print as barcodes" button to generate barcodes and save as your own specification.

See chapter "Generating a barcode - create your own via matrix"
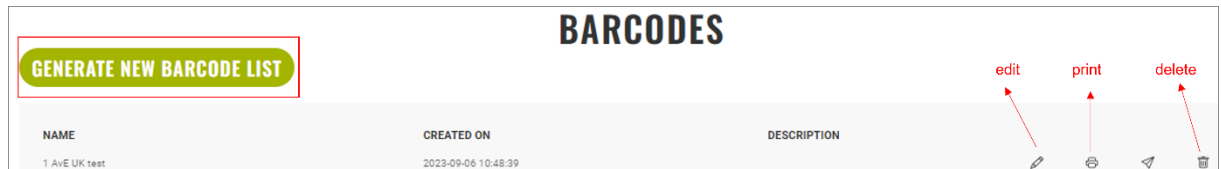

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VI.   Generating a barcode – create your own specification

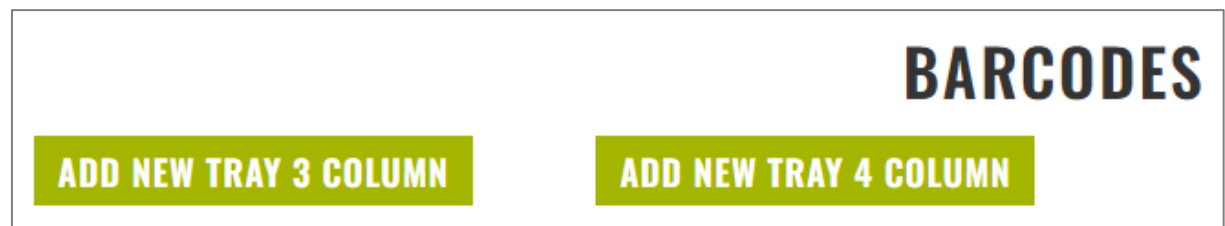Go to "Denture teeth" and choose "Print barcode labels".
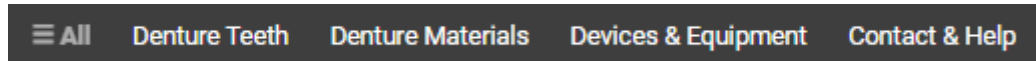
Click on "Generate new barcode list".

Choose an option:
3 columns -> barcodes for molars; max. 3 columns x 12 codes
4 columns -> barcode for anteriors; max. 4 columns x 12 codes

You get following screen, where you can organize your own barcodes:
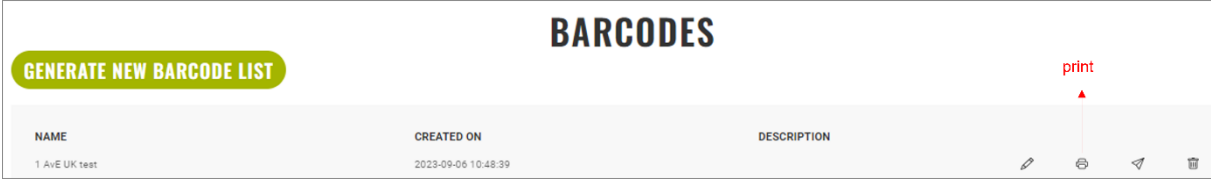

1) Fill in a name for your own barcode specification
2) Choose a tooth line
3) Choose a color
4) Choose a mould
5) Insert the code of the chosen tooth on the sheet or insert an empty space

   Note: New codes and empty spaces will be put on the top left side. You can drag&drop them up and down and to the right side. In future it will be possible to drag&drop them at any point of the sheet.
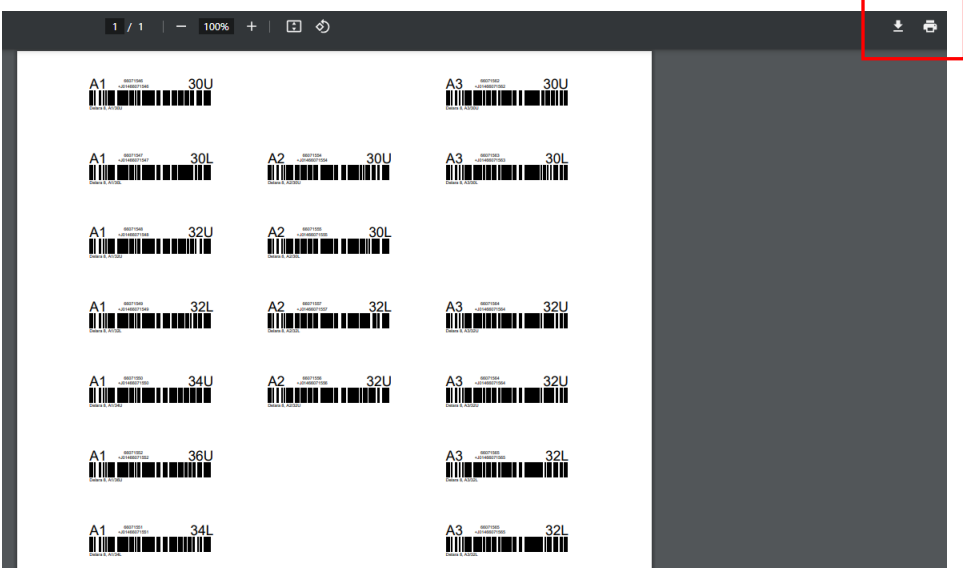
6) The selected codes will be transferred as teeth to your shopping cart for direct ordering
7) Save
8) Add another tray
9) Empty the current tray
10) If you have more than 1 tray, you find here on which tray you currently are
11) Remove this code

After saving your barcodes, you can print them on paper or save them to your pc.

Click on the print icon

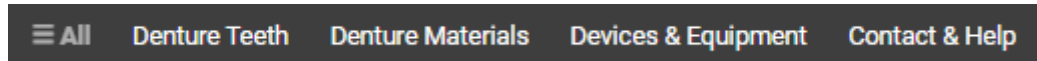A .pdf opens en you can either print or save the barcodes as .pdf on your pc.

You can find your saved barcodes at the section "barcodes" in your account details. From there you can change, print or delete them.

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VII. Generating a barcode – create your own via matrix

Go to "Denture teeth" and choose "Order teeth by matrix"

Select the desired tooth line and fill the matrix with the corresponding number of barcodes you like to create for that specific tooth. At the bottom you see a resume of the filled number per tooth line.

Note: by refreshing the page (F5) you empty all filled matrices at once.
It is not possible to empty the matrix for only 1 tooth line.

After filling one or more teeth matrices, click on "Print as barcodes" to generate barcodes and save as your own specification.

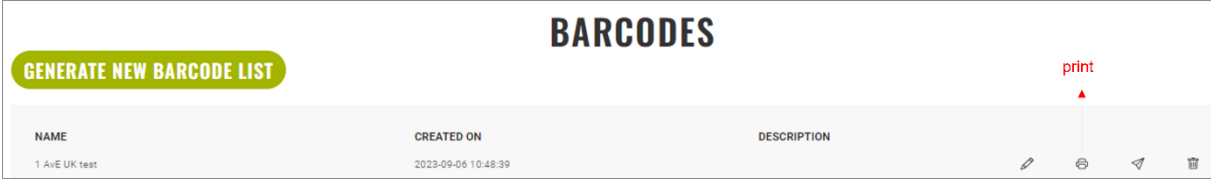You get following screen, where you can organize your own barcodes:

1) Fill in a name for your own barcode specification
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4) Choose a mould
5) Insert the code of the chosen tooth on the sheet or insert an empty space

   Note: New codes and empty spaces will be put on the top left side. You can drag&drop them up and down and to the right side. In future it will be possible to drag&drop them at any point of the sheet.
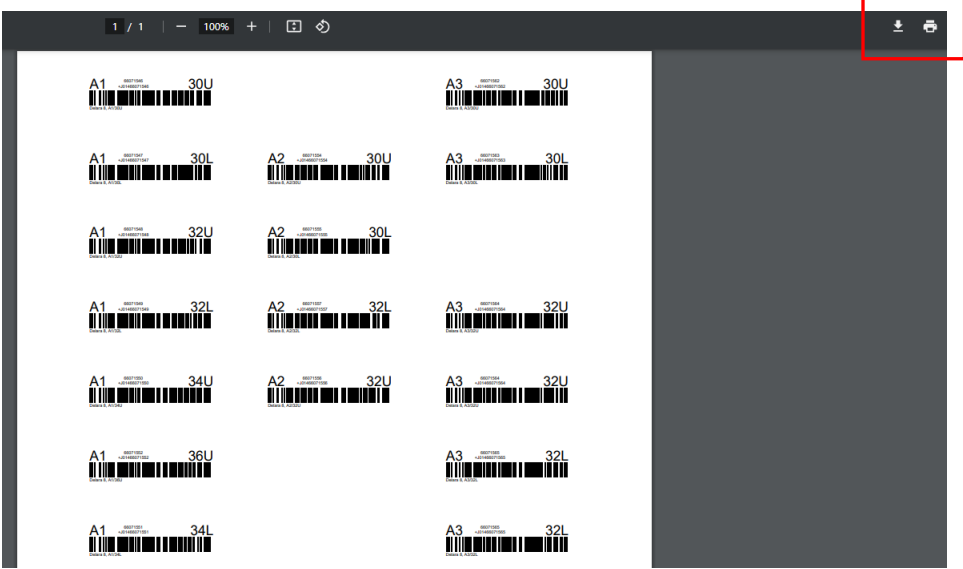
6) The selected codes will be transferred as teeth to your shopping cart for direct ordering
7) Save
8) Add another tray
9) Empty the current tray
10) If you have more than 1 tray, you find here on which tray you currently are
11) Remove this code

After saving your barcodes, you can print them on paper or save them to your pc.

Click on the print icon

A .pdf opens en you can either print or save the barcodes as .pdf on your pc.

You can find your saved barcodes at the section "barcodes" in your account details. From there you can change, print or delete them.

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VIII. Notes

Do you have questions ?

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Web   www.kulzer.com/uk
Webshop   shop.kulzer.co.uk

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